



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
MELENDY POND MANAGEMENT COMMITTEE**

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Telephone (603) 673-8855, ext. 213

Fax (603) 673-8136

<http://www.brooklinenh.us>

*Minutes
Melendy Pond Management Committee (MPMC)
Tuesday, May 24, 2022*

Members attending: Eddie Arnold, Randy Haight, Susan Holroyd and Tom Solon along with Town Administrator Tad Putney. Also attending: Kevin Visnaskas, Kevin and Deborah Hinds.

Eddie called the meeting to order at 6:33pm in the Town Hall meeting room.

Minutes

Tom moved, seconded by Susan, to approve the minutes from the April 20th meeting as distributed; Voted Yes 4-0.

Kevin and Deborah Hinds re 4 Eighth Street

Tad said the lease at 4 Eighth Street expired in late 2021. He said following the recent town meeting vote to allow new leases, he reached out to the prior tenant to advise him of the opportunity to renew his lease or sell his structure. **Tad** said this led to **Kevin and Deborah Hinds** having an interest in purchasing the structure. **Tad** said he had provided the **Hinds** with a 2022 “bridge” lease for the balance of 2022 and that they could sign a longer term lease by the end of 2022. **Tad** noted to the **Hinds** that they are not able to use the structure for permanent residency and that they will need to be out of it for a period of time each year. They said they had read the lease and agree to its terms. They said they live in Nashua and will only be visiting Melendy Pond. **Eddie** asked if they had reviewed the community rules. They said yes. **Kevin Visnaskas** said the closing is scheduled for June 3rd and is contingent on the **Hinds** getting the “bridge” lease signed. **Tad** said, based on the June 3 closing date, the rent due for the balance of 2022 will be \$2,095. The **Hinds** said they will attempt to get the lease paperwork signed and delivered to **Tad** by Tuesday, so the Selectboard can sign the lease on May 31st, in advance of the closing. *Tom moved, seconded by Randy, to recommend the Selectboard sign a 2022 “bridge” lease agreement with the Hinds for 4 Eighth Street; Voted Yes 4-0.*

Update on Revolving Fund

Tad said the current balance in the Revolving Fund is \$114,600.70.

Update on April 1 Rent Collections

Tad said all rent that was due on April 1st has been collected.

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Update on 1 Ninth Street

Tad said that demolition and clean-up has been completed. He said total demolition costs, including asbestos testing and septic pumping will be \$9,520. He said there was a lot in the structures, which added to the costs. He said the costs would have been notably less if the structures had been empty.

Review and Approval of Invoices

Tom moved, seconded by Susan, to approve payment of \$1,236 to Devine Millimet for legal assistance on the new lease agreements; Voted Yes 4-0.

Tom moved, seconded by Susan, to approve payment of \$2,400 to the Town of Brookline for demolition work on 1 Ninth Street; Voted Yes 4-0.

Tom moved, seconded by Susan, to approve payment of \$6,105.15 to D.C. Slocomb for disposal of material from 1 Ninth Street; Voted Yes 4-0.

Tom moved, seconded by Susan, to approve payment of \$660 to C.L. Farwell for work on Melendy Pond Road; Voted Yes 4-0.

Tom moved, seconded by Susan, to approve payment of \$315 to Wind River Environmental for pumping the septic tank at 1 Ninth Street; Voted Yes 4-0.

Draft 2023 Lease Agreements

Tad said he had one call with **Attorney Quarles** to discuss the draft 2023 lease agreement. He said two different versions were prepared – one for leases that had expired and one for leases that are still in force. Members agreed that the drafted “in force” lease agreement could be used for any leases that are signed by the end of 2022. **Tom** suggested having a worksheet detailing the 2023 payments due that is customized for each lease. Members agreed. **Tom moved, seconded by Susan, for Tad to use the drafted “in force” lease to prepare customized leases for all tenants who are eligible to sign a new lease by December 31, 2022; Voted Yes 4-0.** It was agreed that the new leases will be mailed out via certified mail during June.

Follow Up Discussion on UNH Cooperative Extension Forestry Assistance

Tom asked if we have an obligation to involve the Conservation Commission in our review of forestry options for the Melendy Pond land. **Eddie** said he does not think we have an obligation, but it makes sense to coordinate with them. **Eddie** said he will contact **Kristen Austin** to have the Conservation Commission determine if they want a member on point to coordinate with **Tom** when he meets on the property with the UNH Cooperative Extension contact(s). **Eddie** said **Steve Russo** shared with him that the NH Division of Forests & Lands has a program where they will log land, based on a forestry management plan, and pay us for the timber. It was agreed they will pursue assistance from the UNH Cooperative Extension first and then can pursue the NH Division of Forests & Lands before we commit to anything.

Enforcement of Terms of Leases

Tom asked if the committee has an obligation to respond to allegations of violations by tenants. **Eddie** said he is not sure there is an obligation as that suggests to him something that is required by law, but rather we have a duty to respond to things. There was discussion about

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a situation where members may be suspicious that a tenant does not have a permanent address elsewhere. It was agreed that the committee will conduct due diligence on the annual affidavits of permanent residency as they are received. **Tom** noted that we take a proactive approach annually to verify no students are in the public schools from a Melendy Pond address.

Other Business

Tad said the Selectboard has approved paying for 80% of his health insurance premiums for July through December in return for him being a resource after he leaves at the end of June. He said that given he will be working on the new Melendy Pond leases, he suggested one month of insurance should be paid from the Melendy Pond Revolving Fund in order to reduce the impact on taxpayers. ***Tom moved, seconded by Susan, that the Melendy Pond Management Committee pay out of the Melendy Pond Revolving Fund \$1,627 for one month of Tad's retiree health insurance coverage in return for his assistance on Melendy Pond matters during the balance of 2022; Voted Yes 4-0.***

Schedule Next Meeting

The next meeting was scheduled for Thursday, June 23rd at 6:30pm.

Adjourned at 7:50pm.

Minutes submitted by Tad Putney.