

Tassel Top Committee
Meeting Minutes
June 24, 1997

MEMBERS PRESENT: Ernie Allen, Jim Lewis, Bob Metz, Vernon Mitchell, Nathan Poore,
Donna Johnson

Minutes of May 5 meeting were approved as presented.

PARK RANGER REPORT: Attached is a detailed report provided by Vernon. The major topics covered: season start-up has been slow but when weather has been nice, attendance has increased; the park has, once again, experienced vandalism; the newly instituted cash auditing system is working well; and staff include 3 part-time and 3 full time people.

BUDGET REPORT: Nathan provided the members with a status report (please refer to attached). We have initially spent a considerable sum getting the park and cabins ready for the season. Nathan has advised the committee that at this time purchasing will have to be kept to a minimum. Payment of \$3,000 will be made to the Town as voted by the committee.

COMMITTEE MEMBER REPORTS

SNACK BAR AND SPECIAL PROJECTS: There has been little interest by vending machine companies to install a snack machine at the beach. Vernon will continue to make arrangements with a beverage company to install a soda machine. Nathan has been approached by an ice cream vendor who would like to stop at the park. Members agreed to having Nathan handle the contracting of this person's services. There will be a set number of visits per day and a designated site for the truck to stop. An update on Zack Swick's covered picnic table project - Zack is awaiting his paperwork to be reviewed and approved by the Boy Scouts.

CABIN: The heater has been installed and would allow the rental of the cabin through September and perhaps into October. Jim listed the immediate needs as mattresses for the bunk beds. A request was posted on the web site for the donation of furniture. Small items needed include mattress covers, couch covers, and a cushion. For the most part, the cabins are in good order.

TOWN/COMMITTEE LIAISON: Bob Metz indicated that Evan Gilman has completed his nature trail and there will be opening ceremony on Saturday, June 28 at 10:00 a.m. Bob will serve as committee representative at the ceremony.

WEB SITE: Donna reported the request for cabin rental information for the web site. She will draft a document to be included with the Tassel Top web page.

OPERATIONAL IMPROVEMENTS: There is a need for staff procedures manual as well as a procedures manual for park opening and year end closing. As mentioned in Vernon's report, he has created a staff manual. Vernon will create a manual that includes a check list for the season opening and closing for the park and cabins.

BY-LAW REVIEW: Tassel Top Park by-laws need to be updated by the committee for any pertinent changes. Members were asked to review the by-laws and bring revisions to the next meeting.

The next meeting was set for Tuesday, September 9 beginning at 7 p.m. at Town Hall.

With no further business the committee adjourned.

RANGERS REPORT 6/24/97

Quite a lot of time and effort has been spent on grounds maintenance to get the basic park looking respectable. I'm using my own riding lawn mower, as I've found it's not practical to spend 10 hours at a time to mow the park grounds. On Sunday, the electrical system on the golf cart partially burned out. Nathan White called and said he would try to repair it.

Criminal mischief and trespassing continues to be a problem. For example...a picnic table broken and thrown in the water, vehicles on the beach, the handicap ramp broken and moved around, two instances of swimming area warning pylon/buoys being removed from their anchors, signs pulled up and thrown on beach, portable toilets being used as garbage receptacles, changing stations being used for a place to leave garbage, and continued use of beach area during night hours. The Sheriff's Department has been notified, but the Deputy I talked with didn't think that a regular or even random patrol of the area would be a possibility.

We have the new cash flow/auditing system in place and it seems to be working well. We now have 3 full-time and 3 spare gate-keepers, so on paper we have the necessary coverage for the season. A complete work schedule for the whole season has been made and all employees except two have received a copy. The other two part-time employees will be given theirs in plenty of time for their scheduled shifts. I have drawn up an operational procedures manual for the staff and this is being distributed. We now have two, used, 2-way radios which will be put to good use.

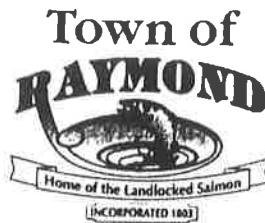
The season got off to a very slow start as far as attendance (due to the weather), but the recent hot weather increased beach patronage. In fact, last Saturday and Sunday were very busy days to the point where by 11AM on Sunday, the beach was full. Our cash intake for the two days was somewhere between \$1100-\$1200. Sunday's intake alone was in the neighborhood of \$750, which from the prior seasons records I've seen, is an all-time daily record. In regards to some of the complaints on lower level parking from people who might be afraid of no space for them in the top parking lot, when the beach was full on Sunday, there was still room for many more vehicles.

Just to touch again briefly on the criminal mischief, it was interesting to note that a phone number supposedly for Blow Brothers (the contractor for the portable toilets), that was listed on the wall of the gate house, turned out to be...and I quote..."You have reached the hottest sex line in the United States". Perhaps it's just my old policeman's suspicious nature, but I still feel there are some people out there who don't seem particularly interested in the successful operation of Tassel Top Park.

Respectfully submitted,

Vernon O. Mitchell

Ranger Vernon Mitchell



401 Webbs Mills Road
Raymond, Maine 04071

Town Office 655-4742
Fax 655-3024

Assessing 655-4712
Code Enforcement 655-3066

Fire/Rescue/Dispatch
(non-emergency) 655-7851

Public Works Garage
655-2018

Tassel Top Park Budget Status Report June 24, 1997

Expenditures are projected to be at \$21,246.51 (does not reflect a budgeted \$3,000 payment to the Town) by year end while revenues to date are only at \$18,915.94. Receipts taken in but not yet booked are at around \$2,100 and if the weather treats us well, we should collect another \$1,000 to \$1,600 by the end of the month. I am expecting the budget to fall short of allowing a payment to the Town this year unless we take it from the surplus carried forward last year which is around \$5,275. Several meetings ago, we projected a surplus of \$9,000 with \$2,000 to be expended on spring expenses. This number incorrectly assumed we had made the \$3,000 payment to the Town and we ended up spending more this spring than anticipated. I expect the expenditure and revenue levels to be close even without the payment to the Town. I would support a request to the Selectmen that a payment be waived this year considering the expenditures made this spring. On the other hand, why do we need a \$5,275 surplus? I would also support making the payment out the surplus amount and hope our investments will show a return in increased future revenues. I believe it's the committee's decision to make a recommendation/request to the Selectmen.

We have invested much repair and improvements to the site this spring - most beyond our control with the animal damage situation. Many other purchases were made through conscious management by either the committee or the Town Manager. A monitor heater was installed as a reaction to prior year customer suggestions/complaints and it is expected the facility will become more marketable for fall rents with a heater (two weeks of additional rent will pay for the heater). We also installed a new electrical system including many new fixtures. Other expenses incurred that were not part of the proposed budget included: updated uniforms; entrance tickets for auditing/cash control functions and marketing cabin rentals; a new lawn mower; and newspaper advertisements for staff vacancies.