

**Efficiency Maine Trust  
Board Meeting Minutes  
April 29, 2020**

**DUE TO LIMITATIONS ON TRAVEL AND GATHERINGS ASSOCIATED WITH THE CORONAVIRUS, THIS MEETING WAS NOT CONDUCTED AT A PHYSICAL LOCATION AND DID NOT INVOLVE ANYONE MEETING IN PERSON. INSTEAD, THE MEETING WAS CONDUCTED BY PHONE AND VIDEO CONFERENCING.**

**Trustees:**

- James Boyle
- Dan Brennan
- Dan Burgess
- Ken Fletcher, Secretary
- Al Hodsdon, Chair
- Suzanne MacDonald, Vice Chair
- Glenn Poole, Treasurer
- David Stapp
- Joan Welsh

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

- Ian Burnes
- Emily Cushman
- Peter Eglinton
- Monte Haynes
- Anastasia Hediger
- Greg Leclair
- Kate Rankin
- Michael Stoddard
- Satchel Toole

**Other Attendees:**

- Christie Whitcomb
- David Costello
- Kenneth Capron
- Maurice Kaiser
- Dylan Voorhees, Vermont Energy Investment Corporation (VEIC)
- Shelly Flood
- Sue Ely, Natural Resources Council of Maine (NRCM)
- Tom Protasewich, Emerson Swan

**1. Welcome and Introductions**

Mr. Hodsdon called the meeting to order at 9:38 a.m.

**2. Approve Agenda and Minutes**

Mr. Stoddard proposed a change to the Executive Committee Meeting Minutes that would replace the word “proper” for “traditional” regarding a 30-day notice.

**ACTION:** Upon a motion duly made (Mr. Stapp) and seconded (Mr. Burgess), the Board voted unanimously to approve the agenda, the amended April 15 Executive Committee Meeting Minutes, and the February 26 Board Meeting Minutes.

**3. Public Comment on Agenda Items**

None.

#### 4. **Executive Director's Report**

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

- There has been positive press coverage of EMT's targeted funding for public school lighting efficiency improvements. This initiative presents an opportunity for contractors to get work in during the COVID-19-related economic slowdown and while schools are closed.
- Mr. Stoddard highlighted that the Commercial and Industrial (C&I) programs are progressing well despite the slowdown. EMT will continue to emphasize incentive offerings in future months, particularly where vacant buildings provide a relatively safe way for contractors to conduct business.
- Staff are watching the Small Business Initiatives (SBI) closely, as they expect to see a significant slowdown. Staff will shape its response based on April's results.
- Retail Initiatives continues to have a strong year with lighting measures. Though foot traffic in retail stores has declined, Mr. Stoddard highlighted that there are opportunities to encourage "Do It Yourself" (DIY) home projects through this channel.
- Distributor Initiatives launched a \$500 rebate for combi-boilers and instantaneous water heaters for natural gas customers this month. The program also enhanced the incentive for Electronically Commutated (ECM) Circulator Pumps from \$50 to \$75. Mr. Stoddard added that Staff expects replace-on-burnout activity for heat pump water heaters (HPWHs) to continue but it will need to watch the next month's activity closely to determine pace.
- Mr. Stoddard reported that plans for the Low-Income Initiatives (LII) to ramp up direct install HPWH activity are on pause. Staff is looking for ways to generate contractor business when the economy reopens, including a push for low-income weatherization projects.
- Ms. MacDonald asked how Staff tracks the pipeline for SBI. Mr. Stoddard explained that as contractors submit applications that include details about their projects, EMT can monitor the pipeline. Projects are being approved and added to the queue, but completion depends on the configuration of the building and the business. There is typically a deadline for project completion but EMT is working with contractors to extend the deadlines for projects that are in a holding pattern due to COVID-19.
- Ms. MacDonald asked if EMT sees an opportunity to bring its programs to small businesses that are seeking increased financial support during the COVID-19 downturn, and if there is a need for more direct outreach. Mr. Stoddard agreed that those opportunities exist and suggested that current efforts to gather information about existing channels can be taken a step further. He explained that EMT would need to tread carefully with supporting small businesses, as SBI is currently a regional program and federal loans are offered statewide. EMT staff would need to examine how to responsibly expand SBI statewide with limited staff capacity and budget constraints, but Mr. Stoddard assured the Board that Staff will be reviewing it. He added that the LII Program Manager is in regular communication with community action partnerships (CAPs), the Maine Department of Health and Human Services (DHHS), and organizations like AmeriCorps and Window Dressers.

- Mr. Stoddard announced that EMT is excited to welcome Kate Rankin as the new Senior Communications Manager. He also reported that Staff were sorry to see Michelle Fenlason, Receptionist and Administrative Assistant, go last month.

## 5. **Planned Business**

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

Mr. Leclair reported that revenues and expenditures are on track. He agreed with Mr. Stoddard's depiction of the expenditures in the Executive Director's report and how they might be impacted by COVID-19. Mr. Stoddard added that Staff currently does not expect to see Regional Greenhouse Gas Initiative (RGGI) revenues change significantly from the forecasts in the Triennial Plan.

### (b) **APPROVE Acceptance of Funds from Maine PUC Award for Beneficial Electrification Pilot**

Mr. Stoddard explained that EMT submitted two pilot project proposals to the Public Utilities Commission (PUC) in November in response to its Request for Proposals (RFP) for Pilot Programs to Support Beneficial Electrification of the Transportation Sector . The PUC awarded a grant to EMT to provide rebates for 60 Level 2 Electric Vehicle (EV) chargers and for EV charging education. Mr. Stoddard asked for the Board's approval to formally accept a total of \$295,050 from the PUC for the pilot.

**ACTION:** Upon a motion duly made (Mr. Boyle) and seconded (Ms. MacDonald) the Board voted unanimously to find the contemplated use of funding from the PUC to be consistent with the EMT Act and EMT's mission and to authorize acceptance of said funds.

### (c) **APPROVE Adjustment to FY2020 Budget**

Mr. Eglinton explained that the FY2020 budget adjustment to shift \$160,000 in Administration funds would support increased "effRT" Database activity.

**ACTION:** Upon a motion duly made (Mr. Boyle) and seconded (Ms. MacDonald) the Board voted unanimously to adjust the FY2020 budget by transferring \$160,000 from Office Operations to support ongoing effRT Database improvements.

### (d) **APPROVE Adjustment to Triennial Plan FY2021 Budget and Procurement**

Mr. Stoddard explained that Staff are requesting budget adjustments to account for (a) program activity changes that reflect economic impacts of the COVID-19 pandemic and the associated state of emergency, and (b) the grant awarded to EMT under the PUC's Pilot Programs to Support Beneficial Electrification of the Transportation Sector. These budget adjustments, when taken together with anticipated carryforward from FY2020, impact the amount of the procurement that the Staff will ask the PUC to order be remitted to EMT from electricity utilities in order to fully fund the FY2021 electricity conservation budgets. Mr. Stoddard concluded that this recommendation will result in a significant change to the Triennial Plan, as it calls for a modification in the total annual budget previously approved by the PUC.

**ACTION:** Upon a motion duly made (Mr. Fletcher) and seconded (Ms. MacDonald) the Board voted unanimously to approve the adjustment to the FY2021 budget by reducing electricity program budgets by \$2,071,000 and adjust the requested Electric Efficiency Procurement to \$32,239,050 after applying a good faith estimate of \$14.94 million in carryforward funding toward the FY2021 procurement.

(e) **APPROVE Membership Renewal for Consortium for Energy Efficiency (CEE)**

Mr. Eglington requested the Board's authorization to renew EMT's CEE membership for 2020 at a cost of \$23,051. This membership is valuable because it allows EMT to share its work broadly while granting insight into other states' approaches to problem-solving, marketing, and emerging opportunities as well as in-person networking opportunities.

**ACTION:** Upon a motion duly made (Mr. Boyle) and seconded (Ms. MacDonald) the Board voted unanimously to approve EMT's CEE membership renewal.

(f) **APPROVE Authorization to Enter Lease at 168 Capitol Street, Augusta**

Mr. Eglington summarized that EMT is requesting authorization from the Board to enter into a new lease agreement for office space it currently occupies at 168 Capitol Street in Augusta.

**ACTION:** Upon a motion duly made (Mr. Boyle) and seconded (Ms. MacDonald) the Board voted unanimously to waive the requirement for competitive procurement and authorize the Executive Director to enter into a lease agreement of up to sixty-six months for office space at 168 Capitol Street in Augusta at a rate of \$12.50 per square foot plus additional charges in Mr. Stoddard's April 29, 2020 memo.

(g) **PRESENTATION on Maine Climate Council activity**

Mr. Stoddard and Mr. Burgess provided an overview of the origin and objectives of the Maine Climate Council. They each summarized the top recommendations that are under consideration in the (1) Energy and (2) Buildings, Infrastructure, and Housing (BIH) Working Groups, respectively. Mr. Stoddard co-chairs the BIH Working Group and Mr. Burgess co-chairs the Energy Working Group.

**6. New Business**

Mr. Stoddard announced that he plans to discuss opportunities for collaboration with MaineHousing to address the consequences and opportunities associated with COVID-19. Mr. Burgess encouraged the Board to review the Governor's Plan to Reopen the Maine Economy, requesting their feedback on opportunities to advance energy efficiency.

**7. Next Meeting Agenda and Scheduling**

The next Board meeting will be held on May 27, 2020.

**8. Adjourn**

**ACTION:** Upon a motion duly made (Boyle) and seconded (MacDonald), the Board voted unanimously to adjourn the Board Meeting at 11:22 a.m.