

Town of Meredith - Administrative Regulation

Effective Date: April 13, 2005 Regulation No: 14
Revision Date: Supersedes:
Approved By: Phillip L. Warren, Jr.

SUBJECT: SURPLUS MATERIAL POLICY

I. PURPOSE

This Administrative Regulation is to provide a uniform and useful format for the disposition of surplus material owned by the Town of Meredith. It is an objective of the Town to secure the greatest financial return, and the highest level of integrity such that the disposal processes are open and fair to all concerned.

From time to time, material that has lost value and serviceability to the Town should be removed at the least possible expense, in a timely manner.

Specialized Fire and Law Enforcement items are covered under this Regulation. Due to the specific use and safe disposal needs of these items, all items will be handled for disposal under the direct supervision of the Fire Chief and/or the Police Chief.

II. DEFINITIONS

- A. Surplus Material – Any property, item, equipment or vehicle owned or held by the Town of Meredith and used by Town Departments in completion of work, that retains value or usefulness after it is replaced or is no longer needed.
- B. Specialized Fire and Law Enforcement Items – Any property, item, equipment or vehicle that is utilized by the Fire Department and the Police, that retains value or usefulness after it is replaced or is no longer needed. Items shall include but not be limited to: fire suppression vehicles, police firearms, weapons, two-way radios, radar and emergency warning lights & sirens, etc.
- C. Evidence – Evidence is not covered by this policy, which is governed by Statute & Court rules.

III. PROCEDURES:

- A. Valuation Determination – The Administrative Services Department will determine the value of the item that is to be taken out of service after consultation with the Department that is disposing of the item.
- B. Utilization of Surplus – All Town Departments will have first refusal option on surplus goods prior to disposal. The Administrative Services Department will periodically circulate a list with all available surplus materials listed and described. Interested departments will reply in writing to the Administrative Services Department requesting the item(s).

- C. Purchase of Surplus - All departments will have the ability to purchase surplus items from their own budgets at half the scrap value. Payment is made to the General Fund from the Departments budget. There may be items that can be transferred without payment.

IV. DISPOSAL

- A. Auctions – The Town of Meredith will periodically hold public auctions to sell surplus material. Auctions can be called as conditions warrant.
- B. Public Notification – The Administrative Services Department will ensure that no material is sold without ample public notification and an open, equitable process. In all RFP/Bid notices, the phrase “The Town reserves the right to accept or reject to any or all proposals, and at the Town’s sole discretion, waive any formalities.”
- C. Notices – Notice shall include:
- a. Newspaper advertisement;
 - b. Posting of notice in Town Buildings;
 - c. Town, State or County Auction with an advertised sale preview.
- D. Methods of Disposal
- a. By advertised sealed bid or RFP;
 - b. By State, County or Town Auction;
 - c. By soliciting three Sealed Bids or RFP responses to vendors in our regions for specialized Fire and Law Enforcement items;
 - d. By trade in, if the item has a higher value to use as a trade to reduce the purchase for like new equipment, vehicles, property, etc.
- E. Accounting – The Department disposing of material shall notify the Administrative Services Department by memorandum, with a copy to the Town Manager. The following information must be provided:
- a. Item Description – include year, serial number, registration for vehicles, service hours on equipment, mileage on vehicles.
 - b. Original Cost – To the best of the department ability, provide the year of purchase and original cost to purchase.
 - c. Suggested Method of Disposal – By auction, public sale, sealed bid or RFP.
 - d. Date of Availability – Date when the property will be available for disposal.
 - e. Department Sale/Purchase/Transfer – Indicate the department selling the item, the department purchasing the item and approximate amount to be charged as and expense. If the property is to be transferred, indicate which department the property will be transferred to.
 - f. Approximate Value – The department shall provide documentation as to the suggested value of the property.

V. SCRAPPING MATERIAL

Material that remains after the above procedure can be classified as scrap. Scrap should be recycled, sold or donated to charity, if possible. Material that cannot be recycled, sold or donated to charity shall be given to a scrap agent for hauling away. Completely unwanted items can be thrown away. A list for inventory purposes shall be forwarded to Administrative Services prior to scrapping.

VI. CONCLUSIONS & EXCEPTIONS

The Town Manager or Board of Selectmen may waive the requirements of this policy if the Town's interests are better served through other negotiations or processes.

Phillip L. Warren, Jr.
Town Manager