



Surplus Equipment Disposal Policy

Department: Town Manager

Title of Approving Official: Town Manager

Date Effective: 05/04/2026

Date of Next Review: 05/04/2029

PURPOSE

The purpose of this policy is to address the periodic need of the Town of Milton to dispose of machinery, vehicles, furnishings, or equipment that may be either obsolete or past its useful life as municipal personal property.

PROCEDURE

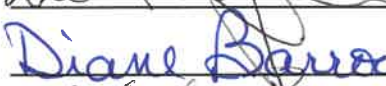
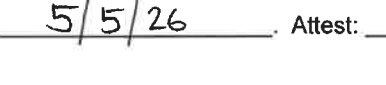
- A. Department heads and Town staff will notify the Town Manager of any items that require disposal, along with a determination of what they believe to be the fair market value for each item.
- B. The Town Manager's office will facilitate the following process, with the goal of achieving the highest and best return that is legally permissible and physically possible within a reasonable time frame without causing undue strain on staff or Town resources.
- C. The first attempt at disposal will be to sell items by auction, as auctions create a competitive environment that often results in a higher-than-expected sale price, and they offer a set, quick timeline for sale. Auctions can be live in-person, online or hybrid.
 - a. Auctions will be held periodically, as needed, by a qualified auctioneer that is designated by the Town Manager following submission of proposals including qualifications, scope of services and a pricing structure.
 - b. The Town Manager's office will coordinate with the relevant department heads and the auctioneer to gather relevant information on the items to be sold.
 - c. Advertising of the auction to reach the appropriate bidders and achieve the highest bid will be the responsibility of the auctioneer, though the Town may further advertise the auction as deemed appropriate based on the items to be sold and the audience that would purchase them.
 - d. If a closing bid appears to be excessively below current market value, then attempts will be made to counteroffer to the buyer for a higher sale price. If attempts to raise the sale price are unsuccessful, then the bid will be rejected, the item will remain unclaimed and it will be dealt with according to Section D below.

- e. Buyers will coordinate the sale/transfer with the relevant department head and the Finance Director, as necessary (when deeds, titles, insurance changes, bills of sale, etc. are required).
- D. A second attempt to sell remaining unclaimed items may be made, as deemed appropriate, through local avenues, including but not limited to online or social media marketplaces, trade organizations or other community networks. Items may also be relisted in another auction, as advised and permitted by the auctioneer and the terms of the auction.
- E. Once attempts to sell have been unsuccessful, items are to be given to local area non-profit organization(s) or recycled with final approval from the Town Manager.



town of
miltonvt
SELECTBOARD

Dated at Milton, Vermont this 4th day of May, 2026.

	Darren Adams, Chair
	Michael Morgan, Vice Chair
	Diane Barrows, Clerk
	Leland Morgan, Member
	Betsy Paret, Member

Filed with the Milton Town Clerk's Office on 5/5/26 Attest: Kristi Beas