



Town Manager

*Town of Acton
472 Main Street
Acton, MA 01720*

*Telephone (978) 929-6611
manager@acton-ma.gov*

To: Steve Ledoux
From: Mark Hald
Date: August 25, 2014
Re: Request to dispose of obsolete items

I respectfully request the Selectmen's permission to dispose of the approximate counts of the following items:

1. 18 desks and credenzas
2. 18 tables and chairs
3. 4 bookcases
4. 5 supply/file cabinets
5. 2 metal lockers
6. 10 cubicle partitions and cabinets
7. 1 dormitory-size refrigerator
8. 1 printer
9. Various obsolete technology peripherals, software, etc.

All items listed will be surplus as a result of the renovation project in the North wing of Town Hall. Some items may be repurposed by other departments, with the remainder to be disposed of properly by the Highway department.

Regards,