



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, September 4, 2019 - 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

9/4/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:12 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; Chief Kirk Beattie, Laconia Fire Department; Amy Lovisek, Parks & Recreation; Krista Larsen, DPW; Hilary Young, Licensing Department.  
Members Absent: 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. August 7 2019 Special Events Technical Review Committee Meeting Minutes (PDF)

Minutes of August 7, 2019 were reviewed by the committee and accepted as presented

5.2. August 23 2019 Special Meeting Of Special Events Technical Review Committee Minutes (PDF)

Minutes of August 23, 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, President of Lakes Region Chamber updated the committee on the event including an overview of the logistics, vendors, and the festival attractions/activities.

She noted that Miller Amusements is returning and that when they determine whether they will use Main St or Pleasant St will determine the majority of the final site plan layout.

She noted that one new event at Pumpkinfest is Gunstock hosting an Outdoor Adventure Expo in the Hector's Fine Food and Spirits parking lot. Karmen Gifford also noted that they have received approval from Parks and Recreation for the 5K and 10K races.

The public hearing opened at 12:28 pm

With no one to speak for or against the application the public hearing closed at 12:29 pm

A. Graton made a motion to continue application PL2019-0051SE Downtown Laconia Pumpkin Festival

to the October 2nd meeting of the Special Events Technical Review Committee.

C. Roffo seconded the motion.

All in favor.

6.2. PL2019-0097SE 264 Lakeside Ave Biketemberfest (PDF)

Applicant's representative Charlie St. Clair made a brief presentation to the committee. He stated that the footprint and setup is the same as last year.

It was noted that the police detail (1 during day/2 at night) would remain the same as last year. It was requested by the police department that there be a designated entrance and exit (not combination) and that they be separated to allow for an accurate count of people coming in and going out and to ensure that those leaving do not carry alcohol with them.

A. Graton also requested that the list of color codes for the cups be provided to the police department. It was noted that currently it is The Big House; Tower Hill; Gringo; Compass Café and Surfside who will be serving alcohol.

The Board reviewed the conditions of the approval from the 2018 Biketemberfest. The conditions, with updated dates were agreed upon and the addition of a condition requiring separate entrance and exit was added.

The public hearing opened at 12:42 pm

With no one to speak for or against the application the public hearing closed at 12:43 pm

A. Graton made a motion to approve application PL2019-0097SE 264 Lakeside Ave Biketemberfest with the same conditions as last year, and the addition of the separate entrance/exit point.

A. Lovisek 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. PL2019-0118SE Easter Seals Red White And Brew Festival (PDF)

Christine Pederson of Easter Seals briefly explained the event. She noted that this is the fourth year for the event, the major change this year is that there will be one large tent instead of a grouping of small individual tents. She also explained that it is a ticketed tasting event, no sales, and will be operating under a one day liquor license.

The public hearing opened at 12:45 pm

With no one to speak for or against the application the public hearing closed at 12:45 pm

H. Young made a motion to approve application PL2019-0118SE Easter Seals Red White and Brew Festival with the same conditions as prior years.

K. Larsen seconded the motion.

All in favor.

7.1.1. PL2019-0118SE 579 Endicott St N -Red White And Brew Festival Map (PDF)

8. OTHER BUSINESS

R. Mora informed the committee that Chapter 195 is being reviewed and is in the process of being rewritten to help clean up the language and make the process less complicated for applicants. A draft copy with markups was given to the committee members to review and comment on.

9. ADJOURNMENT

A. Graton made a motion to adjourn the meeting at 12:51 PM

C. Roffo seconded the motion.  
All in favor. Meeting adjourned.

Respectfully submitted,

Karen Santoro  
Zoning Technician

DRAFT