

BOARD OF ALDERMEN
PUBLIC HEARING
ORDINANCES

THURSDAY, June 24, 2004, 7:00 PM
IN THE AUDITORIUM AT SHELTON CITY HALL
54 HILL STREET, SHELTON, CT

AGENDA

- ❖ CALL OF THE MEETING
- ❖ PLEDGE OF ALLEGIANCE
- ❖ ITEM:
 1. PROCEDURE TO SELL CITY PROPERTY

ADJOURNMENT

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Definition:

From time to time the City may be asked or may decide to sell property it owns. This property may be a small fraction of land or a full building lot or a parcel consisting of several acres. It could also be property containing buildings. This procedure pertains only to property of significant size (building lot or larger), with or without buildings on it.

PROCEDURE

- Request is received asking to sell City owned property or the BOA decides to sell City property of significant size.
- The Conservation Commission and Parks & Recreation Commissions are asked for their opinion. The BOA specifically wants to know if the property has Open Space, conservation or recreational value to the City.
- If the answer were “yes” and the BOA agrees, the BOA would be guided by this information.
- If no, the BOA would seek an 8-24 referral from Planning & Zoning.
- If the 8-24 were favorable to sell, the BOA would proceed with this process.
- If the 8-24 is unfavorable, the BOA must override the unfavorable by a 2/3 vote to proceed.
- If the 8-24 is favorable or if the unfavorable 8-24 is overridden, the BOA can then proceed to have the land appraised.
- Upon receipt of the appraisal, the City would advertise that it is accepting bids no lower than the appraised price (or another price agreed to by the BOA) with a cut off date to receive sealed bids. All bids are required to be accompanied by a certified check equal to ten (10%) percent of the bid price.
- The Purchasing Agent would open the bids and refer them to the Finance Committee of the Board of A&T who would determine the highest, responsible bidder.
- The BOA approves the price and authorizes the sale.
- A contract to sell is made up by Corporation Counsel and signed by the Mayor.
- Proceeds from the sale go into the General Fund unless otherwise directed by the BOA.