

TOWN OF TOPSFIELD  
BOARD OF SELECTMEN



**POLICY ON THE DISPOSITION OF SURPLUS SUPPLIES**

The purpose of this policy is to comply with Massachusetts General Laws Chapter 30B, Section 15(f).

1. The term supplies for the purposes of this policy shall be as defined in General Laws Chapter 30B, Section 2. That is "Supplies" are "all property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property."
2. The head of any department seeking to dispose of surplus supplies or obsolete equipment will submit a Property Disposal Request Form to the Town Administrator. On this form, the good faith estimated value of the surplus supplies or obsolete equipment shall be listed.
3. For surplus supplies or obsolete equipment valued in excess of \$5,000.00 disposal shall be in accordance with General Laws Chapter 30B.
4. Surplus supplies or obsolete equipment valued between \$500 and \$4,999, will be sold via sealed bid or live auction with notice made in a local paper of general circulation and/or on the Town's website on one occasion fourteen or more days preceding the auction or sealed bid. Alternate auction processes may be used such as sending vehicles to the auto auction held in the region or placing the surplus supplies or obsolete equipment on an on-line action site such as EBay (see advisory dated June 2005 from the Office of the Inspector General entitled "eProcurement: Chapter 30B and Online Auctions").
5. For surplus property or obsolete equipment valued less than \$500 any means may be used as authorized by the Town Administrator provided some public disclosure takes place via filing a notice with the Board of Selectmen and the Town Clerk.
6. The sale of scrap and/or salvaged materials at best prices may be undertaken by affected departments as necessary with all funds paid into the General Fund.
7. All funds generated by the sale of surplus supplies or obsolete equipment will be paid into the General Fund regardless of how the supplies or equipment were first acquired.
8. Surplus supplies or obsolete equipment may be traded in towards the purchase of new supplies and equipment as allowed under General Laws Chapter 30B.