



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

2/2/2022 - Minutes

1. CALL TO ORDER

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

2. ROLL CALL

Present: Capt. M. Finogle, Laconia Police Department; R. Mora, Assistant Planner; B. Crawford, Water Department; K. Larsen, Department of Public Works; H. Young, Licensing; Deputy C. Roffo, Laconia Fire Department; A. Lovisek, Parks & Recreation (via ZOOM)

3. RECORDING SECRETARY

K. Santoro, Zoning Technician

4. STAFF IN ATTENDANCE

R. Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

The minutes of January 5 2022 were accepted as presented.

5.1. January 5 2022 Special Events Committee Minutes (PDF)

6. 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.

6.1. PL2022-0001 1207 Weirs Blvd MC Week Parking (PDF)

The application is the same as prior years. The applicant is hoping to get vendors but has been unsuccessful the past few years.

Licensing requests a list of vendors prior to Motorcycle Week; FOG conditions to be added to the NOA; backflow preventer to be tested.

At 12:52 PM R. Mora opened the public hearing.

At 12:52 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2022-0001 1207 Weirs Blvd MC Week Parking to include Best Management Practices; FOG language and backflow preventer testing.

H. Young seconded the motion.

All in favor.

6.2. PL2022-0004 2022 Sled Dog Championships (PDF)

Jennifer Hollows outlined the application. She informed the committee that it is back at the State property this year. It was noted that the police department will be providing three electronic message boards to inform motorists on Parade Rd and Meredith Center Rd of the event. Copies of dumpster contract; portopotty contract and a Certificate of Liability have been provided to the Planning Office.

At 12:13 PM R. Mora opened the public hearing.

At 12:13 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve application PL2022-0004 Sled Dog Championships with the same conditions as prior years and the addition of the message boards to be provided by the police department.

B. Crawford seconded the motion.

All in favor.

6.3. PL2022-0005 Lakeside Craft Show (PDF)

Joyce Endee outlined the proposed craft show at 70 Endicott St North and the adjacent lot. She informed the board that she has been coordinating craft shows for over 30 years and she is looking forward to having one in the Weirs. She noted that since she submitted the plan she has added a second entrance/exit point to be utilized if the upper entrance/exit point gets backed up. She also noted that she has made arrangements with the property owner for use of the dumpster and she has her own security person on site for the weekend. Joyce Endee also noted that the owner of the property hopes to have the restaurant open by summer.

C. Roffo asked if the chainsaw art person would be doing demonstrations. J. Endee noted that the artist typically does a demonstration and that there is a safety perimeter set up around her to keep the audience a safe distance away.

It was noted that any food vendors will need to be inspected and to have the appropriate number of trash barrels. FOG language will be added as a condition of approval.

At 12:21 PM R. Mora opened the public hearing.

At 12:21 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2022-0005 Lakeside Craft Show with the conditions outlined and standard Chapter 195 A&B.

M. Finogle seconded the motion.

All in favor.

6.4. PL2022-0007 Endicott Rock Park MW Parking Application (PDF)

R. Ames outlined his application to the Board. It is the same as prior years.

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.

H. Young made a motion to approve application PL2022-0007 Endicott Rock Park MW Parking with the same conditions as prior years and to include any State of NH Best Management Practices (COVID) recommendations.

B. Crawford seconded the motion.

All in favor.

6.5. PL2022-0008 240-260 Lakeside Ave MW Vendors Application (PDF)

R. Ames outlined the application, it is essentially the same, there is one minor adjustment with vendor #3, they have space on both sides of the aisle.

H. Young asked that he provide a list of vendors prior to Motorcycle Week, it worked well last year and made it easier for everyone involved. B. Crawford noted that the backflow preventers will need to be tested.

At 12:46 PM R. Mora opened the public hearing.

At 12:46 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2022-0008 240-260 Lakeside Ave with the same conditions as last year, to include Best Management Practices and the backflow preventer testing.

M. Finogle seconded the motion.

All in favor.

6.6. PL2022-0009 88-132 Lakeside Ave MW Vendor Application (PDF)

R. Ames outlined the application, he noted that Vendor 11 is split into 11A and 11B to provide separation and improve the flow for the vendor. K. Larsen asked if there is ADA access to the 11B location, R. Ames confirmed there is access from the backside.

H. Young noted that there is a proposed increase to the vendor fees but it will include all day Friday (not just half day).

At 12:46 PM R. Mora opened the public hearing.

At 12:46 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve application PL2022-0009 88-132 Lakeside Ave with the same conditions as prior years and to include Best Management Practices; FOG condition and backflow preventer testing.

C. Roffo seconded the motion.

All in favor.

6.7. PL2022-0011 New England Coffee Festival Application (PDF)

Karen Bassett outlined the festival to the Committee. The festival is scheduled for May 20<sup>th</sup> -21<sup>st</sup>. The festival will offer opportunities for networking; seminars and workshops as well as an art show; live music and coffee sampling. She noted some events are ticketed. The Belknap Mill is hosting a ticketed vendor event as well as the Colonial Theatre is hosting a ticketed event. There is an Arts Walk scheduled at the Mill and they are working on coordinating food trucks. Additionally they are trying to incorporate the WOW trail and the train station building.

K. Bassett stated that they are proposing to close Canal St from Friday afternoon/evening until Saturday evening to accommodate vendors and a food trailer. She stated that they are expecting a big turnout for the event.

R. Mora asked if they have reached out to the businesses on Canal Street. It was also noted that two beer tents/beer gardens are proposed; they will need the required double fencing; someone to check IDs, etc.

Trash removal and a dumpster possibly in the City lot between the City Hall and the Mill were discussed. Portopotties and where they should be located was discussed. It was noted that the plan is a work in progress; the event is coming together.

C. Roffo suggested that they come back with an updated plan, have a better idea of the location of the beer tents. He also asked if they had talked to the CAKE, they may be having a show or choose to do an event to participate in the festival.

The applicants will work with the Planning Department to update their plan as the event develops and return to the March meeting of the Special Events Committee.

R. Mora made a motion to continue application PL2022-0011 New England Coffee Festival to the March 2, 2022 Special Events meeting.

K. Larsen seconded the motion.

All in favor.

7. OTHER BUSINESS

8. ADJOURNMENT

R. Mora made a motion to adjourn the meeting at 12:52

K. Larsen seconded the motion.

All in favor.