Town of Lisbon

Sarah J. Bennett, MPA
Assistant Town Manager

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2025
Normand Albert, 2025

Subject: Special Events Ordinance, Policy, and Application Approval Request

Date: April 11, 2024

To: Glenn Michalowski, Town Manager

From: Sarah Bennett, Assistant Town Manager

Dear Glenn,

Between November 17, 2023 and April 9, 2024, department heads met for a series of planning meetings with the purpose of developing a mass gathering permitting application, policy, and ordinance to kick off the 2024 permitting season. Staff collaboratively contributed to the creation of what we now call the *Special Events Application, Special Events Policy* and *Special Events Ordinance,* which make up the three "Special Events" documents that accompany this memo for your review and consideration for approval.

The following staff were involved in the planning process:

- Lisa Ward, Town Clerk
- Ryan McGee, Police Chief
- Nate LeClair, Fire Chief
- Ross Cunningham, ECD Director
- Mark Stambach, Code Enforcement Officer
- Mark Stevens, Parks and Recreation Director
- Steve Aievoli, Interim Public Works Director
- Sarah Bennett, Assistant Town Manager

The reason this comes before you is because we feel it is important to streamline the application and permitting process to allow community members to host special events with ease while also ensuring the safety of the public. We feel confident all three documents presented, if approved, will be beneficial to the Town of Lisbon and to the community as a whole.

Together, we ask for the Council's consideration to adopt the new ordinance and approve the corresponding policy and event application for use this 2024 season. We believe this will make the Town's special event permitting process more effective and we hope our community members find it easier to complete.

Respectfully,

Sarah

Sarah Bennett

Sarah J. Bennett, MPA
Assistant Town Manager