

Model Town Procedure for Exercising the Right of First Refusal on Chapter Lands

1. **Selectboard:** Acknowledge to landowner (or attorney) receipt of notice, marking the start of the 120 day period for the town to exercise its Right of First Refusal or transfer it to a conservation organization;
2. **Town Administrator:** Forward information received from landowner to Town Committees listed below, including the ROFR Point Person who can be from any of the boards listed below. Request the Committees to respond by a specific date (e.g. 60 days) with a recommendation for the Select Board on right of first refusal.

Information expected from landowner includes: a cover letter notifying the selectboard of their intent to change the land use, copy of a Purchase & Sale agreement, and survey (map if survey is unavailable) of the land and the location of the proposed change of land use. Assessor's Office will be asked to provide copies of the current tax map and assessments.
 - a. Conservation Commission
 - b. Planning Board
 - c. Open Space Committee
 - d. Board of Assessors
 - e. Agricultural Commission (if active)
3. **ROFR Point Person:** Simultaneously to town board notification, notify the most appropriate conservation partner.
4. **ROFR Point Person (Optional):** - other interested parties to whom notice of a Right of First Refusal request could be sent:
 - a. Historical Society
 - b. Any other interested committees or parties
 - c. Abutting landowners
5. **Select Board:** sets as an Agenda item at a specific meeting date, the discussion of the Right of First Refusal opportunity. At this meeting, the Select Board could receive comments from interested parties and review comments from Town Boards. If towns boards do not provide feedback by this time, it will be assumed that they do not wish to move forward with the Right of First Refusal.
6. **Select Board:** Based on responses of Boards, Committees, abutters and other interested parties, determine need for a public meeting to discuss right of first refusal option and to seek further input. If the Select Board is considering passing the Right of First Refusal to a land trust, the Select Board must schedule a public hearing with proper notice before making that decision.
7. **Select Board** ultimately makes decision within 120 days to exercise the right of first refusal, pass the right to a qualified land trust or decline to exercise the right and notifies the landowner accordingly.