



Kevin Doyle –Chairman
William Snyder – Vice Chairman
Debra Tatum – Treasurer
Kenneth Tucker – Asst. Treasurer
Mary Kate Flynn –Commissioner

Andrea J. McDougall – Executive Director

PERSONAL PROPERTY DISPOSITION POLICY

Authority property may not be sold, transferred, or otherwise disposed of for less than its fair market value, except as otherwise permitted under applicable law and regulation. All dispositions shall be conducted in a manner that ensures full and open competition, maximizes return to the Authority, and complies with state and federal requirements.

It is the policy of the Authority that all personal property that has become worn or damaged beyond economical repair, or that is no longer useful for the original purpose, or that has no reasonable use in any of the operating units of the Authority, shall be disposed of as provided herein. Determinations regarding condition and usefulness shall be documented and approved by the Executive Director or designee prior to disposition.

- a. When the estimated value of personal property to be sold is less than \$1,000.00, the Executive Director or a designated representative of the Authority may sell the property through informal methods, including negotiated sale or open market listing, after making reasonable efforts to determine fair market value. Documentation of such efforts, including price comparisons or quotes, shall be maintained. The sale must be documented by an appropriate bill of sale.
- b. When the estimated market value of the personal property to be sold is \$1,000.00 or greater but less than \$10,000.00, the Authority shall seek written quotations or informal bids from multiple potential purchasers, or utilize publicly accessible sales platforms where competitive pricing can be reasonably achieved. The Authority shall maintain a record of all quotes or offers received and the basis for award. The sale shall be made to the highest responsible bidder or proposer, and must be documented by an appropriate bill of sale.
- c. c. When the estimated market value of the personal property to be sold is \$10,000.00 or greater, the sale shall occur only after formal advertising for bids. Such advertising shall be conducted at least fifteen (15) days prior to the award and shall include public notice through appropriate media, electronic platforms, or other methods consistent with Massachusetts procurement standards. Notices shall also be posted in public areas accessible to interested parties. A tabulation of all bids received shall be prepared and retained as part of the permanent record. The award shall be made to the highest responsible and responsive bidder as to price.
- d. Awards resulting from formal bidding procedures for property with an estimated value of \$10,000.00 or greater shall require approval by the Board of Commissioners prior to final disposition.

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- e. Personal property that has become surplus to the Authority may be sold or transferred at fair market value to another public agency for public use, consistent with intergovernmental cooperation practices. Any such sale or transfer with a value of \$10,000.00 or greater shall require prior approval of the Board of Commissioners. The transaction must be documented by an appropriate bill of sale or transfer agreement.
- f. Personal property may not be destroyed, abandoned, recycled, or donated until reasonable efforts have been made to sell the property in accordance with this policy. If such efforts are unsuccessful, the Authority may dispose of the property in an environmentally responsible manner, and documentation of the disposition method shall be maintained.
- g. Obsolete or worn-out personal property being replaced shall, to the greatest extent practicable, be offered as a trade-in or included in the procurement of replacement equipment when such action results in a net benefit to the Authority.
- h. Proceeds from the disposition of property shall be deposited into the appropriate Authority account and recorded as operating revenue or program income, as applicable. When property was originally acquired with federal funds, disposition and use of proceeds shall comply with 2 CFR Part 200, including requirements related to program income and asset disposition.
- i. All disposition actions shall be fully documented and shall include, at a minimum, a description of the property, original acquisition information if available, condition assessment, method of disposition, bids or quotes received, final sale price, and approval documentation. Records shall be retained in accordance with the Authority's record retention policy and shall be available for review by the Executive Office of Housing and Livable Communities, HUD, and other oversight entities.
- j. The Authority shall maintain appropriate internal controls to ensure segregation of duties in the disposition process. No individual shall be solely responsible for determining value, conducting the sale, approving the transaction, and recording the proceeds. Disposition activities shall be subject to periodic review to ensure compliance with this policy and applicable regulations.

Approval of the Board of Commissioners on April 1, 2026