

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
Risk Management Committee Meeting
Draft Minutes | 11/1/21, 9am - 10:30am
14 Dixon Ave, Suite 201, Concord, NH 03301

Committee Members in Attendance:

- Matt Miller, Pembroke Director, Chair, in person
- Jackson Kaspari, Dover Alternate, Clerk, in person
- Peter Kulbacki, Hanover Alternate, in person
- Andrea Hodson, Harrisville Director, in person
- Kim Quirk, Enfield Director, virtual
- April Salas, Hanover Director, virtual

Committee Members Absent:

- Nick Devonshire, Exeter Director (excused)

Guests:

- Samuel Golding, Community Choice Partners
- Henry Herndon, Herndon Enterprises

Draft Notes

Matt Miller opens the meeting at 9:08 am.

Committee member introductions & background

- Matt Miller, Pembroke Energy Committee.
- Andrea Hodson. Harrisville Selectboard Chair. Led Harrisville to first CPA town meeting approval. Career in HR helping companies go from dream stage to actual stage. This is the first time working with an organization that will be run (initially) by Committee. Looking forward to digging through the Business Plan in an organized fashion.
- Jackson Kaspari, Resilience Coordinator City of Dover. Chemical Engineering degree, working on a PhD. Previously Sustainability Fellow
- Pete Kulbacki, licensed civil engineer, Public Works Director, buys Hanover's power and has a seat at NEPOOL and deals with billing and reporting, saving lots of money to help do projects, including an array that will go online soon, roughly 94% of municipal load will be generated by local renewable generators through PPAs, but plans to buy out the arrays. Managing capital improvements. Also interested in large scale batteries. All the facilities have backup generators because we aren't there yet with batteries. The community

has done a lot in terms of solarize campaigns resulting in 250 new arrays in town.

- Kim Quirk, background in Electric Engineering, MS from Thayer at Dartmouth. Spent 30+ years doing low power solar stuff, 12 years ago started Energy Emporium doing design install, everything for residential solar. Recently merged with ReVision and is now storage expert with ReVision. Enfield Energy Committee for 10 years and now working on the Community Power Plan.
- April Salas. Undergrad from William and Mary, International Relations, double Masters in International Economics and Security, looking at rural electrification. Working in energy for 20 years, worked in the private sector in energy finance consulting based in Europe, markets analysis, middle and downstream oil and gas markets, contextualizing market opportunities for corporations and consulting on asset and portfolio mix. Worked at DOE doing Quadrennial Energy Review with the Obama administration and review of the national electricity system. Moved to Dartmouth, co-founded and ran the center for energy at Tuck School of Business, standing up a \$15 million endowment. Stepped into part time Sustainability Director role with Hanover.
- Nick Devonshire is on the Committee, but is absent. He works at Clean Capital in energy financing.

1. What procedures and formalities do we need to follow as a committee?

- a. Meeting scheduling and public notices/access?
 - i. Publicly noticed 48 hours in advance, not counting Sundays.
 - ii. Need majority in person for quorum. 7 Member Committee. 4 in person meets quorum.
- b. Published meeting minutes
 - i. Publish within 5 days. Email to Lebanon and info@cpcnh.org . Henry will adapt a webpage for cpcnh.org to keep minutes and meeting notices.
- c. Mechanism for reporting progress to the CPCNH member board. What other stakeholders should this committee be engaging?
 - i. Committee will be expected to report to the full board each meeting. Option to send read-ahead materials days in advance to be included in the Board packet.
- d. Named roles on our committee (chair, secretary/clerk, etc?)
 - i. Chair: Matt Miller
 - ii. Clerk: Jackson Kaspari
- e. Virtual and in person meeting standards
- f. Quorum: Majority of committee meeting in person.
- g. What resources should we be utilizing and is there a procedure to access those resources (consultants, \$, other)?
 - i. Consultants: Consultants: Henry Herndon, Samuel Golding.

1. M. Miller inquired about Henry and Samuel's billing and compensation, which is pending resolution.
- ii. Dr. Amro Farid (ME professor at Dartmouth working on smart power grids)
- iii. CPCNH Google Drive
- iv. Zoom Account (currently using Mr. Herndon's account. Is there a CPCNH account that should be used?)
- v. Written educational materials from Mr. Golding, and elsewhere: e.g., Report that analyzes start up process and financing for 5-6 CPAs, and wrote about RCEA approach to "at-risk" RFPs.
- vi. Meeting space (Municipal Association, Dixon Ave, other).
- vii. Peer organizations: Option to have RiskCom engage with Redwood Coast Energy Authority, Silicon Valley Clean Energy, or others to get a sense of how they operate.

2. Establish a regular meeting schedule, or at least schedule the next 5 or 6 planned meetings to be added to the CPCNH meeting calendar.

- a. Aim to meet every other week.
- b. Whentomeet.com as a scheduling tool

3. List and prioritize our tasks and deliverables.

- a. What urgent tasks do we need to perform and complete by specific deadlines?
 - i. Near term requirements:
 1. Timeline and actions for the RFI / RFP process to get to an April launch. At-risk contracting, stand up operations: Begin solicitation process (with issuing RFI); November 18 Board Meeting action to approve issuance of RFI; Risk Management Committee develops recommendations for how to conduct solicitation process (e.g., RFP evaluation committee, public meeting law, etc.); Urgent pressure testing the business model. Needed to generate supporting material for RFI/RFP process.
 - a. business model review
 - b. identify key risks for business success and business continuity
 2. Member recruitment and business development (Member Ops and Engagement committee). There are ~25 communities that are interested in joining CPCNH, representing 10s or 100s of millions of dollars in revenues. CPCNH needs the capacity to actively recruit the CPCNH

membership pipeline. This is not necessarily the job of RMC.

3. Guidelines for contracting individuals and service providers on at-risk contracts (possibly a Finance committee deliverable)
- b. What important activities do we need to begin, but do not yet have a pressing deadline?
 - i. Must have an ERM policy before we hire an energy trading portfolio manager.
 - ii. Crash course on community power programs and EAP to help new directors, elected officials and town employees who will become responsible for energy activities. Help them understand the context for CPCNH and JPA structure, decisions, mechanisms. Give them the confidence to act. (Member Operations and Engagement committee)
 - iii. Cost-sharing agreement and Energy Risk Management policies are adopted by both CPCNH and by the Member Communities.
 - iv. Annual independent evaluation of operations of the agency plus findings and areas for improvement. This action is part of regular business after the start up phase.

ACTION ITEMS:

1. Matt to submit request for next meeting using whentomeet.com
2. Henry to ask which communities need to submit their electricity load out for bid between now and April.
3. Matt to upload a Google Doc listing the suggestions for priorities. Committee members to amend and comment on the list. By next committee meeting, we want to commit to the top one or two urgent deliverables we will work on.
4. April to ask the board to assign the task of running the RFI and RFP process to a committee.
5. Samuel / Henry share examples of RFI and RFP process and documents.

J. Kaspari motions to adjourn. K. Quirk seconds. Unanimous. 10:35am, meeting adjourned.