

Writer's Direct Dial:

MICHAEL C. HARRINGTON
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August 21, 2019

VIA EMAIL ONLY rskinner@townofcantonct.org

**PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

Town of Canton
4 Market Street
Collinsville, CT 06022

Re: Engagement of Ford & Harrison, LLP
Town of Canton

Dear Mr. Skinner:

As you are aware, on August 15, 2019, I joined the firm of FordHarrison, LLP. FordHarrison will continue to honor all prior agreements regarding rates and reporting as we continue our representation.

We are pleased to have the opportunity to represent the Town of Canton in General Employment Matters. Under your guidance, we will do our utmost to provide your company with the highest level of professional legal services and counseling. This letter sets forth and confirms the terms under which we have been retained to represent the Town of Canton.

Our Representation

All of our attorneys are well versed in their areas of practice, although some have greater experience in particular areas. Generally, we assign case responsibilities and tasks based on the degree of experience and expertise required for a particular component of your defense. As a result, various attorneys may participate in representing your interests. We may also utilize our paralegals and other support staff as needed. In doing so, we strive to assign your work to the most effective and economical level in the legal team. Of course, the scope of our representation may expand from the work described above as agreed by you in writing or to the extent of the work actually rendered and billed.

Our Fees

Rates

I will have overall responsibility for the firm's representation of this matter. We will bill attorneys at a blended rate of \$240 per hour and paralegals in accordance with the firm rate.

Invoices

Prompt Payment and Resolution of Issues - We will send you monthly invoices. We strive to make our invoices simple and clear so that you may use them, along with our other communications with you, to keep apprised of the progress of your matter. However, we encourage you to contact us immediately if you have any questions, concerns, or objections relating to your invoice. After 60 days from the date we transmit your invoice to you, all billings not previously objected to in writing shall be deemed accepted by you and any objections not raised will be deemed waived.

Your Obligations to Us

We expect that you will assist us and cooperate with us to the greatest extent possible in the course of our representation. You agree to respond fully to any inquiries we make and to provide us necessary written materials, documents or any and all other information we require during your representation. You understand and acknowledge that failure to provide us with this information in a timely fashion could prejudice your case, increase your attorney's fees and costs, expose you to possible court sanctions and ultimately interfere with our ability to represent you effectively.

Your Property

You own all files and/or documents retained at our firm that related to your representation, except for our internal and/or administrative documents, such as attorney and paralegal time sheets. You may access these materials at any reasonable time, and upon termination of our relationship, you may withdraw these materials at any time with prior written notice to us. We reserve the right to make a copy of any files and/or documents you wish to remove at your expense. We will usually destroy all files 10 years after the cessation of representation in a matter unless you request their return.

Acknowledgment

Please sign and date this agreement and return it to us, keeping a signed copy for your records. We appreciate the confidence you have in our firm and we look forward to working with you.

Addendum

By signing this letter I authorize the transfer of my legal file(s) from LeClair Ryan to FordHarrison, LLP effective immediately.

Sincerely,

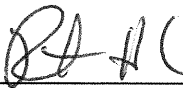
Michael C. Harrington

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MCH/bm

APPROVED, ACCEPTED AND AGREED TO THIS
23rd DAY OF August 2019

Date: 8/23/2019

By: 
Robert Skinner
Chief Administrative Officer