



**CITY OF LACONIA
SPECIAL EVENTS/LICENSING
NOTICE OF PUBLIC HEARING
OCTOBER 7, 2015 12 NOON
CONFERENCE ROOM 200A
APPROVED MEETING OF 11/4/15**

Jim Rogato called the meeting to order at noon.

Roll Call by Recording Secretary, Kristine Snow:

Licensing: Jim Rogato, **Present**; Ken Erickson, **Present**; Matt Canfield, **Present**

Special Events: Shanna Saunders, **Present**; Kevin Dunleavy, **No Response**; Seth Nuttleman, **No Response**; Bernie Swan, **Present**; Hilary Young, **Present**; Charlie Roffo, **Present**; Matt Canfield, **Present**; Cliff Jones, **Present** (entered late)

Absent, Special Events: K. Dunleavy, Parks; S. Nuttleman, Water

Licensing: Jim Rogato, **Chair**; Ken Erickson, **LFD**; Matt Canfield, **LPD**

Licensing Review:

TAXI DRIVER'S

- 1) Craig's Taxi: Kimberly Gentile: M. Canfield said he has no issues with the application.
Motion: M. Canfield moved to approve with K. Erickson seconding. All voted in favor, 3-0.

Licensing Regular:

Licensing New Business: H. Young said that Making Strides applied for an outdoor loudspeaker per for October 25th. K. Erickson moved to approve with the second by M. Canfield; all voted in favor, 3-0.

Christmas Island Steakhouse applied for an entertainment license form October – June for both upstairs and downstairs. C. Roffo said that they had not requested any approval for downstairs. Attendance is based on 100 occupancy.

Motion: K. Erickson moved to approve the upstairs with the downstairs being contingent upon inspection and approval by Fire. M. Canfield seconded and all voted in favor of approval, 3-0.

Licensing Old Business: None

Licensing Minutes: The minutes for the meeting of September 2, 2015 were accepted as written. K. Erickson moved to approve with M. Canfield seconding. All voted in favor of approval, 3-0.

Licensing Adjournment: K. Erickson moved to adjourn the Licensing portion of the meeting. M. Canfield seconded and all voted in favor, 3-0.

S. Saunders called the Special Events portion of the meeting to order at 12:15.

Special Events:

- 1) **Application # 2015-0115, Downtown**

New: Candlelight Stroll

Applicant: Jeanne Compton appeared and said this would be held on December 10, which is a Thursday evening, from 4 – 7 pm. They will have carolers, businesses will be open. They will have horse and buggy rides, with fire pits located in the parking lots.

J. Compton said the basics are here but details will probably change some as they are still putting this all together.

S. Saunders asked about the bonfires and fire pits. J. Compton said she had talked with Chief Erickson on this. There will be a large one located in City Hall parking lot with another in the new water retention area. People will man those and instructions from Fire on how to safely build these were given. K. Erickson said he met with her and gave her instructions on how to put down a base to protect the lots. These are fire rings, and there will be sand in the large one.

S. Saunders asked if she will need City Council approval and if Scott Myers should sign the application. Kristine Snow said S. Myers has signed the application.

The emergency contact is Jeanne Compton at 393-6451. There will be no loudspeaker as they are just having carolers. S. Saunders asked about vendors and J. Compton said she hopes to have kids from various schools so they can raise money for organizations.

Public: John Moriarity inquired on who is the entity putting this on and J. Compton said it is done through the Historical Society.

Motion: M. Canfield moved to approve with B. Swan seconding. All voted in favor, 5-0.

S. Saunders said she will discuss with Nancy Brown regarding use of city property for the bonfires and fire pits.

2) **Application # 2015-0116, Belknap Mill**

New: Haunted House

Tony Brown appeared and said he is with the construction crew, along with Caroline Rolfe, who stated she is on the board at The Belknap Mill. T. Brown said that Fire looked at the proposal. The elevator will be used for emergencies only. They enter through the front steps, and go up to the third floor, following through to the back door, for exit purposes. When going right at the entrance, there is a maze area through various rooms in back. The evacuation plan will be submitted after construction. They will have means of egress in case of issues.

S. Saunders asked if they will have a sound system and was told this is all internal; there will be nothing piped out.

C. Roffo said he met with Russ Davis and walked the proposed route. They have talked about having a person at light and sound controls so they can shut down the sound and turn on lights if needed. They will be using a fire retardant plastic. He has the specs on that. They are providing intermediate slip points, marked with exit signage so people can actually get out if they want or need to. They are using two animatronics, which will plug into wall outlets. They are scheduled for inspection on the Thursday before the event, and he will issue the temporary CO after that.

There will be entrance signage with warnings indicating strobes are being used. T. Brown said they asked to do this on Friday night as well. K. Erickson said this is a lot of work for such a short time and asked about doing it longer. T. Brown said they need time for set up and inspection so they feel they can only do the Friday and Saturday.

S. Saunders asked if they will be charging a fee and C. Rolfe said it will be \$5.00 entrance fee. She was asked if they will be preselling tickets and was told no, at the door and cash only. S. Saunders asked if they will have any security for that and C. Rolfe said not at this point.

S. Saunders asked if they had thought about how they will deal with this if they have 100 people queuing at once and C. Rolfe said that R. Davis has experience with that. T. Brown said they will have a rope barrier, and plan to have two organized lines. They will be going through in groups of 6-8 people, 10 if have to. He said he is not even sure if they can do 10 at a time. They will enter in the front of the Mill and exit into the back which leads into Rotary Park. All personnel inside are trained, they will have regular skits, which are fast and they can speed up if needed.

Public: No one from the public appeared for or against the application.

S. Saunders said any motion should include the Thursday inspection and the temporary co, along with standard conditions of approval.

Motion: C. Roffo moved to approve, using all standard conditions of approvals and including the Thursday inspection and the issuing of the temporary certificate of occupancy. M. Canfield seconded, with all voting in favor of approval, 6-0.

3) **Application # 2015-0119, Parade**

Renewal: Holiday Parade, Downtown Area

Applicant: John Moriarity appeared and stated that he is the President of the Downtown organization. The parade had been held on a Sunday. The past few years they had experimented with Saturdays but are going back to a Sunday parade. They are using the times of 2 – 6 to help with parking. The parade leaves from Wyatt Park at 4 pm using the typical parade route, which ends at the Veterans Square/Railroad area. It normally takes about 45 minutes to pass and they are planning the tree lighting around 5 pm.

He stated he is the emergency contact and his phone number is 455-2084. S. Saunders asked about food vendors and he said they have none. S. Saunders asked about a loudspeaker and he said they use one for announcing Santa. H. Young said they are all set.

K. Erickson clarified this was being held on Saturday or on Sunday and was told Sunday. He asked if they have a DJ and was told no, just the Santa announcement. Paul Moynihan asked if they haven't used a DJ in the past to announce the floats and J. Moriarity said they do have a Radio DJ, who is the Master of Ceremonies and makes announcements. They will have 3 high school marching bands.

Public: No one from the public spoke for or against the proposal.

S. Saunders said any motion would include just the standard conditions of approvals.

Motion: K. Erickson moved to approve the application, with the standard conditions of approval. C. Roffo seconded and all voted in favor of approval, 6-0.

Special Events: Continued

4) **Application # 2015-0081, City Wide**

Continued: Pumpkin Fest

Applicant: Karmen Gifford appeared. She said that Ruth Sterling forgot about the meeting so is not here today.

She said this is a moving event with many parts. Vendors: She recently met with the electrical people. They are only providing electricity for the City Hall parking lot. They will have no additional at the Main Street lot; that will be for self-contained vendors.

Jim Hutchins and Bill Tobin inspected the building. They will tie into the back of City Hall. They will trunk it off and run lines for vendors. They can put cords through the basement door. S. Saunders asked if that will affect the building and was told it will remain secure. K. Gifford said the power unit is locked in

the back but may be able to get through that. There will be no generators. Anyone needing higher wattage will be in the front of the yard, and they are just using cords in the rear. Cliff Jones asked how they are providing this and was told Atomic Pro will bring and run it all. C. Jones verified that there will be no trip hazards and was told they should be fine. K. Gifford said that they have told the vendors they will need outside cords, but will have additional cords for use if theirs are not appropriate.

S. Saunders introduced Cliff Jones and K. Gifford said it would be good for him to connect with Jim Hutchins.

Paul Moynihan let S. Saunders and C. Jones know that he Atomic is a good outfit but wasn't aware we weren't providing outside power. He again wanted to know if they can they be plugged in and still have the building be secure. K. Gifford said by doing it this way it is much smoother; they will draw from the air conditioning unit. The building will be empty. Lucas Lamos and John Neal said they feel DPW can access this from the outside. P. Moynihan said he thinks they will be ok as Luke Powell walked it.

K. Gifford said they are just using the two lots for vendors. There will be no ferris wheel. S. Saunders asked about any other rides and was told they have a climbing wall. This is someone who did Opechee for July 4th. They have a duck pond and basketball hoops. J. Rogato asked where the climbing wall will be and was told behind Wayfarer. Bowling will be between Henry's and the bank. C. Roffo said he needs a list of all vendors. He asked if there are any food concession trucks as they need inspections. He asked if there would be anything enclosed for concessions.

K. Erickson asked if Sawyers was all set for water and K. Gifford said no as she didn't want someone running both power and water. K. Erickson said they would be on the other side of the building. C. Jones said to check with the Water Department as they need a back flow preventer. K. Gifford said he said he needed 1000 gallons of water and that she told him he has to do on his own. S. Saunders said they will need to talk to the Water Dept.

K. Gifford said she has the hard copy of the insurance binder for S. Saunders for the files.

On the parking: The Bank of New Hampshire, Franklin Savings, and Citizens Banks will all be closed that day so she feels we can close off New Salem Street and be fine. She will talk to Scott Myers about the traffic order and see if that needs any changes.

C. Roffo asked if they were bringing in ATMs and K. Gifford said no temporary ones. He asked if they will be replenished and was told yes. The drive through on New Salem may not be as they have to go outside to refill that but the others can be done from inside.

S. Saunders said that Sean Goodwin will be doing these food inspections much like he does Motorcycle Week.

K. Gifford said she hired Sue Clausen a few weeks back and she is focusing on the vendors. They have gotten all of their binders and know what to expect. S. Saunders asked how those arrivals will be handled and was told they are coming in via Church and Messer Streets. City Hall will enter backward down Beacon, and the others backwards down Main. Larger vehicles will come in earlier, any time after 5-6 am.

S. Saunders asked if any are coming in Friday night and K. Gifford said no as the streets don't close until midnight and they will be setting up the electrical at that time.

K. Gifford said they have identified a handicapped lot, which will be at Boulia Gorrell. They will post that on line. They have some golf carts coming. United Way can be used as well, but they will be stacked at that lot. If they come down Water Street there is no transport.

M. Canfield asked about the Superior Court building and was told that will be permit parking only. The permits will be handed out the week of the event to employees and residents. After the vendors unload she isn't sure yet; she had thought about using the parking garage, but maybe behind Sawyers. The vehicles,

once in place, won't be moving. She also spoke with Binnie Media, who said they can park in their back corner.

P. Moynihan said the parking garage is going to be day by day. He said there is still a hope but no guarantee it will be ready. K. Gifford said they will have someone available to let the vendors know where to go to park.

P. Moynihan said if the banks are closing, the entire downtown loop can be closed. He asked about signage for handicapped on New Salem and said DPW can put them up if needed. They will work on that for them. There will be traffic up and down New Salem. There are spaces along the street heading towards Pitman's. K. Gifford said some are already marked. K. Erickson said instead of using New Salem for handicapped, designate more behind the train station. M. Canfield said he is more comfortable with that. K. Erickson and P. Moynihan agreed. They mentioned the spaces closest to Pleasant behind Prescott's and wondered how technical to be with that. A van would take up more space. They determined to put those at Bouliia Gorrell as there are about a dozen spots here.

J. Rogato clarified that employees of businesses downtown will all park behind the Court House and was told yes. That way people can come and go. K. Gifford said there should be plenty behind the Court House, but they have also identified overflow parking if needed at the old Coca Cola building on Messer Street.

C. Roffo asked about staff parking for Fire, Police, for example, and was told to contact K. Gifford for a permit. CR. Roffo said he is looking at his truck and M. canfield said he could park across from the handicapped area. K. Erickson said he is going to park wherever he wants. They can park at the clinic.

S. Saunders asked if the trash has been finalized and K. Gifford said they finalized the map. P. Moynihan said it is 90% done and he feels we should be fine. There are 16 dumpsters for the pumpkin pulp for the derby, which will be placed prior to the event and covered. Casella is under contract. They will be placing those on Wednesday, Thursday, and Friday. Craig put together a map. There also 5 other dumpsters, 3 for trash, and 2 for recycling. City Hall parking lot will be used. We will have a full time crew on during the event, with 50 barrels placed. P. Moynihan said he gave Ruth Sterling the costs as they are covering their time and costs for this. K. Gifford said Ann Saltmarsh sent her a sheet on recycling to share with the vendors.

S. Saunders asked when the porto potties are coming in and K. Gifford said she got a text earlier, but is not sure when they are being dropped off. This includes the ones going to off site parking areas as well. She will get the information and pass that along.

M. Canfield asked on the bus routes and was told there are 3 shuttle runs. Red goes from Rt 93/106 to the 4H Fair Grounds. Bishop Road, the farm with 200 spaces and Lakes Region Community Council. They can use the Metrocast lot if all are filled. They will run all day long.

White route is from the north, the industrial park and Robbie Mills, with 11 lots with 1000 cars. She is still deciding which to fill first. They have lighting for Robbie Mills and the 4H Fair ground.

Blue comes from the Weirs area, with 4-5 lots there. Pick up in front of Drive In/Faro. There are a total of 45-50 busses that will run all day. If the Weirs is full, they are going to Meadowbrook. First Student is handling this and will run from 9 am until 10 pm or when all are people are back to the lots.

Blue will expand to Meadowbrook as needed. They can also move buses from one line to another.

They will have 4 message boards. M. Canfield said they need to confirm the locations and was told one at Court Street before the bypass, one at the end of the bypass directing to McIntyre Circle, one at McIntyre Circle to the Weirs, and the other to direct people to Robbie Mills or the industrial park.

They have also ordered 45 lawn signs to use so people know where to go.

On line they are telling people where the main parking areas are. They used the Industrial Park, Faros, and Weirs Beach as references.

K. Erickson asked how guests from hotels will get here. K. Gifford said that she has been checking in with them and that some are already 100% full, some are at 50% full; they are working through that. She will get numbers as we get closer. They are making arrangements for their clientele. She did mention to other companies that they might be able to coordinate with hotels.

M. Canfield asked if she has met with Belmont or Gilford on parking and she agreed that should be done. M. Canfield said we can set up a meeting, maybe this week, as we need to get them into the loop.

Posters and brochures went to print. They have more sponsors coming on board. This has been a challenge so they had to push the deadline.

S. Saunders asked if they plan to park buses at the Masonic temple and was told yes, approximately 25 buses. The site has identified handicapped lot, and the tour bus company (they call the Chamber to reserve a spot). They are working with the bus companies.

K. Erickson asked how many buses they anticipate at the end of the night. There will be a lot more on at the end as they will stagger coming in. It could take a long time to get them out of here. K. Gifford said she has heard from a lot of people, and they are doing other things. If lots are still filled at 7 pm, this will be a dilemma. S. Saunders said that she feels a lot of people will walk, but buses will be stuck in traffic from other people.

S. Saunders asked if the police are manning intersections at the end and was told they will play that by ear. K. Gifford said pumpkins are lit at 6 pm, and the tower is on a switch. Final announcement on the count is at 6 pm. The entire thing is over at 8:30, and 8:45 to 9 is the pumpkin dump derby. That will stagger some. People with small kids will leave earlier.

S. Saunders asked if we are done with street closings and no parking signs and John Neal said we should be ok. P. Moynihan said we are using utility poles instead of some stakes. We need about 1000 grade stakes, at about 75 cents a stake. K. Gifford said they will pick that up. They have the signs, stakes and poles, and hardware. The work force is the next thing. J. Neal said he is prepared to have 3-5 guys supervise a crew of Huot kids. S. Saunders asked if they will start putting these up on Wednesday and to let K. Gifford know the time and they will coordinate getting them here. J. Neal said long range looks like good weather.

K. Erickson asked if they will keep the spares for Saturday. They are getting 4000, so there should be some spares.

S. Saunders asked about communications on this and P. Moynihan said he will let K. Gifford know the timing and she will contact Huot. Lucas Lamos said rain or shine. J. Neal said about he only needs 6 kids to help and K. Gifford said she is thinking they have about 25.

P. Moynihan said he will coordinate the timing with K. Gifford and they can keep some on stand by.

On the Pumpkin drop off, at Rotary Park. K. Gifford said that there is a security plan in place for there and for the wooden structures. S. Saunders said these are going up on Friday (tower), and asked if they would have someone watching it. She was told yes. The pumpkins will go on the tower at 9 am as it goes up. C. Jones asked when this will be completed and was told around 6 am. He will do an inspection.

P. Moynihan said Vanguard is experienced in setting this up. They designed it and store it in the off season. Pumpkins are wired on this structure.

It was asked who does the wiring of the pumpkins and K. Gifford said they have a generator. Jon Neal said there is a 60' telescoping lift, stringing, with 2 people on our payroll. S. Saunders said she wants to make

sure our staff has volunteers to help. P. Moynihan said will work on details with Ruth. She has been assigning the volunteers.

S. Saunders asked if LPD will need security team information for Friday night? Where will they be assigned - to Rotary Park and the tower? She wants people at both locations. Also for the A-frames in the morning. They will coordinate with police on that.

S. Saunders said this is the last official meeting and asked if we want one final meeting? K. Erickson said he thinks they are ready. P. Moynihan said he has a few things to coordinate and he thinks Casella has a system to haul it out between 10-12. They are repositioning at the end. S. Saunders asked when this ends and was told midnight. She verified that the tower comes down that night as well, and was told yes.

S. Saunders said to call if needed and we will keep in contact by e-mail. K. Erickson said they will have the Polaris to use and can get flood lights down there if needed.

Special Events New Business: None

Special Events Old Business: None

Special Events Minutes: Mc. Canfield moved to approve the Special Events portion of the minutes for September 2 with C. Roffo making the second. All voted in favor of approval.

Special Events Adjournment: M. Canfield moved to adjourn the Special Events portion of the meeting with B. Swan seconding. All voted in favor and the meeting adjourned at 1:15 pm.