

ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

8/16

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To: Don P. Johnson, Town Manager

Date: 8/6/04

From: Dean A. Charter, Municipal Properties Director *DA*

Subject: Furniture donation

The following items have been generously donated by Daniel Stanfill III and Judy Northrop, of 496 Heald Road, Carlisle, to be used in the new Public Safety Building, or other appropriate Town purpose:

- Oak loveseat
- Oak coffee table
- Steel four drawer file cabinet
- Steel two drawer file cabinets (2)
- Steel office desks (2)
- Steel office desk with return
- Light table
- Office chairs (2)
- Ice Auger
- Assorted small office accessories

Due to the fact that they had to be moved quickly, I have had them brought to a town facility prior to having them accepted by the Board of Selectmen.