

SELECT BOARD

Brendan Deso, Chair  
Jessica Frost, Vice Chair  
Bryan DesLauriers  
Erin Creley  
Jonathan Giroux

Anna Bourdon, Town Clerk  
Carrie Johnson, Town Manager



P.O. Box 37  
St. Albans Bay  
Vermont 05481

Phone  
802-524-7589

Fax  
802-524-5816

Website  
[www.stalbanstown.com](http://www.stalbanstown.com)

## **Disposal of Town Assets Policy**

### **I. Introduction**

On occasion, the Town of St. Albans (Town) will find itself in possession of certain vehicles, equipment, machinery, or materials that have been scheduled to be replaced or are no longer useful. This policy is to clarify the means in which the Town will sell or dispose of replaced or surplus property. The objectives and procedures stated in this policy will help assure Town Taxpayers, Manager, and Selectboard that our goal is to receive maximum value for each surplus item sold. This policy is also designed to assure stakeholders of the fairness of our process. In order to keep current with other developments, this policy will be reviewed annually by the Town Manager.

### **II. Applicability**

This policy for selling surplus or fixed property applies to the sale of surplus town property.

Fixed property is defined as:

1. Land
2. Buildings

Non-fixed property is defined as:

1. Scheduled replaced vehicles: Fire apparatus, Public Works automobiles, Parks automobiles, and other automobiles that the Town of St. Albans acquires, loaders, excavators, backhoes, mowers, air compressors, trailers, boats, ATV's and any other wheeled or mobile equipment;
2. Equipment: Portable equipment with a new cost of \$300.00 or more such as chainsaws, generators, water pumps and other miscellaneous tools;
3. Materials or similar goods is defined as: Any other property owned by the town that is obsolete and/or unused by the town, are likely to remain so for the foreseeable future, and that have been declared a surplus to the town's needs by the Town Manager such as office furniture, copiers, computers, etc.

### **III. Objectives**

The following objectives for this policy are to set uniformed and consistent guidelines to be used by the Selectboard, Town Manager, and department supervisor to reach a reasonable and responsible decision to achieve maximum value when selling surplus property.

1. Maximize value for taxpayers when disposing of Town assets to offset the costs when replacing assets.
2. Foster public confidence in government efficiency, integrity and accountability.
3. Introduce policies and written procedures to standardize the Town's surplus property and assure sale of surplus goods in a timely manner.
4. Promote good will, equal opportunity, clear communication between the Town and potential interested parties.
5. Formalize where the proceeds of the of surplus property are deposited and/or invested.

### **IV. Application**

The policies set forth in this manual apply to the sale or disposal conducted of any and all surplus properties and assets owned by the Town of St. Albans.

### **V. General Policies**

1. Sale or transfer of fixed property (e.g., land and/or buildings) requires approval of the Selectboard.
2. The sale or disposal of non-fixed surplus property shall be managed by the Town Manager after informing the Selectboard of the intent to sell or dispose of the asset.
3. The Town Manager may determine if assets are broken or beyond reasonable use to recycle or throw property away.
4. The highest possible value for our community shall be achieved.
5. A public announcement shall be made as to the availability of the surplus property for sale or other means of disposal. That announcement shall be placed in the following avenues at a minimum.
  - A. Local paper of record.
  - B. Town of St. Albans Official Facebook Page
  - C. Town of St. Albans Official Website
  - D. Front Porch Forum
6. Each public advertisement shall disclose that the Town of St. Albans has the right to refuse any bid and relist or decide not to dispose of equipment.
7. Each public advertisement shall disclose contact information of the Department head or Town Manager and offer the general public the ability to view the item before bids are due.
8. The Town Manager may donate assets such as obsolete furniture, redundant office equipment, and computer equipment to registered charitable organizations within the community.
9. Sale of all surplus property shall be recorded and made available to the public. At the request of the purchaser, information constituting trade secrets pursuant to V.S.A. Chapter 317 (b) (9) shall be kept confidential.
10. The Town Manager's Office shall maintain all contracts and associated records.

11. Town Employees shall not solicit or accept any rebates, money, gifts or gratuity from any person, company or corporation that may bid or attempt to purchase surplus property from the Town of St. Albans.
12. Any sale of supplies, materials, surplus property or services without attaining proper authorization is prohibited.
13. Bartering or non-cash transactions other than vehicle or equipment trade-ins are prohibited.

## **VI. Procedures**

This section outlines the Town's normal procedures for selling surplus property. Adherence to the following procedures will ensure the Town is selling surplus property in the most ethical and transparent manner which will maximize greater return values for the taxpayers of the Town of St. Albans.

**Sale of Property:** The following procedures have been established and shall be followed for the sale of surplus property.

1. An accurate description, equipment included and recent pictures of the item for sale is to be presented to the Town Manager for approval.
2. The Town Manager will present approved description and pictures to the Selectboard for their notice that assets are being listed for sale.
3. After Selectboard notification the surplus property shall be advertised for a minimum of two weeks with a four-week grace period which will start at the date of the first publishing. This will allow prospective purchasers the opportunity to view the property.
  - A. Local Paper of Record
  - B. Town of St. Albans Official Facebook Page
  - C. Town of St. Albans Official Website
  - D. Front Porch Forum
  - E. Dependent on type of surplus property for sale reach out to corresponding items for sale sites.
4. The information and pictures shall also be placed in the Town Clerks Office.
5. Each public advertisement shall disclose that the Town of St. Albans has the right to refuse any bid and relist or decide not to dispose of equipment.
6. All bids shall be sealed and returned to the Town Managers office by the date listed in the advertisement.
7. Each public advertisement shall disclose contact information of the Department head or Town Manager and offer the general public the ability to view the item before bids are due.
8. The Town Manager shall open sealed bids and notify the Selectboard of those bids at their first meeting after the bids are opened.
9. The Town Manager may repeat the process until there is an acceptable bid.
10. When there is a winning bid, the asset must be paid for in full via an official bank check made out to the Town of St. Albans.
11. The Town Clerk shall deposit all proceeds into the Departments Capital Replacement/Reserve fund where the surplus property came from.
12. The Selectboard Chair and/or the Town Manager shall be the only authorized signatures allowed in the sale of surplus property.
13. All records of sales shall be kept by the Town Manager and involved Department Head.

**Trading Property:** The following procedures have been established to explain how a piece of surplus property is to be disposed of via trade to a dealership.

1. An accurate description and recent pictures of the item for trade is to be presented to the Town Manager for his/her approval to discuss with the potential dealership.
2. A dated written trade quote with an expiration date from prospective dealerships must be presented to the Town Manager on Dealership letterhead.
3. The Department Head shall research and write a memo to the Town Manager explaining why the trade in value being offered is fair for the Town of St. Albans.
4. The offer, memo, and description of the surplus property shall be presented to the Selectboard for their approval.
5. Following Selectboard approval the Town Manager and Department Head shall proceed to trade surplus property in to the approved dealership.
6. All records shall be kept by the Town Manager and involved Department Head.

## **VII. Waivers**

The Town Manager shall be authorized to waive all or part of the requirements in this manual whenever conformance is not possible, for example an insurance claim on destroyed property, or whenever conformance would significantly impair the ability of a department to carry out its responsibilities. All waivers shall be documented in writing and filed in the Town Manager's Office with the disposal of asset records and the Selectboard shall be notified when a waiver is used.

## **VIII. Authorization**

As authorized by the Town of St. Albans Selectboard on this 28<sup>th</sup> day of February 2022.



Brendan Deso, Chair



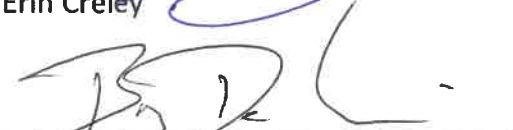
Jessica Frost, Vice Chair



Erin Creley



Jonathan Giroux



Bryan DesLauriers