

TOWN OF BARRE
SALE OF PERSONAL PROPERTY POLICY

Purpose:

The purpose of this policy is to provide a written pre-plan for a simple, fair, advantageous, and practical disposal of Barre Town's personal property. The policy endeavors to give everyone an opportunity to acquire an object(s); to eliminate any appearance of unfair advantage; to realize the greatest profit for the Town; and not to make the process so cumbersome as to discourage buyers or increase the Town's costs and efforts. The policy, therefore, becomes quite long with many details, but the objectives should be met.

Coverage:

This policy shall apply to *all* departments of the Town. Evidence and items "found" by the Police Department must follow Vermont laws first. The policy covers supplies, personal property, vehicles, and "found" items. Real property is covered by a separate policy.

"Found" Items:

This term includes unclaimed items left on Town property or along roads. For the purposes of this policy, it shall be considered Town property.

Trade-Ins:

Any vehicle or piece of equipment may be traded-in as part of the agreement for purchase of a new vehicle or equipment, *provided* the new vehicle or equipment is purchased through bidding or the State's contracts.

Donations/Sales

If approved by the Board of Selectmen, personal property

To Other Towns and Not-For-Profits:

may be sold or donated directly to another municipality or not for profit agency, without following advertising requirements presented below.

Scrap:

This term includes any materials which are sold to a dealer who in turn sells the material for processing and combining with raw materials to create new products. The sale of scrap shall be exempted from the provisions under Sale Procedures. Instead, the Superintendent of the Department of Public Works may determine when to sell scrap. Two quotes (by telephone is adequate) from scrap dealers are required. The sale must be approved by the Town Manager.

Sale Procedures:

Each April the department heads and Town Manager shall compile a list of unneeded personal property, supplies, and "found" items. The list shall include the number of each item, quantity of supplies, and estimated sale value.

Value Greater

If the total value of the list exceeds \$1,000.00, the Board of
Than \$1,000.00:

Selectmen must approve the sale of the item(s), and the list shall be advertised twice in newspaper(s) of general circulation. The advertisement shall state the terms and conditions of the sale. Sealed bidding is not required. Some items may be offered for sale while others are sold through bidding. Also, a For Sale notice shall be posted at Town Meeting. Bid opening, then, must be after Town Meeting Day. When bidding is utilized, the Board of Selectmen shall approve or disapprove the sale of items to the high bidder.

Value Greater than \$500.00

If the value of the list does not exceed \$1,000.00, but the value of any single item exceeds \$500.00, the Town Manager must obtain the Selectmen's authorization to sell the item, as described below. When the list of items is valued less than \$1,000.00 and no item is estimated at greater than \$500.00, the Town Manager shall advertise the list once in a newspaper of general circulation and at Town Meeting. The Town Manager shall be authorized to sell the items. If there are no offers or bids for an item, the Town Manager is authorized to sell the item at any time for the best reasonable offer. A suggestion (not a requirement) -- previously advertised unsold items could be listed as For Sale in the Town Report. This policy does not restrict the Town Manager from utilizing additional means of advertising items for sale.

Exception To

Vehicles and large pieces of equipment whose value would

Timing:

diminish by sitting out-of-doors and which would occupy needed space in the DPW Garage, could be sold at any time following the procedures outlined above.

Culverts, Broken Catch Basin Grates, & Used Sign Posts:

By approval of this policy, the Selectmen pre-approve the sale of the following at the prices listed:

Used culvert pipe	\$ 1.00/foot
Broken (cracked) catch basin grates	\$10.00 each
Used sign posts	\$.50/foot
<u>Used Tires:</u>	
Grader and loader	\$10.00 each
Dump truck	\$ 4.00 each
Pickup and car	\$ 2.00 each

Approved by Board of Selectmen April 7, 1992.