

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday September 10, 2015

4:30 PM

City Hall, Second Floor Conference Room

Members Present

Chair Tom Link
Dawn Thomas-Smith
Karen Parsells
Antje Hornbeck
Kathy Frink, Treasurer
John Mitchell

Staff Present

Helen Mattson, Executive Assistant
Mayor Kendall Lane

Members Not Present

Irene Davis, Vice Chair
Steve Russo

Others Present

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: July 9, 2015

Ms. Thomas-Smith made a motion to approve the minutes of July 9, 2015. Ms. Parsells seconded the motion which carried unanimously.

4. Board Business

a) Sharing Community News – media connections –

Ms. Hornbeck stated that at this moment the sub-committee includes herself, Chair Link and Ms. Thomas-Smith. She continued, stating that more members are needed for the sub-committee. Chair Link stated that the Committee needs to get new member and once this occurs; there will be more people for sub-committees. Ms. Hornbeck stated that she will discuss meeting times with Chair Link.

b) Fund Raising Event – Stonewall Farm – Promotional Ideas

Ms. Parsells stated that logistics have to be worked out. She continued, stating that someone has to purchase drinks for the event. Ms. Parsells stated that there are many items located in Ms. Davis's garage. She continued, asking Mr. Mitchel if the school can donate ice. Mr. Mitchell replied, yes, as long as the coolers are provided beforehand. Ms. Parsells stated that she reached out to Hannaford for a gift card to purchase napkins and rolls. She continued, stating that beverages and condiments will have to be purchased. Ms. Parsells stated that beverages should include one diet soda, one regular soda and water. Ms. Parsells stated that it is best to get the minimum amount and run to the store if necessary. Chair Link stated that if the Committee overbuys products, then profits will be decreased. He continued, asking if staffing has been determined. Ms. Parsells replied, no. Chair Link asked if a sub-committee should be created before the event. Ms. Parsells replied, yes. She continued, stating that a vote needs to happen tonight to determine money needed.

Chair Link asked about CNS. Ms. Frink stated that she requested 120 bratwurst, 200 hotdogs and 24 pounds of sauerkraut from CNS. She continued, stating that leftovers can be given to the farewell dinner for the Einbeck students. Ms. Thomas-Smith asked if the farewell dinner was going to be catered. Mr. Mitchell stated that this has not been determined yet and will depend on funding. Ms. Frinks asked if the leftovers can be utilized. Mr. Mitchell stated that it may work out for the final dinner. Mr. Mitchell stated that the welcome dinner will be similar to Mr. Secord's soccer dinner and the farewell dinner will be more open and casual. He continued, stating that the farewell dinner will be held on November 13, 2015. Chair Link stated that it would be best to stay indoors at that time. He continued, stating that Heberton Hall, a local restaurant, or another local venue could work. Mr. Mitchell stated that the Culinary Arts Program at the high school has offered to help.

Chair Link stated that the amount of food purchased should be sufficient. He continued, asking what needs to be purchased. Mr. Parsells stated that drinks, rolls, and condiments must be purchased. She continued, stating that she is hoping Hannaford will cover napkins. Chair Link suggested a \$200.00 budget for the event. Ms. Parsells suggested \$250.00. Ms. Frink stated that \$500.00 should be the cap to stay on the safe side. She continued, stating that propane tanks may need to be purchased.

Ms. Parsells made a motion to put a \$500.00 cap on expenditures for the Stonewall Farm Fundraising event. Ms. Frink seconded the motion which carried unanimously.

Chair Link suggested setting a date for the sub-committee. Ms. Parsells stated that Mr. Mitchell is working all day and it would have to be in the afternoon once school gets out. Mr. Mitchell

stated that students can also help out. Ms. Parsells suggested waiting to purchase items until weather is known. Chair Link suggested meeting at Stonewall Farm to look at the area in addition to the Committee's meeting. Ms. Parsells stated that she has a meeting this Friday and will inquire about this. Ms. Parsells asked if meeting after 3:00 PM works. Ms. Hornbeck stated that Wednesday or Thursday. Mr. Mitchell stated that Tuesday-Thursday does not work until after 5:00 PM. Ms. Hornbeck suggested Monday or Friday. Chair Link stated that he will not be available from September 26-28th. Chair Link asked Ms. Parsells to find if the Committee can meet there.

Ms. Thomas-Smith stated that she will create a volunteer form. Ms. Parsells stated that all set up has to be done by 9:00 AM but vendors can get there as early as needed. Ms. Parsells stated that the event runs from 10:00 AM to 4:00 PM. Ms. Parsells stated that the Committee should review the contents at Ms. Davis's house. Chair Link stated that Ms. Davis will be coming down at some point and her daughter currently lives at the house. Ms. Thomas-Smith stated that Ms. Davis wrote an email stating that she can drop all supplies off at Ms. Parsell's house this weekend. Mr. Mitchell asked if the grill has been reserved. Ms. Mattson stated that it has been reserved but propane is necessary. Mr. Mitchell asked if the hardware is present to attach the grill to a propane container. Ms. Mattson stated that she will inquire about this. Ms. Thomas-Smith asked if the sale of aprons or other apparel will occur at the event. Chair Link stated that this has not been discussed and it may not occur at this point. Ms. Thomas-Smith stated that this may be difficult with the time frame. She continued, stating that next year may be better.

Ms. Parsells made a motion to accept the Fundraising Event, Stonewall Farms item as informational. Ms. Thomas-Smith seconded the motion which carried unanimously.

c) Police, Fire & Public Works Exchange (*Delegates visiting Einbeck*) – Update

Chair Link stated that there is no update on this item at this time.

d) School Exchange – Keene/Einbeck – John

Mr. Mitchell stated that he just met with Mr. Secord about the budget proposal. He continued, stating that the high school committee has been working on the three week agenda for the visit. Mr. Mitchell stated that a calendar has been created but not finalized. He continued, stating that the students will be visiting Keene State College; traveling to Boston, New York City, and the Seacoast; have a farewell dinner; participate in a rope course in Brattleboro; visit Stewart and Johns and Badger Balm. Mr. Mitchell stated that there has been some funding help from the Keene High school and Cheshire Career Center. Mr. Mitchell stated that he will be reaching out for financial assistance for the New York City trip which will be \$3,600. He continued, stating that this agenda follows previous agendas from other visits. Mr. Mitchell stated another \$3,500 would be requested for other details like food and transportation. Mr. Mitchell stated that \$7,200 is the final figure.

Ms. Thomas-Smith asked if this covers transportation to and from Boston. Mr. Mitchell replied, yes. He continued, stating that the numbers are from previous figures. Mr. Mitchell stated that

this is a confident number. Chair Link asked if assistance from Keene High School and Cheshire Career Center would then reduce this amount. Mr. Mitchell replied yes. He continued, stating that funding from other sources in the school may also be a possibility. Mr. Mitchell stated that a budget is necessary at this point which is why the Committee is being asked for possible funding. Chair Link stated that there is a precedent with this exchange.

Ms. Parsells asked if the last exchange had a trip to both New York and Boston. Mr. Mitchell stated that the Boston trip will include both German and Keene students and going on Veterans Day would not be a disruption to the school. He continued, stating that the New York City trip would only be the German students. Ms. Parsells asked how much money the Committee currently has. Ms. Frink stated that the Committee has \$21, 375.90.

Ms. Hornbeck made a motion to spend up to \$7,200 in support of the student exchange program. Ms. Thomas-Smith seconded the motion which carried unanimously.

Chair Link stated that Ms. Davis needs the gender breakdown and numbers for the New York trip. Mr. Mitchell stated that he will send it over to her.

e) Facebook page – social media –Dawn

Ms. Mattson stated that she received an email that everything is all set but a paragraph description is needed for the website. Ms. Thomas-Smith stated that she can help with the description and she will copy Chair Link.

f) Signs for Public awareness of Einbeck/Keene partnership

Chair Link stated that he sent a letter to the Mayor in reference to this item. Mayor Lane stated that received the letter. Chair Link stated that this request will go to a City Council Committee and someone from the Partner City Committee will attend the meeting to explain the request for a sign. Chair Link stated that he has been reviewing signs around town and has seen both Rotary and Lions Club signs. He continued, stating that the sign would be similar to these.

5. New Membership:

Chair Link stated that he would like to send potential members to the Mayor. He continued, stating that the Mayor may also have suggestions for the Committee. Chair Link asked how many people are needed for the Committee. Ms. Mattson stated that two people are needed. Ms. Thomas-Smith stated that she reached out to the woman at the hospital and is waiting to hear back from her.

6. Communications:

7. Reports:

a.) Treasurer Report – Kathy Frink

Ms. Frink stated that there has not been any change and the balance is still \$21,375.90.

8. New Business:

Chair Link stated that on October 8, 2015, delegates will be going to Germany for the exchange. Chair Link stated that Mayor Lane, John MacLean, Kurt Blomquist, Mary Monahan, Police Officer Leslie Haynsworth and her husband, Police Officer Kevin Genna, Dr. Tim Fisher and his wife, Dr. Cathy Fisher will be traveling to Einbeck. Chair Link stated that he is planning to go but it will depend on his schedule. He continued, stating that Einbeck has put together an agenda and a final draft will be done by Friday of this week. Chair Link stated that the flight details suggest that individuals will be greeted at the Hanover airport. He continued, stating that the weekend is free time to enjoy the festival and Monday-Thursday is official businesses time. Chair Link stated that there is a barbeque at Mr. Thormann's house as well. Mayor Lane stated that he is excited to go to Einbeck.

Chair Link stated that he has been asked to talk to the MSFI Committee tomorrow at 6:00 PM. He continued, stating that this is a brief overview of what the Committee is working on.

9. Next Meeting: Next meeting date: October 13, 2015

10. More Time:

a) The Mendhelssohn School/Keene-more to come in September

No discussion at this time.

11. Adjournment

Chair Link adjourned the meeting at 5:10 PM.

Respectfully submitted by:

Lana Bluege, Minute-taker