



## Disposition Policy

The Executive Director shall dispose of surplus Salem Housing Authority (SHA) supplies and real property within the limitations set forth in this policy. All dispositions shall comply with the SHA's Procurement 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

As per section I(H) of the Salem Housing Authority's Procurement Policy the term "surplus supplies" does not include real property.

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

The SHA may dispose of surplus supplies with an estimated net value of **less than \$10,000.00** using the methods allowed as established by the SHA's Procurement Policy.

For supplies with a resale or salvage value of **\$10,000.00 or more**, the SHA 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 SHA 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 SHA 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 make a determination to make land available for disposition. If there are restrictions on 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. See attached.

**Adopted by the Salem Housing Authority's Board of Directors: December 13, 2017**

**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.

**Adopted by the Salem Housing Authority's Board of Directors: February 12, 2020**



John A. Boris, Chairman  
Kimberley Driscoll, Vice Chairman  
Charity Lezama, Treasurer  
Benjamin Winthrop, Assistant Treasurer  
Sue Kirby

Cathy Hoog, Executive Director

EXTRACT FROM THE MINUTES OF THE  
REGULAR MEETING OF THE BOARD MEMBERS OF THE  
SALEM HOUSING AUTHORITY HELD ON  
WEDNESDAY, FEBRUARY 12, 2020 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, FEBRUARY 12, 2020 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

Sue Kirby  
Benjamin Shallop  
Charity Lezama  
John A. Boris

Absent

Kimberley Driscoll

Also Present: Cathy Hoog, Executive Director, Anne Cameron, Debra Tucker, Assistant Executive Director and Maureen Thomas, Director of Public Housing

The Chairman declared a quorum present.

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MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Charity Lezama moves to approve the SHA's Disposition Policy as presented. Benjamin Shallop seconded the motion and the vote it as follows:

Ayes

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Nays

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The Chairman thereupon declared the motion carried.

