

**Office of Selectmen**  
**6 Holland Street • Post Office Box 139**  
**Moultonborough, N.H. 03254**  
**(603) 476-2347**

**Statement of Policy**  
**No. 19**

**Sale of Town Property**

The Town of Moultonborough, with the passage of Article 33 at the 2003 Town Meeting, adopted the provisions of RSA 41:14-a authorizing the Selectmen to dispose of Town properties.

The selectmen shall review all property held by deed to determine their intent for that property. Property held by Tax deed will be held for a minimum of three years. Thereafter, the Selectmen will annually review properties with tax deeds held for three years after the date of record. The annual review shall determine whether each parcel should be retained by the Town or made available for sale.

Town owned lots will first be offered to owners of abutting, nonconforming lots for merger with their nonconforming lot. Any nonconforming Town property will be offered to abutters for merging with abutting lots or to local associations for recreational use or green space.

Those properties that are intended for sale will be offered annually.

The selectmen may convey these properties by advertised sealed bids. The selectmen shall have the power to establish a minimum amount for which the property is to be sold and the terms and conditions of the sale.

Any proceeds from such sales will be deposited into a Trust Fund for future acquisition of real estate.

Addendum 1. Process

Addendum 2. Property Evaluation and Categorization

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This policy shall be effective immediately upon adoption and shall remain in effect until superseded or amended.

Date of Adoption:  
July 29, 2004

Karel A. Crawford, Chair, Board of Selectmen  
Jerry D. Hopkins, Selectman  
Ernest E. Davis, Jr., Selectman

## **Addendum 1**

### **Process**

The selectmen, by the 1<sup>st</sup> of July, shall annually review all property held by the Town, including parcels that were tax deeded at least three years from the date of record, to determine their intent for that property.

The Selectmen shall categorize those properties held by deed with their determination noted for each parcel.

Consistent with the spirit of the purpose and authority of the zoning ordinance, the Selectmen will endeavor to retain all non-conforming parcels or merge such parcel with abutting parcels.

Pursuant to RSA 41:14-a, the Selectmen shall first submit any such proposed property sale to the planning board and to the conservation commission for review and recommendation by those bodies.

After the selectmen receive the written recommendation of the planning board and the conservation commission they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed sale.

However, prior to the selectmen's vote, upon the written petition of 50 registered voters presented to the selectmen, according to the provisions of RSA 39:3, the proposed sale shall be inserted as an article in the warrant for the town meeting.

The selectmen's vote shall take place no sooner than 10 days nor later than 14 days after the second public hearing which is held.

The selectmen shall adequately advertise the properties to be sold, requesting sealed bids by not less than four weeks after the last advertisement. The selectmen shall have the power to establish a minimum amount for which the property is to be sold and the terms and conditions of the sale.

The goal is to complete any sale by the 1<sup>st</sup> of December.

Any proceeds from such sales will be deposited into a Trust Fund (to be established by Warrant Article at the March 2005 Town Meeting) for future acquisition of real estate.

### Town owned Land

	Map & Lot	Address	Description	Value	Date of Record	Deed Record	Former Owner	Conforming lot	Abutting Lots	Selectmen's Decision
1										
2										
3										
4										
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