

COMMUNITY POWER COALITION OF NEW HAMPSHIRE
Member Operations & Engagement Committee
Minutes 1/11/22, 10am - 11:30am
City Hall, Council Conference, Dover NH 03820

Committee Members in Attendance:

Member	Town	present/virtual
Lisa Sweet	Rye	<i>present</i>
Nat Balch	Durham	<i>present</i>
Howard Kalet	Rye	<i>present</i>
Chris Parker	Dover	<i>present</i>
April Salas	Hanover	
Jackie Wengenroth	Pembroke	<i>virtual</i>
Paul Looney	Walpole	<i>virtual</i>
Craig Putnam (pending member)	Hudson	<i>present</i>

Non-voting Advisory Members:

Dori Drachman	<i>virtual</i>
Julia Griffin	<i>virtual</i>

Guests:

- *Henry Herndon (virtual)*

Agenda

1. Housekeeping (15)
 - a. Roll call
 - b. Consensus on agenda (posted to CPCNH and Rye)
consensus reached
 - c. Approval of [2021_12_14_MOEC_MINUTES](#) *Chris motion, Nat Seconded - approved by unanimous vote*
 - d. Review list of Action Items (below)
2. Review/Finalize 2021 Activities (20)

a. [1-EAP Guidebook](#)

Discussion if this is a working document or controlled document. Executive Committee needs to provide control guidelines. Revisions, how handled and documented? Lisa, Chris, Craig all look to Exec committee to provide controls.

b. [2-CPCNH EAC Checklist](#)

Nat made motion to accept item a. And Howard seconded, later modified by Lisa to include both item a and b. Nat again made motion, seconded by Howard to present to Board. All voted to accept.

c. EAP Review/Questions for CB/SG

Group review of EAP will continue as people did not have time over holidays.

d. [EAP Approval Tracker](#)

Nat how to handle community updates? Lisa, send to me by email

Julia brought up that the Hanover plan was just rejected, hours before the 60 day window. Apparently without rules defined, the PUC had no choice. There were 4 areas of rejection, viewed as minor and easily correctable. Julia will email PUC decision info. Paul and Julia discussed other towns that have submitted plans. Harrisville and Lebanon have not heard back, but do expect rejections based on Hanover rejection.

Select Boards can make plan revisions.

Lisa asked should towns should submit even if changes are necessary, the response was yes, since the plan can be modified to make "superficial" changes.

The EAP Approval Tracker was reviewed. Again, Nat brought up the concern about Web Security and Lisa reviewed the needs for document control.

3. 2022 Goals/Activities - Identify and Prioritize (30)

- a. Support 2022 EAP Approvals with focus on
Town/City Council and County members (Durham,
Nashua, Newmarket, Cheshire County)

Member Ops will continue to support the towns, city and county that are working to have Energy Aggregations Plans adopted in their communities in 2022.

- b. Complete [Member Characteristics](#)

Lisa requested help to complete member Characteristics. We need to be able to accurately determine estimated loads for different members. Clifton can be part of this committee. Need to be comfortable with Excel spreadsheet data etc.

Paul, Howard, Lisa, Peter K from Hanover suggested by Julia, and Craig volunteered for this subcommittee. Lisa will be setting up conference call to kick off.

- c. Develop [post-Approval thru Implementation Process](#)

This will be part of our work for 2022.

Paul questioned how utilities were notified. Lisa They are cc'd on PUC letter.

d. Member Recruitment (Julia, Nat, Henry)

This sub-group will determine what we need to do to track and respond to communities interested in considering CPCNH involvement or requiring our support as CPCNH members

e. Develop prioritized list of CPCNH services (such as: member and administrative services, technical consulting, new member recruitment)

This is a task we will try to do by March meeting.

f. Unfinished 2021: EAP review, compile FAQs, facilitate data requests, broker v. CPCNH model

Chris, Nat how to handle shared drive to Board, will be on 1/20 agenda. Again Executive Board to set policy or? Nat process to write-protect documents? Craig what security controls do we have may need to get Henry in on this discussion. Chris - need to finish 2021 work.

g. Other

Lisa plans to do a Google Drive survey to include areas of concern and Chris- what you want to work on.

The EAP review we are doing may inform a revision of the current template.

4. Questions for/about CPCNH - Brainstorm (15)

What will rates look like?

HK, Craig rate structures and yes Eversource has 30 day notice on their plans

EAP Template, from a business perspective seems vague.

Should there be a preamble to the EAP that describes what the document is, and is not, intended to do.?

Julia will share Hanover's FAQs. Julia reviewed that potentially too much detail in the plan could limit the flexibility of the municipality.

Nat and HK have the same concerns.

Julia viewed the program as a highway with the plan providing guardrails. The purpose of the plan is to demonstrate knowledge of the statute and the process. It defines what the things are that a community needs to put into place. CPCNH provides background and expertise to support energy and aggregation committees who then support the town managers, Select Boards, etc.

Dori CPCNH staffing concerns - target for spring 22 to be staffed up

Julia March town meetings are a priority now and can't lose focus on that. Afterwards, we can work on staffing issues.

Nat mentioned that he felt they had 75% consensus in their plan but want to achieve 90% to move it forward.

5. Report to Board 1/20/22 (5)
 - a. 1-EAP Guidebook
 - b. 2- CPCNH EAC Checklist
 - c. Approval Tracker

6. Next Meeting February 8, 2022

Chris unsure of post surgery status. IF not we may want to choose to wait until February 15 to be sure we have a quorum.

7. Adjourn at 11:35 *Chris made motion , seconded by Nat, passed unanimously*

Action Item	Who	Status
1/11/22		
Confer with CB/SG on Member characteristics and initial data request process	Paul, Howard, Pete K., Craig, Lisa	
post-Approval thru Implementation	TBD	
12/14/21		
Owner - Interested Communities	Julia Griffin, Nat Balch, Henry Herndon	In process
Owner - Active Prospects	Julia Griffin, Nat Balch, Henry Herndon	In process
Owner - Members	Lisa Sweet, Howard Kalet, Paul Looney (after March)	In process

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1/11/22		
Confer with CB/SG on Member characteristics and initial data request process	Paul, Howard, Pete K., Craig, Lisa	
post-Approval thru Implementation	TBD	
Google Drive Guidelines	ExCom / Transition Team	
Attend Info Sessions		
EAP Experts	Jackie -Intro, CP and Attachment 2 Paul- Overview attachment 1 Chris- CP Goals, Objectives, Requirements, Attachment 3 Lisa- EAP requirements, attachment 4 Howard- Attachment 5 Nat- attachment 6	In process
11/9/21		
Develop standardized "Authorization" calendar / checklist / timeline with links to standard resources (e.g., presentation deck for EAP public hearing (delineating between required and suggested)	Lisa, Julia, Henry	Ready for review
Matrix of Comparing Brokers vs. Coalition	Andrea, Julia, Henry, Dori	ongoing
Post-authorization (steps,	Julia, Lisa, Henry	Not started

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post-Approval thru Implementation	TBD	
vendors will handle) "Implementation" Resources		
Owner - Interested Communities	Julia Griffin, Nat Balch, Henry Herndon	

Description of Member Operations & Engagement Committee

The Member Operations and Engagement (MOE-C) Committee shall consist of at least two Directors or alternates, one of which shall serve as chairperson of such Committee. The charter of this committee is to support coordination and collaboration across Members to advance member readiness to launch an initial slate of Community Power Programs in 2022. This committee would be responsible for creating a framework for tracking member status towards initiating or finalizing Electric Aggregation Plans, sharing and networking resources that support member preparation for town meeting warrants, city council meetings and/or other committee meetings, to support member engagement needs in requesting and synthesizing community electricity data requested from the respective utility, and ultimately recommending - by Spring 2022 - a prioritized list of CPCNH services to the full Board.