



Town of Randolph Law Department

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Our Client is the Town

- The Law Department provides legal representation to the Town of Randolph. Our Client is the Town.
- We oversee any outside counsel providing services to the Town.
- The School Department has their own Attorneys.
- We cannot provide legal advice to members of the public.

Subpoenas and Public Records Requests.

- We respond to subpoenas and complex public records requests addressed to the Town.
- We prepare witnesses for deposition and trial testimony.
- We provide documents to Courts and litigants, upon receipt of proper documentation.

Advice to Boards, Committees and Commissions

- For example, we provide advice about the Open Meeting Law;
- We provide advice on holding Public Hearings;
- We provide advice on Procedural Issues, Membership, Voting Requirements, Scope of Authority and Related Matters.

Advise Town Departments

- When asked, we assist in interpreting the statutes and case law that govern Departmental operations.

For example, we might be asked about the rules for assessing a particular type of property, the rules for performing maintenance on a private way, or the rules for issuing a citation for a code enforcement violation.

- We assist with compliance with the procurement laws.
- We review complex or non-routine contracts entered into by the Town.
- We provide advice and assistance with employment matters.
- We perform in-house trainings and circulate in-house policies and procedures for the Departments.

Topics have included: Implementing Employee Discipline; Sexual Harassment and Discrimination in the Workplace; Open Meeting Law and Public Records Law Compliance; and Information on Insurance Coverage and Claims.

Serve the Town Council

- The Council's workload includes a wide variety of tasks that serve the Town. The Law Department works with the Council to help with those initiatives whenever possible.
- In the last few years the Council has passed a number of ordinances and ordinance amendments.
- The Council has reviewed many special permit applications.
- The Council has renewed the Town's Cable Contract.
- The Council has petitioned the legislature for home rule legislation and Charter Changes.
- The Council has overseen the placement of a ballot question concerning recreational marijuana on the Town Ballot.
- The Council is in the process of considering updated procedural rules and possible additional Charter Changes.
- The Law Department has assisted with these efforts wherever possible.

Defend the Town in Litigation

- The Law Department is responsible for defending the Town when the Town is sued or when a claim is made against the Town.
- We handle or assist with most administrative hearings – ABCC, Gun Licensing, Wetlands Appeals, Animal Control Hearings, etc.
- We process all Town insurance claims.
- We respond to claim letters and presentment letters.
- We work with outside counsel and insurance counsel to defend any full litigation brought against the Town or to prosecute any affirmative claims brought by the Town.
- TLA and Opioid Litigation.

Advice on Land Use and Zoning Matters

- The Town has been involved in active management and review of the status of Town parcels. The Law Department has assisted in that process whenever possible, including:
- Assisting in designating additional conservation land;
- Assisting with declarations of surplus;
- Assisting with drafting of RFPs for the sale of such parcels;
- Assisting with drafting Purchase and Sale Agreements, Deeds, Easements and other related documents concerning such parcels;
- Assisting the Town with the acquisition of property, such as, for example, 391 South Street and the New North Fire Station parcels;
- Working with the Planning and Building Departments on legal questions relating to new projects and development.

Risk Management

- One of the fundamental functions of the Law Department is to help the Town to manage and eliminate risk. The Law Department does this on a daily basis by helping to insure that our operations are in compliance with the law and that we are implementing best practices whenever possible. In this way, we hope that we are making the experience of Town employees, officials and residents better and that we are protecting the Town from unnecessary liability whenever possible.

Thank You!