



Town of Hubbardston Policies

Disposal of Surplus Policy

This policy complies with Massachusetts General Laws Chapter 30B which requires municipalities to adopt a written policy regarding the disposal of surplus property.

From time to time the Town of Hubbardston finds it necessary to dispose of materials, equipment, residue inventory or other items that are no longer required. The following procedures describe the process to be followed when disposing of surplus items. The intent is to establish reasonable control over usage, surplus and obsolete material handling, sale and disposition. This policy applies to all surplus items regardless of value. It does not apply to disposal of real estate. This policy applies to all Town departments, boards and committees.

Procedures

The Department Head will submit a written recommendation to the Chief Procurement Officer (CPO) that the item(s) are surplus to department needs and may be disposed of.

The Board of Selectmen shall vote to designate the items surplus.

For surplus property valued at less than \$10,000 the CPO will advertise the items for sale on the Town website, or in the local newspaper, or by online auction as s/he deems in the best interest of the Town.

For surplus property valued at \$10,000 or more, the CPO shall dispose of the property in accordance with MGL Chapter 30B by sealed bids, or by public auction, including online auction.

Items that have only scrap value may be disposed of as the CPO deems appropriate.

At its discretion, the Town may either sell at less than fair market value or donate surplus property to a governmental entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature. For property valued at less than \$1,000 the CPO may exercise his own judgment. For property valued at \$1,000 or more the Board of Selectmen must first approve the disposition.

Approved 5/4/20

Surplus Property Disposition Request

Estimated Value of Item: _____

| Method of Disposition: | <u>Under \$10,000</u> | <u>\$10,000 or more</u> |
|------------------------|-----------------------|-------------------------|
| Sold | \$ 67,890 | \$ 12,345 |
| Transferred | \$ 45,678 | \$ 8,901 |
| Other | \$ 23,456 | \$ 5,678 |
| Total | \$ 136,924 | \$ 26,924 |

- ☐ Advertise Newspaper
- ☐ Advertise Website
- ☐ Seek Informal Quotes
- ☐ Sealed Bids
- ☐ Public Auction

Description of Item: See Attached Fixed Asset Sheet
Description is as follows:
o Make/Model/Serial #:_____

Disposition Request

Department Head Signature

Date

Disposition Approval

 Purchasing Agent Signature

 Date

Chief Procurement Officer Use ONLY

Method Used: _____ Date(s) Advertised: _____

Other Info: _____

Sold to: _____ Amount sold for: _____

Date disposed of: _____ Receipt attached: _____