

**Massachusetts Energy Efficiency Advisory Council**  
Special Meeting Minutes (DRAFT)  
Tuesday, December 20, 2011

**Councilors Present:**

<b>Voting</b>	<b>Present (designee)</b>	<b>Non-Voting</b>	<b>Present (designee)</b>
James Colman	Nancy Seidman	Derek Buchler	Lisa Shea
Martha Coakley	Danielle Rathbun	James Carey	
Penn Loh	X	Penni Conner	
Mark Sylvia	Tina Halfpenny	Alisha Frazee	
Debra Hall	X	Kevin Galligan	
Charles Harak		George Gantz	
Elliot Jacobson	X	John Ghiloni	
Jeremy McDiarmid	X	Paul Gromer	
Rick Mattila	X	Andrew Newman	
Robert Rio	X	Richard Oswald	
Deirdre Manning		Michael Sommer	
		Carol White	

DOER: Steve Venezia  
Consultants: Paul Horowitz

Public:  
Emmett Lyne, Marc Breslow

**I. Public Comment**

Halfpenny convened the meeting at 10:30am. There were no public comments.

**II. DOER Request for Response Re Economic Assessment Study (RFQQ #ENE 2011-018)**

Halfpenny noted that while the RFR was sent to the Commonwealth’s energy service contract list, only one response was received, from Synapse Energy Economics, Inc (“Synapse”). She commented that the response period was necessarily brief, given the need to bring a consultant onto the project so the study would be completed by March 1, 2012. Several other Councilors commented on their preference for multiple responses to RFRs.

Halfpenny indicated her desire for the Council to make a decision regarding selecting Synapse at this meeting. Councilors then discussed the proposed scope of work contained in Synapse’s response to the RFR. A number of suggestions were made with respect to specific aspects of the proposal, to obtain further information that Councilors anticipate will enhance the study.

A discussion was held clarifying the purpose of this study, one of several reports that will inform the Council and Program Administrators as goals for the three year plans are established and program designs are considered.

A discussion followed on the procedural approach to move the process forward efficiently toward finalizing the workplan with Synapse. Two motions were proposed and voted on.

Motion 1, proposed by Halfpenny, seconded by McDiarmid

“The EEAC refers the following tasks to its Executive Committee: consideration and inclusion of adjustments to the proposed scope of work from Synapse (Proposal to Conduct an Economic Assessment Study Related to Energy Efficiency Opportunities in Massachusetts, December 9, 2011), and addressing budgeting and contracting matters with Synapse.”

The motion was approved unanimously.

Motion 2, proposed by McDiarmid, seconded by Rathbun

“The EEAC approves the retention of Synapse Energy Economics, Inc. for the work indicated in their proposal of December 9, 2011 (Proposal to Conduct an Economic Assessment Study Related to Energy Efficiency Opportunities in Massachusetts), with such additions and clarifications as shall be determined in the contracting process led by the Executive Committee, consistent with the discussion among the Councilors at the Council’s special meeting held on December 20, with an overall cap on the amount expended in the Synapse contract not to exceed \$90,000, accepting the billing rates as proposed.”

The motion was approved unanimously.

The meeting was adjourned at 11:46am