

 <p>COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p>	RISK MANAGEMENT COMMITTEE – MINUTES	
	Meeting Type:	Risk Management Committee
	Meeting Location:	Lebanon Public Library, 9 E. Park Street, Lebanon, NH & Microsoft Teams Meeting
	Meeting Date:	Friday, April 15, 2022
	Meeting Time:	Noticed for 12PM

Committee Members:

- Risk Management Committee Chair Matt Miller, Town of Pembroke Director
- Kevin Charette, City of Portsmouth Director
- Jackson Kaspari, City of Dover Alternate
- Clifton Below, City of Lebanon Director
- Peter Kulbacki, Town of Hanover Alternate
- Treasurer Kimberly Quirk, Town of Enfield Director
- April Salas, Town of Hanover Director
- Nick Devonshire, Town of Exeter Director

The Committee discussed the following timeline of the Request for Proposal process.

April 22--RFP release.

Matt Miller will be monitoring the email. Some members of the committee will be involved in formulating and reviewing answers to questions.

May 6 -- RFP overview webinar to vendor community

This presentation will likely be made by some combination of Clifton, Samuel, April.

May 11-23--written answers prepared in response to the vendors written questions

June 15--RFP responses received.

Matt to upload all the responses into the RFP response folder

All RFP committee members to begin independently reading the responses.

Week of June 20--long group meeting to review responses

We can coordinate the date, but all of us should plan on a full day meeting, with the purpose of sharing initial impressions, likely some initial screening and coarse ranking the responses, and perhaps some specific instructions to further study and assess remaining responses.

Likely a second shorter meeting in late June to agree upon a short-list of responses to conduct interviews.

First half of July—interviews



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I expect we will conduct 3 or 4 interviews. Each interview will last up to 4 hours, with a follow up session to review what we learned, make some definitive judgements, and draft any follow up questions if needed.

There will need to be some preparation for each interview. I would budget about 1 day of preparation per interview. We could assign two or three people to share in the preparation for one RFP response.

Exact interview time and date will depend on vendor availability. I don't expect that we will be able to conduct these sessions back to back. Probably there will be a few days between the interviews.

Ideally, the entire RFP committee can participate in the interviews. But, if there are schedule constraints, we can also have a subset of the committee perform the interview.

Week of July 18 or July 25--long meeting to formulate our recommendation to the board

I believe that this will be another day long meeting. All RFP committee members should participate. The date is not specific yet, because I anticipate we will need to adjust based on vendor interview schedule and our committee's vacation schedule.

Purpose of this meeting is to finalize our assessment and draft our recommendation to the board.

August--member board meeting (present recommendation, deliberate, vote)