

**Town of Seven Devils
Recreation Commission
Minutes--Regular Session
December 9, 2014**

The Town of Seven Devils Recreation Commission met at 4:00PM in Town Hall on December 9, 2014. Members present were Anne Fontaine, Kay Lambert and Leigh Sasse. Kay Ehlinger, Ed Evans and Ed Beck also attended.

Chair Anne Fontaine distributed copies of the agenda and called the meeting to order.

Kay Lambert made a motion to approve the minutes of November 12, 2014, and Leigh Sasse seconded the motion. It passed.

The Light the Night Christmas party will be held in Town Hall at 5:30 on Friday, December 12. Assignments are as follows:

Hot chocolate—Anne Fontaine

Paper products—Kay Lambert

Apple cider—Martha Stearns

Cookies or cake—Leigh Sasse

Anne Fontaine purchased 3 door prizes for the celebration.

Anne Fontaine and Leigh Sasse will shop for the celebration. Kay Lambert will go early to start setting up. Anne Fontaine, Leigh Sasse and Martha Stearns will meet at Town Hall at 5:00 to finish setting up.

Discussion was continued on the list of topics concerning the grand opening of Otter Falls.

Date and Time

June 5th, 2015 – ribbon cutting at 2:00 at the Otter Falls parking lot. June 12th, 2015 is the backup date.

Guest List

The guest list will include staff from the Parks and Recreation Trust Fund, the Conservation Fund, and government officials. These guests will be sent formal invitations. Local residents will be invited via the town website, a message on the water bill, e-mails, and an announcement on the town's electronic information board.

The members of the Recreation Commission will call and invite donors from a list provided by Ed Evans.

The cost of invitations for dignitaries and special guests was estimated at: \$50 per 40 - 6x9 flat invitations.

We would ask for email RSVP's from everyone.

Ceremony and Dedication

The ceremony will include a speech by Mayor Larry Fontaine and a ribbon cutting. Kay Ehlinger will look into finding or purchasing a big pair of scissors.

Reception

A reception will be held at the Seven Devils Resort Club from 2:30-4:00 p.m. following the ceremony. Finger food and punch will be served.

Transportation and Safety

Parking will be at the Seven Devils Resort Club and across from Town Hall in front of the condos. We are continuing to check on transportation services to move people to and from the Otter Falls parking area. This shuttle service will run from 12:30 to 4:30 p.m., which would allow guests to hike to Otter Falls before or after the ceremony. There will be no guided hikes to the falls, and no rides will be provided to the falls. A small rescue vehicle will be available for emergency use.

Entertainment/Activities

We may have live music at the reception if the budget allows it. The reception will be an open house format.

Budget

Very Tentative Budget

Invitations - \$100

Trailhead and Signage Costs - \$1,450 to \$2,900

Reception/Dedication - \$250

Ribbon Cutting Scissors - \$50

Transportation - \$525 to \$675

Trail Head

Anne Fontaine is going to call Appalachian Sign and ask that they come and speak with us at our next meeting on January 13, 2015. Perhaps they can bring a mock up of a trail head. Anne Fontaine did a slide show with several different types of trailheads and the commission tentatively selected one. There are a few changes we would want to incorporate such as 2 vertical supports and a cedar shake roof. We would also like to see some examples of donor name plates.

Our next meeting will be at 4:00 on January 13, 2015.

Submitted by:

Leigh Sasse, Vice Chair