

**Spofford Lake Association**  
**Board of Directors Agenda**  
**Minutes**

**May 11, 2020@ 7:00 pm via Zoom**

Roll Call: Sue Donahue, Lyle Foley, Art Huggins, Larry LaChance, Howard Lane, Steve McGrath, Anton Schoolwerth, Smokey Smith, Dan Syvertsen, Bayard Tracy, , Frank Turner

Missing: Howard Adams, Lynn Barofsky

Call to Order.

1. Minutes of the 4/20/20 Meeting-Lyle (attached). Minutes: Minutes have been accepted as amended.
2. Treasurer's Report-Teun Schoolwerth (attached) Minutes: Treasurer's Report has been accepted.

**B. Old Business/Topics for Review & Discussion**

1. 319 Grant Status & Progress -Steve (Deimer's letter w/ dates & terms attached). Minutes: Laura Diemer's team walks through with the property owner. The property owner will indicate whether they want to proceed or not. The program is administered by SW Regional. The grant will not reimburse for labor. The contribution by the land-owner is their labor; the land-owner needs to keep track of his labor time. F&B Environmental provides materials and expertise.
2. Nominating Committee Report- Bayard. Minutes: Teun & Bayard have been working on the new BOD slate. Joe Ragusa has resigned from the BOD. Howard Lane has decided to step away from the Board. Casey Downes has agreed to join the BOD. She has been active with the weed watch and is interested in volunteering as a lake host. Bayard is standing for election for President. Motion to accept Bayard has passed. Steve will stand for VP. Teun is going to stand as Treasurer. Susan Donahue has agreed to stand as Secretary. The new BOD slate has been recommended by vote of the BOD.
3. Town's proposed Septic System Ordinance for the Lake District- Bayard. Minutes: Norm Vancor has resigned from the BOS for health reasons. Bayard is looking into some NH RSA with Jeff Payton.
4. Article for June 6th Town Meeting @ 10:00 am: Invasive Species Mitigation Expendable Trust Bayard. Minutes: The Town of Chesterfield Budget Committee did not recommend the Invasive Species Mitigation.
5. Lake Host Program-Frank. Minutes: \$4,250 grant money received. 7 lake hosts are returning. Must stay 6 ft apart and wear protective gear. Starting June 1<sup>st</sup> and go for 20 weeks, 12 hrs. a day.
6. Any other old business. Water Quality testing. The Town of Chesterfield is no longer doing e-coli testing. The SLA will do it ourselves 3x a year at 15 sites. It will cost us about \$900. We spent \$4,500 on water testing last year. There is run-off near the Yacht Club from the Thomas property. Bayard will look at this area for testing.

**C. New Business/Topics for Review & Discussion**

1. Pine Grove Springs Golf Club hearing. Minutes: Steve said we don't know what the watershed and run-off issues are. Steve said that an irresponsible development could increase run-off and we could lose our grant. This is especially true during development. We do not want the cove to become even more silted up than it already is. People would have trouble getting a boat through. Dredging permits are very difficult to get. The SLA is not for or against the development; the SLA just wants to ensure that all is done responsibly to reduce run-off. Docks will be permitted. There is a ROW from Canal St. to a public beach next to the B&K. The lots will be sold prior to development. We have to be aware of who will be developing the lots.
2. SLA Activities & Participants: (See attached)
  1. What are you willing to help with? Dan is going to spearhead the website.
  2. Who do you know who would help us with one of these initiatives?

3. Needs now: DO meter, Driver to & from Concord, NH
3. Redesign of the Website (See Attached). Website will be redesigned.
4. Newsletter & Topics - Ideas for topics? Recommendations?
  - Core Sediment Analysis - Due 15th
  - Grant Actions
5. Merchandise- Susan. Minutes: Beeze-Tees is the new vendor for merchandise. We can tie this into the website. It will make a little money to pay for bumper stickers. People can order directly. We have no up-front costs except for the bumper stickers. We have to get a logo to them. The customer pays them directly. They send us a check at the end.
6. 2020 Meeting dates & time? CCC meets last Monday of the Month. Planning Board meets 1st & 3rd Monday's. If we take the 2nd Monday, SLA Meeting dates would be: 6/8, 7/6, 8/10, 9/14, 10/12. Minutes: Start time will be 6:30. 8/10 could be a Zoom Meeting for all Members. Bayard said the invite is on the web for all members for all meetings. We have a 30 day notice policy. Sue asked if anyone has had a Zoom meeting with a lot of people. Steve said that the moderator has to call on people.
7. Any other new business: Minutes: The BOD voted to raise the minimum dues to \$50. Art and Lyle were opposed due to the current economic climate.
8. :Adjourned at 8:27 pm.

Respectfully submitted by Lyle Foley, SLA Secretary

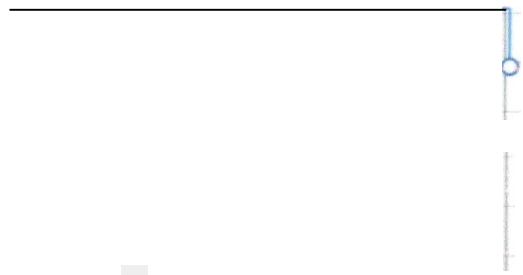


## SLA 2020 Fiscal Reca to 04/30/2020

	Receipts	Disbursements	Net Reciepts
1			
2	Donations		

Members Dues & Donations	\$6,651.00		\$6,651 .00
Interest	\$5.31		\$5.31
A nual Meetin			
Lake Host			
Conservation Commission			
All other Admin			
Wild Apricot		\$360	
		.00	
Newsletter, Printing & Postage			
Water Testing Fees			
Insurance			
All other Admin		\$235.5	
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18	<b>Total</b>	<b>\$6,656.31</b>	<b>\$595.57</b>	<b>\$6,060.74</b>
19				
20	SLA Book Balance			\$56,523.95
21	Peoples Bank Statement			<b>\$56,523.95</b>
22	<b>PUB 5-month CD</b>			<b>\$50,023.40</b>
23	<b>Total SLA Cash Resources</b>			<b>\$106,547.351</b>

Balance

Item A-2

Thank you very much for agreeing to be part of this grant project. As a quick reminder, see an excerpt below from the original email describing the project and what the process will be.

We would like to begin scheduling property visits and would like to coordinate all seven of them over two days. Date options are shown as follows. **Please rank the dates in order of preference** and note whether you or someone knowledgeable of the property cannot be there at all or if you are only available in the AM or PM.

**Friday 5/15:**

**Saturday 5/16:**

**Thursday 5/28:**

**Friday 5/29**

Specifically, we will do the following:

- We will visit your property and complete a walkthrough with you or someone with knowledge of runoff issues from your property.
- We will collect information from you about the runoff issues, along with our own visual observations on the day of the visit, take measurements and photographs, and get a sense from you about what types of improvements may fit your use and/or aesthetic enjoyment of the property.
- We will develop a "Technical Assistance Report" for your property that details the issues and solutions. Detailed designs and installation instructions, along with a list of material types, quantities, costs, and vendors, will be included. The report will be reviewed and approved by both NHDES and you, the property owner, before being finalized. You are not obligated to install all the recommendations in the report, but reaffirming your commitment to this project means that you will install some improvements.
- We will work with you to prepare and submit a shoreland permit, if required (cost is \$100 not reimbursed by the grant). If needed, we can meet you again at your property for a walkthrough and answer any questions you may have about the installation next spring or summer.

After that, you will be responsible for making the agreed-upon stormwater improvements. You can either install the improvements yourself or hire a landscaper. The grant will only reimburse material costs, which can include plants, shrubs, stone, soil, mulch, gutters, rain barrels, pervious pavers, etc. The grant will not reimburse labor costs, such as if a landscaper was hired. You may hire a landscaper who may then purchase all the materials - just be sure that the landscaper's invoice itemizes the cost of materials versus labor. Please keep track of all your receipts and the time you or others spent on your property's improvements as this will all be needed for grant tracking and ultimately your reimbursement. You will be reimbursed when your property's project is complete, receipts are submitted, and final site assessments are complete.

If you have questions or concerns, please feel free to reach out via email or phone (see contact information in signature line below). I would be happy to talk through the process with you in more detail.

Thank you for being part of this project and part of improving the water quality of Spofford Lake. We look forward to working with you.

Sincerely,  
Laura

Item B-1

SLA Activities with Participants as of 5/11/2020

Activity/Initiative	Primary
Annual Meeting	Lyle Foley
Annual Vegetation Survey	Val Starbuck
BoD Secretary	Lyle Foley Susan Donahue
BoD Treasurer	Teun Schoolwerth
Lake Host	Frank Turner Casey Downes
Lake Water Levels & Core Sediment Analysis	Pam Walton Jeff Payton
Legal Help	Howard Lane Lyle Foley
Membership/Fundraising	Bayard Tracy Lee Brockmann Bob Brockmann
Merchandise Sales	Susan Donahue Dan Syvertsen
Newsletter publication	<b>**Bayard Tracy</b> Casey Downes Sara Oot
Pierce Island Maintenance & Protection	Art Huggins
Pine Grove Development	Bayard
Rt. 9A LLC Development	Tracy Jeff
SLWMP* Run-Off Projects: 319 Grant	Steve McGrath Payton Dan Syvertsen Pam Walton
SLWMP* Septic Issues & Town Health Regs	Dan Syvertsen Smokey
SLWMP* Town Gov't Issues	Bayard Tracy Smith Norm VanCor
SLWMP* Reporting & Tracking	Bayard Tracy
Social Media (?)	
Steep Slopes Building Regulation	
Wake Boats/ Boat Speed/ No Wake Zones	
Water Quality Testing	<b>**Bayard Tracy</b> Pam Art Huggins
Water Quality Testing	Walton Chris Oot Jeanne Wolnick Howard Adams
Web Site (Upgrade & Content Mgt)	<b>**Bayard Tracy</b> Sara Oot
Weed Watch	Val Starbuck Casey Downes
<b>Wild Apricot (CAM)</b>	Lyle Foley Lee Brockmann
<b>B&amp;K</b>	Lynn Barofsky
Conservation Commission	Lynn Barofsky Susan Donahue Chris Oot
Family Rec Beach	Steve McGrath
<b>Yacht Club</b>	Howard Adams
<b>*-Needs a Volunteer Replacement</b>	

Item C-2





**Website Redesign: \$1,500** extra work @\$60/hour Keene  
Website Developers, David Weisberg

- 1) **The SLA website is not secure.** (This is the website, not the payment page). Anyone who gives us their email on the 'Contact Us' page, for example, is in danger of having it hacked etc. The website even says 'not secure' on the address line!! To buy a decent 'SSL certificate' will cost us \$200 for two years.
- 2) **Network Solutions** which hosts our website, **is difficult** to deal with. The company focuses on up-selling before support. One must first talk to the sales people before you can get to technical people. My experience is that you get different answers depending what the salesperson can sell you. I got three answers to my concerns about our site being 'not secure'. All with varying degrees of work and at different prices
- 3) I spoke to **Joe Regusa. He has resigned** for the reasons you know. He has no time for us. We have no one, for example, who can take down the 'reservations for the annual dinner' from the web page.
- 4) **The website is tired.** It needs updating. There's too much information in small spaces. I strongly feel a 'refreshed' website will help us tell our message better and garner more support (and members?). It will be the first place new potential members to go learn about the SLA. Think readers of the Chesterfield Happenings Electronic Mailer
- 5) **We are planning to sell merchandise** via our website. We need a clean, easy presentation to do this. We don't have this now.
- 6) **We're already paying Wild Apricot (our CRM system) to 'Host' our website.** This cost is included in the \$90/month we pay Wild Apricot now! We would be able to link the website and CAM system. Also, Joe Ragusa used the Wild Apricot payments 'backbone' to create our present payment system. In any case, the optics of the existing page on our website **MUST** be changed. Who does this?
- 7) **The proposal from David Wiesberg is** for anew look, functionality upgrade, etc **for \$1500.** He is a local Keene guy. He spent a couple of hours learning the Wild Apricot 'Front End' and came up with this very quick 'concept' piece. See <https://keenewebsitedesignersllc.wildapricot.org/>
- 7) **Conclusion:** Upgrading the present site's security is required. A 'refreshed' look should drive usage. We need upgraded functionality for merchandise sales. We're already paying for the hosting with Wild Apricot. It's not a great deal of money for the utility. Merchandise sales will cut the cost.

*Issun C-3(a)*

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# KEENE WEBSITE DESIGNERS LLC

David A. Weisberg, M.S. 1 33 Arlington Avenue, Keene, NH 03431

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## Spofford Lake Association: Website Project Overview & Agreement for Services

The overall goal is to move Spofford Lake Associations' site from a 1990s design and present your organization to current and future members using a more professional design with the ability to make your own updates. Our team will create a new website using professional design, the existing website builder (built-in with your Wild Apricot membership service subscription), and include best-practices for site usage and design.

### Project Benefits:

- No extra costs for hosting your website. We can just redirect the current URL to the new site when it is ready to go live.
- It fully integrates with your member database with functionality already in place.
- Because an integrated email is included, there is no extra cost by adding in email service provider (e.g., Mailchimp).
- Your volunteers/board members could easily support ongoing updates. Or our team and be used as needed (pricing below).
- Lower cost to you for our design services as compared with custom-build options we offer.

### Project Details:

1. Scoping of the project for current/future needs based on the discovery process.
2. The strategy around creating site architecture involving main pages and sub-pages and navigational structures.
3. Template design selection.
4. Modification of template to match branding (e.g., new logo, color theme, images).
5. Content provided by SLA- or extracted from website by KWD)-including videos, photos, text, and/or PDFs.
6. Integration with membership functionality (e.g., member join, renew, member list).

**Project Cost:** Fee for learning. designing. and building this website on the current Wild Apricot platform: **\$1500**. Extra work billed at **\$60/hour**. Cost for research, purchase, and optimization of stock photography at \$50 per image.

To start your project a deposit of \$750 is due nt signing of the agreement. The last amount is due when the website is finished and approved by the client. This can be done online by credit card.

**CLIENT: SPOFFORD LAKE ASSOCIATION, PO BOX 177, SPOFFORD, NH 03452**

Signature: David Weisberg Date: 5/5/20

Name of Authorized Agent:

Name of Authorized Agent:

\_\_\_\_\_

David A. Weisberg

**CONTRACTOR:**

**Designers LLC (33 Arlington Ave, Keene, NH)**

Signature: \_\_\_\_\_

Date:   >   -    -   

2.c) \_\_\_\_\_

anager / Principal

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