TOWN OF MILLIS

TO: **Select Board**

CC: **Karen Bouret DeMarzo, Assistant Town Administrator**

FROM: **Michael Guzinski, Town Administrator**

DATE: **September 11, 2024**

RE: Process for Purchasing Town Owned Land

Greetings,

I have been asked to provide an overview of the process for the purchasing of Town owned land.

The outline of the process is as follows:

- Interested individuals should contact the Select Board Office expressing their interest in purchasing a specific property(ies).
- Select Board determine whether or not they are interested in selling the property.
- Select Board votes to declare the property "surplus".
- Select Board votes to insert article into an Annual Town Meeting Warrant seeking approval to sell the property.
- Select Board issues a Request for Bids (RFB) for the property.
- Select Board determines successful bidder.

I will discuss this matter in more detail at your meeting on September 12th.

Please contact me should you have any questions regarding this matter. Thank you.