



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

MEMBER OPERATIONS AND ENGAGEMENT COMMITTEE – MINUTES

Meeting Type: **Member Operations and Engagement Committee**
Meeting Location: **Dover City Hall, Council Conference, 288 Central Ave.,
Dover, NH 03824**
Meeting Date: **Tuesday, September 6, 2022**
Meeting Time: **Noticed for 10:00 AM on CPCNH.org and at Rye Town
Hall**

Attendees:

- Committee Chair Lisa Sweet, Rye Director
- Howard Kalet, Rye Alternate
- Nat Balch, Durham Alternate
- Christopher Parker, Dover Director
- Jo-Ellen Courtney, Enfield Alternate (virtual)
- Paul Looney, Walpole Director (virtual)
- Craig Putnam, Hudson Director (virtual)

Absent:

- April Salas, Hanover Director
- Jackie Wengenroth, Pembroke Alternate
- Jamie Hess, New London Director

Guests:

- Henry Herndon, Consultant
- Dori Drachman, Peterborough Community Power Task Force
- Treasurer Kimberly Quirk, Enfield Director
- Board Chair Clifton Below, Lebanon Director

1. Welcome & Housekeeping


Committee Chair Lisa Sweet called the meeting to order at 10:01am. Mr. Herndon called the roll.

Vice Chair Christopher Parker moved approval of the minutes of the July 12, 2022 CPCNH Member Operations and Engagement Committee meeting. Alternate Nat Balch seconded. Approved by unanimous consent without objection.

a. Update: Lebanon CP Approved; EAP approvals, JPA amendment

The Public Utilities Commission approved Lebanon's Electric Aggregation Plan, the first approval in the state.

Durham is bringing its EAP to a Town Council meeting in September for approval.

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The Governing Bodies of Exeter and Lebanon have re-approved their modified EAPs.

Rye, Enfield, Walpole (meeting 9/7), Harrisville, Hanover, Peterborough are all in process of approving EAP modifications for submission to the Public Utilities Commission.

Dori Drachman asked whether Peterborough would have to approve the JPA amendment as well, as Peterborough became a member after the CPCNH approval of the JPA amendment. Henry and Dori will follow up offline.

All wave #1 Members are encouraged to approve EAP modifications and submit to the PUC in September.

2. Resourcing Member Services Requirements

- a. *Update: Clean Energy NH proposal and Risk Management Committee 8/30 Recommendation on Member Services:*


“Recommend that the Board enter into contract negotiations with Clean Energy NH 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 eventually internalize member services capacity.”

- b. *Discussion of Committee Chair Memo on Resourcing Member Services Requirements (ATTACHMENT)*

The Committee discussed Committee Chair Lisa Sweet’s Memo on Resourcing Member Services Requirements.

Vice Chair Parker moved that the Member Operations and Engagement Committee endorse the August 30th Risk Management Committee recommendation to enter into contract negotiations with Clean Energy NH. Nat Balch seconded. Motion passed unanimously on rollcall vote, 7-0.

Vice Chair Parker moved that Member Operations and Engagement Committee recommend the CPCNH Board authorize up to an additional 225 hours for Herndon Enterprises through year-end to meet Member Services needs and provide liaison and coordination support to Clean Energy NH in the event CPCNH partners with Clean Energy NH, contingent upon Finance Committee review and approval. Alternate Balch seconded. Motion passed unanimously on rollcall vote, 7-0.

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The JLCAR meeting on Community Power rules has been rescheduled from Thursday 9/15 to Friday 9/16, and as such the CPCNH Board Meeting may be rescheduled back to Thursday 9/15.

3. Review, Comment & Approval of Updated Educational Materials

- a. *Template Public Hearing Presentation Deck*
- b. *Template Frequently Asked Questions & Handouts*
- c. *CPCNH Happenings, September 2022*
- d. *Other Materials*

The Committee expressed general appreciation at the value and usefulness of the public education resources, and agreed to send written feedback as warranted.

The Committee discussed developing a list of desired items to be budgeted for by Finance Committee.

4. Discussion of Pre-Launch Community Engagement Planning

- a. *Required mailed customer notifications (30 days prior to launch) and public hearings (15 days after mailing)*
- b. *Local media and community network engagement strategy*
- c. *Logo and website development*
- d. *Key policies and agreements (Cost Sharing Agreement; Energy Risk Management Policy; Financial Reserves Policy)*

The Committee discussed examples of activities that would go into a Public Engagement Plan, such as posters visible for citizens in line for the Town Clerk or at other well-travelled public spaces. The Committee agreed to aim to review a draft “Template Public Engagement Plan / Planning Meeting Agenda” which could be customized by each Member Electric Aggregation Committee and populated with engagement activities and assigned action items for committee members with support from Herndon Enterprises and a potential future Members Services vendor/partner.

Action Item: Develop template Public Engagement Plan for review and approval October 11.

Action Item: Develop Member Ops Budget for Finance Committee for October 11.

Action Item: Organize Templates and Resources in the Google Drive.

5. Next MOEC Meeting: Tuesday October 11



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Committee Chair Sweet will not be available to attend in person for October and November meetings. Alternate Jo-Ellen agreed to attend in person in October. The November Meeting will be held on November 1. The December Meeting will be held on December 6.

6. Adjournment (**Action by Unanimous Consent**)

The meeting was adjourned at 11:33am.