

**Cape Light Compact JPE
Governing Board
Meeting Minutes
Wednesday, August 13, 2025**

The Cape Light Compact JPE Board of Directors met on Wednesday, August 13, 2025, 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. 2025, c. 2, which, among other things, extends the temporary provisions pertaining to remote meetings of public bodies under the Open Meeting Law to June 30, 2027.

Participating In-Person Were:

1. Robert Schofield, Executive Committee, Bourne
2. Colin Odell, Executive Committee, Brewster
3. Tom McNellis, Executive Committee, Eastham
4. Olav Hegland, Eastham Alternate
5. David Jacobson, Orleans
6. Nathaniel Mayo, Provincetown
7. Joyce Flynn, Vice Chair/Executive Committee, Yarmouth

Participating Remotely Were:

1. Bill Doherty, Bourne Alternate
2. Brian Miner, Chatham
3. Tim Carroll, Chilmark
4. Tristan Israel, Dukes County
5. Alan Strahler, Edgartown
6. Scott Mueller, Falmouth
7. Nicola Blake, Executive Committee, West Tisbury

Absent Were:

1. Forrest Filler, Aquinnah
2. David Anthony, Chair / Executive Committee, Barnstable
3. Brad Crowell, Dennis
4. Peter Meleney, Oak Bluffs
5. Valerie Bell, Harwich
6. Wayne Taylor, Mashpee
7. Leanne Drake, Sandwich
8. Russ Hartenstine, Tisbury
9. Bob Higgins-Steele, Truro Alternate
10. Suzanne Ryan-Ishkanian, Wellfleet
11. Jarrod Cabral, Truro

Legal Counsel Participating Remotely:

Audrey Eidelman Kiernan, Esq., KO Law, P.C.
Erin O'Toole, Esq., KO Law, P.C.

Staff Participation In-Person:

Maggie Downey, Chief Administrative Officer

Staff Participating Remotely:

Anneliese Conklin, Data Services Coordinator
Briana Kane, Implementation Manager
Dan Schell, Senior Analyst - Retail and Demand Response
David Maclellan, Senior Analyst
Kate Coleman, Outreach Specialist
Kim Grant, Town Energy Coordinator
Lindsay Henderson, Senior Analyst – Small Business
Mariel Marchand, Power Supply Planner
Margaret Song, Evaluation, Strategy, and Policy Manager
Melissa Allard, Senior Administrative Coordinator
Miranda Skinner, Strategy & Regulatory Analyst
Phil Moffitt, Chief Financial Officer
Tatsiana Nickinello, Energy Efficiency Analyst

Consultants:

Bernard Lynch, Community Paradigm Associates, LLC
Sharon Flaherty, Community Paradigm Associates, LLC

Public Participants:

None.

Joyce Flynn called the meeting to order at 2:02PM.

Public Comment:

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

APPROVAL OF MINUTES:

The Board considered the July 9, 2025, Open Session Meeting Minutes.

Robert Schofield moved the Board to accept the minutes and to release them, seconded by Tom McNellis.

Sean	Hogan	Barnstable	Yes
Robert	Scofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Brian	Miner	Chatham	Yes
Tim	Carroll	Chilmark	Yes
Tristan	Israel	Dukes County	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
David	Jacobson	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (12-0-0)

Scott Mueller joined the meeting at 2:05PM.

VICE CHAIRMAN’S REPORT, JOYCE FLYNN:

1. Nominations and Potential Vote for Board Secretary

Joyce Flynn stated that the Board needs to vote to elect a new secretary for the remainder of David Anthony’s term.

Nate Mayo nominated Tom McNellis to serve as secretary for the remainder of David Anthony’s term through January 2026 Board Meeting. Seconded by Robert Schofield.

Sean	Hogan	Barnstable	Yes
Robert	Scofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Brian	Miner	Chatham	Yes
Tim	Carroll	Chilmark	Yes
Tristan	Israel	Dukes County	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Scott	Mueller	Falmouth	Yes
David	Jacobson	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (13-0-0)

CONTINUED DISCUSSION ON SUCCESSION PLANNING FOR COMPACT ADMINISTRATOR POSITION:

Joyce Flynn stated that she would like to introduce Bernard Lynch from Community Paradigm Associates. She stated that he will be working with the Screening Committee and the Board in hiring the next Chief Administrative Officer. Bernie Lynch stated that he and his colleague Sharon Flaherty will be working on this project. He stated that his background is primarily in municipal government. He stated that he has served in a number of positions, most notably as the Town Manager of Chelmsford, Massachusetts for about 20 years and the City Manager of Lowell, Massachusetts for about 8 years. He stated that he has been working with municipalities on a variety of public management projects including recruiting. He stated that over the last 10 years there has been a tremendous transition in Town Manager/Administrator positions in municipalities across the Commonwealth. He stated that his company serves as a recruiter search firm and has helped with 125 Town Manager/Town Administrator searches. He stated that Sharon Flaherty’s background is communications and journalism. He stated that she does all the research work on the candidates and prepares the recruitment documents. He stated that she is putting together a position statement that will outline what the Compact is, what the challenges and opportunities are, and what the Compact is looking for in the next Chief Administrative Officer.

Joyce Flynn stated that the Compact's existing position description had been distributed to the Board after last month's meeting. She asked the Board if there was anything they'd like to discuss. Bill Doherty stated that he has a few things he would like to note. He stated that he would like to make sure that academic qualifications are being verified and that there is demonstrated knowledge in communication skills, organizational skills, and political savvy. He stated that there is also the housing issue (living on Cape Cod) that needs to be considered as well. He also asked Bernard Lynch if he has ever followed up after someone has been hired. Bernard Lynch stated that they haven't done a formal process but have kept in touch with the people that they have placed and do maintain relationships with most of the communities in which they have served. He stated that some of the individuals that they have placed have been in their positions for 8 or 9 years now. He stated that when it comes to housing availability on Cape Cod, he agrees that it is very much an issue. David Jacobson asked if there are any kind of moving expenses or housing assistance available. Maggie Downey stated that the answer is that the Compact has not budgeted for it in the current calendar year budget. She stated that in the past when the Compact hired employees the Compact has not provided financial assistance either for traveling to the interview or relocating. She stated that it is something that would require more discussion and the Compact would have to budget for it. David Jacobson asked if under Massachusetts General law, is there any prohibition when hiring a public employee of covering moving costs. Audrey Kiernan Eidelman stated that she would have to get back to the Board on this issue.

Maggie Downey asked the Board if there was anything else they wanted to add about what it is they are looking for as the next Chief Administrative Officer. Colin Odell stated that the job description should note the relationship and responsibilities that the Chief Administrative Officer has with the Board. Tom McNellis stated that the candidate should be skilled at building trust-based relationships. Maggie Downey stated that Board Members can email her if they come up with anything after this meeting.

Bernie Lynch stated that he hopes to get the job description to the screening committee by middle of September and then meet to discuss it. Colin Odell noted that the Brewster Town Manager requested that Bernie Lynch reach out to the Town Managers. Bernie Lynch stated that he would follow up with the Brewster Town manager. David Jacobson asked if he plans to get input from staff. Bernie Lynch stated that they often do talk to staff, and he can work with Maggie Downey to set something up. It was decided that a survey would be sent out to staff.

Colin Odell stated that the Screening Committee should have an organizational meeting to elect a Chair and other positions that may be necessary. The organizational Screening Committee Meeting is scheduled for August 18, 2025, at 9:00AM.

ADMINISTRATOR'S REPORT:

1. OneCape

Maggie Downey stated that the OneCape Conference, which is put on by the Cape Cod Commission, is on September 16th and 17th. She stated that Board Members can send their registration to her and the Compact will pay, or they can pay and get reimbursed.

2. Decarbonization Report

Maggie Downey stated that the Massachusetts decarbonization report is finished and is in the Board packet. She stated that not much has changed. She stated that they are recommending the hybrid Mass Save model where they recommend removal of the gas Program Administrators from the next three-year plan for energy efficiency.

3. Heat Pump Rate FAQ

Maggie Downey stated that Jason Bertrand and Dan Schell put together a Heat Pump Rate FAQ and it has been put on our website. She stated that she would send it out to the Board as well.

Brian Miner left the meeting at 2:58PM.

ADJOURNMENT:

Motion to adjourn was made at 3:00 PM moved by Robert Schofield, seconded by Colin Odell.

Sean	Hogan	Barnstable	Yes
Robert	Scofield	Bourne	Yes
Colin	Odell	Brewster	Yes
Tim	Carroll	Chilmark	Yes
Tristan	Israel	Dukes County	Yes
Tom	McNellis	Eastham	Yes
Alan	Strahler	Edgartown	Yes
Scott	Mueller	Falmouth	Yes
David	Jacobson	Orleans	Yes
Nate	Mayo	Provincetown	Yes
Nicola	Blake	West Tisbury	Yes
Joyce	Flynn	Yarmouth	Yes

Motion carried in the affirmative (12-0-0)

Respectfully submitted,

Melissa Allard

LIST OF DOCUMENTS AND EXHIBITS:

- Meeting Notice/Agenda
- July 9, 2025, Draft Open Session Meeting Minutes
- Community Paradigm Associates, LLC Packet