

# Meeting Minutes for Tassel Top Board Meeting

October 4, 2016 6:03pm – 7:05pm

## I. Call to Order

### a. Roll Call

- i. The Tassel Top Board Meeting to discuss the Head Ranger's "2016 End of Season Report for Tassel Top", was held on October 4, 2016 from 6:03pm to 7:05pm.
- ii. Attendants of the meeting were: Sue LaMarre, Steve Crocket, Phyllis Burnham, Wendy Thoren, Marshall Bullock, Teresa Sadak, Nathan White and Shauna Peffer

### b. Welcome Back Everyone

#### i. Old Business

1. Approval of May 24, 2016 & May 31, 2016 Meeting Minutes
  - a. Meeting minutes were approved by board

#### ii. New Business

1. Review of Sue's "2016 End of Season Report for Tassel Top" \*for more detail please see Sue's "2016 End of Season Report for Tassel Top"
  - a. Park maintenance
    - i. Buildings and Other Areas
      1. Gate house
        - a. New curtains
        - b. Future improvements
          - i. New cash register
          - ii. Reside building to blend with other buildings and help with insulation
      - ii. Cabins
        1. Main Cabin
          - a. Old furniture sold & replaced
          - b. Future planning
          - c. Heater sold & replaced with electric "woodstove"
          - d. 2 new valances in living room
          - e. Rewired two interior outlets and one exterior outlet
          - f. New wiring to cabins
          - g. Kitchen
            - i. Gas stove sold & replaced with new electric stove
            - ii. Kitchen chairs sold and replaced

- iii. Outside wall was boarded up to peak
    - iv. New light wired and installed
    - v. Track lights wired & installed over counter
  - h. Portion of chimney walled in
  - i. New front porch stairs to replace ramp and deck
  - j. Future improvements
    - i. Circuit box relocated from basement into cabin
    - ii. New toilet seat needed
    - iii. Metal roof/skylight
- 2. Middle Cabin
  - a. New enclosed wiring & GFCI box to replace existing wiring
  - b. New lamp to replace damaged lamp
  - c. Future Improvements
    - i. Ceiling fan for air circulation
    - ii. New curtains
    - iii. Metal roof
- 3. Third Cabin
  - a. New enclosed wiring outside of building
  - b. New shelf for blankets
  - c. New mirror
  - d. Future improvements
    - i. Metal roof
- 4. Bathroom Cabin
  - a. Closet curtains
  - b. Future improvements
    - i. Skylight
- iii. Grounds
  - 1. Wood
    - a. Front wall removed exposing rot
    - b. New beams installed evening building up as much as possible
    - c. Half wall built with screen top
    - d. New door & garage doors built
    - e. Front of building sided with cedar shingles
    - f. New window cut into wall near cabin for ventilation

- g. New counter and microwave for staff
  - h. Wired new lights in shed & garage
  - i. Future improvements
    - i. Metal roof
2. Wood Shed
    - a. In good condition
    - b. Purchased wheeled cart
    - c. Sold wood by cart load (1 cartload = 2 bundles of wood)
      - i. Profited \$108.00 from sale of wood
  3. Misc. Storage Shed
    - a. Works well for storage
  4. Education Center
    - a. Reworked by removing siding and installing split rail fencing
    - b. Stone dust applied to paths and bordered with wood chips
    - c. Benches serve as a rest area
    - d. Poster board relocated to circle near snack shack
  5. History Board
    - a. Mortar applied to garden area rocks due to rocks being removed or placed in pathways
  6. Snack Shack
    - a. Upgrades last season made a big difference this season
    - b. Window in front area has been well received and aids in product visibility
    - c. Replaced two microwaves
    - d. Pond continues to draw attention
      - i. Profited \$22.92 from coins tossed into pond
  7. Women's Changing Room
    - a. Front wall boarded up to finish doorway
    - b. Future improvements
      - i. New fascia boards all around
  8. Men's Changing Room
    - a. Front wall boarded up to finish doorway

- b. Future improvements
    - i. New fascia boards all around
- 9. Port-A-Potties
  - a. Used 3 regular & 1 handicap toilets
  - b. Requested that urinals be removed for 2017 season
- 10. Beach
  - a. Low lake levels provided more beach area
  - b. Bacteria counts were great
  - c. Duck itch off and on all season in small increments
  - d. Yellow jacket issue in August due to dryness of weather
    - i. Disclosed issue to public when arriving at gatehouse
    - ii. Used yellow jacket traps to aid in controlling situation
- 11. Swim Lines
  - a. Will be used for 2017 season
  - b. 2 small sections will need to be cut and spliced
  - c. Swim lines went in May 20<sup>th</sup> and removed September 26<sup>th</sup>
  - d. Boat chained to tree near Phyllis' property for winter storage
- 12. Picnic Tables
  - a. 3 new tables purchased
  - b. Water sealing & leaving them in place appears to aid in extending their life
  - c. Replacing stained tables as needed and will continue to water seal new tables
- 13. Grills
  - a. Plenty of grills
  - b. Were all painted to start season
  - c. Less rust with open air & turned towards lake for winter
- 14. Grounds
  - a. Dry weather for grass and plants but still looked good
  - b. Road was graded to Gatehouse

- c. Calcium chloride applied all around and worked well
- d. Worked to clear dead wood from woods to aid in fire prevention and appearance
- e. New waiting station built in circle at drop off location and near foot washing station
- f. New bench and well built at 302
- g. Two speed bumps replaced due to speeding on access road and requests from patrons
- h. Future improvements
  - i. Upgrade speed bumps in spring

15. Trails

- a. Frequently used by patrons and for running
- b. Stone dust added in needed areas – will continue in spring
- c. Goal is to allow elderly, wheelchairs and strollers to safely use trails

16. Rentals

- a. 229 rental inquiries
  - i. Down 47 inquiries from 2015's 276 inquiries
- b. Income
  - i. 12 weeks rented totaling \$11,400.00
  - ii. 2 day rental totaling \$500.00
  - iii. Car parking for local wedding totaling \$300.00
  - iv. Combine total of: \$12,200.00 which is up \$1,500.00 from 2015
- c. 8 weeks reserved for 2017 season

17. Hours

- a. Hours were fine

18. Rates

- a. Increased adult rate worked fine

19. Rental Rates

- a. Suggest to hold at current rate

## 20. Season Passes

- a. 125 passes sold – up by 41 passes from 2015's 84 passes sold
- b. Due to weather being ideal, passes were well used

## 21. Equipment

- a. Mule
  - i. Serviced in spring – new carburetor, oil changed, mileage at 987
  - ii. End mileage for 2016 is 1,089
  - iii. Future improvements
    - New tires
    - Oil change

## 22. Incidents

- a. Child bitten by water snake
  - i. Snake caught & dispatched
- b. Dog snuck into park
- c. Woman walked into park stating dog was a service dog, but was found not to be so she was asked to leave
- d. A man was smoking marijuana on beach and told that park was a safe zone
- e. Group of kids play loud music and being loud along with using foul language was asked to leave – took road cone
- f. Disabled motor boat floated into swim area – didn't have an anchor and was carefully hauled away by another boater
- g. Someone defecated by rocks on beach
- h. A truck ran into the planter in front of the gatehouse denting the truck and removing a board off the planter
- i. A loose husky from the rental end of beach ran length of beach then into woods – owner was notified and found dog

- j. Small dog ran away from next door tenant, got lost in the park, and then returned on its own
- k. 2 people snuck onto beach without paying and paid admission once spoken to
- l. Someone was caught metal detecting
- m. Women had issue with the head ranger, when she left Don Willard was immediately contacted
- n. A girl who didn't have money for admission was instructed on how to exit park but instead drove to lower lot – was asked to leave
- o. People were found drinking – left, upon returning they were found bathing and doing laundry in lake
- p. Parent snuck in 2 girls

### 23. Miscellaneous Park Updates

- a. Decorative bench built for garden using metal end pieces donated by Tina Cook
- b. Many birthday parties, family reunions and team building gatherings took place this year
- c. Wheelchair was used once
  - i. Has flat tire – will fix in spring
- d. Town report written by Sue LaMarre
- e. Certificate given to Raymond Village Library for summer reading program
- f. Certificate for family of 4 day pass given to Don Willard to be used for Chamber of Commerce raffle – pass will be for 2017 season
- g. Tassel Top was part of beach water testing program conducted by Portland Water District
- h. Hearing alert dogs were present in park a couple of times
- i. Contacted Fairpoint about winter service – they will do a “soft disconnect” charging \$30.00 to reconnect in spring

- j. Windham Rec. signed up to go to park 3 times, but only went once due to duck itch
- k. Gorham Rec. visited twice with no issues
- l. Bird houses were built by Barry and bowls & plates purchased to create bird baths
- m. Facebook
  - i. Have 1,222 “Likes”
  - ii. Updated daily in the morning with water temperature, hours and other information
  - iii. Emails answered at night
  - iv. 4.5 rating out of 5 with 99.9% positive feedback
- n. Bob Metz’s bench was dedicated and the article on it was published in the weekly free paper
- o. Raymond Fire and Rescue used park & corner of Phyllis’ beach for an evening training session
- p. Joe Vilacci took away scrap wood
- q. Good wildlife population with many wildlife seen on a regular basis
- r. 800 brochures ordered
  - i. Will note the park turning 25 years old in 2017 brochures
- s. Sue attended Portland Water District’s water quality safety class

iv. Discussion

- 1. Bench for Jim Hall
- 2. Credit card for Sue instead of using her personal funds for purchases and then being reimbursed
- 3. Bonus for Barry
- 4. 2017 Season
  - a. Adding safe zone signs
  - b. Adding service dog signs
  - c. Continue upgrading trails and other projects as needed

- v. Motions and Agreements Made by Board
  - 1. Sue was unanimously voted back for the 2017 season
  - 2. For dedicated service Sue will receive a bonus of \$700 and Barry will receive a bonus of \$500
  - 3. Admission
    - a. Season Pass price will be raised to \$90.00
    - b. A post on Facebook will be made about the price increase
    - c. Day admission prices will remain the same
  - 4. Sue will find out electricians availability to move the circuit breaker panel – want to take care of panel before end of 2016

**c. Calendar**

- i. Next Tassel Top Board Meeting scheduled for spring of 2017
  - 1. The date will be discussed at a time closer to the spring
  - 2. Discussion:
    - a. Truck finances
      - i. Nathan will come up with an amount for the park to pay to the town annually for the truck
      - ii. Maintenance needs to be done on the truck twice a year
    - b. Capital improvements
      - i. Buildings
      - ii. Big ticket items

**d. Adjournment**

- i. The Tassel Top Board meeting ended at 7:05pm