

# POLICY -97-12

---

**To:** All Department Heads  
**cc:** Select Board, Town Attorney and Trustees (FYI)  
**From:** Ted Nelson, Jr., Town Manager  
**Re:** Policy Memorandum #97-12 – Surplus Equipment Disposal  
**Date:** September 23, 1997

---

## EFFECTIVE DATE - IMMEDIATE

**PURPOSE:** The purpose of this policy is to address the periodic need of the Town of Milton to dispose of machinery, vehicles, furnishings, or equipment that may be either obsolete or past it's useful life as municipal personal property.

**PROCEDURE:**

- A. Disposal of "Time Sensitive" surplus property
  - Items to be offered for sale by sealed bids after being placed in the local newspaper ("Milton Independent") for not less than one issue with at least one week notice. If items are unclaimed, unsold or bids appear to be excessively below current market value, then each remaining item will be placed in storage and disposed of according to Section "B" below.
- B. All items, not "Time Sensitive" or unsold items under the section above will be sold by auction.
  - Auction to be held periodically in the Town of Milton either for municipal property alone or in conjunction with another public agency disposing of surplus property by a qualified auctioneer. Such auctioneer to be designated by the Select Board following submission of proposals including qualifications, scope of services and a pricing structure.
- C. The remaining unsold or unclaimed items are to be given to local area non-profit organization(s) or recycled.

POLICY: The Milton Select Board, acting in regular session on September 22, 1997, voted in favor of the following:

"Voted that the Policy – Disposal of Surplus Equipment as outlined in POLICY 97-12 be approved as submitted. Further that this Policy shall become part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Dated the 22 day of September, 1997 by Select Board.

Filed with the Town Clerk this 24 day of September 1997.

Attest: Loretta R. Deane