



**CITY OF LACONIA
SPECIAL EVENTS/LICENSING
DRAFT MINUTES OF
AUGUST 5, 2015 12 NOON
CONFERENCE ROOM 200A**

Licensing: Present: Jim Rogato, **Chair;** Matt Canfield, **LPD**

Absent: Ken Erickson, **LFD**

J. Rogato called the meeting to order at 12:05 pm.

LICENSING

Licensing Review:

ENTERTAINMENT

1. New England Porch Rockers; Live music on Thursday Evenings 7/9/15-10/9/15

ITINERANT VENDORS

2. Fourth of July Vendors:
 - a. Vertical Entertainment (2 Booths): Rock Wall/ Bungee/ Duck Pond
 - b. The Pasta Pot: Italian food
3. Miss Polly's Traveling Treats; Ice Cream truck 7/14/15-8/14/15
4. Caren's Ice Cream- 45 Endicott St N for month of August-Ice Cream, Fried Dough, Lemonade
5. Brad's Concessions- 45 Endicott St N for month of August- T-shirts, Sweatshirts, Hats

RAFFLE

6. Center Harbor Food Pantry; Prizes: Gift Certificates Drawing Date: 10/12/15
7. Easter Seals NH, Inc.; Prizes: Polaris ATV, Canoe, Kayak, and BBQ grill set Drawing Date: 7/11/15

The above 7 items were all combined.

Motion: M. Canfield moved to approve items 1 – 7, with the second by J. Rogato. Both voted in favor, 2-0.

TAXI DRIVERS

8. Mr. C's Taxi: Ovie L Rollins, Patrick W Devito
9. Dave's Taxi: Bethany A Moody

M. Canfield said he had reviewed the applications and there were no issues.

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

Licensing Regular:

OUTDOOR LOUDSPEAKER

10. Laconia Police Department; August 4th 4-8pm for National Night Out

Motion: M. Canfield moved to approve the application for National Night Out, with the second by J. Rogato. Both voted in favor, 2-0.

Licensing New Business: None

Licensing Old Business: None

Licensing Minutes: Motion: The motion to approve the minutes from the meeting of July 1, 2015 was made by M. Canfield, with the second by J. Rogato. Both voted in favor of approval, 2-0.

Licensing Adjournment: M. Canfield moved to adjourn, with J. Rogato seconding. Both voted in favor, 2-0, and the meeting adjourned at 12:07 pm.

Special Events: Present: Shanna Saunders, **Chair (Planning)**; Bernie Swan, **DPW**; Hilary Young, **Licensing**; Matt Canfield, **LPD**; Amy Lovisek for Kevin Dunleavy, **Parks**

Absent: Charlie Roffo, **LPD**; Kevin Dunleavy, **Parks (both entered the meeting late)**

S. Saunders called the meeting to order at 12:10 pm. She said we would wait on the application for the continuation of the Pumpkin Festival until some additional board members arrived.

SPECIAL EVENTS: Continued

1) Application # 2015-0081, City Wide

New: Pumpkin Festival

Ruth Sterling appeared along with Karmen Gifford. They passed out an updated map of the downtown area. Beacon Street will be closed, the area in front of the Library, and down to the railroad tracks to allow for more pedestrian traffic.

The race will kick off the event. That is being handled by the Wow Trail and Gretchen Gandini. Larry Frates is handling the events on Canal Street. Haunted events will be held at the church and the Belknap Mill. Welcome Centers are noted on the map, and indicated by the letter "w" in yellow. Busses will drop off and pedestrians will stop there. There will be 8 15' x 15' orange tents at the Welcome Centers. There will be no sides on the tents.

K. Gifford said they are working on the bus routes. They plan to use the 4H fair ground, the Metrocast lot, and the business park on 107 for parking. They have also reached out to the Casino. The number of spots at those lots will impact the drop off lots/area. They are talking with First Student who recently handled the Tough Mudder event at Gunstock. People using the Middle School and Pleasant Street School will walk from there. They are looking at using a tram to move people from the handicapped areas.

M. Canfield suggested using the old prison property and he will get the contact information to them.

K. Dunleavy mentioned using Robbie Mills. M. Canfield mentioned Madeira in Lakeport. K. Gifford asked if there are a specific numbers of spots they should be looking for. She said that the railroad has pre-sold foliage tickets.

The route for the train will be from Meredith, to the Weirs, to Lakeport and then to downtown. Downtown to the Mosquito Bridge and back. It won't cross active crossings.

R. Sterling said 4,000 was used in the past for parking numbers. K. Gifford said they have access to more than that. S. Saunders suggested they find more than they think they will require. K. Gifford they hope to park all of the busses in one area. The old Coke building was suggested.

S. Saunders said they need to address trash and porto potties, and possibly lights. K. Gifford said all of the parking areas will be monitored.

The bowling area was identified as well as pumpkin carving. They will block off the bank lot for a community carving center. From the area of the ATM to the dry cleaners will be bowling. They are finalizing the ferris wheel, plan to have 50 vendors, and are working on finalizing the electrical.

S. Saunders asked about the solid waste and K. Gifford said they have a meeting with DPW and Cassella. They will have 30K pumpkins after the event. They try to send as many as possible as food for pigs, then they compost the remainder. Major focus is clean and safe. They will be recycling. M. Canfield said the sports teams at the local schools will help too. R. Sterling said they have a clean-up, with a sponsor, and give prizes. They can register teams.

R. Sterling said that they have never paid for entertainment, hoping to go with buskers. They will register and be assigned spots. They do need a sound system at tower to announce counts. Presidential candidates come to this.

H. Young said they can ask if the loudspeaker and entertainment fees can be waived. K. Dunleavy asked if they only need one for the entire event. H. Young said the fee is only \$10.00 for non-profit groups. They go before Parks in August, and will add Robbie Mills to their request.

It was asked if the Rotunda is going to be used. C. Roffo said it must be brought up to code if being used by the public as there is no sprinkler. K. Gifford said it is owned by the railroad and would be for their use. They do plan to bring the bathrooms up to code.

S. Saunders asked about the Pumpkin drop-offs off on Friday and how they will handle that security? 5,000 pumpkins Are coming in from schools. They received the plans for the tower.

C. Roffo said he will do inspections on the same day. (Jim Rogato left the meeting at 1:13 pm.) L. Powell said they are working with them on the solid waste and recycling. M. Canfield said he is working with K. Gifford on parking and signage. He will coordinate with Luke Powell on signage. M. Canfield said he is talking with the state DOT on Route 93 and asking for the use of electronic signs.

S. Saunders asked C. Roffo if they need ambulance or first aid station and was told there is EMS and a fire plan.

The haunted houses must contact fire ASAP as they need plans. There will be no public access to the parking garage. There will be police there to let residents in/out.

K. Dunleavy suggested someone contact the churches about possible Saturday services and K. Gifford said that so far the churches want to participate.

S. Saunders asked if anything is needed for fire for the tents and C. Roffo said he should be fine.

September 2 is the next SE/Licensing Meeting.

Bus stops, parking lots, solid waste, signage, drop offs, and tower plans should be addressed.

SERC New Business:

2) Application # 2015-0090, City Wide

Renewal: Multicultural Day

Applicant: David Stamps appeared and said that the event has grown 50% over the past 10 years. They have 3 different event venues. They use City Hall parking lot, Rotary Park (two stages), and children events across the street at the Health Link parking lot. They moved food vendors down some. They utilize a generator. They will get together with Paul Moynihan at DPW for traffic cones. They do their own trash and were told they can use city dumpsters this year.

They have new volunteer policies/procedures. They must call 911 for issues. They are talking with the Pumpkin Fest organizers on lost child. See something, say something. If a bag is dropped, and they see it, they will first check with the person. They are watching radar for storms and have a procedure on that now. Becky Guyer makes final determination on weather issues. Belknap Mill, the portico, and the parking garage will be utilized for shelters. Volunteers are trained to move people if needed. They work with LRCERT, Lakes Region Certified Emergency Response Team.

Porto potties will be supplied but D. Stamps said he is unsure of where the location will be as of yet. He will let us know the location and the number.

Jim Rogato asked about the vendors. D. Stamps said they have been “the vendor” in the past but will have 20-30 food and non-profit tents and crafters.

They will provide a list of vendors and locations. S. Saunders asked about food tucks and was told that some of the vendors are restaurants, some are immigrants. They will follow food handling procedures. S. Saunders mentioned Appendix A for enclosed food trucks. Venting, hoods, etc. Fire needs to know where propane is located. In the future they will need a map for food locations, vendors, and porto potties. D. Stamps said they will submit the information.

S. Saunders asked about the tents; are these pop ups. Do they have larger ones? D. Stamps said yes, probably 4, 20 x 20, and they are open with no sides. They will indicate where they are located and the sizes.

There is a stage on the ground, and some of the musical acts are under a tent on a wooden platform on the ground. They switch back and forth. Wayne does sound. A loudspeaker permit is required. K. Dunleavy said he has a blanket permit for Rotary Park. D. Stamps said there is no music for the kids. They will have magic and animals.

There are 4 stages, 2 are in Rotary Park, one in City Hall parking lot, one in Health Link lot.

The police have a car by the bridge. K. Dunleavy said Rotary Park requires a use permit. City Hall parking garage can be utilized and they have handicapped spots on Beacon Street and in the Mill lot.

Public: None

Motion: H. Young moved to approve the application with the following conditions:

The map will be provided; porto potty locations and numbers are to be provided along with the contract; the location of the generator will be noted. They will work with the City on trash and recycling. The entertainment permit and loudspeaker permit, and the facility use for Rotary Park from the Parks Commission, need to be submitted.

K. Dunleavy seconded, and all voted in favor.

Renewal:

3) Application # 20215-0093, Opechee Park
Breast Cancer Walk

Public: No one appeared but Kevin Dunleavy said he can speak to it. This is the same as usual. There are no changes. They use the sidewalks, porto potties are located in the usual locations with some located downtown, and some on Fair Street. The loudspeaker license is needed. They got the facilities use for Opechee Park.

Public: No one spoke for or against the approval.

Board: M. Canfield moved to approve, adding the condition that the loudspeaker and entertainment permits are required. B. Swan seconded, and all voted in favor.

4) Application # 2015-0097, Downtown Area
Renewal: Coffee Festival

Applicant: Amy Lovisek appeared for the application. The map was submitted. They have a lot of vendors, and are hoping to fill all spots. This encompasses Main and Canal Streets. Vendors are located along the sides of the streets, pedestrians will walk in the center of the road. There will be a stage next to the planter on Pleasant Street. She is unsure of the size of the tent but will supply that. It won't have sides, and is just a seating area for people to sit and eat, drink or rest. They will have one band, who plays until 4, along with games for adults and children. The City Council approved the Temporary Traffic Order. The trash is to be removed - trash barrels with the trash. DPW brought extra down and removed them with the trash during the last event. Luke Powell said maybe they did, but he is unsure. He said he is open to that but to go with that expectation.

K. Dunleavy asked about the electrical and was told that is still up in the air; they are contacting a vendor who does event work. Possibly have a generator – they are going with that for now. A. Lovisek said she thinks the electrical will go up in trees so people won't trip. S. Saunders said we will need a plan for code. K. Dunleavy said maybe they could run on the ground. They can use trees if no damage is done.

Food trucks need Appendix A per S. Saunders.

H. Young asked about the raffle; is it part of the event? Will they need a license? They need that is they are not a non-profit. They need loudspeaker and entertainment permits. Jim Rogato said the hours are from 12 – 4 and wondered how those were determined.

(C. Roffo entered the meeting)

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

Motion: K. Dunleavy moved to approve the application with the following conditions:

The traffic order will be approved; trash issues will be worked out with DPW; an electrical plan is to be submitted; the raffle will need a permit; they may require the entertainment and loudspeaker permits.

M. Canfield seconded and all voted in favor.

5) Application # 2015-0100, 42 County Drive

New: 5K Race

The applicant did not appear so M. Canfield let the other members know this event has been held in the past. This is a fund raiser, it is held off of the streets and starts at the Belknap County Sheriff Department.

It was determined that they need a loudspeaker permit.

Public: None

Motion: K. Dunleavy moved to approve the application with the condition that they obtain the loudspeaker permit. M. Canfield seconded and all voted in favor of approval.

SERC Old Business: None

SERC Minutes: Approval of minutes for July 1, 2015: M. Canfield moved to approve the minutes of the July 1, 2015 meeting with the second by K. Dunleavy. All voted in favor of approval, 6-0. (S. Saunders, B. Swan, H. Young, M. Canfield, K. Dunleavy, C. Roffo)

SERC Adjournment: M. Canfield moved to adjourn, with the second by K. Dunleavy. All voted in favor and the meeting adjourned at 1:25 pm. K. Dunleavy seconded and all voted in favor, 6-0. (S. Saunders; B. Swan; H. Young; M. Canfield; K. Dunleavy; C. Roffo)