



TOWN COUNCIL  
ASSET MANAGEMENT ADVISORY COMMITTEE  
Selectmen's Conference Room  
Thursday September 28, 2017 – 5:30

MEETING MINUTES

**PRESENT:** Chair of the Committee, Councilor Philip Wallace; Vice President James Crocker Jr.; Councilor John G. Flores; Councilor Debra Dagwan; Andrew Clyburn, Assistant Town Manager; David Anthony, Property and Risk Management; Councilor John Norman **ABSENT:** Councilor Jessica Rapp Grassetti,

Meeting was called to order at 5:35 pm.

The Chair of the Committee opened the meeting with a brief statement saying that each parcel will have to be looked at individually per parcel for the disposal methods, with respect to the sliver properties, letters will go to the abutters, we will also look at Attorney Barbara Harris' recommendation as to which parcels to sell and which parcels to dispose of. Vice President James Crocker Jr. wanted clarification of this Committee's role. This Committee will not be sending any letters to the abutters, we are an Advisory Committee that will make the recommendation to the full Council on what we think should be done based on the information presented to this Committee, Chair of the Committee stated yes, that is what we will do.

Mr. Anthony said one of challenging parts of this process is putting out this information with all the moving parts to each parcel that are going to be disposed of in different ways, how do we do that the fair and most transparent process. Mr. Anthony stated he has had several meetings with Elizabeth Jenkins from Planning and Development; back in 2009 there was a list of properties put out then that they were looking at for affordable housing/workforce housing, and some of these properties have overlapped in our list, so she has asked us to consider some of these properties if it makes sense to do that with some of these parcels, the disposal methods are currently at 5 ways, (1) those parcels that are over 35, 000 in value, (2) those parcels, such as one group in Cotuit, that may be able to be bundled because there are pieces or slivers that together may make up a parcel that gives them a half acre (3) those parcels with very low value. here the abutters would get letters and if interested they would contact us (4) there are parcels that should be transferred to other departments and (5) those parcels that could go to Habitat for humanity, or for the Town to do an Request for Proposals (RFP) if the parcel is to be used for affordable or workforce housing. Ms. Blanchette was not here tonight, but she has the authority to dispose of these Tax Possession parcels through a land auction. Mr. Anthony stated he understands this Committee wants to go through the 30B process, so the land auction method will not be used, so she is not needed if we choose to go through this method. As far as the RFP goes, by putting out a single front end with multiple bids instead of 1 at a time, Mr. Anthony stated that there could be a bid process with all the parcels listed and the interested parties would take one of the bid sheets and submit for the parcel they choose to bid on, then we would analyze the bids property by property, that way the communication would be streamlined. (Example of the bid sheet shown to committee) for each parcel there is a map of the property and it would include the critical information need on the parcel a minimum bid and the second line is a deposit. Anyone that was interested in a parcel would put their name and what they bid and then submit. This type of process is going to be foreign to most residents as most residents are used to going to a bank and getting an appraisal then making an offer. This is a nontraditional way for residents so it is going to be confusing for some. The front end is going to need a lot of explaining for people. We can have an online website where others can down load the bid sheets and they can submit that way as well.

Councilor Flores asked about the website that will be developed, we have to make sure the process that is set up is transparent and fair to all residents. Mr. Anthony stated it definitely will be; there will be a question and answer sheet as well with a full explanation as to how to do it. Mr. Anthony also mentioned that the abutter letters that are sent out we will need to make sure that Attorney Harris lets us know how far out the abutter is considered, in other words if you have a resident that may be 300 feet from the parcel in question, are they considered an abutter, that we need to figure out.

Councilor Flores asked about the minimum bid process so we do not get a lot of residents who bid but can't make the bid or come up with the deposit. Mr. Anthony also said that we need to have the discussion about the value of these parcels and do we ask for the assessed value or do we ask the appraised value? Councilor Flores said that the minimum bid should be 10 percent of the assessed value of the parcel. Vice President Crocker stated that it's all about the sale so sometimes if you come in a little lower, you may have a resident that would bid on more than one parcel if the deposit is low, or if you say that 20 percent is required, there is a strategy for it, what is the target group we are looking at? Vice President James Crocker stated just by looking at this form, we need some simple rules of the bid process as well. Mr. Anthony will make sure there is a lot of instruction and a step by step process. The next process to worry about is the closing, can we do it in a timely manner, or is it going to take the 30-60 days it normally does? Attorney Barbara Harris mentioned she would help us in the Purchase and Sales process so once we do one or two of these we will know how to do it. Mr. Anthony said that any bid that is less than the assessed value we would have the right to refuse, if the bid comes in at a higher value than the assessed value, and then we would take the high bid. Councilor Norman said let's be careful we do not put too many restrictions on these, or the person will walk away, he believes that any bid that comes in should be accepted so that we get something; for years these have been vacant and the Town has not received anything, we should accept anything, then take the high bid from that. Councilor Norman would also like to see a sign put up on these parcels as well to notify the public as they drive by that these are going up for a Town auction, and the process is... Mr. Anthony said the abutters will also be notified that these parcels are going up for sale as well, so they are aware why there is activity. Councilor Dagwan asked about the bundling, if there is a bundle put out is there a way for the resident to take one of the pieces out of the bundle? Mr. Anthony said we can, but we do not want to confuse people if we start doing that, we would see if there is a buyer first for the bundle, the Town will get more for it as a bundle, when you split it up, then it becomes more confusing, however that is up to you as a Committee. Mr. Anthony also mentioned that the bids coming in are sealed when they come in.

Mr. Anthony mentioned on the larger parcels, do we consider conditional bids, if the land can't be perked. Councilor Flores said we should do it as an as is bid.

Mr. Anthony believes the next meeting should be in an Executive Session and go by each parcel and decide the disposal process. We can do this in Executive Session because we are discussing the value of each parcel.

Mr. Anthony said that based on form of government that we have, the parcels have to be declared surplus by the Town Manager, so if we can get this done, we can start the bid process by the end of November after this Committee has notified the full Council the recommendations; after this we would get in touch with Information Technology to set up the computer web site for the bid process. Attorney Harris will look at the parcels that we deemed a (1) and make sure the title was clear. Vice President Crocker wants to make sure we have her stamp of approval on these parcels so they do not come back because someone has a piece of paper that the land was deeded to them. Mr. Anthony said that he will absolutely make sure that the parcels have been cleared by her and we have clear titles, there may be some cloudy waters on the parcels we numbered (2) and (3) but she will help us with that, we have her contracted to that work for us.

Chair of the Committee asked for a motion to accept the meeting minutes of June 15, 2017 as amended. Councilor John Norman made the motion to accept the meeting minutes of June 15, 2017; Vice President James Crocker Jr. seconded the motion, all members voted in favor of accepting the meeting minutes of June 15, 2017 as amended.

**ADJOURN:** 6:55pm

**NEXT MEETING:** November 16, 2017 at 5:30pm