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BY FIRST CLASS MAIL

January 2, 2013

Chilmark Board of Selectmen
c/o Timothy Carroll
Town Administrator
P.O. Box 119
Chilmark, MA 02535

RE: Town Counsel Services

Dear Members of the Board:

A recent change to the Rules of Professional Conduct now requires that all Massachusetts attorneys communicate the scope of their representation and fees to clients, in writing. I am pleased to continue to serve as your Town Counsel, and to represent the Town in litigation matters and to advise you, Town boards, and Town employees on legal matters and issues when authorized by you or the Town Administrator.

As you know, my office bills the Town at a rate of \$215.00 per hour for all attorneys, and between \$120.00 and \$140.00 for paralegals or title examiners. We bill for the actual time spent on matters. In addition to the fees described in this letter, my office bills for any out-of-pocket expenses incurred, such as \$.20 per page for photocopies, faxes and scanning, and charges for any long-distance telephone calls, postage and/or overnight delivery charges

Please do not hesitate to call with any questions, and I look forward to working with you this year.

Very truly yours,



Ronald H. Rappaport