



# TOWN OF TRURO

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## SELECT BOARD POLICY MEMORANDUM #67

Date: Adopted May 17, 2022, rev 9/13/2022

*\* This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **SURPLUS POLICY**

### **Disposal of Surplus Supplies**

- A. This Policy applies to all tangible property of the Town, except real property, having resale or salvage value, but identified as:
- Surplus – excess or no longer required or needed
  - Obsolete – no longer functions for its intended purpose
  - Replaced – the Town has replaced the item with a new or updated item.

Property that falls under these categories will be referred to as “surplus” in the remainder of this policy.

- B. All department heads must provide written notice to the Town Manager of any surplus supplies. The Town Manager shall determine how and where such surplus supply is to be stored pending disposal or other disposition by the Town and shall inform the department head of such determination.

1. In the case of surplus property owned by the School Department, including obsolete educational materials, the Superintendent or their designee shall submit a list of surplus materials to the School Committee and the Town Manager annually for their review. The School Committee shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15. If the School property is valued at less than \$10,000.00, the School Committee shall ensure the property is disposed of as provided herein.

- 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 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, the Town Manager may make such property available for use by that department.

Additionally, The Town Manager may solicit interest in the surplus property from other communities or other governmental agencies. In the event any of the property can be used by another governmental entity, and the Town Manager determines that such alternate use is in the best interests of the Town, the Town Manager may make such property available for use by that entity by sale, swap, or other conveyance.

- D. If no other Town department or government entity expresses an interest in the surplus property, the Town Manager shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15.
- E. If the Town Manager determines that the value of the surplus property at less than \$10,000.00, 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, the Town Manager 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 I below.
- H. The Town Manager, in their 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 on the Town website 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 responsible 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, by fax 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. In the case of vehicles or equipment, the Town Manager may authorize the use of the vehicle for 'trade in' value toward its replacement. All payments should be made either by check payable to the Town of Truro or by verification that the agreed upon trade-in value has been credited towards the purchase of replacement vehicle or equipment. The Town Manager will sign a Bill of Sale or Purchase Order after confirmation of payment or verification of agreed upon credit for trade value and prior to the successful bidder/purchaser taking possession of the surplus item.
6. With respect to surplus public safety equipment, the police and fire Chiefs will provide written notice to the Town Manager that disposal of same comports with this policy and other applicable law.
7. 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.



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Kristen Reed, Chair



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John Dundas, Clerk



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Robert Weinstein, Vice-Chair



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Susan Areson



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Stephanie Rein  
Select Board-Town of Truro