

## Meeting Minutes for Tassel Top Board Meeting

The Tassel Top Board Meeting to discuss the "Tassel Top Park 2015 End of Season Report" written by Sue LaMarre, was held on October 6, 2015 from 6:15pm to 7:22pm. In attendance at the meeting were: Sue LaMarre, Bob Metz, Steve Crocket, Phyllis Burnham, Don Willard, Nathan White, Teresa Sadak, and Shauna Peffer.

### I. Discussion

#### a. Review of Sue's "Tassel Top Park 2015 End of Season Report" \*for more detail please see Sue's "Tassel Top Park 2015 End of Season Report"

i. Sue and Barry started working at the park for the season on April 22<sup>nd</sup>

ii. Park maintenance

##### 1. Buildings and Other Areas

a. Gate house

i. New window boxes built as replacements for the existing ones that were rotted

ii. New awning built to replace existing ones

b. Cabins

i. Main Cabin

1. New floor cabinet built by Barry for food storage

2. Screen door repaired and "push slats" were added

3. Propane company checked all gas lines and filled tank

a. Checked appliances

4. Dennis Cole replaced remainder of existing pipes in cellar

ii. Middle Cabin

1. New mattress covers and pillows for beds

2. Two new end tables for the queen bed were built by Barry

3. Floors were refinished on 9/19/15

4. Hook added behind door for hanging clothing on

iii. Third Cabin

1. New mattress covers and pillows for beds

2. Floors refinished on 9/19/15

iv. Bathroom Cabin

1. Remains in great shape

c. Grounds

i. Shed

1. Shed was reorganized

- ii. Wood Shed
  - 1. Remains in great shape
  - 2. Worked out well for tenants
- iii. Misc. Storage Shed AKA "Barry's Bazinga Barn"
  - 1. Built from left over roofing and other materials on hand
  - 2. Sided using changing room siding
  - 3. Storage for buckets, buoys, wood and other items to aid in rental areas neater
- iv. Education Center AKA "The Bird Nest"
  - 1. Additional path created starting near "Friends of Tassel Top" board
- v. History Board
  - 1. Pictures were framed and replaced
    - a. Lots of positive feedback
- vi. Snack Shack
  - 1. The new design has been well received
  - 2. Sales were up
  - 3. New design and ceiling kept employees and freezers cooler
  - 4. Was water sealed
  - 5. Health inspector commented that it was one of the cleanest places
  - 6. Old microwave replaced with new microwave
- vii. Women's Changing Room
  - 1. Entrance repainted
  - 2. Screen around top removed
  - 3. Old siding removed and replaced with new ship lap siding
  - 4. Has been water sealed
- viii. Men's Changing Room
  - 1. Entrance repainted
  - 2. Screening removed from top
  - 3. Changing stalls remodeled to three rooms from four
  - 4. Old siding removed and replaced with new ship lap siding
  - 5. Has been water sealed
- ix. Port-A-Potties
  - 1. Old siding removed and replaced with new ship lap siding
  - 2. Has been water sealed
  - 3. Clean out days were Mon. & Thurs.

- x. Beach
  - 1. PWD tested bacteria counts every Tuesday
    - a. Excellent bacteria counts
  - 2. One possible case of duck itch
- xi. Swim Lines
  - 1. The buoys were restrung to new swim lines
  - 2. Swim lines will be used for next year
  - 3. Swim lines went in the water May 15 and taken out Sept. 16
- xii. Picnic Tables
  - 1. Five new tables were purchased
  - 2. All tables (new and old) were water sealed
- xiii. Grills
  - 1. Grills were all repainted
  - 2. Three new grills were purchased
  - 3. Decided to leave them uncovered as covering didn't work
- xiv. Boat Mooring
  - 1. Used once
- xv. Trails
  - 1. Gravel added
  - 2. Many walkers and joggers
  - 3. New cross trail added
- xvi. Incidents
  - 1. Jet Ski was flipped outside of swim lines
  - 2. A dead cat was found on the beach
  - 3. A couple cars were towed due to not starting
  - 4. 2 men trespassing and drinking on neighboring property
    - a. Removed from park
  - 5. A fire was caused in a beach grill due to the grill being warm when trash was placed in it
  - 6. A couple was acting affectionately inappropriate near small children
  - 7. A water snake was found in the upper pond
- xvii. Safety
  - 1. Gear purchased for Barry to use when using the chain saw
  - 2. Barry will attend a safety course once a date is advertised
- xviii. Miscellaneous Grounds Updates
  - 1. Sue and Barry cleaned entire park
  - 2. Public Works removed leaf and needle piles

- a. Most amount seen caused by fungus due to wet weather
  - 3. Giant hemlock destroyed by porcupines was taken down by Q-Team
  - 4. Poison ivy sprayed
  - 5. Lawns were reseeded and limed near snack shack & cabins
  - 6. Calcium was not applied to roads this season
  - 7. "Friends of Tassel Top" sign replaced
  - 8. Gravel replaced old boardwalk/bridge at beach
  - 9. Cobblestone borders added to snack shack gardens
  - 10. Foot wash station pump was moved and pump replaced
  - 11. New lawnmower purchased and old one sold
  - 12. Repainting of majority of parking lot lines
  - 13. Children's benches located at upper pond were reconstructed
  - 14. Lawns limed + reseeded
  - 15. Solar lights added that were donated by tenant
- xix. Miscellaneous Happenings
  - 1. HG-TV shot footage of the beach
    - a. Barry raked entire beach to have it ready for their arrival
  - 2. Neighbor using park for personal use
  - 3. Channel 13 News falsely reported Tassel Top as Raymond Beach and stated that it was closed due to E.coli levels being high
    - a. Felt repercussions of false report for over 2 week
- d. Attendance and Advertisement
  - i. Patrons
    - 1. 1231 more patrons for the 2015 year compared to the 2014 year
    - 2. 800 brochures printed, majority distributed to patrons
    - 3. Recreation Departments that visited
      - a. Windham – 3 times
      - b. Cumberland – 1 time
      - c. Gorham – 1 time

4. Facebook continues to increase in followers
  - a. Up to 970 “likes”
  - b. Morning report posted each day with date, water temp, hours and any additional information that’s needed
  - c. Important updates that need to be made during the day are posted from Barry’s phone
  - d. Barry shot short video of three owls that were living in the park and posted to FB
- ii. Rentals and Income
  1. 276 inquiries
  2. 10 weekly rentals
  3. 5 daily rentals
  4. Booked 2016 end of June through August
  5. 23 bundles of wood sold
  6. 4 weeks rented in 2017
- iii. Rates
  1. Many people are still thinking that admission is \$5
- iv. Rental Rates
  1. People are only allowed to book for the following year
  2. Lodging tax will be going up to 9% in January 2016 from 8%
- v. Passes
  1. Due to a wet July pass sales were down by 20 passes
  2. Reading certificate given to RVL in exchange for plants leftover from their plant sale
- vi. Hours
  1. Hours remained the same from Aug. 15<sup>th</sup> on instead of changing due to the heat
  2. Stayed open for a few extra days and an extra weekend due to heat

**b. Motions and agreements made by board**

- i. Sue was unanimously voted back for the 2016 season
- ii. Sue will amend the rental agreement to include: no fireworks on property, alcohol can only be consumed in cottage area, no smoking on property, no outside firewood – only firewood is allowed that is purchased from the park, highlighting in greater detail the time that renters must be out and what the penalty is for not checking out on time, highlight that day guests must be signed in advance and must leave by the end of that business day
- iii. For dedicated service Sue will receive a bonus of \$500 and Barry will receive a bonus of \$350
- iv. A budget was set by the board in the amount of \$3500 to update the furniture in the main cabin
- v. Seasonal Employees
  1. Base pay for employees has been increased to \$8.50 from \$7.50
  2. Donna will have her rate increased to \$9.50
- vi. Rental Rate Increase
  1. Weekly rental will increase to \$950 from \$900
  2. Day rental will increase to \$150 from \$100
- vii. Admission
  1. Adult admission will increase to \$5 per person from \$4
    - a. All other admission prices will stay the same
  2. The season pass will remain at \$80