 <b>CPCNH</b>	RISK MANAGEMENT COMMITTEE – MINUTES	
	Meeting Type:	<b>Regular Meeting</b>
	Meeting Location:	<b>Suite 201, 14 Dixon Ave. Concord, New Hampshire</b>
	Meeting Date:	<b>Wednesday, November 17, 2021</b>
	Meeting Time:	<b>9:00 AM</b>

**1. Welcome and Attendance**

Matt Miller opened the meeting at 9:02 am.

**Roll call:**

**Present:** Matt Miller (RMC Chair) Peter Kulbacki, Andrea Hodson (CPCNH Treasurer), Jackson Kaspari (RMC Clerk), April Salas (CPCNH Chair) (virtual)

**Others Present:** Samuel Golding, Henry Herndon

**Excused Absent:** Nick Devonshire, Kim Quirk

**2. Approval of the Prior Meeting Minutes**

J. Kaspari motioned to approve. P. Kulbacki seconded. Vote: U/A


**3. Agree Upon Scheduling for Next Meeting**

A. Hodson will put out a survey to determine this for week of November 29. Clifton Below will be joining the Committee for future meetings.

**4. Presentation of Admin Director and Community Liaison Roles and Start-up Budget**

A Hodson presented the material. The board start up budget which is \$58,975 and another \$10,000 was pledged which should be available in February. Cashflow has budget funds being distributed through August which is a notional 10 months. Salary base is \$70,000 with a 60% work effort assumption meaning either part time or a shorter contracted period. Could be 100% then dialed back depending on the needs. Was discussed in the Finance Committee meeting on Monday the 15th. Spending priorities may be shifted over time but this

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is a starting point. M. Miller asked for a scenario budget analysis to build upon the current budget. Wants to capture the next employee retention priorities. Small consulting budget of \$15,000 for the 10 months. All budget items should be placed in the Finance Committee folder. Bank account was opened. Staff position is an employee appointment and H. Herndon is being considered. CPCNH would not limit Herndon from doing outside work under his consulting business as long as there was no conflict of interest.

**5. Discussion Regarding RFI/RFP Process**

A. Hodson: When might be the target release date for the RFI? Also going through the model that has been handed off to the committee. While the RFI is out we will identify the resources for the RFP.


M. Miller: Date to release RFI and then RFP to follow after?

S. Golding: RFI lets vendors know that a solicitation will likely be coming out and provides awareness about CPCNH. Vendor database will need some work to clean up and double checked.

M. Miller: 10 weeks should be sufficient but 8 weeks will likely be good. For RFP RMC is expecting to need at least two months, one month for release and questions and another month for interviews and selections. Target would be to have a decision made by the end of March. Committee will provide recommendation to the Board for full approval. This would provide sufficient time for the vendors to start up for potential launch in Summer. Law firm will be presenting tomorrow at full board meeting and RMC would need them to develop the contracts. Potentially \$25,000 in legal fees in order to help with the eventual RFP contracts.

A. Salas: Stakeholders at the table need to be confident in CPCNH and confident in their communities moving forward with this process. Will have to advocate.

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Discussion about how to make information more digestible.

RMC will likely need outside expert input on the selection panel. A. Hodson to ask N. Devonshire to give a presentation about at risk contracting. At the end of the day the decision will be public but the decision-making process will not be.

M. Miller: Find third parties, create a Gantt chart and need to then assign tasks to the committee members.

S. Golding: Initial CCA RFP process took 4 months but now documents are public so we have the ability to accelerate the process.

Eight weeks for RFI and eight weeks for RFP.

A. Salas: Would the fact that there are three communities ready to launch delay the RFP process? Harrisville, Lebanon and Hanover. Load data will be crucial as well as commitments from large entities within the communities.


M. Miller: Suggesting that part of the RFP help develop how to get other members to launch.

A. Hodson: How do we sync the RFP relative to knowing which Towns are ready to launch?

A. Salas: Not going to launch with rates that are higher than the default rates.

M. Miller: May need a threshold for the RFP or setting a requirement.

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Discussion on warrant article and timing for the public hearings before Town meeting.

**6. Committee Member Task Assignments**

Timeline for RFI and RFP (A. Salas and S. Golding)

Identify bullet list of what has to be done (M. Miller and P. Kulbacki)

Work on cleaning up Risk matrix (J. Kaspari and S. Golding)

Nick will give a presentation at our next meeting on at Risk contracting (N. Devonshire & K. Quirk)


Business plan review and cashflow projections (M. Miller, A. Hodson and S. Golding)

**7. Items that Require More Discussion**

Staffing and conflict of interest

Timing of when to release RFP

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Timing for public meetings, warrant articles and final EAP submission

At risk contracting

Portfolio manager services

**8. Adjourn:**

A. Hodson moved to adjourn. P. Kulbacki seconded. **Vote: U/A**

*Meeting adjourned at 10:32 am*

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