

GRANBY PUBLIC SCHOOLS
BUSINESS OFFICE
15-B North Granby Road
Granby, CT 06035
(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: Disposal of Vehicles, Equipment, Furniture, and Similar Assets

Date: April 6, 2026

It has come to my attention that neither the Town nor Board of Education currently has formal written procedures governing the disposal of vehicles, equipment, furniture, and similar assets. In response, our Facilities Department consulted with Town Manager Mike Walsh, who agreed that establishing clear procedures is necessary and recommended the following process moving forward:

1. Items with No Residual Value

For vehicles, equipment, and furniture that is not working, unsafe, broken and has no value, the department head that controls the vehicle, equipment, or furniture, shall recommend the method of disposal to the Superintendent of Schools for BOE items and to the Town Manager for Town items, and upon their approval, the item shall be disposed of in that manner.

2. Vehicle Trade-Ins

For vehicles, trading them in is preferable with the department head that controls the vehicle making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, the item shall be disposed of in that manner.

3. Vehicle Disposal (Non-Trade-In)

If a vehicle is not traded in, the department head that controls the vehicle making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, to send them to auction or other approved means, with the proceeds going back to the BOE or Town, respectively.

4. Equipment and Furniture with Value

For equipment and furniture that has value, the department head that controls the equipment or furniture making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, to send them to auction or other approved means, with the proceeds going back to the BOE or Town, respectively.

Chris DeGray, Director of Facilities, and I are in agreement with the above procedures and will move forward with implementing this practice effective immediately.

Cc: Chris DeGray, Director of Facilities