

Sara C. Hunter  
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Timothy R Carroll  
401 Middle Road  
Chilmark, MA 02535

Dear Timothy,

We have provided Treasurer/Collector services to cities and towns in Massachusetts including Dedham, Dover, Chester, and Holyoke.

We propose to provide these services for the Town of Chilmark including:

- 2-3 day onsite preliminary review of office and work with Treasurer/Collector on key topics such as office process, payroll, and reconciliation
- \$150/hour up to 30 hours
- Chilmark will provide lodging for 2 nights

Thank you,

**Sara C Hunter, CMMT**