



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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## ***Charter for the Melendy Pond Management Committee***

### **Purpose**

The Brookline Selectboard has established the Melendy Pond Management Committee (MPMC) to serve as the Board's agents to manage the property, including:

- Serving as the point of contact for/with tenants
- Working with the Town Treasurer to create the new Revolving Fund and completing the transition of current Melendy Pond funds to it
- Identifying a legal resource to draft license/agreement options to be extended to tenants during 2019
- Recommending rental rates to the Selectboard for 2020 and beyond
- Coordinating with the Board of Assessors regarding any impacts of lease/license extensions on tax assessments
- Working with tenants during 2019 to execute license/agreement options
- Coordinating with Tax Collector regarding status of tenant tax payments
- Coordinating with other town officials (e.g., Building Inspector/Code Enforcement) to address issues, as needed
- Following up with tenants on overdue rent or other landlord/tenant matters
- Providing assistance on other matters as directed by the Selectboard

The committee's charter will end at the conclusion of the 2020 town meeting. Meetings will be noticed and minutes taken consistent with RSA 91-A.

### **Organization**

The MPMC will consist of five voting members appointed by the Selectboard. All MPMC members will be Brookline residents and include:

- Two members of the Selectboard
- Town Administrator
- One former member of the Melendy Pond Authority
- One non-tenant, at-large resident

At its first meeting, the MPMC will elect a Chair, Vice-Chair and Secretary/Bookkeeper.

## **Timing**

The general timeframe for the committee's work is as follows:

- May:
  - General update letter to tenants
  - Establish new Revolving Fund
  - Research potential attorneys for license/lease preparation
  - Begin research of market rental rates
  - Request for bids on demolition of abandoned structure
- June:
  - Conclude market rental rate research
  - Begin work on drafting license/lease extensions
  - Demolish abandoned structure
- July/August:
  - Refine license/lease extension agreement language
  - Brief Selectboard on recommended rental rates
- September:
  - Contact tenants with one-time options for extensions; Dec. 31 deadline
- October thru December:
  - Work with tenants to execute any agreement extensions
- January:
  - Send out letters to tenants seeking annual affidavits of residency, certificates of insurance, invoice for 2020 rent

Committee charter adopted on May 6, 2019.

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Brendan Denehy

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Eddie Arnold

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Valerie Ogden

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Ron Olsen

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Drew Kellner