

**BOARD OF SELECTMEN POLICY**

***SALE OF LAND- TAX TITLE***

Date Approved by BOS:

Signature of Chair:

February 5, 2007

*Jeanne K. Krieger*

I. Purpose

Periodically, land is taken by the Board of Selectmen for failure to pay taxes. This property is known as tax title land. The purpose of this policy is to create a fair and equitable process for selling such land and returning to the tax roles, when requested to do so by a resident.

II. Application

1. The Board of Selectmen shall approve a list of qualified appraisers containing a minimum of 6 appraisers. Said list shall be maintained by the Executive Clerk and updated every five years.
2. The sales process may be initiated by any resident of the Town of Lexington, or by the Board of Selectmen.
3. All requests to purchase property must be in writing to the Town Manager's Office detailing the property sought, and the intent for use of the property.
4. Town Manager receives written request to purchase property.
5. Town Manager obtains information and history of parcel from Assessor's Office and Community Services.
6. Memo sent to all department heads and committee chairmen (appropriate committees) informing them of the size and location of the property and the intent that has been expressed for its purchase.
7. The Board of Selectmen vote on whether or not they would be willing to release property.
8. If yes, the Selectmen will select an appraiser from the list of qualified appraisers.

9. The intent to sell is advertised in the legal notices in the local paper for two weeks stating the location and size of the parcel, citizen requesting, the minimum acceptable bid (the appraisal price) and the date of the Selectmen's Meeting by which all interested bidders must submit a notice of intent to bid. A copy of the legal notice is sent to all abutters.
10. The cost of the appraisal will be added to the sales price.
11. At the next meeting of the Selectmen, if there are no alternate bidders, Selectmen vote to sell the property to the citizen at the appraised price plus the cost of the appraisal. If there are alternate bidders, sealed bids with a minimum of the acceptable bid price should be submitted within 14 days of the meeting. The highest bidder will then pay the bid price, plus the cost of the appraisal.

### III. Background

Periodically, the Manager's office has received requests to purchase tax title property. These requests generally are made by abutters. Typically, the lots are small and not separately buildable. They have value only to the direct abutters. Occasionally, more than one person has shown interest in particular tax title properties. By establishing a policy the Selectmen have set guidelines for the manager to help determine when it is appropriate to sell a parcel.