



TOWN OF ERVING

12 Main Street
Erving, Massachusetts 01344
Telephone: (413) 422-2800
Facsimile: (413) 422-2808
Email: administrator@erving-ma.gov

Policy

DISPOSAL OF SURPLUS PROPERTY POLICY

Approved: _____

Selectboard Chair, Jacob A. Smith

Date: 11-2-2020

Table of Contents

.01	Issue Date / Effective Date
.02	Purpose
.03	Request Process
.04	Disposition Procedures
.05	Exceptions

.01 Issue Date / Effective Date

This policy is issued on November 02, 2020, with an effective date of November 02, 2020.

.02 Purpose

Periodically, the Town of Erving finds it necessary to dispose of materials, equipment, residual inventory or other items that are no longer required. In accordance with Massachusetts General Laws (MGL) Chapter 30B, the following procedures describe the process to be followed when disposing of surplus property. The purpose 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 and applies to all Town departments, boards, and committees.

.03 Request Process

- a) 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.
- b) The CPO will submit a surplus property request to the Select Board for consideration. The Select Board shall vote to designate the items surplus.

.04 Disposition Procedures

Valued at less than \$10,000: For surplus property valued at less than \$10,000, the CPO will advertise the items for sale on the Town website and in the local newspaper. Surplus property may be made available using an online auction as s/he deems in the best interest of the Town. The surplus property will be advertised for a period of at least fourteen (14) days.

Valued at \$10,000 or more: 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.

Scrap Value: Surplus property that has only scrap value may be disposed of as the CPO deems appropriate.

Sale or Donation to Governmental and Charitable Organizations: 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. The Select Board must first approve the disposition.

.05 Exceptions

- a) This policy does not apply to the disposal of real estate.
- b) Items taken into custody by the Erving Police Department through statutory procedures i.e. drug, criminal and civil forfeitures pursuant to MGL Chapter 94c and 18 USC ss981-87, will be disposed according to state and federal law. Unclaimed property taken into possession by the Erving Police Department will be returned to the finder in accordance with Departmental policy 6.02 Property & Evidence Control. If the finder does not wish to exercise claim to the found property, it will be auctioned according to MGL Chapter 135, Section 8.

Surplus Property Disposition Request

Department/Board/Committee _____	Request Date: _____
Item(s) to be disposed of:	
Estimated Value of Item:	
Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #	
Reason for Request:	
Recommended Disposition:	

Department Head Signature

Date

Select Board Review

Board Decision:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Board Comments:	
Select Board Signatory	Date

Chief Procurement Officer

Method of Disposition:	Under \$10,000	\$10,000 or More
<input type="checkbox"/> Advertise Newspaper	<input type="checkbox"/> Sealed Bids	<input type="checkbox"/> Public Auction
<input type="checkbox"/> Advertise on Website	<input type="checkbox"/> Seek Bids	<input type="checkbox"/> Advertise on Website
<input type="checkbox"/> Scrap Value	<input type="checkbox"/> Governmental/ Charitable Entity	
Date(s) advertised: _____	Other info: _____	
Sold to: _____	\$ Sold for: _____	
Date disposed of: _____	Receipt attached: _____	
Chief Procurement Officer Signature		Date