

BELMONT PUBLIC SCHOOLS



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**INTEROFFICE MEMORANDUM**

TO: Dr. Thomas Kingston, Superintendent of Schools

FROM:  Anthony DiCologero, Director of Finance, Business and Operations

DATE: June 14, 2012

RE: Surplus Property

The School Department currently has three vehicles in service. The oldest of which is a Chevy Blazer, model year 1996, with approximately 71,000 miles. Fred Domenici has apprised me of an opportunity to obtain a used cargo van, which would better suit the needs of the district, especially in transporting tools and supplies as our district-wide maintenance carpenter or maintenance electrician make service calls to repair the school buildings. In addition, a cargo van would better enable the district to transport large items between buildings such as artwork and musical instruments, as needed.

A car dealer in the area has acquired a fleet of cargo vans, with a model year circa 2003. Our intention is trade in the current Blazer towards the purchase of a cargo van. In order to trade in the Blazer, I am recommending that the School Committee vote to declare the Blazer as surplus property.

cc: Fred Domenici, Supervisor of Buildings and Grounds