

1/8/19

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**MEMORANDUM**

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**TO:** J. PHELAN, SUPERINTENDENT  
**FROM:** MICHAEL E. MCALLISTER, PRINCIPAL  
**SUBJECT:** SURPLUS MATERIALS  
**DATE:** 12/14/2018  
**CC:** J. DARIAS, A. DICOLOGERO, E. BAKER

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At their next meeting, please request that the Belmont School Committee declare the materials and equipment listed in the attached file as surplus and authorize their disposal.

All of these items have been offered to each Belmont school, and no Principals or Curriculum Directors expressed any interest in them.

The items proposed for disposal have no re-sale value, and the method of disposal (recycling) is the lowest cost.

Please let me know if you have any questions or concerns.

Manufacturer	Description	Model/Serial Number (where applicable)	Additional Information
Utility Metal Products	Metal cabinet	N/A	Quantity: 4
Part of Paxton units	Counter top	N/A	Quantity: 3  Items are 20 years old and are degrading down
Part of Paxton units	Drawer base	N/A	Quantity: 12  Items are 20 years old and are degrading down
Unknown	Wood rolling rack	N/A	Quantity: 2
Materials are breaking down. Seats are cracked or splintered	Wooden stool	Unknown	Quantity: 25