



Town of Sudbury

Select Board

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DEED AND EASEMENT PROCEDURE

(Adopted 12/20/76, 8/23/99)

Many times a Town board or committee has reason to acquire, by gift or purchase, certain interest in land. These interests may include subdivisions, street widenings, walkway or drainage easements, conservation and recreation land, etc. In order to maintain a complete status file and permanent record, the following procedure is to be adhered to. This procedure shall not apply to interests in cemetery lots.

1. The deed transferring title to the Town, executed by the grantor, shall be forwarded to the Town Manager.
2. When necessary, the Town Engineer shall prepare the proper linen.
3. The Town Manager shall maintain:
 - a. "To Be Recorded" file.
 - b. "To Be Accepted by Town Meeting" file.
 - c. "To be Accepted by Selectmen" file. (Town Bylaws Article XII, s.3.)
4. Town Counsel will prepare proper articles for acceptance by Town Meeting or motions for acceptance by Selectmen. Said articles or motions shall be forwarded to the Town Manager.
5. Town Counsel is responsible for checking title, description (when necessary, prepare description), obtaining linen plan, and recording deed and linen plan with Registry of Deeds.
6. The deed, after having been accepted by the Town or the Selectmen and recorded in the Registry of Deeds, will be returned to the Town Manager, who shall make a proper reference record and file the original copy with the Town Clerk, and copies to appropriate boards. The Registry of Deeds return shall be addressed to the Town Manager. The Town Manager shall make and retain a file copy of the instrument prior to its submission to the Registry of Deeds.
7. Town Clerk shall maintain a file containing all original deeds transferring land or interests in land to the Town of Sudbury.
8. Town Counsel shall maintain a status sheet indicating:
 - a. date of receipt of deed, identifying grantor and land.
 - b. date of request for Engineering Department drawing.
 - c. date of transmittal of article or motion to Town Manager.
 - d. date of completion of title search.

- e. date of recording and such other information as may be necessary to show status of Town Counsel's work with respect to each deed or easement.
 - f. Registry Book and Page number.
9. The Town Manager shall maintain an index sheet. This index shall include:
- a. date of first receipt.
 - b. board or committee received from.
 - c. date transmitted to Town Counsel.
 - d. article number and date of acceptance by Town Meeting, or date of acceptance by Selectmen.
 - e. grantor's name.
 - f. location of land
 - g. date recorded with Registry of Deeds.
 - h. Registry Book and Page number.
 - i. date filed with Town Clerk.

Said index shall be in such a form as to clearly show the status, at all times, of the Town's interest in land.