

Toni Mertz
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December 22, 2020

Sarah Stanton
Town Manager
Town of Bedford
10 Mudge Road
Bedford, MA

Dear Town Manager,

I sincerely appreciate the opportunity to present this engagement letter to perform consulting services to the Town of Bedford. The consulting services include, but are not limited to the following:

- Serve as Interim Finance Director
- Prepare FY2022 Budget
- Review and Issue W-2 (2020)
- Review and Issue vendor 1099 (2020)
- Oversee Treasurer's Office
- Attend finance committee meetings weekly
- Prepare revenue projections
- Other duties as assigned

The fee for this service will be based on actual hours performed at an hourly rate of \$150. per hour. The estimated hours are approximately 16-20 hours per week. The hourly rate includes all out of pocket costs.

Terms of the payment for services are net 30 days. Services may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If services are terminated for non-payment, the engagement will be deemed to have been completed.

The Town of Bedford may elect to terminate the services without cause. If Town of Bedford elects to terminate the services, the Town of Bedford will be obligated to provide compensation for the services provided through the date of termination.

I appreciate the opportunity to be of service to the Town of Bedford. If you have any questions, please let me know. If you agree to the terms of the engagement as described in this letter, please sign and return a copy.

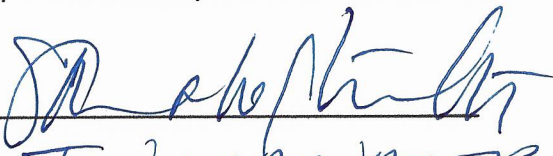
Very Truly Yours,

Toni Mertz

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Response:

This letter correctly sets forth the understanding of the Town of Bedford. The undersigned has the ability to contractually bind the Town of Bedford.

By: 

Title: TOWN MANAGER

Date: DEC. 22, 2020