

TO: TOWN OF MONTEREY
FROM: SELECT BOARD
DATE: 2/7/18
RE: POLICY FOR DISPOSING OF SUPPLIES AND EQUIPMENT VALUED AT LESS THAN \$10,000.00

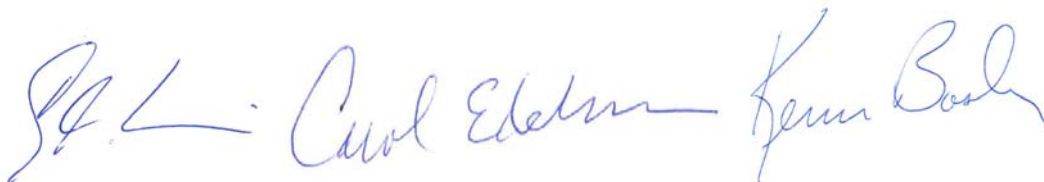
WHEREAS, the Select Board intends to adopt a written procedure for disposing of supplies and equipment valued at less than \$10,000.00, the following policy is adopted pursuant to G. L. c. 30B, § 15(f).

Any Town official, department, or board wishing to dispose of town-owned property valued at less than \$10,000.00 must satisfactorily demonstrate to the Select Board that:

- (1) The property to be disposed of is valued under \$10,000.00 using procedures or materials customarily accepted to assess the value such property, such as Kelly Blue Book; or an opinion from a professional not having a financial interest in the disposal of such property, with a relevant field of expertise, who concludes in writing that such property has a value under \$10,000.00.
- (2) The property is no longer needed by the official, department, or board wishing to dispose of such property.

Upon demonstrating (1) and (2) above, the property may be sold or salvaged for an amount determined by the board to reflect the fair market value. Moreover, the property may be used to offset the costs of property (i) being purchased directly by the Town or (ii) property to be donated to the town by a private organization, including a trade-in, provided that the property to be purchased by the Town or donated to the Town exceeds the value of the property utilized for the offset. In the event that such property is being used to offset the costs to be incurred by a private party that intends to donate supplies or equipment to the Town, there shall be a written agreement to provide such supplies or equipment to the Town prior to utilizing the property for an offset.

The above procedures do not apply to disposition of real property.



Steven Weisz, Chair
Selectmen for the Town of Monterey

Carol Edelman

Kenn Basler