



## **TOWN OF DEERING**

### ***Board of Selectmen***

762 Deering Center Road  
Deering, NH 03244

### **Meeting Minutes**

**May 3, 2017**

Selectmen present: Allen Belouin, Aaron Gill, Sharon Fife  
The meeting was called to order at 1900.

#### **MEETING MINUTES:**

##### **Meeting Minutes – April 19<sup>th</sup>.**

Mr. Belouin made the motion to approve the meeting minutes of April 19<sup>th</sup>. Ms. Fife seconded the motion. The vote was unanimous and so moved. Mr. Belouin made the motion to approve the non-public minutes of April 5<sup>th</sup>. Mr. Gill seconded the motion. The vote was unanimous and so moved.

#### **New Business**

##### **Conditional Offer of Employment**

Mr. Belouin made the motion to approve a conditional offer of employment to Thomas Forsley as a part-time police officer pending a successful background at a rate of pay of \$20.94. Ms. Fife seconded the motion. The vote was unanimous and so moved.

##### **Discussion of House Bill 329**

HB 329 requires that Towns that re-scheduled the March 14<sup>th</sup> voting day because of the blizzard hold a public hearing to ratify the re-scheduled voting results. The bill covered those who were elected to offices within the Town. Unlike many towns that are SB 2 towns with an official ballot for everything Deering's only ballot question was an amendment to a zoning ordinance. The Board agreed to hold the public hearing at their next meeting scheduled for May 17<sup>th</sup>.

##### **Review of Special Events Permit**

The TA provided a brief synopsis of the permit (see attached) along with the issues that made a special event permit necessary. The permit is in response to last year's antique truck show held at the airport where neither the event organizer nor the property owner hosting the event informed the Town. It was a large event open to the public and approximately 3,000 to 4,000 people attended – about twice Deering's population. The permit looks to provide greater traffic and medical safety at large public events. The permit is not meant to cover private gatherings like weddings or family reunions because they are not public events. The Board asked that the TA tweak it enough so that it includes costs for police details if the Police Chief determines they are necessary.

##### **Piscataquog River Local Advisory Committee Appointment**

Mr. Gill made the motion to re-appoint Gary Samuels to the Local River Management Advisory Committee to represent the Town of Deering. Mr. Belouin seconded the motion. The vote was unanimous and so moved.

##### **Discussion of Board retreat for 2017 Goal Setting Session**

Board members determined that they will meet for their annual goal setting session on Saturday, May 20<sup>th</sup>, at 0800 in the Town Hall.

**TO BE REVIEWED AND/OR SIGNED:**

- |                           |  |
|---------------------------|--|
| - Employee Payroll        | <u><b>April 26<sup>th</sup></b></u><br>\$12,059.82 |
| - Employee Payroll        | <u><b>May 3<sup>rd</sup></b></u><br>\$18,913.03    |
| - Fire Department Payroll | <u><b>April 19<sup>th</sup></b></u><br>\$4,217.33  |
| - AP Manifest             | \$265,078.08                                       |

There being no further business to come before the Board Mr. Gill made the motion to adjourn. Ms. Fife seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2000.

Respectfully Submitted,

\s\ Russell McAllister  
Town Administrator

## **Special Events Permit**

### **Chapter 170**

## **Special Events Permit**

### **Article I PURPOSE**

The Town of Deering recognizes the benefit that festivals and special events contribute to community spirit and well-being while promoting community cohesion. With a special event permit the Town anticipates broad cooperation in the delivery of such events but expects the following guidelines shall be met:

- The event is led by a single entity with clear direction and responsibility;
- All participants are demonstrably insured, with the Town listed as additional insured if events are proposed on Town owned property;
- An estimate of cost and submission of bond or surety if Town expenses exceed licensing fee;
- The event organization can be incorporated to give it independent status.

### **Article II TIMELINE**

While the event organizers may proceed with publicity prior to permitting with the Town, it is at their discretion. Advance planning with the Town is imperative beginning with a minimum of:

90 days out	Pre-planning with Selectmen and appropriate departments;
60 days out	Town approvals in place and Fire Marshal approval if applicable;
30 days out	Insurance certificates, final event plan, health approvals if food vendors;
Post Event Debrief.	

### **Article III AUTHORITY**

The Town of Deering through RSA 286:1 has the authority to license special events prior to such events occurring within the community. Further, the Deering Police Chief has the authority through RSA 105:9 to require special detail for events which have the potential to involve traffic related problems, cause a nuisance, public disturbance or endanger public health or safety. In addition, the Deering Fire Chief has the authority through the State Fire Code and National Fire Protection Association Codes and Standards to regulate outdoor events and indoor public assemblies. See specific list of applicable statutes and municipal codes attached to this policy.

#### **Article IV DEFINITIONS**

1. Special Event – Is a pre-planned event, whether publicly and/or privately sponsored which is expected to draw 100 or more people at any one time as participants or spectators.
2. Organized Competitive Event – any planned race, walk, derby or event, whether human powered or otherwise that involves a contest of skills and takes place on a public right of way, park or waterway.
3. Procession/Parade - a public or private march, run, walk, car show, or parade of any kind, or other gathering of persons that occurs upon a public right of way, park or both that is used for vehicular purposes.
4. Community Event – is a special event sponsored by the Town of Deering.
5. Public Assembly – any public gathering, demonstration, picket, rally, gala, ceremony, celebration or other gathering on right of way, park space, that does not occur on the right of way used for vehicular traffic.
6. Event Site Plan – sketch of the proposed event site including pedestrian and vehicle access, parking, vendor locations, and facilities such as portable toilets, first aid, public safety and emergency support.

#### **Article V APPLICATION PROCEDURE**

All Special Events within the Town of Deering require a license from the Deering Board of Selectmen. The application shall be reviewed by the Town Administrator, Police Chief, Fire Chief, Road Agent, and Code Enforcement Officer.

**Article VI**  
**ITEMS TO ACCOMPANY SPECIAL EVENT PERMIT APPLICATION**

Identity of Event Sponsor/Co-Sponsors	Ambulance/Medical Service Plan
Certificate of Insurance	Ticket Distribution Plan
Event Site Plan	Sanitary Facilities Plan
Security/Crowd Control Plan	Food Service Plan
Traffic Control/Parking Plan	Electrical Services Plan
Fire Emergency Plan	Estimate of Cost – Municipal Services

**Article VII**  
**CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS**

1. The Town of Deering shall have the sole authority to determine whether or not a particular applicant shall be entitled to hold a special event. The Town of Deering shall also take into account the frequency with which such events are held and the convenience of the public in relation thereto.
2. The Town of Deering will also consider:
  - a. How well the applicant, insofar as it can be determined, appears capable or incapable of executing the planned special event.
  - b. Whether any inconvenience which the general public may suffer is outweighed by the potential benefit to the community as a whole.
  - c. Whether budgetary considerations at the time of the application create such a heavy burden upon the Town of Deering's financial and/or human resources that it would not be practical to hold the proposed special event at the time requested.
  - d. Whether the holding of the special event as planned would create an undue burden upon the manpower resources of the Town of Deering, and whether the health and safety of the public would be compromised.

**Article VIII**  
**SPECIFIC STATUTES AND MUNICIPAL CODES**

**RSA 286      Licensing Shows, Open Air Meetings, Billiard Tables, and Bowling Alleys**

Specifically    286:2 and 4, 4-a  
286:2    Theatricals; Parades; Meetings.  
286:4    Licenses; Fees.  
286:4-a Added Expense to Town.

<http://www.gencourt.state.nh.us/rsa/html/xxiv/286/286-mrg.htm>

**RSA 31                      Powers and Duties of Towns**

Specifically    31:39 Purpose and Penalties

<http://gencourt.state.nh.us/rsa/html/III/31/31-39.htm>

**RSA 105      Police Officers and Watchmen**

Specifically    105:9 Police Attendance at Public Meetings

<http://www.gencourt.state.nh.us/rsa/html/vii/105/105-9.htm>

**RSA 160:B    Fireworks**

Specifically    160-B:3 Display; Penalty

<http://www.gencourt.state.nh.us/rsa/html/xii/160-B/160-B-3.htm>

NH State Fire Code, NFPA 1, 2009

Jaffrey Municipal Code

Chapter 187    Regulating Outdoor Vendors and Transient Sales

IBC Building Code

Electrical Permit

Health Inspections

Portable restrooms



**Town of Deering  
Special Events Permit  
Application**

Event Name: \_\_\_\_\_

Purpose of  
Event: \_\_\_\_\_

Organization/Sponsor Name:

\_\_\_\_\_  
\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Set-up: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Clean-up: \_\_\_\_\_ Time: \_\_\_\_\_

List any streets that may be closed, including specific dates and times plus time of re-opening:

Street	Closing Date	Closing Time	Date of Re-Opening	Time of Re-Opening

List projected number of persons attending the event, include basis for projection:

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Will any temporary structures be built?

If yes, describe in detail and include location:                      Yes      No

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Will any signs or pennants be hung?

If yes, describe in detail, size and include location:      Yes                      No

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(Please note that signage must be removed no later than 72 hours after the conclusion of the event.)



Will there be any entertainment or music?

If yes, describe performance, times and location:      Yes      No

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Will additional utility services be used such as power and water beyond that which is available in the area?      Yes      No

Describe in detail specific utilities and location: *(Any additional utilities must be provided by the applicant)*

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Is a parade planned in connection with the event?      Yes      No

State details, time and anticipated crowd; attach a map of route and NHDOT permit, if required.

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Are any street peddlers or vendors being planned? Describe in detail:

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Are food sales planned?      Yes      No      Describe in detail: *(Applicant should also contact the health officer for regulations governing food sales.)*

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Describe in detail how do you plan to remove refuse and garbage:

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Describe in detail how do you plan to provide security:

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Describe parking areas and available transportation modes to and from the event:

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Will existing bathroom facilities be adequate? Yes No

Describe plans to augment available sanitary facilities

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Do you plan to sell any beer, wine or alcoholic beverages for public consumption? Yes No

List any license presently held (section a.); provide evidence of liquor liability insurance to Jaffrey.

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List beverages and vendors, plus locations and times of sale.

Beverage	Vendor	Time of Sale	Location	License

Explain the proposed controls for the sale of alcohol beverages where minors may be present:

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15. Do you plan to publicize the event? Yes No  
If yes, attach publicity plans.

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Do you plan a firework's display? Yes No  
If yes, specify:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Vendor: \_\_\_\_\_

Approval of this application will reserve for the applicant the requested event date/place providing all requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to the Town of Deering property, lost barricades/signs, cleanup by the Town or any other additional Town expense caused by this event, over and above any security deposit that may be required.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved

Denied

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Sign IN

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James Fisher  
Thomas Farley  
John Shao