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

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<http://www.brooklinenh.us>

Minutes

*Melendy Pond Management Committee (MPMC)
Wednesday, September 2nd, 2020*

Attendees at the meeting were members Brendan Denehy, Randy Haight, and Susan Holroyd along with Town Administrator Tad Putney.

Brendan called the meeting to order at 6:31pm.

Minutes

Randy moved, seconded by Susan, to approve the public minutes of the July 20th and August 3rd meetings; voted Yes 3-0. Randy moved, seconded by Susan, to approve the non-public minutes of the July 20th and August 3rd meetings; voted Yes 3-0.

Agenda Adjustments

Tad said at the last meeting we discussed sending letters to four tenants with leases ending in 2021 or 2022 and advising them they will need to remove their structures on a timely basis. He said he neglected to include this item on the agenda and would like to cover it under "other business". He also said he drafted letters to selected tenants about our plans to increase their rent next year and he would like to review these letters as well. Members agreed.

Update on October 1st Invoices

Tad said all of the invoices for rent that is due on October 1st were mailed out on Monday, August 31st.

Discuss Legal Fees

Tad said **Brendan** had asked that we review the handing of Melendy Pond-related legal fees to ensure such costs are not being paid by taxpayers. **Tad** said Melendy Pond legal costs year-to-date through June total \$492 and all were incurred before the town meeting vote to approve using the revolving fund for legal costs. He said he has requested any future Melendy Pond-related legal costs be billed separately to the MPMC. Members agreed.

Discuss Annual Outreach to SAU

Tad said last year at this time he reached out to the SAU to confirm there were no students enrolled from Melendy Pond addresses. He recommended doing the same next week once school is in session. Members agreed and **Brendan** said that if we learn someone is enrolled, we will contact the tenant directly.

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Update on Revolving Account

Tad said the balance is unchanged from the prior meeting at \$52,510.82 though he has not yet added recent monthly interest that has been earned, which he will get from the treasurer later in the year.

Update on Tax Payments

Tad said all July 1st, 2020 tax payments have been received. He said one tenant has an overdue 2019 tax payment of about \$1,010 and he can discuss that further in non-public.

Certified Letters to Selected Tenants

Tad shared letters he had drafted to send to four tenants with leases ending in 2021 and 2022. He said two of the tenants have “old” leases and two have “newer” leases, but not the ones signed in 2019. He said the letters to all four advise them they will have 90 days after the end of their leases to remove any structures and if the removals are not completed by that time, the town reserves the right to remove them and bill the tenants for removal costs. Members agreed with the content of the letters and asked **Tad** to send them out via certified mail.

Letters to Tenants Advising of 2021 Rent Increases

Tad reviewed a spreadsheet identifying a list of tenants with leases that have a provision for rent increases though he noted the rent levels have not been increased previously. He said the Consumer Price Index (“CPI”) is noted in the leases as the basis for rent increases that can occur every five years. He provided estimated rent levels assuming the July 2020 CPI and it resulted in modest increases for each of the impacted tenants. **Tad** reviewed a draft letter to the tenants and members had no suggested changes. **Brendan** noted the tenants have benefited from the fact we have not increased their rents earlier. **Brendan moved, seconded by Randy, to adjust the annual rent due April 1, 2021 for the identified tenants using the latest available CPI figures and advise the tenants of the decision; voted Yes 3-0.**

Next Meeting Date

The next meeting was set for Wednesday, October 14th at 6:30pm.

6:50pm Brendan moved, seconded by Randy, to go into non-public session per RSA 91-A:3 II (c) reputation; roll call vote Yes 3-0.

6:55pm Brendan moved, seconded by Randy, to come out of non-public session and seal the minutes; rollcall vote 3-0.

Meeting adjourned at 6:55pm.

Minutes submitted by Tad Putney.