

Surplus Property Policy

February 3, 2009

Town of Bar Harbor

Any and all real and personal property purchased with Town funds or donated to the Town is an asset of the Town of Bar Harbor. As a Town asset, it is improper for any Town employee or other person to use or dispose of Town property, except as outlined in this policy. As a general rule, we need to assure the public that we are safeguarding the Town's assets in a secure and responsible manner. In order to be good stewards of these assets, it is important that we, as Town employees, keep Town property safe from theft or misappropriation.

1. Disposal

Personal property having various values shall be disposed of as stated below:

- A. **No Value** – Personal property which a reasonable person would feel no longer has any value, may be discarded by any Town employee by depositing it in the Town's solid waste stream, that is, by throwing it in the trash can or hauling it to the Transfer Station for disposal. If anyone has stated an interest in acquiring the property, then it cannot be assumed that it has no value.
- B. **Nominal Value** – Personal property which a reasonable person would feel is at the end of its useful life, but that the cost of disposal exceeds any sales value, shall be considered of “nominal value” and may be sold, donated or discarded at the discretion of the Town Manager.
- C. **Substantial Value** – Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above may be disposed of only upon the approval of the Town Council.

2. Transfer

Personal property may be transferred between Town departments, including the School Department, without any action on the part of the Town Council. Transfer of property to any governmental organization outside of the Town of Bar Harbor or to any non-profit organization requires the approval of the Town Council.

3. Public Records

Records of Town business may be disposed or transferred only by the Town Clerk, in accordance with State Law.

4. Intellectual Property

Computer programs, structural drawings and the like, which have been developed by persons being paid by the Town, are to be considered intellectual property of the Town and shall only be transferred upon terms approved by the Town Manager.

LEGISLATIVE HISTORY

4/5/94 Adopted by Town Council
2/5/03 Draft prepared at direction of Council
2/18/03 Adopted by Town Council
1/23/09 Draft suggested by Staff
2/3/09 Adopted by Town Council