



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Charter for the  
2018/19 Melendy Pond Planning Committee*

**Purpose**

The Brookline Selectboard has established the 2018/19 Melendy Pond Planning Committee (MPPC) to build on the work of last year's evaluation committee, which recommended:

- The Town should retain ownership of the land; potentially selling land to leaseholders was not advisable;
- The Melendy Pond property is an underutilized town resource with opportunities for future active recreation; and
- Whether some leases are extended or not, future committees will be needed to conduct proactive site planning and land use visioning for land that will become available for Town use

Building on the work of last year's committee, the MPPC is charged with:

- Recommending if a warrant article should be brought to the March 2019 town meeting regarding the future use of the land, which may involve the extension of some leases (but not later than 2032); and
- Developing specific ideas for potential town use of the land when leases expire.

The committee's charter will end at the conclusion of the 2019 town meeting. Meetings will be noticed and minutes taken consistent with RSA 91-A.

**Organization**

The MPPC will consist of nine voting members appointed by the Selectboard. All MPPC members will be Brookline residents and include a representative from each of the following:

- Selectboard
- Melendy Pond Authority
- Melendy Pond Association

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- Planning Board
- Conservation Commission
- Three at-large Brookline residents (not a tenant or having a direct affiliation to a tenant)
- Town Administrator

Each voting member who represents a board, authority, commission, or association will be responsible for keeping their respective group informed of the committee's work.

Additional (non-voting) members may join the committee at various times at the discretion of the committee. One or more of the following may be asked to assist the committee:

- Local realtor(s)
- Recreation Commission
- Board of Assessors
- Town Counsel (through Selectboard)

In the event the committee wishes to modify the membership of voting members, approval of the Selectboard is required.

### **Scope**

The committee will focus on the following tasks:

- Elect a Chair, Vice-Chair and Secretary
- Review this Charter and seek approval for any material changes to it from the Selectboard
- Review the work of last year's study committee and related Selectboard minutes
- Create a document with the following information on each parcel:
  - Name of lease
  - Parcel number/address
  - Lease end date
  - Current annual rent
  - Assessed value of structure(s)
  - 2018 taxes
  - Copy of tax card, which includes picture of primary structure
  - Level of use (seasonal or longer-term)
  - Status of septic (if known/found in building file)
  - Other items of interest
- Research market rates for annual rent of leased land
- Conduct survey of leaseholders, including:
  - Interest in extending lease at market rate beyond current term
  - Knowledge of current septic system
  - Other items to be determined

- Research options for having leaseholders responsible for paying to remove structures at conclusion of lease
- Using market rental rates and survey input from leaseholders, model potential financial impact of extending leases for those interested compared to status quo
- Provide interim report to Selectboard (by August 27<sup>th</sup> meeting)
- If approved by Selectboard, draft, with legal counsel assistance, new lease agreement template, including any desired conditions of lease extension
- Based on projections of lease expirations, evaluate potential Town recreational uses for the parcels and timeframe(s)
- Consider when future study committees should be created to refine work of future use of land made available from expired leases
- Assist the Selectboard in developing a presentation and warrant article for town meeting, if needed

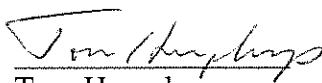
**Deliverables**

The committee is expected to provide the following deliverables as a result of its work:


- Market rates for annual rent of leased land
- Results of follow-up survey of leaseholders
- Financial impact of extending some leases at market rate versus status quo
- An interim update to the Selectboard
- Legal guidance on options for recourse on abandoned structures
- Specific ideas on potential future town use of parcels if leases expire
- *If supported by Selectboard:*
  - Template lease agreement for extended leases
  - Warrant article language for March town meeting
- Final report to Selectboard by November 5th


Committee charter adopted on May 21, 2018.

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Brendan Denehy

  
Tom Humphreys

  
Valerie Ogden

  
Eddie Arnold

  
Ron Olsen