

A special meeting of the Village of Liverpool Board of Trustees was held on August 3rd, 2018 at 12:00 noon at 310 Sycamore Street, Liverpool NY.

Present:	Gary White	Mayor
	Christina Fitch	Deputy Mayor
	Matt Devendorf	Trustee
	Michael LaMontagne	Trustee
	Mary Ellen Sims	Village Clerk

Also present were Chief Morris, William Asmus DPW Superintendent, William Regan, Codes Officer, James Fazio and Alex Poplawski representatives from American High and 2 other persons.

The purpose of this special meeting is to review the request by Big Time Adolescence, LLC to close a portion of the following roads: Birch and Fourth Street, Fifth and Birch, Third and Birch, Hickory and Fourth and Bass and Fourth for the purpose of shooting a movie during the hours of 8:00 PM to 1:00 AM .

Mayor White explained that there was very short notice of the meeting for today. Notifications have been made to the paper and the meeting was posted on the Village Facebook page. A flyer was distributed to the neighbors and 12 homes in the immediate area signed that they supported the film shoot. Originally, the shoot was scheduled for Thursday night, however, the Village Board had not yet approved it and the shoot was moved to Friday night, based on Village Board of Trustees approval.

James Fazio filled out the request for road closure and an ACCORD Certificate of Insurance was presented, listing the Village as additional insured.

A letter from Megan Kelly, dated August 3rd, was received regarding the timing of notification for the movie shoot. She feels that at least a week's notice of filming events would be adequate. James Fazio stated that a week to 10 days' notice would be followed.

James and Alex were present to answer any questions regarding the movie shoot. James stated that they had not received the original permit with the regulations listed. They are now aware of the proper procedures to follow in the Village of Liverpool.

Chief Morris asked James how the equipment will be moved, pending an emergency or vehicles that need to get through. James responded that the lights are on wheels and can be moved very quickly. A staff member from the filming company will be at each closed intersection, along with a police officer at two of the intersections. If cables run across the street, they will be covered.

James Fazio, explained that the set up for the shoot will start at approximately 8:00 PM and the actual filming will start at approximately 9:00- 9:30 PM and could run to approximately 1:30 AM.

Mayor White asked if there were any questions from the public. Steve Kelly, 308 Birch Street, stated that he had an issue with the flyer that was distributed only 48 hours before the time of the event.

James stated that going forward the issue of notification will be resolved.

Mayor White suggested that the film school issue a liability waiver, if they will be on private property. Mayor White also asked that the film school pick up any trash that is around the area after the shoot.

Trustee Fitch reminded the representatives, James and Alex, that procedures are important. Special meetings should have no less than 24 hours' notice, unless it is an emergency. She stated that 3 hours' notice is not adequate and that she really does not want it to happen again.

Hearing no more questions, or comments, Mayor White asked for a motion.

Motion was made by Trustee Devendorf, seconded by Trustee LaMontagne, to approve the request by Big Time Adolescence LLC to close a portion of the following roads:: Birch and Fourth Street, Fifth and Birch, Third and Birch, Hickory and Fourth and Bass and Fourth for the purpose of shooting a movie during the hours of 8:00 PM to 1:00 AM on August 3rd, 2018. Motion Passed.

Adjournment

Motion was made by Trustee Devendorf, seconded by Trustee Fitch, to adjourn the meeting. Meeting was adjourned at 12:28 PM Motion Passed.

Respectfully submitted,

Mary Ellen Sims
Village Clerk Treasurer