



City of Laconia
Continued Meeting of the
Special Events Technical Review Committee
Tuesday, September 17, 2019 - 2:00 PM
City Hall in the Armand A. Bolduc Council Chamber

9/17/2019 - 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; Wes Andersen, DPW Director; Hilary Young, Licensing Department

Members absent: Ben Crawford, Water Department

Also present: Scott Myers, City Manager; Dean Trefethen, Planning Director; Ashley Ruprecht, Conservation Technician; Krista Larsen, DPW

Public Present: Wendy Osborne (applicant's representative); Michelle Dupont, Opechee Inn & Spa/O's Restaurant; Melissa Graton, Opechee Inn & Spa/O's Restaurant

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. OTHER BUSINESS

5.1 PL2019-0114SE Union Avenue Block Party

As the meeting started, members were provided a packet which included maps, a contract for porto-potties and an agreement letter for the shuttle buses.

Applicant's representative Wendy Osborne and Michelle Dupont explained that the team has moved the event from Union Avenue to the parking lot of O's Steak and Seafood/Lake Opechee Inn. They provided a map of the area showing the shuttle route and parking areas as well as a map of the site with vendors, porto-potties, stage, volunteers, barricades, etc. outlined. Wendy Osborne indicated that it is their intent to not close Union Avenue to traffic.

W. Osborne indicated that volunteers will be stationed at the entrance to the parking lot, they will have a list of guests and patrons of the inn and the spa. They will be allowed onto the site to utilize parking reserved for them.

C. Roffo asked if the grassy area was going to be utilized. He also asked if the back gate to Moulton St is going to be open. If it is closed he requested it not be secured to allow access by emergency responders.

It was requested that two volunteers be stationed on each side of Union Ave to assist with the people that will be crossing Union Ave to access the event and the store.

The location of the porto-potties will be on the dirt area to the right of the driveway. W. Osborne spoke with the contact person for the construction laydown area and he will make sure the piles of dirt are out of the way so that the porto-potties can be placed. W. Osborne noted that there are 18 regular porto-potties; 2 ADA Accessible Porto-potties and 4 wash stations; these are going to be serviced every three hours.

K. Beattie asked about the projected number of people. W. Osborne again stated that they are unsure of the numbers that will show up. He asked if the number of porto-potties is appropriate. She stated that the company told her that 20 porto-potties serviced every three hours can handle 10,000 people.

C. Roffo stated that he has not yet inspected the store to calculate occupancy. Once that is established, it will be required that the volunteers at the door clicker count patrons going in and going out so as not to exceed the occupancy.

Chief Canfield asked about putting portable lights at the entrance to the Parade Road parking area, and within the parking area (field) as it will be dark when people are returning to their cars. W. Anderson also noted that lights should be put up a light the railroad/Elm St crosswalk and at the crossing to the store (near top of granite stairs) as the street lights do not adequately illuminate people crossing the street.

C. Roffo requested that barriers be put in place behind the porto-potties to keep people out of the construction area during fireworks event.

Temporary "No Parking" on shuttle route and side routes adjacent to the event area and Union Ave were discussed to prevent blockage of roads and shuttle buses.

K. Beattie requested permission to tie a fireboat up at ramp near O's parking lot. M. Dupont suggested they can tie off to the light post.

W. Osborne stated that the vendors would start setting up at 7am to be ready to open at 10am. They will not be setting up stage day before to prevent any tampering/damage overnight.

DPW will provide 20 trash cans that will be dropped off Friday and placed in a central location on O's lot to be distributed by volunteers. It was requested that at end of event, after being emptied, that the trash cans be turned upside down.

W. Osborne outlined the projected timeline of events:

7am setup

9am – 11am VIP Event

11am – 9pm Grand Opening Event

Starting at noon five other bands will perform throughout day

Live radio broadcast

Approx 7:30 Recycled Percussion will perform

Fireworks immediately after performance

R. Mora reiterated the Notice of Action requirement of "No Overnight Camping"

It was suggested that due to the forecasted warm weather that hydration/water stations be setup.

Escrow funds were discussed. The amount due to the City by close of business is \$27,478.60 Due to the many changes to the event, the escrow estimate from Police was not received until September 17th. The committee agreed to extend the date due by one day to September 18, 2019 at close of business (4pm).

The applicant was reminded that the Certificate of Occupancy has not been issued. They noted that it is being circulated.

W. Andersen made a motion to amend the approval of August 23, 2019 to reflect the following:

Additional Conditions:

- Event to be held at 62 Doris Ray Court (Opechee Inn & Spa/O's Steak & Seafood)
- Event staff will be identifiable by neon colored "Event Staff" t-shirts

- Temporary "No Parking" on side streets for shuttle route
- Gate at Moulton Street to be closed but not secured (for emergency response use only)
- Fire Department will recalculate occupancy based on new event site. (Occupancy: 7800 per FD 9/17/19)
- Two persons at store to clicker count people (one in/one out)
- Portable lights to be provided at:
 - 2075 Parade Road parking lot entrance
 - Interior of 2075 Parade Road parking lot
 - At crosswalk near intersection of railroad tracks and Elm St
 - At pedestrian crossing on Union St (near granite steps)
- Permission letter for parking at Robins Auto Parts to be provided by close of business (4pm) September 18, 2019 – if not received, parking not to be utilized for event.
- Escrow funds in the amount of \$27,478.60 to be received by close of business September 18, 2019

C Roffo seconded the motion.
All in favor.

6. ADJOURNMENT

A. Lovisek made a motion to adjourn the meeting.
A. Graton seconded the motion.
The meeting adjourned at 3:09PM

Respectfully submitted,

Karen Santoro
Zoning Technician