



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, August 7, 2019 - 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

8/7/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:11 pm by R. Mora

2. ROLL CALL

Members present: Capt. Graton, Laconia Police Department; Lt. Michael Finogle, Laconia Police Department; Deputy Chief Roffo, Laconia Fire Department; Amy Lovisek, Parks & Recreation; Krista Larsen, DPW; Hilary Young, Licensing Department.

Members Absent: Chief Beattie, Laconia Fire Department; Ben Crawford, Water Department

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. June 5, 2019 Special Events Technical Review Committee Minutes (PDF)

Minutes of June 5, 2019 were reviewed by the committee and accepted as presented

5.2. July 10, 2019 Special Events Technical Review Committee Special Meeting Minutes (PDF)

Minutes of July 10, 2019 were reviewed by the committee and 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. PL2019-0051SE Downtown Laconia Pumpkin Festival (PDF)

Karmen Gifford, Lakes Region Chamber of Commerce, contacted the office, there is no new information at this time. It was noted that she is meeting with fire and police departments to coordinate for the event.

The application was continued to the September 4, 2019 meeting of the Special Events Technical Review Committee.

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. PL2019-0097 264 Lakeside Ave Biketemberfest (PDF)

The committee briefly discussed the application. Designated entrance/exit areas were suggested by the police department; updated contracts need to be submitted for porto-potties; waste and insurance.

The application was continued to the September 4, 2019 meeting of the Special Events Technical Review Committee.

7.2. PL2019-0100MC 691 Endicott St N Motorcycle Week Temporary Parking (PDF)

(Application was moved to the end of the agenda)

The public hearing opened at 12:36 pm

With no one to speak for or against the application the public hearing closed at 12:37 pm.

A. Graton made a motion to approve the application with the same conditions as prior event.

H. Young seconded the motion.

All in favor.

7.3. PL2019-0101SE 928 White Oaks Rd Prescott Farm Harvest Festival (PDF)

Phoebe Vanscoy-Gessler, Prescott Farm, outlined the event for the commission. She stated that it is a free community event, they currently have one food vendor with hot dogs/hamburgers; they have invited ice cream vendor; they have family oriented events such as face painting; tug of war, etc.

The public hearing opened at 12:17 pm

With no one to speak for or against the application the public hearing closed at 12:17 pm.

K. Larsen made a motion to approve application PL2019-0101SE 928 White Oaks Rd Prescott Farm Harvest Festival.

A. Graton seconded the motion.

All in favor.

7.4. PL2019-0102SE, 334 Elm Street, BC Dems Summer Picnic At Leavitt Park (PDF)

The applicants, Lynn Thomas & Catharine Farkas, outlined the event for the Committee. In prior years, the event has been smaller but with presidential candidates attending, they are expecting a much larger turnout. They reviewed the map of the event, including the location of the tents, food vendors, porto-potties, etc. They also noted that they have hired a police officer for the event.

The public hearing opened at 12:32 pm

With no one to speak for or against the application the public hearing closed at 12:32 pm.

K. Larsen made a motion to approve with conditions application PL2019-0102SE, 334 Elm Street, BC Dems Summer Picnic At Leavitt Park

A. Lovisek seconded the motion.

All in favor.

Conditions:

- Adhere to Chapter 195.7 Minimum Design Standards
- Tents to be inspected on Friday afternoon by Fire Department
- Coordinate with Parks & Recreation regarding tent location
- Coordinate with DPW for trash/recycling containers
- Temporary Traffic Order is required. (Note: TTO granted by Council)
- Coordinate with police regarding officer detail (request form has been completed).

7.5. PL2019-0104SE; 600 Main Street Parking Lot; Good Old Fashioned Street Dance (PDF)

Application withdrawn by applicant.

8. OTHER BUSINESS

R. Mora informed the committee that Chapter 195 is being reviewed and language re-written. Once a draft is available it will be forwarded to the committee for its review and comments.

9. ADJOURNMENT

K. Larsen made a motion to adjourn the meeting at 12:41 PM

A. Graton seconded the motion.

All in favor. Meeting adjourned.

Respectfully submitted,

Karen Santoro  
Zoning Technician