



**City of Laconia
Special Events Technical Review Committee**

Wednesday, October 8th , 2025 - 12:00 PM
City Hall in the Armand A. Bolduc City Council Chamber

10/8/2025 - Minutes

1. CALL TO ORDER

Tyler Carmichael called the Meeting to order at 12:19 PM

2. ROLL CALL

In attendance Nick Schwartz Water Department , Joe Gray Code Enforcement , Wes Anderson Department of public works , Hilary Young Licensing Department , Tyler Carmichael Assistant planning director , Lt Noyes Police , Chief Tim Joubert Fire , Amy Lovisek Parks and Rec.

3. RECORDING SECRETARY

Scott Pelchat

4. STAFF IN ATTENDANCE

Tyler Carmichael, Joe Gray, Nick Schwartz, Wes Anderson, Hilary young, Tim Joubert, Lt Noyes, Amy Lovisek, Scott Pelchat.

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

the prior minutes were accepted as written

5.1. Minutes

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7. 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.

8. SE2026-005 Laconia Pumpkin Festival

Amy spoke regarding the application for the Laconia Pumpkin Festival. Amy handed out maps for the members consumption and Wes asked if it had made it to there shared folder it was shared to him. Amy stated the City has ownership of the festival and thanked staff and her team as well for the hard work in the lead up to Pumpkinfest. Amy again thanked staff as well for the time donated to the event by said staff. Amy explained this is a one day event starting with set up at 5 AM vendors will arrive at 6 in the morning vendors will arrive in sections a hard shut down will occur at 10 Am. Wes has been working with me regarding logistics some items will be completed on Friday with the tower being near the bank and flagpole and some items being near Veterans Square Friday morning the beer tent will go up on main St parking lot. Try on Friday to get vendors into the main street parking lot to minimize impact on Saturday. Also pumpkin drop off will occur on Friday on Beacon street east on the street itself are trucks will be in the parking lot adjacent to it to allow for the trucks to unload. New spectrum lighting will be handling some or most of lighting on decorations.

Amy continued to describe some of the decor at some of the locations and how each would operate. Referencing a giant scarecrow nearer the welcome to Laconia concrete entry. A laser show will occur off the pumpkin tower as well as a fogger that will inundate the area for effect. This will go until shortly after 8 and the police will then assist in pedestrian dispersal to then allow for the breakdown of some and the clean up that will occur on the evening with more clean up occurring after. Amy expressed the Cake will holding two performances that day so parking may be problematic. Tim Joubert inquired regarding the fogger machines as it pertains to some of the buildings air handling systems. Amy stated it was going to cover the veterans square area. A stage at the Bank of NH parking lot 3 bands and one dance performance will take place. A craft fair will occur as well Amy stated she asked Nancy and it was around 85 vendors. Amusement and bouncy houses and parades will occur as there will be a Zombie walk as well. Sunday will still be shut down but clean up will continue as well. Main street lot beer tent will still be there but shall be removed Monday. Wes stated the Lull and scissor lift will arrive earlier than once thought. Wes and LT Noyes discussed the what where when of the closure aspect of the TTO and or road closure. Tim discussed with Wes regarding filling the Barriers. LT Noyes asked do the businesses know about the impact.

Tyler opened to public comment 12:35 and it was closed at 12:35. the motion was was made and was made unanimously amongst the members. Amy recused herself from the vote.

9. OTHER BUSINESS

9.1. After Action Review Of Temporary Traffic Order

Wes brought forward to the committee the findings regarding the temporary traffic order that was given 2025-13 for the Rev, White & Brew fest antique/classic car show on 8/15/2025. stating that for future events the traffic order cannot be issued in this iteration due the traffic disruptions it generated on that night.

10. ADJOURNMENT