



Office of the
BOARD OF SELECTMEN
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DISPOSITION OF SURPLUS PROPERTY UNDER \$10,000
SELECTMEN'S POLICY #2015-01
Adopted June 23, 2015

Introduction: From time to time the Town of Townsend finds it necessary to dispose of scrap metals and materials, leftover inventory, and surplus equipment. Departments desiring to dispose of surplus items with an estimated value of less than \$10,000 shall follow these procedures. This policy shall not apply to real property.

"Surplus" or "Scrap" materials included in this section are items no longer useful to a Town department, but having resale, trade, or salvage value.

Surplus items shall be declared surplus or scrap by a vote of the Board of Selectmen following a recommendation by a department head or Town board. Departments desiring a declaration of surplus shall provide the Board of Selectmen with a written description of the items and an estimated value.

Having been so declared and approved for disposal the department head in consultation with the Town Administrator shall abide by the following procedures. Materials shall be disposed of in the manner most advantageous to the Town.

1. Offer the surplus materials to other Town departments and governmental entities;
2. Arrange to have the materials stripped of usable parts that can be reused for Town purposes without impacting the ability to sell the item;
3. Put materials in best possible condition;
4. Advertise the disposition by posting notice on one or more of the following. Such notice shall describe the method under which the materials will be disposed, the location for receipt of quotes or of any live auction, and an estimated value or minimum bid price, if any, of the materials:
 - a. The Town posting board;
 - b. The Town website;
 - c. The cable television bulletin board;
5. Solicit written quotes or conduct a live auction;
6. Complete and file applicable documents of sale;
7. Fill out Fixed Asset Control Form and return it to the Town Administrator.

Broken items and other items having no value, as determined by the department head and Town Administrator acting as designee of the Board of Selectmen, need not be disposed of according to this policy. Such items can be discarded without action by the Board of Selectmen.