

CCC Meeting Room 111 / MICROSOFT "TEAMS"

TAX POLICY COMMITTEE

March 29, 2023

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

ABSENT

ALSO Melissa McCaw, Finance Director
PRESENT Councillor Awet Tsegai

CALL TO ORDER

Chair Parkinson called the meeting to order at 6:05 pm

APPROVAL OF MINUTES

February 14, 2023

MOTION By Don Bell
seconded by Travis Simpson

to **approve** the minutes of the February 14, 2023 meeting

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

NEW BUSINESS

Tax Lien Sales

Melissa McCaw, Finance Director, provided background on the annual procedure for Tax Lien sales. Before the March 21 Town Council Regular Meeting, the Finance Department provided a list of properties with delinquent taxes. There are 95 properties totaling \$1.430 million in taxes due. Typically, as properties are notified, 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. The criteria for identifying properties are a delinquency in excess of \$10,000 or those that have fallen into delinquency for 3 or more Grand List years. The collection process completed for each grand list year is as follows:

- The tax bill first installment legal notice is published (3 times; before due date, after due and before it becomes delinquent).
- An individual tax bill is printed and mailed to the property address (mid-June). If full payment is not received, an individual delinquent letter is mailed (August).
- The tax bill second installment legal notice is published (3 times; before due date, after due and before it becomes delinquent).

- If full payment is not received, an individual demand letter is mailed (February).
- If amounts remain unpaid, a notice of intention to file lien letter is mailed (April).
- If amounts remain unpaid, a lien is filed by the Tax Collector (in May).

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 \$1,430,365.44, as stated on lists produced by Finance Director Melissa McCaw and attached to a memorandum dated March 29, 2023 from Finance Director Melissa McCaw to Mayor Michael P. Walsh 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

ADJOURNMENT

MOTION By Don Bell
 seconded by Travis Simpson
 to **adjourn** (6:17 pm)

Motion carried 3/0

cc: Town Council
 Mayor Walsh