

Town of Chester

Policy

Disposal of Surplus Tangible Items No Longer Useful to the Town

In accordance with MGL Chapter 30B Section 15, this policy pertains to all surplus tangible items with a resale or salvage value less than \$10,000, *including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies, not including real property.*

-Any Town department that intends to dispose of surplus tangible assets must notify the Town Administrator and provide a list and descriptions of items.

-All such items should be offered to other Town departments first.

-Any surplus items remaining thereafter may be posted for sale for 14 days on the Town Hall bulletin board, Town website, and in the Country Journal.

Alternatively, items may be sold by a similarly posted silent auction or tag sale. *All money from such sale will be turned over to the Treasurer and deposited into the General Fund.*

-Any surplus items with a resale or salvage value of \$10,000 or more must be either put up for sealed bid or public auction. Notice of bid will be published for 14 days on the Town Hall bulletin board, Town website, and in the Country Journal for at least two issues. All bids will be opened at a Selectboard meeting. *All money from such sale will be turned over to the Treasurer and deposited into the General Fund.*

-At any time, surplus items that are no longer useful to the Town may be donated to a charitable organization which has received a tax exemption from the United States IRS by reason of its charitable nature.

-Surplus items may also be traded in when making new purchases.

-Finally, surplus items that remain after other attempts to dispose of them may be disposed of, scrapped, or recycled, as appropriate.