



City of Laconia
Special Events Technical Review Committee
MONDAY September 16, 2019 - 2:00 PM
City Hall in the Armand A. Bolduc Council Chamber

9/16/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 2:00 pm by R. Mora

2. ROLL CALL

Members present: Chief Matt Canfield, Laconia Police Department; Capt. Michael Finogle, Laconia Police Department; Capt. Al Graton, Laconia Police Department; Chief Kirk Beattie, Laconia Fire Department; Deputy Chief Roffo, Laconia Fire Department; Amy Lovisek, Parks & Recreation; Krista Larsen, DPW; Ben Crawford, Water Department; Hilary Young, Licensing Department

Also present: Dean Trefethen, Planning Director; Ashley Ruprecht, Conservation Technician

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. OTHER BUSINESS

5.1. PL2019-0114SE Union Avenue Block Party Update (PDF)

Applicant's representative Wendy Osborne explained that the team has moved the event from Union Avenue to the parking lot of O's Steak and Seafood/Lake Opechee Inn.

Chief Canfield and Chief Beattie both expressed concern over the last minute venue change for being able to plan the appropriate details to keep the participants and the general public safe.

C. Roffo informed the applicant that if the vendors, porto-potties etc were all moved to the O's location that the occupancy would decrease from 15,000 to approx. 8000 or so. Once he has a final map he can calculate an occupancy.

It was asked how the volunteers would keep the road to the inn clear for patrons as the inn is open for business. The applicant's representative, Wendy Osborne, stated that the volunteers will have a list of patrons and will keep the road clear for their vehicles.

R. Mora outline what needs to be provided to the committee:

- a forecast of number of attendees
- a complete site plan with a complete event summary including a timeline of all events (inclusive of setup/breakdown) ,
- locations of parking, shuttle routes; number of shuttles;
- contracts for porto-potties, trash (if applicable), shuttle buses;
- a list of all private properties being used including permission letters (or emails) from all property owners being utilized for event;
- List of vendors

It was suggested that the meeting be continued to Tuesday, September 17, 2019 at 2PM to allow the applicant time to gather the required materials and be prepared to present them to the committee

R. Mora made a motion to continue the meeting to Tuesday, September 17, 2019 at 2pm.

C. Roffo seconded the motion.

All in favor.

6. ADJOURNMENT

The meeting adjourned at 2:45

Respectfully submitted,

Karen Santoro
Zoning Technician

DRAFT