

# TOWN OF BOXFORD

## DISPOSITION OF SURPLUS PROPERTY

### SUBJECT TO M.G.L. c 30B

#### WITH AN ESTIMATED NET VALUE OF LESS THAN \$5,000

**Section 1.** Pursuant to M.G.L. c. 30B, §15(f), the Town's Disposition Agent, as defined below, is required to dispose of all tangible supplies that are no longer useful to the Town but have a resale or salvage value of less than \$5,000 using written procedures approved by the Board of Selectmen. This procedure applies to all tangible supplies, including motor vehicles, machinery, computer equipment, furniture, and other supplies. The term "supplies" does not include real property.

Prior to a disposition under this procedure, a supply must be declared to be no longer useful to the Town and must have an estimated net value of less than \$5,000.

**Section 2.** Property shall be declared surplus by the Town's Disposition Agent, Matthew Coogan who is authorized to declare a supply surplus.

Having been so declared and approved for disposition, the following procedures with respect to the property shall be followed by the Disposition Agent, who is responsible for assuring compliance with these procedures:

**Value the Supply:** The Disposition Agent shall value the property in a commercially reasonable manner. Valuations shall be aggregated where property is to be sold in a single lot. If a valuation is \$5,000 or more, the Disposition Agent must meet the requirements of M.G.L. c.30B, §15(b) through (d).

**Offer the Property to Other Departments:** The Disposition Agent shall circulate a list of the property to be disposed of to other Town departments and shall convey the property to any department that wants it.

**Dispose of the Property:** If the property is valued at less than \$5,000 and no department is interested in the property, the Disposition Agent shall:

- Prepare a complete list of the property to be disposed of and submit to the Board of Selectmen for prior approval;
- Ensure the property is in the best possible condition;
- Establish a procedure for potential buyers to examine the property;
- Advertise the pending sale by posting on website or soliciting quotes.
- Convey the property to the responsive person making the best offer via submittal to the Selectmen's Office by deadline on advertisement; and
- Properly record all documents.

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**Section 3:** The Town of Boxford shall reserve the right to accept or reject all offers, and to sell any property to any person offering to pay more than the highest offer received as provided in M.G.L. c.30B, §15(d)(1). All property shall be sold on an "as is" basis, with no warranty of any kind, express or implied.

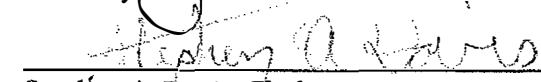
**Section 4.** All monies from the disposition of supplies under this procedure shall be payable to the Town of Boxford. All revenue from the disposal of supplies under this procedure shall be deposited with the Town Treasurer for deposit in the general fund or appropriate revolving or enterprise fund, as recommended by the department head and approved by the Treasurer.

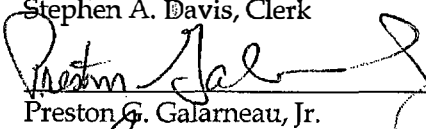
**Section 5.** If the Town receives no offers for a surplus supply, it may be disposed of in any commercially reasonable manner.

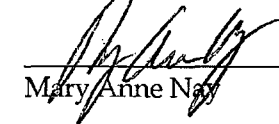
This Policy for Disposition of Property valued at under \$5,000 was approved by the Board of Selectmen on this 19<sup>th</sup> day of March, 2012.

  
Peter C. Perkins, Chair

  
Charles J. Costello

  
Stephen A. Davis, Clerk

  
Preston G. Galarneau, Jr.

  
Mary Anne Nay

**BOARD OF SELECTMEN  
TOWN OF BOXFORD**