

MICROSOFT "TEAMS"
TAX POLICY COMMITTEE

MAY 11, 2022

PRESENT Angie Parkinson, Temporary Chair, Councillors Don Bell and Travis Simpson

ALSO Melissa McCaw, Finance Director
PRESENT

CALL TO ORDER

Temporary Chair Parkinson called the meeting to order at 6:03 pm

NOMINATION OF OFFICERS

Chair

MOTION By Don Bell
seconded by Travis Simpson
to **appoint** Angie Parkinson as **Chair**
of the Tax Policy Committee.
Motion carried 3/0.

Secretary

MOTION By Travis Simpson
seconded by Angie Parkinson
to **appoint** Don Bell as **Secretary**
of the Tax Policy Committee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Travis Simpson
seconded by Don Bell
to **adopt** Robert's Rules of Order as the rules that shall govern
parliamentary procedure at all subcommittee meetings, with the exception
that (1) the Chair shall not be required to restate the motion of any
Council member unless requested by another Councillor, or when in the
discretion of the Chair, such restatement is necessary to avoid any
confusion as to the motion; and (2) where such rules are in conflict with
the provisions of the State Statutes, the Town Charter, or Town
Ordinances.
Motion carried 3/0.

ESTABLISHMENT OF MEETING DATES

MOTION By Don Bell
 seconded by Travis Simpson
 to **hold** meetings at the **call** of the Chair.
 Motion carried 3/0.

STORAGE OF RECORDS

MOTION By Don Bell
 seconded by Travis Simpson
 to **store** records in the Town Council office.
 Motion carried 3/0.

APPROVAL OF MINUTES

May 5, 2021

MOTION By Don Bell
 seconded by Angie Parkinson
 to **approve** the minutes of the May 5, 2021 meeting.
 Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Tax Lien Sales

MOTION By Don Bell
 seconded by Travis Simpson

to **authorize** the administration to conduct a tax lien sale by way of a request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property, totaling \$1,436,857.95, as stated on lists produced by Finance Director Melissa McCaw and attached to a memorandum dated April 13, 2022 from Mayor Michael P. Walsh to Town Council Chair Richard Kehoe, subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;

2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
 - They must remit 25% of the outstanding amount due
 - They cannot have defaulted on a prior payment arrangement
 - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

Motion carried 3/0.

Melissa McCaw, Finance Director, provided background on the annual procedure for Tax Lien sales. In April the Finance Department provided a list of recommended properties. There are 84 properties totaling \$1.436 million. The criteria for identifying properties are those that have fallen into delinquency for 3 or more years; or a delinquency in excess of \$10,000. The request is for approval to move to RFP. The Tax Collector's office will make further efforts to collect revenues after the installment is legally published making tax payers aware of when payments are due. Tax bills are mailed, followed by two rounds of delinquency letters as needed. Typically, once the RFP is executed a number of tax payers will bring their accounts current so the amount owed should decrease significantly. Residents are provided the opportunity to settle any outstanding taxes due with the town through August.

ADJOURNMENT

MOTION By Travis Simpson
 seconded by Don Bell
 to **adjourn** (6:12 p.m.)
 Motion carried 3/0.

cc: Town Council
 Mayor Walsh
 Melissa McCaw, Finance Director