

Camp Denison Committee

April 10, 2018

Meeting Minutes

Smokey's Den, Camp Denison

Meeting Opened: 6:35 pm

Attendance: (x indicates attendance)

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

Guests: Jim Boynton, Steve Pinto

Minutes Approval: January 9, 2018 minutes approved as written. Scheduled meetings in February and March were not held due to a lack of quorum.

Discussion and Motions:

1. Camp Manager's Report

- There has been considerable storm damage in the last month with trees and limbs down but no damage to buildings.
- The work on the bathroom facility next to the barn was completed March 20th, except for refinishing the floors, and the water turned on in both facilities. Despite the cold spring and continuing snow storms, rentals have been happening since the 23rd of March.
- The Easter Egg Hunt had to be cancelled due to snow in the parking lot and prospect of it turning to mud as soon as any vehicles tried to use it.
- Last week it was discovered that the oil tanks needed to be replaced. The job was managed very well by Townsend Energy and was completed in less than 36 hours.
- Andrew Prazar, NSNP, has rented space in the Nature Center to use as his office during the week. He will be able to lock up his files and the complete Nature Center will continue to be available for rentals on weekends.
- Kim Knapp was interviewed to supplement Don in cleaning the kitchen and bathroom facilities, especially after weekend events.

2. Treasurer's Report

- The revolving account has \$20,571, which includes payment of the unscheduled oil tank replacement.
- Projected income through the end of the fiscal year currently stands at \$7,950 and an additional \$13,135 is booked through the first six months of the 2019 fiscal year. The initial 2019 projection does not include estimated revenue from NSNP camp in July.
- A cash flow for the remainder of the calendar year, for operational expenses, was prepared to help in the analysis of what capital expenses and project work might be able to be undertaken.
- The balance in the Friends accounts is \$12,283.
- The Treasurer's report was unanimously approved.

3. Old business

- Capital spending priorities
 - Snow blower – since the Gravelly hasn't worked out we are without a snow blower.
 - Pick-up truck from Highway Department – when Peter Durkee gets a new truck we will be able to get his old one for the trade-in value. This will allow us to plow more effectively and completely, in addition to other tasks.
 - Commercial mower – with the Gravelly out of the picture, we will eventually need to replace the Husqvarna mower, which has proven to be inadequate for the job.
- Project priorities – The following are the projects, divided between client focused and maintenance projects, that are at the top of the priority list. Estimates will be completed to see where they fit with the cash flow.
 - Client Upgrades
 - Installation of a handicap bathroom for the main floor of the lodge.
 - Improvements to shower facilities at bathroom near lodge, including addition of shower on the women's side.
 - Addition of lighting to the large parking lot, path to road and between the small parking lot and the lodge.
 - Surfacing of the small parking lot to eliminate the mud when it rains and snows.
 - Maintenance Upgrades
 - Implementation of master drainage plan around lodge. This will include grading of the driveways, grading in front of shop and installation of retaining walls as needed. Some of this work will be funded with remaining CPC road funds.
 - Replacement of the lodge roof. Funding has been requested from CPC.
 - Replacement of exit door from the Mess Hall to the main entrance area.
 - Installation of roof over the shower enclosure to the left of the bathroom facility and dividing the space between the shower and storage for off season equipment.
 - Concrete work: in front of bathhouse and in front of shop.
 - Rewiring of barn to improve lighting, add outlets and provide for future needs.
- Inmate work projects – Pre-release inmates from the Essex County "farm" will be here the week of April 16th. A list of jobs was developed for them to work on, including in-door projects due to the forecast of rain for Monday.

Meeting adjourned: 8:10 pm

Scheduled Committee Meetings: 2018: 5/8, 6/12, 7/10, 8/14, 9/11, 10/9, 11/13, 12/11