

POLICY STATEMENT BOARD OF SELECTMEN

Title: Disposal of Surplus Supplies & Obsolete Equipment Policy Number: 18

Adoption Date: November 5, 2007

Revision Date: June 23, 2015

Purpose: To comply with General Laws Chapter 30B, Section 15(f)

Other Reference: Article 5 of the Town By-Laws

Last Reviewed: February 9, 2016

Policy:

1. The term “Supplies & Obsolete Equipment” for the purposes of this policy shall be as defined in General Laws Chapter 30B, Section 2.
2. The head of any department seeking to dispose of surplus supplies or obsolete equipment shall submit a Property Disposal Request Form to the Town Manager. On this form, the good faith estimated value of the surplused supplies or obsolete equipment shall be listed.
3. For surplus supplies or obsolete equipment valued in excess of \$10,000 disposal shall be in accordance with General Laws Chapter 30B.
4. For surplus supplies or obsolete equipment valued between \$1,000 and \$9,999, shall be sold via sealed bid or live auction with notice made in the Worcester Telegram on one occasion fourteen or more days preceding the auction or sealed bid. Alternate auction processes may be used such as sending vehicles to the auto auction held in the region or placing the surplus supplies or obsolete equipment on an on-line action site such as EBay (see advisory dated June 2005 from the Office of the Inspector General entitled “eProcurement: Chapter 30B and Online Auctions”)
5. For surplus property or obsolete equipment valued less than \$1,000 any means may be used as authorized by the Town Manager provided some public disclosure takes place via filing a notice with the Board of Selectmen and Town Clerk.
6. The sale of scrap and/or salvaged materials at best prices shall be undertaken by affected departments as necessary with all funds paid into the General Fund.
7. All funds generated by the sale of surplus supplies or obsolete equipment shall be paid into the General Fund regardless of how the supplies or equipment were first acquired.
8. Surplus supplies or obsolete equipment may be traded in towards the purchase of new supplies and equipment as allowed under General Laws Chapter 30B.