



## **TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY**

### **Policy on Surplus Equipment Bidding & Acceptance Procedures**

**Policy:**

The Board of Selectmen has set a policy that annually in the month of July the Office of the Board of Selectmen/Town Administrator will schedule a surplus auction to dispose of municipal property no longer needed by the town. Town departments will be asked to submit a list of items they would like declared surplus, with their estimated cost. The surplus list together with a schedule for the surplus auction, will be provided to the Board of Selectmen for approval. The results of the auction will be provided to the Board at its regularly scheduled meeting for acceptance or rejection.

Should there be a tie on a high bid for an item, the determining factor will be the bid, which was submitted earliest in the process.