



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, January 2, 2019- 12:00 PM  
City Hall Conference Room 200A

1/2/2019 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:01 PM

2. ROLL CALL

Krista Larsen (12:07 PM) Department of Public Works; Kevin Dunleavy, Parks and Recreation; Capt. Al Graton, Laconia Police Department; Charlie Roffo, Laconia Fire Department

3. RECORDING SECRETARY

Karen Clark

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planning Director; Karen Clark

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

K. Dunleavy made a motion to accept the minutes of the December 5, 2018 Special Events Technical Review Committee as presented. C. Roffo seconded the motion. All in favor.

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7.1. PL2018-106MC - 208 Lakeside Ave Vendor Spaces (PDF)

R. Mora reviewed the application and noted it is the same as last year with no changes.

No one present had any issues with the application.

A. Graton made a motion to approve Application PL2018-106MC - 208 Lakeside Ave Vendor Spaces as presented; same conditions as prior year. C. Roffo seconded the motion. All in favor.

7.2. PL2018-0109SE Wake The Lake (PDF)

R. Mora provided the committee with a copy of the Notice of Action (NOA) from the Biketemberfest which is a similar event by the same group of people. Wake the Lake is the same footprint as Biketemberfest.

C. St. Clair outlined the event for the committee. Event date is May 10th -12th.

C Roffo noted that the alley was not show on the map as a means of emergency egress. He asked if it was eliminated in error; if so he requested an updated plan showing the alley as egress #4. C. Roffo also asked that the applicant get written permission from the Marketplace to use the staircase as an emergency exit.

A Graton stated that the barriers and signage at the Biketemberfest were not adequate and clear. He also asked if they would close the road earlier. C. St. Clair informed him that they have permission from Council to close the road at 9am. A. Graton also suggested two separate points for entry and exit (instead of combined single point). It would help alleviate some of the issues of keeping an accurate count. A Graton also noted that some alcohol made its way off the grounds; cups and bottles were found outside the event area. Having a single exit point would help with monitoring this.

C St. Clair informed them he is currently working with Liquor Control on the permitting process.

K. Dunleavy made a motion to approve application PL2018-0109SE Wake the Lake with conditions. K. Lawson seconded the motion. All in Favor.

Conditions:

To include all conditions from the Biketemberfest event with the following additions and updates:

- 1) Certificate of Liability by COB May 1, 2019
- 2) Update 7 – May 3, 2019
- 3) Update 14 – May 15, 2019
- 4) Updated TTO for Road Closures starting at 9 AM on Friday and reopen 5PM on Sunday
- 5) Minimum of 2 people at each Entry Control Point counting and ID'ing
- 6) Update Site Plan showing Egress 3 and 4 by May 1, 2019
- 7) Update 12 – 2 Officers during evening and 1 officer during the day
- 8) Number of Fire Fighters/EMT's as required by Laconia Fire Dept.
- 9) Coordinate with DPW and Police for Road Closure Signs and barricades needed
- 10) Porto-pottie contract by May 1, 2019
- 11) Coordinate with Fire Dept. for Assembly and Egress checks prior to start of event
- 12) Permission letter from Owner of Market Place

### 7.3. PL2019-0111SE - Sled Dog Derby (PDF)

Applicant J Hollows outlined the event for the committee. She noted that it is the same as has been approved prior years. J. Hollows provided R. Mora with a copy of the events certificate of insurance. Dumpster and port-a-potty contracts will be supplied. Additionally, approval for use of the state owned property will be provided.

K. Dunleavy informed the committee that the Lakes Region Sled Dog Club has submitted a Use of Facilities request to the Park & Rec. Meeting is scheduled for January 22, 2109 at 7pm at the Laconia Community Center. He noted he has no issues; just a point of information for the committee.

A. Graton inquired about traffic control. J Hollows stated that she is going to coordinate with Department of Public Works (DPW) and the Laconia Police Department to coordinate the logistics. She also noted that they have a flagger.

(K. Lawson arrived; 12:07 PM)

J Hollows noted that they are the same trails as last year; but that the event was canceled due to lack of snow.

K. Dunleavy made a motion to approve Application PL2019-0111SE - Sled Dog Derby with conditions. A Graton seconded the motion. All in favor.

Conditions: Same as prior year with following additions/updates

- 1) Coordinate traffic control/ crossings with both DPW and Laconia Police Department
- 2) Copy of state approval to be provided when received.
- 3) Port-a-Potty and solid waste disposal contracts to be provided by January 15th.

4) Updated site plan showing one vendor

5) Letter of permission from State for land use to Planning Department by February 1, 2019

8. OTHER BUSINESS

A. Graton suggested that , going forward, with any parade event that parking not be allowed on Main St north of Union Ave. He noted that his office received a complaint regarding lack of availability of ADA parking during the Holiday Parade.

9. ADJOURNMENT

At 12:38 PM K. Dunleavy made a motion to adjourn the meeting. A Graton seconded the motion. All in favor.

Meeting adjourned.

Respectfully submitted,

Karen Clark

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the department at (603) 527-1264 at least 72 hours in advance so necessary arrangements can be made.