

NORTH COUNTRY TRANSMISSION COMMISSION

RFP Subcommittee

March 1, 2010

Public Utilities Commission Hearing Room A

MINUTES

RFP Subcommittee Member Attendees:

Senator Martha Fuller Clark	NH Senate
Representative William J. Remick	NH House of Representatives
Michael Harrington	Senior Policy Advisor, NH Public Utilities Commission
Hon. Frederick W. King	for US Senator Judd Gregg
Richard Ober	Chair, Energy Efficiency and Sustainable Energy Board
Joanne O. Morin	Director, Office of Energy and Planning
Laura Richardson	ARRA Coordinator for SEP, Office of Energy & Planning
Joseph Staszowski	Northeast Utilities
Palmer Lewis	Governor Lynch Appointee

Other Attendees:

Sarah Holmes	Senator Shaheen's Office
Mary Lou Kramber	Senator Hodes Appointee
Henry Veilleux	Sheehan, Phinney Capital Group
Karen Beaujouan	Bianco, PA
Gina Rotondi	Rath, Young & Pignatelli
Rick Tillotson	Balsam Spring Project

Agenda Item 1: Welcome and Introductions

Joanne Morin opened the meeting of the RFP Subcommittee (subcommittee) of the North Country Transmission Commission (Commission) at 10:11 A.M. Attendance was taken and old business was discussed. The Agenda was briefly discussed. See link to the meeting [Agenda](#).

Laura Richardson reported that the Commission received six responses to it's request for RFPs.

Agenda Item 2: Subcommittee Process, Roles and Responsibilities

Joanne Morin reviewed the relationship between the subcommittee and the Commission and the roles and responsibilities of subcommittee members. The subcommittee would appoint a 5-member interview team to meet with RFP candidates and make a recommendation to the subcommittee, which would then make it's recommendation to the full Commission. Discussion ensued among the subcommittee members, exploring various options, and all agreed to the process outlined by Director Morin.

The subcommittee discussed the schedule by which certain functions needed to be completed. Selection of consultant and development of a contract needs to be accomplished by March 19, 2010.

Subcommittee to review all RFPs and make recommendations of first, second and alternate choices to Laura Richardson	March 5, 2010
Interviews of top consultant candidates	March 12, 2010, 1:00p
Select consultant and develop contract	March 19, 2010
Full Commission meeting to receive and and vote on subcommittee recommendation	March 26, 2010, 1:00p
Present Attorney General with signed contract	April 1, 2010
To Governor and Council	April 28, 2010

Laura Richardson discussed the role of the interview team, including confidentiality and right-to-know issues, followed by discussion among the subcommittee members. Director Morin suggested that because of the confidential nature of the questions being asked of applicants, the interviews should not be open to the public, and indicated that until a selection had been made and goes before the Governor and Council, proposals are considered confidential. Senator Martha Fuller Clark indicated that the proper procedure would be to start with a public session that complies with the right-to-know law and vote to enter an executive, non-public session.

Agenda Item 3: Interview Process

A discussion among subcommittee members took place regarding the number of interviews to hold. It was decided that each member of the subcommittee would score candidates using the scoring sheet provided, and submit to Laura Richardson their top two choices, and one alternate, by March 5, 2010. The top two or three choices would be interviewed by the interview team.

The subcommittee chose a 5-member interview committee consisting of Joanne Morin, Bill Remick, Frederick King, Michael Harrington, and Joseph Staszowski. Subcommittee members would be invited to observe the interviews, with comments welcome following the conclusion of all interview team discussions.

A discussion took place regarding the questions asked of the RFP interviewees. Joanne Morin suggested having a set of base questions to ask each of the interview candidates and reminded the subcommittee that it is important to treat each candidate the same, asking the same basic generic questions, and allowing for time for questions unique to each candidate's RFP proposal. Laura Richardson reminded the subcommittee that it would be inappropriate to ask questions on matters not set forth in the consultant's proposal; they would be adding to their proposal which

would be unfair to the other candidates. Joanne Morin added that interviewees also may not ask questions not addressed in the request for proposals.

Agenda Item 4: Overview of Selection Process

Overview of Consultant

Joanne Morin began a discussion on the role of the subcommittee regarding oversight of the contractor. It was decided that it would be part of the contract that the consultant/contractor would meet with the subcommittee once a month. Laura Richardson emphasized the importance of defining to whom the contractor would report so he did not have too many masters. They need to report to OEP regarding all ARRA (1512) reporting, including the number of hours they work on the project, the number of jobs, federal requirements, accounting, keeping ARRA money separate, etc. They will report to OEP for standard contract monitoring. Senator Martha Fuller Clark suggested that at the monthly reporting to the subcommittee, there also be a sign-off from OEP that all other requirements have been met.

Conflict of Interest

Joanne Morin notified the interview team that each member needs to notify the subcommittee if they have a potential conflict of interest with the consultant, which would include any prior personal dealings with the consultant, the association of a relative with the consultant or company, etc.; any material interest.

Agenda Item 5: Distribution of Proposals

The proposals from six entities were distributed to each member of the subcommittee.

Agenda Item 6: Adjourn

There being no further business, the meeting of the RFP Subcommittee of the North Country Transmission Commission adjourned at 11:25 A.M.