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**TOWN COUNCIL**  
**ASSET MANAGEMENT ADVISORY COMMITTEE**  
**Selectmen's Conference Room**  
**Thursday March 2, 2017 – 5:30**

**MEETING MINUTES**

**PRESENT:** Chair of the Committee, Councilor Philip Wallace; Councilor John G. Flores; Councilor James Crocker Jr.; David Anthony, Property and Risk Management; Councilor Jessica Rapp Grassetti, Councilor John Norman

Meeting was called to order at 5:35 pm.

Chair of the Committee thanked Mr. Anthony for coming in and separating out the parcels of land by precinct.

Mr. Anthony presented the process of disposal according to the Inspector General and Massachusetts General Law Chapter 30b. Mr. Anthony would like to work with the committee to develop a policy with regards to this disposal process. He would like to see if the Town Council would like to put restrictions on any one of these parcels of land; that will be a discussion we have as we look at each parcel. The Inspector General recommended that we look at how we acquired the land as this becomes an important part on how you dispose of the land. Some of the parcels may have been taken for drainage by the town, so if we decide as a town that we do not need the parcel for drainage, then we need to look at how we acquired the parcel and if the original deed says that if we fail to use the parcel as intended, we may return to the original owner. Some of the parcels were gifts to the town, and some were acquired by tax takings. The tax foreclosure parcels are the ones we are going to look at first. Chapter 30B has a lot of subsections. The relevant sub sections, A B J in the document below are particular in this disposal process. Section 16 of Chapter 30b is very broadly written. The transactions need to be in a bid process but not a formal one, but it has to be a fair and transparent process to the public. Mr. Rudziak and the Assessor's office values have saved of the Town considerable time in this area and we do not need an appraisal, because we can use the assessed value.

Vice President Crocker asked about the parcels that have easements on them, if it has an easement we can't dispose of these parcels? Mr. Anthony stated we can dispose of these parcels, but the easement must remain on that. We also want to make sure that when we compile the final list of parcels and decide to get rid or sell these parcels that we follow through with the entire process to the end of the sale, and not stop half way through because we looked at a parcel and now the town needs it, so when we do the final list it will parcels that we agree can be fully disposed of and transferred.

Councilor John Norman said that we should also send an email to the local realtors in the area to make them aware of the parcels the Town has decided to sell. Mr. Anthony would like to set a link up on the Town's purchasing web site to alert the residents of the town that this is going to happen and which parcels are up for sale. That way it is a transparent, public process and everyone has the ability to look at it.

Mr. Anthony also said that the Town should reserve the right to pull a bid if there are no bidders and re issue at a lower bid if necessary. The town should have a goal to close on these parcels in 60 days and not have it drag on.

The Inspector General recommends that any desired restrictions in the use of this land be determined before we decide to dispose of the land through a bid. One idea is possibly restricting the size or nature of the building on the lot or declaring that building on this lot will be disallowed according to the setbacks. Vice President Crocker stated the more restrictions we put on these parcels the value decreases, so why would we pile on a lot of restrictions. Mr. Anthony said the town did not have to put

restrictions on any of them according to the Inspector General, but you may choose to do so on some parcels if desired. Another thing to keep in mind is that if there is a parcel that the town has listed for a certain amount on the bid, and the bid comes in lower than that stated amount we would need to decide if the bid language has a minimum bid or if you will accept the bid even if it is under the assessed value. We do need to advertise in the central register, in order to make that sale public. This eliminates the private sales that used to happen in the past where no one knew about the sale. If we do not receive any bids at the assessed value minimum, we could do another round of under the assessed value bids. Vice President Crocker said we need to look at the assessed value first of each parcel and then decide after that what we would look at for pricing.

Chair of the Committee said we should absolutely accept the second round of bids because it would possibly attach to another parcel of the abutter and going forward that piece of property is assessed at a higher value for the following tax year. Councilor Jessica Rapp Grassetti asked if the assessed value is higher than the market value would the recipient of the parcel be able to apply for abatement. Mr. Anthony said yes, it is possible that they would qualify for all the exemptions the other residents are allowed to apply for in the Town. The abatement process is open to any tax payer, but the outcome or that request is determined by that board or commission.

Mr. Anthony said that after the bids are received the bids are all read publicly, and then the purchase and sale is drawn up and signed and recorded. Vice President Crocker stated that all of these parcels in some aspect will result in some new growth dollars. Mr. Anthony stated that the purchase and sales process for the most part can be done in house which could save the Town a lot of money, but the work load demands would need to be analyzed.

Vice President James Crocker would like to know if the Town is exempt from Registry fee filing. Councilor Jessica Rapp Grassetti asked if he has had a discussion with the Land Acquisition and Preservation Committee regarding any of these parcels, if they need them, or if the Fire Districts need them. Mr. Anthony will run the parcels in question by all the department heads to make sure there isn't anything they need to any type of projects. The LAPC can be a stop in that internal review.

Mr. Anthony showed the committee on the screen overhead what the database looks like when you click on a parcel, you are able to see the deed and any easements or any abutters that have interest in these parcels, or any documents that are attached to the parcel, so the committee can have a clear view and have the knowledge of each parcel and how it was acquired.

Mr. Anthony showed the Committee an example of bundling properties to see what that would look like. Some of the bundles are landlocked and have no access with a street or a road. On these types of bundling there may only be 1 abutter who would possibly be interested in this; some of the others might be located across the street. Mr. Anthony was asked to put the list together of disposal properties according to the A- B- C by villages by size and have clear title with the assessed value of each on the screen so the Committee can view them, Vice President James Crocker said we need to start somewhere, so let's get started on one or two if needed, but we need to start.

Chair of the Committee asked for Public Comment, seeing none the Chair closed public comment.

Chair of the Committee asked for a motion to accept the meeting minutes of February 2, 2017. Vice President James Crocker made the motion to accept the meeting minutes of February 2, 2017 as written. All members voted in favor of accepting the meeting minutes of February 2, 2017 as written.

**ADJOURN:** 6:50pm

**NEXT MEETING:** April 6, 2017 at 5:30pm