

Proposed Ordinance amendments for the June 11, 2024 Annual Town Meeting
Additions are **Bolded and Highlighted**. Deletions are ~~Strikethrough~~.

Town of Hollis, Maine - Disposal of Town Property (~~Not Real Estate~~) **Real Estate (as defined) and Not Real Estate Ordinance**

Purpose: This ordinance is established to allow the Select Board to dispose, sell, convey or negotiate the disposal of Town owned property (~~not Real Estate~~) that is deemed to be surplus, outdated, Town personal property or unusable. both personal and real estate property (not Tax acquired or land).

Definitions:

Convey: Defined as to transport or carry to a place.

Dispose: Defined as to get rid of by throwing away or giving or selling to someone else.

Harvest: Defined as to gather or remove from the land.

Natural Resources: materials or substances such as minerals, forests, water, and fertile land that occur in nature and can be used for economic gain.

Negotiate: Defined as to obtain or bring about by discussion or to find a way through a difficult path.

Outdated: Defined as no longer current or outmoded.

Personal Property: Defined as not permanently attached to the land. Examples include: vehicles, boats, jewelry, furniture, electronics, office and farm equipment (not all inclusive).

Real Estate: Defined as the land and any permanent structure, like a home or improvements attached to the land, whether natural or man-made. Real estate is a form of real property.

Five categories of Real Estate include the following:

- 1. Residential:** Any property used for residential purposes, i.e. single, family homes, condos, co-operatives, duplexes, townhouses, and multi-family residences.
- 2. Commercial:** Any property used exclusively for business purposes, i.e. apartment complexes, gas stations, grocery stores, hotels, offices, parking facilities, restaurants, shopping centers, stores, and theaters.
- 3. Industrial Real Estate:** Any property used for manufacturing, production, distribution, storage, and research and development.
- 4. Land:** Any land that is undeveloped, vacant, and agricultural lands such as farms, orchards, ranches, and timberlands.
- 5. Special Purpose:** Property used by the public, such as cemeteries, government buildings, libraries, parks, places of worship, and schools.

Real estate also includes those items that are found on the land considered to be Natural Resources such as: trees, soil, minerals, gravel, water, etc.

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Surplus: Defined as an amount of something left over when requirements have been met; an excess in production or supply over demand.

Town Personal Property: Defined as staplers, calculators, or other small items purchased by the Town for an individual to use while in employment.

Unusable: Defined as not fit to be used.

Process for Personal Property:

1. Items that are surplus and not needed by another department should be brought to the attention of the Select Board.
2. Items that are surplus but not outdated or unusable that are of any value should be posted on the Town's Website with an opportunity for ~~individuals~~ **the public to put submit** a sealed bid within two (2) weeks of the item being posted in the Select Board office.
3. If no one bids on the item(s), the item(s) can be donated using the Town website to allow ~~individuals~~ **the public** the option to request the item through a provided request for two (2) weeks and the request drawn **for donation**. ~~to the individual from the box provided.~~
4. All sealed bids or requests for donations will be opened or drawn at the next ~~available~~ **scheduled** Select Board meeting.
5. Items that are found to be outdated or unusable should be discarded in the appropriate location. If unsure, the ~~person~~ **department head** responsible for disposal should check with the Eco-Maine website for advice.

Process for Real Estate as defined (excluding Tax Acquired Property):

1. **Town owned property that is classified in one of the five categories listed in the definitions shall be sold according to the guidelines listed within the Tax Acquired Property Ordinance and authorized yearly on the Annual Warrant.**
2. **Real Estate that is a Natural Resource that is harvested, gathered and sold will be completed in the following manner:**
 - a. **A request for bids will be announced at a Select Board meeting, placed on the Town's website, and advertised in a local newspaper with an appropriate deadline thereafter.**
 - b. **At the next Select Board meeting held after the deadline listed, all bids that have been received shall be opened and read.**
 - c. **The Select Board will review each bid and select the bid that meets the requirements and budget limits presented.**
 - d. **The bid that has been awarded will be announced at the next Select Board meeting.**