

**Cape Light Compact JPE  
Governing Board  
Meeting Minutes  
Wednesday, January 24, 2024**

The Cape Light Compact JPE Board of Directors met on Wednesday, January 24, 2024, at 2:00 p.m. The meeting was held as a hybrid meeting (in-person and through remote participation) through a Zoom videoconference for members of the Board with audio call-in available for members of the public, pursuant to St. 2023, c. 2, which, among other things, extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to March 31, 2025.

**Participating In-Person Were:**

1. Colin Odell, Executive Committee, Brewster
2. Tom McNellis, Eastham
3. Gary Senecal, Eastham Alternate
4. Matthew Patrick, Falmouth
5. Valerie Bell, Harwich
6. Martin Culik, Chair/Executive Committee, Orleans
7. Bob Higgins-Steele, Truro Alternate
8. Joyce Flynn, Vice Chair/Executive Committee, Yarmouth

**Participating Remotely Were:**

1. David Anthony, Secretary/Executive Committee, Barnstable
2. Robert Schofield, Executive Committee, Bourne
3. Jill Goldsmith, Chatham Alternate
4. Alan Strahler, Edgartown
5. Wayne Taylor, Mashpee
6. Nathaniel Mayo, Provincetown
7. Leanne Drake, Sandwich
8. Russ Hartenstine, Tisbury
9. Richard Elkin, Executive Committee, Wellfleet
10. Nicola Blake, Executive Committee, West Tisbury

**Absent Were:**

1. Forrest Filler, Aquinnah
2. Brian Miner, Chatham
3. Timothy Carroll, Chilmark
4. Meghan Gombos, Dukes County
5. Peter Meleney, Oak Bluffs
6. Jarrod Cabral, Truro

**Legal Counsel Participating Remotely:**

Erin O'Toole, Esq., KO Law, P.C.

**Staff Participation In-Person:**

Maggie Downey, Administrator

**Staff Participating Remotely:**

Anneliese Conklin, Data Analyst  
 Briana Kane, Residential and Commercial & Industrial Program Manager  
 Dan Schell, Senior Analyst - Retail and Demand Response  
 David Botelho, Data Analyst  
 Laura Selmer, Analyst  
 Lindsay Henderson, Senior Analyst - Small Business  
 Margaret Song, Energy Efficiency Strategy and Policy Manager  
 Miranda Skinner, Strategy and Regulatory Analyst  
 Melissa Allard, Senior Administrative Coordinator  
 Phil Moffitt, Chief Financial Officer  
 Stephen McCloskey, Analyst - Home Energy Services  
 Tatsiana Nickinello, Energy Efficiency Analyst

**Public Participants:**

None.

Martin Culik called the meeting to order at 2:04 PM.

**Public Comment:**

No written comments were received in advance of the meeting and no members of the public were present for public comment.

**OPEN SESSION VOTE ON ENTRY INTO EXECUTIVE SESSION PURSUANT TO M.G.L. C. 30A §§21(A)(3) AND (10) TO DISCUSS MATTERS BELOW, TO RETURN TO OPEN SESSION:**

*Martin Culik at 2:04 PM moved to enter into Executive Session pursuant to M.G.L. c. 30A §21(a)10 to review and approve the December 13, 2023 Executive Session minutes regarding trade secrets and confidential, competitively sensitive or other proprietary power supply information, to return to open session thereafter. Seconded by Colin Odell.*

Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Jill	Goldsmith	Chatham	Yes
Tom	McNellis	Eastham	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (14-0-0)*

**RETURN TO OPEN SESSION:**

*Motion to return to open session made at 2:08 PM moved by Colin Odell, seconded by Matt Patrick.*

Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Jill	Goldsmith	Chatham	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (15-0-0)*

**Alan Strahler joined the meeting at 2:08 PM.**

**APPROVAL OF MINUTES:**

The Board considered the December 13, 2023, Open Session Meeting Minutes.

*Matt Patrick moved the Board to accept the minutes and to release them, seconded by Valerie Bell.*

Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Jill	Goldsmith	Chatham	Abstained
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (14-0-1)*

**CHAIRMAN’S REPORT:**

**1. Discuss and Report on Board Member Updates to Selectmen/Council**

Martin Culik stated that the Compact’s new Marketing and Communications Coordinator, Jason Bertrand, sent out brief talking points to all Board Members to share with their Select Board or Town Council. He asked if anyone had been able to share it or had any comments. Several Board Members shared the talking points with their Selectmen.

**ELECTIONS FOR 2024 OFFICERS, MAGGIE DOWNEY:**

Maggie Downey noted that nominations for the Compact’s Officers were still open and at the December Board meeting Martin Culik was nominated for the position of Chair, Joyce Flynn for Vice-Chair, David Anthony for Secretary, Valerie Silva for Treasurer, and Phil Moffitt for Business Officer. She asked whether there were any other nominations for these positions. No other nominations were made for the Compact’s Officer positions. Maggie closed the nominations and asked for a motion to elect the Compact’s Officers for 2024 as presented.

*Robert Schofield moved the entire slate of Martin Culik, Joyce Flynn, David Anthony, Valerie Silva, and Phil Moffitt for Compact Officers. Seconded by Russ Hartenstine.*

Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Jill	Goldsmith	Chatham	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (15-0-0)*

**Nate Mayo joined the meeting at 2:14 PM.**

**David Anthony joined the meeting at 2:16 PM.**

**ELECTIONS FOR 2024 EXECUTIVE COMMITTEE MEMBERS, MAGGIE DOWNEY:**

Maggie Downey noted that the nominations for the Executive Committee were still open. She stated that the holder of Chair, Vice-Chair, Secretary, Bob Higgins-Steele, Robert Schofield, Colin Odell, and Nicola Blake were nominated for Executive Committee Members at the December Board Meeting. She then asked whether

there were any other nominations for the Executive Committee. Valerie Bell nominated Matt Patrick. Matt Patrick accepted.

*Joyce Flynn moved the entire slate of Martin Culik, Joyce Flynn, David Anthony, Bob Higgins-Steele, Robert Schofield, Colin Odell, Nicola Blake, and Matt Patrick as the 2024 Executive Committee. Seconded by Valerie Bell.*

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Jill	Goldsmith	Chatham	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (17-0-0)*

**PRESENTATION ON PROPOSED CLASSIFICATION & COMPENSATION PLAN FOR COMPACT STAFF, MICHAEL HALE AND MARY AICARDI, EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT, UNIVERSITY OF MASSACHUSETTS BOSTON:**

Martin Culik stated that the Compact is required to maintain its compensation plan for staff by periodically conducting an independent external wage and salary audit. A survey of the data and analysis of the current pay levels indicated a revision is in order.

Michael Hale, Collins Center, reviewed the Cape Light Compact Classification and Compensation Study PowerPoint. He explained what a classification and compensation study is and what it is not. The study reviews current position descriptions, current compensation schedules, current “classification” grades or groupings, and the internal equity of positions. He stated there is a market survey to evaluate the Compact’s wages versus other organizations, development of accurate and legally compliant position descriptions, and a recommendation for an equitable compensation system. The benefits of the study are an accurate position description for recruitment, accurate positions descriptions for employee evaluation, pay determinations are objectively made, addresses equity in classification and compensation, an objective review ensures fairness, and complies with laws and regulations, including the Americans with Disabilities Act, Pay Equity and various employment laws. He stated that this is not a reclassification study or a performance evaluation. The study does not look at individuals holding the positions or how many hours a position should be assigned.

Michael Hale stated that he met with Maggie Downey to see if she had any concerns. He stated that she did not want to have any sway or influence over the outcome. Then he had an orientation with staff via Zoom. During the orientation he informed staff that he would be sending a position questionnaire to each staff member to fill it out and return it to him. Once all the questionnaires were returned, he met with each staff member individually to go through the questionnaire and current job description. Draft position descriptions were written up and sent to staff, as well as their supervisor and the administrator for and questions or edits. The final position descriptions were then completed.

Michael Hale stated that the Position Rating System is based on point factors which are common in this industry. The rating system evaluates key characteristics including supervision received and exercised, education and experience, judgement and complexity, nature of personal contacts and confidentiality, and work environment and physical skills. These characteristics determined a staff member's total score and their placement on a new classification schedule.

Michael Hale reviewed the market survey, which is the survey of other organizations. He stated that they looked at The Center for EcoTechnology, the Massachusetts Municipal Wholesale Electric Company, the Cape Cod Commission, VEIC (Vermont based energy non-profit), Power Options (Boston), the Massachusetts Water Resource Authority (MWRA), and the Metropolitan Planning Commission (Boston), and the Barnstable County Retirement System. He noted that none of the organizations were an exact match with the Compact but performed similar functions. He stated that they analyzed the data and used average and median to compare to those of the salaries of the Compact. He stated that from that they created a compensation schedule. It was created by all data points to hourly ranges. The salary schedule has a range of 30% for each grade level.

Michael Hale reviewed the current versus proposed classification. He stated that the Compact currently has five grades and that they are proposing six under the study. The A grade would be the chief administrative officer, the B grade is for the senior leadership team, the C grade would be the senior analysts, the D grade would be the analysts, the E grade is the marketing and communications position as well as the data coordinator, and the F grade is the customer service and senior administrative coordinator. He stated that they proposed several title changes to reflect how we thought might better describe the position. Those title changes do not in any way impact the compensation.

Michael Hale reviewed the recommended compensation structure. He stated that they are recommending a range system with a minimum, midpoint, and maximum ranges. It aligns with the industry standard of ranges of 25% to 30%. He stated that there would be equitable treatment for all employees and all grades have the same 30% range. It would provide a better opportunity to create performance-based pay and future growth for all employees.

Michael Hale reviewed the recommendation for implementation. Under the recommendation, all employees receive a three percent cost of living adjustment (COLA) and would be placed within the salary range for a grade level based on longevity with organization. Staff's future salary adjustments within the grade would be based on a COLA and performance. He recommended the Compact review salary ranges every four years and make adjustments to reflect changes in the market. If there is significant wage inflation, the Compact may need to review every three years. Also, pursuant to the Compact's policies and procedures manual, employees who reach the top of range would be eligible for annual merit pay.

Valerie Bell stated there is a minimum and maximum range and asked how an employee moves up. Maggie Downey stated that there are two ways an employee moves up. There is their annual performance review where they can get a 0 to 4% increase depending on their performance, as well as the yearly COLA the Board approves.

Bob Higgins-Steele asked if local cost of living was considered in this study. Michael Hale stated that he does not believe that geographic location was a big factor in this study. Therefore, it was not considered. Richard Elkin stated that as he gathers, the whole point of this survey is that if all things are equal; positions are comparable; duties are comparable. He stated that the goal was to determine what equal salary would be for the Compact compared to the competition. He stated that his question is do we want to pay what everyone else is paying or do we adjust our rates higher to increase retention and increase attractiveness. David Anthony stated that the impacts of living on Cape Cod are definitely being felt by the entry level employees. He stated that those applying for entry level jobs, making around \$60,000 on Cape Cod doesn't get you anything these days and the whole idea of affordable housing and what constitutes affordable is a real challenge. He stated that when looking at the bottom numbers it doesn't surprise him as to what the F grade range is in the compensation study. He stated to put it in perspective, in anticipation of this, the grade A is equivalent to our town manager and our school Superintendent. He stated that from his perspective, he is not surprised by the numbers in the study.

Matt Patrick asked if the Compact is having trouble attracting and keeping employees. Maggie Downey answered that yes, the Compact has had trouble attracting new employees because our peers in the energy efficiency side are mostly investor-owned utilities and they pay more for the same positions. She noted that all of the recent employees the Compact has hired have been at or close to the midpoint salary range. They had other skills and were willing to learn. Matt Patrick asked if this is going to change. Maggie Downey stated that this gives staff room for growth. She stated that there is a lot of change coming in the next two and a half years. She reminded the Board that she will be retiring and so are three other staff members. Existing staff will have room to move within the organization.

Valerie Bell asked whether all the Compact's money comes from ratepayers. Maggie Downey stated that is correct. Valerie Bell stated that the Compact does not have investments or things private corporations have in order to provide larger salaries. She stated that the Compact is like a municipality, and we have to be careful, make sure that we pay our people fairly while not gouging rate payers., She stated that it is a balancing act.

Tom McNelis stated that he thinks an important part of this is to give the administrator the tools to be able to address the attraction of talent, performance of talent and retention of talent and as you say within guidelines. Therefore, doing well by our rate payers. He asked that in terms of the employees, does this give the Compact the latitude it needs within the bounds of reason to be able to administer the structure here. Maggie Downey answered that she believes it does. She stated that she thinks it's fair and gives the Compact room for growth. She stated that high the cost of living on Cape Cod was not addressed in the salary study but could be addressed by the Board under other policies.

Matt Patrick asked if when Maggie Downey retires, will this study hamstring the Compact? Maggie Downey stated that she thinks it gives you growth and opportunity for the next administrator. She stated that she is working with the Edward J. Collins, Jr. Center for Public Management on a transition plan and looking at organization structure that will be brought back to the Board. Richard Elkin stated that people raised the issue of how this affects the rate, but the energy budget is a small percentage of our budget. He stated that it's the Mass Save portion of the budget that he has concerns about. He asked what are the constraints? Maggie Downey stated that the majority of staff time is spent on energy efficiency and the energy efficiency budget is approved by the MA Department of Public Utilities through the three-year energy efficiency plan. She stated that the existing energy efficiency plan included a projected salary increase that allows for this study to be implemented. She stated that the next three-year plan will be reviewed by the DPU, including staff salaries.

Robert Schofield stated that he read the report as part of the Board packet and the study did a good job explaining how it reached its recommendations. He stated that this is a very difficult thing to do. He stated that he has been on the Board now for 24 years and has seen a lot of things change. He stated that he has been proud of the Compact and how it has been able to stay up to date. Alan Strahler stated that the cost of living is even higher on Martha’s Vineyard than it is on Cape Cod, so he is sensitive to some of the comments that have been made about trying to keep pace with the cost of living at the same time that we’re working on the salaries. He stated that the study is giving us all the information we need to apply our own knowledge and ideas and he thinks that’s great.

**Jill Goldsmith left the meeting at 3:25 PM.**

*Joyce Flynn moved the CLCJPE Board of Directors to the Board vote to adopt the Classification & Compensation Study (Study) as prepared by the Collins Center for Public Management. The Board of Directors adopts an implementation schedule described in the CLC Classification & Compensation Study, January 2024, that includes a four to six and a half percent (4% -6.5%) increase for Compact staff, excluding the Administrator position, the percentage increase to be based on years of service at the Compact. The implementation date is January 1, 2024.*

*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 Robert Schofield.*

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Nate	Mayo	Provincetown	Absent
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (15-0-0)*

Martin Culik moved on to the proposed salary for the Compact’s Administrator. Bob Higgins-Steel asked how we know what percentage the right number is. Michael Hale stated that using the methodology and years of service in her position he believes that it merits at least 90% of the overall range. He stated that he did not assess her performance, so that is where Board input is needed. Bob Higgins-Steele asked if that was something the Board normally does. Martin Culik stated that the annual review is done by him, Joyce Flynn, and David Anthony. He stated that she is a strong performer. Michael Hale stated that if that were the case he would strongly recommend the 90%. Bob Higgins-Steele stated that he does not understand why the 90% instead of



95% or some other number. Maggie Downey stated that she was uncomfortable and therefore went with the lowest number. She stated that it is a big salary increase and she was uncomfortable going any higher because this is a very public-faced position. David Anthony stated that he thinks the fact that Maggie Downey feels uncomfortable talking about the amount of money that we positioned this Administrator position is a credit to her and her dedication in the organization. He stated that it makes it easier to support the recommendation.

*Matt Patrick moved the CLCJPE Board of Directors the Board vote to set the calendar year 2024 annual salary for the Compact Administrator at the 90th percentile of the salary range as recommended in the Classification & Compensation Study (Study) prepared by the Collins Center for Public Management. The range is \$80/hr. - \$104/hr. and the 90th percentile is \$101.60/hr. The implementation date is January 1, 2024.*

*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 Robert Schofield.*

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Wayne	Taylor	Mashpee	Yes
Martin	Culik	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (16-0-0)*

**UPDATE ON 2024 ENERGY EFFICIENCY PROGRAM CHANGES, BRIANA KANE & COMPACT IMPLEMENTATION STAFF:**

Dan Schell started the presentation for the 2024 Energy Efficiency Program Updates and Preliminary 2025-2027 Energy Efficiency Plan Overview PowerPoint.

Dan Schell stated that we wanted to give a few updates on changes that started at the beginning of the year. One of the largest changes is for the whole home rebate for heat pump systems. Whole home heat pump rebates will now customers with existing fossil fuel systems to remove or disable the fossil fuel system. There are four different methods that customers can use to disable their fossil fuel systems: (1) fully remove the current system; (2) disconnect the system from the panel; (3) disconnect the systems from the thermostat(s); or (4) disconnect the fuel line and cap it. The Compact will also be requiring heat pump efficiency requirements to align with the Energy Star 6.1 Cold Climate specification.

Dan Schell reminded the Board that per state law the Compact will not be able to offer fossil fuel rebates in the next three-year plan. Therefore, we are phasing out the fossil fuel rebates in 2024. He stated residential 2024 fossil fuel rebates received about a 30% reduction from their 2023 amounts. He reviewed the residential rebate phase out timeline. April 30, 2024, is the deadline for the HEAT Loan authorization letter, August 31, 2024 is the deadline for fossil fuel measure installation, and September 30, 2024 is the deadline for rebate application submissions. He stated that there will be no exceptions made to these deadlines. The Compact is working to inform consumers, contractors, and distributors of the deadlines. He stated that commercial installations and rebate submissions must be done by September 30, 2024. He stated that the Compact has traditionally allowed customers to mail in rebate forms or apply online. However, because of these deadlines and to prevent any spending on fossil fuels going into next year, fossil fuel rebates must be submitted online. He stated that if a customer absolutely cannot use the online application, they can request a paper application, but they will not publicly be made available.

Dan Schell reviewed the changes to the residential window program. Customers are no longer required to replace their single pane windows with triple-pane, but instead replacement windows must be on the ENERGY STAR Most Efficient list and certified for the northern region. He stated that it was difficult both for the rebate processor and for customers to verify that they had triple pane windows. The customers are still required to have an energy assessment to verify that the existing windows are single pane. They are also required to complete any weatherization recommendations made during the assessment.

Dan Schell reviewed the 2023 rebate submission deadlines. For HVAC, the deadline is February 29, 2024, and for products it is January 31, 2024. He stated that just as a reminder, that 2024 installs must meet 2024 requirements and will be paid 2024 amounts.

Dan Schell stated that there are a few new commercial rebates. Customers can replace propane fired forklifts with battery powered systems and to go along with those, the high frequency battery chargers. He stated that it is a \$6,000 rebate for the forklifts and a \$550 rebate for the battery chargers. He stated that there is a \$20 per square foot rebate for industrial air curtains. Air curtains help seal any heating or cooling in the building. He stated that there is also a new prescriptive weatherization offer for commercial customers. There is a \$0.17 per R-value added per square foot for basement installation and for weatherstripping a \$111 per linear foot of door.

Dan Schell stated that he wanted to remind everyone about the Compact's demand response offering, ConnectedSolutions. Residential customers can enroll their thermostats into the program. They will receive a \$50 gift card for enrolling and a \$20 gift card seasonal incentive. Residential customers can also enroll their batteries and receive \$275 per kilowatt over the summer. He stated that for commercial customers there is a \$200 per kilowatt for batteries and \$35 for other curtailment technologies.

Lindsay Henderson continued the presentation. She reviewed the small business non-profit offer. The requirements are that the non-profit must own the building or have an eligible long-term lease, must be a 501 (c)3 and have been in operation for at least 5 years, and must use less than 1.5 million annual kWh. She stated that the nonprofit must provide services exclusively to low-income population with a total annual revenue less than \$15 million, or provide economic development, social services, or cultural services with a total revenue that can be no more than \$2 million. She stated that the Compact is looking to help as many non-profits as possible. Therefore, it is lifting the revenue requirements for 2024 and potentially the next three-year plan. She stated that the Compact is looking to expand the offer to select 501 organizations as well.

Briana Kane continued the presentation. She stated that we are in the last year of this three-year plan. She stated that the Compact has been continuing to push to reach and serve nonparticipant towns, environmental justice

communities, moderate-income customers, and renters and landlords. There have been some conversations about a few additional offers to try to increase participation in the residential coordinated delivery program for moderate income customers, and renters and landlords. She stated that there are a number of community-based offers that will be rolling out in 2024.

Briana Kane reviewed the 2024 community-based offering specifically for Oak Bluffs. Currently if a customer is moderate income, we only use SMI. Effective in 2024 customers in Oak Bluffs may self-attest, based on Area or State median income, to being a moderate-income customer. Moderate income customers can get 100% cost coverage for weatherization and pre-weatherization barriers. She stated that this is a way to encourage people again to come to the program with little lift, but making sure that they fall within the income guidelines during the energy assessment. She stated that for pre-electrification barrier and heat pumps, customers will be eligible for 100% cost coverage with income verification. She stated that the customer would be required to income qualify by providing income documentation.

### **DISCUSS PRELIMINARY 2025-2027 ENERGY EFFICIENCY PLAN PROGRAM CHANGES, BRIANA KANE:**

Briana Kane continued to review the 2024 Energy Efficiency Program Updates and Preliminary 2025-2027 Energy Efficiency Plan Overview PowerPoint. She stated that the Secretary of Executive Office of Environmental Affairs will be issuing the Green House Gas (GHG) reduction goal for the 2025-207 Energy Efficiency Plan on March 1, 2024. She stated that the Compact will be continuing to provide energy assessment, but the focus will be a decarbonization assessment. She stated that there will be turnkey offerings for select measures for pre-weatherization, weatherization, and heat pumps, for a fully facilitated customer experience. This would be provided for a moderate income and small business customers. She stated there will be targeted community-based offers with a focus on equitable program delivery for renters, moderate income customers, and limited English-speaking customers. She stated that there will be an all-electric pre-requisite for residential and commercial and industrial new construction.

Valerie Bell asked if there was a way for customers to know if they are getting a fair estimate for heat pump installations. Briana Kane stated that our main message is to always encourage customers to get several quotes. Dan Schell stated that we are working with Abode, a CLC vendor, to provide customers with a quote comparison tool.

Bob Higgins-Steele asked if someone could review the timeline for the next three-year plan. Maggie Downey stated that the draft of the next three-year plan is due on March 31, 2024. It will be presented to the Board at the March Board Meeting. She stated that the DPU Order for the next plan states that that no substantive changes can be made after mid-August. Therefore, we may have a vote ready by the July Board meeting. She stated that the final filing is on November 1, 2024, and the DPU has until March 3, 2025, to approve the plan. She stated that she'll make sure to have the timeline sent to the Board Members.

**Alan Strahler left the meeting at 4:16 PM.**

### **ADMINISTRATOR'S REPORT:**

#### **1. Update on Review and Release of Executive Session Minutes**

Maggie Downey stated that she, Counsel, and David Anthony have reviewed all sets of unreleased or partially released executive session minutes and have determined that the following sets of executive session minutes can be released in their entirety as continued non-disclosure is no longer warranted under the Open Meeting Law:

February 14, 2018

The following sets of executive sessions minutes will continue to be withheld with partial redactions as continued nondisclosure of the redacted material is warranted under the Open Meeting Law:

March 10, 2021

June 9, 2021

September 29, 2021

January 9, 2019

October 8, 2014

August 14, 2023

The December 11, 2023 executive session minutes will be withheld in their entirety as continued nondisclosure is warranted under the Open Meeting Law.

## 2. Proposed date for February & March Board Meeting Dates

Maggie Downey stated that there are meeting conflicts for the next two months and proposed February 28<sup>th</sup> and March 27<sup>th</sup> as the next two Board Meeting dates. There were few conflicts with Board members. Maggie Downey said she would send out the calendar invites.

## 3. Review Documents Sent to CLC Board

Maggie Downey stated that she sent the Board the following documents: Summary of Conflict-of-Interest Law for Municipal Employees, Office of the Attorney General: Open Meeting Law Guide and Educational Materials, Office of the Attorney General: 940 CMR: Open Meetings, Office of the Inspector General: How to be an Effective Board Member of a Public Board or Commission, Second Amended and Restated Joint Powers Agreement of the CLCJPE, Cape Light Compact Aggregation Plan, dated June 23, 2023, and Cape Light Compact Code of Conduct for Board Members. She stated that the Board is required to sign and return to her the Summary of Conflict-of-Interest Law for Municipal Employees and Office of the Attorney General: Open Meeting Law Guide and Educational Materials.

**Wayne Taylor left the meeting at 4:30 PM.**

### **ADJOURNMENT:**

*Motion to adjourn made at 4:40 PM moved by Matt Patrick, seconded by Colin Odell.*

David	Anthony	Barnstable	Yes
Robert	Schofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Tom	McNellis	Eastham	Yes

Matt	Patrick	Falmouth	Yes
Valerie	Bell	Harwich	Yes
Martin	Culik	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Leanne	Drake	Sandwich	Yes
Russ	Hartenstine	Tisbury	Yes
Bob	Higgins-Steele	Truro	Yes
Richard	Elkin	Wellfleet	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

*Motion carried in the affirmative (14-0-0)*

Respectfully submitted,

Melissa Allard

**LIST OF DOCUMENTS AND EXHIBITS:**

- Meeting Notice/Agenda
- December 13, 2023, Draft Open Session Meeting Minutes
- Cape Light Compact Classification and Compensation Study
- 2024 Energy Efficiency Program Updates and Preliminary 2025-2027 Energy Efficiency Plan Overview PowerPoint