



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**
For communities, by communities.

PUBLIC MEETING NOTICE

Member Operations and Engagement Committee

10:00 A.M. Tuesday, December 6, 2022

Dover City Hall, Council Conference
288 Central Ave., Dover, NH 03820

This meeting is open to the public pursuant to RSA 91-A.

The Community Power Coalition of New Hampshire is a non-profit corporation that operates as a governmental instrumentality pursuant to a Joint Powers Agreement between 18 municipalities and one county, in accordance with NH RSA 53-A and RSA 53-E.

Additional information: <https://www.cpcnh.org>

Notice & virtual access: <https://www.cpcnh.org/calendar>

Virtual Access:

<https://us06web.zoom.us/j/86594684665?pwd=NFNXbS8tSForb3RuWEhlaS9RbldGdz09> | Meeting ID: 865 9468 4665 | Passcode: 467234

CPCNH Member Operations and Engagement Committee, 12/6/22

AGENDA

- 1) Welcome & Housekeeping
 - a) Rollcall, quorum confirmation (1/3 of 10), consensus on agenda
 - b) Approval of [2022-11_1_CPCNH Member Operations and Engagement Committee DRAFT Minutes draft](#) (**Action by Unanimous Consent**)
- 2) Updates:
 - a) Review Tracker: [EAP Adoption and Approval process tracker](#)
 - b) Product names:
 - i) Granite Basic (meets RPS)
 - ii) Granite Plus — or Granite + (~33% carbon free)
 - iii) Clean 50% (50% carbon free)
 - iv) Clean 100% (100% carbon free)
 - c) Budget (attached)
- 3) Key Policies and Agreements (Cost Sharing Agreement + Energy Risk Management, Rates, and Reserves Policy)
 - a) Timeline (attached)
 - b) Presentation and materials (to be finalized)
- 4) Update on Clean Energy NH, Member Services Vendor
 - a) Work Plan updates
 - b) Events
 - i) Media Training – 12/12
 - ii) Public Engagement Workshop – early January
 - c) Discussion: PR firm to manage events and media contacts
- 5) Next MOEC Meeting: Tuesday, January 10, 2023
- 6) Adjournment (**Action by Unanimous Consent**)

| DRAFT startup budget - cash basis 11/21/22 | | | 2022 | | | | | | | | | | | | 2023 | | | | | | | |
|--|----------|----------------------|-------------------------|----------|----------|----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|-------|
| Projected monthly amounts are indicative estimates. | | | Actual | | | | | | | | | | | | Projected | | | | | | | |
| Cash Funds Budget with Actual and Projected Accrued Revenue & Expenses | 2021 | 2022 Budgeted Totals | 2022-23 Budgeted Totals | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | |
| End of Period Fund Balance | \$35,005 | \$143,858 | \$134,154 | \$58,766 | \$57,466 | \$57,466 | \$129,751 | \$124,714 | \$120,051 | \$101,184 | \$82,807 | \$78,085 | \$63,034 | \$14,543 | \$77,608 | \$167,562 | \$64,917 | \$181,539 | \$110,060 | \$48,182 | \$-13,396 | |
| Revenues | \$35,005 | \$340,975 | \$865,975 | \$23,975 | \$0 | \$0 | \$75,000 | \$0 | \$2,000 | \$10,000 | \$0 | \$0 | \$5,000 | \$25,000 | \$200,000 | \$200,000 | \$100,000 | \$225,000 | \$0 | \$0 | \$0 | |
| Donations | \$35,005 | \$35,975 | \$35,975 | \$23,975 | | | \$75,000 | | \$2,000 | \$10,000 | | | \$5,000 | | | | | | | | | |
| Grant - NHCF | | \$40,000 | \$80,000 | | | | \$75,000 | | | | | | | | \$25,000 | \$200,000 | \$100,000 | \$225,000 | | | | |
| Cokine Startup Funding | | \$225,000 | \$750,000 | | | | | | | | | | | | | | | | | | | |
| Expenses | \$0 | \$232,122 | \$766,826 | \$214 | \$1,300 | \$0 | \$2,715 | \$5,037 | \$6,663 | \$20,867 | \$18,377 | \$4,722 | \$20,050 | \$73,491 | \$136,935 | \$110,045 | \$202,645 | \$108,378 | \$71,478 | \$61,878 | \$61,578 | |
| STAFF | | | | | | | | | | | | | | | | | | | | | | |
| CONSULTING | | | | | | | | | | | | | | | | | | | | | | |
| CPPartners (3) | | \$120,000 | \$150,000 | | | | \$0 | \$0 | 0 | \$20,000 | \$10,000 | \$0 | \$10,000 | \$10,000 | \$50,000 | \$10,000 | \$10,000 | \$10,000 | | | | |
| Hembon Enp (4) | | \$63,878 | \$121,478 | | | | \$2,283 | \$4,854 | \$8,478 | \$8,500 | \$8,185 | \$4,505 | \$9,633 | \$9,633 | \$0,530 | \$9,633 | \$9,633 | \$9,633 | \$9,633 | \$9,633 | \$9,633 | |
| Accounting | | \$35,000 | \$140,000 | | | | | | | | | | | | \$35,000 | \$35,000 | \$35,000 | \$35,000 | | | | |
| Executive Search Firm | | | | | | | | | | | | | | | \$33,000 | \$33,000 | \$37,000 | \$37,000 | | | | |
| SALARIED | | | | | | | | | | | | | | | | | | | | | | |
| CEO | | \$0 | \$153,333 | | | | | | | | | | | | | | | | \$33,333 | \$33,333 | \$33,333 | |
| CFO | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| Customer Acct Mgmt | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| Comm Liaison/Admin | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| STAFF FACILITIES | | | | | | | | | | | | | | | | | | | | | | |
| Rent & Computer Equipment | | | | | | | | | | | | | | | | | | | | \$2,000 | \$2,000 | |
| FEES | | | | | | | | | | | | | | | | | | | | | | |
| EDI acct setup fee (RCB) | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| Search Fees (ads) | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| MARKETING/MEMBER OPS: | | | | | | | | | | | | | | | | | | | | | | |
| Logos for each Community | | \$7,200 | \$8,700 | | | | | | | | | | | | | \$7,200 | \$300 | \$300 | \$300 | \$300 | \$300 | |
| Call Center 800 nr | | \$0 | \$2,500 | | | | | | | | | | | | | | \$500 | \$500 | \$500 | \$500 | \$500 | |
| CPCNH Public Education & Marketing | | | | | | | | | | | | | | | | | | | | | | |
| Printing | | \$500 | \$700 | | | | | | | | | | | | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | |
| Branded Table Runner Banner (VistaPrint) | | \$146 | \$146 | | | | | | | | | | | | \$146 | | | | | | | |
| SOLO PRO HD 15.8" portable screen | | \$290 | \$290 | | | | | | | | | | | | | | | | | | \$290 | |
| Jackery Explorer 300 Portable Power Station | | \$300 | \$300 | | | | | | | | | | | | | | | | | | | \$300 |
| CPCNH Public Engagement Campaigns (PA) | | | | | | | | | | | | | | | | | | | | | | |
| Printed Marketing Material (flyers, fliers, zipcars) | | \$0 | \$4,000 | | | | | | | | | | | | | | | | \$2,000 | \$1,000 | \$1,000 | |
| Event and Public Meeting Material (posters, handouts) | | \$0 | \$5,000 | | | | | | | | | | | | | | | | | \$2,500 | \$2,500 | |
| Paid Media Campaigns (social media, radio, local ads) | | \$0 | \$32,000 | | | | | | | | | | | | | | | | | \$8,000 | \$8,000 | |
| CPCNH Member Candidate Events (5) | | \$0 | \$0 | | | | | | | | | | | | | | | | | | | |
| AV & Recording Production | | | | | | | | | | | | | | | | | | | | | \$1,000 | |
| Communication of Services Material | | | | | | | | | | | | | | | | | | | | | | |
| Design of Opt-In and Opt-Out Customer Notifications (6) | | \$0 | \$5,000 | | | | | | | | | | | | | \$5,000 | | | | | | |
| Printing and Postage | | \$0 | \$100,000 | | | | | | | | | | | | | | | | | | | |
| CPCNH Member Meetings | | | | | | | | | | | | | | | | | | | | | | |
| Annual Member Meeting | | \$0 | \$5,000 | | | | | | | | | | | | | | | | | | \$5,000 | |
| OTHER: | | | | | | | | | | | | | | | | | | | | | | |
| Postage / Office Supplies | | | | | | | | | | | | | | | | \$100 | | | | | \$100 | |
| Insurance, D&O, General Liability | | \$1,300 | \$6,300 | | \$1,300 | | | | | | | | | | | \$5,000 | | | | | \$5,000 | |
| ESG (ring files 10) | | \$700 | \$700 | \$0 | | | | | | | | | | | | \$700 | | | | | \$700 | |
| Quickbooks Online | | \$300 | \$710 | | | | \$25 | \$25 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | |
| Meeting Fees | | \$300 | \$600 | | | | | | | \$150 | | | | | | \$150 | \$50 | \$50 | \$50 | \$50 | \$50 | |
| Message Reimbursement | | \$0 | \$3,000 | | | | | | | | | | | | | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | |
| Trade name fees | | | | | | | | | | | | | | | \$100 | | | | | | \$100 | |



CPCNH Important Dates



| | | |
|-------------------------------|--|-------------------------------------|
| 11/03 | RMC email outlines the process for finalizing key documents | <input checked="" type="checkbox"/> |
| 11/15 | Legal Consultation on CSA & Risk, Reserves, and Rates Policies | <input checked="" type="checkbox"/> |
| 11/21 10:15 - 12:15 | Legal Consultation on CSA & Risk, Reserves, and Rates Policies | <input checked="" type="checkbox"/> |
| 11/22 | Requested deadline for policy document feedback | <input checked="" type="checkbox"/> |
| 11/28 | RMC will release updated drafts of the documents | <input checked="" type="checkbox"/> |
| 11/29 16:00-18:00 | Legal Consultation on CSA & Risk, Reserves, and Rates Policies (possible make-up on 11/30) | <input checked="" type="checkbox"/> |
| 12/08 17:00-20:00 | RMC Public Meeting Deliberative Session on the 4 key documents | <input type="checkbox"/> |
| 12/15 | Board Meeting vote on whether to approve the 4 key documents | <input type="checkbox"/> |
| JANUARY 2023 | Launching Members gain approval of policies from Governing Bodies | <input type="checkbox"/> |
| FEB-MAR 2023 | Public Info & Outreach, Customer Notification & Public Hearing | <input type="checkbox"/> |
| APRIL/May 2023 | CPCNH LAUNCH GOAL!! | <input type="checkbox"/> |

