

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, December 11th, 2018
City Hall, 2nd Floor Conference Room
5:15 pm to 6:15 pm**



- 1. Call to Order**
- 2. Roll Call – Appoint Alternates (if required)**
- 3. Minutes of the Previous Meeting: October 30th, 2018**
- 4. Board Business**
 - a.) Delegation/Singers to Keene proposal acceptance – October 3rd –11th, 2019 – *Sandi Howard*
 - b.) PCC Operating Guidelines (Sept) – Subcommittee Report – *Kürt/Pam/Will/Gary*
 - c.) Mixed Group Exchange – Einbeck to Keene – *proposed dates: June 7th-14th, 2019 (Oct)*
- 5. Communications:**

Email from Rachel Eschle (Keene Delegate to Einbeck in Oct) Offer to host farm dinner.
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
 - a.) Einbeck Renewable Energy Report (communication) – *Ann Shedd, Chair of Energy & Climate Committee.*
 - b.) Sub-group – Exchange Expectations/Benefits (to include as part of operating guidelines) promote PCC events, etc. – *Irene/John*
 - c.) An additional school that would like to start an exchange with a school in Keene – *John, Irene*
- 8. Next Meeting: Next meeting date: January 8th, 2019**
- 9. More Time:**
 - a.) Soccer Exchange 2018/2019, update – written report – *Wally Secord*
 - b.) Agricultural Connection – update – *Charles Daloz/Will*
 - c.) Discuss media opportunities to help promote PCC events and exchanges – *Dawn/Dan*
 - d.) New Funding Opportunity to research – First Friday's/Machina Arts – Non-profit vendors
<http://www.machinaarts.org/firstfridayarthop.html> - Consider for next summer.
 - e.) Conversational German update – *Lily*
 - f.) Pumpkin Fest Brought to You by Children of Monadnock, Oct 28, 2018 – potential fundraising opportunity – (No vendors allowed this year. Check in about next year.)
 - g.) PCC Budget Subcommittee Presentation – *Kathy, John, Dan*
- 10. Adjournment**

Helen Mattson

From: Rachel Eschle <rachel.eschle@gmail.com>
Sent: Tuesday, November 27, 2018 7:14 AM
To: Helen Mattson
Cc: Mike; Irene Davis; Mayor Kendall Lane
Subject: Re: Einbeck Delegation coming to Keene in June

Helen, thank you very much for the information, and for connecting me with Irene.

Irene,

It's a pleasure to meet you (electronically), and I hope to meet you in person sometime soon. I would have loved to join the December planning meeting, but I'll be on a business trip that week so we'll have to meet another time.

As you probably know, Danya Landis joined the Keene delegation in visiting Einbeck in October. Her business, Machina Arts, is an event planning organization that recently joined forces with local chef Jordan Scott. Jordan and Machina piloted a series of "farm dinners" this past summer, hosted at local farms using locally sourced ingredients. These dinners were wildly popular (Jordan is quite talented) and I understand Machina and Jordan plan to scale this part of the business in 2019. This will include hosting private farm dinners for various groups.

I floated the idea of hosting a farm dinner for our Einbeck guests to Danya, and she thought it would be viable, but said we'd need to book the date soon.

Some of the reasons I think this is worth discussing with the committee:

- These dinners are a fairly unique experience that I expect our guests would truly enjoy
- It showcases local seasonal produce from across the Monadnock region
- There are other local elements - the tables are made by a local craftsman, all of the decorations are sourced/made locally and frequently showcase local artists, etc.
- Danya is now connected to the Einbeck trip

I'm not sure what's in the budget for the welcome dinner and other activities, but the Keene Young Professionals Network may be willing to cover the difference in cost to make this happen.

I'm sure Danya and Jordan could move quickly to put together a quote if you think that's worth doing. I'd be assuming 40-50 heads. Let me know.

Best,
Rachel

On Mon, Nov 26, 2018 at 1:48 PM Helen Mattson <hmattson@ci.keene.nh.us> wrote:

Hi, Rachel – Our chair is Irene Davis who is copied in on this message. Our next meeting is scheduled for December 11th at 5:15 pm (the 2nd Tuesday of every month) if you're able to attend. Here's a list of members...a bit thin, but we are looking to fill seat vacancies if you're interested or know of someone who might be.

DRAFT

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, October 30, 2018

5:15 PM

2nd Floor Conference Room,
City Hall

Members Present:

Irene Davis, Chair
Kendall Lane, Mayor
Gary Lamoureux, City Councilor
Kurt Blomquist
John Mitchell
Kathy Frink

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Lily Hart, Alternate
Dawn Thomas-Smith
Karen Parsells
Frank Richter
Dan Brown
Will Schoefmann

1) **Call to Order**

Chair Davis called the meeting to order at 5:15 PM.

2) **Minutes of the Previous Meeting – September 11, 2018**

Councilor Lamoureux made a motion to accept the minutes of September 11, 2018. The motion was seconded by Mr. Mitchell, which carried unanimously.

3) **Board Business**

a. **Fireworks Fundraising Night**

Chair Davis reported there is a new manager at Fireworks. The new manager will look into the fundraising night and report back to Chair Davis. Ms. Mattson reported that \$415.00 was made from the raffle. She also reported this was \$115.00 more than last year's event. Chair Davis thanked everyone that was involved in the fundraiser. In addition, she reported that she received positive feedback from people that attended the event.

Ms. Mattson suggested the invitations for next year state that reservations are strongly encouraged at Fireworks. Attendees were unaware that reservations were required. She noted that a lot of guests attended the event thinking it was an open house. Mr. Mitchell reported that four KHS students who traveled to Einbeck participated in the fundraiser. The PCC noted that the students did a great job and were a tremendous help. Mr. Mitchell noted that the students are very excited about helping with the next PCC fundraiser.

The PCC discussed how the noise level at the event was an issue for some of the patrons. Ms. Mattson suggested a flier be given to Fireworks in advance of the event in order for patrons to be aware.

Councilor Lamoureux made a motion to accept the Fireworks Fundraising Night Report as informational. The motion was seconded by Mayor Lane, which carried unanimously.

b. Mixed Group Exchange-Keene to Einbeck

The Mayor, Mr. Blomquist and Councilor Lamoureux were part of the group that attended the exchange to Einbeck. The Mayor reported that Einbeck now has a monument reserved for the City of Keene. He presented a photograph of the monument to the PCC. Mr. Blomquist explained that Einbeck was utilizing their utility boxes and placing various images on these boxes.

The Mayor noted that it would be very much appreciated by Einbeck if Cindy Bagley, a minister with the UCC Church was contacted to inquire about her attending an exchange with the Einbeck pastors. Chair Davis will set something up with Ms. Bagley and will follow up with the PCC.

The Mayor reported that during the exchange there were a lot of large events as a group as well as individual events with their hosts. He added the hosts were very accommodating with the schedule. Mr. Mitchell noted that this was a benefit of having people stay with a host.

Councilor Lamoureux reported this was much more of an educational trip compared to his last trip. He explained that he learned so much because there was individual time. Chair Davis asked the group if they felt the schedule was too much. The Mayor responded that he did not feel that way on this trip but did feel so when he attended the

trip three years ago. He added there were opportunities to rest and spend time individually with the hosts.

Mr. Blomquist noted there is a strong interest from Einbeck to have more school interchanges. Mr. Blomquist stated the school exchange is a great exchange but the PCC is not the group that can influence that relationship. Mayor Lane reported that he has an appointment with the KHS Principal, Jim Logan to discuss these exchanges. He noted there was a concern about American students that attend classes during the exchanges in Einbeck. The Mayor continued to explain that these students sit through a class such as math without having a clue about the subject due to the language barrier. He reported that he discussed having the American kids attend a German second language class where one teacher would work with the students for two weeks. Chair Davis noted this topic was under new business. The PCC agreed to move this discussion to new business.

Mr. Blomquist made a motion to accept the Mixed Group Exchange Report as informational. The motion was seconded by Ms. Frink, which carried unanimously.

c. Mixed Group Exchange-Einbeck to Keene

The Mayor reported that he had a conversation with Mr. Thormann about the Einbeck exchange to Keene. He stated that Mr. Thormann stated there would be 22 people attending this exchange. Chair Davis stated that the PCC set the premise for 10 people. She reminded the PCC that there was a discussion to include spouses on the trip. The decision was made by the PCC not to include spouses because this was not the purpose of the exchange. Chair Davis stated that she will address this with Mr. Thormann.

Chair Davis suggested the PCC form a subcommittee to start working on putting together an agenda for this exchange. The PCC confirmed the dates for this exchange for Einbeck to Keene would be June 7th-June 14th in 2019. The Mayor confirmed that Mr. Thormann approved these dates.

Chair Davis asked Ms. Mattson to contact the Keene to Einbeck group to confirm they will be able to host June 7th-June 4th in 2019. She added that Ms. Mattson should also explain in the email that hosting means they are a guest in their home. In addition, if someone is not available to take time off from work the PCC will organize transportation. Once Ms. Mattson receives confirmation from the group, Chair Davis will contact Mr. Thormann to confirm the number of people that will be attending the exchange from Einbeck.

After a brief discussion, the PCC agreed to form a subcommittee in order to establish an agenda. The subcommittee will start looking at possible venues and types of activities for the exchange. The Mayor noted the exchange will take place the same time Wall Dogs would be painting the murals. He added that this would be an event that the Germans would find interesting and entertaining. The subcommittee will look into coordinating this with the exchange.

The PCC subcommittee will consist of Councilor Lamoureux, Chair Davis and Mr. Mitchell.

Councilor Lamoureux made a motion to accept the Mixed Group Exchange Report as informational. The motion was seconded by the Mayor, which carried unanimously.

4) Reports

a. **Treasurer Report**

Ms. Frink stated as requested at the last PCC meeting there was a request from Mr. Brown to have the balance to reflect what has been requested and approved. She distributed copies of the account based on this request.

She explained that she had broken the appropriated account and the general account separately. The student exchange in the amount of \$2,000 was requested and was approved so the balance of the beginning of 2017/18 year was \$4,943.83. After the \$2,000 was deducted it left a balance of \$2,943.83. In addition, she noted the gift for Einbeck in the amount of \$200 was deducted.

Ms. Frink reported the 2018/19 balance is \$7,743.83. She noted that this amount includes the \$5,000 appropriated. The Chorale Exchange that is next October has requested an amount but nothing has been approved at this time.

Ms. Frink reported at the last meeting, the Einbeck visit would have a budget of \$4,000. The PCC has not approved anything at this time.

The Soccer Exchange in July of 2019 has \$8,000 that has been approved by the PCC. Ms. Frink noted that this brings that appropriated account balance to a negative amount.

Ms. Frink then moved to the general account. She noted this account for the 2018/19 year has a balance of \$19,422.58. Ms. Frink has taken the negative amount from that and then below that amount are the funds from the Chorale Exchange in the amount of \$351. The \$18,815.41 is the final balance in the general account.

Mr. Blomquist asked if the funds from Fireworks were included. Ms. Frink responded in the affirmative. Mr. Blomquist suggested adding a column to show any expenses or revenues.

The PCC discussed how additional funds should be coming in from the Fireworks event.

Ms. Frink asked Ms. Mattson if the City was charged a fee for a returned check. Ms. Mattson replied that a fee was not issued.

Councilor Lamoureux made a motion to accept the Treasurer's Report. Mr. Mitchell seconded the motion, which carried unanimously.

5) **New Business**

a.) Einbeck Renewable Energy Report

Marri Bruner announced that she was present on behalf of Ann Shedd, the Chair of the Energy and Climate Committee. She said the ECC is interested in collaborating with the Einbeck delegation when they come to Keene. Ms. Bruner stated that the idea was to potentially put on an event to share with the community of Keene with what Einbeck does for renewable energy over in Germany. The Mayor stated that what has already been approved is a panel discussion set-up through The Chamber regarding renewable energy issues. He said it is important to understand how Einbeck operates. The Mayor explained that the Community is responsible for the distribution of energy. He noted the Einbeck does not generate anything and all of this is done at the regional and national level. Mr. Blomquist noted that their gas, water and electric are received through a private company of which the City of Einbeck owns 51%.

Chair Davis stated that she can reach out to Mr. Thormann to inquire about setting up an advisory group to start a dialogue with the EEC.

Ms. Frink made a motion to accept the Einbeck Energy Report as informational. The motion was seconded by Mr. Blomquist, which carried unanimously.

b) Sub-group – Exchange Expectations/Benefits

Chair Davis reported that she received a request from Mr. Thormann to remind the PCC to use the same base line for exchanges as Einbeck. She noted that these exchanges are based on cultural experience. Chair Davis stated that this means that visitors are hosted by hosts and in return they do the counter hosting.

Mr. Blomquist noted that if these are the rules for exchanges this needs to be made clear right from the beginning. He noted that this will dictate who participates in exchanges in the community. Mr. Blomquist stated this if is the decision of PCC then this needs to be included in the operating guidelines. Chair Davis noted that with all of the exchanges it was explained at the initial exchange meetings with the soccer groups to the choir that these are host family exchanges. She stated the goal is to learn about the culture by being a guest in someone's home.

Mr. Mitchell agreed the rules for the exchanges must to be clear. He said that he hopes that clear includes a good conversation about the benefits of exchanges.

Mr. Blomquist stated by having the rules listed in the operating guidelines it will help with succession planning so this type of philosophy continues.

Chair Davis noted that the PCC is going to be very active in 2019. The PCC will be hosting three groups within four months. Chair Davis stated that she is grateful to the

Committee for agreeing to come up with the funds for the exchange. She noted that she has told Einbeck that this will be the last soccer exchange. Chair Davis stated that there is no one to take over the soccer exchange. The Mayor stated that Einbeck does understand this is the last soccer exchange but also wants to know what other exchanges they can form.

Mr. Blomquist made a motion to accept the Exchange Expectations/Benefits as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

b.) Additional School Starting An Exchange With Keene School

Mr. Mitchell stated that they sent younger students during the last exchange and was a calculated step. He noted that he believes this has paid off in a lot of ways. He reported a strong interest from parents and new students that want to participate in the next exchange. In addition, the students who attended the last exchange have also expressed their desire to attend the next exchange.

Mr. Mitchell reported that in December there will be an invitational meeting at the KHS to get more students involved. A month after this meeting there will be another meeting with parents.

Mr. Mitchell reported they brought the price of the previous trip down quite a bit. The New York City trip was canceled due to the expense. A trip to Boston will take place instead and all students will be able to attend. Mr. Mitchell noted there are costs associated with chaperones. The KHS does require that two chaperones are present on the exchange. The Mayor noted that KHS has not put a dime into the exchanges. Mr. Mitchell responded that was correct. The Mayor stated that the school is going to have to buy into the exchanges in order for them to continue. Mr. Mitchell stated that it is understood that the PCC is at the end of their support. He noted that this would not be a problem.

Mr. Mitchell reported that he has received requests from the Goetheschule, Mendelssohn and Hauptschule about setting up exchanges. He stated this is a sign of a good exchange. The exchanges have been setup in a manner where other schools now want to participate in the Cheshire Career Center exchanges.

The Mayor stated that he will inform Mr. Mitchell of the date and time of the meeting with the KHS Principal.

With no further comment, a motion was made.

Mr. Blomquist made a motion to accept Mr. Mitchell's Report as informational. The motion was seconded by Councilor Lamoureux.

8) Next Meeting: December 11, 2018

PCC Meeting Minutes
October 30, 2018

Chair Davis requested Ms. Mattson send an email to the Committee in advance of the meeting to confirm there will be a quorum present for this meeting. She stated that it is a priority to have at least one more meeting in December due to the importance of the items on the agenda.

9) **Adjournment**

Hearing no further business, Chair Davis adjourned the meeting at 6:29 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker