

Received

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Town Clerk

CAMP NAHACO PARK COMMISSION
Nahaco Dining Hall 7 pm
Meeting Minutes June 3, 2015

The Commission voted to
approve these minutes on
8-5-15
(date)

Members Present

Beach Baywood, Denis Day, Kim Hadley, Chuck Lee, Chris Mayhew, Tony Perreault, Jim Trowbridge

1. Call To Order

Trowbridge called the meeting to order at 7:01 pm.

2. Seating of Alternates

None present. Alternate Sam Asikainen from Eastford has resigned.

3. Day Camp (timed for Jen Larkin's arrival)

On June 2, Trowbridge met with Woodstock Treasurer Donna Stefanik to discuss Day Camp finance accountability. Baywood participated. Stefanik stated that Trowbridge's questions were good ones; that Woodstock's auditors approve of Day Camp paperwork and money-handling; and that CT accounting standards are indeed being met. She indicated that Eastford's insurance policy likely covers the handling of small amounts of cash, such as camp store proceeds. Stefanik wrote many of her responses directly on the letter.

The Commission reviewed Trowbridge's letter and Stefanik's responses.

Trowbridge acknowledged Camp Director Jen Larkin's skillful handling of the paperwork and money, and thanked her for reviewing his letter and providing additional answers.

Jen Larkin's requests for Day Camp: (1) finish Nurse's Station roof; (2) remove mattresses from the Arts & Crafts building; (3) hook up water to A & C building; (4) provide dumpster; (5) help with moving the docks into the water on June 30.

4. Citizen's Participation

The two Eastford citizens present offered no comments.

5. Approval of May 2015 Minutes

Trowbridge expressed concerns with the minutes as written. Noting structural problems and issues of clarity, Trowbridge offered to meet with the minutes-taker to address the problems. Commissioners accepted the offer.

→ MOTION (Day/ Lee): TO TABLE APPROVAL OF MAY MINUTES UNTIL JULY. All in favor but Baywood, who opposed.

6. Treasurer's Report

Baywood presented a 5-30-15 YTD of Nahaco revenue & expenditures, with a separate YTD breakout for Day Camp numbers.

→ MOTION (Day/ Perreault): TO ACCEPT THE TREASURER'S REPORT. Unanimous.

Baywood reviews and approves the Commission's purchase orders. Nahaco bills are paid by checks signed by a Woodstock selectman and the Woodstock treasurer. Stefanik provides YTD quarterly reports to the finance departments of both towns.

Stefanik recommends that the Commission stop accepting cash payments and adopt a 'checks only' policy. All checks should be made out to the Town of Woodstock with Nahaco in the memo. One designated Commissioner should handle cash, if any.

The Last Green Valley grant associated with Volunteer Day expenses (approx \$485) will go to Woodstock through Eastford.

7. Rentals

Tom Hawkins will continue as Nahaco's rental agent. Baywood and Hadley are rental contacts for Hawkins.

8. Music Festival

Hadley reports that tickets are selling; that she will record and deposit all receipts; that the insurance rider has been paid; and that Troops C and D of the State Police have been notified of the event. Tree trimming and fire pit cleaning are yet to be done.

9. Long Range Planning

Trowbridge, as acting Chair, began by saying that the Ordinance creating the Nahaco Commission *requires* short and long term planning, and that funding supports the outcome of planning. Commissioners offered views on potential revenue sources.

Hadley & Lee will explore a planning grant available thru the National Park Service. Hadley will sample Survey Monkey.com.

Commissioners agreed to meet on June 17 at 6:30 pm at the Nahano Dining Hall to specifically discuss and develop planning.

10. Short Range Planning

Tabled until the June 17 meeting.

11. Caretaker/ Security Position

Subcommittee Day, Lee, and Mayhew will adjust the caretaker contract to better meet the needs of the Commission and Park. Suggestions go to Lee. Discussion indicated that temporary cabin occupancy would be allowed until the contract is ready.

Trowbridge questioned the notion that best use of the Caretaker Cabin is no-rent housing as compensation for caretaking hours. Alternatively, he proposed that the cabin could be rented with only a few critical duties attached, like gate-keeping & patrolling. Cabin rental would then become a much-needed primary source of revenue producing perhaps \$6000/ year (at \$500/ month).

Rental/ summer rental discussion will continue at the June 17 meeting.

12. Sustainability/ Funding Options

Innermost House: Subcommittee Baywood and Trowbridge report that renting the lakeside cabin may have merit. The building measures 14' x 20' with an 8' porch. No key was available to look inside.

Tax Bill Insert: Eastford 1st Selectman Art Brodeur says no: (1) sets a precedent; (2) other groups cry foul; (3) confusion over perceived town-sponsorship; (4) heightened tax/ Nahaco sensitivity in Eastford; (5) reasonable alternative for solicitation letters - in the Communicator.

Camping: The latrines foundations are 12'x12' and 5' deep. Trowbridge said the pits (4' x 11' x 3' deep) could be filled with gravel, thus assuring safety. Eastford Public Works can help. If capped w/ concrete, the site could support camp shelters, if desired. The Commission agreed to have the holes filled. Trowbridge will pursue.

13. Docks

Set up for Day Camp is Jun 30. Help will be needed to move the docks into the water.

14. Rental Rates

No discussion.

15. Water Tank

The price of scrap is down to \$80/ ton, the lowest in years. The Commission decided to delay takedown.

16. Other Items Needing To Come Before The Commission

Baywood will address (1) smoke detectors; (2) dumpster rental.

Hadley will address (1) roof on the old cook's cabin (aka the Nurse's Station); (2) several tree takedowns.

Day will address (1) other tree trimming; (2) tangle at pump house.

Tom Hawkins will meet with All-State Fire Equip on June 10.

Trowbridge will address (1) defibrillator; (2) clogged toilet; (3) meeting with Fire Marshall Dick Baron on June 11.

Lee will lead a walk around the park on June 5.

Baywood and Hadley will empty the donation box regularly.

17. Citizen's Participation

None.

18. Adjourn

→ MOTION (Lee/ Day): TO ADJOURN AT 9:15 PM. Unanimous.

Next meeting is June 17 at 6:30 pm, Nahaco Dining Hall.