

**SUBJECT TO APPROVAL**

**SOUTHBURY BOARD OF SELECTMEN  
January 20, 2022**

**RESOLVED, that the Southbury Board of Selectmen, in accordance with Section 507.9, hereby approves the appointment of the law firm of Slavin Stauffacher & Scott LLC to provide legal services to the Town of Southbury, in accordance with the terms outlined in the conditional offer of appointment letter from the First Selectman dated January 19, 2022.**



**OFFICE OF THE  
FIRST SELECTMAN**

**MEMO**

Date: January 19, 2022  
To: Board of Selectmen  
From: First Selectman Jeffrey Manville  
RE: Town Attorney

---

The RFP for the Town Attorney services was advertised on November 19, 2021 with a return date of December 17, 2021. Four responses were received: Holloran Sage; Slavin, Stauffacher & Scott, LLC; Cramer & Anderson LLP; and Matthew Grimes, Jr., Esq.

An Interview Committee consisting of Justin Bette, Jason Buschbaum, Dan Colton and myself interviewed representatives from Holloran Sage and Slavin, Stauffacher & Scott. While both firms were qualified, the group indicated they would be comfortable with either firm, therefore, I recommend that Slavin Stauffacher & Scott LLC be approved to provide legal services to the Town of Southbury.



# TOWN OF SOUTHBURY

OFFICE OF THE FIRST SELECTMAN

501 Main Street South

Southbury, Connecticut 06488

(203) 262-0647

Fax: (203) 264-9762

January 19, 2022

Attorney Paul R. Jessell  
Slavin Stauffacher & Scott LLC  
27 Siemon Company Drive  
Suite 333 W  
Watertown, CT 06795

This letter is to extend to you a conditional offer of appointment for the position of Town Attorney, a position outlined by Section 507.9 of the Southbury Town Charter. If accepted, the appointment would be effective on January 21, 2022.

Your services to the town will include, but not limited to:

- Municipal and land use law
- Litigation
- Attendance at meetings as requested
- Contract and document review
- Tax Appeals

Compensation for each of the above noted services will be per the terms of the proposal. Said hourly fee shall apply to all work unless otherwise approved in writing in advance by the First Selectman. An invoice for services will be sent monthly to the Office of the First Selectman for review prior to approval for payment.

All requests for legal services shall be coordinated through the office of the First Selectman. Please note that the Town of Southbury reserves the right to use outside legal council on a case by case basis, as determined by the First Selectman, for specific guidance and advice.

To accept this appointment, kindly execute below where indicated and return to this office.

Sincerely,

Jeffrey A. Manville  
First Selectman

By: \_\_\_\_\_  
Slavin Stauffacher & Scott LLC

SOUTHBURY-CT.ORG

ADA / AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER