



FIRST SELECTMAN'S OFFICE

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Matthew S. Knickerbocker, First Selectman

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Layna Palumbo, Office Assistant

Phyllis Kinsky, HR/Grants Administrator

MEMORANDUM

TO: All Departments
FROM: First Selectman Knickerbocker *MJK*
RE: Excess town equipment
DATE: August 16, 2010

This memorandum is a reminder to all department heads that the disposal of any equipment, computers, vehicles, office furnishings, etc. through sale or barter, must, by Charter, be publicly advertised and sold to the highest bidder or may be sold without advertising should the Board of Selectmen decide to waive the advertising process. In the future, all requests for sale of such items should be presented to the Board of Selectmen for a determination by the Board whether the sale is to be publicly advertised or waived for sale or transfer without advertising.

In addition, all equipment, computers, vehicles, office furnishings, etc. which your department uses, maintains or houses, belongs to the Town of Bethel. Should there be a sale of these items, the monies are to be returned to and deposited into the general fund of the Town of Bethel. Any proceeds received are not to be used/spent by the Department without request to the Board of Selectmen and approval by the Board of Finance.

If you have any questions, please contact my office. Thank you.

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TOWN OF BETHEL
TOWN CLERK