



**CITY OF LACONIA  
SPECIAL EVENTS/LICENSING  
JUNE 3, 2015 12 NOON  
APPROVED AT MEETING OF JULY 1, 2015  
CONFERENCE ROOM 200A**

**Present: Licensing:** J. Rogato, **Chair**; M. Canfield  
**Absent:** K. Erickson, **LFD**

**Present: Special Events:** S. Saunders, **Chair, Planning**; B. Swan, **DPW**; S. McCusker, **Code**; M. Canfield, **LPD**; H. Young,  
**Licensing**; C. Roffo, **LFD**; K. Dunleavy, **Parks & Rec**  
**Absent:** S. Nuttleman, **Water**

**It was decided to hold the Special Events portion of the meeting first. S. Saunders called that portion of the meeting to order at noon.**

**SPECIAL EVENTS:**

**1) Application # 2015-0085, Opechee  
Renewal: 4<sup>th</sup> of July Fireworks**

K. Dunleavy said this is our usual event, which is on a Saturday this year. They have the parade along Main Street, and fireworks from the middle of Smith track. They follow all of the appropriate setbacks. They have entertainment, with bands until 10, then the fireworks. There will be food vendors; they think they will be same as in the past. No changes. S. Saunders asked about the bungee jump and K. Dunleavy said it isn't really a bungee jump, it is a bouncy thing.

He said he will have the City Manager sign the application as well.

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

J. Rogato asked about loudspeaker permit which K. Dunleavy said they will obtain. C. Roffo asked them to use caution due to the construction materials being stored there; he thinks they will still be there. There are about 10 pallets of foam insulation right now. K. Dunleavy said he will take a look at this.

**Motion:** S McCusker moved to approve with the same conditions as previous. M. Canfield seconded, and all voted in favor, 7-0.

**2) Application # 2015-0081, City Wide  
New: Pumpkin Festival**

Karmen Gifford, Chamber of Commerce, and Ruth Sterling, Let it Shine, appeared. They have focused on having events in the downtown area. They submitted an updated map. K. Gifford said they have put in for the Temporary Traffic Order, which they will amend throughout the process. They are trying to adapt from Keene to here.

The main tower is in Veterans Square in front of the Congregational Church. They are, expecting 30,000 plus people. The tower is 35 ft tall. S. McCusker asked about the tower and said he needs a better description. He was shown a photo of the tower in Keene. S. McCusker said he will have to determine if a building permit is required. They also mentioned display staging in their description and he asked what that is. He will need that submitted for review as well.

R. Sterling said that the tower is the focal point of the Festival and is what makes this different from other festivals elsewhere. That is the number one thing she wants to bring here. It is professionally built by a company called Vanguard. She hires the scaffolding company to do this. Vanguard subs it out to a company which puts the tower up and takes it

down. This is electrical lighting, done in the back of the tower. There is a buffer zone of 25' which is marked by bike racks. S. McCusker questioned the 25' buffer zone for a 35' tower.

The pumpkins are lit at 4 pm. S. Saunders asked where they would be plugging this in and R. Sterling said she needs to know where the hookups will be. K. Dunleavy said there is electrical in the island but he is unsure of its capabilities. K. Gifford said she sent a request to Eversource for a review. R. Sterling asked if the City has their own contractor and K. Dunleavy said city staff can give direction. K. Gifford said she would like city staff to be at the meeting with Eversource and S. Saunders said S. McCusker should attend as well.

C. Roffo asked how the pumpkins are placed on the scaffolding and R. Sterling said using a wall lift. C. Roffo asked if there is a bucket and was told there is a cage.

M. Canfield asked where this is going in the intersection and K. Gifford said in the island across from the church at this point. He asked about the traffic order and K. Gifford said Veterans Square would be shut down. They need to set up on Friday. At this point it is on the western side of island, so streets could remain open on Friday while the tower is being set up.

K. Gifford said this will affect all of Main St, from Sawyers to the intersection, with a barrier across to Veterans, so people can access Beacon St E, New Salem, and the banks, from Beacon St E.

M. Canfield suggested that DPW place jersey barriers to help to protect the structure.

C. Roffo asked if the streets would remain closed on Sunday to take the tower down and was told it is removed late on Saturday night. M. Canfield suggested modifying the times on the TTO, making it midnight the night before and K. Gifford will call him to discuss the hours.

S. Saunders asked about the bicycle barriers and was told they bring those in for the event.

K. Gifford said there are 1,000 pumpkins in the tower, and they have display racks on other streets for the remaining 29,000. R. Sterling said those are placed on A-frames like the ones painters use. S. McCusker asked how tall those are and was told 5 ft. They are made of wood. There are 220 of those and they will have to determine where they will best work. Those are built by McMillan Corporation, which is a construction company, and are very sturdy.

S. Saunders asked if the sidewalk will be open and was told they never place these on the sidewalk or street; they use the median or a parking area. K. Gifford said they are unsure of the exact placement at this point. Maybe on greenspace.

R. Sterling said they also use milk crates with boards for placing pumpkins, and some on the ground, usually. Those have lit candles or batteries. Guinness just says they must be illuminated, so a lot use tea lights.

S. McCusker asked if they go for the world record every time and was told it has been won by Keene 8 times and then they lost to Boston for many years. Last year they set a goal to get there and achieved it. R. Sterling said it is a big effort to make the record but it is doable. They make the attempt every year.

S. Saunders said maybe that would be achievable in 2016 and K. Gifford said they still have to do the count. She said chamber will be the lead for the vendors. They are thinking of the lot where the farmer's market is and the small lot between City Hall and the Mill, keeping the other lot open for vehicles. They thought about placing some behind Vintage Row as well. They will assign those spots about a month before so they are not duplicating products.

In looking at where the porto potties will go, they had 80 in the past. They plan to place some near City Hall, some by the farmer's market, and some near the train. The train actually shuts down the week before so they are looking to run and they have the ability to bring all of their trains to the program. That would encompass Weirs, Lakeport to Downtown. They are also considering doing Tilton to downtown, and use Tanger Outlet Mall and McDonalds for parking in that direction.

They will have carving stations in those areas, too. Parking can be talked about more. They also reached out to 4H and the manufacturers at the O'Shea Industrial Park, thinking to run busses from that area.

They promote this heavily, including at the Big E. M. Canfield mentioned sign boards.

S. Saunders had additional questions on the vendors. She mentioned waste for vendors, and suggested they supply trash cans as well as dumpsters. She was told the vendors set up from 7 – 9 am, opening at 10 until about 8 pm. S. Saunders said we will need a more specific vendor lay out plan, which includes aisle widths, porto potties, etc.

K. Gifford asked if there are specific aisle widths they need to adhere to and C. Roffo said he needs to see the layout as the propane layout is required as well. The widths are normally 15’ but he will need to see the specifics first. K. Gifford said she needs to know exactly what the vendors are selling/doing before she can do that but will have it soon.

S. Saunders said we can get some examples to them of plans if they want them and R. Sterling showed a layout of the food court from the last 4 years.

S. Saunders said we will need a plan for parking, busing, and the train. The Police will need that for traffic control.

K. Gifford said they have had a lot of people reaching out to participate. They want the local businesses taken care of first and are planning on meeting with them.

R. Sterling said they had pumpkin bowling in the past so they may do that, along with a children’s parade. The bowling uses small sugar pumpkins with real bowling pins. They use hay bales for the sides and it is smaller than a regular alley. It is a lot of fun not real messy. They need activities, and the kids think it is great when they are able to stand in the middle of the street to bowl.

S. Saunders asked about Zippo and was told they are a national sponsor who signed on last year. They are the major sponsor and they need to give them sponsor space, which is normally a 15 x 15 space. They had games with prizes last year, and they had a lot of fun. They were thinking they could do a pop up shop. There are some vacant store fronts and they want Laconia to look its best, so thought they would check with some landlords to use a spot.

Some of the merchandise could do a pop up, too.

S. Saunders asked S. McCusker if they would need a CO for a change of use and S. McCusker said not if it was retail before. S. Saunders let them know if it wasn’t a retail use previously, then they would need inspections by Fire and Code.

S. Saunders asked about vendor extension cords and K. Gifford said that Eversource will take a look at all of that. Saunders asked about temporary lighting and R. Sterling said that depends on how the displays are done on Main St but they thought maybe a theatrical type lighting. It was not needed in the past. They have only used lighting for dismantling in the past and that was one pole light.

K. Gifford said that the pumpkins are removed within 30 minutes the same night. They hold a pumpkin dump derby, and clubs and companies compete to clean up. They have done this the last 3 years, and found the area can be cleared in less than 30 minutes. One team did it in 18 minutes.

K. Gifford said they had 3 requests about pumpkin chunking on Sunday so they may save some for that. One has a large field, not in Laconia, so that is not on this plan.

R. Sterling said that the ferris wheel was placed in the wrong spot on the map. K. Gifford said it is where the bowling is located. Keene had in the past. It gets you up 45’ to see the downtown and all the pumpkins. S. Saunders asked about the footprint and R. Sterling said it is 45’ high, 45’ wide. That is towed in.

The top of the parking garage was mentioned for the ferris wheel but the turns are tight so how to get it there would probably present a problem.

M. Canfield asked what the “w’s” are on the map and was told those are Welcome Centers. You can carve the pumpkins, and get a map to various locations. K. Gifford said that is so not all of the people funnel in through the same gateway.

They have had a discussion for using the Wow Trail. The Athletic Club said that they may do a 5k race that morning instead of in September which would be around 8 – 9 am. They thought people would come for the race and stay for the Festival.

S. Saunders asked the rest of the committee about the approval. There are items that need addressed but she wondered if we can go ahead and do a conditional approval today and make a condition that they return with more details. Tower, a-

frame, electrical, jersey barriers, TTO updates, vendor and parking plan, the ferris wheel and event layout. We could approve it as a whole, with conditions.

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

K. Dunleavy said that any use of public park space require the Parks Commission approvals. He was asked about the soccer games at Opechee and said he thought they would be over by then but will confirm that. They mentioned using this for overflow parking which will need approvals.

K. Gifford asked if there were any issues with parking on the street. She mentioned Pleasant and Holman. M. Canfield said they can discuss this; it depends on the street.

K. Gifford said that Weirs Beach wants to be a part of this. Some hotels are staying open, we well as the arcades, and the train. The Mt Washington will remain open. Some things may happen in the Weirs area and they were thinking about doing that on Friday night. They are trying to incorporate them.

**Motion:** K. Dunleavy moved to approve Application # 2015-0081, conditionally, with the conditions S. Saunders mentioned above. C. Roffo asked if we should make this date certain and K. Gifford said she thought they could have this done by the next meeting on July 1.

M. Canfield seconded and all voted in favor of approval, 7-0.

3) Drive in: Application # 2015-0063: Continued: Moved to end of meeting:

#### **LICENSING REVIEWS:**

##### **ITINERANT VENDORS:**

1. Edward Jones Financial- Keith Britton 5/25/15-7/25/15; Financial Advisory Services
2. The Little Red Lunchbox LLC- 817 Endicott St N 5/23/15-9/30/15; Hotdogs, soda, chips & snacks
3. Kings Kones- 5/14/15-6/30/15; Ice cream, drinks, snacks
4. Dawgs2Go/ Lakes Region Community Services- 6/1/15-10/31/15; Hotdogs chips, soda, water

##### **OUTDOOR LOUDSPEAKER**

5. Veterans of Foreign War's- Memorial Day @ Veterans Square @ 10am
6. Faro Italian Grille- May 29-Sept 1

##### **RAFFLE:**

7. North Country Resource Conservation & Development- Funding of LR Local Food Guide  
Prizes: \$100, \$50, \$25 gift cards to local restaurants. Draw Date: 6/2/15
8. Lakes Region Child Care Services, Inc- Operating expenses to keep costs low for families  
Prizes: 2 Pairs of Red Socks Tickets. Draw Date: 6/30/15

J. Rogato asked to have a motion on all of the above items.

**Motion:** M. Canfield moved to approve the 4 itinerant vendor licenses. J. Rogato seconded and all voted in favor, 2-0.

##### **TAXI DRIVERS:**

9. Mr. C's Taxi- Gertrude Marshall, Nathan Defosses, Gordon Towle

**Motion:** M. Canfield moved to approve the above taxi driver. J. Rogato seconded and both voted in favor, 2-0.

##### **LICENSING REGULAR:**

##### **ENTERTAINMENT:**

10. Akwa Marina Beach Bar- May-October
11. Patio Garden Restaurant- Wed, Fri, Sat & Sun June 27- August 29, 2015

USH-Use of Street/Highway IV-Itinerant Vendor RAF – Raffle OLS – Outdoor Loudspeaker ENT – Entertainment

12. Anthony's Pier Restaurant- June-August

**Motion:** M. Canfield moved to approve the above entertainment licenses, with J. Rogato seconding. Both voted in favor, 2-0.

**ITINERANT VENDOR:**

13. Castle Rest- Month of June; water, red bull, juices, packaged food, pain relief trial sizes

**Motion:** M. Canfield moved to approve the above application for the month of June, with J. Rogato making the second. Both voted in favor of approval, 2-0.

**OUTDOOR LOUDSPEAKER:**

14. Akwa Marina Beach Bar- May-October

15. Patio Garden Restaurant- Wed, Fri, Sat & Sun June 27- August 29, 2015

16. Anthony's Pier Restaurant- calling numbers

**Motion:** M. Canfield moved to approve the above requests for the outdoor loudspeaker, with J. Rogato seconding. Both voted in favor and the applications were approved, 2-0.

17. Tom & Aurelie Teebagy- Sept 12, 2015 (Wedding)

J. Rogato asked for details on the wedding and H. Young said it is being held on Paugus Park Road on September 12. They know the end time is 10 pm.

**Motion:** M. Canfield moved to approve the above outdoor loudspeakers, for the wedding with J. Rogato seconding. Both voted in favor, 2-0.

**MCWK- VENDOR APPLICATIONS:**

**Motion:** M. Canfield moved to approve all of the Motorcycle Week vendor applications, with J. Rogato making the second. All voted in favor of approval, 2-0.

**Licensing New Business: MCWK: REFUND REQUEST: 4 U CIGAR**

**Motion:** M. Canfield moved to approve the refund request for the above vendor. J. Rogato seconded, and both voted in favor of approval, 2-0.

**Fireworks for Motorcycle Week:**

Charlie St Clair stated the fireworks will be the same as usual. He was asked to see the Clerk on the fees.

**Motion:** The motion to approve the fireworks held during Bike Week was made by M. Canfield, with the second by J. Rogato. Both voted in favor of approval, 2-0.

H. Young said there is a request for photos being taken for bike week. The applicant is here today. Kenton Holman stated that the cart holds cameras, tri pods, and other equipment. He wants to park by the rotary in Weirs, but if going down the Boulevard he would be pulling the cart. M. Canfield asked if he will be in the street, and he said no, in the grass by the sidewalk, in grassy area.

He was told he needs permission from Don Richards to park at the Community Center. He said he has insurance. He will be parked behind the Fire Department and would take the cart down the street staging from that area. He starts at 4 am and uses the backdrop in the park. He said he is thinking ahead for next year, and hoping to have a tent. He wants to use Endicott Rock Park, and Weirs Park. He would take the photo wagon to the circle, and the rest will carry on his back - lighting, camera, and tripods.

S. Saunders asked if this is mobile and said he might not need the wagon at all. M. Canfield asked if he will be using one fixed spot. He was told he will be using the wagon to access the area - on foot and at Endicott Rock.

USH-Use of Street/Highway IV-Itinerant Vendor RAF – Raffle OLS – Outdoor Loudspeaker ENT – Entertainment

K. Dunleavy said he will need park approval. He said he has been approved by use for WAC for parking and asked if he would still need park permission approval? He was told they meet on 6/15 but their places are spoken for. S. Saunders asked if he could find a private spot to do this. He will check out the area, then contact H. Young.

C. St Clair said to approach Don Richards. He said wouldn't that be up to Don to make a final decision as he already has the permission to do it. It was determined that the committee thinks this is for solicitation so the Chamber of Commerce spot on Weirs Blvd was mentioned as there has been photographers there in the past.

We will handle this like any other vendor.

**Licensing Old Business:** None

**Licensing Minutes:** The minutes for the May 6 meeting will be approved at the meeting of July 1, as there was not a quorum for the vote for this item.

**Licensing Adjournment:** The motion to adjourn the Licensing portion of the meeting was made by M. Canfield, with J. Rogato seconding. All voted in favor, 2-0, and the Licensing portion of the meeting was adjourned.

**SPECIAL EVENTS: S. Saunders called the Special Events portion of the meeting back to order.**

**Continued: Application # 2015-0063, Drive In, Endicott St N:**

Mike Trainor said the lot will be used for parking during the week, with shows only on Thursday and Friday evenings. There would be no parking those days. They would enter in through the front gate, with barricade fencing, leaving plenty of room for Emergency Vehicles.

He said this will be fenced off, in the back area where the residential trailers are located. He was told we will need a parking plan to see how will be laid out for parking. The plan for the vendors is fine.

M. Canfield asked how he will show the parking and C. Roffo asked if he can use the same layout as drive in. S. Saunders asked C. Roffo if a new plan is needed if they are using existing parking on the site now for the drive in. C. Roffo said he thinks it will be a free for all. He needs people directing traffic, with cross walks between the vendor spots. He needs people to park cars; he needs to show aisles. It was asked if he will bring the porto potties in at the beginning of the week and he mentioned the 11<sup>th</sup>. Also the lights and dumpster as well.

C. Roffo asked where the cross walks on shown the plans and M. Trainor said everywhere there is a break so about every 30 ft there should be a crosswalk.

S. Saunders said if there are too many crosswalks we end up with traffic queues into the street. C. Roffo said place them by the street and by the gate like last year. M. Canfield agreed.

M. Trainor said that the bands playing are now Quiet Riot and HoobaStank. They are expecting less than 5,000 now. That is just for the two nights. We are waiting on the insurance binder.

C. Roffo asked about the exit going through to the Lobster Pound and M. Trainor said they reduced the capacity by 66% so the engineer said they should be ok. C. Roffo said Jeff needs to stamp the plan and get to us so we know he reviewed it.

C. Roffo asked if they plan to eliminate the gate in the rear and was told they will leave it there for safety purposes and for Emergency personal to use.

M. Canfield asked if they have any vendors inside yet and was told they are working with one. He asked if they will be there all week and was told yes.

S. Saunders asked about the liquor license and mentioned he needs a letter from the city. He needs to get that going now.

C. Roffo said he needs the stamped plan and a copy of the easement, as soon as possible. S. Saunders added the parking plan, and he was asked to make that two separate plans to make it easier to see.

H. Young said that for the venue part they need an outdoor loudspeaker and outdoor entertainment licenses.

S. Saunders asked if he could have that by Monday and was told yes. S. Saunders asked C. Roffo if the aisle widths are ok and was told yes.

**Motion:** M. Canfield moved to approve application # 2015-0063, adding the conditions mentioned above. S. McCusker seconded and all voted in favor of approval.

**Minutes:** K. Dunleavy moved to approve the minutes from the Special Events portion of the May 6, 2015 meeting. S. McCusker seconded and all voted in favor of approval.

**Adjournment:** S. McCusker moved to adjourn, and the second by M. Canfield. All voted in favor and the meeting adjourned at 1:10 pm.