

DISPOSAL OF SURPLUS PROPERTY

PURPOSE

Periodically, the Town finds it necessary to dispose of materials, equipment, residual inventory, or other items that are no longer required. In accordance with M.G.L. c. 30B, § 15, the following procedures describe the process to be followed when disposing of surplus property. The purpose is to establish reasonable control over usage, surplus, and obsolete material handling, sale and disposition.

APPLICABILITY

This policy applies to all surplus items regardless of value and applies to all Town departments, boards, and committees.

POLICY

The Department Head will submit an email recommendation to the Town Manager (CPO) that the item(s) are surplus to Department needs and may be disposed of. This email should include the following information:

- List of items to be declared surplus
- Estimated value of each item
- Detailed description of each item including identifying numbers assigned, i.e., Vehicle #
- Reason for disposition
- Recommended disposition including the use of the property as trade-in for replacement property

Once the Town Manager (CPO) approves the recommendation and declares the property as surplus:

A. Items valued at less than \$10,000

For surplus property valued at less than \$10,000, the Department Head will advertise the items for sale on the Town website and in the local newspaper. Surplus property may be made available using an online auction as deemed in the best interest of the Town. The surplus property will be advertised for a period of at least 14 days.

B. Items valued at \$10,000 or more

For surplus property valued at \$10,000 or more, the Department Head shall dispose of the property in accordance with [M.G.L. c. 30B, § 15](#) by sealed bids or by public auction, including online auction.

C. Scrap Value

Surplus property that has only scrap value may be disposed of as the Department Head deems appropriate.

D. Sale or Donation to Governmental and Charitable Organizations

At the discretion of the Town Manager, the Department Head may either sell at less than fair market value or donate surplus property to a governmental entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature.

All funds received by Department Heads for sales of surplus property will be deposited into the General Fund of the Town.

E. Items taken into custody by the East Longmeadow Police Department

Items taken into custody through statutory procedures such as drug, criminal and civil forfeitures pursuant to [M.G.L. c. 94C](#) will be disposed of according to state and federal law. Unclaimed property taken into possession by the Police Department will be returned to the finder in accordance with Departmental policy. If the finder does not wish to exercise claim to the found property, it will be auctioned according to [M.G.L. c. 135, § 8](#).

REFERENCES

[M.G.L. c. 30B](#)

[M.G.L. c. 94C](#)

[M.G.L. c. 135, § 8](#)

EFFECTIVE DATE

This policy was adopted on December 2, 2024.