



## **CONVERSION OF CHAPTER 61, 61A & 61B LANDS**

- 1. Owner is to send a notarized copy of a bona fide offer to purchase executed by all parties by certified mail to the Mayor, Municipal Council, Planning Board, Conservation Commission and Assessor's Office. The letter must outline a description of the property, and the names of owners. A 120 day option period shall run from the day following the latest date of deposit in the U.S. mail.**
- 2. Upon notification, the Planning Board will contact all Town Department to review the property and assess potential impacts to the town's natural resources, zoning, open space plans and the impact on town services. In certain circumstances, the Mayor may elect to call a public hearing to appoint a non-profit conservation organization to assist the Town in its review.**
- 3. Once the review is complete, the Mayor will schedule a Public Hearing with the Planning Board. The Planning Board will notify the property owner at least 21 days in advance of the hearing. Upon notification, the property owner must publish a legal notice in the local newspaper at least 14 and 7 days before the Public Hearing and notify all abutters within 300 feet, as certified by the Assessor's Office, of the said property of the submitted legal notice by certified mail.**
- 4. After the Public Hearing, the Planning Board will submit its recommendation to the Mayor to accept or waive the option to purchase the property. The Mayor will decide whether to accept or waive the option to purchase before the 120 day period lapses. If the Mayor accepts the option to purchase the property, an appropriation must be obtained from the Municipal Council.**
- 5. Written notice of the decision of the Mayor will be mailed to the land owner by certified mail in accordance with MGL Ch. 61§ 8, 61A§ 14, and 61B§ 9.**

### **\*\*\* IMPORTANT INFORMATION TO CONSIDER\*\*\***

**The Town will not waive the right to an option without notifying town boards and initiating an evaluation process. Additionally, Town Counsel may review the offer to make sure it is indeed a bona fide offer and that no escape clauses or contingencies are potentially detrimental to the Town's interests.**