

April 1, 2020

MJ Handy, Director of Accounts
Massachusetts Department of Revenue
Division of Local Services, Bureau of Accounts
100 Cambridge Street
Boston, MA 02114

Dear Director Handy,

We, the Board of Selectmen for the Town of West Tisbury, are writing to you, the Director of Accounts of the Division of Local Services, for authority to expend funds in excess of appropriation, as provided by MGL c.44 § 31, to pay expenses related to the Governor's March 10, 2020 declaration of a state of emergency related to COVID-19. We currently estimate expenditures of \$60,000 to be incurred through April 30, 2020.

Categories of expenses with an estimate of cost expected to be incurred include the following:

- Additional personnel hired by the Health Department for this period (\$8,800)
- Additional hours beyond budgeted appropriations (overtime) for the town's Health Agent (\$6,900)
- Compensation to Emergency Management Director on hourly basis (\$16,000)
- Additional hours beyond budgeted appropriations (overtime) for other essential town staff including, but not limited to the Town Administrator, Town Accountant, Treasurer/Collector and Public Safety Department's employees (\$8,900)
- Additional contracted cleaning services for Public Buildings, especially Town Hall and those staffed by emergency and other essential personnel (\$6,000)
- Purchase of personal protective supplies and equipment (\$4,000)
- Acquisition of equipment, consulting services and on-line services for the purpose of implementing remote participation of town and regional boards and committees, for town staff to safely work from remote locations, and provide remote access to municipal services by the public (\$3,400)
- Legal services related to ensuring compliance with applicable laws for complying with the state of emergency declaration and developing local responses to the emergency (\$6,000)

We voted to make this request at our meeting held on April 1, 2020. We thank you for your prompt attention to this request and thank you for your and your department's service during this unique and challenging period.

Sincerely