

Camp Denison Committee

January 10, 2023

Meeting Minutes

Smokey's Den, Camp Denison

Meeting Opened: 6:36 pm

Attendance: (x indicates attendance)

x	Harry Nelson, Chair	x	George Langlais, Member		<i>Non-Voting Members:</i>
x	Chris Roop, Clerk	x	Jack LoCicero, Member	x	<i>Don Anderson, Camp Manager</i>
x	Jim Lacey, Treasurer			x	<i>Sue Gardiner, Asst. Clerk</i>
x	Steve Pinto, Asst. Treasurer				

Administrative Business

Motion by Jim: Approve 11/15/2022 minutes as amended. Seconded by George. Passed, 6-0.

Discussion and Motions:

1. Treasurer's Report

- Balance in Revolving Account is \$43,979
- Projected Income for last half of FY23 is \$11,195

Motion by George: Approve Treasurer's Report as written. Seconded by Steve. Passed, 6-0.

2. New business

- Replacement of Nature Center pull-down attic staircase: Replacement with aluminum stairs is needed. Once purchased, volunteers can do the installation.
Motion by George: Allocate \$500 in budget to purchase an appropriate pull-down staircase. Seconded by Jim. Passed, 5-1.
- "Beast" utility vehicle: Brake system needs repairs. Tabled until spring.
- Tree work after storm: 12 trees came down or were seriously damaged around the property. Mayer Tree was hired to take the trees down. They cleaned up the smaller branches and debris, and cut the trunks into 8-foot lengths for us to make into firewood. Cost was \$4,500.
- Request for a donation: Trinity Preschool in Topsfield has requested a donation for their fundraiser being held March 25. Per our Donation Policy, we will include the written request with documents for our February meeting and vote then.
- Pumping station: Harry will discuss with the new Fire Chief the possibility of putting in a pump hookup that is tied in to the pond with a pumping station for use in fire-fighting.
- EV charging station: The Town Administrator would like to put a station here, probably in a parking space next to the Lodge. There would be no cost to Camp Denison.
- AED: A new battery was installed recently and the AED was tested. Harry will request that the Fire Department hold a CPR/AED training class for any volunteers interested in attending.

3. Old business

- Replacement windows – Great Hall, Mess Hall, Smokey's Den, Kitchen:
 - All windows have been purchased and stored on-site.
 - Great Hall and most of kitchen windows have been installed by our volunteers.
 - Smokey's Den windows will be next. The Mess Hall windows will be replaced in the spring when we have warmer weather. The volunteers who have been doing the window replacements deserve an extra round of applause for their great work.

Old business (contined)

- New flooring – Great Hall, Mess Hall: We will wait until heating gets installed before purchasing flooring, as wood flooring could be damaged by changes in temperature. A sub-committee was formed (George, Chris, Jack) to look into options for the best long-term flooring solution.
- Lighting for parking lot, entrance road: Trenching and underground wiring is complete. New LED lighting fixtures will be placed on poles in the spring by Georgetown Electric.
- Website moving to SquareSpace: Website migration is complete. The redesigned site is working well. There are still a few issues with the calendar when viewed on cell phones.
- Upgrading Camp Manager’s apartment: The Community Preservation Committee turned down our request for funds. We will request to borrow money through the Town, and also request funds from the Town’s Capital Fund. Both of these will go on the Warrant of the spring Town Meeting. Because of the change in funding, it was decided that the best option is to upgrade the Nature Center to become the new Camp Manager’s residence. Office space and storage that are now in the Nature Center will move to the current apartment once work is completed.
Motion by Chris: Proceed with a request for a \$40,000 loan through the Town (to be paid back over 8-10 years) and \$22,000 from the Capital Improvement Planning Committee to pay for the renovation of the Nature Center as the Camp Manager’s residence. Seconded by George. Passed - For: 4, Abstention: 1.
- Boat storage renewals: On 2/1, emails will go out to current renters with a renewal form attached. A second email will go out on 3/1 for anyone who hasn’t paid, with a reminder call on 3/10. Any spaces unpaid as of 3/16 will be opened up to people on the Wait List.
Motion by George: Send an email to current renters on or before February 1, with a follow-up email on March 1. Seconded by Chris. Passed, 5-0.
- New camp phone number: The new number (352-3310) is being forwarded to the Camp Manager’s cell phone. We will update the website and all forms to reflect the new number.
- Open Items
 - i. Great Hall insulation – walls & ceiling: We are applying for funding through Rise Engineering. Submissions are considered on a quarterly basis, then will go to the State for a request for funding. It will be 4-6 weeks before Rise begins looking at applications. Closed-cell insulation would be put under floor/ceiling of Dungeon, and in walls and on ceiling of Great Hall, Mess Hall, and Kitchen.
 - ii. Additional folding chairs: 25 matching chairs were purchased and the Camp name was stenciled on them.
 - iii. Flammables storage plan: Tabled until the spring.

3. Camp Manager’s Report

- Bookings are strong for the 2023 season, with many new people interested in renting our facilities. LARP groups have already booked for the year. Two weddings have also been booked.
- Beavers are active on the property, felling several trees. So far, this has not created a problem.

4. Maintenance Update: Lots of wood has been split and stacked. Crash bars were installed on the kitchen door and shop door. Gap sealing was done in the Dungeon. Rotten trim around dormers in the Nature Center was repaired.

Meeting adjourned: 8:43 pm

Scheduled Committee Meetings - 2023: 2/14, 3/14, 4/11, 5/9, 6/13