



## STAFF REPORT

Meeting Date: September 6, 2016

Agenda Item #: 10f

**TO:** Mayor and Town Council  
**FROM:** Bonnie Schwerd, Assistant Town Administrator  
**THRU:** Susan Parker, Town Administrator  
**RE:** Surplus of Equipment  
**ATTACH:** Resolution declaring surplus

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**Background:** In accordance with the Town's approved budget and planned capital improvement activities for FY 2015-2016, the Town instituted technology improvements that included an upgraded telephone system, a switch in mobile phone service providers (and thus mobile phone equipment), a new computer server and various new individual computers.

The Town also bought a replacement vehicle in FY 2015-16 for use in the Town's Public Works functions. The old equipment and vehicle that have been taken out of service now needs to be declared surplus so that it may be sold in a public sale.

In addition to the items were replaced during last fiscal year, the Town's Fire Chief advises that the Town no longer needs both of its two rescue boats and one could be declared surplus. This results from the donation of two jet skis last year that the Fire Department now uses for water rescue operations. The attached resolution includes the boat as an item to be declared surplus and sold.

Since litigation with the original Town Park engineers is complete, the Permatrek concrete sidewalk materials that were purchased but not usable in the Town Park are now able to be declared as surplus and sold.

**Fiscal/Policy Implication(s):** Sale of surplus items will generate a revenue for the Town that will be recognized in the General Fund.

**Recommendation:** Move to adopt the proposed resolution declaring equipment, vehicle and boat surplus and authorizing sale of same.