



City of Laconia
Special Events Technical Review Committee
Wednesday, June 30, 2021 - 12:00 PM
City Hall in the Armand A. Bolduc Council Chamber

6/30/2021 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:04 PM

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Nicholas Schwarz, Water Department; Captain Mike Finogle, Laconia Police Department; Deputy Charlie Roffo, Laconia Fire Department; Brian DeNutte, Department of Public Works.

Also in attendance: Taylor Daigle, Conservation Technician.

3. RECORDING SECRETARY

K. Santoro, Zoning Technician

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. 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.

5.1. PL2021-0087 Timberman Triathlon (PDF)

Tim Hyland and Audra Tassone-Indeck outlined the Timberman Triathlon event. Timeline: Tim Hyland arrives approximately ten days prior; one week prior three supply trailers arrive (three 53' trailers) containing (1) Merchandise (2) Site Equipment and (3) Supplies. They will be parked at a lot off of Elm St to minimize impact on the park. The site supply team arrives with the trailers. They noted that the merchandise tent is the largest and longest build. They intend to start the Tuesday prior, they will start in the parking lot so that Recreation can still use the fields. Wednesday they start to build out the transition area; on Friday it will start to be populated with bikes. Packet pickup starts on Friday, with most picking up on Saturday.

Tim noted that for spectator parking they have made arrangements with 3-4 lots in the industrial park (Lexington Dr). Additionally, the downtown area will be built out for the finish area with medical tent and athlete food tent in adjacent parking lot. Crown control barricades will be in place. There will also be some 10' x 10' tents.

On race day, personnel will be on site by 2 am; athletes generally start arriving by 4-5:00am. ADA parking will be at the school.

Audra noted this is a female pro race so there will be additional motor vehicles with cameras following the top three pros, it will also be streamed live. It was noted that all vehicles will be credentialed.

There is an "all hands on deck" meeting scheduled for July 20th at 10 am at the Firehouse to go over plans.

The applicant will work with Parks & Recreation and Department of Public Works for trash removal, and enter into appropriate contract for services. They will also be working with the Police and Fire Department to enter into a contract for services.

Electronic message boards will be in place two weeks prior to inform residents of the upcoming event. They will also work on "No Parking" signs with the police department.

Tim informed the committee that there will be a post race "party" at Opechee. The athletes will walk from the finish line area to the park. They are working with O's for food vending as well as a volunteer group that will be fundraising. It was noted that there may be a beer vendor; if a beer tent will be at the event an updated plan and application must go to the Special Events Committee.

Impact notices will be sent out to individuals and businesses that will be affected. It was noted that the abutters to the park should be noticed that the lights will be on all night for security reasons as this will affect them.

A list of road closures and roads for no parking was requested by the middle of next week (July 7th). A temporary traffic order (TTO) will be requested from City Council.

At 1:02 R. Mora opened the public hearing.

At 1:02 PM with no one to speak for or against the application, R. Mora closed the public hearing.

A. Lovisek made a motion to approve the application with conditions.

C. Roffo seconded the motion

Conditions:

1. The event will be held on Sunday, August 22, 2021.
2. Event is from 7:00 AM to 5:30 PM; staff will be on site as early as 2:00 a.m. for athlete arrival.
3. No overnight camping or parking is allowed. Site security personnel may remain overnight.
4. Applicant to enter into an agreement with Laconia Police Department and Laconia Fire Department for services rendered.
5. All waste is required to be removed from the site after the event. The applicant will work with the City, Parks and Recreation, and DPW on trash and recycling and enter into contract for services.
6. Coordinate with Police Department for use of electronic message boards to inform residents two weeks prior to the event.
7. Coordinate with Police Department for "No Parking" signage.

8. A list of road closures and roads for no parking will be provided to Planning and to City Manager's office by July 9, 2021 to obtain a Temporary Traffic Order from City Council.

9. An updated plan showing tent locations will be provided to Planning and Fire Department by July 20, 2021.

10. If a beer tent is added, an amended application must be submitted to the Special Events Technical Review Committee by July 23, 2021, for review at the August 4, 2020 meeting.

11. A contract for the porto-potties must be submitted at least two weeks before the event. Locations and numbers will be included.

12. The facility use for Opechee Park will be obtained from the Parks Commission.

13. Emergency contact is Audra Tassone.

14. Insurance Certificate of Liability for event, showing the City of Laconia as Certificate Holder submitted to the City two weeks prior to the event date.

15. Triathlon staff will obtain an event license from Licensing Department.

16. 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.

17. All temporary structures and signs including but not limited to banners, portable signs, and changeable copy MUST be removed by August 27, 2021.

18. All aspects of this site shall comply with Chapter 195 and Appendix A & B.

All in Favor.

C. Roffo left the meeting.

5.2. PL2021-0089 4th Of July Celebration At Opechee (PDF)

A. Lovisek outlined the celebration, it is the same as 2019. Currently there are 5 vendors, including food vendors.

At 1:08 R. Mora opened the public hearing.

At 1:08 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2021-0089 4th Of July Celebration at Opechee with the same conditions as 2019.

N. Schwarz seconded the motion.

All in favor.

6. OTHER BUSINESS

7. ADJOURNMENT

At 1:09 PM A. Lovisek made a motion to adjourn the meeting.

M. Finogle seconded the motion.

All in favor.

DRAFT