



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## EXECUTIVE COMMITTEE – MINUTES

Meeting Type: **Executive Committee**  
 Meeting Location: **Meeting Rm 1, City Hall, 51 N. Park St., Lebanon, NH**  
 Meeting Date: **Thursday, July 14th, 2022**  
 Meeting Time: **Noticed for 2:00pm on cpcnh.org & at Lebanon City Hall**  
 Prepared By: **Doria Brown**  
 Approved On: **9/29/22**

### 1. Call to Order, quorum check, & Agenda review

- The meeting was called to order at 2:15 PM.
  - Attendance: Clifton Bellow (In person), April Salas (In person), Kim Quirk (In person), Doria Brown (Virtual), Chris Parker (Virtual)
  - Guests: Henry Herndon, Matt Miller, Lisa Sweet
- There was a brief discussion on the Agenda order
  - Clifton Below expressed that he wanted to get to section 5.1 in new business earlier on in the agenda to ensure that the executive committee decided if it was best to reschedule the next board meeting or stick to the original board meeting schedule.

### 2. Approve Minutes of 21 Meetings – Attachment A

- Kim Quirk made a motion to approve the May meeting minutes; Chris Parker seconded.
  - There was a discussion and suggested edit from Clifton Below asking for a spelling error correction on his name “Below” in the voting tables in the document.
  - The motion was amended to include the edits to correct Clifton Below’s name in the voting tables.
  - Roll Call Vote:

Name	Vote
Chris Parker	Yes
Kim Quirk	Yes
April Salas	Yes
Clifton Below	Yes
Doria Brown	Yes

- The motion carried with a unanimous vote.

### 3. Brief Reports of Officers and Committees

- 3.1. Chair
- 3.2. Treasurer (& Finance Committee)
- 3.3. Secretary, IT



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### 3.4. Risk Management

- Matt Miller gave an overview on the happenings of the Risk Committee and the RFP process. He shared that:
  - The coalition had received 12 proposals in response to the RFP. Out of the 12 proposals there was not one for accounting services. Matt expressed a need for the coalition to create another RFP just for accounting in the near future.
  - Matt shared that the Risk Committee met with the Coalition’s legal counsel to come up with a game plan to evaluate the RFP responses.
    - From that meeting the Risk Committee started conducting 30 minute calls with RFP respondents to get some clarifying questions answered.
    - After the 30 minute calls the Risk Committee scheduled full scale interviews with respondents.
    - Interviews were still in progress at the time of this Executive Committee meeting.

### 3.5. Member Operations & Engagement

- Lisa Sweet gave an overview on the happenings of the Member Ops Committee. Share shared:
  - The town of Peterborough was all set to become the 20<sup>th</sup> member of the Coalition.
    - Lisa asked for the approval of Peterborough’s official entrance to the board be added to the next full board meeting agenda.
  - Henry Herndon has been continuing to support communities trying to approve their aggregation plans for the first time and those looking to adopt edits to their plan that should comply with the draft rules from the Public Utilities Commission.
    - Lisa expressed that some communities want to wait to adopt their aggregation plan until after Lebanon’s was sent to the Public Utilities Commission for approval.
    - Clifton Below suggested that Member Ops should develop a handout to share some information on the rule making process and to make other communities more comfortable with bringing aggregation plan edits to their governing bodies.



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- Lisa shared a need for the Coalition to have some sort of media plan for press representation, especially after there have been more since Utilities shared that they were raising prices.
- The Executive committee had a discussion on resources and if there were enough for the Member Ops committee to do everything it would like to do.
  - Doria Brown asked Lisa if there was anything the Member Op’s group thought they should be prioritizing more.

### 3.6. CEO & Staff Search Committee

- April Salas gave an overview on the happenings of the search committee.
  - April shared that the search committee members were brushing off job descriptions for 3 positions to share with the full board.
  - The Executive Committee had a discussion on the status of the Community Choice Partners contract which was set to expire in August and how that may affect the Search Committee’s timeline.
  - April Salas shared that the Kim Quirk (finance committee chair) attended the July Search Committee meeting and together the group agreed that prioritizing fundraising was important to ensure that CPCNH would be able to hire a CEO and supporting positions.

### 4. Old Business

- This part of the agenda was skipped.

### 5. New Business

#### 5.1. Board meeting schedule in light of RFP review work. Postpone 7/21

meeting? Schedule meeting for 7/23? Anticipate August schedule.

- The Executive Committee had a discussion on the timing of the next full board meeting and potential postponement of that meeting.
  - Clifton Below made a motion to cancel the July 21<sup>st</sup> board meeting, Kim Quirk seconded.

Name	Vote
Chris Parker	Yes
Kim Quirk	Yes
April Salas	Yes
Clifton Below	Yes



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Doria Brown	Yes
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- The motion carried, all were in favor.

5.2. How to engage Directors and Alternates who are not on the Risk Management Committee regarding RFP responses and forthcoming recommendations.

- The Executive Committee had a discussion about how to engage all board members in the RFP process as the RFP review committee makes recommendations on vendors.
  - Matt Miller outlined the different steps the Risk Committee has taken to protect the integrity of the RFP process including having Risk Committee members sign a nondisclosure agreement and the CPCNH Conflict of Interest Policy. As well as the document control process he implemented.
  - Doria Brown asked about the amount of documents and information in the RFP folders and wondered if board members would have enough time to review everything in the folders and make an informed decision on the RFP.
  - Clifton Below agreed that the RFP did have a lot of information in it and using the next scheduled board meeting slot to explain the process and some of the documents could be valuable.
- Clifton Below made a motion to allow other directors and alternates access to the confidential folder on a review only basis, if they execute the NDA and the new conflict of interest policy and that would be by request. Doria seconded.

Name	Vote
Chris Parker	Absent
Kim Quirk	Yes
April Salas	Yes
Clifton Below	Yes
Doria Brown	Yes

The motion carried, all were in favor. (Note the Chris Parker left the meeting before this vote.)

### 6. Adjournment

- Doria made a motion to adjourn the meeting. Kim Quirk Seconded

Name	Vote
Chris Parker	Absent



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Kim Quirk	Yes
April Salas	Yes
Clifton Below	Yes
Doria Brown	Yes

The motion carried, all were in favor. The meeting adjourned without objection by unanimous consent at 4:02pm. (Note Chris Parker left the meeting before this vote.)