

Andover Housing Authority

Disposition Policy

The Executive Director shall dispose of surplus Andover Housing (AHA) supplies and real property within the limitations outlined in this policy.

Surplus supplies and/or real property shall not be destroyed, abandoned, or donated without the prior approval of the Executive Director and Board approval, if necessary, who shall make every effort to dispose of excess surplus property as provided in this policy.

Disposition of Surplus Supplies

The term “surplus supplies” does not include real property.

The AHA can swap surplus supplies with another jurisdiction because it would be exempt from Chapter 30B as an intergovernmental agreement. The AHA will apply Chapter 30B to all tangible surplus supplies including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies.

The AHA may dispose of surplus supplies with an estimated net value of less than **\$10,000.00** using the methods allowed as established by Massachusetts General Laws Chapter 30B.

The AHA may dispose of surplus supplies with a nominal value established at **less than \$5,000** using the methods of sound business practice to negotiate a sale or donation to charitable causes.

For supplies with a resale or salvage value of **\$10,000.00 or more**, the AHA can use any of three alternate methods of sale: (1) sealed bids, (2) public auction, or (3) an established market. You may also trade in supplies when making new purchases. Or, if approved by a majority vote of the governing body in your jurisdiction, you may donate surplus supplies to a charitable organization.

Disposition of Real Property

The AHA must issue an RFP to dispose of real property with a value of more than \$25,000.00. Procedures are triggered by the value of the property, not the price received for the disposition. If the AHA is leasing space, it will determine the value of the disposition by calculating the lease price over the entire contract term. Regardless of its value, LHA must declare and decide to make land available for disposition. If there are restrictions on the reuse of the property, they must be specified as part of the declaration that the property is available for disposition.

Disposition of Records

Records will be disposed of as outlined in section C9 Department of Housing and Community Development of the Massachusetts Statewide Records Retention Schedule issued by the Secretary of State.

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