

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Sale of Excess Town Land

NO: 3014.01

Date: April 8, 2016

Amended: April 11, 2016

DISTRIBUTION: All Departments/ Town Council

By: José Giner

Director of Planning

APPROVED: Town Council

April 11, 2016

I. PURPOSE

The purpose of this policy is to establish a formal procedure associated with the disposal of excess Town property, Proceeds from such actions will be paid into CIP fund per Section 2-32 of Town of Bloomfield Code of Ordinances.

II. RESPONSIBILITY

Any Town department or the Town Council shall use the following procedures when seeking to dispose of town-owned property.

III. FORMS

None

IV. PROCEDURE

- A. Request to purchase Town property is received or Town contemplates the sale of excess property.
- B.1. Refer to appropriate Subcommittee(s) to determine if Town is willing and able to sell land.
- B.2. Town departments contacted regarding any possible need for property or potential issues.
- B.3. Consult with Town Attorney concerning title constraints or possible legal reasons land cannot be sold.
- B.4. Consult with Tax Assessor concerning price of land and determine if formal appraisal is necessary.
- B.5. Determine if an RFP, competitive bid or simple notice to immediate abutters is required. Issue public notice.
- C. Subcommittee reports to full Town Council on merits of request to sell as a result of the data collected in step 2.
- D. Town Council refers potential sale to Town Plan & Zoning Commission per CGS 8-24. TPZ reports back to Town Council.
- E. Town Council conducts public hearing on potential sale of land and acts on request
- F. The Town Council, at its sole discretion, may notify any immediate abutters of pending sale of property and offer a right of first refusal with a specified time limit to execute such sale.