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February 27, 2019

BY ELECTRONIC TRANSMISSION ONLY

Framingham School Committee
73 Mt. Wayte Ave., Suite 5
Framingham, MA 01702
Attn: Adam Freudberg, Chair

Re: **Letter of Engagement**

Dear Chair Freudberg and School Committee Members:

As the School Committee is aware, Petrini & Associates, P.C. ("P&A") has been providing legal services to the Framingham School Committee and Framingham Public Schools for the last several years on an as requested basis. The Chief Procurement Officer has suggested that we memorialize the terms of these services with a signed Letter of Engagement. This letter will outline the terms of our engagement and seek the Committee's vote in support of same.

P&A will provide legal services to the Framingham School Committee and to authorized School Officials (including the Superintendent, Business Manager, School Committee Administrator, H.R. Director, and other authorized personnel) on an as requested and as needed basis. These services will be provided under the same terms and conditions as set forth in P&A's June 7, 2016 contract with the Town of Framingham to provide legal services, the key provisions of which are highlighted in this letter.

P&A charges for its services on an hourly basis, based on 1/10th of an hour increments, and charges at the following rates:

P&A Senior Attorneys (Attorneys with 10 years of experience or more): \$225 per hour
P&A Associate Attorneys (5 years of experience or more): \$215 per hour
Junior Associate Attorneys (1-4 years of experience): \$200 per hour
Paralegal services \$125 per hour

Invoices will be issued monthly for the preceding month of work, usually by the 15th day of the subsequent month. Our invoices will include a description of the time charge, hourly rate,



February 27, 2019
Page 2

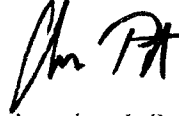
work performed, and the total amount due for the services, along with reimbursement of out of pocket costs such as filing fees, copying, subpoenas, deposition transcripts, etc., at cost with no markup. Invoices are required to be paid within thirty (30) days of receipt.

P&A will maintain a client file related to our representation of you in this matter for six years after this matter is concluded. You may request the file at any time during, upon conclusion of, or after conclusion of, this matter. Six years after the conclusion of this matter, the file may be destroyed without further notification.

Please place this item on an upcoming School Committee agenda to obtain an authorizing vote and execute the Letter of Engagement after the School Committee so votes and return the executed signature page to me. If you request, I am happy to attend the School Committee meeting where this letter is discussed and voted upon.

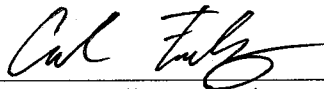
We look forward to continuing our productive and collegial relationship with the School Committee and the Framingham Public Schools. Please let me know if you have any questions. Thank you.

Very truly yours,



Christopher J. Petrini

AGREED AND ACCEPTED:



Adam Freudberg, Chairman
Framingham School Committee

Duly Authorized *by a vote of the School Committee February 27, 2019*

Dated: *March* 1, 2019
~~February~~