

**City of Keene**  
**New Hampshire**

**PARTNER CITY COMMITTEE**  
**MEETING MINUTES**

**Tuesday, January 13, 2015**

**4:30 PM**

**City Hall, 2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Tom Link, Chair  
Kathy Frink, Treasurer  
Dawn Thomas-Smith  
Lilly Hart  
Wally Secord  
Karen Parsell  
Ken Meola, Police Chief  
Antje Hornbeck (Arrived at 4:34 PM)  
John Mitchell (Arrived at 4:34 PM)

**Staff Present:**

Helen Mattson, Executive Assistant

**Others Present:**

**Members Not Present:**

Irene Davis, Vice Chair

**1. Call to Order**

Chair Link called the meeting to order at 4:30 PM.

**2. Roll Call –Appoint Alternates (if required)**

Roll call was conducted.

**3. Minutes of Previous Meeting: December 9<sup>th</sup>, 2014**

Chair Link stated that the school name is BBS and not VBS as is written in the minutes. Ms. Thomas-Smith made a motion to approve the minutes of December 9<sup>th</sup>, 2014. Chief Meola seconded the motion, which carried unanimously.

#### **4. Board Business:**

##### **a.) Fund Raising – brain storming ideas**

Chair Link stated that there were conversations about future funding opportunities due to the question of the Pumpkin Festival being cancelled. He continued, stating that when the Partner City Committee was originally created, a \$5,000 budget was given to the group, but due to budget restraints in 2007 the Partner City Committee offered to take a budget cut. The committee voted to accept \$3,500 instead of the original \$5,000. This has been the budget since 2007. Chair Link stated that during the December meeting, a conversation occurred in reference to asking for the original funding of \$5,000. Chair Link stated that he wrote a formal request letter to the city manager asking for the additional funds. Chair Link readdressed the previous idea of selling CD's by local musical groups as a source of additional funding and brought up a new idea of raffling destination trips.

Chief Meola discussed a calendar option for fundraising. He described the calendar as a raffle, or having a prize drawn every month. Chair Link stated that his son's little league team did this some time ago. Ms. Thomas-Smith stated that elementary schools have sold calendars in the past and would solicit from local vendors and companies. Ms. Thomas-Smith asked about the air show possibility. Chief Meola stated that he is not sure of the schedule at this point, and the air show times have been changing.

Ms. Hornbeck asked about the Keene Music Festival as a fundraising opportunity. Chief Meola stated that there has not been availability to set up anything at this event. Ms. Hornbeck asked how other nonprofits will be fundraising without the Pumpkin Festival. Chair Link stated that many organizations will also be looking for alternative fundraising ideas. Chair Link mentioned that \$5,000 should be raised to replace the Pumpkin Festival which may mean more than one fundraising event. Ms. Parsell asked about creating an Oktoberfest for Keene. Mr. Secord stated that Elm City Brewery does a Beer-fest. Chief Meola discussed a Rip-fest that also occurred. Ms. Frink stated an Oktoberfest at Heberton Hall may be a possibility with traditional German food.

Ms. Secord stated that this would be a great idea if it also included a band and selling tickets. Mr. Secord continued stating that the committee can use Heberton Hall without an expense. Ms. Hornbeck stated that the committee should play up the connection to Germany. She continued stating that many people in the community do not know the city is connected to Einbeck. Chief Meola stated that the liquor license would be a big expense. Ms. Parsell stated that the event would have just beer and approach The Pub. Chair Link stated that events can be difficult because a lot of work goes into it without a large profit. He continued stating that it would be appealing to people if there was entertainment and food.

Ms. Hornbeck stated that it should not be too far from downtown and suggested the event offer German dancing. Chair Link stated that anything outdoors may be risky because of weather conditions. He continued stating that Heberton Hall would allow an admission charge with proper monitoring. Chief Meola asked if the committee wants to look into another event before Pumpkin Festival is decided. Mr. Secord suggested that the committee go ahead and investigate

another event because it is specific to the Einbeck-Keene relationship. Mr. Secord continued stating that the Partner City Committee did not make a large profit from the Pumpkin Festival and little outreach was done. Mr. Secord stated that he himself has not given enough information to the community about what the Partner City Committee is doing.

Ms. Hornbeck suggested that the committee wait until the end of January to figure out the logistics of the Pumpkin Festival. She continued stating that Oktoberfest would happen very close to the Pumpkin Festival and people may not want to come out to two events so close in time. Chair Link stated that there is still a possibility that people from Keene will go to Einbeck on the first weekend of October and that any planning should be wrapped around this trip. Ms. Hart stated that the committee could also do a German Christmas event instead and avoid any conflict. Ms. Hornbeck asked if it would be a traditional Christmas market with mulled cider. Ms. Hart replied yes, not exactly the same because it would be inside. Ms. Hart continued stating that the holiday season however is very busy for people. Ms. Thomas Smith stated there are also many craft fairs going on during that time. Chair Link stated that a smaller group should form and come back with ideas that can be discussed in greater detail at the next meeting. Chief Meola, Ms. Hornbeck, Ms. Hart, Ms. Frink and Ms. Parsell stated that they would form a smaller group. Chair Link stated that he will also assist. Ms. Thomas-Smith stated that she would be willing to assist after the group meets.

Mr. Secord stated that the committee will need these funds for the future. Ms. Parsell asked about when the committee would know about receiving \$5,000 instead of \$3,500. Ms. Mattson stated that the budget would not be determined until May. Chief Meola stated that the committee can ask in March but will not know until the budget is finalized which falls in May. Chair Link stated that gaining an extra \$1,500 would be beneficial but other funds are still necessary. Chief Meola stated that some committees need to speak in front of MSFI which is on March, 1, 2015. He continued, stating that this is a great opportunity to express what has been accomplished and what the committee envisions for the future. Chief Meola stated that Einbeck has gone above and beyond compared to Keene. He continued stating that in order to continue this partnership, Keene must meet these standards. Chief Meola stated that this committee was formed to exchange ideas and cultures, and it does not seem like enough city delegates have gone to Einbeck. Ms. Mattson suggested bringing up the 3 year plan.

Ms. Hornbeck suggested that the committee focus on educating the community about the Keene and Einbeck relationship. She continued stating that the Pumpkin Festival is a great opportunity, but we are just one group of many groups in that situation. Chair Link stated that one thing he brought back from his trip to Einbeck in November is to exchange new events. He continued stating that events going on in Einbeck can be sent to the Keene Sentinel and vice versa. Chair Link reported that he plans to talk with the Keene Sentinel about this implementation. Ms. Hornbeck suggested posting Einbeck's name under the city of Keene sign. Ms. Hart stated that Einbeck also has a center named Keene. Ms. Thomas Smith stated that Keene has a fountain in Einbeck's name. Chair Link asked Ms. Mattson to keep fundraising on the agenda for next month's meeting. Mr. Secord asked if C&S Wholesale Grocers or a major corporation has been approached and asked to sponsor the committee. He continued stating that Einbeck has a company called KWS as a sponsor. Ms. Thomas Smith asked if there is a German-Keene company connection. Chair Link stated interest in learning how Einbeck approached a German

company and possibly following their lead. Chair Link suggested discussing this with Mr. Albert Thormann from Einbeck. Mr. Secord stated that KWS, a seed company, is the sponsor. Ms. Parsell stated that the mayor of Einbeck once worked at that company. Chief Meola asked if the company had any connection to Keene. Mr. Secord stated that there is one facility in Minnesota.

**b.) Police, Fire & Public Works exchange – part of 3 year plan – Ken**

Chair Link stated that the best time for this exchange would be during Einbeck's large festival in October. Chair Link stated that the big question is if Pumpkin Fest will happen this year. Chief Meola stated that he has not approached fire and police representatives yet. He continued, stating that the invitation to Einbeck was received warmly by the City Manager, but the conversation has not continued. Chief Meola stated that he will bring this topic up again. Chair Link asked if the conversation can be renewed so there is enthusiasm for the exchange.

**c.) Vocational School Exchange – Einbeck cultural exchange with Keene High School**

Mr. Mitchell stated that everything is set for October and one teacher offered to come in the summer. He continued, stating that an old school group has reformed and that meeting will take place on the first Tuesday February. This meeting is open to any teachers interested in the vocational center. Mr. Mitchell stated that Germany is particularly excited about the academic students and that they might have more financial support. He continued stating that the teacher's group discussed the exchange and determined that 10 students and two adults would be able to visit Keene. Ms. Hart asked about what teacher's group he is referring to. Mr. Mitchell stated that it is a group of teachers that hosted students during the last exchange and it was an enthusiastic meeting.

Chair Link asked about connecting students to work locations and if this will be open to non-vocational students. Mr. Mitchell stated that it was originally open to vocational students specifically, but was concerned about the challenge in placement. He continued stating that he does not know what the school's responsibilities are when placing the students outside the building. Mr. Mitchell stated that Ms. Davis mentioned that she will be able to place the students with work. Mr. Mitchell was concerned that this will be challenging.

Chair Link asked about the area of study that German students are interested in. Mr. Mitchell stated that he emailed available areas of study and in turn received an email stating that the suggested areas would work. Mr. Mitchell reported that he will be sending a program of studies document to be viewed. Ms. Parsell asked how long the students will be staying. Mr. Mitchell stated that Einbeck wants three to four weeks, but the principal in Keene stated a maximum of two weeks for Einbeck students and is pushing for ten days for the Keene student exchange. Mr. Mitchell stated that this will be discussed further in hopes of extending the exchange for the Keene students.

Ms. Hart reiterated that the academic students are still in BBS but are on the academic track. Mr. Mitchell agreed. He continued stating that it has been hard work to get the more academic

students to come because this has been focused on a cultural exchange. Mr. Mitchell stated that the placement cannot be overstated and if people have thoughts about it then the committee should discuss it. He continued stating that five or six students had placement but now there are ten students and there may be more adults coming. Mr. Mitchell stated that he is unsure what the next email will entail. Chief Meola asked what kind of work the students want. Mr. Mitchell listed: health care, early education, child care, elder care, and graphic arts. He continued, stating that we can place students interested in child care before and after school, but the other areas will be difficult to place underneath the protection of the high school.

Chair Link stated that there are excellent opportunities available in Keene and he and Ms. Davis would be more than happy to help facilitate these connections. Ms. Parsell asked if it is a legal problem. Mr. Mitchell replied yes, and it would be best to place the students with well-known businesses that are likely to help.

Chair Link stated that there are a lot of issues with confidentiality, liabilities, and worker's compensation, but there is time for the committee to make this work. Chair Link continued stating that the committee will know more after the first Tuesday of February.

**d.) Band exchange - Keene High/The Mendelssohn School contact - part of 3 year plan**

Chair Link stated that this exchange can involve students of any age. Ms. Hart stated that she wanted to ask the band director at Fall Mountain, but was not sure of the committee's plan. Chair Link stated that any level of interest would be great. Mr. Mitchell stated that the retired band director at Keene High school stated interest and asked for more details. Mr. Mitchell stated that the former band director will be in touch. Chair Link stated that he or Ms. Davis would be happy to talk to any musical directors with any questions. Chair Link continued, stating that having students go over and meet other kids the same age, performing in a concert together, and seeing the culture, will create a great experience. Chair Link continued and stated that the committee should share the enthusiasm.

**e.) Use of Dropbox or Google Docs as a means for connecting Keene/Einbeck – Lilly**

Ms. Hart reported that an email was sent to Mr. Thormann about a week ago outlining ideas for this project. Mr. Thormann stated that he needs to know how it would look and also asked about Facebook. Ms. Hart replied that it was a good idea to start the Facebook pages at the same time and thought it would be a couple more months. Ms. Hart stated that it would be easier than other media outlets. She continued, stating that there is not a clear image of how Google Docs and Drop Box would look, but that it would hold exchangeable documents for all to review. Ms. Hart stated that she has not received a response. Chair Link stated that this approach is ideal and hopefully Mr. Thormann will get back to the committee with additional thoughts.

**d.) Facebook page – social media – Lilly & Dawn**

**4. Communications:**

Nothing to report at this time.

**6. Reports:**

**a.) Treasurer Report – Kathy Frink**

Ms. Frink stated that the only payment from the committee was \$110.50 which was a reimbursement to Chair Link. The balance is now: \$16,561.90. Ms. Frink stated that Ruth Sterling emailed her asking if the committee would be participating in the Pumpkin Festival next year. Mr. Frink replied yes, and reported the committee's earnings from the festival. Ms. Frink continued, stating that she advised Ms. Sterling that it was not a lucrative year and a large amount of food was donated. Ms. Frink advised Ms. Sterling that the committee's expected earnings were 99%.

Ms. Parsell asked if Curry copy sent over a bill to Ms. Frink. Ms. Frink stated that she has not received a bill.

Ms. Parsell made a motion to accept the treasury report. Ms. Thomas Smith seconded the motion which carried unanimously.

**7. New Business:**

Ms. Parsell asked if everyone's email is the same and stated that she does not have Mr. Hornbeck's email.

**8. Next Meeting:** Next meeting date: February 10<sup>th</sup> 2015

**9. More Time:**

**10. Adjournment:**

Chief Meola made a motion to adjourn at 5:20 PM. Mr. Mitchell seconded the motion which carried unanimously.

Respectfully submitted by

Lana Bluege, Minute-taker

January 13, 2014.