
 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	BOARD OF DIRECTORS – APPROVED MINUTES	
	Meeting Type:	Board of Directors Regular Meeting
	Meeting Location:	Warner Town Hall, Lower Meeting Room, 5 East Main St., Warner NH 03278
	Meeting Date:	Thursday, October 20, 2022
	Meeting Time:	Noticed for 10:00 AM

AGENDA

1. Welcome & Roll Call - agenda check
2. Approve Minutes of 9/15 Board Meetings (**Action Item**)
3. Admit and Welcome Canterbury and Wilmot as New Members
4. Chair's Report
5. Executive Committee Report
6. Election of a new Secretary
7. Treasurer's Report
8. Finance Committee Report (**Action Items**)
9. Member Operations & Engagement Committee Report
10. Risk Management Committee Report
11. CEO & Staff Search Committee Report
12. Regulatory & Legislative Affairs Report
13. Future meetings: 11/17, 12/15 and potential special meetings.
14. Possible Committee Appointments
15. Other business, questions & reflections
16. Adjournment

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MINUTES

1. Welcome & Roll Call - agenda check


Chair Clifton Below called the meeting to order at 10:09 am. 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	Absent	Jackson Kaspari	Present Virtual
Durham	Mandy Merrill	Present Virtual	Nat Balch	Absent
Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Present
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Absent
Harrisville	Andrea Hodson	Present Virtual	Andrew Maneval	Absent
Hudson	Craig Putnam	Present Virtual (joined 9:28)	Kate Messner	Absent
Lebanon	Clifton Below	Present	Greg Ames	Absent
Nashua	Doria Brown	Present Virtual		Absent
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Present Virtual	Danica Melone	Absent
Pembroke	Matt Miller	Present	Jackie Wengenroth	Absent
Plainfield	Evan Oxenham	Present	Steve Ladd	Absent
Portsmouth	Kevin Charette	Present Virtual	Peter Rice	Absent
Rye	Lisa Sweet	Present Virtual	Howard Kalet	Present Virtual
Walpole	Paul Looney	Absent	Dennis Marcom	Present Virtual
Warner	Clyde Carson	Present	George Packard	Present Virtual
Webster	Martin Bender	Present Virtual	David Hemenway	Present Virtual

2. Approve Minutes of 9/15 Board Meetings (Action Item)

Director Mandy Merrill moved approval of 9/15/22 board meeting minutes. Director Lisa Sweet Seconded. Without objection, Chair Below declared the minutes approved with the correction noted by Alternate Jo-Ellen Courtney.

Alternate Courtney noted that on page 6, second paragraph, a date was incorrectly labeled “October 30” which should instead read “August 30.”

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3. Admit and Welcome Canterbury and Wilmot as new Members

Director Lisa Sweet moved to admit and welcome Wilmot and Canterbury as new members of CPCNH. Director Clyde Carson seconded. Motion passed 14-0 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	
Dover	Chris Parker	Absent	Jackson Kaspari	Yes
Durham	Mandy Merrill	Yes	Nat Balch	
Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Yes
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Absent
Harrisville	Andrea Hodson	Yes	Andrew Maneval	
Hudson	Craig Putnam	Absent	Kate Messner	Absent
Lebanon	Clifton Below	Yes	Greg Ames	
Nashua	Doria Brown	Yes		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Yes	Danica Melone	
Pembroke	Matt Miller	Yes	Jackie Wengenroth	
Plainfield	Evan Oxenham	Yes	Steve Ladd	
Portsmouth	Kevin Charette	Yes	Peter Rice	
Rye	Lisa Sweet	Yes	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Yes
Warner	Clyde Carson	Yes	George Packard	
Webster	Martin Bender	Y	Dave Hemenway	

4. Chair's Report

Chair Below summarized the report and acknowledged the large volume of work being conducted by Board members, consultants and pending vendors. Chair Below noted that final contracts for Ascend, Calpine and Clean Energy NH would likely be brought to the Board for consideration at the regular November meeting or at a special Board Meeting called between now and then.

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The Board discussed transitioning digital and IT spaces from Google Admin to Microsoft365 and the associated benefits, including better integrations with pending vendor service providers. The Board discussed obtaining three quotes from IT vendors, including Red River, and bringing back to the Board a recommendation for an IT vendor at the November meeting.


Director Craig Putnam joined the meeting at 10:28am.

Director Miller moved to authorize the Chair and Treasurer to execute all agreements on behalf of CPCNH necessary to authorize River City Bank to commence setting up an Electronic Data Interchange (EDI) account, and other preparatory activities needed to ensure CPCNH complies with banking requirements on schedule in time for supporting the launch of Wave 1 CPAs. Alternate Courtney seconded.

Director Doria Brown expressed discomfort with unanimous consent motions. Director Andrea Hodson suggested that when calling motions by unanimous consent, to be sure that the opportunity to object is clearly presented. The Board generally agreed.

Chair Below called for a rollcall vote. Motion passed unanimously 17-0.

<u>Member</u>	<u>Director</u>	<u>Vote</u>	<u>Alternate</u>	<u>Vote</u>
Canterbury	Kent Ruesswick	Yes	Howard Moffett	
Cheshire County	Terry Clark	Absent	Chris Coates	
Dover	Chris Parker	Absent	Jackson Kaspari	Yes
Durham	Mandy Merrill	Yes	Nat Balch	
Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Yes
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Absent
Harrisville	Andrea Hodson	Yes	Andrew Maneval	
Hudson	Craig Putnam	Yes	Kate Messner	
Lebanon	Clifton Below	Yes	Greg Ames	
Nashua	Doria Brown	Yes		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Yes	Danica Melone	
Pembroke	Matt Miller	Yes	Jackie Wengenroth	

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Plainfield	Evan Oxenham	Yes	Steve Ladd	
Portsmouth	Kevin Charette	Yes	Peter Rice	
Rye	Lisa Sweet	Yes	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Yes
Warner	Clyde Carson	Yes	George Packard	
Webster	Martin Bender	Yes	Dave Hemenway	
Wilmot	William Chaisson	Yes		

The Board discussed personnel policies.

The Board discussed the proposed motion to authorize Clean Energy NH to commence work with CPCNH and to begin tracking hour expenditures, similar to the structure used with Calpine and Ascend. The Board discussed the tradeoffs of waiting until having a contract in place.

Director Sweet moved to authorize Clean Energy New Hampshire (CENH) to commence work with CPCNH and track staff hour expenditures for the purposes of supporting CPCNH’s MemberOps planning activities, implementing CPCNH’s Customer Relationship Management (CRM) platform, refreshing and preparing CPCNH’s Member Services marketing materials and template documents, and other internal preparatory activities required to support CPCNH’s Wave 1 Member and new community engagement activities, with all work authorizations subject to Chair approval in advance of commencement of work, provided that CENH acknowledge that (1) CENH is working entirely at-risk during this period in advance of contract finalization and execution, and shall not be reimbursed for any expenses during this period in the event a contract is not executed, (2) CENH is authorized to commence work on activities approved by the Chair, and (3) CENH is not authorized to engage with any external third-parties on CPCNH’s behalf in advance of contract execution. Director Putnam seconded. Motion passed 15-1-1 on a rollcall vote.

<u>Member</u>	<u>Director</u>	<u>Vote</u>	<u>Alternate</u>	<u>Vote</u>
Canterbury	Kent Ruesswick	Yes	Howard Moffett	
Cheshire County	Terry Clark	Absent	Chris Coates	
Dover	Chris Parker	Absent	Jackson Kaspari	Yes
Durham	Mandy Merrill	Yes	Nat Balch	

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Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Yes
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Absent
Harrisville	Andrea Hodson	Yes	Andrew Maneval	
Hudson	Craig Putnam	Yes	Kate Messner	
Lebanon	Clifton Below	Yes	Greg Ames	
Nashua	Doria Brown	No		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Yes	Danica Melone	
Pembroke	Matt Miller	Yes	Jackie Wengenroth	
Plainfield	Evan Oxenham	Yes	Steve Ladd	
Portsmouth	Kevin Charette	Yes	Peter Rice	
Rye	Lisa Sweet	Yes	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Yes
Warner	Clyde Carson	Yes	George Packard	
Webster	Martin Bender	Yes	Dave Hemenway	
Wilmot	William Chaisson	Abstain		

5. Executive Committee Report

CPCNH has received a \$5,000 contribution by way of the NH Charitable Foundation.

The Board discussed the final Gifts & Grants Policy, which was reviewed and recommended for approval by the Executive Committee. The Board discussed process and tiers for review of gifts. Language modifications were suggested that, rather than having no review of gifts under a certain threshold, the review would occur by, for example, the Treasurer or the Finance Committee, rather than the Board. The Board discussed sending the policy back to Executive Committee to refine language on tiered review processes.

6. Election of a new Secretary

The Executive Committee recommended the Board elect Director Evan Oxenham as Secretary in light of Secretary Doria Brown's resignation from the post.

Director Brown nominated Director Oxenham to the post of Secretary. Alternate Courtney seconded. Motion passed unanimously 16-0-1 with one abstention.



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

7. Treasurer’s Report

Treasurer Kimberly Quirk was absent.

8. Finance Committee Report (Action Items)

Chair Below, in place of Treasurer Quirk, summarized the report. Chair Below reviewed three potential budgetary impacts.


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The first is an investment in a Customer Relationship Management system (CRM) for Member Services, which would be separate and distinct from Calpine’s CRM used for electric accounts and customers.

The second is to authorize up to \$5,000 for River City Bank to register Electronic Data Interchange (EDI), which must occur in a timely fashion to keep with CPCNH’s critical path.

Director Miller moved to authorize up to \$50 / month (or reasonable applicable increase in cost that may occur) for Little Green Light CRM and \$5,000 for River City Bank to registered Electronic Data Interchange requirements. Motion passed unanimously on a rollcall vote 17-0.


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

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The final Finance Committee recommendation was to recommend an extension of the contract with Community Choice Partners through the end of the year with all compensation deferred until CPCNH receives start-up funding from Calpine, which funding could be obtained quickly subsequent to contract execution. Upon receiving start-up funding, compensation would revert to the existing terms which is 50% net 30 and 50% deferred.

Director Miller moved to (1) approve the proposed Third Amendment to the Consulting Services Agreement with Community Choice Partners, Inc., which extends the contract term through the end of the year, authorizes 320 additional hours, and defers compensation for any additional time and costs incurred until such time as CPCNH appropriates additional funds for compensation before launch of services, and (2) directing the Treasurer and Finance Committee to plan to compensate Community Choice Partners, Inc. for work performed under the original terms of the Consulting Services Agreement, such that when startup funding becomes available, Community Choice Partners, Inc. would receive 50% compensation on a Net 30 basis for work performed since September 29, 2022. Secretary Oxenham seconded. Motion passed unanimously 17-0.

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Canterbury	Kent Ruesswick	Yes	Howard Moffett	
Cheshire County	Terry Clark	Absent	Chris Coates	
Dover	Chris Parker	Absent	Jackson Kaspari	Yes
Durham	Mandy Merrill	Yes	Nat Balch	
Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Yes
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent
Hanover	April Salas	Absent	Peter Kulbacki	Absent
Harrisville	Andrea Hodson	Yes	Andrew Maneval	
Hudson	Craig Putnam	Yes	Kate Messner	
Lebanon	Clifton Below	Yes	Greg Ames	
Nashua	Doria Brown	Yes		
Newmarket	Toni Weinstein	Absent	Steve Fournier	Absent
New London	Jamie Hess	Absent	Tim Paradis	Absent
Peterborough	Steve Walker	Yes	Danica Melone	
Pembroke	Matt Miller	Yes	Jackie Wengenroth	
Plainfield	Evan Oxenham	Yes	Steve Ladd	

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Portsmouth	Kevin Charette	Yes	Peter Rice	
Rye	Lisa Sweet	Yes	Howard Kalet	
Walpole	Paul Looney	Absent	Dennis Marcom	Yes
Warner	Clyde Carson	Yes	George Packard	
Webster	Martin Bender	Yes	Dave Hemenway	
Wilmot	William Chaisson	Yes		

9. Member Operations & Engagement Committee Report


Committee Chair Sweet recalled the leftover action item from the previous Board meeting to authorize additional hours for Consultant Henry Herndon. Director Sweet reviewed the budget line items proposed through the Member Ops Committee and suggested to the Finance Committee. Director Sweet suggested the Board also, now or later, direct Chair Below and Committee Chair Sweet to prepare a second amendment to the Herndon Enterprises contract that would extend his services from January through June 2023 to support the organization through the remainder of launch.

Director Hodson noted her interest in gaining more clarity on staffing plans and integrations of vendors, and also clarifying what the term Wave 1 meant. Director Hodson suggested a forum to discuss the details of a Wave 1 Launch and how subsequent launches would occur, e.g., rolling or at set launch windows.

Director Hemenway agreed a forum would be useful and suggested the Board focus on the question at hand of the Herndon Enterprises appropriation.

Director Hodson moved to authorize up to an additional 225 hours of work under the Herndon Enterprises contract for the remainder of the year, appropriating \$8,500 initially and appropriating the remaining funds contingent upon receiving those funds. Director Brown seconded. Motion passed unanimously 16-0.

Member	Director	Vote	Alternate	Vote
Canterbury	Kent Ruesswick	Yes	Howard Moffett	
Cheshire County	Terry Clark	Absent	Chris Coates	Absent
Dover	Chris Parker	Absent	Jackson Kaspari	Yes
Durham	Mandy Merrill	Y	Nat Balch	
Enfield	Kimberly Quirk	Absent	Jo-Ellen Courtney	Y
Exeter	Nick Devonshire	Absent	Julie Gilman	Absent

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

10. Risk Management Committee Report

Committee Chair Miller noted that the Risk Management Committee was working through Energy Risk Management Policy and Cost Sharing Agreement drafts.

11. CEO & Staff Search Committee Report


CPCNH received eight proposals for Executive Search Services in response to its RFP. The CEO and Staff Search Committee is reviewing those proposals and will be interviewing proposers.

12. Regulatory & Legislative Affairs Report

13. Future meetings: 11/17, 12/15 and potential special meetings.

Chair Below sought input from the group as to whether scheduling 2.5 hours for November and December board meetings would be appropriate. Director Miller suggested starting earlier (at 9:30) and suggested focusing meetings on specific topics. Director Hodson requested Board packet materials be shared more than one day in advance of meetings.

Director Brown suggested bringing more than the minimum quorum together in person at one of the upcoming meetings, and volunteered to coordinated with Member Ops on considering this option.

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Director Brown noted the importance of including Member Electric Aggregation Committees in material sharing to inform decisions.

14. Possible Committee Appointments

All members and Directors and Alternates are welcome to join committees. The CEO and Staff Search Committee in particular discussed the potential benefits of expanding the Committee's membership.

Director Merrill moved adjournment. Without objection, Chair Below declared the meeting adjourned at 12:26pm.

APPROVED