

Meeting Minutes for Tassel Top Board Meeting

May 24, 2016 from 6:08pm – 7:16pm

- I. Call to Order
 - a. Roll Call
 - i. The Tassel Top Board Meeting to discuss the spring progress report written by Sue LaMarre, was held on May 24, 2016 from 6:08pm to 7:16pm.
 - ii. Attendants of the meeting were: Sue LaMarre, Steve Crocket, Phyllis Burnham, Wendy Thoren, Don Willard, Nathan White, and Shauna Peffer
 - b. Approval of December 5, 2015 Meeting Minutes
 - i. Meeting minutes were approved
 - c. Chairperson's Report
 - i. Discussion on length of time Tassel Top has been in use as a park
 1. 2017 will mark 25 years of use and will be noted in the 2017 brochures
 - d. Welcome Back Everyone
 - i. Old Business
 1. New Board Member
 - a. Open Discussion on Member Expertise
 - i. Suggestion made for someone who specializes in finances
 1. Marshall Bullock was suggested and will be contacted by Steve to discuss interviewing for open board position
 - ii. Suggestion to review bylaws to outline place of residency of board members
 - ii. New Business
 1. Discussion of Present and Future Finances
 - a. Will be looking to have a breakdown of balance for Tassel Top
 - i. Opening Tassel Top balance includes withdrawals for salaries and updating of park
 - b. Inventory of assets to be taken for capitol repairs
 - i. Will need a new mule for park in 2 – 3 years
 2. Capital Improvement Plan
 - a. Will wait until new board member is decided
 3. Bench for Jim Hall
 - a. Currently there is a board located at the beach with overview of history of the park and about Jim's contributions to create Tassel Top
 - b. At this time there will not be a bench for Jim and board will be maintained to honor him

4. Payment of Future Town Services
 - a. Billed for vehicle costs
 5. Use of Town Vehicles
 - a. Billed cost to share vehicle
 - i. Tassel Top board will make a proposal for share of cost
 - ii. Paying for maintenance cost
 - iii. Tassel Top pays town for costs that include time and material
- e. Head Ranger's Report
- i. **Review and paraphrasing of Sue's "Spring Report to the Board of Directors May 24th 2016" *for more detail please see Sue's report**
 1. **Park Maintenance and Happenings**
 - a. Sue and Barry began work at the park on April 15th
 - b. Staff
 - i. Returning staff members: Barry, Donna, Bev, Tina, Terry and Ryan
 - ii. Three new hires: Parker, Clifford, and Norvel
 - iii. Staff meeting on May 17th
 - iv. Sue and Barry attended mandatory harassment/AED meeting at public safety building
 - c. Buildings, Structures and Grounds
 - i. Bob's bench was picked up and placed in park
 - ii. Propane tank removed
 - iii. Ken Sayward cut down dead hemlock near lower lot that was presenting a hazard
 - iv. Snowed April 26th
 - v. Fireplace shelving in cabin taken apart and bricks cleaned
 - vi. Lawns limed around cabins and shed
 - vii. New shower curtains were hung in rental bathroom
 - viii. Ponds are all operational
 - ix. New tailgate cables ordered for mule
 - x. Main cabin
 1. New porch and stairs
 - a. Old deck was falling apart under ramp and ramp became overly slippery when wet
 - b. New patio block landing
 - c. Electricity and water turned on April 14th
 - d. Dennis Cole needed to fix leak before electricity and water could be turned on
 - e. Items sold and purchased to update main cabin
 - xi. Trails raked and logs added to sides of trails

- xii. Pine Tree Waste delivered new dumpster
 - xiii. New conservation sign at end of road per request of Conservation Dept.
 - 1. Waiting on "Safe Zone" signage
 - xiv. Gardens will be mulched
 - d. Beach area
 - i. Swim lines in on May 20th
 - ii. Port-a-potties delivered May 23rd
 - 1. Consist of 3 regulars and 1 handicap
 - iii. Stained picnic tables are going to be refreshed
 - iv. Beach will be cleaned
 - e. Visitors
 - i. 800 brochures printed
 - f. Additional happenings
 - 1. Mule had tune-up and new carburetor
 - 2. CMP/Lucas Tree Trimming
 - a. In March Lucas/CMP entered park through Phyllis' fence without contacting Sue before entering park
 - b. Large portions of trees were removed creating areas that appear to be entry points into the park
 - c. Sue met with Tom to go over damage that was done and he brought back crew to clean up stumps that were left and plant pine and hemlock trees to block off the access areas that were created and create green screens
 - d. Will call next time they need to enter park which will be in about 5 years
 - g. Future projects and needs
 - i. Upgrade to front of shed area to make more secure and to tie in better with other buildings
 - ii. Upgrade to "Education Center"
 - iii. Trim stain will be touched up on buildings
 - iv. New roof on well located near Rt. 302 along with a new bench
 - 1. Grass seeded on lawn
 - v. Will need to run new wire in conduit and add GFCI outdoor outlet on 2nd cabin
- f. Calendar
- i. Meeting scheduled for June 7th at 6pm for possibility of interviewing Marshall Bullock for open board member position
 - 1. *Amendment – June 7th meeting at 6pm was rescheduled to May 31st at 6pm
- g. Adjournment
- i. The Tassel Top Board meeting ended at 7:16pm