



City of Laconia
Special Events Technical Review Committee Special Meeting
Friday, September 24, 2021 - 12:00 PM
City Hall in the Armand A. Bolduc Council Chamber

9/24/2021 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:02 PM

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Capt. Michael Finogle, Laconia Police Department; Hilary Young, Licensing; Krista Larsen, Department of Public Works; Deputy Charles Roffo, Laconia Fire Department

Also present: Chief Kirk Beattie, Laconia Fire Department; Chief Matthew Canfield, Laconia Police Department

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. CAKE Opening Event

Applicant Justin Spencer outlined the event to the Committee. He informed the Committee that they are proposing up to ten food trucks, to be located at Opechee Park, and fireworks at 8pm. They will not be performing at the park, all shows will be at their entertainment venue (CAKE).

Captain Finogle asked about expected numbers to help calculate the number of officers needed. Justin Spencer said he did not know, but it could be 10, 000 people.

A. Lovisek outlined the responsibilities for use of the park including setup, truck locaiton and cleanup. They will be provided keys for the gate, bathrooms, etc. Due to soccer being at the field until 4pm, no one can go in to set up before then. There is no electricity, all trucks must be self-contained.

Possibly dispersing the food trucks was briefly discussed. The number of bathrooms was reviewed. In addition to what is available at the park, five additional portopotties was recommended. It was noted that

if there is an agreement with another location, such as O's parking lot, a permission letter from the owner would be needed and additional portopotties may be needed at those locations.

Chief Beattie noted that the fireworks permit submitted by Atlas fireworks will need to be updated. The permit is for three barges; the show is now up to five barges plus possible drone show. Additionally there needs to be clarification about where they are loading and when. The application needs to be updated to reflect the changes.

Chief Canfield asked about the motorcycle ride on Sunday. Justin Spencer indicated that it is a ride from Keene, where they are having an event, to the CAKE where rider will disperse. They do have a show on Sunday but it is sold out.

Deputy Roffo reminded the applicant that if Atlas is proposing a drone show that they need to reach out to the FAA due to the proximity of Laconia Airport.

The Committee suggested the following conditions:

1. The event will be held on October 2, 2021 from 4pm to fireworks (approx. 8 PM). No entry or setup prior to 4pm.
2. No overnight camping or parking allowed.
3. Applicant is responsible for all cleanup. Cleanup to be completed no later than Sunday, October 3, 2021 at 10am
4. Emergency contact is Wendy Osborne (317)507-1577
5. Any food vendors shall obtain all of the appropriate permits and comply with Chapter 195 and Appendix A.
6. Copy of portopottie contract (for 5 additional portopotties at Opechee Park) by Wednesday, September 29, 2021
7. List of available parking locations by September 29, 2021
8. Permission from private property owners for use of property for event.
9. Fire Department Detail: 1 at delivery of fireworks to completion of show; 2 EMS personnel during event
10. Police Department: 2 Officers during event
11. Provide Certificate of Liability by September 29, 2021
12. 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. The applicant is responsible for the cost to the City to clean the sanitary sewer and/or stormwater systems if any contaminants are introduced into these systems.
13. Temporary traffic order to be obtained from City Council for "no parking" on southbound side of Main St.
14. Event license to be obtained from Licensing Department

15. Enter into escrow agreement(s) with the City of Laconia for services rendered.

16. If fee waiver is not approved by City Council all fees for Special Events; Licensing and Parks & Recreation due by Wednesday, September 29, 2021

13. Escrow funds for Police and Fire Details to be received by close of business Monday, September 27, 2021

At 12:39 PM R. Mora opened the public hearing.

At 12:39 PM with no one to speak for or against the application, R. Mora closed the public hearing.

Krista Larsen made a motion to approve the CAKE opening event with the conditions outlined above.

Deputy Roffo seconded the motion

All in favor.

6. ADJOURNMENT

At 12:41 PM the meeting was adjourned.

DRAFT