



BOARD OF SELECTMEN

**Town of Middleton
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Middleton, Massachusetts
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POLICY FOR DISPOSAL OF SURPLUS SUPPLIES AND EQUIPMENT ADOPTED AUGUST 14, 2018

This policy complies with Massachusetts General Law, chapter 30B, section 15 which requires that municipalities adopt written procedures to dispose of supplies and equipment valued at less than \$10,000.

Procedures for disposing of supplies and equipment valued at less than \$10,000

1. The department head shall recommend in writing to the Town Administrator as Chief Procurement Officer (CPO) the surplus item(s) to be disposed of and the estimated value. Estimates of value may be arrived at using all available and relevant sources, which sources shall be identified.
2. Surplus items having an estimated value of less than \$1,000 or having only scrap value may be disposed of as the CPO deems appropriate.
3. Items having an estimated value between \$1,000 and \$9,999 shall be designated as surplus by the Board of Selectmen.
4. The CPO shall publicize the surplus item(s) in the manner he/she deems in the Town's best interest.
5. The Town may sell at less than fair market value or donate surplus supplies and equipment to another governmental entity or a charitable tax exempt organization.
6. All funds generated by the sale of surplus supplies and equipment shall be deposited into the general fund.
7. Surplus supplies and equipment may be traded towards the purchase of supplies and equipment as allowed by MGL c. 30B.
8. All items are disposed of in "as is" condition.
9. The Town reserves the right to reject any and all bids/offers.

Supplies and Equipment valued at more than \$10,000

Supplies and equipment valued at more than \$10,000 shall be disposed of by sealed bids or public auction, including online auction. The chief procurement officer shall determine the method.

Police Department property

Unclaimed property taken into possession by the Police Department shall be auctioned in accordance with MGL c. 135, s. 8.

Items taken into custody by the Police Department shall be disposed of in accordance with the relevant state or federal statute.

MIDDLETON BOARD OF SELECTMEN



Kosta E. Prentakis, Chairman

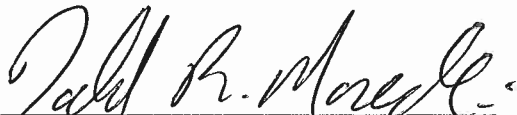


Richard Kassiotis



Timothy P. Houten

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Todd Moreschi