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(21)

ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

To: Don P. Johnson, Town Manager **Date:** 1/16/04
From: Dean A. Charter, Municipal Properties Director 
Subject: Acceptance of donation

Mr. John Obertenffer, representing FONIX, located at 629 Massachusetts Avenue, Boxboro, has offered to donate the following pieces of surplus office furniture:

- 6 Steelcase double pedestal desks, color putty
- 2 Steelcase tables, color putty
- 1 Steelcase secretarial desk with return, color gray

I have looked at these items and they are in excellent condition. If accepted, I will keep them in storage for use in the new Public Safety Facility. FONIX has decided that the items are surplus due to receiving other furniture from their other facility.

cc.: Frank Widmayer
Robert Craig