



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, March 2, 2022 - 12:00 PM  
City Hall in the Armand A. Bolduc City Council Chamber

3/2/2022 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:09 PM

2. ROLL CALL

Present: R. Mora, Assistant Planner; B. Crawford, Water Department; K. Larsen, Department of Public Works; H. Young, Licensing; Deputy C. Roffo, Laconia Fire Department; Joseph Gray, Code Enforcement

Absent: Capt. M. Finogle, Laconia Police Department; A. Lovisek, Parks & Recreation

3. RECORDING SECRETARY

K. Santoro, Zoning Technician

4. STAFF IN ATTENDANCE

R. Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. February 2, 2022 Special Events Technical Review Committee Minutes (PDF)

The minutes of February 2, 2022 were accepted as presented.

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.

6.1. PL2022-0011 Coffee Festival Application (PDF)

Applicants Karen Bassett and Cori Estes outlined the application and updated the Committee on their progress since the February meeting.

One change outlined was that there will not be a beer tent in the City Hall parking lot and in Veterans Square, Local Eatery will be requesting an extension of their liquor license to go out further on their patio area. They will be putting up a tent in this area which will be the "beer tent". C. Roffo noted that if the tent is 400sf or larger that it will require a temporary assembly permit and would need to be up by Friday for inspection.

The applicants discussed the closing of a portion of Beacon St. East. After discussion with the committee it was decided that Beacon St East would remain open to traffic and that the applicant will request the use of the parking spaces on Beacon St. East for the food trucks (similar to how Multicultural Festival has done in the past). The Committee members suggested that the applicants reach out to Captain Finogle at the Laconia Police Department regarding the best barriers, etc to close down the spaces as well as regarding the closure of Canal St. It was also suggested that a volunteer could man the crosswalk on Beacon St. East nearest the parking garage to assist attendees in crossing back and forth between venue locations.

The applicants noted that they have provided an insurance certificate as well as dumpster and portopotty information. C. Estes thanked K. Santoro for her assistance in completing the application and pointing her in the right direction.

The Board discussed the conditions that would be placed on an approval, they would include:

- The event will be held on Friday, May 20, 2022 and Saturday, May 21, 2022.
- No overnight camping or parking is allowed.
- All waste is required to be removed from the site after the event. The applicant will provide trash cans and dumpsters.
- A contract for the porto-potties must be submitted at least two weeks before the event. Locations and numbers will be included.
- A final plan for the event will be submitted two weeks prior to the event.
- A Temporary Traffic Order (TTO) is required from City Council for street and parking lot closures. Type and location of barriers to be determined between applicant and Police Department.
- Applicant will coordinate with Police Department to determine if a police detail will be required.
- Volunteers will be at event to direct/assist attendees moving between locations. Must have crossing guard for crosswalk at Beacon St East crosswalk nearest to food trucks.
- Applicant will reach out to Service Credit Union regarding the closing of the parking lot on Saturday, May 21, 2022.
- A final list of vendors, including food trucks, to be provided to Planning and Licensing Departments two weeks prior to the event.
- Local Eatery to request liquor extension from State of New Hampshire Liquor Commission for the beer tent.
- Any tent structure over 400 sq. ft. and occupied by the public will need to be secured to the ground, either by staking or sufficient concrete blocks. May need assembly permit from Fire Department.
- An entertainment permit and loudspeaker permit will be obtained if necessary.
- The facility use for Rotary Park will be obtained from the Parks Commission.
- Emergency contacts are: Karen Bassett 937-572-7060 and Ben Bullerwell 603-455-8541.
- Insurance Certificate of Liability for event, showing the City of Laconia as Certificate Holder submitted to the City two weeks prior to the event date.
- Applicant will work with Eastern Propane and Fire Department regarding portable propane fire pits.
- There shall be no introduction of fats, oil and/or grease (FOG) into the sanitary sewer system or stormwater system or spread on the ground. No cooking equipment shall be cleaned without proper disposal of cleaning fluids. No cleaning fluids shall be introduced into the sanitary sewer or stormwater systems. The property owner is responsible for the cost to the City to clean the sanitary sewer and/or stormwater systems if any contaminants are introduced into these systems.
- All aspects of this site shall comply with Chapter 195 and Appendix A and Appendix B.
- All temporary structures and signs including but not limited to banners, portable signs, and

changeable copy MUST be removed immediately after the event.

The applicant asked about one of the sponsors, Eastern Propane, putting portable propane fire pits on Canal St during the event. Deputy Roffo noted that they would have to send him the specifications on the fire pits. K. Larsen also noted that they would have to look at them to be sure they won't damage the street.

At 12:40 PM R. Mora opened the public hearing.

At 12:40 PM with no one to speak for or against the application, R. Mora closed the public hearing.

C. Roffo made a motion to approve application PL2022-0011 Coffee Festival with the conditions as outlined by the committee (see above).

H. Young seconded the motion.

All in favor.

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. PL2022-0016 45 Endicott St East 2022 MW Application (PDF)

The Committee reviewed the application. B. Crawford noted that a backflow preventer will have to be installed and inspected.

At 12:43 PM R. Mora opened the public hearing.

At 12:43 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve PL2022-0016 45 Endicott St East 2022 MW Application with the same conditions as last year and the additional condition that a backflow preventer be installed and tested.

R. Mora seconded the motion.

All in favor.

- 7.2. PL2022-0017 54 Lakeside Ave 2022 MW Application (PDF)

The Committee reviewed the application, there are no changes.

At 12:43 PM R. Mora opened the public hearing.

At 12:43 PM with no one to speak for or against the application, R. Mora closed the public hearing.

B. Crawford made a motion to approve PL2022-0017 54 Lakeside Ave 2022 MW application with the same conditions as last year.

H. Young seconded the motion.

All in favor.

7.3. PL2022-0018 Wake The Lake 2022 Application (PDF)

R. Mora made a motion to table applications PL2022-0028 Wake the Lake; PL2022-0019 Biketemberfest; and PL2022-0020 Wicked Weirs to the April 6, 2022 meeting so that applicant can be in attendance to answer questions and that the Police Department has a representative at the meeting.

K. Larsen seconded the motion.

All in favor.

7.4. PL2022-0019 Biketemberfest 2022 Application (PDF)

Continued to April 6, 2022 – See motion above.

7.5. PL2022-0020 Wicked Weirs 2022 Application (PDF)

Continued to April 6, 2022 – See motion above.

7.6. PL2022-0022 1089 Weirs Blvd NASWA 2022 MW Application (PDF)

The Committee reviewed the application. B. Crawford noted that a backflow preventer will have to be installed and inspected.

At 12:45 PM R. Mora opened the public hearing.

At 12:45 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve 7.6. PL2022-0022 1089 Weirs Blvd NASWA 2022 MW Application with the same conditions as last year and the additional condition that a backflow preventer be installed and tested.

C. Roffo seconded the motion.

All in favor.

7.7. PL2022-0023 12 Foster Ave 2022 MW Application (PDF)

The Committee reviewed the application. It was noted that the plan indicates there are bathrooms in the

barn. B. Crawford said that they no longer have those fixtures listed and that they will have to confirm they are still there.

At 12:47 PM R. Mora opened the public hearing.

At 12:47 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve PL2022-0023 12 Foster Ave 2022 MW Application with the same conditions as last year and that the barn bathroom fixtures are confirmed.

H. Young seconded the motion.

All in favor.

7.8. PL2022-0024 104 Endicott St East 2022 MW Application (PDF)

The Committee reviewed the application. There are no changes from last year. B. Crawford noted that a backflow preventer needs to be installed and tested.

At 12:49 PM R. Mora opened the public hearing.

At 12:49 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve PL2022-0024 104 Endicott St. East 2022 MW Application with the same conditions as last year and the additional condition that a backflow preventer be installed and tested.

R. Mora seconded the motion.

All in favor.

8. OTHER BUSINESS

9. ADJOURNMENT

R. Mora made a motion to adjourn the meeting at 12:49 PM

C. Roffo seconded the motion.

All in favor.