

**Pelham Roads & Parks Debrief Meeting
August 8, 2016 – Council Chambers, 10:30 am**

Agenda Item	Discussion/Notes	Action and Responsibility
<p>Welcome:</p> <ul style="list-style-type: none"> - Vickie vanRavenswaay - Sally Jaeger - Jodi Hendriks - Kim Holland - Jesse Bedard - Andrea Clemencio - Ryan Cook 	<p>In Attendance:</p> <p>Vickie vanRavenswaay Sally Jaeger Jodi Hendriks Kim Holland Jesse Bedard Andrea Clemencio Ryan Cook</p>	
<p>1. Reviewed PW debrief meeting notes</p>	<p>Reviewed Andrea’s notes: Map that shows where vendors, hydro boxes, over lay it Main person contact, many requests</p> <p>Maps for location of tents/ picnic tables/</p> <p>Road closure 7am was good</p> <p>Thursday road closure 4pm difficult, need traffic control at the bottom of the arches</p> <p>Empties? Increased staff time, beer store runs Saturday & Monday requests coming from other departments</p>	<p>Engineering to do walk through and update map on the Friday with vendors RCW to appoint “central command”</p>

	<p>Car show 5 hours additional, changes in fencing</p> <p>Roads & parks working together Saturday to Sunday morning</p> <p>Vendors not tearing down on Saturday night</p> <p>Public works team meeting with RCW and front line staff prior to Summerfest. Review special event management plan</p> <p>Health & safety walk through with events</p> <p>Staggered vendor set up – staging set up time can start at 11 am have them staged at glenn A green, no vehicle access after set load in time, having a person stationed at glynn a green</p> <p>Additional events the same weekend as Summerfest etc swim meet, lacrosse tournament</p> <p>The physical bar is done, Ryan to bring proposal for new bar for 2017 – proposal come this fall for budgeting purposes</p> <p>Art walls – follow up with Todd</p> <p>Reserve parking for parks staff</p> <p>Parks staff to have key for Summerfest weekend</p>	<p>Add it into vendor contract for tear down</p>
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	<p>Beer left out Saturday night to Sunday Morning Parks to come back with more info?</p>	
<p>2. Vickie</p>	<p>Fencing issues Friday & Saturday night Saturday night moving controlled entrance to Churchill street</p> <p>Zip tie sections of fencing Parks to let us know a better location of the dumpster</p> <p>Vandalism/ security on contract vs hiring for one specific event</p> <p>Lighting & electrical</p> <p>Lighting in peace park -</p>	