

Town receives and begins review of notice of sale or conversion

Running  
Timeline

Conversion  
Flow chart  
(pg 3)

Is there a proposed sale?

NO

YES

Confirm that notification  
was sent to PB,  
ConComm, BoAssessors

Copy to Town  
Counsel

Copies to Study/Evaluation Group, CPC,  
Historic Comm, SMAHT, SCT

3 days

Was notice  
sufficient?

NO

YES

Determine  
120 day  
period

Determine whether  
Town given same  
rights as buyer

NO

YES

S/E Group  
researches  
location &  
attributes of  
parcel

5 days

S/E group gives  
preliminary report  
to BoS

Joint Boards  
meeting

BoS Decides whether to form  
working group and hold public  
hearing

NO

YES

Town waives  
option, records  
limited waiver

Post Public  
hearing

BoS instructs  
Town Admin. To  
convene working  
group

Working group  
convenes to  
research potential  
uses and funding  
options

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