

NHLRA Board Meeting

July 12, 2019

Attendees: Jolaine Ricci, Nate Rende, Lisa Etter, Wendy Gaulrapp

MEETING MINUTES

OBJECTIVES

- Introduce and review road association tasks/functions to Wendy Gaulrapp and Nate Rende
- Transfer meeting minutes documentation to Wendy Gaulrapp
- Updates on any outstanding items currently in-progress
- Begin the list of outstanding road issues to be addressed, we need to go out for Contractor bid

BUDGET / TIMELINE

- Gravel for Dave – John Ricci [**approved**] --- \$275.00 --- June
- BBQ Food – Alan Clifton --- \$200.00 --- June
- Intervale Gravel – John Ricci [**approved**] --- \$400.00 --- ?
- Canoe Supplies – Mike Reid [**approved**] --- \$300.00 --- June
- Mailing supplies – Jolaine still has some stamps --- \$20.00 --- August
- Post Office Box payment --- \$40.00 --- October
- Internet domain payment --- \$160.00 --- December
- Insurance Coverage --- \$1123.00 --- January
- Non-profit filing --- \$35.00 --- April

Total = \$2509.00

Emergency fund was created \$1000

Transferral of accounts is in process, will add debit card to the account

Discussed what is left to do on “Expenses Coming up”

How to handle plow issue at the end of the Intervale, Rosie from NHLA will go to town to ask who handles it and if it should be the town or added on the spring work day

Gravel was dumped by John Ricci (\$200) for Dave Thomsen to spread when healed after surgery, John needs to be reimbursed for gravel load (**ALAN**)

MOVING FORWARD

Do we have to file additional tax forms? (**Alan looking into this**)

It was suggested we might have someone outside the Board check accounts once or twice per year. Tom Etter might be interested in being the Association bookkeeper if the Board decides it is necessary.

We will be using Google Docs for forms so that it can be accessed anytime by board members. Any public documents to be shared with residents will be put on the website.

To add to By-Laws: For FISCAL year 19-20 Board requires itemized bids submitted for approval, once approved all bills for work done are itemized, this information will be public information and will be scanned into Google Docs. Request paid itemized R.L Rogers bill of sale for gravel/ work done in June (**Alan do you have this itemized bill?**)

Looking forward to access bids, create a bid list of contractors with certifications and insurance listed that can be accessed by any member of the Board to reach out to for work proposed to be done

Potential contractors: RL Rogers, AA Excavating, Dave Vance, Dave Gaulrapp, Jeff Wyman DEP certified, John Ricci DEP certified

Board members roles and responsibilities to be reviewed and added to By-Laws. Need to include webmaster, road commissioner and director.

We are looking for a volunteer to be our road commissioner to request bids for road work

Highland Lake Watershed Survey showed the culvert inlet/outlet is in high impact area, grant money has been approved to help \$400

Add 2001 By-Laws to website, which are our last known approved document. Nate has paper copy to edit what Jolaine has retyped to make a more clear, electronic copy.

Settling basins, Candlewyk has done its job but needs to be cleaned, Looking for information about the end of Vista from Brian Lever and Chuck Bemis. They pay road dues and we need to give attention if needed.

It was suggested to include written information about pothole creation and elimination in the newsletter so that residents can not only understand but help when time is available

Continued discussion about Beckwith and Pinette residence to see what can be done with their water problem and the ditching.

Discussed annual meeting guidelines and work day suggestions. It was suggested that agenda items have a time limit and that someone could be the time keeper.

Could be the annual meeting and work day dates be set by the newsletter release? Will there be a fall work day? It was suggested that June is busy with graduation, prom, end of spring sports, end of school etc. that maybe a better time/ month might be better

It was suggested that we might send out requests for dues earlier than May