

**Cape Light Compact JPE
Governing Board and Executive Committee
Open Session Meeting Minutes
Wednesday, April 11, 2018**

The Cape Light Compact JPE Board of Directors and Executive Committee met on Wednesday, April 11, 2018 in the Martha's Vineyard Conference Room at the Cape Light Compact JPE Offices at 261 Whites Path, Yarmouth MA 02664 at 2:00PM.

Present Were:

1. David Anthony, Secretary, Executive Committee, Barnstable
2. Robert Schofield, Executive Committee, Bourne
3. Colin Odell, Brewster
4. Peter Cocolis, Executive Committee, Chatham – By phone
5. Fred Fenlon, Eastham
6. Paul Pimentel, Edgartown – By phone
7. Ronald Zweig, Vice-Chair, Executive Committee, Falmouth
8. Valerie Bell, Harwich
9. Wayne Taylor, Mashpee
10. Richard Toole, Executive Committee, Oak Bluffs – By phone
11. Martin Culik, Orleans
12. Thomas Donegan, Executive Committee, Provincetown
13. Leanne Drake, Sandwich
14. Jay Grande, Tisbury – By phone
15. Richard Elkin, Wellfleet
16. ChristiAne Mason, Wellfleet Alternate
17. Sue Hruby, West Tisbury – By phone
18. Joyce Flynn, Chair, Executive Committee, Yarmouth

Absent Were:

1. Michael Hebert, Aquinnah
2. Timothy Carroll, Chilmark
3. Brad Crowell, Dennis
4. Robert Hannemann, Duke's County
5. Jarrod Cabral, Truro

Members/Alternates

Physically present: 13

Present by phone: 5

Legal Counsel:

Jeffrey Bernstein, Esq., BCK Law, P.C.

Staff Present:

Austin Brandt, Senior Power Supply Planner

Briana Kane, Planning and Evaluation Manager

Joanne Nelson, Comptroller

Lindsay Henderson, Senior Energy Efficiency Program and Marketing Analyst

Maggie Downey, Administrator
 Margaret Song, C&I Program Manager
 Matt Dudley, Senior Energy Efficiency Program Analyst
 Melissa Allard, Senior Administrative Coordinator
 Tony Gionfriddo, Senior Energy Efficiency Program Analyst

Public Present:

None present.

Joyce Flynn called the meeting to order at 2:08 PM. Joyce Flynn recognized Peter Cocolis of Chatham, Paul Pimentel of Edgartown and Richard Toole of Oak Bluffs who were participating remotely because physical attendance at the meeting would be unreasonably difficult.

Open Session Vote on entry into Executive Session pursuant to M.G.L. c. 30A §§21(a)(3) to discuss matters below, to return to open session:

1. Trade secrets and confidential, competitively-sensitive or other proprietary power supply information and to determine whether it is appropriate to release any portion of confidential contract provisions, Potential Vote

Joyce Flynn at 2:10 PM moved to enter into Executive Session pursuant to MGL Chapter 30A §21(a) 10 to discuss trade secrets, confidential and competitively sensitive information contained in and relative to pricing exhibits of Compact power supply contracts.

Joyce Flynn declared that an open session may adversely affect the Cape Light Compact's ability to conduct business in relation to other entities making, selling or distributing electric power and energy. The governing Board will return to Open Session at the conclusion of Executive Session. Seconded by Robert Schofield.

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Peter	Cocolis	Chatham	Yes
Fred	Fenlon	Eastham	Yes
Paul	Pimentel	Edgartown	Yes
Ronald	Zweig	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Richard	Toole	Oak Bluffs	Yes
Martin	Culik	Orleans	Yes
Thomas	Donegan	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Jay	Grande	Tisbury	Absent
Richard	Elkin	Wellfleet	Yes
Sue	Hruby	West Tisbury	Absent
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (15 – 0 – 0)

Jay Grande joined by phone at 2:14 PM.

Sue Hruby joined by phone at 2:25 PM.

Jay Grande ended participation by phone at 3:24.

Joyce moved to return to Open Session Seconded by Robert Schofield.

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Peter	Cocolis	Chatham	Yes
Fred	Fenlon	Eastham	Yes
Paul	Pimentel	Edgartown	Yes
Ronald	Zweig	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Richard	Toole	Oak Bluffs	Yes
Martin	Culik	Orleans	Yes
Thomas	Donegan	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Jay	Grande	Tisbury	Absent
Richard	Elkin	Wellfleet	Yes
Sue	Hruby	West Tisbury	Absent
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (15 – 0 – 0)

Returned to Open Session at 3:26 PM.

PUBLIC COMMENT:

There were no members of the public present.

APPROVAL OF MINUTES:

The Board considered the March 28, 2018 Meeting Minutes. Paul Pimentel requested that in the third paragraph, under 2019-2021 Energy Efficiency Plan, that “CHP” be changed to “heat pumps.” David Anthony noted an issue with the first sentence under discussion of questions and communications from the Attorney General’s Office on DPU 17-95. Maggie Downey read it over and stated that the first and second sentence should be combined with a comma.

Martin Culik moved the Board to accept the minutes as amended, seconded by Colin Odell.

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Peter	Cocolis	Chatham	Yes
Fred	Fenlon	Eastham	Yes
Paul	Pimentel	Edgartown	Yes
Ronald	Zweig	Falmouth	Abstained
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Richard	Toole	Oak Bluffs	Yes
Martin	Culik	Orleans	Yes
Thomas	Donegan	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Jay	Grande	Tisbury	Absent
Richard	Elkin	Wellfleet	Yes
Sue	Hruby	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (15 – 0 – 1)

CHAIRMAN’S REPORT:

Joyce Flynn asked the Compact’s new employee, Tony Gionfriddo, to introduce himself.

Joyce Flynn stated that she and Liz Argo from CVEC are trying to kickstart a Cape Wind Energy Meeting that would meet twice a year. If any members of the Board would like to be involved, they are to send her an email.

Joyce Flynn asked members if their respective towns were considering becoming Green Communities. She then handed out an FAQ sheet to the Board that could be used to answer questions people may have. Valerie Bell also indicated that the Massachusetts Green Communities Division has good resources to answer questions too.

FISCAL REPORT, PETER COCOLIS:

Peter Cocolis requested Maggie Downey to go over the fiscal report since he was not physically present. Maggie Downey noted that the 2018 operating budget expenditures go to the end of March and that the Compact is waiting on credits to be processed for supplies.

Joanne Nelson stated that all, but a small portion of the money owed to the Compact from the Barnstable County has now been received by the Compact. A final reconciliation will be done through the Compact’s 2017 audit.

DISCUSSION AND VOTE TO ADOPT COMPACT MEETING PROTOCOLS:

Tom Donegan asked for discussion on the meeting protocols (Code of Conduct) that had been shared with the Board. David Anthony asked what happens if the protocols are not followed. Valerie Bell stated that penalties assessed would most likely involve the town the Board Member represents as well. Thomas Donegan stated that the penalties could include having the Board Member’s appointment taken away.

Colin Odell noted that the protocols’ overall purpose is to give the chair authority to uphold Board Meeting etiquette.

Richard Elkin brought up Robert’s Rules of Order. Thomas Donegan stated that Robert’s Rules of Order is overly complicated. A modified version of Robert’s Rules of Order could be prepared and adopted if that is something the Board would like to do, but Thomas Donegan feels that the protocols we follow now are working well. All the Board Members are heard and are aware of the expectations for how the Board Meetings should be run.

Jeff Bernstein stated that the first paragraph of the meeting protocols should be all bullets and that the format should be neater before posting to the website.

Thomas Donegan moved the CLCJPE Board of Directors vote to adopt the attached Code of Conduct Policy for Board Members.

The Compact Administrator is authorized and directed to take all actions necessary or appropriate to implement this vote, and to execute and deliver all documents as may be necessary or appropriate to implement this vote. Seconded by Colin Odell.

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Peter	Cocolis	Chatham	Yes
Fred	Fenlon	Eastham	Yes
Paul	Pimentel	Edgartown	Yes
Ronald	Zweig	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Richard	Toole	Oak Bluffs	Yes
Martin	Culik	Orleans	Yes
Thomas	Donegan	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Jay	Grande	Tisbury	Absent
Richard	Elkin	Wellfleet	Yes
Sue	Hruby	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (16 – 0 – 0)

ENERGY EFFICIENCY PROGRAM:

1. Small Business Main Streets Update, Matt Dudley

Matt Dudley gave an update on the Main Street program. He stated that 107 eligible customers have signed up thus far. When comparing the number of businesses that have signed up from January 1st through April 6th of this year to the same period last year, the number is 85% higher. Businesses can sign up until Memorial Day,

but the Compact may extend the program through the summer. RISE’s Energy Specialist and Technician have been stopping by neighboring eligible businesses to see if they are interested in signing up and are able to conduct the Main Streets energy assessment while they are there. Many of the Chambers have gotten involved in the process as well to promote this offer to their members.

David Anthony questioned the percentages on the Main Streets 2018 Update slide because they don’t add up to 100%. Matt Dudley replied that those percentages are the top three types of business that signed up. There are many more types of businesses included in the other 42%.

Joyce Flynn asked how long it takes for businesses to get a call back after signing up for an assessment and then when are the assessments being scheduled for. Matt Dudley stated that people have been getting a call within a couple of days and the assessment is usually scheduled around a week later.

2. Discussion and Vote on Preliminary Program Enhancements and Budget for the 2019-2021 Energy Efficiency Plan

Maggie Downey reviewed the 2019-2021 Energy Efficiency Plan, making note of the changes she made on certain slides since March’s Board Meeting. Martin Culik asked if an actual number to replace the “xxx” on the Residential Enhancements slide had been determined yet. Maggie Downey stated that it had not yet been decided on and wouldn’t be until much closer to the final filing.

Robert Schofield moved the CLCJPE Board of Directors vote to support the Compact’s Preliminary Enhancements to the 2019-2021 Energy Efficiency Plan (EEP) as presented on the attached slides.

The Compact Administrator is authorized and directed to take all actions necessary or appropriate to implement this vote, and to execute and deliver all documents as may be necessary or appropriate to implement this vote. Seconded by David Anthony.

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Peter	Cocolis	Chatham	Yes
Fred	Fenlon	Eastham	Yes
Paul	Pimentel	Edgartown	Yes
Ronald	Zweig	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Richard	Toole	Oak Bluffs	Yes
Martin	Culik	Orleans	Yes
Thomas	Donegan	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Jay	Grande	Tisbury	Absent
Richard	Elkin	Wellfleet	Yes
Sue	Hruby	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (16 – 0 – 0)

ADMINISTRATOR'S REPORT:

1. Update on Compact's Second Limited Revised Aggregation Plan

Maggie Downey stated that the second limited revised aggregation plan was filed on April 4th. So far there has been no response, and she will let the Board know if there is any communication.

2. 2018 Events

Maggie Downey stated that the Compact would be volunteering at the Annual Community Cleanup Day in Yarmouth this coming weekend. Maggie Downey also gave an update on recent events the Compact participated in and that this past weekend, the Compact staffed a booth at the Lower Cape Home & Garden Show which was well attended and very successful in getting the word out about the Compact's programs.

Joyce Flynn stated that Board Members could help promote the programs by having Energy Assessment Sign-up cards on tables outside of town meetings.

Peter Cocolis, Paul Pimentel, Richard Toole, and Sue Hrubby stopped participation by phone at 4:20 PM.

ADJOURNMENT:

Motion to adjourn made at 4:20 PM moved by Robert Schofield, seconded by Valerie Bell.

Respectfully submitted,

Melissa Allard

LIST OF DOCUMENTS AND EXHIBITS:

- Meeting Notice / Agenda
- March 28, 2018 Draft Meeting Minutes
- Main Streets 2018 Update Slide
- 2019-2021 Energy Efficiency Plan PowerPoint
- 2018 Operating Budget
- 2018 Energy Efficiency Budget Report
- CLC Code of Conduct Policy for Board Members