



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, October 3, 2018 - 12:00 PM  
City Hall Conference Room 200A

10/3/2018 - Minutes

1. CALL TO ORDER

B. Loughlin: Calls the meeting to order at 12:05 PM

2. ROLL CALL

B. Loughlin: Conducts roll call with the following present: Kevin Dunleavy, Shannon Greenwood, Kirk Beattie, Al Graton, Charlie Roffo, Wes Anderson, Brandee Loughlin

3. RECORDING SECRETARY

Robert Mora

4. STAFF IN ATTENDANCE

None

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

B. Loughlin: Asked if every one had a chance to review the minutes and if any changes were requested?

No one requested any changes to the minutes.

B. Loughlin: States that the minutes will be considered accepted since no changes were requested of them.

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. PL2018-0083SE - Pumpkin Festival (PDF)

Applicant: Karmen Gifford: Goes over final plans of Pumpkin Festival. Also details when the Beer Garden will be open from Friday 4-11PM and Saturday Noon - 11PM.

Board and Applicant discuss the details of the application and what will be placed on the Notice Of Action. Also what times vendors will be setting up and when the road closures for the downtown area need to put in place.

B. Loughlin: Opens the application to the Public at 12:23 PM

No one from the Public wished to speak for or against the application

B. Loughlin: Recommends the following conditions.

1. All vendors shall comply with City of Laconia vendor code requirements including Appendix A & B. Applicant shall supply food vendors with power and water according to Laconia Health and Safety Codes.
2. All vending sites, including food vendors, and especially trailers, shall be on level ground. Where sites are located along sloping ground, the site or trailer must be provided with blocking or shoring cables in order to support the weight of the unit.

3. There shall be no introduction of fats, oil, and/or grease (FOG) into the sanitary sewer system or stormwater system or spread on the ground. No cooking equipment shall be cleaned without proper disposal of cleaning fluids. No cleaning fluids shall be introduced into the sanitary sewer or stormwater systems.
4. Cord type shall be no less than 15 amp, 125V, UL listed, heavy duty outdoor use.
5. In the event that the length of cord required exceeds the standard length (25', 50', 100') the next longest length cord shall be utilized. Only single cords shall be allowed; no coupling of cords will be allowed.
6. Multi-plus adapters or power strips are not to be used at the end of any cord to power multiple electronic devices.
7. Emergency Contact person is listed as Karmen Gifford, 455-9609.
8. An updated map/plan of the overall layout of the festival will be submitted to the Planning Dept. by October 9.
9. The vendor spreadsheet and location assignments need to be submitted to the Planning Dept. by October 9.
10. The location of all propane locations need to be submitted to the Planning Dept. by October 9.
11. Fire Proof Certifications for all tents needs to be provided to the Fire Department at time of inspection.
12. The Inflatable Obstacle that will be located in front of FitFocus needs to be inspected by the Fire Department prior to the event please coordinate with Charlie Roffo at LFD.
13. Electrical Inspections need to be done by the electrical inspector on Friday and Saturday before the event. Please contact the Code Enforcement Office at 527-1293.
14. Clean up of the pumpkins is done the last night of the event.
15. Dismantling of the tower is done the last night of the event.
16. Burrito Me and the Local are included in the event foot print and must coordinate with the Chamber with Vendors.
17. Vendor entrance will be open from Noon to 2:30 PM to allow vendors to set up prior to event start.

A. Graton: Motions to approve.

B. Loughlin: Seconds motion and recommends that it be approved with all of the conditions as stated above.

All voted in favor 8-0.

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. PL2018-0095SE - Laconia Holiday Parade And Tree Lighting (PDF)

Tara Shore: States what celebrate Laconia would like to do for the Tree Lighting and Holiday Parade.

Board Discusses applications and that it is very similar to last years event.

B. Loughlin: Opens the application to the public at 12:33 PM

No one from the public wished to speak.

B. Loughlin: Closes the application to the public.

B. Loughlin: Recommends that if the board decides to approve the application that they approve it with the same conditions as last year.

1. The event is to take place on November 25, 2018 from 2:30 PM until approximately 5:30 PM.
2. No overnight camping or parking allowed.
3. Any solid waste and recycling is required to be stored properly in trash containers and removed from the site promptly after the event.
4. The parade will follow the assigned route presented to the City
5. A temporary traffic order is to be obtained from City Council
6. Emergency contact personnel is Tara Shore at 603-524-8813.
7. All proper permits must be presented to the committee in the future.
8. All temporary structures and signs must be removed immediately after the event
9. Applicant must coordinate with the Laconia Police Department
10. Insurance must be obtained and a copy provided to the Planning Department
11. Participants are required to follow all State statues for Floats

12. Tree Lighting in Veterans Square needs to be coordinated with Kevin Dunleavy from the Parks Dept.
13. Any changes to plan to include the addition of vendors must be submitted to the Planning Department by October 19 for an amendment to this approval at the Special Events Review Meeting on November 7.

S. Greenwood: Motions to approve the application with the above stated conditions.

K. Dunleavy: Seconds motion.

All voted in favor 8-0 to approve the application.

## 8. OTHER BUSINESS

Wes Anderson: Discusses some changes that he thinks should be made next year with Motorcycle week. To include changes to TTO and how vendors need to stay out of lanes of traffic.

Board Discusses how to help make it easier to enforce where vendors need to be located so that they can stay out of travel lanes and out of pedestrian travel areas. Also discuss options such as shutting down Tower Street and parking for the Mount during Motorcycle Week.

## 9. ADJOURNMENT

K. Dunleavy: Motions to adjourn.

A. Graton: Seconds motion.

All voted in favor 8-0 to adjourn at 12:50 PM.

Minutes respectfully submitted by:

Robert Mora, Zoning Technician

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