

MINUTES OF THE  
REGULAR MEETING OF THE  
  
JOINT STRATEGIC PLANNING COMMITTEE  
OF THE  
BOARDS OF DIRECTORS OF  
CONNECTICUT MUNICIPAL ELECTRIC ENERGY COOPERATIVE  
AND  
CONNECTICUT TRANSMISSION MUNICIPAL ELECTRIC ENERGY COOPERATIVE

March 4, 2021

A Regular Meeting of the Joint Strategic Planning Committee of the Boards of Directors of Connecticut Municipal Electric Energy Cooperative (“CMEEC”) and Connecticut Transmission Municipal Electric Energy Cooperative (“CTMEEC” and “Transco”) met via Zoom and telephonically on Thursday, March 4, 2021 at 1:00 p.m.

The meeting was legally noticed in compliance with Connecticut General Statutes and all proceedings and all actions hereafter recorded occurred during the publicly open portions of the meeting.

**The following Committee Members participated via Zoom and telephonically:**

Bozrah Light & Power: Scott Barber  
Groton Utilities: Ronald Gaudet, Jeffrey Godley  
Groton Municipal Representative: Mark Oefinger  
Jewett City Department of Public Utilities: Louis Demicco  
Norwich Public Utilities: Christopher LaRose, Robert Staley  
South Norwalk Electric & Water: David Westmoreland  
TTD, East Norwalk: Kevin Barber

**The following CMEEC Staff participated via Zoom and telephonically:**

Dave Meisinger, CMEEC CEO  
Robin Kipnis, Esquire, CMEEC General Counsel  
Patricia Meek, CMEEC Director of Finance & Accounting  
Scott Whittier, CMEEC Director of Enabling Services  
Margaret Job, CMEEC Executive Assistant / Paralegal

**Others participated via Zoom and telephonically:**

David Silverstone, Esquire, Municipal Electric Consumer Advocate

Ms. Job recorded.

Interim Committee Chair Mark Oefinger called the meeting to order at 1:01 p.m. He stated for the record that today’s meeting is being held telephonically and via Zoom and requested that all participants mute their devices unless speaking to eliminate confusion and background noise. He

further requested that those present state their name and where they are from when speaking for clarity of the record.

### **Specific Action Items**

#### **A Public Comment Period**

No public comment was made.

#### **B Roll Call**

Ms. Job conducted roll call with each participant responding individually as their names were called. Interim Committee Chair Oefinger confirmed a quorum was present.

#### **C Selection of Joint Strategic Planning Committee Chair**

**A motion was made by Committee Member David Westmoreland, seconded by Committee Member Kevin Barber to re-appoint Committee Member Mark Oefinger as Chair of the Strategic Planning Committee.**

**Motion passed unanimously.**

#### **D Approve Minutes of the October 14, 2020 Regular Meeting of the Joint Strategic Planning Committee**

**A motion was made by Committee Member Jeffrey Godley, seconded by Committee Member Scott Barber to approve the Minutes of the October 14, 2020 Regular Meeting of the Joint Strategic Planning Committee.**

**Motion passed unanimously.**

#### **E Review Joint Strategic Planning Committee Charter**

Mr. Whittier walked the Committee through the redline Charter provided to this Committee in advance of today's meeting. He explained that a new paragraph 5 under Section II has been added to reflect the responsibility of conducting new Committee member onboarding. He added that this edit has been made to all of the Board Committee Charters.

**A motion was made by Committee Member Kevin Barber, seconded by Committee Member Westmoreland to Adopt the Strategic Planning Committee Charter as amended and presented to the Committee today.**

**Motion passed unanimously.**

#### **F Discussion: Strategic Plan Update**

- **Working Draft of "Final Plan" Document**
- **Staff Approach to Implementation**

Mr. Meisinger walked the Committee through the working draft of the final Strategic Plan document CMEEC staff has been working on. Discussion followed with the Committee making editing suggestions. After further discussion, the Committee agreed that the final plan document will be included in the packet of materials for the March Board of Directors' meeting with a report out conducted by this Committee reminding them that this document is a shortened public version of the Strategic Plan approved at its meeting on October 22, 2020.

Mr. Meisinger next walked the Committee through Strategic Planning Action Planning Update presentation that was presented in December 2020 to CMEEC staff in preparation for their work on implementing the Strategic Plan and Action Planning around the goals and sub-goals of the Plan. He highlighted some goals that have been consolidated to avoid redundancy of work by two separate groups.

Mr. Whittier provided an explanation of the Gantt Chart created by staff to track progress of goal completion. The Gantt Chart is an Excel Workbook containing two tabs. The first tab is the Summary of Action Plan Goals provided to this Committee in advance of today's meeting which is a snapshot of progress of completion of the goals under the Strategic Plan. The second tab is the Gantt Chart, which was not provided with today's materials but which is reflected in the first tab that was provided. He explained that so-called Champions of each Goal are asked to update the Gantt Chart on a weekly basis by inputting completion dates on the Gantt Chart tab and a description of current status on the Summary tab. He explained that completion dates inserted on the Gantt Chart change the status column on the Summary tab. Mr. Meisinger, Ms. Kipnis, Ms. Meek and Mr. Whittier then walked the Committee through the Goals and Sub-Goals on the Summary tab.

After lengthy discussion, the Committee agreed to report status of goals under the Strategic Plan to the Board on a quarterly basis during 2021 and following each of the Committee's quarterly meetings this year. Upon suggestion of the Committee, Mr. Meisinger agreed to make presentations of the CMEEC Strategic Plan to the Member Utility Board Commissions as requested by those Commissions.

## **G New Business**

There was no new business.

## **H Adjourn**

There being no further business to come before this Committee, Committee Chair Oefinger entertained a motion to adjourn.

**A motion was made by Committee Member Kevin Barber, seconded by Committee Member Godley to adjourn.**

**Motion passed unanimously.**

This meeting was adjourned at 2:13 p.m.