

**CITY OF KEENE  
PARTNER CITY COMMITTEE  
AGENDA**

**Tuesday, September 10th, 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:** June 4, 2019
4. **Board Business**
  - a.) Discuss October Music Exchange (October 3rd – 11th, 2019).
  - a.) PCC Operating Guidelines Approval – Subcommittee Report – *Kürt/Will/Gary*
  - b.) Discuss Promotional Activities/Media Opportunities to help promote PCC events and exchanges – *Dawn/Dan*
  - c.) Report out: *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.*
5. **Communications:**
6. **Reports:**
  - a.) Treasurer Report – *Kathy*
7. **New Business:**
  - a.) Adopt New Rules of Procedure – *Thomas Mullins, City Attorney*
  - b.) PCC report to City Council by Committee Chair/Vice Chair – *Sept 19, 2019*
  - c.) **Next Meeting:** Next meeting date: October 8, 2019
  - d.) **More Time:**
  - 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.) Soccer Exchange 2019/update – *Wally*
  - e.) **Adjournment**

City of Keene  
New Hampshire

PARTNER CITY COMMITTEE  
MEETING MINUTES

**Tuesday, June 4, 2019**

**5:15 PM**

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

**Members Present:**

John Mitchell, Vice Chair  
Kendall Lane, Mayor  
George Hansel, Councilor  
Dawn Thomas-Smith  
Kathy Frink, Treasurer  
Dan Brown, Alternate (arrived 5:25 pm)  
Gary Lamoureux, City Councilor  
Will Schoefmann  
Kürt Blomquist (arrived at 5:20 pm)

**Staff Present:**

Helen Mattson, Staff Liaison

**Members Not Present:**

Lily Hart, Alternate  
Irene Davis, Chair

1) **Call to Order**

Vice-Chair John Mitchell as acting Chair, called the meeting to order at 5:17 PM.

2) **Minutes of the Previous Meeting – May 14, 2019**

Ms. Frink noted a correction on page 5, under the Treasurer Report, second paragraph, the amount of \$3,156.17 needs to be corrected to -\$3,156.17.

Ms. Frink made a motion to accept the minutes of May 14, 2019 as amended. The motion was seconded by Mr. Lamoureux, which carried unanimously.

### 3) Board Business

#### a. PCC Exchange-Mixed Group Delegation/June

The PCC reviewed the agenda as follows:

- Friday, June 7th the Einbeck flight arrives at 3 PM and host families will pick up guests at 7PM at Public Works on Marlboro Street. Chair Pro Tem Mitchell and Herb Frink will pick up our guests at the airport.
- Saturday, June 8th is Host Family Day. Mayor Lane noted there are several activities scheduled in the area on this day. He mentioned the Strolling of the Heifers in Brattleboro and the Harrisville Sampler: Barns, Mills and a Manor House. Ms. Mattson will send an email to the hosts asking if their guests will be attending the Craft Brewery Tour and dinner at Elm City. Councilor Hansel will inform Elm City of the number of attendees.
- Sunday, June 9th in the morning is the hike up Mt. Monadnock. The hosts will decide with their guests if they participate in the hike. Mr. Blomquist noted there are additional activities scheduled on this day with the Strolling of the Heifers. The Welcome Dinner is scheduled at 4 PM at Stonewall Farm. Ms. Mattson reported the dinner is all-set. Branch and Blade will contact Stonewall to coordinate delivery of the beer.
- Monday, June 10th is the presentation at City Hall on the Government Structure in the City. Mayor Lane confirmed the morning program is all-set. Ms. Mattson will submit a request a check request to the Finance Department in the amount of \$400 for the lunch after the Downtown Tour and lunch at the Flight Deck on Wednesday.
- Tuesday, June 11th is the visit with Parks and Recreation. Mr. Blomquist reported that Mr. Bohannon moved the tour of the YMCA to the morning. The group will have tours of Wheelock Park, Hillside Village and MoCo.
- Wednesday, June 12<sup>th</sup> there are tours scheduled with Unity Homes, Filtrine and Markem. Councilor Hansel confirmed everything is all-set with Unity Homes, Filtrine and Markem. Mayor Lane added the Swamp Bats game to the agenda and will start at 6PM. Complimentary tickets will be provided for the group.
- Thursday, June 13th is a free time day. The Mayor reported that he has spoken with Monadnock Aviation and airplane rides will be given weather permitting. Mayor Lane confirmed that Monadnock Aviation is all-set as well as the Flight Deck. Hosts will be providing transportation to and from the airport. Following the trip to Monadnock Aviation will be the BBQ Farewell Dinner at the Mayor's home. The Mayor confirmed this is all-set. The PCC will be purchasing a keg of beer from Branch and Blade. The PCC agreed to give maple syrup and hats to the delegation. Councilor Hansel contacted a maple syrup supplier and received a quote of \$12 for the syrup. The PCC agreed to the price and asked Councilor Hansel coordinate pickup of the syrup.

- Group Departure is Friday, June 11<sup>th</sup> at 11 AM. Herb will drive down on Friday. Ms. Mattson reported that Kerstin will be going back early. In addition, she reported the issue with Mr. Missling's visa has been resolved and will be attending the trip.

Ms. Thomas-Smith made a motion to approve the PCC Mixed Group Exchange Report. The motion was seconded by Ms. Frink, which carried unanimously.

**b. Future exchanges – Albert will want to discuss during the visit**

Mayor Lane agreed to speak with Mr. Thormann. The PCC suggested that someone should be with him from the PCC. Mr. Schoefmann and Councilor Hansel agreed to be part of the meeting with Mr. Thormann to discuss future exchanges. Ms. Mattson will send Mr. Thormann's original wish list for them to review in advance of the meeting.

Councilor Lamoureux made a motion to approve the Future Exchanges report, the motion was seconded by Ms. Thomas-Smith, which carried unanimously

**4) Reports**

a) Treasurer Report

Ms. Frink reported there no changes since the last meeting. She reported this year the PCC has approved funds for the Einbeck Delegation Mixed Group Exchange, Soccer Exchange, and the Chorale Exchange. Ms. Frink reported the PCC will be spending a total of \$15, 100 for all three exchanges. She reported that between both accounts this will deplete the appropriated account. In addition, \$15,100 will be deducted from the general account plus the \$351 that belongs to the Chorale Exchange for the Orchard Pizza Night. This will leave the general account with a balance of \$12,341.91.

Ms. Frink noted that \$8,000 was approved for the Soccer Exchange and that Mr. Secord stated \$6,100 was needed for the exchange. Ms. Frink stated that of that amount \$4,000 is for transportation. She noted this amount is high for transportation. She asked if the Soccer Exchange exceeds \$8,000 if the PCC would have to vote before funds are approved. Ms. Matson responded that the PCC would need to vote first.

Mr. Blomquist made a motion to approve the Treasurer's report; the motion was seconded by Mr. Lamoureux which carried unanimously.

5) **Next Meeting**- Tuesday, September 10, 2019

Chair Pro Tem Mitchell recommended the PCC Operating Guidelines be placed on the agenda for the next meeting. Ms. Thomas-Smith recommended placing promotional activities be placed on the agenda in order to obtain more opportunities for awareness.

Mayor Lane suggested reporting out Rachel Eschle – hosting a farm dinner at the next meeting.

6) Adjourn

Councilor Hansel made motion to adjourn the meeting. The motion was seconded by Mr. Blomquist, which carried unanimously.

Hearing no further business, Chair Pro Tem Mitchell adjourned the meeting at 6:15 PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker