

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, July 11, 2023

5:00 PM

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

Members Present:

William Schoefmann, Vice Chair
Mayor George Hansel
Councilor Michael Giacomo (until 5:44 PM)
Mari Brunner
Gregg Kleiner
Derek Blunt
Doris McColleston (5:06 PM)

Staff Present:

Helen Mattson, Executive Assistant

Members Not Present:

John Mitchell, Chair
Gerald Lins, Alternate
Kürt Blomquist
Dawn Thomas-Smith

1) Call to Order

Vice Chair Schoefmann called the meeting to order at 5:01 PM.

2) Roll Call – Appoint Alternatives (if required)

Roll call was conducted.

3) Minutes of the Previous Meeting – Approval for June 13, 2023, and April 11, 2023

Councilor Giacomo made a motion to approve the minutes of June 13, 2023. Mayor Hansel seconded the motion, which passed by unanimous vote.

Councilor Giacomo made a motion to approve the minutes of April 11, 2023. Mayor Hansel seconded the motion, which passed by unanimous vote.

4) Board Business

A) Activity Planning for Upcoming Exchange with Einbeck in Keene – We are now planning to host from September 22 to September 30, 2023

Vice Chair Schoefmann stated that the working group met last Friday. He shared information about the flight arrival times. He spoke about the changes/updates/additions to the itinerary the working group has been putting together, beginning with Friday and Saturday.

Councilor Giacomo asked if he should talk with Allan R. regarding the Magical History Tour. Mr. Schoefmann replied yes, that would be helpful.

Mr. Schoefmann gave more information about the Sunday itinerary, the “Choose Your Own Adventure” day. He spoke about what he is doing to coordinate biking options. Discussion ensued. The PCC determined that the “meet and greet” for hosts, coordinated by John Mitchell, will be August 14, and hosts will talk about further activity ideas and share information.

Mr. Schoefmann spoke about the Monday itinerary, regarding the Pioneer Valley/Berkshires Day Trip. Discussion ensued about the day’s activities, including the possible, optional Contra Dance in the evening.

Mr. Schoefmann continued that the plans for local activities on Tuesday are coming together. He asked if Councilor Giacomo can reach out to the Dublin Tap Room. Councilor Giacomo replied yes. Discussion continued. Mr. Schoefmann asked Mr. Blunt if MC2 has vans they could use. Mr. Blunt replied yes.

Mr. Schoefmann stated that Wednesday is the State Capitol trip and points of interest in the White Mountains. He shared conversations the working group had at their last meeting about possible activities and options, such as the Conway Railway, Cog, or Cannon Tram, and the budget. Discussion ensued about which White Mountains activities to do, the costs, and the budget for the exchange in general. Discussion ensued about the numbers and costs for the dinner. The PCC has a number of questions about that, which Mr. Kleiner will talk with the venue owners about after he and Mr. Schoefmann talk. The group returned to the conversation about the Conway Railway/Cog/Cannon Tram options, and decided to try for the Cog Railway. Mr. Schoefmann spoke about his need to schedule a conversation with Yves Gakunde about how to best make the funds accessible to people during the exchange, once the PCC passes a motion about the expenditures. Mayor Hansel will be part of that conversation.

Mr. Schoefmann went through the plan for Thursday, with the trip to the Seacoast and what that includes. He gave information about Friday, the “free day,” and the variety of possible activities. Pickleball has been moved to Friday instead of Sunday. He continued that the wrap-up/farewell dinner will be at Councilor Giacomo’s house. Councilor Giacomo shared ideas for that, which Mr. Schoefmann asked him to price it out and email to him so he can coordinate it within the budget request.

Mr. Schoefmann continued that the Einbeck visitors leave Saturday. Discussion ensued about timing and final activities.

Mr. Schoefmann asked if anyone had questions or thoughts. He continued that when Ms. McCollester figures out her availability for the week, that would be very helpful. Ms. McCollester asked for him/someone to write down which day(s) would be essential for her to be there. She continued that she can be available every day if they need her. Mr. Schoefmann asked Ms. Brunner if she knows how many passengers the bus holds. Ms. Brunner replied that she thinks about 20 to 25. Discussion continued about transportation for the daytrips, and the training/preparation for bus driving.

Mr. Schoefmann continued that the schedule is really coming together, and the next steps are the budget and making sure they have the numbers for the events. PCC members should email him regarding the days or activities they are interested in participating in, by the end of next week, so he can make sure they have space accommodated and that the bookings are solid, particularly for the Cog Railway.

Councilor Giacomo left at 5:44 pm.

B) PCC Exchange Survey/Facebook Updates

Mr. Schoefmann stated that he can talk with Ms. Thomas-Smith about having him or Ms. Brunner added to the Facebook admins so they can update during the exchange, post photos and videos, and so on and so forth. He continued that they should have a solid plan for social media outreach leading up to the exchange and for posting updates during the exchange, for the publicity side of things. Ms. Brunner replied yes, especially if they are selling tickets for the welcome dinner. They should really promote that.

Ms. Mattson asked if anyone looked at the list she sent to the PCC, of people who were somehow involved with the exchanges in the past. Ms. Brunner replied that she probably would not know the people on the list. Mr. Schoefmann stated that they can utilize that list for when they are selling tickets for events.

C) Update on Student Exchange – MC2 – October 9-22, 2023

Mr. Schoefmann asked Mr. Blunt how the planning for the student exchange is coming along. Mr. Blunt replied that the school is on break, so there is not much to report. He continued that their yard sale fundraiser is this weekend at MC2, and they welcome more donations of items to sell. He will send the flyer to Ms. Brunner. They are also selling 50/50 raffle tickets. Mr. Schoefmann asked Mr. Blunt to email him details on who to contact for the raffle tickets.

5) Communications

Mr. Schoefmann stated that Chair Mitchell is in Germany. He continued that he emailed a few PCC members today, trying to make sure accommodations were taken care of for the two

additional Einbeck visitors who still needed hosts. Elizabeth Cardine volunteered to host. Ms. Brunner asked if that means all visitors have hosts now. Mr. Schoefmann replied yes.

Mr. Schoefmann asked if Ms. Mattson had any communications to report. Ms. Mattson replied no.

6) **Reports**

A) **Treasurer Report**

Mr. Kleiner reported that in the appropriations account, the PCC received its fiscal year 23-24 appropriation of \$5,000. The total is now \$17,000. He continued that the general account has a balance of \$18,260.90.

Mr. Schoefmann made a motion to accept the treasurer report. Councilor Giacomo seconded the motion, which passed by unanimous vote.

7) **New Business**

A) **Discuss additional guidelines/expectations to be added for people from Keene traveling to Einbeck**

Mr. Schoefmann stated that he does not think the PCC has done any additional work on this and he cannot remember who it was tasked to. Ms. Brunner replied that it was tasked to Councilor Giacomo, at a meeting at which he was not present. Councilor Giacomo replied that there is nothing to report yet. Ms. Brunner stated that Ms. McCollester had also volunteered to help with this, and possibly Mr. Lins as well. She continued that the idea was to create the guidelines/expectations not just for Keene travelers to Einbeck, but also Keene hosts of Einbeck visitors. Mr. Schoefmann stated that he will try to coordinate this (working group) meeting before Chair Mitchell gets back, so they can have a draft of something. It would be good to do this prior to the hosts getting together on August 14. Discussion ensued. Mr. Schoefmann stated that he will email Councilor Giacomo, Ms. McCollester, and Mr. Lins about this by the end of the week to schedule something.

8) **Next Meeting – August 8, 2023**

Mr. Schoefmann asked Ms. Mattson to add “activity planning and budget” to the August agenda, under “Board Business.”

9) **More Time**

A) **Fundraising ideas/opportunities**

B) **Pumpkin Fest, potential fundraising opportunity. Brats and Kraut sales – potential free use of grill and donation for brats and krauts, volunteers**

Mr. Schoefmann asked if Councilor Giacomo had said Pumpkin Fest was a possibility. Councilor Giacomo replied that once the group has non-profit status, a vendor form is being created now, and there will be three or four organizations with set spots and an additional nine spots chosen by lottery. They hope the form will be released by the end of next week and signups can begin. The PCC can put their name in.

Mr. Schoefmann asked about the status of Oktoberfest. He recalled that at the last meeting the PCC discussed the fact that there was a tabling fee/percentage of sales to go to Stonewall Farm and the PCC was not sure about that. Mr. Schoefmann stated that when Chair Mitchell gets back he can talk with him and see if they can get more information about this. Discussion ensued. Councilor Giacomo stated that he will reach out to the person at Stonewall Farm to talk about this.

C) Update on other future exchange ideas – YMCA/Youth Centers, Pickle Ball, Dance

10) Adjournment

There being no further business, Mr. Schoefmann adjourned the meeting at 6:00 PM.

Respectfully submitted by,
Britta Reida, Minute Taker

Reviewed and edited by,
Helen Mattson, Staff Liaison