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*ADMITTED IN NEW YORK AND NEW JERSEY
**ADMITTED IN NEW YORK AND CONNECTICUT

January 2, 2024

VIA EMAIL & FIRST-CLASS MAIL: [\[bholdridge@thetownofchester.org\]](mailto:bholdridge@thetownofchester.org)

Brandon Holdridge
Supervisor
Town of Chester
1786 Kings Highway
Chester, New York 10918

RE: Proposal for Legal Services

Dear Mr. Holdridge:

This letter will set forth the terms under which Thomas, Drohan Waxman, Petigrow & Mayle, LLP will represent the Town of Chester (the "Town") in connection with labor and employment matters.

We propose charging an hourly rate of \$235.00 for time worked, including travel, for attorney services and \$110.00 per hour for paralegal services. A minimum of one quarter (1/4) of an hour shall be billed for each service performed. Our bills will describe our work and time spent on services. Bills will be presented on a monthly basis.

There are no additional charges for copies, faxes, or telephone services, except for conference calls involving four or more parties that require the use of an outside service provider. Our firm does not bill clients separately for any electronic research charges. We do, however, track and bill for time spent conducting research in the same manner as other legal services are tracked and billed.

All out-of-pocket costs in connection with the professional services rendered will be itemized and billed monthly. We charge for the actual cost of disbursements, such as those for express mail service and conference calls for four or more persons that utilize an outside service provider. Transcripts, experts, service of process, appellate printing and other related matters would be itemized and billed directly to the Town. Our bills are payable upon receipt.

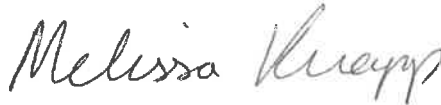
The Town is entitled, upon written request, to any files in our possession relating to the legal services performed by us for you, excluding our internal accounting records and other documents not reasonably necessary to your representation, subject to our right to make copies of any files withdrawn by you. Under our document retention policy, we normally destroy files nine years after a matter is closed, with the exception of those documents identified by our attorneys to be exempt from destruction, unless other arrangements are made with the Town.

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

If the proposal is acceptable as drafted, please sign and date in the area designated below, and return this agreement to us. It will constitute an agreement between the Town of Chester and our firm.

Please do not hesitate to contact me directly if you have any questions or require further information.

Sincerely yours,



Melissa N. Knapp

MNK/al

ACCEPTED AND AGREED TO:
THE TOWN OF CHESTER, NY

By: _____ (Print) _____

Title: _____ Date: _____