

**TOWN OF BROOKFIELD
DISPOSAL OF SURPLUS SUPPLIES
WITH AN ESTIMATED NET VALUE OF LESS THAN \$5,000**

In accordance with Chapter 30B the Select Board must establish a written procedure to dispose of surplus property with an estimated net value of less than \$5,000. The purpose of this policy is to ensure that the Town obtains the best possible return when disposing of supplies that are no longer useful to the Town. This procedure applies to all tangible surplus supplies including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies. The term "supplies" does not include real property. This procedure does not apply to unclaimed property in the possession of the Police Departments which must be auctioned pursuant to M.G.L. c. 135, Section 8.

This procedure applies to all Town Departments, Board, Committees and Commissions of the Town of Brookfield.

1. The Department Head, Board, Committee or Commission who has jurisdiction over the surplus supplies must first declare that said supplies are no longer useful.
2. The Department Head, Board, Committee or Commission must place a net value of less than \$5,000 on said surplus supplies.
3. Notice of this declaration must be forwarded to the Board of Selectmen for action.
4. The Select Board shall offer the surplus supplies to other Town Departments, Boards, Committees or Commissions. Should any of these units be interested in the surplus supplies the Select Board will enter into an intergovernmental agreement thus transferring the surplus supplies to the appropriate unit for its use.
5. If said surplus supplies were a gift or donation from an individual, organization or business, the Select Board will have the option of returning said surplus supplies to said individual, organization or business at no cost.
6. If no other Town Department, Board, Committee or Commission is interested in said surplus supplies and the surplus supplies are not returned to the individual, organization or business who donated said supplies, the Board of Selectmen shall dispose of said surplus supplies through sealed bids, municipal auction site, a town auction or yard sale.
7. Said proceeds of the sale of surplus supplies through either of the methods mentioned in #5 will be deposited into the General Fund.

Approved: May 16, 2006

Beverly A. Lund, Chairman
James W. Allen, Vice Chairman
Ronald J. Dackson, Clerk
Board of Selectmen

**INTERGOVERNMENTAL AGREEMENT
DISPOSAL OF SURPLUS SUPPLIES
WITH AN ESTIMATED NET VALUE OF LESS THAN \$5,000**

NAME OF DEPARTMENT, BOARD, COMMITTEE OR COMMISSION:

LIST OF SURPLUS SUPPLIES: _____

ESTIMATED VALUE: _____

The Select Board hereby authorizes the transfer of above listed surplus supplies
from _____ to

Select Board
