

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, April 11, 2023

5:00 pm to 6:00 pm

2nd Floor Conference Room, City Hall



1. **Call to Order**
2. **Roll Call – Appoint Alternates (if required)**
3. **Minutes of the Previous Meeting:** March 14, 2023
4. **Board Business:**
 - a.) KSC Music Exchange – Committee agreed it would match \$100 up to \$150.00 of what we received from the Monadnock Coop (\$100 gift card). Reimburse John for additional amount.
 - b.) Activity Planning for upcoming exchange w/Einbeck in Keene – September 29 – October 7, 2023.
 - d.) PCC Exchange Survey/Facebook updates.
 - e.) Update on Student Exchange - MC₂. – October 9 – 22, 2023.
 - f.) Update on other future exchange Ideas.
5. **Communications:**
6. **Reports:**
 - a) Treasurer Report
7. **New Business:**
 - a) Discuss additional guidelines/expectations to be added for people from Keene traveling to Einbeck.
8. **Next Meeting:** Next meeting is May 9, 2023
9. **More Time:**
 - a) Fundraising Ideas/Opportunities
 - b) Planning for “Taste of Keene” for next year. Brats and Kraut sales – potential free use of grill and donation for brats and kraut, volunteers.
 - c) Pumpkin Fest, potential fund-raising opportunity.
10. **Adjournment**

1 City of Keene
2 New Hampshire

3
4
5 PARTNER CITY COMMITTEE
6 MEETING MINUTES
7

Tuesday, March 21, 2023

5:00 PM

2nd Floor Conference Room,
City Hall

Members Present:

John Mitchell, Chair
William Schoefmann, Vice Chair
Mayor George Hansel
Councilor Michael Giacomo
Dawn Thomas-Smith
Mari Brunner
Gerald Lins
Derek Blunt

Staff Present:

Helen Mattson, Executive Assistant

Members Not Present:

Kürt Blomquist
Doris McCollester
Gregg Kleiner, Treasurer

8
9
10 1) Call to Order

11
12 Chair Mitchell called the meeting to order at 5:00 PM.

13
14 2) Roll Call – Appoint Alternates (if required)

15
16 Roll call was conducted.

17
18 3) Minutes of the Previous Meeting – February 14, 2023

19
20 Mayor Hansel made a motion to approve the meeting minutes of February 14, 2023. Councilor
21 Giacomo seconded the motion, which passed by unanimous vote.

22
23 4) Board Business

24 A) KSC Music Exchange – Committee agreed it would match \$100 to what we
25 received to cover the other family for dinner. \$100 gift card received from
26 Monadnock Coop – vote to accept.

27 Ms. Brunner reported that the Monadnock Coop donated a \$100 gift card. Chair Mitchell asked
28 what the cost of the Saturday night dinner is expected to be, for the Einbeck visitors who are
29 staying at the Marriott instead of host families and will need dinner. Discussion ensued. Mr.
30 Schoefmann stated that the PCC had agreed to match the \$100. Chair Mitchell suggested \$150
31 just to be sure it is enough.

32
33 Councilor Giacomo made a motion to accept the \$100 gift card from the Monadnock Coop and
34 to support up to \$150 from the Partner City Committee's funds to provide the first night dinner
35 for the Keene State College Music Exchange. Mayor Hansel seconded the motion, which passed
36 by unanimous vote.

37
38 Mr. Schoefmann asked if Ms. Mattson will handle the distribution of those PCC funds. Ms.
39 Mattson replied yes, she will get the check and find out from Sandra Howard who to make it out
40 to. Discussion ensued. Ms. Brunner stated that the Finance Department will want the PCC to
41 specify who the check goes to. Discussion continued.

42
43 Chair Mitchell asked who plans on being there. Discussion ensued, and the group determined
44 that Councilor Giacomo, Mr. Kleiner, Ms. McColleston, and Chair Mitchell will be there. Ms.
45 Brunner stated that she can be there if needed. She continued that she thought the dinner was
46 before the meet and greet. Discussion ensued about the timing, and about whether the meet and
47 greet is intended to be for all of the Einbeck visitors or just the ones not staying with host
48 families. Chair Mitchell clarified that it is for all of the Einbeck visitors and host families will
49 pick up their guests from the Marriott. Then the people staying at the Marriott would go to the
50 Coop for dinner.

51
52 Mr. Schoefmann asked, regarding the cost of the dinner, whether someone should touch base
53 with Sandra Howard and have her let the PCC know how much dinner cost so they can
54 reimburse her. Discussion ensued about how to best get the PCC's funds, up to \$150, to
55 Sandra/the Einbeck guest's dinner. Chair Mitchell questioned whether they could get the check
56 approved in time for March 25. He asked if he could instead pay the money himself and bring
57 the receipt to the next PCC meeting and then the PCC could pass a motion to reimburse him.
58 Ms. Mattson and others agreed with that plan.

59
60 Chair Mitchell stated that he should have done this earlier in the meeting, but he would like to
61 welcome new members Gerald Lins and Derek Blunt to the PCC. He asked everyone to go
62 around and briefly introduce themselves. Other PCC members welcomed Mr. Blunt and Mr.
63 Lins and briefly spoke about their experiences on the committee.

64
65 **B) PCC Meet and Greet – Einbeck's Choir, Sat., 3/25 at 6:00 PM – Courtyard**
66 **Marriott**

67
68 Chair Mitchell stated that he will bring water and cookies. He explained for the benefit of the
69 new PCC members that on Saturday, March 25, the PCC will be welcoming a group of 32

70 chorale members from Einbeck, who will have just arrived via airplane then bus, and all/any
71 PCC members are welcome to be there. He continued that at the Marriott, the Einbeck visitors
72 who are not staying there will meet their hosts there. Everyone will have a little time to
73 introduce themselves and get to know each other. Ten of the visitors are staying at the Marriott.
74 After the meet and greet, those 10 will have dinner at Monadnock Coop. Discussion ensued, and
75 Mr. Lins offered to bring a light snack to the meet and greet, but needed to check with his wife
76 first to see if she would be able to also attend. Ms. Thomas-Smith stated that she can order/buy
77 something for this as well, if someone else is able to bring it to the Marriott, because she is
78 unavailable at that time. Chair Mitchell replied that they appreciate the offer but probably have
79 it covered.

80
81 Chair Mitchell asked if anyone else had questions about the meet and greet, before moving on to
82 the next agenda item.

83
84 Councilor Giacomo stated that he needs to leave in a minute, and does not have any questions
85 about the meet and greet but has a comment about the “Pumpkin Fest Participation for Next
86 Year” agenda item, which may have been taken off the agenda due to his comments at the last
87 meeting. He continued that he had said that the PCC might not make the cut for being a vendor
88 this year, but he had not realized how long the PCC had been having a food booth at the
89 Pumpkin Festival. The Pumpkin Fest organizers are inviting vendors back based on
90 tenure/seniority, and it sounds like the PCC’s food booth was around for a long time. He will
91 talk with the Vendor Committee about this, which has not yet started meeting. The PCC’s
92 participation this year is not completely off the table. He just does not know how many vendors
93 they will be looking for this year. He asks that “Pumpkin Fest Participation for Next Year” be
94 added back to the agenda items on more time. He hopes to have an update for the PCC soon
95 now that the Vendor Committee is about to meet.

96
97 Councilor Giacomo left at 5:20 PM.

98
99 **C) Discuss Upcoming Exchange with Einbeck in Keene – September 29-October**
100 **7, 2023**

101
102 Chair Mitchell asked Mr. Schoefmann to update the PCC. Mr. Schoefmann put a document on
103 the screen, explaining that there are many things still “TBD,” because the working group for
104 planning the exchange is still in the brainstorming phase. He continued that Ms. Brunner
105 reached out to the Parks, Recreation, and Facilities Department and they potentially have a bus
106 available for the PCC to use. Ms. Brunner stated that she could drive the bus locally, but not to
107 Boston/long distances. She continued that driving it requires certain training.

108
109 Discussion ensued about who could drive the (25- to 30-person) bus. Mr. Schoefmann stated
110 that he and Ms. Brunner will do the training so they can drive it. Mayor Hansel stated that he
111 might do the training as well. Mr. Schoefmann stated that the bus is reserved for the whole
112 week, and they can narrow it down as they sort out the schedule/programming.

113
114 Mr. Schoefmann went through the draft schedule, beginning with Einbeck visitors arriving in
115 Boston on Friday, September 29, and being brought to Keene via bus to meet up with their host
116 families. He continued that September 30 will be an acclimating day. They might go to a local
117 rugby game. Stonewall Farm's event, Oktoberfest, is also that day, and the PCC plans to staff a
118 booth there. They are thinking/talking about how to involve someone from Einbeck as well.
119 Saturday will also have a welcome dinner. The next day, Sunday, will be a "choose your own
120 adventure" day, where Einbeck folks will have various options, such as a bike tour of the rail
121 trail, mountain bike ride, Mt. Monadnock hike, visiting historical sites or museums, and so on
122 and so forth. They are open to other ideas. Ms. Thomas-Smith suggested apple picking/an
123 orchard visit.

124
125 Mr. Schoefmann continued that for Monday, the working group talked about organizing a day
126 trip. Possible locations could be the Pioneer Valley, Berkshires, Yankee Candle, Magic Wings
127 butterfly conservatory, MASS MoCA, botanical gardens at Smith College, and so on and so
128 forth. When folks from Keene went to Einbeck, their Einbeck hosts took them around the region
129 and went out of their way to do different things for them, so it would be nice for Keene hosts to
130 do that for their Einbeck visitors, too. Discussion ensued. Ms. Brunner stated that some places
131 might be closed on Mondays. Mr. Schoefmann replied yes, they will need to divvy up the work
132 of seeing which locations are open and what the costs would be, and researching other
133 information to bring back to the next PCC meeting or the one after, to firm everything up by
134 May or June. Mayor Hansel stated that he will look into the Pioneer Valley idea. Ms. Thomas-
135 Smith suggested they look into discounted tickets/passes via the Keene Public Library.

136
137 Mr. Schoefmann continued that Tuesday would be for local activities in Keene, such as visiting
138 local businesses or touring City facilities. Wednesday would be a major or minor day trip. Ideas
139 for locations include the White Mountains, possibly Mt. Washington, Cannon, or Loon, stopping
140 at the Concord statehouse; Boston; Portland; or New York. Thursday would be another local
141 day. There are many ideas; they just have to decide how to go about it, and it depends somewhat
142 on the group of Einbeck visitors, which they are waiting to hear about. Chair Mitchell stated that
143 Einbeck has their group, and Jurgen Herbst will be sending information about the travelers in the
144 next couple of weeks.

145
146 Mr. Schoefmann stated that Friday morning will be free time for Einbeck visitors to choose
147 activities they wanted to follow up on, shop for gifts, spend time with people, and so on and so
148 forth. The farewell dinner on Friday will be at Councilor Giacomo's home. The departure back
149 to Germany is Friday or Saturday.

150
151 Chair Mitchell stated that it all looks very good. He continued that it is great to have the free
152 time on Friday, after people have had the week to get to know each other. Others agreed. Mr.
153 Schoefmann stated that if the PCC is good with this schedule, the working group can tease out
154 the details a bit more and ask the PCC for help as needed.

155

156 Ms. Brunner suggested asking if the folks who are coming have any specific requests. Others
157 agreed. Chair Mitchell asked if the working group will meet again before the next PCC meeting.
158 Mr. Schoefmann replied yes. Chair Mitchell asked if at the next PCC meeting, Mr. Schoefmann
159 can give them a sense of how many meals, if there are any overnights, and an estimate of fees
160 and costs. Mr. Schoefmann replied yes. Chair Mitchell added that it would also help to clarify
161 which activities Keene hosts would be welcome to participate in. Mr. Schoefmann replied that it
162 will sometimes depend on how many seats the transportation has.

163
164 Chair Mitchell asked if the working group has thought about where the welcome dinner might
165 happen. Mr. Schoefmann replied not yet. Discussion ensued about potential locations, such as a
166 Fireworks buffet, someone's home, the high school, Heberton Hall, The Pub, Machina, or
167 another local restaurant.

168
169 Chair Mitchell stated that when the visitors are here, they should try to have them on the radio.
170 He continued that it might help to talk about it a month or two in advance, too. Mayor Hansel
171 replied that they could do it anytime. He continued that it would be good to have a couple PCC
172 members on, if they just let him know when they want to do it.

173
174 Chair Mitchell asked if Mr. Schoefmann had anything else. Mr. Schoefmann replied no, the
175 working group will probably have more specific asks of the PCC next time. Mayor Hansel
176 asked, what about the day trip location? They should figure that out. Ms. Thomas-Smith asked
177 if they know if the Einbeck visitors have a preference or specific places they want to go. Chair
178 Mitchell replied that they have asked more than once, and Mr. Herbst/Einbeck folks keep saying
179 they will be glad to go anywhere/do whatever. He continued that maybe when Mr. Herbst sends
180 the PCC the travelers' information, they will have a better sense of which daytrip(s) would be the
181 best fit.

182
183 Lengthy discussion ensued about the potential daytrip locations, such as the White Mountains,
184 New York, Boston, Maine, and the logistics of transportation, travel times and routes, activities,
185 and so on and so forth. The PCC tentatively decided on planning a Portland/White Mountains
186 trip. Ms. Brunner stated that then the Berkshires could be on Monday, with the optional contra
187 dance that night.

188
189 **D) PCC Exchange Survey/Facebook Updates**

190
191 Ms. Mattson stated that Dita Englund, a prior PCC member, filled out the survey with very
192 positive ratings. She continued that Ms. Englund expressed a willingness to participate in some
193 way, so the PCC can keep her in mind. Ms. Brunner replied that maybe she would be able to
194 help coordinate for the contra dance, since it is near where she lives. Discussion ensued about
195 how to contact her. PCC members noted that survey should include asking for people's email
196 address or phone number if they want to be in contact with the PCC.

197

198 Ms. Brunner stated that they should do something on Facebook regarding the upcoming
199 exchange, so people know it is happening. Others agreed. Ms. Thomas-Smith stated that the
200 only public event is the concert at the Redfern, so people could be involved that way. Ms.
201 Mattson replied that that is posted, but she thinks they need to do more on the Facebook page to
202 keep people informed. Ms. Thomas-Smith replied that if anyone takes photos at the meet and
203 greet on Saturday, those would be great to post; photos engage people. Mr. Schoefmann asked if
204 Ms. Thomas-Smith can add him to the (administrators) on the Facebook page.

205
206 **E) Update on Future Exchange Ideas – Student Exchanges and Others**

207
208 Mr. Schoefmann stated that he needs to talk with the board of the rugby club, and the club
209 needs to talk about what they are hoping to gain and figure out how their purposes for the
210 exchange align.

211
212 Chair Mitchell stated that they have not heard back from the woman who had expressed interest
213 in doing a soccer exchange.

214
215 Mr. Blunt stated that the student exchange will be happening, and Einbeck travelers booked
216 their flights and will be in Keene from October 9 to 22. The MC2 School will be hosting them.
217 MC2 has raised about 30% of their fundraising goal to book their flights, which they hope to do
218 in August. They have their own division of corporate asks, companies who have supported
219 MC2 in the past, but they would also appreciate any recommendations from the PCC, regarding
220 other businesses to reach out to for student sponsorships. Mayor Hansel replied that he can
221 help with that. He continued that if Mr. Blunt gets in touch with him, he will give him some
222 names. Mr. Schoefmann stated that if MC2 has a specific dollar amount in the long run that
223 they need to make up, they can come to the PCC with that request. Mr. Blunt replied that they
224 are doing a fundraiser on April 1 for the Einbeck exchange, a yard sale/bake sale at 310
225 Marlboro St. Ms. Brunner replied that she can post about that on Facebook, if Mr. Blunt sends
226 her the details. Mr. Schoefmann asked when MC2 plans to go to Einbeck. Mr. Blunt replied
227 March (2024). Chair Mitchell asked if MC2 is all set with hosting. Mr. Blunt replied yes, they
228 believe so; they have not secured hosts yet but they are optimistic.

229
230 Mayor Hansel asked how much money MC2 needs to raise. Mr. Blunt replied the goal is
231 \$10,000 by September, to cover the flights. He continued that they have about \$3,000 so far.
232 They have not yet figured out the expenses for hosting Einbeck travelers in October and are
233 still putting the itinerary together.

234
235 **5) Communications**

236
237 Chair Mitchell stated that that he received communications from Mr. Herbst saying that the
238 Einbeck travelers will all fly on the same airplane and arrive (in Boston) at the same time. He
239 continued that Mr. Herbst expects to get in touch just after Easter to let the PCC know about

240 their travel arrangements, and again, they will send written introductions and photos of the
241 people who will be traveling.

242
243 Chair Mitchell asked, regarding the official exchange this fall when Keene will be hosting
244 travelers from Einbeck, if it would make sense for the hosts to meet ahead of time and get to
245 know each other. Discussion ensued. Mr. Schoefmann and others agreed that it would be
246 helpful for the hosts to get to know each other ahead of time and be on the same page. Ms.
247 Brunner suggested using WhatsApp to stay in touch with each other as a group. Chair Mitchell
248 asked that the working group that is planning the itinerary for the October exchange, add a
249 meetup for the hosts.

250
251 Chair Mitchell stated that Mr. Herbst sent him/the PCC photos of Einbeck's partner city
252 committee. He asked if it is okay with everyone if he takes a photo of the PCC to send to
253 Einbeck. Others agreed.

- 254
- 255 6) **Reports**
 - 256 A) **Treasurer Report**
 - 257
 - 258 7) **New Business**
 - 259 A) **Discuss Additional Guidelines/Expectations to be added for people from**
260 **Keene traveling to Einbeck**
 - 261
 - 262 8) **Next Meeting – April 11, 2023**
 - 263
 - 264 9) **More Time**
 - 265 A) **Fundraising Ideas/Opportunities**
 - 266 B) **Planning for “Taste of Keene” for next year. Brats and Krauts sales –**
267 **potential free use of grill and donation for brats and kraut, volunteers**
 - 268

269 10) **Adjournment**

270
271 There being no further business, Chair Mitchell adjourned the meeting at 6:07 PM.

272
273 Respectfully submitted by,
274 Britta Reida, Minute Taker

275
276 Reviewed and edited by,
277 Helen Mattson, Staff Liaison ~~Staff Member(s) Name(s), Title(s)~~

