Town of Rye Board of Selectmen

Conservation Commission Land/Easement Acquisition Approval Process

January 6, 2014

1. **Non-public meeting** between conservation commission representatives and BOS prior to deal consummation to discuss basic terms, (if and as appropriate under the provisions of NH RSA 91-A and NH RSA 36-A)
2. **Information submittal** from Conservation Commission to BOS to include:
    a. Tax map copy, including relationship with other town conservation land in vicinity, where applicable
    b. Property survey plan and boundary description
    c. Soils map copy
    d. Wetlands delineation information, if available
    e. Purchase and Sale Agreement conditional upon BOS and Conservation Commission approval, or proposed conservation agreement/easement, as applicable
    f. Appraisal
    g. Title Opinion
    h. Title insurance availability, if applicable
    i. Description of public access opportunities, and implementation plan and cost estimate where applicable
    j. Environmental information if and as pertinent (ie water quality benefits, vegetation, wildlife). This might include professional reports if available, but generally would consist of a summary by the Conservation Commission volunteers, if and as applicable.
    k. Maintenance plan, if applicable (ie woodlot, woods roads, trails)
    l. Existing easement status, if applicable (ie utility easements)
    m. Current use status
    n. Current tax revenue
    o. Estimate of development capability and tax revenue/ public cost (if applicable) if fully developed
    p. Spreadsheet indicating status of bond funds and bond authorization before and after acquisition
3. Town Administrator completion of **checklist** indicating availability of full information, in writing, for items 2 a through p above.
4. Schedule a noticed **public BOS meeting**. Provide items 2 a through p to BOS at least five days prior to the BOS meeting, at which a BOS site walk will be scheduled
5. **BOS site walk, with opportunity for public attendance.**
6. BOS to schedule a noticed public **BOS meeting with opportunity for public input and** with public availability of items 2 a through p above during the notice period. BOS approval of the parcel/easement acquisition can be considered at that meeting, or at a subsequent BOS meeting, as appropriate.

The Town Administrator and the Board of Selectmen may waive the specific information requirements outlined in items 2 a through p if deemed by them to be inapplicable to a specific acquisition.

Once the information outlined in item 2 above is available, the entire process above can typically be completed within 15 days. It may require more time if additional information is requested, or if multiple meetings are required.

The above process pertains to the Board of Selectmen approval process. The Conservation Commission shall hold its public hearing on each acquisition as required by statute coincident with or separate from, this Board of Selectmen process at the option of the Conservation Commission.