

# Surplus Property Disposition Policy

Approved 11/14/22

## Applicability

This policy applies to all town property and supplies with any resale or salvage value consistent with M.G.L. c.30B. All town employees, members or board and committees, elected officials, or others with responsibilities for town property must comply with this policy.

“Town property” is any property that was given or sold to the town or to persons in their capacities as town officials working on behalf of the town.

## Selectboard vote to declare surplus

The selectboard declares town property and supplies as surplus. Department heads can dispose of property or supplies without selectboard approval should they determine there to be no resale or salvage value, with reporting requirements outline below for items with original value over \$50.

## Police seizures

Seizures or unclaimed property within the Town of Leyden, including firearms, in possession of the police must comply with M.G.L. c.135, §7,8. In addition, such property acquisitions must be reported to the selectboard within 30 days. Any future transfer or disposition of such property should also be reported to the selectboard within 30 days.

## Surplus Supplies

See M.G.L. c.30B for supplies valued at over \$5,000. Disposition of supplies valued under \$5,000 is subject to the same policies as other property as outlined in this document.

## Advertising

All auctions of surplus property must be advertised to notify the public in good faith of the opportunities to bid on town property. This could include as appropriate Leyden Life newsletter, the local newspaper, and a public or private auction website with broad reach. and the Town of Leyden website. For items under \$50, advertising on the town website and Leyden Life is sufficient. Items of greater value should be advertised more broadly to ensure a competitive bidding process.

## Right of first refusal

All surplus town property or supplies of any value should first be offered to other departments within the Town of Leyden. If no interest, property will be offered to the general public through a competitive bidding process.

## Competitive bidding process

Auctions public and private, internet-based or local, may be used. Interested parties shall have the opportunity to view and submit sealed bids for the items in a published timeline. The item will be offered to the highest bidder, who will have responsibility for picking the item up in a timely fashion. Items that are not of interest to other departments of the Town or general public will donated to a not-for-profit organization or be disposed of.

## Record keeping

For all property that the selectboard declares surplus, public records should be retained of the declaration vote, the auction setting, the winning bids for each item auctioned, and the total value of auction proceeds returned to the town. Property determined to have no resale or salvage value with original value over \$50 must be reported to selectboard upon disposal.

