

# TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

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BOARD OF  
SELECTMEN

TOWN  
MANAGER

## THE TOWN OF SANDWICH

### DISPOSAL OF SURPLUS PROPERTY POLICY

- A. The Town Manager shall maintain a surplus property inventory of any personal property of the Town (e.g., equipment, supplies or materials), which shall have become obsolete, disused, worn out, or to be scrapped, and shall take charge and control of such property.
- B. All department heads must provide written notice to the Town Manager of any property identified as obsolete, disused, worn out or to be scrapped (hereinafter referred to as "surplus property"). The Town Manager shall determine how and where such surplus property is to be stored pending disposal or other disposition by the Town and shall inform the department head of such determination in writing.
- C. The Town Manager shall solicit interest in the surplus property from all other departments of the Town to determine if there is an alternate use of it. In the event any of the property can be used by any other department, and the Town Manager determines that such alternate use is in the best interests of the Town, he/she may make such property available for use by that department.
- D. If no other Town department expresses an interest in the surplus property, the Town Manager shall determine if the identified property is valued at \$5,000.00 or greater, in which case the property may be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B.
- E. If the Town Manager determines that the value of the surplus property at less than \$5,000.00, the Town Manager may dispose of the surplus property as provided herein.
- F. If the Town Manager determines that the surplus property has no resale or salvage value, he/she shall dispose of such property at the least cost to the Town, e.g., if the property has become obsolete, or the property requires work to be done prior to sale that would be equal to or more than the likely value thereof, the item may be recycled, or if that is not possible, disposed of as waste.
- G. For surplus property that has a resale or salvage value, where it is determined that no other department has an interest in the property, the property may be disposed of pursuant to the procedure set forth in subsection H below.

- H. The Town Manager, in his/her discretion, may elect one of the following methods of disposal, with the objective of yielding the greatest return for the Town:
1. Solicit written or oral bids from at least two (2) companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  2. Hold a "tag sale" at which surplus property shall be offered to the public by advertising the sale in a newspaper of general circulation in the Town and by posting notice of the sale in the Town Hall at least seven (7) calendar days prior to the sale; or
  3. Advertise the surplus property for sale on the Town's website and or on any internet site that offers such property for sale at least fourteen (14) calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a bid shall be submitted to the Town, and shall prescribe the format in which a bid shall be submitted (written and delivered to a prescribed address, by e-mail, or otherwise).
  4. In all cases, the surplus property shall be sold to the person offering the highest purchase price, net of any off-set or costs conditioning the prospective buyer's offer.
  5. If the Town does not receive a bid or offer to purchase the surplus property pursuant to any of the above-referenced methods, the Town Manager may dispose of the property as waste, or in any other manner consistent with law.

Adopted by the Board of Selectmen, this 14<sup>th</sup> day of October, 2010

  
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