



**CPCNH**

## RISK MANAGEMENT COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **Pembroke Town Hall, 311 Pembroke Rd., NH**  
Meeting Date: **Thursday, January 13, 2022**  
Meeting Time: **9:00 AM**

### 1. Welcome and Attendance

Matt Miller opened the meeting at 9:08 am.

#### Roll call:

**Present:** Matt Miller (RMC Chair), Clifton Below (CPCNH Vice Chair), Andrea Hodson (CPCNH Treasurer), Jackson Kaspari (RMC Clerk), Peter Kulbacki, Kim Quirk (virtual), Nick Devonshire (virtual), April Salas (CPCNH Chair) (virtual)

#### Excused Absent:

**Others Present:** Samuel Golding

### 2. Approval of the Prior Meeting Minutes

*J. Kaspari motioned to approve. A. Hodson seconded. Vote: U/A*

Discussion regarding the next RMC meeting. Likely every other Friday.

M. Miller: Will put out a proposal for a meeting date for the week after.

### 3. Approve RFI/RFP Communications Protocol

M. Miller introduced the email account and its use to communicate with vendors. Has worked well thus far.

M. Miller: Previously took on the role as the liaison in charge of making sure RFI responses were sent to the right people and compiled responses. Should formalize this role.

A. Salas: M. Miller has done a great job thus far and recommendation is for M. Miller to continue this through the RFI and during the RFP as well.

M. Miller: Agreed to continue as the liaison.

C. Below: Suggesting an addition to the addendums section.

M. Miller: Solicitation page has been a clean process for posting materials thus far.

A. Salas: Many of the questions were in two parts and differentiation is important to see if vendors and/or contacts want to be identified.

C. Below: Interprets the right to know law that RMC cannot discuss responses privately without bringing in legal counsel. May want a lawyer present so that RMC can discuss privately and then there will be a virtual option. Language needs to be change in the communications protocol. Will consult legal about this.

M. Miller: When there are verbal communications with vendors they will be directed to the email address to be a part of the formal process.

A. Hodson: Clarify the protocol if a question is asked to a non-liaison. Suggestion that incoming questions must be re-directed to the liaison.

A. Salas: Are we required to disclose it to the liaison?

M. Miller: As an example, if two people know each other and it's a more informal conversation it should still be disclosed. There could be a case when there is an accidental communication.

*Discussion ensued about this subject.*



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S. Goulding: Agrees with Andrea but this applies to anyone related to CPCNH and there needs to be reporting.

A. Salas: Discipline of duty to disclose. This is a clear and straightforward approach.

*Continued discussion on language.*

*A. Salas: Motion to accept the protocol as guidance until formally adopted. A. Hodson: Seconded. Vote: U/A*

C. Below: Loop back to discussion on non-public responses to vendors.

J. Kaspari: Will make edits to the protocol and have those ready for the next meeting.

#### 4. Next Steps for RFI/RFP Process

M. Miller: Still need non-disclosure agreements from legal counsel. RMC members will need to sign these before reviewing RFI responses.

M. Miller: Next big task is to start the RFP document. Will likely take significantly more time than the RFI document.

Looking for volunteers to help out with this. Schedule needs to be recalibrated because of response effort for RFI and preparation time for RFP. Let's not set a due date quite yet.

K. Quirk: Will start the RFP process.

S. Goulding: Submitted a proposal for a consulting contract and if accepted will help with the RFP.

A. Hodson: Will contribute to the RFP preparation as well.

C. Below: To what extent do we need to establish a cost sharing agreement before releasing the RFP. Can be done somewhat in parallel but it's a very integral part of the process. Need to touch base with legal council on this.

A. Salas: This should be added to the top of the agenda for the discussion with them.

M. Miller: Cost sharing agreement is important to have a draft to share with member communities.

A. Salas: How can we address this without slowing down the RFP?

M. Miller: Not critical for RFP but critical for CPCNH as a whole.

M. Miller: P. Kulbacki and N. Devonshire should take on the criteria rating sheet and update that.

C. Below: Core set of services that CPCNH needs and there will be development over time. Need to distinguish core things versus what could be added on later.

S. Goulding: Performance based contracting helps to fill some of these gaps. Vendors understand that there is competition and understand there will be no compensation until the CPA programs are launched.

M. Miller: Definition of minimum services will be important and need assistance with this.

M. Miller: Presentation needs to be prepared to inform vendors of the RFP. What does schedule and timing look like for this?

S. Goulding: Cover letter for business plan will be helpful for this. Update for member EAP approvals and PUC approval process and what's currently outside of control.

*Discussion on next steps ensued.*



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S. Goulding: At least need to inform the full Board and Alternates of the communications protocol.

A. Hodson: Should expert evaluators be looped into the RFP drafting?

M. Miller: Yes, at least one has stated this.

S. Goulding: If needed other CCAs could have staff that would be willing and able to assist.

### Action Items:

- Revise communications protocol
- Structure secure online archive for responses
- Draft cost sharing agreement
- Revise selection criteria for vendors
- Have RMC sign non-disclosure agreements
- Reach out to other CPAs for informational meetings using list of questions
- Draft RFP documents

M. Miller: Volunteered to represent RMC in meetings with other CPAs.

### 5. Adjourn:

*C. Below motioned to adjourn the meeting at 10:27 am, A. Hodson seconded. Vote: U/A except N. Devonshire who left the meeting prior to adjournment.*