 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	EXECUTIVE COMMITTEE – DRAFT MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Meeting Room #2, City of Lebanon, City Hall 51 N Park Street, Lebanon, NH 03766
	Meeting Date:	Wednesday, January 26, 2022
	Meeting Time:	Noticed for 9:00 AM on CPCNH.org & in Lebanon

1. Welcome, Consensus on Agenda, Approve Meeting Minutes

April Salas called the meeting to order at 9:08 am

Member	Director	Executive Committee Position	Present / Absent
Hanover	April Salas	Chair	Present remotely
Lebanon	Clifton Below	Vice-Chair	In person
Plainfield	Evan Oxenham	Secretary	In person
Harrisville	Andrea Hodson	Treasurer	In person
Nashua	Doria Brown	Director at Large	Present remotely

Those attending remotely stated it was not reasonably practical to travel to be attending in person

The following guests were present.

Name	Affiliation
Lisa Sweet	Member Operations Committee – present remotely
Matt Miller	Risk Committee - present in person
Michael Postar	Duncan, Weinberg, Genzer & Pembroke, P.C. (DWGP) - present remotely
Kathy Pedrick	Lebanon Resident – present remotely
Eli Emerson	Primmer Piper Eggleston & Cramer PC – present remotely

Since three board members were attending in person the meeting quorum was met

2. Check for Consensus on Proposed Agenda.

No changes to the agenda were proposed.



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3. Review and Authorize Letter to Sam Golding

Doria Brown moved to send the letter for Samuel Golding as edited on Friday evening, January 21 at 9:56 pm to Samuel Golding. Andrea Hodson seconded the motion. The motion was approved 4-1 by a roll-call vote with Clifton Below opposing the motion.

4. Contracts to Consultants

April noted that the committee is working within an approved budget while considering these contracts and wanted to make public aware of this.

a. Matt Miller

Matt provided estimates for the services needed to complete RFP;

- The technical services provided by Samuel Golding to support the revision of the RFP requires 7-10 business days of consultant time. There are six sections that need to be written or revised based on responses to the RFI, and in addition there is general updating of records.
- The Risk Committee expects that many questions will come in from the recipients of the RFP. Responses to these questions will take a lot of time to draft and be approved. Matt estimated that up to 5 business days of technical consulting time is required to support this process.
- Matt said that the documentation in the RFP responses is very technical. He estimated that the Risk Committee needs 5-10 days of technical consulting time to read the responses, identify the strongest responses and draft questions for the interviews.
- The vendor interviews will be up to one day per vendor, so Matt estimated that 5 business days will be necessary for the interviews and another 5 business days to rank and evaluate the material provided during the interviews, and make a recommendation for the Board.


From the estimates provided above Matt estimated that a total of 25 -35 days of technical consulting time is required to support the RFP.

Matt said that if do not invest in this consulting time we will take longer to respond to the RFP and potentially we will have a lower quality response.

The Risk Committee now estimates the RFP release will be delayed by two weeks, from mid-May to June.

b. Lisa Sweet

The technical support for members as they write their EAPs has been time consuming. Member Operations will need to revise the ESP template when the PUC updates the administrative rules, and

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will need technical support in developing the policies for the Cost Sharing Agreement and educating our members about the Cost Sharing agreement.

Lisa Sweet left the meeting at 9:32 am.

Andrea questioned Matt. She noted that his 25-30 days estimate is in consulting time, and asked how this translated to actual days. Matt responded that the time is roughly evenly split over a 4-month period so it will conclude at the end of June. Specifically, it covers a 4-month time line from when it starts, and the actual time-line also depends on how often Risk Committee meets.

Andrea Hodson moved to recess the meeting. Clif seconded the motion which was approved unanimously by a roll-call vote.

The meeting recessed at 9:37 am.

5. Return from Recess


The Chair declared the Executive Committee exited from recess and returned to public meeting at 1:29 pm.

Andrea Hodson moved to authorize the chair, in consultation with Counsel, to finalize the standard Consulting Services Agreement contract template. Clifton Below seconded the motion which was approved unanimously by a roll-call vote.

Andrea Hodson moved to authorize the Chair, in consultation with Counsel, to finalize a contract with Herndon Enterprises, LLC. along the terms that have been discussed in consultation with Counsel. Additional drafting will be done after the public session is closed. In consultation with the Risk Management and Member Operations and Engagement Committee Chairs, the Executive Committee determines that time is of the essence in commencing the instant consultant's services agreement prior to the next Board of Directors meeting. Evan Oxenham seconded the motion which was approved unanimously by a roll-call vote.

Andrea Hodson moved to authorize the Chair, in consultation with Counsel, to finalize a contract with Community Choice Partners along the terms that have been discussed in consultation with Counsel. Additional drafting will be done after the public session is closed. In consultation with the Risk Management and Member Operations and Engagement Committee Chairs, the Executive Committee determines that time is of the essence in commencing the instant consultant's services agreement prior to the next Board of Directors meeting. Doria Brown seconded the motion which was approved 4-1 by a roll-call vote, with Clifton Below opposing the motion.

Andrea Hodson moved to authorize the Chair, in consultation with Counsel and the executive committee, to continue and complete negotiations generally consistent with the budget and scope of work provided in the Consultant Services Agreement for Herndon Enterprises, LLC., allowing for

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administrative and conforming changes. Evan Oxenham seconded the motion which was approved unanimously by a roll-call vote.

Andrea Hodson moved to authorize the Chair, in consultation with Counsel and the executive committee, to continue and complete negotiations generally consistent with the budget and scope of work provided in the Consultant Services Agreement for Community Choice Partners, allowing for administrative and conforming changes. Doria Brown seconded the motion which was approved 4-1 by a roll-call vote, with Clifton Below opposing the motion.

6. Adjournment

Clifton Below moved to adjourn the meeting. The motion was seconded by Andrea Hodson and approved unanimously by a roll call vote.

April Salas adjourned the meeting at 12:59.

APPROVED