

## **Camp Denison Committee**

October 11, 2016

Meeting Minutes

Smokey's Den, Camp Denison

**Meeting Opened:** 7:01 pm

**Committee Member Attendance:** (x indicates attendance)

x	Jim Lacey, Chair	x	Bob Gorton, Member		Jack LoCicero, Member
x	Chris Roop, Clerk	x	George Langlais, Member		Ella Richardson, Member
x	Bob Apprich, Consultant		Kim Dowling, Consultant	x	Don Anderson, Camp Manager
x	Kim Therrien, Member				

**Guests:** Don Watson, Jim Boynton, Jim Saunders, Stu Scranton, Mike Shea

**Minutes Approval:** August 9, 2016 minutes approved as written

### **Discussion and Motions:**

#### 1. Camp Manager's Report

- Work on the paving of the entry road started today and is expected to be completed this week.
- Rental bookings are doing well. There are many new people making inquiries and booking.
- Don reported on the resolution of the complaint made against him. The vast majority of the allegations were found to be unfounded. He will not be the point person in future dealings with Workshop in the Woods
- The gate to large parking area is being kept closed, except for events where the parking is needed, to prevent its use for illicit activities. Beer cans have been found in the field and in the back cabin area, where vandalism has happened. The idea of adding motion activated lights in the cabin area was discussed and agreed that it would be a good idea, as long as there was a way to deactivate them when campers were in the area. It was also suggested that signs be posted saying "Smile. You're on camera."
- Don will follow-up on a resolution to the un-authorized use of the camp road to access the back of the property at 70 Nelson St. With the paving and work to control drainage being done, vehicles leaving the road will cause damage. It is also important to not allow a precedent to be set by not addressing the situation.
- Don presented an alternative to having Workshop in the Woods run their summer camp. (See WIW discussion)

#### 2. Treasurer's Report

- Revenue for the 1<sup>st</sup> quarter of the fiscal year is \$15,845. This includes the fee from WIW. Total revenue YTD is \$17,945.
- Expenses YTD are \$11,505.
- Balance in the revolving fund is \$14,402.
- The balance of the Friends of Camp Denison accounts total \$12,718.

#### 3. New business:

- A motion was moved and seconded to submit a warrant article for the special town meeting in November to request an increase in the annual spending limit of the camp's revolving fund to \$60,000. There is no cost or appropriation involved since it only sets the total amount that the camp is allowed to spend, of its own money, in any fiscal year. Last year we hit the limit of allowed spending prior to the end of the FY which resulted in the camp still having funds but being prevented from spending it. Paying bills and spending had to be curtailed until the beginning of the new FY.
  - The motion was passed unanimously.
4. Old business
- Road Paving
    - Preliminary work was done this morning and the scraping and paving will continue this week.
    - Since the road bed is in good shape, the plan is to reduce the depth of the pavement and pave the entire length of the road to the lodge.
    - Movable speed bumps will be deployed, along with additional speed limit signs.
  - Workshop in the Woods
    - There have been numerous concerns expressed about continuing the relationship with WIW since the end of the camp session at the beginning of August.
    - The following is a summary of the major changes to the contract that have been discussed and members of the committee feel should be presented to WIW before any commitments are made for them to return in 2017:
      - The maximum term be returned to four weeks.
      - An independent cleaner be hired by the Camp to clean the bathrooms, kitchen and lodge during WIW and be billed to WIW.
      - The daily rate be increased to \$300 per day.
      - Protection of the facilities during activities be required e.g. plastic tablecloths and drop cloths under the tables during painting sessions.
      - Additional research will need to be done to determine what requirements should be required related to staff experience, age, counselor / camper ratios and total number of campers allowed in any given session.
      - An oversight plan should be incorporated in the contract to insure compliance with the terms.
    - Jim Lacey will work with the ConCom and Board of Health to determine appropriate guidelines for drafting the new contract.
    - The above terms do not address one significant issue with the prior arrangement with WIW. Despite the fact that WIW only holds day sessions during the week, they occupy the Lodge and Nature Center on weekends as well, so they can leave their materials set up from week to week. This prevents other groups from renting the facilities during the entire period WIW is in session. This year that was June 26<sup>th</sup> through August 7<sup>th</sup>, the peak summer period. The possibility of changing this arrangement needs to be discussed with WIW.
    - Don presented an alternative to having Workshop in the Woods run their summer camp. This would result in comparable revenue (at the proposed new rate) when weekend use by other groups during the peak summer season is included. Andrew

Prazar, owner/director of North Shore Nature Programs would like to run a summer educational program during the week for a group of 30 to 40 students. He would not occupy any space on weekends and his program would represent less wear and tear on the facilities compared to the 80 to, in excess of, 120 campers attending WIW sessions this year.

- WIW is eager to renew their contract for next year, including a reduction in the term to four weeks, though not all of the new conditions have been presented to them.
- The next step will be to complete the needed research and present a complete set of terms to WIW to see if they are acceptable before drawing up the new contract. A decision as to whether to entertain the proposal from North Shore Nature Programs should be made quickly so that this information can be included as part of the negotiations with WIW.
- Fundraising Raffle
  - Concerns were raised that the capacity of the camp may not be adequate to host the raffle drawing event from both the seating and parking perspectives.
  - Don Anderson reported that we have held events with approximately 250 participants in attendance without a problem.
  - The current estimate is that we should get about a 50% turnout which would mean about 300 people. The feeling is that this can be accommodated with careful planning and execution.
  - We need to identify who will solicit door prizes from the various businesses in the area so multiple people don't approach the same donors. Door prizes need to be identified as soon as possible so they can be included in marketing materials.
  - Everyone should be stepping up to participate in this process and let Chris Roop know which donors you will be approaching.
  - Rather than assigning door prizes to a particular number, a pool of all door prizes will be posted so winners can select an appropriate prize to their needs and wants.
  - Prizes should have a minimum retail value of \$25. There is no upper limit. This will be an additional sales incentive for people to purchase tickets.
- Bathhouse in Cabin Area
  - The waste water drains have been installed by the plumbing contractor.
  - The sub-floor has been installed and walls have been framed by the work crew.
  - The plumber will now install the hot/cold piping next.
  - Additional electrical wiring has been completed. It was discovered that there has been some damage to the wiring by mice, so installation of electronic sonic repellent should be investigated.

**Meeting adjourned:** 8:22 pm

Scheduled Committee Meetings: 2016 – 11/8, 12/13