



Land Acquisition Review Committee

Town of Sudbury

(Voted to establish August 11, 2009 by the Sudbury Board of Selectmen)

Mission Statement

It is the intention of the Selectmen in creating this Committee to provide a mechanism for the Board to be advised on offers to the Town of real property for acquisition or preservation. The Committee shall evaluate property as it becomes available for disposition through outright offers or other means, including but not limited to the Town's exercise of right of first refusal on Chapter 61 lands, for appropriateness for purchase or preservation by the Town, whether for conservation, recreation, municipal use or development. The Committee shall be appointed by the Board of Selectmen and report its evaluation findings in writing to the Board when requested by the Selectmen.

The following Town needs shall be considered in evaluating property:

- to preserve the character of Sudbury so defined by the Master Plan
- to provide alternative housing so defined by the Housing Plan
- to preserve and protect open space for conservation and recreation purposes, utilizing the Open Space and Recreation Plan
- to provide for community activities
- to preserve for future town/school use
- to enhance municipal revenue, including commercial potential of properties
- to protect natural resources, including water resources

Responsibilities and Functions

The Committee shall meet with appropriate Town Boards and Departments at least once every three years to determine their long-term real property project needs.

The Committee shall assess property that the Board of Selectmen or Town staff bring before it, utilizing information from existing Town studies and documents, including but not limited to the Open Space and Recreation Plan, Community Preservation Committee Report, Master Plan, Housing Plan, and Park and Recreation Commission Athletic Field Master Plan, and other data collected by the Committee. If a Committee member becomes aware of a parcel that he/she believes should be assessed, the member shall request the Director of Planning and Community Development bring this parcel to the attention of the Board of Selectmen, and then to the Committee for assessment.

The Committee shall discuss potential properties, and review purchase offers and/or Purchase and Sale agreements or other information that staff bring to their attention. The members of the Land Acquisition Review Committee shall not undertake or engage in any discussions with any landowner without the prior authorization of the Town Manager. Initial point of contact for all parcels shall be the Director of Planning and Community Development.

Membership and Officers

The Land Acquisition Review Committee shall have seven voting members. One member shall be from the Conservation Commission and one shall be from the Planning Board, or either board may select a designee if he/she is acceptable to the Board of Selectmen. Additionally, five (5) members shall be citizens-at-large, all to be appointed by the Board of Selectmen. Appointments shall be for a term of two years. However, initial appointments shall be staggered for one and two-year terms to allow continuity within the Committee. All re-appointments shall be for two years. In addition, the Planning and Community Development Director and the Conservation Coordinator, shall serve as liaisons and resources to the Committee.

Compliance with State and Local Laws and Town Policies

The Land Acquisition Review Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Committee members must limit their activities and scope to that described in this mission statement.

Open Session/Executive Session. Town staff will advise the Committee as to whether any part of their meetings should be held in executive session. Otherwise, all meetings of the Committee will be held in public sessions. One member of the committee should be designated as Clerk of the Committee, and shall keep minutes of all meetings.

In particular, all appointments are subject to the following:

- **The Code of Conduct for Selectmen Appointed Committee.** A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
- **The Town's Email Communication for Committee Members Policy.** Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.
- **Use of the Town's Web site.** The Land Acquisition Review Committee will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.