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**Meeting Name:** Town Council Meeting  
**Meeting Date:** September 24, 2025  
**Prepared By:** Emily Alves, CPA Finance/HR Director  
**Item Title:** Asset Disposals

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**DISCUSSION:**

Per the Town's Accounting Manual, fixed assets disposals are to be recorded in the minutes of a regularly scheduled meeting of the Town Council.

Staff is recommending the disposal of two assets (as fully described in the attached Asset Disposal List). Both assets will be sold on govdeals.com.

**RECOMMENDATION:**

Staff recommends the Town Council consider a motion to approve attached disposals on the Consent Agenda.