

## ***Select Board Policies:***

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## Police

### **Receipt of letters of complaint.**

May 3, 2004

Motion: Letters of complaint received by the Select Board concerning the police department will be forwarded to the chief or officer-in-charge to deal with and a letter will be sent to the person complaining that the board is in receipt of their letter and the matter has been forwarded to the proper police personnel.

### **Detail rate.**

August 16, 2005

To raise the outside detail rate from \$32/hour to \$35/hour.

### **Massachusetts Police Accreditation.**

June 7, 2005

To endorse the application to the Massachusetts Police Accreditation and that the police department, with the new chief, move towards implementation of new polices and procedures. Money towards membership will be taken from the police department budget.

### **Prohibition of "Tasers."**

April 12, 2005

The board is not in favor of the use of "taser" weapons. Police are not to purchase taser weapons without Select Board approval.

## Fire

[Adopted by the Select Board as indicated in article histories.]

### **Burning without a permit.** [Adopted 1/23/1989]

- A. Persons who are determined to be burning without a permit shall, at the discretion of the Fire Chief or other person in charge, be charged for the service of the Fire Department(s) at the following rates:
  1. Trucks:
    - a. Fifty dollars per hour per truck with a 1 hour minimum
    - b. Fifteen dollars for each additional hour
  2. Fire fighters: the current hourly rate paid to fire fighters, one-hour minimum.  
[amended 4/25/2000, ATM, art. 10]
- B. These charges shall also apply to mutual aid companies, either at the fire or providing station cover.
- C. The above charges shall take effect immediately upon adoption by the town.

### **Fire inspection fee.**

August 25, 2003

Motion: To increase the fee for fire inspections to \$25

### **Training time.**

February 15, 2005

To change the Fire Department training time to hourly instead of stipend-based.

## Highway/snow removal/parking/streets

### **Snow and ice removal.**

February 12, 1996

No person other than an employee of the Town of Leverett Highway Department shall push, pile, plow, or blow snow or ice onto a town or county road as to impede the flow of traffic. Whoever violates this Select Board resolution shall be punished by a fine of not more than \$50 per offense.

### **Mailboxes.**

December 29, 2003

Residents are advised to secure their mailboxes against possible movement from snow removal operations. The Town is not responsible for damage to mailboxes caused by snow removal operations.

## Vehicles and Traffic

**[History: Adopted by the Select Board of the Town of Leverett 7/29/1974.**

**Amendments noted where applicable.]**

### **Statutory authority.**

The Select Board of the Town of Leverett, acting by virtue of the power given to it by MGL C. 40, § 22, and by virtue of any other power it hereto enabling, hereby adopts and makes the following rules and orders for the regulation of traffic upon the streets and highways of said town, the same to be known as “Traffic Rules and Orders of the Town of Leverett.” Insofar as said rules and orders or any of them are the same as any valid regulations, rules and orders now in force, they shall be deemed to be a continuation thereof.

### **Definitions.**

For the purpose of these rules and orders, the words and phrases used herein shall have the following meanings, except in those instances where the context clearly indicates a different meaning.

**Emergency vehicles**— Vehicles of the Fire Department, police vehicles, ambulances and emergency vehicles of state and municipal departments or public service corporations when the latter are responding to an emergency in relation to the Police or Fire Departments.

**Lane**— A longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles.

**Official Street Marking**—Any painted line, legend, marking or marker of any description painted or placed upon any way which purports to direct or regulate traffic and which has been authorized by the Select Board and or which has the written approval of the Department of Public Works, Commonwealth of Massachusetts.

**Official Traffic Signs**—All signs, markings and devices other than signals not inconsistent with these rules and orders and which conform to the standards prescribed by the Department of Public Works of the Commonwealth of Massachusetts and placed or erected by authority of a public body or official having jurisdiction, for the purpose of guiding directing, warning or regulating traffic.

**Officer**—For the purpose of these rules and orders, an “officer” shall be construed to mean any officer, constable or special officer, provided that he/she has his/her badge of office displayed over his/her left breast and upon his/her outer garment.

**Parking**—The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to an officer or traffic signs or signals or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

**Person**—Includes any individual, firm, co-partnership, association, or corporation.

**Roadway**—That portion of a street or highway between property lines of every way open to the use of the public for the purpose of travel.

**Street or highway**—The entire width between property lines of every way open to the use of the public for the purpose of travel.

**Vehicle**—Every device in, upon or by which any person or property is or may be transported or drawn upon any street or highway, including bicycles when the provisions of these rules are applicable to them, except other devices moved by human power or used exclusively upon stationary rails or tracks.

## **Article II**

### **Duties and authority of Police.**

#### **Enforcement; direction of traffic.**

- A. It shall be the duty of the police officers to enforce the provisions of these rules and orders.
- B. Police Officers are hereby authorized to direct all traffic either in person or by means of visible or audible signal in conformance with the provisions of these rules and orders, provided that in the vent of a fire or other emergency, to expedite traffic or safeguard pedestrians, officers of the Police or Fire Department may direct traffic as conditions may require, notwithstanding the provisions of these rules and orders.

#### **Temporary closing of streets.**

The Police, Fire, Highway, Select Board, or Emergency Management Director may close temporarily any street or highway in an impending or existing emergency. The Select Board can close for any lawful assemblage, demonstration or procession, provided that there is a reasonable justification for the closing of the street.

#### **Temporary prohibition of parking.**

The Police may prohibit, temporarily, parking on any street or highway or part thereof in an impending or existing emergency, or for a lawful assemblage, demonstration or procession, provided that there is a reasonable justification for such prohibition. Vehicles parked in places where parking is prohibited temporarily may be moved by or under the direction of an officer.

#### **Exemptions.**

The provisions of these rules and orders shall not apply to operators actually engaged in work upon a street or highway closed to travel or under construction or repair, to officers

when engaged in the performance of public duties nor to drivers of emergency vehicles while operating in an emergency and in performance of public duties when the nature of work of any of these necessitates a departure from any part of these rules and orders. These exemptions shall not, however, protect the driver of any vehicle from the consequences of a reckless disregard of the safety of others.

### **Article III Traffic signs, Signals, Markings and Zones**

#### **Interference prohibited.**

It shall be unlawful for any person to willfully deface, injure, move, obstruct or interfere with any official traffic sign, signal or marking.

#### **Obedience required.**

No driver of any vehicle shall disobey the instructions of any official traffic control signal, sign, marking, marker or legend unless otherwise directed by a police officer.

### **Article IV Parking**

#### **Parking prohibited in certain areas.**

No person shall stand or park and no person shall allow, permit or suffer any vehicle registered in his name to stand or park in any of the following places:

- A. Within an intersection
- B. Upon any sidewalk
- C. Upon any crosswalk
- D. Upon any roadway unless both wheels on the right side of the vehicle are within twelve (12) inches of the curb or edge of the roadway.
- E. Upon any roadway where the parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- F. Upon any street or highway within ten (10) feet of a fire hydrant. The Fire Department will remove any vehicle parked in violation of this section. Removal of vehicle including storage and garaging will be the responsibility of the owner.
- G. In front of any private road or driveway.
- H. Upon any street or highway within twenty (20) feet of an intersecting way, except alleys.

#### **No parking signs.**

Parking is prohibited on any street or highway where “no parking” signs have been placed.

#### **All night parking.**

It shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street for a period of time longer than one (1) hour between the hours of 12:00 midnight and 6:00 Am of any day between November 1 of one year and March 31 of the succeeding year.

### **Article V Violations; Severability; Repealer**

#### **Owner responsible for violations.**

If any vehicle is found upon any street or highway in violation of any provision of these rules and orders and the identity of the driver cannot be determined, the owner or the person in whose name such vehicle is registered shall be held prima facie responsible for such violation.

**Violations and penalties.**

Any person convicted of a violation of any rule, regulation or order made hereunder, except as otherwise provided, shall be punished by a fine not exceeding one hundred dollars (\$100) for each offense.

**Severability.**

These rules are adopted with the intent that each of them shall have force and effect separately and independently of every other, except insofar as by express reference or necessary implication, any rule or any part of a rule is made dependent upon another rule or part thereof.

**Repealer.**

The provisions of these rules so far as they are the same in effect as those of any valid existing rules, orders or regulations heretofore made by the Select Board of Leverett relative to or in connection with official signs, lights, markings, signal systems or devices shall be construed as a continuation thereof, but all other existing rules, orders and regulations so made for the regulation of vehicles are hereby expressly repealed. The repeal, however, shall not affect any punishment or penalty imposed or complaint or prosecution pending at the time of the passage hereof for an offence committed under any of the valid rules, orders or regulations hereby repealed.

Poles

**Minimum height.**

January 26, 1987

The minimum height on utility poles in Leverett would be (18) eighteen feet.

Transfer Station

**Recycled Product Procurement Policy**

October 20, 1997

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Leverett is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

1. For all purchases of print and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset

paper, forms, stationary, envelopes, tablets, note pads and file folders, the minimum content standards shall be no less than 20% post-consumer recycled materials to meet current state and federal minimum standards. This minimum standard may be increased to 30% beginning December 31, 1998, to match the scheduled increase in federal minimum standards.

2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practical, along with the recycling symbol.
3. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30 for the previous year.

**Holiday hours.**

December 12, 1997

If Christmas Day, Fourth of July, Easter, or New Year's Day falls on a regularly scheduled open day the transfer station will be closed.

**Town clean-up disposal.**

October 22, 2001

Town residents wishing to dump materials as part of a town clean-up at no charge, must get Transfer Station Attendant's approval prior to disposing of material.

**Sticker fee.**

February 4, 2002

To raise the cost of a Transfer Station sticker from \$20 to \$25.

**Placement of sticker on vehicle.**

October 11, 2005

Transfer station stickers must be affixed to the front bumper or on the back of the rear-view mirror.

**Large items.**

January 6, 2002

Large items and construction debris will not be accepted from November 15- April 1.

## Emergency Management

**Adoption of incident command.**

September 27, 2005

The Select Board embraces the principles of incident command and this will be the management tool that will be used for all emergency operations that affect the Town of Leverett.

**Acceptance of hazard mitigation plans.**

June 21, 2005

To accept the local, natural hazard mitigation plan as prepared by the Natural Hazard Mitigation Planning Committee.

## Town Hall Use/keys

### **Leverett Town Hall Rental Policy**

December 2, 2003

This policy is for the rental of the Town Hall meeting/function areas. The building is made available as a community service and use of the building in no way constitutes an endorsement of the program or philosophy of the group or individuals using the facility. The Town of Leverett is not responsible for the supervision of children, or for injury to persons or property that occur while any portion of the Town Hall is being used.

Tables, chairs and other Town Hall equipment are not loaned or rented out of the building.

#### **Use Guidelines:**

1. Reservations for the use of the Town Hall are made on a first come, first serve basis through the Town Hall Associate, who can be contacted at 413-548-1035. Residents and groups from Leverett are given preference for availability. Rental by non-Leverett individuals or groups and repetitive use require Select Board approval.
2. The Select Board has the right to deny any request for Town Hall rental.
3. Renters must be 18 years of age or older.
4. Renters may be required by the Select Board to arrange for police coverage of the event.
5. Renters are responsible for any damage done to the Town Hall during the rental period.
6. The building should be left as found. Renters are responsible for set-up and break-down of their event. Do not drag furniture along the floor.
7. Renters must have prior approval of the Select Board for use of amplification, microphones or music. The Select Board has absolute discretion in allowing or denying amplification, microphones or music.
8. Occupancy is limited to 80 persons downstairs and 100 persons upstairs.
9. Cooking utensils in the kitchen are limited. The Town does not supply these.
10. Alcoholic beverages and smoking are prohibited in the Town Hall and in all Town Buildings.
11. Dancing in the upstairs hall is prohibited.
12. Fire and open flames, including candles, are prohibited.
13. Do not use tacks or tape on the walls or the woodwork, do not hang anything on the walls without permission of the Town Hall Associate.
14. Children must be supervised by the renter at all times.
15. Parking is available behind the Town Hall in the parking lot.



16. Events must end by 11:00 p.m.
17. Advertisements and notices for non-town programs must note that the Town of Leverett is not a sponsor of the event.
18. Storage space is not available.
19. Tables should be covered when glue, paint or other materials that could mark furniture are used.
20. Duplication of the Town Hall key is prohibited. One key provides access to all of the exterior doors. Arrangements for the key should be made with the Town Hall Associate.
21. Failure to comply with these Use Guidelines may jeopardize renter's future use of the room.

**Insurance:**

Renter will indemnify and hold the Town of Leverett harmless for any injuries sustained during the rental of the Town Hall except if caused by the Town's intentional or grossly negligent conduct.

The following assurances of insurance shall be obtained for the event:

**For One Time Large Events, Such As Wedding Receptions Or Parties:**

Renter must obtain one-day event coverage that lists the Town of Leverett as an "Additional Insured". Copy of this policy or certificate must be given to the Town Hall Associate prior to rental date. One-day event coverage can be obtained by contacting one's personal insurance carrier and may be the least expensive as a one-time addition to one's homeowner's policy. The Town's insurance carrier, MIIA, also can provide this insurance, but probably at a higher cost. MIIA can be contacted at 800-526-6442, extension 2663. If the renter is not organized to the point of having insurance, the renter should complete and sign the Lessee's Indemnification Statement, copy attached.

**For Non-Town Affiliated Groups That Meet In Or Utilize the Town Hall:**

**If the group has its own insurance**, such as a church, the organization should ask their insurance carrier to list the Town of Leverett as an "Additional Insured" for all events and uses of the Town Hall. This coverage should not add cost to the organization's insurance.

**If the group is not organized to the point of having insurance**, the chairperson or head of the organization should complete and sign the Lessee's Indemnification Statement, copy attached. This form only needs to be signed once for coverage of multiple uses of the town facility, but should be updated if the chairperson or head changes.

**Food Permits:**

The Board of Health is in the process of developing a process of distributing food permits for Town Hall uses that involve the preparation of food in the building.

**Clean-up:**

After use, please ensure that the areas are as clean as when you started. This includes washing tables, sweeping floors, spot mopping if necessary, wiping down sinks, stove, counters and refrigerator.

Do not leave any food in the refrigerator.

Cleaning supplies are in the back cellar stairwell.

Furniture should be left arranged as found. Do not drag furniture along the floor. Close windows, and doors. Turn off lights. Check bathrooms. Lock all entrances (including crash bar on front door).

Leave thermostats at 60°.

**Renters are responsible for removal and disposal of the trash that they generate.**

**Rental Fees are as follows:**

Rental by a resident or private group from Leverett: \$25 per floor

Rental by non-Leverett individuals or groups: Select Board sets fee on a case-by-case basis

Rental by non-profit or other community groups from Leverett: Select Board sets fee on a case-by-case basis

Events sponsored by town boards or committees: no fee

Refundable cleaning deposit: \$200 (refunded to renter if no loss or damage is incurred to the building or its contents during the event)

All checks should be made to the *Town of Leverett*.

### **Key Release Agreement**

I hereby acknowledge that I have received, read, understand and agree to abide by, the Town of Leverett's Policy For Distribution For Keys To Town-Owned Buildings as presented below. I also understand that during my employment or term of service with the Town of Leverett, I am subject to and must adhere to the terms of the Town's policy as a condition of employment or service and that failure to comply is grounds for disciplinary action up to and including termination.

Keys to town-owned buildings are town property. All keys made after the effective date of this policy shall be numbered and stamped "Do Not Duplicate". Keys may be issued to town employees, to the Chair of the elected or appointed boards and committees, and to others who need a key for a special town-related work. Keys for rental of town buildings are governed by the building's rental policy.

The Town Hall Associate is responsible for oversight of all keys to the Town Hall and Old Library Building, the Highway Superintendent is responsible for oversight of all keys to the Public Safety Complex and related buildings, and the Library Director is responsible for oversight of all keys to the Library Building. These individuals shall maintain a record of who has a key to which buildings, the key number, the date the key was issued, and the date the key was returned.

When any employee, board or committee member is issued a key to a town-owned building, they shall sign a Key Release Form and agree to comply with the following guidelines:

1. Keys shall be issued by, and returned to, the Town Hall Associate, Highway Superintendent or Library Director for their respective buildings
2. No duplicates of keys shall be made
3. Keys shall not be utilized to allow any un-authorized use of the building

4. Keys shall not be loaned out
5. The individual to whom the key has been issued is responsible for any activity that occurs inside the town building that their key allowed
6. The individual who unlocks a building is responsible for ensuring that the building is relocked after use
7. Lost keys must be attempted to be recovered. If not recovered, a second key may be issued at a cost of \$10.00 per key. If the lost key is subsequently recovered, it shall be returned to the town
8. Upon an employee's last day of employment with the town, an employee's last day before a leave of absence, or during a Board/Committee member's last official meeting, all keys shall be returned
9. Failure to return a key may be pursued as a court action against the employee or board/committee member

*The employee should retain a copy of this document.*

*Town's copy to be retained in a secured file by the Town Hall Associate, Highway Superintendent or Library Director.*

### Dog Officer

**Fee schedule.**

April 14, 2003

Fee schedule: first drop-off: \$20 to pick animal up, second time: \$30, third time: \$40, fourth time: \$50 etc. The Dog Officer keeps the first \$10 for every pick up after the first. All other money is to be turned in to the town.

### Group Health Insurance Premium Payment Plan

**Plan adopted.**

September 9, 1992

The Town adopts the Town of Leverett, Massachusetts, Before-Tax Group Health/Life Insurance Premium Payment Plan for Active Employees, effective October 1, 1992 in accordance with the terms of the plan document (available in the Town Clerk's Office) and made a part of the minutes of the meeting.

**Administrator appointed.**

The Treasurer of the Town of Leverett is appointed as a plan administrator and shall be responsible for the operation and administration of the plan.

**Powers and duties of the administrator.**

The Treasurer of the Town of Leverett is authorized and directed to take such steps as may be necessary to implement said plan and to satisfy such IRS, DOL and other regulatory requirements as may be necessary.

### Health Agent

**Shared Health Agent.**

June 28, 2005

The Town of Leverett and Sunderland finalized a joint, shared health agent position at 20 hours per week (total), with shared expenses, to be posted after Sunderland's Select Board vote on July 11. Position to begin on August 1, 2005.

## Special Employees

### **[HISTORY]**

#### **Special employees eliminated.**

August 30, 2005

To delete prior Select Board votes that created special municipal employees based on the Conflict of Interest Law, Chapter: "Prohibiting Municipal Contracts and Multiple Jobs": Section 20; based on exemptions 8 and 9 of the law.

January 30, 1989

The following positions were granted "special employee" status:

Assistant Town Clerk, Assistant Treasurer, Building Committee, Council on Aging, Election Officers, Historical Commission, Library Trustees and Director, Tree Warden.

September 15, 1986

Special employee status added to those serving in the following capacities: Assessors, Auditor, Board of Health, Board of Registrars, Civil Defense, Clerk to Select Board, Conservation Commission, Dog Officer, Dump Custodian, Finance Committee, Fire Chief and deputies, Highway Superintendent, Animal Inspector, Newsletter, Planning Board, Police Chief and deputies, Recreation Commission, School Committee, Select Board, Tax Collector, Town Clerk, Town Counsel, Treasurer, Zoning Board of Appeals.

March 25, 1985

The Select Board voted unanimously that all elected and appointed officials of the Town of Leverett, including the Town Clerk and Town Counsel, have special employee status.

Employees with "special" status may hold more than one position for the town and collect more than one salary.

## Fair Housing

Adopted by the Select Board, May 8, 1989

### **Statutory Findings.**

The Congress of the United States of America has declared a national fair housing policy through Title VIII of the Civil Rights Act of 1968. The Commonwealth of Massachusetts has also declared a state equal housing opportunity policy through the Massachusetts Fair Housing Law, MGL C. 151B. Towns within the Commonwealth of Massachusetts are part of a long-standing tradition of equal justice for all persons.

### **Policy of the Town.**

It is hereby resolved that the Town of Leverett affirms its commitment to ensure equal opportunity in housing to all persons. The effects of overt or covert discrimination based on race, color, religious creed, national origin, sex, age, children, ancestry, marital status, source

of income, blindness, or deafness in the sale, rental or financing of housing have insidious implications for the moral base of any community. In the conduct of all town programs and activities affecting housing of town residents, the policy of the town shall take all action necessary and appropriate to prevent discrimination in housing and housing services against individuals residing or wishing to reside within its boundaries.

**Prevention of discrimination.**

The town recognizes that discriminatory practices are detrimental to its citizens and to its future and will take all necessary action to remedy the effects of discrimination and prevent the continuation of such practices. The town will aggressively move to counteract any activities which restrict the potential for equal opportunity in housing.

**Review of Practices.**

The town encourages all real estate agents, home builders, land developers, mortgage lenders and landlords to review their operating practices and join the town in making equal opportunity in housing a reality.

Town Administrator

**Additional roles.**

May 5, 2003

To make the Town Administrator the surplus property purchasing agent.

January 3, 2001

To make the Town Administrator the American's with Disabilities Act (ADA) Coordinator.

Newsletter

**Purpose.**

November 26, 2001

The Newsletter is a vehicle for official town boards and committees to inform. Individuals and groups with projects which benefit the community may submit notices as space permits. The editor reserves the right to edit such submissions. No promoting the sale of goods or services may be accepted. The Newsletter is not a vehicle for politicizing.

**Candidates statements.**

April 8, 2002

To only allow candidate statements in the issue of the Newsletter published just before Town Meeting.

**Advertising.**

October 20, 2003

Not to allow advertising in the Newsletter.

Kimball Trust

To allow the Trustees of the Kimball Trust expend donations to the fund as long as \$1,000 remains in the fund in accordance with the trust agreement signed on May 14, 1990.

## Inventory

### **Reporting amounts.**

January 14, 2002

To reduce the reporting amount for inventory purposes, from \$500 to \$250.

## Procedure for the Disposal of Town Property

September 9, 2008

### **If single Item:**

Determine if the item is worth over \$100 (this can be determined by looking at the cost of a new item, if the item is still operable, then consider the cost close to that of a new item, if it is broken and fixable, then cut the price of a new one by 50%, if it's broken and irreparable, but could be used for parts, cut the price by 75%, if it's broken and irreparable and not usable for parts, then its value is \$0).

If the item is valued less than \$100 and is no longer operational, notify the Town Accountant that the item (identified by description and sticker number) has been disposed of and either take it to the Transfer Station or it throw away.

If the item is valued over \$100 or is still operational, place a memo briefly describing the item and listing how to contact you in all other department mailboxes (including the Elementary School) and give them at least two weeks to notify you that they would like to have the item. If more than one department requests the item (s) within the time period indicated, determine for which the item(s) will serve the most benefit (you can request the Selectboard's help with this) and give it to that department(s) at no cost. The Town Accountant must be notified that the item (include description and inventory number) has transferred from one department to another.

If, after the given time period, no town department has notified you that the equipment is wanted, then notify the Selectboard that you would like the item declared surplus at their next meeting. The Selectboard will review the piece and declare it surplus at their next meeting and decide how they would like it disposed of. After that declaration follow the method decided for disposal, and notify the Town Accountant that the item (include description and inventory number) has been disposed of.

### **If more than a single item is to be disposed of and their total value exceeds \$100:**

Make a list of the items and distribute it to all other department mailboxes (including the Elementary School) with your contact information and provide at least two weeks for other departments to notify you that they would like an item or more. If more than one department requests the item (s) within the time period indicated, determine for which the item(s) will serve the most benefit (you can request the Selectboard's help with this) and give it to that department(s) at no cost. The Town Accountant must be notified that the item(s) (include description(s) and inventory number(s)) has transferred from one department to another. After the time period given, provide a list of the remaining items to the Selectboard and request that

they declare the list surplus and choose a disposal option(s). After that declaration follow the method(s) decided for disposal. Notify the Town Accountant that the items (include descriptions and inventory numbers) have been disposed of.

**Surplus Property Disposal Options (does not apply to real property):**

**Procurement and disposal of surplus property laws must be followed when applicable.**

**For all disposal methods, the SelectBoard oversees the procedure and makes the final award if applicable.**

1. Sell through a sealed bid process to the public (required for items valued over \$5,000) - legal requirements for bid process must be followed regardless of item value if this option chosen
2. Sell through a sealed bid process to the public to the highest bidder (only allowed for items valued under \$5,000). Description of item must be advertised for at least two weeks at Town Hall, Post Office and Leverett Coop prior to the award
3. Sell at a tag sale to the public, sale must be advertised for at least two weeks at Town Hall, Post Office and Leverett Coop
4. Sell through oral or silent auction - auction must be advertised for at least two weeks at Town Hall, Post Office and Leverett Coop
5. Trade in when purchasing new item
6. Take to Transfer Station and leave as trash for free public use
7. Leave for free public use along side of the road, what is not picked up is taken to the Transfer Station.

Documents accepted

January 25, 2005

To accept the Community Development Strategy as amended by the notations and to implement, where possible, the sustainable development principles as outlined by the state.