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March 7, 2022

Jim Hartnett, Town Administrator  
816 Main Rd.  
Westport, MA 02790

Dear Jim Hartnett,

We are writing to express our possible interest in the use of the old Westport High School building for the Westport Food Pantry, Inc. Our charity has grown over the last two years and we are investigating options for the future as we continue to grow. The Westport Food Pantry has become an integral resource for the community in Westport and beyond for those families and individuals that experience food insecurity and need help getting free food, toiletries, diapers and other necessities.

Although our charity originated as an emergency response to the COVID Pandemic by the Town of Westport under the direction of the Recreation Director, Dana Stewart, we are excited that we have now transitioned into being our own Massachusetts Charitable Corporation (General Laws, Chapter 180) and have filed for our 501(c)3. We have an active Board and are currently interviewing candidates for Director of Operations for the Westport Food Pantry, Inc.

If we were given the opportunity in the future to use part of the old Westport High School building, we would be interested in moving our entire charity and operations to that space. The area in the building that would be of interest to us would possibly be the following: the old music/band room (could be used to set up shelving to store food), the cafeteria (possibly to serve meals or use as a staging area for those that come to get food), the kitchen (used to store perishable food in refrigerators/freezers and/or used to cook meals), one office (to be used for the Director of Operations for the Westport Food Pantry, Inc.) and any other space that might be available for storage.

We are extremely grateful for the generous support the Town of Westport has given us and the many local businesses, farms and community members that continue to support our efforts. If you or anyone else involved would like to talk with a representative from the Westport Food Pantry, Inc. Board, please don't hesitate to reach out.

With gratitude,



Westport Food Pantry, Inc. Board:

Jeanne Girard, President, 774-201-9605, jamgirard@gmail.com

Stephen Clayton, Treasurer

Nancy Burlingame, Clerk

Mary Ellen Foley

Sarah LaValley

*Westport Food Pantry, Inc. is a Massachusetts Charitable Corporation in the process of attaining their 501(c)3 status. Your contribution is tax deductible to the extent allowed by law. No goods or services are provided in exchange for your generous donations.*