

TOWN OF SUNAPEE NH  
ENERGY AGGREGATION COMMITTEE MEETING MINUTES

9-10-25

Location – Town Hall Meeting Room

Attendance: Committee Members: Catherine Bushueff, Doug Hanson, Dave Munn, and Bette Nowack

Town Administration attendee: Shannon Martinez, Town Manager

Community Power Coalition of NH (CPCNH) attendee: Andrew Hatch

Public attendees: Jim Williams

Meeting time – 5:30 pm to 7:14 pm

1. Minutes from the August 13, 2025, meeting were reviewed and approved without edit.
2. Bette will send draft minutes and final minutes from each meeting to Shannon, with the Town Administrator cc'd.
3. Catherine introduced Andrew Hatch from CPCNH, to review the required documents for selectboard approval for a Community Power launch.
4. Catherine also confirmed her appointment by the selectboard as the CPCNH member rep to replace Kyle Davis. Bette remains as the alternate rep.
5. Andrew invited a committee representative to attend the CPCNH Fall Meeting on October 24 at Waterville Valley.
6. Discussion moved to the timeline and tasks to be completed before a CP launch and a review of the CSA and related materials, which Andrew will send to Shannon in advance of the Select Board meeting on October 20.
7. The Town previously signed the CPCNH's Joint Powers. The Cost Sharing Agreement (CSA) still needs to be signed by the Town to put Sunapee on-deck for a launch when the rates are favorable. The CSA cannot be redlined because it is an agreement between member towns and CPCNH, and more than 60 municipal entities have already signed it, Andrew Hatch explained.
8. Andrew reviewed the presentation slides (attached to the minutes) that he suggested for the October 20 presentation. It prompted discussion about rating-setting and CPCNH's Financial Reserves policies. Rates are set in 6-month periods: February-July and August-January. CPCNH has chosen to set rates in lockstep with the utilities, Andrew explained. In the future, CPCNH may choose to decouple from this schedule.
9. The Town's choice of default rate is articulated to the CPCNH meeting by the Authorized Officer. The EAC recommends Granite Basic for the default rate. Andrew confirmed, the minimum renewable % (as would be in Granite Basic) applies to all utilities, not just CPCNH.
10. The EAC members voted to recommend Catherine as the Authorized Officer. The Town Manager is a backup by virtue of the position,
11. The next EAC meeting is scheduled for October 8 at 5:30
12. Meeting adjourned at 7:14.