

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, April 9th, 2019
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: March 12, 2019**
- 4. Board Business**
 - a.) PCC Exchange – Mixed Group Delegation/June – *Confirm Agenda details*
 - b.) Soccer Exchange 2018/2019 – *Irene*
 - c.) Discuss Albert’s future exchange requests
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
- 8. Next Meeting: Next meeting date: May 14, 2019**
- 9. More Time:**
 - a.) New Funding Opportunity to research – First Friday’s/Machina Arts – Non-profit vendors
<http://www.machinaarts.org/firstfridayarthop.html> - Consider for next summer.
 - b.) Rachel Eschle (Keene Delegate to Einbeck in Oct) Offer to host farm dinner for Einbeck Delegation coming in June. – requires 50% payment to reserve spot.
 - c.) PCC Operating Guidelines Approval – Subcommittee Report – *Kürt/Will/Gary*
 - d.) Discuss media opportunities to help promote PCC events and exchanges – *Dawn/Dan*
- 10. Adjournment**

DRAFT

**City of Keene
New Hampshire**

**PARTNER CITY COMMITTEE
MEETING MINUTES**

Tuesday, March 12, 2019

5:15 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Irene Davis, Chair
Kendall Lane, Mayor
George Hansel, Councilor
Kurt Blomquist
John Mitchell
Kathy Frink
Will Schoefmann

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Lily Hart, Alternate
Gary Lamoureux, Councilor
Dan Brown, Alternate

1) Call to Order

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

2) Minutes of the Previous Meeting – January 15, 2019

Mr. Schoefmann made a motion to accept the minutes of January 15, 2019. The motion was seconded by Ms. Frink, which carried unanimously.

3) Board Business

a. PCC Exchange-Mixed Group Delegation/June-Planning Agenda

Chair Davis began the discussion by reviewing the arrival time and schedule of events.

The Einbeck Mixed Group Delegation's flight will arrive at 3 PM on Friday, June 7th at the Boston Logan International Airport. Chair Davis reported that she contacted Thomas Transportation to inquire about transportation. She stated there is a 14 passenger van available with a luggage trailer that costs \$425 each way. Chair Davis noted that she could not reserve the van because there was not a flight number assigned at that time.

Chair Davis stated she thought the PCC could go over the budget for the trip in order for the PCC to know the expenses. She stated that any volunteers are greatly appreciated.

The PCC agreed that host families will meet the group at 350 Marlboro Street for pick-up. There will be 12 people from Einbeck attending the exchange.

The PCC then reviewed the host list as follows.

Keene Host	Einbeck Guest
Councilor Hansel	Thomas Kreykenboom
Tiffany Mannion and Michael Day	Wulf and Angelica Miessling
Michael Giacomo and Rachel Eschle	Albert Eggers und Frau
Danya Landis	Kerstin Hillebrecht
Fred and Karen Parsells	Ulrich Meiser und Frau and Albert Thormann
Ms. Frink	Nicole Moelder
Staying with Former Host Family	Hans Radke and Spouse

After reviewing the host list the PCC discussed the agenda for the visit and developed a schedule of events.

Friday, June 7th

- Flight will arrive at 3 PM
- Host families will meet at 350 Marlboro Street to pick up guests.

Saturday, June 8th

- Host Family Day
- Guests will have the day to settle in with their host families.
Mike Giacomo is arranging for craft brewery tours in the area for his guests.
There may be potential for others to join.

Sunday, June 9th

- Hike Mt. Monadnock, Rail Trail hike, or activity of choice
- Farm Dinner at Stonewall Farm at 4:30 PM. The cost of the dinner is \$35 per person (without wine paring). Total amount of guests is estimated at 35.
- Estimated cost of the Stonewall Farm Dinner is \$2,000.
- The rental fee for the space at Stonewall Farm has yet to be determined. Jordan (the Chef) was looking into having the fee waived as a contribution to the PCC.
- Invites to the dinner will be extended to the City Manager, Andy Bohannon and Meghan Spaulding.

Monday, June 10th

- Presentation by the City Manager and the Mayor about the City of Keene's government structure at 8:30 AM in the Council Chambers.
- Following the presentation there will be a tour of Downtown, touring places such as KSC and Wyman Tavern.
- Group will be taken to the local food trucks downtown. The estimated cost is \$15 person.
- Dinner will be with host families.

Tuesday, June 11th

- Visit with Parks and Recreation/Youth. Mr. Blomquist and Mr. Schoefmann will contact Mr. Bohannon to set-up a meeting to discuss a tour.
- Mr. Bohannon and Ms. Spaulding will give a tour and presentation.
- The Mayor will arrange a tour and lunch at Hillside Village.
- Following the Hillside Village tour the group will tour the YMCA.

Wednesday, June 12

- Councilor Hansel will arrange manufacturing tours at Unity Homes, Filtrine and Markem.
- Councilor Hansel will arrange to have lunch provided at Filtrine.

Thursday, June 13

- Guests will have free time during the day for sightseeing or for visiting the local shops.
- BBQ Farewell Dinner at the Mayor's residence will consist of Einbecker beer and bratwursts. Estimated cost of the Farewell Dinner is \$300.

Friday, June 14th

- Guests will meet at 11 AM at 350 Marlboro Street for departure.

The PCC determined the beginning budget for the exchange is \$5,000 based on transportation, dinner at Stonewall Farm, lunch at the food trucks, BBQ, Farewell Dinner and welcoming gifts.

Chair Davis stated that the host family contact information and agenda will be submitted to Einbeck in May. The PCC will finalize the agenda at the next PCC meeting in April.

Mr. Schoefmann made a motion to accept the PCC Exchange-Mixed Group Delegation Planning Discussion as informational. The motion was seconded by Councilor Hansel, which carried unanimously.

b. Agricultural Commission-Report Out

Councilor Hansel made a motion to report out the Agricultural Commission. The motion was seconded by Mr. Schoefmann, which carried unanimously.

c. Conversational German Update-Report Out

Councilor Hansel made a motion to report out the Conversational German Update. The motion was seconded by Mr. Schoefmann, which carried unanimously.

- d. **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.**

Councilor Hansel made a motion to report out the Pumpkin Fest Brought to You by Children of Monadnock, potential fundraising opportunity. The motion was seconded by Mr. Schoefmann, which carried unanimously.

- e. **An additional school that would like to start an exchange with a school in Keene**

Vice Chair Mitchell made a motion to report out an additional school that would like to start an exchange with a school in Keene. The motion was seconded by Mr. Blomquist, which carried unanimously.

4) Communication

The PCC did not provide a report on new communications.

5) Reports

a. **Treasurer Report**

Ms. Frink reported the balance in the appropriated account since she last reported was \$7,943.83. She noted that \$3,100 was approved for the Chorale Exchange as well as \$8,000 for the Soccer Exchange. She noted this depletes this account and leaves a balance of \$-3,156.17.

Ms. Frink reported in the general account the balance after the Fireworks fundraiser deposit of \$475, is \$19,849.08. She explained by taking away the negative balance from the appropriated account and the money that belongs to the Chorale Exchange in the amount of \$351 brings the balance to \$16,341.91. Ms. Frink noted that \$5,000 would also need to be deducted for the Mixed Group Exchange.

Chair Davis asked if the PCC received the 2019 appropriation. Ms. Mattson responded that would be received in July. Mayor Lane suggested the PCC consider increasing their appropriation amount to \$7500 for 2021 due to the increase of the activities. Ms. Mattson noted the PCC is scheduled for a presentation in September with the City Council and that it would be a good opportunity to provide the Council with a great overview of the PCC and its future plans. In addition, she noted that it would be a good idea to include photos of the exchanges in the presentation.

Mr. Mitchell made a motion to accept the Treasurer's Report. The motion was seconded by Mr. Blomquist, which carried unanimously.

6) New Business

The PCC did not report on new business.

7) Items on More Time

- a.) New Funding Opportunity to research-First Friday's/Machina Arts-Non-profit vendors <https://www.machinaarts.org/firstfriday.arthop.html>-Consider for next summer
- b) Rachel Eschle (Keene Delegate to Einbeck in Oct) Offer to host farm dinner for Einbeck Delegation coming in June
- c.) PCC Operating Guidelines Approval
- d.) Soccer Exchange
- e.) Discuss media opportunities to help promote PCC events and exchanges

8) Next Meeting:

The next PCC meeting will be held on April 9, 2019.

Added Agenda Items:

- Mr. Thormann's Future Exchange Requests
- Confirm Mixed Exchange
- Soccer Exchange

9) Adjournment

Councilor Hansel made a motion to adjourn the meeting. The motion was seconded by Mr. Schoefmann and carried unanimously.

Hearing no further business, Chair Davis adjourned the meeting at 6:16 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker