

BOARD OF SELECTMEN  
Policy on Disposition of Town-owned Land  
Original Date: September 23, 2003  
2003-1

Revised:  
Reaffirmed:

## **Purpose**

This policy was developed to encourage thorough consideration of requests for transfer of ownership or control of Town-owned land. This policy will attempt to ensure that the process for consideration of any request will take place in an organized, logical and transparent manner, and that all requests will be treated consistently and fairly.

## **General Procedure**

The Board of Selectmen is responsible for all town-owned land that is not otherwise designated to the custody of another board, committee or department. Any town committee or board may petition the Board of Selectmen for recommendation of a specific parcel when they have a need or use for such land based on criteria which reflect the committee's or board's charge as authorized under the Town Charter or other applicable law. The Select Board will instruct the Town Administrator to review such application with all town boards, committees and departments so that they may be aware of such application and offer comments upon it. The Planning Board, because its charge overlaps other committees and boards, will provide its assessment after reviewing the inputs from other committees and boards. The Board of Selectmen shall take such comments into account in deciding whether to pursue the approval of the transfer by a Town Meeting vote.

## **Review Schedule**

1. Any request for disposition of Town-owned property shall be made in writing to the Board of Selectmen accompanied by appropriate maps, an explanation of the intended use and justification based on the committee's, board's or department's charge.
2. Within fourteen (14) days of receiving any request, The Board of Selectmen shall charge the Town Administrator to notify all committees, boards, departments and other potentially interested parties.
3. Any Town committee, board, department or other interested group will evaluate an application based on the charge that the reviewing committee has been given under the Town Charter or other applicable law.

4. Within forty-five (45) days of the Town Administrator's notice, any party wishing to comment on the proposal shall do so in writing, and shall file said written comments with the Town Administrator. The Town Administrator shall forward all comments to the Planning Board and Board of Selectmen. All comments received shall be available for inspection by the public at the Town Administrator's office.
5. The Planning Board will review the application and all comments and shall report to the Board of Selectmen, by way of the Town Administrator, within a period of 30 days from the receipt of the information from the Town Administrator.
6. Within fourteen (14) days of the receipt of comments from the Planning Board, the Town Administrator shall review the comments and make a recommendation to the Board of Selectmen.
7. Within thirty (30) days, the Board of Selectmen shall review the proposal, the comments received, the Town Administrator's recommendation, and shall make a final decision to approve the request and whether to place the request on the Town Meeting Warrant or take any other appropriate action.

### **Recommended Timeline**

The following timeline is recommended for any proposal requiring *Annual* Town Meeting approval. It is recommended that submissions for this review process should be made at least sixteen (16) weeks prior to any Special Town Meeting.

<b><u>Deadline</u></b>	<b><u>Task</u></b>
November 15	Written proposal submitted to Board of Selectmen
December 1	Town Administrator notifies all committees, boards, departments and other potentially interested parties
January 15	45-day comment period ends and information conveyed to Planning Board
February 14	Planning Board Recommendation to Town Administrator and to Board of Selectmen
March 15	Board of Selectmen final decision to publish in Town Warrant