

## **ADMINISTRATIVE POLICY #28**

### **SURPLUS PROPERTY DISPOSITION POLICY**

#### **A. INTRODUCTION**

This policy is to coordinate and guide Town departments in the disposal of unused, antiquated or surplus Town property in accordance with Chapter 30B of the Massachusetts General Laws. All property owned by the Town as defined herein shall be disposed of by one of the methods described below.

#### **B. PROPERTY DEFINITION**

“Property” refers to all tangible property (excluding real property) including vehicles, machinery, computer equipment, furniture, and other miscellaneous departmental equipment, materials or supplies.

“Surplus property” refers to any item noted above that is either unused or unwanted because of disrepair, antiquation or considered excess inventory.

#### **C. METHODS OF DISPOSAL**

##### **1. Annual Town Auction**

Any town department may submit surplus property to the Public Works Department for disposition at the Town’s Auction.

##### **2. Advertisement & Solicitation of Competitive Price Quotes**

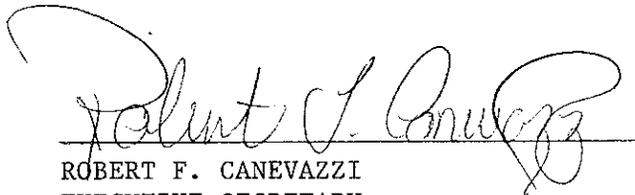
a. For any surplus property that is either unique in character whereby its sale value would not be achieved by its disposal at the Town Auction or whose value exceeds \$5,000, the Town shall formally advertise the solicitation of competitive price quotes through a sealed bid procedure. The procedures in advertising the sale of surplus property shall comply with MGL, Chapter 30B, Section 15.

b. As with any public bid, the Board of Selectmen shall award the bid to the party whose proposal is deemed to be in the best interests of the Town of Seekonk and as described in MGL Chapter 30B, Section 15.

### 3. Sale or Donation to Governmental Entity or Charitable Institution

- a. At its discretion, the Town may either sell at less than fair market value or donate surplus property to a governmental entity or any organization which has an Internal Revenue Service tax exempt status by reason of its charitable nature.
- b. For property with a value under \$500, the department head must receive permission from the Board of Selectmen prior to disposition of said property.
- c. For property with a value over \$500, the department head must receive an affirmative vote by town meeting at a duly called annual or special town meeting.

This policy was approved and adopted by the Board of Selectmen on February 15, 1995.

A handwritten signature in cursive script, reading "Robert F. Canevazzi", written over a horizontal line.

ROBERT F. CANEVAZZI  
EXECUTIVE SECRETARY