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 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.