

Tassel Top Board Meeting Minutes

October 3, 2017
6:01pm – 7:17pm

I. Call to Order	
a. Roll Call	<ul style="list-style-type: none">i. The Tassel Top Board Meeting to discuss the Head Ranger’s “Tassel Top Park 2017 End of Season Report”, was held on October 3, 2017 from 6:01pm to 7:17pmii. Attendants of the meeting were: Sue LaMarre, Stephen Crocket, Phyllis Burnham, Wendy Thoren, Marshall Bullock, Don Willard, Teresa Sadak and Shauna Peffer
b. Approval of May 23, 2017 Meeting Minutes	<ul style="list-style-type: none">i. Meeting minutes were unanimously approved
c. Chairperson’s Report	<ul style="list-style-type: none">i. No issues to report currently
d. Welcome Back Everyone	<ul style="list-style-type: none">i. Old Business<ul style="list-style-type: none">1. Review roof quote<ul style="list-style-type: none">a. Sue had three contractors look at the roofsb. Superior roofing was the only company that got back to Sue<ul style="list-style-type: none">1) Superior Roofing educated Sue about the roof2) They were thorough about materials neededc. Roof is currently in okay condition<ul style="list-style-type: none">1) Sue would like to wait until 2018 for roof repairsd. Review of roof situation will be reviewed in Spring 20182. Bench for Jim Hall<ul style="list-style-type: none">a. Discussion on how to memorialize Jim Hall<ul style="list-style-type: none">1) Decided there will not be a bench2) Will work to come up with new ideas for a permanent way to memorialize Jim Hall3) Sue will look into a memorial plaque to mount on a rock at the shorelineii. New Business<ul style="list-style-type: none">1. Capital Improvements<ul style="list-style-type: none">a. New swim lines will be needed for 2018 season<ul style="list-style-type: none">1) Will purchase from Hamilton Marineb. New twin mattress will need to be purchasedc. Purchased queen size mattress from Barry2. Review of new accounting procedure<ul style="list-style-type: none">a. Working to develop the right report generatorb. The town of Raymond’s fiscal year is July 1st – June 30thc. Review of report will happen once it’s received

<p>e. Head Ranger's Report</p>	<p>i. Review and discussion of Sue's "Tassel Top Park 2017 End of Season Report" *for more detail please see Sue's "Tassel Top Park 2017 End of Season Report"</p> <ol style="list-style-type: none"> 1. Staff <ol style="list-style-type: none"> a. Outstanding employees for 2017 <ol style="list-style-type: none"> 1) 6 staff members were returning staff who have ranged in working for the park from 2 – 12 years 2) 5 new staff members were hired, 4 remained on for the season 2. Buildings <ol style="list-style-type: none"> a. Gate House <ol style="list-style-type: none"> 1) Exterior was painted with one coat 2) Window boxes painted <ul style="list-style-type: none"> ▪ Rot on bottom logs of exterior walls <ul style="list-style-type: none"> - not progressing any quicker than it has in past years ▪ Electrical circuit panel box and wiring 3) Future needs <ul style="list-style-type: none"> ▪ Application of second coat of paint in spring 2018 ▪ Metal roof b. Main Cabin <ol style="list-style-type: none"> 1) Curtains were changed in kitchen & bathroom 2) Spare valances placed in living room 3) New improvements <ul style="list-style-type: none"> ▪ A handmade concrete entrance and path was made ▪ Concrete patio built with umbrella holder for glass umbrella table and chairs built ▪ Electrical circuit panel box and wiring <ul style="list-style-type: none"> - Now up to code 4) Future needs <ul style="list-style-type: none"> ▪ Kitchen sink faucet ▪ Metal roof c. Middle cabin <ol style="list-style-type: none"> 1) All beds received new comforters 2) New curtains 3) Almost new double bed mattress <ul style="list-style-type: none"> ▪ Serta Pillow Top 4) Smoke detector installed 5) Future needs <ul style="list-style-type: none"> ▪ Twin mattress ▪ Blankets ▪ Pillow ▪ Metal roof d. Third cabin <ol style="list-style-type: none"> 1) New comforters for beds 2) Smoke detector installed 3) Future needs <ul style="list-style-type: none"> ▪ New window on side ▪ Shingle repair ▪ Metal roof
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- e. Bathroom cabin
 - 1) Old valences from living room put in bathroom cabin
 - 2) Future needs
 - Skylight
 - Metal roof
- f. Rental Grounds
 - 1) Lawns reseeded early June
 - 2) Future
 - 2 – 3 Adirondack chairs
- g. Shed
 - 1) No maintenance needed
- h. Wood shed
 - 1) No maintenance needed
 - 2) Works well for renters
- i. Miscellaneous Storage Shed
 - 1) Used to store firewood and keeps it dry
 - 2) Works well for storage
- j. The “Birds” Nest
 - 1) Continues to be enjoyed by patrons
- k. History Board
 - 1) Enjoyed by patrons
- l. Snack Shack
 - 1) Building & pond area in great shape
 - 2) Inspection went well
 - 3) Equipment ran without fail through the season
 - 4) Fountain was knocked over and the money stolen
- m. Women’s Changing Room
 - 1) In good shape
 - 2) Future
 - New facia boards
- n. Men’s Changing Room
 - 1) In good shape
 - 2) Future
 - New facia boards
- 3. Grounds
 - a. Port-A-Potties
 - 1) 3 regular and 1 handicapped worked well for season
 - b. Beach
 - 1) Water level was very high until beginning of August
 - Had to turn people away due to lack of space on beach
 - Many birthdays parties and family reunions took place on the beach this year
 - 2) 2 reported cases of swimmers itch due to not using sunscreen
 - 3) No issues with yellow jackets
 - 4) Bacteria counts were great
 - 5) New border along path on beach by picnic tables
 - Railroad ties had rotted and dangerous

	<ul style="list-style-type: none"> c. Swim Lines <ul style="list-style-type: none"> 1) Went in on May 18th, broke once on August 23rd, removed on September 25th 2) Future <ul style="list-style-type: none"> ▪ Will need new swim lines from Hamilton Marine in spring 2018 d. Picnic Tables <ul style="list-style-type: none"> 1) Purchased 6 picnic tables at start of season 2) New picnic tables have PT (pressure treated) legs 3) Future <ul style="list-style-type: none"> ▪ Replace as needed e. Grills <ul style="list-style-type: none"> 1) Grills lasted through season 2) 3 original grills have rusted and rendered them unsafe 3) Future <ul style="list-style-type: none"> ▪ Replace 3 grills in spring 2018 f. Boat Mooring <ul style="list-style-type: none"> 1) Has been used once after years of no use and has broken due to usage of renter 2) Renters tend to bring kayaks or canoes 3) Future <ul style="list-style-type: none"> ▪ Suggest discontinuing the use of the mooring g. Grounds <ul style="list-style-type: none"> 1) Lawn at Rt. 302 was fertilized & reseeded 2) Fencing at Rt. 302 was removed 3) Speed bumps reconstructed on entrance road 4) Did not need to apply calcium 5) New bridge built to replace bridge over “river” 6) Gardens did well 7) Path to upper parking lot from lower parking lot reworked to help prevent washouts by adding steps and drainage h. Trails <ul style="list-style-type: none"> 1) Trail system extended with new outer loop & two connectors 2) Rocks removed, and stone dust added 3) Future <ul style="list-style-type: none"> ▪ Continue working on this project and apply more stone dust <p>4. Administration</p> <ul style="list-style-type: none"> a. Hours <ul style="list-style-type: none"> 1) Hours worked well again for season b. Cabin Rentals <ul style="list-style-type: none"> 1) Rental balance invoices were sent out in May to renters 2) Booked for 11 full weeks in season and 1 week off season 3) Wedding reception booked off season 4) Day function held by Chamber of Commerce 5) Total income \$11,800.00 <ul style="list-style-type: none"> ▪ \$400.00 less from 2016 6) 242 rental inquiries received at Gate House 7) Sold 19 carts of wood
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	<p>c. Admission Rates</p> <ol style="list-style-type: none"> 1) Suggested options for daily admission <ul style="list-style-type: none"> ▪ Leave adult admission cost at \$5.00 for 2018 season and raise cost by \$1.00 in 2019 to offset raise in minimum wage ▪ Raise adult cost for 2018 with new costs being \$6.00 per adult and \$5.00 per adult who is active military <p>d. Rental Rates</p> <ol style="list-style-type: none"> 1) Rate will be \$1,000.00 in 2018 2) Suggested to have one cost whether renting in season or off season 3) Suggestion for daily fee to be \$150.00 for 1 – 3 people <ul style="list-style-type: none"> ▪ Tax and security fee <ul style="list-style-type: none"> - Rate for 1 – 3 people = \$25.00 - Rate for 4 – 5 people = \$50.00 - Rate for 6 – 8 people = \$75.00 <p>e. Season Passes</p> <ol style="list-style-type: none"> 1) Sold 105 passes <ul style="list-style-type: none"> ▪ 18 less than in 2017 ▪ *Update 4/9/18 <ul style="list-style-type: none"> - 16 passes sold to Raymond residents - 89 passes sold to non-Raymond residents 2) Suggestion from visitors to go up a little on price and have pass cover 5 people <p>f. Incidents</p> <ol style="list-style-type: none"> 1) Twice there was drinking on the beach and people were asked to leave 2) One group was banned from the park 3) A parent tried sneaking in children without paying and was asked to leave 4) Minor vandalism on 7/4/17 <ul style="list-style-type: none"> ▪ Speed signs pulled up and tossed into woods ▪ Flags put up on beach 5) Issues with harassment and hurting of wildlife – ducks and ducklings <ul style="list-style-type: none"> ▪ Warden Mike was called for advice and gave information about what to do and fine amounts ▪ Handout was created regarding the rules and wildlife ▪ A sign was made and posted at the beach <p>5. Vehicles</p> <p>a. Mule</p> <ol style="list-style-type: none"> 1) New battery purchased 8/13/17 2) Starting mileage 1,088.9 3) Ending mileage 1,193.4 4) Future <ul style="list-style-type: none"> ▪ Tune up ▪ New tires in spring 2018 <p>b. Truck</p> <ol style="list-style-type: none"> 1) Worked fine 2) Starting mileage 101,400 3) Ending mileage 104,706
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	<p>4) Future</p> <ul style="list-style-type: none"> ▪ Needs oil change <p>6. Miscellaneous</p> <ol style="list-style-type: none"> 1) Spring board meeting held 5/23/17 2) Met with Cathy to work on system for 2018 season <ul style="list-style-type: none"> ▪ Had her set up a separate truck account and deposit \$1,000.00 on 7/1/17 3) Opened park on 5/27/17 4) Port-A-Potties delivered 5/18/17 5) Dumpster service began 5/24/17 6) Service Dogs <ul style="list-style-type: none"> ▪ Staff was educated on rules regarding service dogs ▪ Contacted Portland Water District, Maine Human Rights Commission and town lawyer on matter ▪ Sign was created and posted 7) Didn't move forward on creating Anniversary t-shirts due to not having enough interest 8) Lap top was purchased and programmed and the internet modem and cable were installed in the Gate House 9) Septic tank pumped 6/5/17 10) Barry created patio blocks from concrete at entrance made a "sand" castle for garden and hands to hold plant pot on bench 11) Wood edging gardens by cabin was taken up and replaced by cobblestones 12) Received 7 tornado warnings in a single day 13) Wildlife continues to thrive at Tassel Top 14) Wheelchair used twice 15) Town Report contribution was completed, approved by Stephen and submitted to Sue Look 16) Reading certificate given to library was not redeemed 17) Gorham Rec and OOB Rec visited 18) 700 Brochures printed 19) Facebook continues to be a useful tool to promote the park and post park updates 20) A friend of Jim Hall visited and was amazed at the beauty of the park
<p>f. Motions and Agreements Made by the Board</p>	<ol style="list-style-type: none"> a. Sue was unanimously voted back for the 2018 season b. Raises effective 1st payroll in April 2018 - All pay increases and bonuses need to be reported to Cathy Ricker <ol style="list-style-type: none"> 1) Increase in salary for Sue <ul style="list-style-type: none"> ▪ Sue will have weekly salary increased from \$675.00 to \$725.00 making hourly increase from \$16.88 to \$18.125 2) Increase in hourly wage for Barry <ul style="list-style-type: none"> ▪ Barry's hourly wage will increase from \$11.75 to \$12.50 - *Amended: On 10/11/17 the board unanimously approved to raise Barry's hourly wage to \$12.75 3) Increase in hourly wage for Donna <ul style="list-style-type: none"> ▪ Donna's hourly rate will increase from \$10.00 to \$11.00

	<ul style="list-style-type: none"> c. 2017 bonuses for dedicated service <ul style="list-style-type: none"> 1) Sue will receive \$700.00 2) Barry will receive \$500.00 d. Admission and Season Pass Rate Increases <ul style="list-style-type: none"> 1) Adult day pass will be \$6.00 2) Military adult day pass will be \$5.00 3) Season Pass – will continue to cover up to 4 people <ul style="list-style-type: none"> ▪ Raymond residents will be charged \$90.00 ▪ Non-Raymond residents will be charged \$99.00 4) Daily rental rate is set at \$150.00 for 1 to 4 people and \$250.00 for 5 to 8 people 5) Weekly rental rate (Saturday 2pm – Saturday 10am) is set at \$1,000.00 e. Going forward, it was asked to have the Annual Fall End of Season Reports emailed out before the fall meeting
g. Calendar	<ul style="list-style-type: none"> i. Next Tassel Top Board Meeting scheduled for spring of 2018 <ul style="list-style-type: none"> 1. The date will be discussed at a time closer to the opening of the park for the 2018 season ii. Discussion at Spring 2018 meeting <ul style="list-style-type: none"> 1. Review current roof situation and determine if or when repairs should take place 2. Review the possibility of a plaque mounted to a rock at the shoreline or any additional ideas for a permanent way to memorialize Jim Hall
II. Adjournment	<ul style="list-style-type: none"> i. The Tassel Top Board meeting ended at 7:17pm