

**Tassel Top Board Meeting Minutes**

May 21, 2019

5:30pm – 6:32pm

<b>I. Call to Order</b>	
<b>a. Roll Call</b>	<ul style="list-style-type: none"><li>i. The Tassel Top Board Meeting to discuss Ranger Sue’s “Tassel Top Spring Report 2019”, was held May 21, 2019 from 5:30pm to 6:32pm</li><li>ii. Attendants of the meeting were: Sue LaMarre, Stephen Crocket, Phyllis Burnham, Wendy Thoren, Nancy Yates, Don Willard, Marshall Bullock, and Shauna Peffer</li><li>iii. Stephen called the May 21, 2019 Tassel Top Board Meeting to order at 5:30pm</li></ul>
<b>b. Approval of October 3, 2018 Meeting Minutes</b>	<ul style="list-style-type: none"><li>i. Approval of October 3, 2018 Meeting Minutes<ul style="list-style-type: none"><li>1. Stephen motioned for October 3, 2018 Meeting Minutes approval</li><li>2. Wendy motioned to approve October 3, 2018 Meeting Minutes, Phyllis seconded motion, motion was passed and Meeting Minutes were unanimously approved</li><li>3. Stephen acknowledged approval of the October 3, 2018 Meeting Minutes</li></ul></li></ul>
<b>c. Chairperson’s Report</b>	<ul style="list-style-type: none"><li>i. Stephen recognized Sue and complimented her on doing a good job</li><li>ii. Nothing new to report at this time</li></ul>
<b>d. Welcome Back Everyone</b>	<ul style="list-style-type: none"><li>i. Old Business<ul style="list-style-type: none"><li>1. Review current roof situation and determine if or when repairs should take place<ul style="list-style-type: none"><li>a. Sue reported that the main cabin roof will need to be fixed</li><li>b. The roofs discussed to be replaced are: shed, main cabin, middle cabin, third cabin, changing rooms and gate house</li><li>c. Discussed replacing roofs with metal vs. shingles<ul style="list-style-type: none"><li>1) Decided that metal would be a better fit since it would only be done once and not need to be replaced in the future<ul style="list-style-type: none"><li>- In regards to safety during snow melt, no one would be around when snow was letting go</li><li>- Double seam would be too expensive</li></ul></li></ul></li><li>d. Stephen asked Sue if she could obtain quotes for replacement of roofs and if she could have the quotes broken down with a cost per roof</li><li>e. The hope is to replace all roofs at the same time</li></ul></li><li>2. Wood Pile<ul style="list-style-type: none"><li>a. Joe will be removing pile of wood</li></ul></li></ul></li><li>ii. New Business<ul style="list-style-type: none"><li>1. Meet with Nancy about vacant Tassel Top Board Member position<ul style="list-style-type: none"><li>a. Nancy Yates was asked before meeting about joining the Tassel Top Board and she expressed wanting to be part of the Board</li><li>b. Nancy was invited to the May 21, 2019 meeting</li><li>c. Stephen asked Nancy if she would like to join the Tassel Top Board, Nancy said that she that she did want to join the Board</li></ul></li></ul></li></ul>

	<ul style="list-style-type: none"><li>d. Stephen made motion to approve Nancy joining the Board, motion was unanimously approved</li><li>2. New procedure for keeping Meeting Minutes and Meeting Agenda on file with town<ul style="list-style-type: none"><li>a. Shauna spoke about meeting with Don and Sue Look at the Raymond Town Office</li><li>b. All Tassel Top Meeting Minutes and Agendas on hand and drafted by Shauna were given and emailed to Sue</li><li>c. Sue posted all Meeting Minutes and Agendas on the town's website</li><li>d. Shauna asked if Tassel Top Meeting Minutes that haven't been approved should be forwarded to Sue to be posted on the website and then updated once approved<ul style="list-style-type: none"><li>1) It was determined that only approved Meeting Minutes would be forwarded to Sue</li></ul></li></ul></li><li>3. Review updated "Tassel Top Park Board By-laws"<ul style="list-style-type: none"><li>a. Shauna reviewed edits made to "Tassel Top Park Board By-laws" that were discussed at the Fall 2018 meeting and additional necessary edits of document</li><li>b. It was suggested that MMA could look at legality of By-laws and review them if needed</li><li>c. Stephen made motion to approve the "Tassel Top Park Board By-laws", Nancy seconded approval, motion was unanimously approved</li></ul></li><li>4. Discussed possibility of adopting a new policy in which a liability waiver would need to be signed by recreation groups entering Tassel Top<ul style="list-style-type: none"><li>a. Sue obtained the waiver that Sebago Lake State Park uses for its groups</li><li>b. Question was asked if all people/groups would sign waiver, Answer: Only recreation groups with upwards of 75 children would need to sign waiver<ul style="list-style-type: none"><li>1) Recreation groups have been great</li><li>2) Space is set aside on far left of beach bordering Phyllis' property so that the group can be contained</li><li>3) Recreation groups do not bring lifeguards and appear to have a ratio of 1 counselor to 5 to 6 children</li><li>4) Recreation groups call and schedule a day that they will be at Tassel Top and then Sue will ask about payment</li><li>5) Question was raised if there is a camp counselor present with recreation groups who has WSI (Water Safety Instructor) certification and that if there is, the certification should be provided</li></ul></li><li>c. Recreation camps that have visited are: Arundel, Cumberland, Windham and Gorham<ul style="list-style-type: none"><li>1) Stephen asked Sue to talk with Gorham Rec and Windham Rec to see if they have a WSI (Water Safety Instructor)</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>2) Sue showed how the waiver could be adapted for Tassel Top</li> <li>d. Stated that MMA could review that the language/verbiage of the liability waiver drafted for Tassel Top is correct</li> <li>e. Sue was asked to send MMA her draft of the liability waiver for Tassel Top</li> <li>f. Sue will ask Windham Rec what their counselor to camper ratio is</li> </ul>
<p><b>e. Head Ranger's Report</b></p>	<ul style="list-style-type: none"> <li>i. Review sale of Tassel Top's mule <ul style="list-style-type: none"> <li>1. New Kawasaki Mule purchased</li> </ul> </li> <li>ii. Review findings of reviewing other town's rules and guidelines regarding minors being dropped off and not having adult supervision <ul style="list-style-type: none"> <li>1. Sue checked with Sebago Lake State Park and their policy is the same as Tassel Top's current policy <ul style="list-style-type: none"> <li>a. Sue made educational material about drop offs and feeding ducks <ul style="list-style-type: none"> <li>1) Phyllis had kids bike in on her property, leave their bikes there, and sneak into Tassel Top in the past seasons</li> <li>2) Sue has found bikes and brought them to the Gate House</li> </ul> </li> </ul> </li> </ul> </li> <li>iii. Review Ranger Sue's "Tassel Top Spring Report 2019" *for more detail, please see Sue's "Tassel Top Spring Report 2019" <ul style="list-style-type: none"> <li>1. Review of Sue's report <ul style="list-style-type: none"> <li>a. Reviewed updates given by Sue on report as to happenings at Tassel Top for the 2019 season</li> <li>b. Marshall will talk with Cathy to see if it's possible to change the format of the expenditures report</li> <li>c. Question asked about spending limits and if guidelines and amounts should be set – not set at this time</li> <li>d. Sue is hoping to have all employees hired before start of season <ul style="list-style-type: none"> <li>1) Tried using Facebook and Indeed for job postings</li> <li>2) Pending one employee, Tassel Top will be fully staffed</li> </ul> </li> <li>e. Sue cross-trains at gate house and snack shack</li> <li>f. Water testing by PWD will continue to occur every Tuesday</li> <li>g. 13 weeks are currently rented for the 2019 season</li> <li>h. Expenses to open Tassel Top's gate for the season run about the same annually</li> <li>i. Sue will have working history filed electronically</li> </ul> </li> </ul> </li> </ul>
<p><b>f. Motions and Agreements Made by the Board</b></p>	<ul style="list-style-type: none"> <li>i. Approval of October 3, 2018 Meeting Minutes: Stephen motioned for October 3, 2018 Meeting Minutes approval, Wendy motioned to approve October 3, 2018 Meeting Minutes, Phyllis seconded motion, motion was passed and Meeting Minutes were unanimously approved</li> <li>ii. Updated "Tassel Top Park Board By-laws": Stephen made motion to approve the "Tassel Top Park Board By-laws", Nancy seconded approval, motion was unanimously approved</li> <li>iii. Sue will obtain quotes for all roofs that would need to have shingles replaced with metal roofing</li> </ul>

<b>g. Calendar</b>	i. Approval of May 21, 2019 Meeting Minutes ii. A meeting will be set in July or earlier about roofing quotes and how to proceed: Update – meeting will take place in August due to slow start of 2019 season
<b>h. Adjournment</b>	i. At 6:32pm Wendy made a motion for adjournment of the May 21, 2019 Tassel Top Board Meeting, Phyllis seconded motion, Stephen recognized that the May 21, 2019 meeting was adjourned