


|  |   |  |
|--|---|--|
|  <p><b>COMMUNITY<br/>POWER COALITION<br/>OF NEW HAMPSHIRE</b></p> | <b>EXECUTIVE COMMITTEE – APPROVED MINUTES</b> |  |
|  | Meeting Type:                                 | <b>Executive Committee</b>   |
|  | Meeting Location:                             | <b>Damren Room, Lebanon Public Library, 9 E Park St,<br/>Lebanon, NH 03766</b> |
|  | Meeting Time:                                 | <b>Tuesday, July 21, 2023<br/>Noticed for 10:30 AM</b>                         |

| <b>CPCNH Executive Committee, Elected 4/21/23</b> |                |               |                       |
|---|----------------|---------------|-----------------------|
| <u>Member</u>                                     | <u>Name</u>    | <u>Office</u> | <u>Present/Absent</u> |
| Lebanon   | Clifton Below  | Chair         | Present               |
| Portsmouth  | Kevin Charette | Vice Chair    | Absent                |
| Plainfield  | Evan Oxenham   | Secretary     | Present               |
| Enfield   | Kimberly Quirk | Treasurer     | Present               |
| Rye   | Lisa Sweet     |               | Present (virtual)     |

**Also Attending virtually:** Brian Callnan, CEO; Member Representative Bill Baber; Jhelum Bagchi, Calpine. Those attending virtually stated that it was not reasonably practical for them to attend in person.

## MINUTES

### **1. Call to Order, quorum check, agenda review**

Chair Clifton Below called the meeting to order at 10:37am.

### **2. Approve Minutes of 6/8/23 Meeting**

*Secretary Evan Oxenham moved to approve the minutes of the 6/8/23 meeting. Treasurer Kim Quirk seconded the motion. The minutes were approved unanimously by roll call of 5 - 0*

### **3. Board packet info and committee reports**

- Chair Clifton Below commented that the Regulatory and Legislative Affairs committee had worked on their charter at their last meeting and had made some changes, but the charter was not ready to be approved at the next Membership meeting. The goal is to have it ready for approval at the October Membership meeting.
- Kim Quirk suggested that the Executive Committee highlight what will be discussed at the July Membership and Board meeting and to state the deadline for the reports that need to be included in the Board and Membership meeting packets. Clifton Below stated that the report deadline is Monday before close of business. Kim Quirk said that the Treasurers report will have the financials, as agreed by Kim and CEO Brian Callnan. The report will include the status of the accounting services.

Director Lisa Sweet said that she has the MOAC report ready, which includes notification that MOAC has entered into agreements with BFresh and Resilient Buildings Group (RBG), and the most recent Calpine reports. She intends to have reports issued to CPCNH



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## EXECUTIVE COMMITTEE – APPROVED MINUTES

Meeting Type: **Executive Committee**  
Meeting Location: **Damren Room, Lebanon Public Library, 9 E Park St,  
Lebanon, NH 03766**  
Meeting: **Tuesday, July 21, 2023**  
Meeting Time: **Noticed for 10:30 AM**

members at regular intervals. The committee discussed adding the costs of the BFresh and RBG contracts to the budget. Brian Callnan proposed using a budget variance report to capture and report these costs and that Ascend will provide the detail for the variance. Brian Callnan reported that he is employing a part time administrator for about 10 hours per week through the summer. Lisa Sweet asked if there is a media budget for a new public engagement campaign and Clifton Below replied that the media campaign would be another variance that will need to be reported. All budget variances need to have an explanation of the variances.

- Lisa Sweet noted that the admittance of Barrington as a member needs to be added to Board agenda. She will get contact information for both for Barrington and Campton and ensure that they are notified of the Board and Membership meetings.
- Brian Callnan stated that CPCNH needs to approve rates for the NH Electric Co-op members, now that Calpine has executed a supplier agreement with NH Co-op.
- Other items for the meeting agendas include the Membership meeting approving the Audit committee charter, and the Board meeting approving the Governance committee charter.

#### 4. Logistics for both Board and Member meetings

Lisa Sweet recommended having lunch after the end of both the Membership and Board meetings. She has several lunch vendor possibilities and will select a vendor and order food.

Lisa Sweet added that at the Membership meeting she will introduce the CPCNH Ambassadors and discuss the Ambassador program.

Clifton Below suggested that at future Membership and Board meetings CPCNH should organize events to provide entertainment after the meeting and give members a chance to socialize with other members. The events could be held at local attractions.

#### 5. Job descriptions for next hires

- Clifton Below noted that Brian Callnan had created some good job descriptions, and that these should be readily available so members can use their networks to promote these jobs and encourage candidates to apply.
- These job descriptions are for: Director of Administration, Director of Load and Energy Resource Optimization, and Director of Regulatory and Legislative Affairs. They will be



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## EXECUTIVE COMMITTEE – APPROVED MINUTES

Meeting Type: **Executive Committee**  
Meeting Location: **Damren Room, Lebanon Public Library, 9 E Park St,  
Lebanon, NH 03766**  
Meeting: **Tuesday, July 21, 2023**  
Meeting Time: **Noticed for 10:30 AM**

posted on the CPCNH website and on: LinkedIn, New England Public Power Association (NEPPA), American Public Power Association (APPA), Peak Load Management Association (PLMA), Smart Electric Power Association and the NH Municipal Association, Union Leader, CalCCA (California Community Choice Association), Valley News websites.

- The approval of association membership appropriations for the CEO needs to be approved by the Board, and so must be added to the next Board Meeting agenda.

### 6. Preview proposed employee benefits

The committee discussed the proposed employee benefits which potentially include:

- a. health, dental, life and short- and long-term disability insurance, with 100 % coverage for family members;
- b. flexible and health spending accounts;
- c. wellness program, and an Employee Assistance Program (EAP);
- d. child care;
- e. retirement benefits, retirement planning, 401A account with a 5% employee match, and an optional 3% additional amount;
- f. flexible work hours, with 1 to 3 days in the office;
- g. paid time off, federal holidays;
- h. professional development, including tuition reimbursement;
- i. cell phone stipend;
- j. Vacation accrual.

The employee benefits need to be approved by the August Board meeting. Clifton Below suggested that he and Brian Callnan should meet the Lebanon city manager to discuss the Lebanon benefit package.

### 7. KPIs for the CEO job (Kevin previously sent in suggested KPIs for discussion)

- **General**
  - a. Kim Quirk suggested that KPIs not be expressed only in dollars but also in carbon offsets. Also, the KPIs need to address the needs of both large towns and smaller towns. CPCNH should adopt a B-corp mentality.
  - b. Need to have a healthy and sustainable organization. Brian Callnan suggested that the KPIs should include CPCNH's culture.



**COMMUNITY  
POWER COALITION  
OF NEW HAMPSHIRE**

## EXECUTIVE COMMITTEE – APPROVED MINUTES

Meeting Type: **Executive Committee**  
Meeting Location: **Damren Room, Lebanon Public Library, 9 E Park St,  
Lebanon, NH 03766**  
Meeting: **Tuesday, July 21, 2023**  
Meeting Time: **Noticed for 10:30 AM**

- c. The KPIs must be defined in terms of meeting the goals and exceeding the goals.
- d. Need to keep members involved and informed.
- e. Need to advance energy and environmental justice, e.g. mobile home communities.
- f. Professionalize documentation and resources – make being a member easy and joining be easy.
- g. Need to ensure that information flows in the right direction. Grass roots education so decision makers are informed.
- h. What is process to review CEO and who does this.
- i. Metrics need to be achievable
- j. Homework – review and put numbers on this.

- **Financial / Cost**

- a. Establish revenue and expense forecast, monthly reporting and variance commentary
- b. Secure accounting services and establish accounting controls framework and reporting
- c. Meeting reserve targets so company can stand on its own 2 feet.
- d. Becoming ISO-NE direct participant. Help working with utilities. Brian said need to explore pros and cons.

- **Customer / Communities**

- a. With Calpine's support establish key customer experience metrics dashboard
- b. CEO introduction / outreach with existing and key potential member communities
- c. To help with alignment, establish a mechanism (newsletter?) to periodically update all communities (and media?) on CPCNH progress / highlights / focus.

- **Operational**


- a. Establish a vendor management (contract compliance, performance evaluation) program
- b. Identify key required policies/procedures (e.g., HR) and prioritize development
- c. Secure external auditing services to address both financial and operational (efficiency and effectiveness) auditing requirements

- **Employee / Board**

- a. Design organizational structure, staffing plan, schedule and onboard in priority order
- b. CEO outreach with board members and non-board member representatives

- **Strategic**

- a. Establish growth targets through y/e 2024 or 2025

|  |   |  |
|--|---|--|
|  <p><b>COMMUNITY<br/>POWER COALITION<br/>OF NEW HAMPSHIRE</b></p> | <b>EXECUTIVE COMMITTEE – APPROVED MINUTES</b> |  |
|  | Meeting Type:                                 | <b>Executive Committee</b>   |
|  | Meeting Location:                             | <b>Damren Room, Lebanon Public Library, 9 E Park St,<br/>Lebanon, NH 03766</b> |
|  | Meeting:                                      | <b>Tuesday, July 21, 2023</b>  |
|  | Meeting Time:                                 | <b>Noticed for 10:30 AM</b>  |

- b. Effectively engage in relevant potential legislation and regulatory dockets
- c. Identify energy policy opportunities and garner stakeholder support
- d. CEO outreach to key external stakeholders (gov't, regulators, utilities, trade organizations)

## 8. Other Business

There was a brief discussion regarding the Projects committee and supporting new projects, but no conclusions were reached.

Next CPCNH Executive Committee Meeting: Tuesday 8/22/2023 9:00 am to 10:30 am

## 9. Adjourn

*Treasurer Kim Quirk moved to adjourn the meeting. Secretary Oxenham seconded the motion which was passed unanimously in a 5-0 rollcall vote. Chair Clifton Below adjourned the meeting at 12:27pm.*