

Town of Berlin
Surplus Property Disposal Policy

1. General:

- a) Surplus Property is defined as Town owned property that no longer is needed or has no practical use to a particular town department.
- b) Items seized, confiscated, or found by the police department shall be handled and disposed of in accordance with applicable federal and state requirements. Once these requirements have been satisfied, the items may be declared surplus and handled in accordance with this policy.
- c) Surplus property with a value of \$500 or higher shall be disposed of in accordance with this policy.
- d) All surplus property is disposed of "as is" and "where is" with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or use-ability of the property offered.
- e) Items purchased with grant funds shall be disposed of in accordance with applicable grant requirements.

2. Responsibilities:

- a) It shall be the responsibility of the department head to notify the Town Administrator of property it has in its possession.
- b) Upon determination by the department head that an item is no longer needed or usable by that department they are responsible to inform the Town Administrator.
- c) The Town Administrator will check with other department heads (or applicable town committees/boards) to see if they have use for that item.
- d) If no town department, board, or committee has use for the item, it shall then be disposed of.
- e) The Town Administrator shall determine the most appropriate method to dispose of an item.
- f) The Town Administrator shall determine a minimum price to receive for the surplus item if sold.

3. Methods of disposal:

- a) If another department/committee/board has a legitimate use for the item, it shall be transferred to them.

- b) Surplus property may be used in trade if determined to provide maximum return for the town.
- c) Surplus property may be transferred to another public agency, with or without compensation, if it is determined that is in the public interest to do so.
- d) Surplus property may be sold at:
 - i. Public Auction, including auctions conducted by other government agencies. Such auctions shall be advertised in advance on the Town's website, Front Porch Forum postings, and in a local newspaper.
 - ii. Sealed bid, requests for sealed bids shall be advertised on the Town's website, Front Porch Forum postings, and in a local newspaper.
 - iii. Internet auction sites. All property shall be posted for auction at least two times, with each auction lasting a minimum of 10 calendar days. If the property does not sell after the second auction, another method of disposal shall be chosen.
- e) All auction/bid notices shall include a provision that the Select Board may reject any and all bids.
- f) Items that have no practical resale, salvage or scrap value shall be recycled or disposed of in the regular solid waste disposal process in the proper manner for the item. No property shall be given to or salvaged by a town employee or official.

4. Town employees and officials:

- a) Town employees shall be defined as any full-time or part-time employee of the Town of Berlin.
- b) Town officials shall be defined as elected officials, commission members, board members, and committee members.
- c) Town officials and employees are eligible to bid on property listed for disposal in accordance with this policy, however they shall not bid on property while on duty or while acting in their official capacity.

5. Electronic/Computer devices


- a) Special care must be taken prior to the transfer, sale or disposal of any electronic or computer devices. These include, but are not limited to: desktop computers, laptops, tablets, servers, backup tapes, routers, hubs, phones, printers, copiers, scanners, hard drives, flash memory devices including USB thumb drives, SD cards, digital camera storage, CD/DVD's.
- b) Department heads are responsible to ensure that memory devices containing records covered by retention requirements are retained until those time limits are no longer in effect.

c) Due to the time and costs involved in wiping such devices, destruction may be the preferred method of disposal.

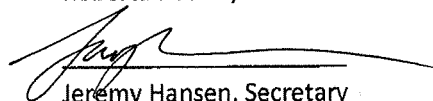
This policy is hereby adopted by the Select Board of the Town of Berlin, Vermont this 6th day of October, 2014 and is effective as of this date until amended or repealed.



Ture Nelson, Chair

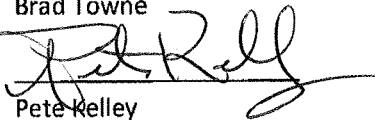


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