

Timeline for Betterment Process

Street Betterment: G.L. Ch. 80 Sec. 1, 2, 4, 5

Created: 8/5/19 - JRS

Board of Selectmen is the "Assessing Board" with statutory authority to establish liens on property

Task	Statutory			Internal Deadline
	Requirement	Statutory Deadline		
1 Petitioners collect signatures and submit them to BOS	no	n/a		
2 BOS Gives Signatures to BOA for owner verification of 50% + 1 owners have signed	no	n/a		
3 BOA certifies list (or not) as having the required signatures and returns to BOS	no	n/a		within 5 days
4 BOS Places Warrant Article for Town Meeting Approval to Obtain Engineering Plans	yes	none		per charter
5 Town Meeting Approval to obtain Engineering Plans	yes	none		per charter
6 BOS provides Engineering Plans to Board of Assessors for review	no	n/a		within 30 days
7 Using Plans, BOA creates spreadsheet and returns to BOS with final list of which properties receive betterments using methods as prescribed by the BOS.	no	n/a		within 10 days
8 BOS sends notices to affected parties and holds Public Hearing to provide final estimates of improvement costs and betterment amounts	no	n/a		per charter for petitioner articles
9 Petitioners obtain second round of owner signatures seeking road taking and betterment and submit them to BOS	no	n/a		
10 BOS Gives Signatures to BOA for owner verification of 50% + 1 owners have signed	no	n/a		
11 BOA certifies list (or not) as having the required signatures and returns to BOS	no	n/a		within 10 days
12 BOS Places Warrant Article for Town Meeting Approval for betterment and road taking	yes	none		per charter
13 Town Meeting Approval of Betterment and Road Taking	yes	none		per charter
14 BOS formally adopts an Order for construction of improvement and taking (G.L. Ch. 80 Sec. 1, 2, 3)	yes	none		first possible meeting agenda

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Task	Statutory Requirement	Statutory Deadline	Internal Deadline
15 BOS establishes valid lien and road taking. (G.L. Ch. 80 Sec. 2) by providing Plans, Road Taking and Betterment Lien documentation to town attorneys for proper and timely recording	yes	within 90 days of Town Meeting passage of <u>warrant article</u>	within 10 days of BOS meeting adopting Order for construction
16 DPW completes roadwork and certifies final costs to BOS	no	n/a	by July 31
17 BOS certifies list of assessments	yes	within six(6) months of project completion	forthwith
18 BOS establishes final lien amount. (G.L. Ch. 80 Sec. 2) by providing Betterment Lien documentation to town attorneys for proper and timely recording	yes	within six(6) months of project completion	forthwith
19 BOS commits list of assessments to BOA	yes	"within a reasonable	by August 10
20 Property Owner challenges <u>validity</u> of assessment in Civil Court G.L. Ch. 249, Sec. 4 (can happen anytime after BOS Order and before commitment to Collector)	yes	prior to commitment to Collector	n/a
21 BOA commits list of assessments to Collector	yes	"forthwith"	by August 15
22 Collector issues bill for amount of assessment w/o interest and form for apportionment G.L. Ch. 80 Sec. 4	yes	"forthwith"	by August 17
23 Collector certifies unpaid assessments to BOA w/ any apportionment requests	yes	prior to BOA completion of real estate tax commitment	by September 20
24 BOA commits apportioned betterments to annual tax bill	yes	as of October 1st	
25 Property Owner files application for abatement contesting <u>amount</u> of betterment. G.L. Ch. 80 Sec. 5	yes	within six(6) months of Collector's mailing of assessment notice	
26 BOS grants or denies applications for abatement G.L. Ch. 80 Sec. 5	yes	within four(4) months of Property Owner's application for abatement // notifies owner, BOA of decision	