



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

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*Minutes  
Melendy Pond Management Committee (MPMC)  
Tuesday, March 22, 2022*

Attendees at the meeting were members Eddie Arnold, Randy Haight, Susan Holroyd and Tom Solon along with Town Administrator Tad Putney and Public Works Director Mike Wenrich.

**Eddie** called the meeting to order at 6:30pm.

**Election of Chair**

*Tom nominated Eddie as Chair, seconded by Randy. There were no other nominations. Voted Yes 4-0.*

**Election of Vice-Chair**

*Eddie moved to nominate Tom as Vice-Chair, seconded by Susan. There were no other nominations. Voted Yes 4-0.*

**Minutes**

*Tom moved, seconded by Susan, to approve the public and non-public minutes from the February 8th meeting as distributed; Voted Yes 4-0.*

**Update on Revolving Fund**

**Tad** said the balance in the revolving fund is currently \$106,935.20.

**Review and Approve Legal Invoice**

*Randy moved, seconded by Tom, to approve payment of the legal invoice from Cronin Bisson & Zalinsky in the amount of \$1,750.25.*

**Spring Road Work – Melendy Pond Road**

**Tad** said he and **Mike** were pleased to see the absence of any ruts in the road. They said it was clear the work of the past two years, including ditching work, made a notable difference. **Mike** recommended having **Jerry** grade the road this spring and that no additional material should be needed at this time. It was agreed that we would hold off until May and try to do it at the same time Hood Road is graded for better efficiency. *Susan moved, seconded by Randy, to approve a not to exceed amount of \$1,000 for grading Melendy Pond Road no earlier than May 1<sup>st</sup>; Voted Yes 4-0.*

**Potential Removal of 1 Ninth Street**

**Eddie** said the prior tenant has until April 12<sup>th</sup> to remove the structure. If it is not done by then, the Selectboard has approved removal of any structures after April 12<sup>th</sup>. He said we will

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need to test for hazardous materials. If any are found, he said we would have an outside contractor involved in remediation. He also suggested getting competitive bids for demolition. ***Tom moved, seconded by Susan, to authorize spending up to \$1,000 for hazardous materials testing at 1 Ninth Street and to schedule it for April 13<sup>th</sup> or soon thereafter; Voted Yes 4-0.***

***Tom moved, seconded by Randy, to go out to bid for the likely demolition of 1 Ninth Street with a deadline for proposals two weeks from when we have the results of the materials testing; Voted Yes 4-0.***

Following further discussion, **Tom** suggested we not go out to bid for demolition work and have public works do the work. **Eddie** said a grapple attachment would be needed for the town's excavator and we could make a payment to the vendor for that piece of equipment and then would also need to pay for the construction debris costs. It was noted that the town could then do future demolitions on a cost effective basis. ***Tom moved, seconded by Randy, to rescind the prior motion to seek bids for demolition; Voted Yes 4-0.***

***Tom moved, seconded by Randy, that the Melendy Pond Management Committee authorize the purchase of a Steelwrist 7 Tine Grapple for up to \$15,000 for the sole use by Brookline Public Works, including for future Melendy Pond work; Voted Yes 4-0.***

### **Trees Along Melendy Pond Road**

**Mike** asked if there were any issues with the removal of trees that are close to Melendy Pond Road. Members said they had no issues with **Mike** using his discretion to remove any trees along Melendy Pond Road.

**Mike** left the meeting at 7:20pm.

### **Discussion of New Leases**

**Tad** shared a letter he had drafted to go to current tenants that had not signed new leases in 2019. Minor edits to the letter were discussed and agreed to. **Tad** will send out the letters by certified mail.

It was agreed that different versions of the letter will be sent out to the tenants with leases that expired in 2021 or will expire in 2022.

For the two tenants with leases that expired in 2021, it was agreed we will advise them of:

- The opportunity to sign a new lease up until December 31, 2022
- Our request that they respond to us if they are interested as soon as possible
- Our willingness to expedite the new lease process, so they can return to their structure by the end of May

For the two tenants with leases expiring in 2022, members reviewed a "bridge" lease **Tad** had drafted. He said the bridge leases are based on the 2019 leases and he has prorated the 2022 rent based on the applicable 2022 rent for the address under the 2019 lease terms. **Tom** suggested a minor edit to the termination date in the lease and members agreed. ***Tom moved, seconded by Susan, to authorize modified 2022 bridge leases for Farwell and Garnica and for Tad to send them to the parties; Voted Yes 4-0.***

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In the event the two tenants with leases that expired in 2021 opt for new leases, it was agreed that they would need to sign 2022 “bridge” leases with prorated 2022 rent similar to those extended to Farwell and Garnica. It was noted that this approach will result in any tenants signing the newest long-term leases by the end of 2022 will be under the same billing approach for 2023.

For billing in 2023, it was agreed that all new leases will require 25% of the total amount due by January 1, 2023, 25% due by April 1, 2023 and the remaining 50% due by October 1, 2023.

For the new long-term leases, it was agreed that the initial term of the leases signed in 2022 would run through the end of 2024, so that they are aligned with the timing of the new leases signed in 2019 that require re-approval at the March 2024 annual town meeting.

It was agreed the new leases will include a paragraph detailing the back-pay that is required and is unique to each lease.

**Attorney Review of New Leases**

***Tom moved, seconded by Susan, to authorize Tom Quarles to review the new leases before they are finalized and made available to tenants; Voted Yes 4-0.***

**Forestry Management**

**Tom** said he used the UNH Cooperative Extension for some forestry guidance up north and was pleased with their work. He noted there is no cost and they can review Melendy Pond for logging value and other considerations, which will help us evaluate options and determine priorities.

**Eddie** suggested having a discussion with the Selectboard for their thoughts and guidance.

**Tom** suggested having the Selectboard members review the UNH questionnaire first to help the discussion. It was agreed that the topic will be put on the Selectboard’s May 2<sup>nd</sup> agenda.

**Other Business**

Members reviewed an email that had been received from **Larry Saari** with two questions.

**Tad** will respond to **Larry**.

Members reviewed an email that had been received from **Michelle Girouard**. **Tad** will respond to **Michelle**.

**Schedule Next Meeting**

The next meeting was scheduled for Wednesday, April 20<sup>th</sup> at 6:30pm

Adjourned at 8:13pm.

Minutes submitted by Tad Putney.