

## 09/29/2011 Massachusetts Energy Efficiency Advisory Council Executive Committee Minutes

Start – 2:00pm

End – 4.15pm

Attendees: Tina Halfpenny, Emmett Lyne, Shaela Collins, Lyn Huckabee, Steve Venezia, Lynn Westerlind, Don Wells, Darlene Lombos, Katie O'Rourke, Danielle Rathbun, Jeremy McDiarmid, and Elliot Jacobson

### Agenda:

- Executive Committee charter and procedures
- Planning and Priorities for next 3 year plan
- Recommendations for DPU Efficiency Guidelines
- Review of consultant performance and spend
- Review of consultant RFR and evaluation scorecard

### Notes:

- EC charter and procedures
  - Tina drafted a charter and sent it out on 9/29 – will be posted on EEAC website
  - At September Council meeting, voting members agreed that the EC would replace former Budget Committee and deal with budget, maintenance, and oversight issues. (Halfpenny)
  - EC will identify issues and develop agendas and can make recommendations to Council. Full Council will do any official voting/decision making. (McDiarmid) It should also “do the homework” so Council meetings are more productive.
  - EC is required to post minutes publicly (Rathbun)
  - What role do the PAs play in the EC? (Lyne)
    - Lengthy discussion about the role of public meeting law in a body with voting and non-voting members
    - EC meetings will have a PA observer but it can go in to executive session on discussion of consultant contracting issues and a few narrow exceptions. The AG open meeting people are considering the boundaries. Steve V will update.
    - PAs will be charged with providing feedback on EC issues with a single voice – communicated through Emmett Lyne. They need to be sensitive to the EC purpose of managing Council business more expediently.
  - A bifurcated meeting with an Executive Session will require a firm agenda in advance so people can plan. (Venezia)
  - Charter review
    - Replace “minority” with “minor.” (Halfpenny)
    - EC will receive initial issues and make determination if issue is appropriate for the full Council review (Halfpenny)
  - EC meetings cannot be done via phone (Jacobson)

- EC draft charter should go to full Council by Oct. 6<sup>th</sup> to allow for review before an October 11<sup>th</sup> vote. (Halfpenny) PAs will get their consensus by Oct. 5<sup>th</sup> (Lyne)
- 3-year planning and priorities
  - Three priorities: goals, data, and process (Halfpenny)
  - Need a Critical Path Analysis, data should inform the goals
  - PAs are working on market assessment study and the consultants are looking through regional potential reports and evaluation studies. DOER and AG are looking for economic forecasts. However, PAs should have a lot of this info already. Emmet will ask PAs if they have any of this information from the strategy and rates departments. Eric B will report on existing literature
  - Mass specific and current economic conditions should be considered (Rathbun)
  - Economic analysis should be done by neutral 3<sup>rd</sup> party. (McDiarmid) We can probably use NY economic data (Rathbun) if not their program eval data. (Halfpenny)
  - If goals can't be achieved, additional money should not be collected (Rathbun)
  - We need stakeholder feedback portal that is facilitated (Halfpenny) – EEAC is stakeholder feedback portal (Lyne). Stakeholders can be directed to their representative Councilor.
- DPU efficiency guidelines
  - An EEAC resolution for recommendations to make it easier for them. (Venezia)
  - Adjusted gross savings is a priority. (Halfpenny) Are we sure that AGS triggers a guideline change? (Lyne) Priorities are also AECS and carbon costs. (Halfpenny)
  - Guidelines' issues should be discussed in EC. (Lyne)

Move to Executive Session