

## ANNUAL REPORT OF THE IN-HOUSE TOWN COUNSEL

This year was a very active and successful year for the Town's In-House Counsel:

- (I) Administrative Agency Proceedings I was involved in and appeared before certain State administrative agency proceedings on behalf of the Town.
- (II) Advice & Legal Documents I provided legal advice, legal support, and legal opinions to the respective members of the Town Council, the Town Manager, and to other Town Officials, Department Heads, and Boards relating to a wide variety of legal issues and subjects. I drafted numerous legal documents including certain by-laws, Home Loan Grant program, leases, liens, discharges, sale of real property, employment contracts, legal documents necessary for presentation before the Town Council; and prepared Orders and filings on behalf of the Town Manager.
- (III) Court Appearances I successfully represented the Town in Quincy District Court and Suffolk Superior Court, and drafted, prepared, and filed certain affidavits and court documents on various Town-related matters.
- (IV) Labor Issues I provided advice regarding the interpretation and application of collective bargaining agreements and the processing of certain grievance matters. In addition, I provided assistance regarding certain personnel issues, non-union contracts, civil service, and arbitration issues. I also worked in conjunction with the Town's outside-Counsel on various legal/labor-related matters.
- (V) Projects I assisted with various Town projects and issues, including but not limited to, business and real estate matters, preservation restriction agreement, non-accessory billboard signs, and licensing. I assisted on the Building Department, Zoning Board, Board of Health, Historical Commission, Community Preservation Commission, Office of the Planner, Treasurer, Assessor, Recreation/Elder Affairs, Conservation Commission, Engineering, Department of Public Works, outside-Counsel, tax-title Counsel, and title examiner Counsel providing assistance and legal advice relative to the Town by-laws, Town-Board matters, license matters, Town property matters, LIP agreement, deposition attendances, the State's Open Meeting & Ethics Law; and provided legal seminars and counsel. Worked on a regular and daily basis with the Clerk of the Council and the Town Manager.
- (VI) Real Property I represented the Town in the sale of certain real property, reviewed certain deeds, restrictions, votes, easements, leases, and legal agreements; and drafted and filed certain municipal liens, mortgages, and discharges on behalf of the Town at the Norfolk County Registry of Deeds.

Respectfully submitted,

ROBERT F. SULLIVAN, ESQUIRE  
In-House Town Counsel