
 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	BOARD OF DIRECTORS – MINUTES	
	Meeting Type:	Meeting of the Board of Directors
	Meeting Location:	14 Dixon Ave., Suite 201, Concord, NH 03301
	Meeting Date:	Thursday, September 15, 2022
	Meeting Time:	Noticed for 10:00 AM on CPCNH.org and at Lebanon City Hall

AGENDA

1. Welcome & Roll Call - agenda check
2. Approve Minutes of 8/18 Board Meetings (Action Item)
3. Chair's Report (Action Items)
4. Executive Committee Report (Action Item)
5. Member Operations & Engagement Committee Report (Action Item)
6. Risk Management Committee Report (Action Item)
7. CEO & Staff Search Committee Report (Action Item)
8. Treasurer's Report
9. Fall meeting schedule: 10/20, 11/17, 12/15 and potential special meetings.
10. Other business, questions & reflections
11. Adjournment


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Minutes

1. Welcome & Roll Call - agenda check

Chair Clifton Below called the meeting to order at 10:05am. The Directors and Alternates attending virtually noted that it is not reasonably practicable for them to attend in person.

<u>Member</u>	<u>Director</u>	<u>Present / Absent</u>	<u>Alternate</u>	<u>Present / Absent</u>
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Present Virtually	Jackson Kaspari	
Durham	Mandy Merrill	Present Virtually	Nat Balch	
Enfield	Kimberly Quirk	Present Virtually	Jo-Ellen Courtney	Present Virtually
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Present Virtually	Peter Kulbacki	Present Virtually
Harrisville	Andrea Hodson	Absent	Andrew Maneval	Absent
Hudson	Craig Putnam	Absent	Kate Messner	Present Virtually
Lebanon	Clifton Below	Present	Greg Ames	
Nashua	Doria Brown	Present Virtually		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Present Virtually	Danica Melone	
Pembroke	Matt Miller	Present	Jackie Wengenroth	
Plainfield	Evan Oxenham	Present	Steve Ladd	
Portsmouth	Kevin Charette	Absent	Peter Rice	Absent
Rye	Lisa Sweet	Present	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Present Virtually
Warner	Clyde Carson	Present Virtually	George Packard	
Webster	Martin Bender	Present	David Hemenway	Present Virtually

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2. Approve Minutes of 8/18 Board Meetings (Action Item) p. 3

Director Lisa Sweet moved to approve the minutes as presented with population of the posting date. Director Evan Oxenham seconded. Without objection, Chair Clifton Below declared the minutes approved by unanimous consent.

3. Chair's Report (Action Items) p. 16

Chair Below provided a summary of the Chair's Report. He noted that contract negotiations have begun with recommended firms and that Ascend Analytics has begun work on modeling and project management.

Chair Below raised the issue of CPCNH the Public Utilities Commission (PUC) Order of Notice opening an investigation into energy commodity procurement, which explicitly lists Community Power Aggregations (CPAs) and RSA 53-E are relevant items, and volunteered to prepare a petition to intervene on behalf of CPCNH by the Tuesday September 20 deadline, given Board approval.

Vice Chair Christopher Parker moved to authorize the Chair to file a petition to intervene in PUC Docket # IR 22-053, investigation of energy commodity procurement, to represent the Coalition in the matter, and to develop positions on behalf of CPCNH in consultation with the Regulatory and Legislative Affairs Committee (RLAC). Director Mandy Merrill seconded.

Discussion ensued. Alternate Dave Hemenway inquired about whether certain aspects of the investigation would have more or less relevance to CPCNH. Chair Below noted it is a broad investigation covering utility compliance with Renewable Portfolio Standard (RPS) requirements, the methods of default electric power procurement by utilities, and the cost of gas. The exact positions CPCNH may take remain unclear and the Regulatory and Legislative Affairs Committee will report back throughout the multi-month process of the investigation. A key interest of CPCNH is ensuring state-regulated investor-owned utilities not be allowed to create new stranded costs to pass on to customers, and ensuring utilities are not given an unfair structural advantage over Community Power Aggregations (CPAs) for competitive suppliers in power procurement.

Alternate Hemenway inquired as to whether CPCNH would comment on RPS issues and noted that certain members may have different positions with regard to renewable energy than others.

Chair Below clarified that the investigation would be less about changing the RPS broadly speaking or specifically relating to community power, and more in regard to how utilities comply with RPS requirements.

Motion passed on a rollcall vote 14-0.




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Member	Director	Vote	Alternate	Vote
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Y	Jackson Kaspari	
Durham	Mandy Merrill	Y	Nat Balch	
Enfield	Kimberly Quirk	Y	Jo-Ellen Courtney	
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas		Peter Kulbacki	Y
Harrisville	Andrea Hodson	Absent	Andrew Maneval	Absent
Hudson	Craig Putnam	Absent	Kate Messner	Y
Lebanon	Clifton Below	Y	Greg Ames	
Nashua	Doria Brown	Y		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Y	Danica Melone	
Pembroke	Matt Miller	Y	Jackie Wengenroth	
Plainfield	Evan Oxenham	Y	Steve Ladd	
Portsmouth	Kevin Charette	Absent	Peter Rice	Absent
Rye	Lisa Sweet	Y	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Y
Warner	Clyde Carson	Y	George Packard	
Webster	Martin Bender	Y	Dave Hemenway	

Director Evan Oxenham inquired about the expected timeframe by which the anticipated \$750,000 in start-up funding would become available.

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Chair Below responded after execution of a contract with Calpine Energy Solutions. Treasurer Kimberly Quirk and the Finance Committee are working on gathering information for budgeting purposes and will engage with Calpine and Ascend in the process in addition to the Board its committees. It is possible that contracts will be ready for action at a board meeting in October or November. The Board discussed the timing and allocation of start-up funding. It was noted that Calpine’s costs were capped at no more than \$1 per customer upon launch, which is comparable with other markets.

Director Mandy Merrill suggested including language in the proposed motion specifying the October board meeting as point to which the Community Choice Partners contract would be extend to, to which Chair Below agreed.

Consultant Samuel Golding clarified that Ascend Analytics would make available a \$1,000,000 line of credit to pay for non-Ascend third-party invoices beginning at the point when CPCNH authorized Ascend to enter into contracts for power supply products thus indicating certainty of launch.

Alternate Peter Kulbacki inquired as to how many hours would be anticipated under the Community Choice Partners contract extension, and to what activities they would be allocated. Chair Below recounted the rate of \$200/hour, with current contract splitting payment 50/50 between net 30 and deferred compensation. Chair Below postulated through the first couple of weeks of October could require as few as 25 and as many as 50 hours per week or more. Treasurer Quirk noted that Mr. Golding’s services may additionally be used for the RFQ for accounting services. Chair Below noted that he, Director Matt Miller, and Treasurer Quirk met on the RFQ for accounting services and that they may seek to make use of Mr. Golding or Mr. Herndon’s time on that item.

Vice Chair Parker moved to authorize the Chair to negotiate an amendment to Community Choice Partners, Inc.’s contract to (1) extend his contract term to the October Board meeting and (2) defer compensation for any additional time and costs incurred until such time as CPCNH appropriates additional funds for compensation before launch of services, subject to approval of legal counsel and the Executive Committee. Seconded by Director Miller. Motion passed unanimously on a rollcall vote 14-0.

Member	Director	Vote	Alternate	Vote
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Y	Jackson Kaspari	
Durham	Mandy Merrill	Y	Nat Balch	
Enfield	Kimberly Quirk	Y	Jo-Ellen Courtney	



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Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas		Peter Kulbacki	Y
Harrisville	Andrea Hodson	Absent	Andrew Maneval	Absent
Hudson	Craig Putnam	Absent	Kate Messner	Y
Lebanon	Clifton Below	Y	Greg Ames	
Nashua	Doria Brown	Y		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Y	Danica Melone	
Pembroke	Matt Miller	Y	Jackie Wengenroth	
Plainfield	Evan Oxenham	Y	Steve Ladd	
Portsmouth	Kevin Charette	Absent	Peter Rice	Absent
Rye	Lisa Sweet	Y	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Y
Warner	Clyde Carson	Y	George Packard	
Webster	Martin Bender	Y	Dave Hemenway	

4. Executive Committee Report (Action Item) p.20

Attorney Michael Poster noted his suggested revisions to the draft Gifts & Grants Policy reference the Joint Powers Agreement and By-laws, clarify certain authorities, and make clear the policy is for grants and gifts both. Mr. Postar characterized the recommended edits as finalizing details and allowing that monies of less than \$10,000 would be received without review. Director Lisa Sweet inquired as to the urgency of approval of the Grants and Gifts Policy. Chair Below noted he felt the matter could wait. Secretary Doria Brown suggested referring the policy to the Executive Committee. Chair Below agreed and action was deferred.

5. Member Operations & Engagement Committee Report (Action Item) p. 25

Member Operations and Engagement Committee Chair Sweet provided an overview of the report.

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For the proposed amendment the JPA to become effective, the governing body of each member must approve it. Documentation of approvals, such as meeting minutes, should be emailed to Consultant Herndon.

The Board discussed timing and agreed that time was of the essence particularly for Wave 1 Member governing body approval of modified Electric Aggregation Plans (EAPs) and for first approvals of EAPs by Members who wish to have the option of participating in Wave 1. It was agreed that Wave 1 Members would either approve their EAPs or re-approve modified EAPs expediently and could rely on Consultant Herndon for support in properly submitting approved EAPs to the Public Utilities Commission (PUC), Department of Energy, Office of the Consumer Advocate and utilities. It was agreed that Members need not submit EAPs collectively as a group, and could submit individually, preferably with submissions sent by the town/city manager/administrator, supported by Mr. Herndon.

Chair Below noted that the anticipated 9/16/22 Joint Legislative Committee on Administrative Rules (JLCAR) approval of final rules would authorize utility transfer of detailed data to PUC approved CPAs to inform power procurement and launch.

Secretary Brown asked for a specific data by which the EAPs needed to be submitted, and if she could be provided with a handout with instructions on the process. Chair Below replied that before Thanksgiving would be the latest he would advise, and that sooner was preferable. Director Sweet confirmed that a handout of instructions could be provided.


Alternate Kulbacki noted that Liberty Utilities is changing its data systems. Consultant Golding noted that Calpine Energy Solutions was working with Liberty to ensure the changes in the systems would cause no disruption or undue delay.

Consultant Golding, in response to the discussion of deadlines for EAP submittals, noted that waiting until Thanksgiving to submit an EAP to the PUC could delay receipt of data necessary for procurement until nearly the date required for notice of commencement of service mailings, and strongly risked precluding the Member from participation in Wave 1. In this scenario, the Member filing its EAP at Thanksgiving could launch its CPA after the others, which would add complexity and raise the possibility of some CPAs over- or under-performing financially relative to others. Consultant Golding strongly encouraged all communities to expedite and waste not a minute.

Vice Chair Parker asked if deviation from the EAP template modeled off of Lebanon’s approved EAP increased risk of PUC delay or disapproval. Consultant Golding responded that it did.

Vice Chair Parker reiterated that Thanksgiving was not the target date for submittals, but rather the not-to-exceed date. Consultant Golding described waiting until Thanksgiving to submit the EAP as rolling the dice.

Secretary Brown stated that Nashua would not be getting its EAP through until mid-November and suggested the Coalition change its launch date or launch without Nashua.

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Chair Below clarified that the limiting factors on launch timing were regulatory rules, PUC approval of EAPs, and the timelines required for power procurement and service commencement notifications.

Consultant Golding recounted that April and May are anticipated to be the most financially advantageous times for launch due to springtime market conditions. With Nashua submitting its EAP later than other Members, and with Nashua representing a non-trivial portion of the Coalition’s load, it raises the possibility that the Coalition would have to consider deferring launch to ensure financial viability. Ascend Analytics will consider the various scenarios and financial implications in their preparations.


Director Sweet continued with the Member Operations and Engagement Committee (MOEC) report. The consensus at MOEC was that Clean Energy NH (CENH) will be able to provide critical near-term needs to keep CPCNH on track including: media strategy and engagement; member support; engaging and supporting many of the more than 35 communities expressing interest in joining CPCNH; developing pre-launch public engagement campaigns for all launching members to strive to inform every-ratepayer in every town. CENH would be integrated into weekly management meetings overseen by Chair Below and Director Sweet, and attended by Consultant Herndon, with Director Sweet available for day-to-day oversight as needed. Director Sweet described the proposal as a both/and, referring to both CENH and Herndon Enterprises services. MOEC was unanimous in voicing that CENH is a natural fit to partner with CPCNH.

Vice Chair Parker described the partnership as a no brainer as CENH is proposing to provide exactly what CPCNH needs, fill in gaps, and help the organization move forward and focus on both existing and new members to make a stronger organization.

Director Sweet recounted two motions unanimously approved by MOEC: the first supporting the August 30 Risk Management Committee recommendation on commencing contract negotiations with CENH; the second recommending Board authorization of up to 225 additional hours for Consultant Herndon to fill member services requirements through the end of 2022 and to provide liaison and coordination support to CENH, contingent upon Board approval of the CENH recommendation and contingent upon review and approval by Finance Committee. Director Sweet noted that the ramp up in Mr. Herndon’s work indicated his existing budget of hours could be exhausted in early/mid-November.

Chair Below suggested deferring a vote on the recommendations until after the Risk Management Committee Report. No objections were made.

Alternate Kulbacki suggested there may be times when CENH may not be the most appropriate entity to approach a community and inquired if there was a plan to address that. Alternate Kulbacki mentioned hiring internally for member services. Director Sweet agreed that maintaining and building internal capacity was desirable, encouraged hiring a CEO expediently to direct that development. Chair Below noted that CENH will primarily work with communities with which they already have relationships, of which there are many.

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Alternate Hemenway inquired as to whether CENH would engage communities branded as CENH or CPCNH. It was clarified that CENH would represent itself as CENH.

Secretary Brown suggested moving to the Risk Management Report and the Board agreed.

6. Risk Management Committee Report (Action Item) p. 39

Risk Management Committee (RMC) Chair Miller noted that the Committee planned to meet on the first Wednesday of each month between 9am and 11am, rotating locations. A reoccurring meeting has been added to the CPCNH calendar. RMC intended to schedule an introductory meeting with Ascend Analytics.

Director Miller reviewed the Committee Report. On October 30th, RMC conducted a public deliberation on Member Services support options, supported by Member Operations and Engagement Committee Chair Sweet and Consultant Herndon. The Committee came to a 4-1 vote to recommend CPCNH enter into contract negotiations with CENH with internal oversight and understanding that CPCNH will internalize some member services functions. Director Miller reviewed other details included in the report.


Consultant Herndon noted that the CENH Energy Circuit Rider Manager, the staff person who would be responsible for the bulk of the CPCNH work, has been hired and starts work on Monday September 19.

Secretary Brown asked Director Miller to recount the vote on the recommendation. Director Matt Miller recounted the vote as 4 yes, 1 nay, 1 recusal and 2 absences. Alternate Peter Kulbacki noted he was the nay vote and elaborated on his preference of making internal staff a priority and his desire for a plan to engage communities that do not have a positive relationship with CENH. Mr. Kulbacki reminded the Board that legislative and regulatory support services remained a gap.

Alternate Hemenway inquired as to the plan and timeline for hiring staff, including a CEO, and asked for information on that process.

Director April Salas indicated disagreement with the notion that the CEO should be hired prior to other staff positions. Director Salas suggested publicly noticing a position description considered in late fall 2021. Director Salas noted other CCAs had recommended hiring staff internally, particularly in support of member services. Director Salas stated that the CEO and Staff Search Committee would begin meeting weekly through the end of October. Director Sweet noted that the work of the position description from fall 2021 was not a gap as it was covered under the contract with Herndon Enterprises.

Consult Golding brought the discussion back to CENH, noting that CPCNH was negotiating contract for between \$8-9 million dollars of service costs for a 42 month-term, and by comparison the CENH draft work plan amounts to \$120,000 over 22 months. Mr. Golding suggested that, regarding the discussion of staff. vs. contracted member services support, it is not an either/or situation as, given the growth potential of CPCNH's

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membership, it is possible that even once CPCNH has developed internal capacity, it may wish to continue to rely on CENH for certain support services.


Attorney Postar clarified, as per her recusal under the CPCNH Conflict of Interest Policy with regard to the CENH matter, Director Salas was precluded from participating in the decisional process on the CENH matter.

Director Lisa Sweet moved to authorize contract negotiations with Clean Energy New Hampshire (CENH) for the provision of Member Services, with the understanding that there will be internal oversight of the service area and with the expectation that CPCNH intends to internalize Member Services Capacity, and designating Chair Clifton Below, Member Operations and Engagement Committee Chair Lisa Sweet, Consultants Henry Herndon and Samuel Golding, and Legal Counsel to engage with CENH on contract negotiations. Vice Chair Parker Seconded.

Discussion ensued, amendments to the motion regarding personnel policies and the role of the CEO and Staff Search Committee were discussed and withdrawn.

The motion passed on a rollcall vote 13 in favor, 1 opposed.

Member	Director	Vote	Alternate	Vote
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Y	Jackson Kaspari	
Durham	Mandy Merrill	Y	Nat Balch	
Enfield	Kimberly Quirk		Jo-Ellen Courtney	Y
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Y
Harrisville	Andrea Hodson	Absent	Andrew Maneval	Absent
Hudson	Craig Putnam	Absent	Kate Messner	Y
Lebanon	Clifton Below	Y	Greg Ames	
Nashua	Doria Brown	N		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
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Peterborough	Steve Walker	Y	Danica Melone	
Pembroke	Matt Miller	Y	Jackie Wengenroth	
Plainfield	Evan Oxenham	Y	Steve Ladd	
Portsmouth	Kevin Charette	Absent	Peter Rice	Absent
Rye	Lisa Sweet	Y	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Y
Warner	Clyde Carson	Y	George Packard	
Webster	Martin Bender	Y	Dave Hemenway	

7. CEO & Staff Search Committee Report (Action Item) p. 65

CEO and Staff Search Committee Chair Salas recounted the Committee report, noting that the Committee reviewed a Request for Proposal to hire an Executive Search firm with a timeline targeting interviews with candidate firms by November 16 and entering contract negotiations with a recommend firm by December 15, such that the CEO would be hired in the spring 2023 around the time of launch.


Director Sweet inquired about the option of running a parallel process by which the CEO job description would be posted sooner.

Director Salas agreed, describing the options as all of the above and both/and, emphasizing the importance of expert assistance in identifying and enlisting a CEO with experience and expertise commensurate with the scale, scope and complexity of the Coalition.

Alternate Hemenway inquired as to why CPCNH would select one search firm, as opposed to allowing multiple recruiters to compete to identify the CEO, and then compensating the recruiter that identified the selected candidate. Alternate Hemenway inquired as to whether the search firm would be compensated, even in the event that a candidate was selected outside of the pool compiled by the firm.

It was generally agreed that the cost of expert assistance in identifying the correct CEO was a worthwhile expense, and not exorbitant.

Dave Hemenway sought confirmation that the CEO job description would be posted and the CEO search would begin simultaneous with the effort to enlist a search firm.

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Director Salas noted that the current objective was Board approval of the RFP for an Executive Search Firm. Director Salas noted that the process for interviewing candidates and selecting a CEO would involve Directors other than the members of the CEO and Staff Search Committee.

Consultant Golding inquired about the anticipated timeline after hiring a search firm through the process of hiring a CEO, and asked what a realistic date range would be to expect for concluding in terms of extending an offer letter and when the CEO would come on board. Vice Chair Parker suggested the timeline questions would be taken up during the now weekly meetings of the Committee. Consultant Golding expressed concern that by taking three months to hire a search firm, and allowing that firm time to revise the candidate description, he would expect that the CEO would be recruited, extend an offer letter, and on boarded past the point of CPCNH launching service. Mr. Golding suggested ways to accelerate the search firm hiring process, and referenced the existing job description that could be refreshed, updated and disseminated to begin the job announcement process and solicit applications in parallel with hiring the search firm. CPCNH, DWGP, Mr. Golding and other resources have networks that can be tapped to disseminate the job posting and raise awareness.

Director Merrill left the meeting.

Vice Chair Parker moved to authorize the issuance of a Request for Proposals for issuance of the RFP for Executive Search Services contingent upon legal review and finalization of language. Secretary Brown seconded. Motion passed 13-0 on a rollcall vote.

<u>Member</u>	<u>Director</u>	<u>Vote</u>	<u>Alternate</u>	<u>Vote</u>
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Y	Jackson Kaspari	
Durham	Mandy Merrill	Absent for vote	Nat Balch	
Enfield	Kimberly Quirk		Jo-Ellen Courtney	Y
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Y	Peter Kulbacki	
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Hudson	Craig Putnam	Absent	Kate Messner	Y
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Nashua	Doria Brown	Y		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Y	Danica Melone	
Pembroke	Matt Miller	Y	Jackie Wengenroth	
Plainfield	Evan Oxenham	Y	Steve Ladd	
Portsmouth	Kevin Charette	Absent	Peter Rice	Absent
Rye	Lisa Sweet	Y	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Y
Warner	Clyde Carson	Y	George Packard	
Webster	Martin Bender	Y	Dave Hemenway	

8. **Treasurer’s Report p. 72**
9. **Fall meeting schedule: 10/20, 11/17, 12/15 and potential special meetings.**
10. **Other business, questions & reflections**
11. **Adjournment**

Without objection, Chair Clifton Below declared the meeting adjourned at 12:37pm.