

Town of Rye Board of Selectmen

Conservation Commission Land/Easement Acquisition Approval Process

Proposed Transparent Process with Full Information and Opportunity for Public Input

Proposed Seven Step Process

Draft 12-17-13

1. **Non-public meeting** between conservation commission representatives and BOS prior to deal consummation to discuss basic terms
2. **Information submittal** from Conservation Commission to BOS to include:
  - a. Tax map copy, including relationship with other town conservation land in vicinity, where applicable
  - b. Property survey plan and boundary description
  - c. Soils map copy
  - d. Wetlands delineation information, if available
  - e. Purchase and Sale Agreement conditional upon BOS and Conservation Commission approval
  - f. Appraisal
  - g. Title Opinion
  - h. Title insurance availability, if applicable
  - i. Description of public access opportunities, and implementation plan and cost estimate where applicable
  - j. Environmental information if and as pertinent (ie water quality benefits, vegetation, wildlife)
  - k. Maintenance plan, if applicable (ie woodlot, woods roads, trails)
  - l. Existing easement status, if applicable (ie utility easements)
  - m. Current use status
  - n. Current tax revenue
  - o. Estimate of development capability and tax revenue/ public cost (if applicable) if fully developed
  - p. Spreadsheet indicating status of bond funds and bond authorization before and after acquisition
3. Town Administrator completion of **checklist** indicating availability of full information, in writing, for items 2 a through p above.
4. Schedule a **public BOS meeting**. Provide items 2 a through p to BOS at least five days prior to the BOS meeting, at which a BOS site walk will be scheduled
5. **BOS site walk**
6. BOS to schedule a public **hearing** with at least ten (10) days notice, with public availability of items 2 a through p above during the 10 day period.

7. **Noticed public BOS meeting to consider approval** of parcel/easement acquisition by Conservation Commission.

Once the information outlined in item 2 above is available, the entire process above can be completed within 15 days. It may require more time if additional information is requested, or if multiple meetings are required.