



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, November 6, 2019 - 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

11/6/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:10 pm by R. Mora

2. ROLL CALL

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

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. October 2, 2019 Special Events Technical Review Committee Minutes (PDF)

The Committee reviewed the minutes from the October 2, 2019; Special Events Technical Review Committee meetings and they were 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.

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. PL2019-0130SE Rotary Park And Stewart Park Celebrate Laconia (PDF)

The two applications are concurrent events, applicant Beth Sansoucie outlined the parade route and the Celebrate Laconia Festival to be held before and after the Holiday Parade. It was noted that the Temporary Traffic Order (TTO) is being reviewed by City Council at its November 12th meeting. The request for the waiver of fees will also be determined at the Council meeting on November 12th.

The committee requested a list of vendors for the event, applicant Beth Sansoucie confirmed that there will not be a beer garden at the event. The topics of porta-johns, trash removal and the insurance binder were briefly discussed.

The applicant also noted that two Mi-Box containers will be at the festival site for the week of November 26th – December 3rd for holiday toy collection during the event. The request for use of two parking

spaces will be added to the Temporary Traffic Order.

R. Mora opened the public hearing for application PL2019-0130SE Rotary Park And Stewart Park Celebrate Laconia at 12:22 pm  
With no one to speak for or against the application the public hearing closed at 12:22 pm

K. Larsen made a motion to approve Application PL2019-0130SE Rotary Park and Stewart Park Celebrate Laconia with conditions.

A. Lovisek seconded the motion.

Conditions:

Add Event time of 1-6pm

Fee waiver to be requested at 11/12/19 City Council Meeting

Temporary Traffic Order to be requested at 11/12/19 City Council Meeting

Trash removal to be coordinated with Parks & Recreation

Vendor list to be provided to Planning Office by 11/22/19

Porta-john contract to be provided to Planning Office by 11/22/19

Copy of insurance certificate to be provided to Planning Office by 11/22/19

All in favor.

7.2. PL2019-0131SE Holiday Parade-Celebrate Laconia (PDF)

R. Mora opened the public hearing for application PL2019-0131SE Holiday Parade - Celebrate Laconia at 12:26 pm

With no one to speak for or against the application the public hearing closed at 12:26 pm

A. Lovisek made a motion to approve Application PL2019-0131SE Holiday Parade - Celebrate Laconia Celebrate Laconia with the same conditions as last year.

M. Finogle seconded the motion.

All in favor.

8. OTHER BUSINESS

8.1. Post Event Review (PDF)

The Committee reviewed and discussed a list of comments/concerns/considerations provided by DPW, Police Department and Fire Departments concerning the 2019 Pumpkinfest.

The Committee also reviewed a complaint by a local business owner regarding the September Chaos & Kindness Grand Opening Event.

9. ADJOURNMENT

At 12:56 PM K. Beattie made a motion to adjourn the meeting.

M. Finogle seconded the motion.

All in favor.

Respectfully Submitted,  
K. Santoro