

Tassel Top Board Meeting Minutes

October 3, 2018
5:33pm – 7:14pm

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 2018 End of Season Report”, was held on October 3, 2018 from 5:33pm to 7:14pmii. Attendants of the meeting were: Sue LaMarre, Stephen Crocket, Phyllis Burnham, Wendy Thoren, Marshall Bullock, Don Willard, and Shauna Pefferiii. Stephen called the October 3, 2018 Tassel Top Board Meeting to order at 5:33pm and motion was seconded by Marshall
b. Approval of May 29, 2018 Meeting Minutes	<ul style="list-style-type: none">i. Stephen motioned approval for May 29th, 2018 meeting minutes and motion was seconded by Phyllisii. Meeting minutes were unanimously approved
c. Chairperson’s Report	<ul style="list-style-type: none">i. See “New Business”
d. Welcome Back Everyone	<ul style="list-style-type: none">i. Old Business<ul style="list-style-type: none">1. Review current roof situation and determine if or when repairs should take place<ul style="list-style-type: none">a. All roofs are currently fine and not leaking2. Continue discussion about plaque for Jim Hall<ul style="list-style-type: none">a. A 10”x8” aluminum plaque containing up to 53 letters is \$136.00b. Plaque will read “In Gratitude for Jim Hall”3. Discuss any updates that would like to be seen for the policies of “Tassel Top Beach Committee”<ul style="list-style-type: none">a. See “New Business” under “Tassel Top Park Board BY-LAWS”4. Discuss cost of replacing the mule<ul style="list-style-type: none">a. The board learned that Bruce, who works at the fire department, could sell the fire department’s current 4-wheeler to Tassel Top<ul style="list-style-type: none">1) The 4-wheeler has low use and has been kept indoors2) Stephen will talk to Bruce about purchasing the fire department’s 4-wheeler and will get in touch with Nathanb. Nathan will be obtaining a price for a new mulec. Sue offered to sell Tassel Top’s current mule on Craig’s list over the winterii. New Business<ul style="list-style-type: none">1. “Tassel Top Park Board BY-LAWS”<ul style="list-style-type: none">a. Email from Marshall<ul style="list-style-type: none">1) Marshall noticed that the By-Laws stipulated that there would be 5 voting members along with 1 member of the Board of Selectmen who would have a tie breaking vote<ul style="list-style-type: none">▪ If there were 5 voting members then you would not need a tie breaking vote

	<ul style="list-style-type: none"> 2) Discussed having the selectmen as a voting member <ul style="list-style-type: none"> ▪ Selectmen does not typically serve on board ▪ Discussed that selectmen will be ex officio member 3) Town of Raymond brought to light that it has been covering costs incurred from Tassel Top <ul style="list-style-type: none"> ▪ Board wants to cover costs that the town incurs from Tassel Top ▪ Want to come up with reasonable annual cost to cover the cost the town incurs from Tassel Top ▪ Discussed annual payment of \$5k to town starting with the 2018/2019 season 2. Need to find replacement candidate for vacant Tassel Top Board Member Position <ul style="list-style-type: none"> a. Marshall will be unable to serve as board member after the October 3, 2018 meeting since he has been elected selectmen for Raymond b. Discussed Nancy Yates as possible replacement candidate <ul style="list-style-type: none"> 1) Sue spoke with Nancy and Nancy expressed interest in serving on the board 2) Sue will talk with Nancy again 3. Dropping off minor children at Tassel Top <ul style="list-style-type: none"> a. Don directed a call to Stephen from a customer who had visited Tassel Top and was upset after being told they couldn't drop off their minor children at the park <ul style="list-style-type: none"> 1) Customer was informed upon entering Tassel Top of Tassel Top's policy on dropping off minors and was argumentative after policy was explained <ul style="list-style-type: none"> ▪ Suggested that if this type of situation happened again, to provide customer with a copy of Tassel Top's rules and guidelines and then walk away if customer was argumentative ▪ If the situation were to escalate the next step would be to call the sheriff 2) In 2009 the Tassel Top Board voted to not have minors dropped off, only minors with transportation could be at the park 3) Sue shared a situation about a minor being at Tassel Top beach who needed to be taken by ambulance to the hospital due to a reaction to medicine <ul style="list-style-type: none"> ▪ The minor was unable to be treated since they were without their parent/guardian and the hospital didn't have the parent/guardian's information to obtain consent to treat 4) Sue will review other town's rules and guidelines regarding minors being dropped off and not having adult supervision 4. Meeting Minutes <ul style="list-style-type: none"> a. Meeting Minutes, per By-Laws, are to be kept on file at the Town Office <ul style="list-style-type: none"> 1) A suggestion was made to talk with Sue Look about building a data base for electronic files of the Meeting Minutes 2) The board secretary will keep 3 years of minutes on hand and will schedule a meeting with Sue Look and Don about how to go about digitizing the minutes
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	<p>3) Sue will ask Sue Look about needing to keep her daily paperwork on file</p>
<p>e. Head Ranger's Report</p>	<p>i. Review and discussion of Sue's "Tassel Top Park 2018 End of Season Report" *for more detail please see Sue's "Tassel Top Park 2018 End of Season Report"</p> <ol style="list-style-type: none"> 1. Staff <ol style="list-style-type: none"> a. Employees for 2018 <ol style="list-style-type: none"> 1) 5 staff members were returning staff who have ranged in working for the park from 2 – 13 years 2) 5 new staff members were hired 2. Buildings <ol style="list-style-type: none"> a. Gate House <ol style="list-style-type: none"> 1) Exterior was painted with two additional coats of paint 2) Trim painted 3) New register 4) New phone and repairs to phone line 5) Future needs <ul style="list-style-type: none"> ▪ Metal roof b. Main Cabin <ol style="list-style-type: none"> 1) New appliances <ul style="list-style-type: none"> ▪ Kitchen sink faucet – installed ▪ Coffee maker ▪ Toaster 2) Screen door and trim painted 3) Future needs <ul style="list-style-type: none"> ▪ Metal roof c. Middle cabin <ol style="list-style-type: none"> 1) Almost new twin mattress 2) Shelves built and installed – replaced apple crates 3) New lamp 4) Screen door and trim painted 5) Future needs <ul style="list-style-type: none"> ▪ Metal roof d. Third cabin <ol style="list-style-type: none"> 1) Shelves built and installed – replaced apple crates 2) Trim and door painted 3) Future needs <ul style="list-style-type: none"> ▪ Metal roof – should be first roof to be redone e. Bathroom cabin <ol style="list-style-type: none"> 1) No maintenance needed 2) Future needs <ul style="list-style-type: none"> ▪ Skylight f. Rental Grounds <ol style="list-style-type: none"> 1) Lawns limed and re-seeded 2) Gardens mulched 3) 6 new Adirondack chairs g. Work shed <ol style="list-style-type: none"> 1) No maintenance needed

- 2) Future needs
 - Metal roof
- h. Wood shed
 - 1) No maintenance needed
 - 2) Future needs
 - Replace “no skid” ramp strips
- i. Miscellaneous Storage Shed
 - 1) Works well for storage
- j. The “Birds” Nest
 - 1) Continues to be enjoyed by patrons
- k. History Board
 - 1) Enjoyed by patrons
 - 2) Plants made it through season
- l. Snack Shack
 - 1) New chest freezer donated by Dave and Donna Libby
 - 2) New sun shelter for deck
 - 3) Future needs
 - New linoleum on floor
- m. Women’s Changing Room
 - 1) Painted sign
 - 2) Lattice placed in outside flower bed
 - 3) Future
 - New fascia boards
 - New painted trim boards
- n. Men’s Changing Room
 - 1) Painted sign
 - 2) Lattice placed in outside flower bed
 - 3) Future
 - New fascia boards
 - New painted trim boards
- 3. Grounds
 - a. Port-A-Potties
 - 1) 3 regular and 1 handicapped worked well for season
 - b. Beach
 - 1) Water level was low so there was more beach space available
 - 2) A few cases of swimmers itch
 - Called Portland Water District to advise
 - Notified patrons on Facebook page
 - Posted signage
 - Verbally communicated with patrons
 - 3) Low bacteria count for 13 of 14 tests
 - Consulted with PWD on high bacteria count test
 - PWD advised to keep park open and that the water would be retested the next week since reading was an anomaly
 - c. Swim Lines
 - 1) New rope
 - 2) Went in on May 16th and removed on September 27th

	<ul style="list-style-type: none"> 3) Future <ul style="list-style-type: none"> ▪ Replace lost weight ▪ New tie ropes (replaced annually) d. Picnic Tables <ul style="list-style-type: none"> 1) Purchased 5 picnic tables at start of season 2) Future <ul style="list-style-type: none"> ▪ Replace as needed e. Grills <ul style="list-style-type: none"> 1) Purchased 3 new grills (2 for beach, 1 for renters) 2) Future <ul style="list-style-type: none"> ▪ Replace as needed f. Boat Mooring for Renters <ul style="list-style-type: none"> 1) Usage of the boat mooring will be permanently discontinued at the end of the 2018 season <ul style="list-style-type: none"> ▪ Not used for 2018 season and seldomly used or requested in previous seasons ▪ Kayaks and/or canoes are only type of boats typically used by renters g. Grounds <ul style="list-style-type: none"> 1) Purchased New Tassel Top and "Open" flags 2) Limed and seeded cabin lawns 3) Loam placed in low areas of park and grass seeded 4) Trimmed tree limbs 5) Placed mulch in upper parking lot chute in areas that grass doesn't grow 6) Plants added by Snack Shack deck and under fencing at road to the beach 7) Barry built birdhouses for gardens 8) New log border around chute flag pole 9) 4x4 walkway borders in parking lot were taken up and painted 10) Upright 4x4s painted yellow to indicate walkways 11) Tassel Top gave annual award to Raymond Village Library and library gave park ¾ of truck bed full of plants 12) Future needs <ul style="list-style-type: none"> ▪ Additional mulch for upper parking lot chute ▪ New American Flag h. Trails <ul style="list-style-type: none"> 1) Extensively worked on 2) Gravel used to smooth dips and roots 3) Stump seats had top painted and placed strategically to be enjoyed 4) Meditation platform installed 5) Trails were measured by GPS - .9 mile long 6) Rocks removed, and stone dust added 7) Future <ul style="list-style-type: none"> ▪ Maintain and focus on opposite side of road 4. Administration <ul style="list-style-type: none"> a. Hours <ul style="list-style-type: none"> 1) Park hours worked well again for season
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	<ul style="list-style-type: none"> b. Cabin Rentals <ul style="list-style-type: none"> 1) Rental balance invoices were sent out in May to renters 2) Booked: 11 weekly rentals, 4 separate day rentals 3) Booked 11 weeks in season and 1 week off season for 2019 4) 235 rental inquiries received at Gate House 5) Sold 19 carts of wood 6) Future <ul style="list-style-type: none"> ▪ Need to be notified if any changes will be made for 2020 season c. Admission Rates <ul style="list-style-type: none"> 1) Rates worked well for 2018 season d. Season Passes <ul style="list-style-type: none"> 1) Sold 96 passes e. Attendance <ul style="list-style-type: none"> ▪ 16,895 visitors ▪ Raymond Village Library award turned in f. Mule <ul style="list-style-type: none"> 1) DPW serviced mule and replaced tires 2) Future <ul style="list-style-type: none"> ▪ Discuss purchasing new mule g. Truck <ul style="list-style-type: none"> 1) Worked fine 2) Mileage <ul style="list-style-type: none"> ▪ Starting mileage 108,358 ▪ Ending mileage 111,233 3) Payment made for truck on July 1st 4) Future <ul style="list-style-type: none"> ▪ Needs oil change h. Incidents <ul style="list-style-type: none"> 1) See Sue’s “Tassel Top Park 2018 End of Season Report” 5. Miscellaneous <ul style="list-style-type: none"> 1) Opening day was May 25th and closing day was September 9th 2) Spectrum installed new converter box for cabin TV 3) Bill Blood made video about park 4) 700 brochures for 2018 season
<p>f. Motions and Agreements Made by the Board</p>	<ul style="list-style-type: none"> i. Approval of May 29th, 2018 meeting minutes – Steve motioned for approval, Phyllis seconded motion, motion unanimously approved ii. Plaque for Jim Hall was agreed on by board iii. The Tassel Top Park Board By-Laws will be changed to “The Board is to be made up of 5 Raymond citizens not serving for the town in any other capacity.” iv. \$5k to be paid to the Town of Raymond by Tassel Top Park annually for payment of administrative services and incurred expenses starting with the 2018/2019 season – Steve opened vote to pass fee and vote was unanimously approved v. The board supports minors being at the park who have their own transportation, “drop offs” will continue to not be allowed vi. Since the mooring will no longer be available to renters, Sue will remove the mooring verbiage from the rental agreement – Wendy made

	<p>motion, Marshall seconded motion, motion unanimously approved</p> <p>vii. Season Pass for 2019 season will remain at \$95</p> <p>viii. Bonuses and pay increase</p> <ol style="list-style-type: none"> a. Sue will receive a bonus of \$700 and Barry will receive a bonus of \$500 b. Barry and Donna will each receive a pay increase of \$1 per hour c. Sue’s salary will be increased weekly to \$770
g. Calendar	<ol style="list-style-type: none"> i. Next Tassel Top Board Meeting scheduled for spring of 2019 <ol style="list-style-type: none"> 1. Date will be discussed closer to the opening of the park for the 2019 Season ii. Discussion at Spring 2018 meeting <ol style="list-style-type: none"> 1. Review current roof situation and determine if or when repairs should take place 2. Approval of October 3, 2018 Meeting Minutes 3. Outcome of acquiring a replacement mule 4. Review new procedure for keeping Meeting Minutes and Meeting Agenda on file with town 5. Review Sue’s finding of reviewing other town’s rules and guidelines regarding minors being dropped off and not having adult supervision 6. Review updated “Tassel Top Park Board BY-LAWS” 7. Meet with Nancy about vacant Tassel Top Board Member position
II. Adjournment	<ol style="list-style-type: none"> i. The Tassel Top Board meeting ended at 7:14pm – Steve motioned to adjourn meeting, motion was seconded by Marshall and Wendy, motion unanimously approved