

TOWN OF RUTLAND DEPRECIATED ASSETS POLICY

1. **Purpose.** The purpose of this policy is to establish guidelines for the use and or disposal of Town of Rutland assets which were obtained in part or whole by the use of depreciation funds.

2. **Definitions.**
 - a. **Depreciation Funds.** Funds in a depreciation account which are used to replace an asset that has had a reduction in its value with the passage of time, due in particular to wear and tear.
 - b. **Depreciated Asset.** An asset which has reached the end of its useful life.
 - c. **Decommissioned.** Town seals, equipment, and any other items not included in the sale belonging to the Town have been removed.

3. **Disposal of Asset.** When an asset has reached the end of its useful life it shall be considered a depreciated asset. It shall be handled by the following options at the discretion of the Department Head for departments assets or by the Selectboard or their designee for assets not assigned to a particular department.
 - a. **Sale.** An asset may be sold to a 3rd party after being decommissioned. The asset may be offered for sale, being advertised as practical. A minimum price is preferred. Proceeds should be deposited into the depreciation account for the appropriate department. Asset shall be sold as-is with no warranty from the Town.
 - b. **Destruction.** An asset deemed unsafe or one which should not be sold shall be destroyed and properly disposed of. In the case of a technology item any data should be properly erased.
 - c. **Assigned to Reserve Status.** An asset which should be replaced due to age or obsolescence may be assigned to a reserve status at the discretion of the department head after consultation with the Selectboard. An asset assigned to reserve status may be used in the future to fill a need or disposed of if it is no longer needed.

4. This policy shall remain in effect until amended or modified by a subsequent Board.

The Town of Rutland Selectboard

Don Chioffi, Chairman

Date: November 22nd, 2022

Joseph Denardo, Clerk

Mary Ashcroft

Sharon Russell

Kurt Hathaway