



## **Surplus Property Disposal Policy**

### **May 21, 2019**

From time to time the Town of Royalston finds it necessary to dispose of materials, equipment, residue inventory or other items no longer required. This policy applies to all surplus items that still have a useful life, but not to the disposal of real estate. With the following exceptions, all town departments, boards and committees are bound by this policy.

### **Exceptions**

- Items taken into custody by the Royalston 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 Royalston Police Department will be auctioned according to MGL Chapter 135, s8.
- If a town vehicle is to be replaced by a new one, the department head shall first evaluate whether the old one can be usefully repurposed for this or another town department or should be used as a trade-in. When possible, the department head shall make this evaluation and seek Select Board approval for the repurposing before referring the request for a new vehicle to the Capital Planning Committee. If the department head does not recommend keeping the old vehicle and a trade-in is not feasible, he or she shall follow the procedures outlined below.
- If the surplus item is a town computer (i.e., a desktop, laptop, pad, data storage device or backup drive), the department will first deliver it to the IT Director, who must either (A) wipe all confidential, secure, and HIPPA files before offering it to another department or (B) wipe it clean to Federal DoD specs before the Select Board offers it for outside sale.
- If the surplus property was originally purchased with grant funds or was received from a federal agency, the department head in control of this property must check the rules governing that grant or gift and abide by those rules. The department head may consult with the Select Board before making a decision.

### **Procedures**

If a department head judges an item worth less than \$50, he or she may offer it to other departments, give it away, or dispose of it. Otherwise, he or she will submit a written recommendation to the Select Board that the item(s) be declared surplus.

The Select Board shall vote to designate the item(s) surplus. At its discretion, the board may offer the item(s) to other departments. Also at its discretion, the board may either sell at less than fair market value or donate the item(s) to a governmental entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature. Otherwise, the board will proceed as follows:

- For surplus property valued from \$50 to \$10,000, the Select Board shall offer the item(s) for sale on the Town website, in the local newspaper, or by online auction as deemed in the best interests of the Town. The Select Board may authorize the department head to do so.
- For surplus property valued at \$10,000 or more, the Select Board shall dispose of the property in accordance with MGL Chapter 30B, by sealed bids or public auction, including online auction. The Select Board may authorize the department head to do so.

If a department head handles the actual disposal, he or she will inform the administration of the details, per the request form.

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