

**Efficiency Maine Trust  
Board Meeting Minutes  
December 19, 2018**

**Trust Board Members:**

- David Barber
- Brent Boyles, Treasurer (via phone)
- Herbert Crosby, Secretary
- Dan Brennan, MaineHousing
- Ken Fletcher
- Al Hodsdon, Vice-Chair
- Don Lewis
- Angela Monroe, Governor's Energy Office
- David Stapp, Chair

**Efficiency Maine Trust (EMT) Staff:**

- Nat Blackford
- Ian Burnes
- Peter Eglinton
- Monte Haynes
- Greg Leclair
- Michael Stoddard

**Other Attendees:**

- Jeremy Hawkins, Maine Natural Gas
- Sophie Janeway, Natural Resources Council of Maine (NRCM)
- Paul Wild, Maine Natural Gas

**1.0 Welcome and Introductions**

Mr. Stapp called the meeting to order at 9:32 a.m.

**2.0 Approve Agenda and Minutes**

**ACTION:** Upon a motion duly made (Mr. Barber) and seconded (Mr. Hodsdon), the Board voted unanimously to approve the agenda and the November Board Meeting Minutes.

**3.0 Public Comment on Agenda Items**

Ms. Janeway expressed NRCM's enthusiasm over the announcement about Efficiency Maine's progress in awarding a contract for installation of Level 3 electric vehicle charging stations.

**4.0 Executive Director's Report**

Mr. Stoddard summarized the Executive Director's Report. Following are items highlighted during his presentation:

- The Triennial Plan IV proceeding at the Public Utilities Commission (PUC) is underway, with a workshop held in early December. According to the current

schedule, a decision will be made by late March or early April. Ms. Monroe asked about the model that EMT is using this year for the Triennial Plan. Mr. Stoddard explained that instead of relying on a single contractor, EMT built its own spreadsheet model and incorporated information from several contractors. The new spreadsheet will allow for quicker updating and make the calculations more transparent and accessible.

- Incoming legislators are expressing considerable interest in energy issues. EMT will be monitoring evolving bills and providing technical information.
- Staff has been conducting outreach on User Tips for maximizing the savings from heat pumps via radio interviews, paid public service announcements, and through a series of vendor stakeholder events.
- Mr. Stapp asked for more information on the Energy Vision Forum on December 7. Mr. Stoddard explained that the event was a one-off gathering of energy and climate people organized by the Acadia Center, based in Rockport. Most of the discussion was on transportation. Mr. Stapp asked whether biomass was discussed. Mr. Stoddard and Ms. Monroe did not recall any discussion of biomass.
- The Commercial and Industrial Prescriptive program is doing well. Activity is strong with the lighting retrofit measures, and natural gas and propane HVAC systems are picking up speed.
- Staff have seen increased investment in Low Income Initiatives. One innovation has been working with AmeriCorps volunteers to install LED bulbs with their window inserts work. Mr. Stapp wondered whether the inserts initiative is similar to what Ms. Kelly has described in the Phippsburg area. Mr. Stoddard said that the window inserts are the same, but EMT has been able to train the AmeriCorps volunteers on how to install other energy-saving measures that EMT offers (LEDs and aerators). Low Income Initiatives have also seen some success on the natural gas side, with targeted custom insulation measures in affordable housing apartments in the Lewiston/Auburn area.
- Mr. Stoddard reported on Central Maine Power (CMP) issues administering part of the Arrearage Management Program (AMP).
- On the Electric Vehicle Supply Equipment Initiative, Staff is negotiating a contract with the provider and preparing for the next round of the initiative. The contract is expected to be wrapped up in the next couple of weeks.
- Ms. Monroe asked about whether there were any updates on the voltage optimization study. Mr. Burnes responded that staff will follow up with the utilities. Mr. Boyles offered to reach out to his contacts at Emera and will pass on any relevant information.
- Mr. Hodsdon described an article he read that had focused on the impact of the solar generation on the grid, especially the summer impact on reducing peak. Mr. Stoddard that he expected solar to be a big topic at the Legislature in the coming months. Ms. Monroe observed that on Thanksgiving Day, late morning peak did

not exceed late afternoon peak because of solar. ISO-New England is not characterizing it as a problem, but it does underscore the need for availability of flexible generation sources to meet evening peak demand.

## **5.0 Planned Business**

### **(a) UPDATE on Monthly Financial Reports**

Mr. Leclair noted that revenues are on track, with proceeds from the Regional Greenhouse Gas Initiative (RGGI) auctions coming in \$9,000 behind pace at 50% of the year. RGGI payments have been made to affected customers.

### **(b) APPROVE Moving into Executive Session to Discuss Natural Gas Budget Allocations by Local Distribution Company Pursuant to 1 MRS §405(6)(F)**

Mr. Eglinton explained that during the annual update to the PUC last spring, the commission approved a natural gas budget, but wanted to wait until the EMT audit was complete before ordering any new assessments for natural gas. In preparing a new PUC filing, staff has adjusted its projections by Local Distribution Company (LDC), which changes the estimated budget by program and area. One LDC will require an additional assessment this year, while sufficient carryforward exists in the other LDCs to avoid a new assessment.

**ACTION:** Upon a motion duly made (Mr. Stapp) and seconded (Mr. Barber), the Board voted unanimously to enter executive session to discuss confidential data from the natural gas utilities.

### **(c) APPROVE Moving out of Executive Session**

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Barber), the Board voted unanimously to come out of executive session.

### **(d) APPROVE Amendment to the FY2019 Budget for Natural Gas Programs**

**ACTION:** Upon a motion duly made (Mr. Fletcher) and seconded (Mr. Lewis), the Board voted to adjust the FY2019 expenditure budget to reallocate funds as detailed in the December 12 memo. This amendment does not change the total FY2019 expenditure budget as approved at the November 2018 meeting of the Board.

### **(e) APPROVE Authorization to Accept Electric Vehicle Initiative Funds**

The Trust Board voted unanimously on December 13, 2017 to accept funds from the Volkswagen (VW) Settlement (through the Maine Department of Transportation) to promote electric vehicle (EV) charging infrastructure. Mr. Stoddard noted that at the February 2018 Board meeting, the Board encouraged the EMT Staff to explore further options for developing and funding more efficient, lower emissions transportation options including, but not limited to, EV- and hybrid vehicle-related programs and to develop plans to implement said programs where applicable. Subsequently, the Attorney General's (AG's) Office approached EMT regarding additional funds from the VW settlement that could be used to expand EV initiatives.

At the Board meeting, Staff requested Board authorization to accept and receive additional VW Settlement funds to promote more efficient, lower emissions transportation options should additional funding become available. Mr. Stapp noted that in voting on the matter, the Board was not taking a position on any questions that may arise regarding the Attorney General's authority to contract with the Trust for these purposes, but instead was looking at the matter of the approval and authorization of Trust Staff to accept and receive funds should they become available.

**ACTION:** Upon a motion duly made (Mr. Hodsdon) and seconded (Mr. Fletcher), the Board voted unanimously to authorize the Executive Director to accept and receive VW settlement funding from the Department of the Attorney General for environmentally beneficial purposes, such as reduction of nitrogen oxides (NOx) emissions, by administering a program to promote the stocking and sale of high-efficiency, low-emissions electric vehicles and ancillary equipment pursuant to the Consent Judgment and to deposit such funds into a separate account for that purpose.

**(f) APPROVE Adjustments to the Efficiency Maine Trust Personnel Policy**

Mr. Stoddard gave an overview of the history of the Personnel Manual, which was modeled on MaineHousing and other state agencies. The manual is periodically reviewed for updates and additions. Board approval is requested for significant changes. Some of the proposed changes in the updated version include:

- Defining a lower end limit of hours for part time workers, and prorating benefits for part-time workers based on the percentage of time they are working.
- Requesting more notice from employees before they depart on voluntarily termination. Given the small size of the organization, more notice allows for better coverage of duties and transition planning.
- Adding a one-time benefit for increased leave after an employee after 7 years of employment.
  - Mr. Barber noted that the amount of leave proposed seemed generous. Mr. Brennan noted that at smaller organizations, time off has a larger impact on everyday operations, but expressed the need to attract and retain talent, especially in a tight job climate and with staff that have a high level of expertise as is the case at the Trust. Ms. Monroe shared her view that the proposed system had some plusses and minuses compared to the state policy.
- Adding a benefit for parental leave based on a review of state government, non-profit and private organizations in Maine. The policy proposed was 4 weeks full pay or 8 weeks half pay and was extended to parents of either gender or adoption.
  - Mr. Stapp cautioned that parental leave can be crippling at small organizations. Mr. Fletcher noted that it was also important in retaining the organization's skill base. Ms. Monroe noted that there was no paid leave for maternity at the state level, but that accrued time and short-term disability could be used. Mr. Stapp asked what the short-term disability benefit was at EMT. Mr. Leclair responded that it was 6 weeks at 60% pay.

- Requesting employees to provide notice of Jury duty to allow management to plan around the absence.
- Modifying the approach to providing cell phone stipend to employees who make significant use of their personal smart phones conducting Trust business. Ms. Monroe noted that the phones were probably still subject to Freedom of Access Act (FOAA). Mr. Stoddard explained that the staff were aware of the FOAA applicability.

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Barber), the Board voted unanimously to approve the proposed changes to the Efficiency Maine Trust's Personnel Manual.

## **6.0 New Business**

EMT will be partnering with E2Tech on a forum about heat pumps on 1/17/2019 that will be held in South Portland.

## **7.0 Next Meeting Agenda and Scheduling**

The next Board meeting will be held on January 23, 2018.

**ACTION:** Upon a motion duly made (Mr. Barber) and seconded (Mr. Fletcher), the Board voted unanimously to adjourn the Board meeting at 11:06 a.m.