

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
Member Operations & Engagement Committee
 Minutes 6/14/22, 10am - 11:30am
 City Hall, Council Conference, Dover NH 03820

ROSTER OF ATTENDANCE

Member	present/virtual	Member	present/virtual
Nat Balch, Durham	Present	Paul Looney, Walpole	Virtual
Jo-Ellen Courtney, Enfield	Virtual	Craig Putnam, Hudson	Present
Jamie Hess, New London	Absent	Lisa Sweet, Rye	Present
Howard Kalet, Rye	Present	Jackie Wengenroth, Pembroke	Virtual
Chris Parker, Dover	Present	Dori Drachman, Peterborough, advisory member	Absent
April Salas, Hanover	Absent	Julia Griffin, Hanover, advisory member	Virtual

Guests:

- Henry Herndon
- Clifton Below

Committee Chair Lisa Sweet called meeting to order at 10:05AM.

Agenda

1. Housekeeping (10)
 - a. Roll call/Quorum confirmation
 - b. Consensus on agenda
 - c. Approval of [2022-5-10_CPCNH_MOE-C Minutes DRAFT](#)

Chris Parker moved to approve minutes of the May 10 Member Operations and Engagement Committee (Member Ops Committee) meeting as submitted. Craig Putnam seconded. Lisa Sweet called for discussion.

Nat Balch asked if the template for EAP modifications had been distributed yet. Lisa Sweet noted that Lebanon is presenting an amended EAP and accompanying memo to Lebanon City Council tomorrow night, June 15. Those materials will be translated into a template for other CPCNH Members to use.

Lisa Sweet asked if any Committee Member objected to approving the motion by unanimous consent. There was no objection. **The motion to approve the minutes of the May 10 Member Ops Committee meeting passed by unanimous consent.**

2. Henry report (30)

a. Community Engagement: [Community Engagement Tracker](#)

Henry Herndon reported that CPCNH has presented formally at the following public bodies, at the request of the respective communities, and without conducting active recruitment, but only in responding to incoming requests for CPCNH presence:

- Londonderry Town Council: May 23rd
- Dublin Energy Committee: May 25th
- Cornish Energy Committee: June 13th

Henry acknowledged that CPCNH was scheduled to present at the following future public meetings:

- Peterborough Community Power Committee: June 15th
- Newbury Energy Committee: June 20th
- Milford Select Board: June 27th
- Boscawen Energy Committee: July 11th

Henry reported that in addition to the presentations to public bodies, CPCNH has been carrying on informal engagements, phone calls and meetings with a dozen or so other communities, many of which are pending scheduling of formal presentations to public bodies.

Henry reported that Jo-Ellen Courtney, Enfield Alternate Director to CPCNH, presented to 30 people at the Upper Valley Energy Committee Round Table, and that the presentation recording had been viewed an additional 40 times.

Portsmouth has scheduled a public education event, for Wednesday June 29, 7pm, at 3S Art Space.

Henry reported that, as a takeaway for Community Engagement, there remains strong interest in CPCNH from communities across the state, and CPCNH is on track to meet the goal established in the NH Charitable

Foundation Grant to onboard five new Members by end of March 2023. CPCNH is also well-positioned to rapidly expand and grow membership following successful 2023 launch of initial programs, as the organization demonstrates successful programs and acquires additional capacity for community engagement and member recruitment.

b. Member Services: Update [EAP Approval Process Tracker](#)

Henry reported that eight CPCNH Members have approved Electric Aggregation Plans (EAPs) locally, and CPCNH has been operating under the assumption that an additional three council-style members, Durham, Newmarket and Nashua, are expected to approve EAPs and participate in the target April/May 2023 Wave #1 Launch of initial Community Power Aggregations (CPAs).

Durham is on track to approve its EAP this summer. Public Hearings are scheduled for June 15 and July 6, and Town Council meets on July 11 and August 15; it is more probable that the Council will consider and approve the EAP at the August meeting.

Newmarket's timeline has been pushed back. Henry met with the re-formed Electric Aggregation Committee (EAC) with a new Chair on June 7th. The EAC has begun drafting the EAP and has scheduled a work session for June 30th, inviting Henry to join. Newmarket hearings may be scheduled for the Fall with Council consideration and approval of the EAP shortly thereafter.

Nashua's EAC aims to meet in July to plan for drafting the EAP, scheduling hearings and scheduling Council consideration and approval.

Lisa Sweet and Henry Herndon will be coordinating with Cheshire County to provide support on the County's EAP authorization and implementation.

As for "Wave #2" Members (Dover, Hudson, Pembroke, Portsmouth, New London, Warner, Webster) Henry and Lisa Sweet will be reaching out to schedule meetings with Members and/or attendance at their EAC meetings to map out timelines and milestones for EAP drafting, hearings and approvals tracking towards 2023 town meeting and council authorizations.

c. Implementation:

- i. [DRAFT Critical Path Milestones for Members for Spring '23 Launch](#)
- ii. Draft packet for JPA/EAP revision

The Public Utilities Commission (PUC) has scheduled a meeting to propose final rules for July 5, 2022. It is probable that the August 18th meeting of the Joint Legislative Committee on Administrative Rules (JLCAR) will include consideration of and action regarding the final rule proposal from the PUC.

CPCNH Board Chair Clifton Below notes that these developments may have broadened the window of timing for Member governing body approval of EAPs

with modifications to address PUC request for additional detail into the August – September timeframe. CPCNH may host a webinar to explain the details of the two new attachments to the EAP: “Attachment 9: How Load Serving Entity Services will be Implemented” and “Attachment 10: Customer Data Protection Plan.” Lebanon City Council will consider an updated EAP on June 15, which materials are [available here](#). Lebanon’s materials will be converted into templates to support other CPCNH Member Governing Body approvals of EAP modifications to address PUC request for additional detail.

Member Governing Bodies will also have to approve the amendment to the JPA unanimously approved at CPCNH’s annual meeting, and it may be most convenient to request and conduct this action during the same meeting the governing body considers and approves EAP modifications.

3. Contractor Support - please see [this folder](#) for these documents

a. CPCNH_Director Sweet Report Herndon Contract LLC (20)

Committee Chair Lisa Sweet presented an overview of the proposal a recommendation to amend the contract with Herndon Enterprises, LLC, which is set to expire at the end of June. The proposal was developed in collaboration with Matt Miller, Chair of CPCNH Risk Management Committee and Board Chair Clifton Below. The report details the consulting services performed to-date and proposed consulting services moving forward. The proposal is for 600 hours over the six months of July through December. The proposal allocates 20% of hours for Community Engagement, 50% of hours for Member Services, and 30% of hours for Board and Committee communications and administrative support, which has been a gap in the organization thus far. The report details fiscal impact of the proposal, is approximately \$51,000, of which ~\$34,000 would be paid by CPCNH within 30 days of receiving an invoice, and ~\$17,000 could either be paid within 30 days of receiving an invoice or be paid after CPCNH launches and begins generating revenue from operating CPAs on an at-risk basis. Herndon Enterprises’ billing rate is \$85 per hour. The proposal includes a detailed workplan breaking down hours by category and sub-task over the months. CPCNH Finance Committee reviewed the proposal and recommended that the Board approve it.

Durham Director Nat Balch asked if there is a plan for enlisting Herndon Enterprises for addition hours, should the need arise and should more work be required.

Henry Herndon acknowledged that hours beyond the 600 in this proposal would require action and approval by the CPCNH Board, and that is a possible option under the proposal.

Nat noted, from his experience as a consultant, the hourly billing rate to accommodate consulting overhead, office space, computer, car and travel, phone

and equipment, printing, professional liability insurance, healthcare, etc. made sense.

Dover Director Christopher Parker agreed with Director Nat Balch, noted that he felt the workplan was a good aspect of the proposal. Director Parker commented that CPCNH's lack of revenue makes him nervous, and he is glad someone is willing to defer compensation, he is not sure he would do the same. Director Parker noted that having the contract run through December makes sense from the CEO and Staff Search Committee perspective because that is when that Committee may aim to bring on board a CEO, who could then potentially work directly with Henry. The 6-month nature of the contract is good because of this timing alignment. Director Parker notes that it may be necessary to hire a firm to recruit the CEO and/or staff.

Committee Chair Lisa Sweet noted that the proposal has been cross referenced with the NH Charitable Foundation grant, and that it fits with that grant's requirements.

Director Nat Balch commented that setting up Henry as a contractor and not a staff member raises questions, such as, is CPCNH going to do the same for other future hires? There are tradeoffs. Contractors can be more expensive, but are easier, whereas staff might be cheaper, but requires a staff person to set up all the employment needs, benefits, payroll and other things.

Director Christopher Parker noted that the CEO and Staff Search Committee is looking into that same question/consideration, whether workers will be 1099 or not.

Hudson Director Craig Putnam noted that the informal IT working group is having similar conversations about the need to hire for IT support.

Walpole Director Paul Looney asked if there are plans to pursue additional funding.

Henry Herndon confirmed, stating that Portsmouth City Councilor John Tabor, who supported securing the first NH Charitable Foundation Grant, is working with Henry, Lisa Sweet and Clifton Below on preparing a "Funding Prospectus" to pursue additional funding. A draft of the Funding Prospectus is in the June 16 CPCNH Board Packet Attachments.

Rye Alternate Director Howard Kalet commented that the proposal is incredibly well-developed, it is a detailed plan covering lots of pieces and it makes a lot of sense.

Director Craig Putnam voiced his support for the proposal as presented.

Director Nat Balch moved that the Member Operations and Engagement Committee recommend the CPCNH Board approve the First Amendment to the Consulting Services Agreement with Herndon Enterprises L. Alternate

Director Howard Kalet seconded the motion. The motion was unanimously approved. 8-0-2.

b. 3 - RMC Director Report/CCP, Inc. (See pg. 2 section 2.a.)(10)

Committee Chair Lisa Sweet presented a brief overview CPCNH Risk Management Committee Chair Matt Miller's report recommending a work authorization for Community Choice Partners of 420 hours for June, July and August.

Rye Alternate Director Howard Kalet noted that CPCNH will need Samuel Golding's support in the coming phases.

Hudson Director Craig Putnam noted he doesn't think the Committee necessarily needs to vote on this proposal, but he agrees with Howard Kalet that the organization needs the support.

Director Nat Balch asked what Community Choice Partner's billing rate was.

Henry Herndon responded it was \$200 per hour, which was a special discounted rate for CPCNH.

Director Nat Balch commented that, considering the cost per hour, perhaps down the road CPCNH could hire an administrative assistant at less than \$200 per hour, which could be helpful in lowering costs.

4. Report to Board (10)

Committee Chair Lisa Sweet noted that this Member Ops Committee meeting is unusual because it falls two days before the Board meeting, when usually Member Ops Meetings are the Tuesday of the week preceding Thursday Board meetings. Lisa has prepared a draft Member Operations and Engagement Committee Report to the Board, including seven attachments, which the Committee should consider and finalize. Lisa describes the report, including attachments of: 2-page Summary of CPCNH for interested communities; draft memo explaining the JPA amendment; draft CPCNH Member Manual (mission, vision, testimonials, members, board, officers, leadership, committees, etc.); Durham Community Power graphic explainer and template; draft Q2 2022 CPCNH Member Update; and others.

Director Christopher Parker suggested adding when and where Committees meet to the draft Member Manual.

Director Craig Putnam noted that if we add policies to the Member Manual, then it becomes more for onboarding and less for marketing, which can be good, as it can be used for both, cut down on content for marketing and dial up on content for onboarding.

Director Christopher Parker noted it can be for onboarding, but also available for interested communities that want extra details. The materials do a good job of explaining what a member is getting into.

Alternate Director Howard Kalet noted that he likes the materials as they shows CPCNH's depth as an organization, show that a lot has occurred to get us here, and we should flaunt that.

Committee Chair Lisa Sweet noted that the Rye Select Board would love to see this organized packet of what is CPCNH, and we can now give that to them. We can show how we have developed as an organization.

Director Craig Putnam noted it gives the organization gravitas and shows we know our stuff.

Committee Chair Lisa Sweet noted that the Member Manual can be finalized and brought back to Member Ops and the Board for final approval.

Director Christopher Parker noted that the Committee shouldn't give the draft to the Board just yet, but instead should mention it, say it is a forthcoming draft, and present it when it is ready to be approved.

Director Christopher Parker moved that the CPCNH Member Operations and Engagement Committee submit the Committee Report to the Board of Directors after removing the draft Member Manual, removing the draft Q2 Update, replacing the Draft JPA Memo with the materials submitted to Lebanon City Council that will serve as templates for other Members, and removing the Herndon Enterprises proposal as that is detailed in other materials. Director Parker thanked Committee Chair Lisa Sweet for all the work she put into these materials. **Director Craig Putnam seconded the Motion. The Motion was unanimously approved.**

Director Nat Balch noted that, in thinking about the discussion of the two consulting contracts and thinking about admin needs, it could be worth getting a UNH Sustainability Fellow. Durham has had incredible success with the program.

Henry Herndon noted that both he and Jackson Kaspari are alums of the program, agrees it is a great program, but questions whether timing would allow CPCNH to get a fellow as they are generally paired for June, July and August and applications and programs are designed well before that time.

Director Paul Looney noted that CPCNH should talk to Samuel Golding about it to see if and how he thinks the program would be valuable.

Director Christopher Parker agreed and suggested asking Henry Herndon and Jackson Kaspari to talk to Samuel Golding about it.

Committee Chair Lisa Sweet agreed and suggested the Board may want to consider this.

Next Meeting of CPCNH Member Operations and Engagement Committee is Tuesday, July 12, 2022.

Alternate Director Howard Kalet moved to adjourn. Director Christopher Parker seconded the motion. The motion carried by unanimous consent.