

# **Disposal of Town Property (Not Real Estate) Ordinance**

## **Town of Hollis, Maine**

**Purpose:** This ordinance is established to allow the Select Board to be able to dispose, sell, convey or negotiate the disposal of Town owned property (not Real Estate) that is deemed to be surplus, outdated, Town personal property, or unusable. This does not include any real estate.

### **Definitions:**

**Dispose** is defined as to get rid of by throwing away or giving or selling to someone else.

**Sell** is defined as to give or hand over (something) in exchange for money.

**Convey** is defined as to transport or carry to a place.

**Negotiate** is defined as to obtain or bring about by discussion or to find a way through a difficult path.

**Surplus** is defined as an amount of something left over when requirements have been met; an excess in production or supply over demand.

**Outdated** is defined as no longer current or outmoded.

**Town personal property** is defined as staplers, calculators, other small items purchased by the Town for an individual to use while in employment

**Unusable** is defined as not fit to be used.


### **Process:**

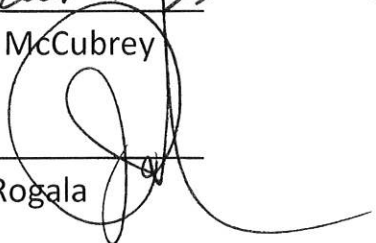
1. Items that are surplus and not needed by another department should be brought to the attention of the Select Board.
2. Items that are surplus but not outdated or unusable that are of any value should be listed on the town website with an opportunity for individuals to put a sealed bid within two (2) weeks of the item being listed in the Select Board office.

3. If no one bids on the item, the item can be donated using the Town website to allow individuals the option to request for two weeks and the request drawn for donation from the box.
4. All sealed bids or requests for donation will be opened or drawn at the next available Select Board meeting.
5. Items that are found to be outdated or unusable should be discarded in the appropriate location. If unsure, the person who is responsible for disposal should check the Eco-Maine website for advice.

Adopted: June 14, 2022

Hollis Select Board:

  
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David McCubrey

  
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John Rogala

  
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Mary Hoffman