

**Efficiency Maine Trust  
Board Meeting Minutes  
May 27, 2020**

**THIS MEETING WAS NOT CONDUCTED AT A PHYSICAL LOCATION AND DID NOT INVOLVE ANYONE MEETING IN PERSON BECAUSE OF LIMITATIONS ON TRAVEL AND GATHERINGS DUE TO THE CORONAVIRUS. 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, Hometown Heat Pumps
- Christine Baillargeon
- David Costello, Natural Resources Council of Maine (NRCM)
- Katie Burke, Air Conditioning Association (ACA) Northern New England
- Kenneth Capron
- Michelle Marean, DNV GL
- Todd Griset, Industrial Energy Consumers Group (IECG)
- Heather Deese
- Bill Bell, Maine Pellet Fuels Association (MPFA)
- Sue Ely, NRCM
- Roderick Thomas

**1. Welcome and Introductions**

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

**2. Approve Agenda and Minutes**

**ACTION:** Upon a motion duly made (Mr. Fletcher) and seconded (Mr. Poole), the Board voted unanimously to approve the agenda and the April 29 Board Meeting Minutes.

### 3. **Public Comment on Agenda Items**

Ms. Burke read a letter to the Board on behalf of the Air Conditioning Association (ACA) Northern New England Chapter regarding Efficiency Maine's training requirements for ductless heat pump installers.

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

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

- EMT plans to release a new heat pump training video designed to share program updates, new data and technical analysis, lessons learned, and best practices as a part of its continuing education requirements for Registered Vendors. This is part of a larger effort to make training more accessible during the COVID-19 slowdown and to establish a more open line of communication between EMT and heat pump vendors and installers.
- Mr. Stoddard reported that Staff filed the Board-approved budget adjustments with the Public Utilities Commission (PUC) last month, which will impact the PUC's order to utilities for the collection of electric procurement funds.
- The Maine Climate Council Working Groups are due to submit their final recommendations by June 5<sup>th</sup>. Mr. Stoddard added that EMT will continue to be engaged in this process as a member of the Climate Council.
- The Commercial and Industrial Prescriptive Program (CIP) is moving along, as contractor work in commercial spaces has been less disrupted than in residential spaces. EMT is launching targeted initiatives designed to spur activity such as school lighting retrofits and outdoor lighting and pole lighting retrofits.
- Ms. MacDonald announced that two high schools in Camden and Mount Desert Island, who are repeat participants in EMT programs, were recently recognized by the U.S. Department of Energy as national leaders in sustainability with a Green Ribbon award.
- Mr. Stoddard reported that, although activity in the Home Energy Savings Program (HESP) has slowed, customers are making plans for future projects by getting quotes and doing virtual assessments with contractors.
- LED bulb activity through Retail Initiatives is at a four-year high. Additionally, two of the biggest retailers have brought their heat pump water heater (HPWH) price down to \$999, making it the lowest priced water heater in the stores and driving an uptick in sales. Mr. Stoddard also highlighted that EMT will implement an instant rebate coupon for HPWHs at Home Depot once field representatives can re-enter the stores.
- The Low-Income Initiatives HPWH direct-install offering has seen a slow-down stemming from COVID-19, but continues to take reservations for the program. Staff anticipates fully committing all electric dollars for this initiative this fiscal year.
- Ms. MacDonald asked if EMT is aware of federal stimulus or other funds that may become available to support existing programs. Mr. Stoddard noted after discussions with the Governor's Energy Office (GEO), the Staff has not identified anything that would be useful to EMT at this time. Mr. Brennan added that the federal government released \$900 million in Low Income Home Energy

Assistance Program (LIHEAP) funds, some of which could be directed towards weatherization, and offered to keep EMT updated on what MaineHousing receives.

## 5. **Planned Business**

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

Mr. Leclair reported that revenues and expenditures are on track. Mr. Hodsdon asked how much cash EMT has on hand. Mr. Leclair noted that there are sufficient funds to pay out existing project application pipelines and contingencies that might arise.

### (b) **PRESENTATION of FY2021 Regional Greenhouse Gas Initiative (RGGI) Planning**

Mr. Eglinton summarized EMT's plans for investing RGGI funds in FY2021. He explained that because program activity has slowed due to COVID-19, EMT anticipates having sufficient carryforward to maintain current programs while also supporting a new initiative to aggressively weatherize low-income households through the direct-install channel. EMT would find the most appropriate projects, after coordinating with MaineHousing and/or the CAP agencies, and provide a list of jobs to pre-qualified Registered Vendors who have completed a confidentiality addendum to their agreement with EMT.

### (c) **APPROVE FY2021 Budget**

Mr. Stoddard requested the Board's approval of the FY2021 Base Budget to reflect the most recently updated version of the Triennial Plan. The budget details the basic program allocations as well as how new FY2021 revenues will be allocated and includes amendments to the EMT Admin Fund and the Revolving Loan Funds operated by EMT.

**ACTION:** Upon a motion duly made (Mr. Poole) and seconded (Ms. MacDonald) the Board voted unanimously to adopt the FY2021 Base Budget for Revenues and Expenditures in accordance with the second year of the fourth Triennial Plan as amended and approved by the Board of Trustees on April 29, 2020, amended to include the EMT Admin Fund, and the Revolving Loan Funds operated by EMT. Upon approval, the source of funding and expenditure budgets will total \$76,857,050 and \$74,668,530, respectively.

### (d) **APPROVE Sole Source Contract Extension with Runyon Kersteen and Ouellette (RKO) for Auditing Services**

Mr. Eglinton requested authorization from the Board to extend EMT's agreement with RKO for financial audit services for the FY2020, noting that the Staff plans to issue a Request for Proposal (RFP) next year.

**ACTION:** Upon a motion duly made (Ms. Welsh) and seconded (Mr. Poole), the Board voted unanimously to authorize the Executive Director to extend the agreement with RKO for FY2020 audit services.

**(e) APPROVE Authorizing Executive Director to Enter Sole Source Contract with Current Vendor of Underwriting and Loan Servicing to Expand Services to Small Business Revolving Loan Program**

Mr. Eglington explained that Staff anticipates the current economic downturn to affect small businesses' ability to pay the customer's share of a high-performance heat pump project. Staff therefore seeks to complement this new initiative by providing micro-loans to participating small businesses. EMT is requesting the assistance of the New Energy Improvement Fund (NEIF), the firm that currently administers EMT's Residential Home Energy Loan, to provide underwriting and loan servicing.

**ACTION:** Upon a motion duly made (Mr. Poole) and seconded (Ms. MacDonald) the Board voted unanimously to authorize the Executive Director to enter a sole source contract with New Energy Improvement Fund (NEIF) to administer a small business loan initiative and to use the core fee structure contained in the vendor's prior bid to provide loan services to EMT.

**(f) APPROVE Bidder Request to Treat Certain Element of Proposal as Confidential Information**

Mr. Eglington summarized that Energy & Resource Solutions (ERS) recently submitted a proposal in response to EMT's RFP for Commercial Split-System Heat Pump Water Heating Demonstration Pilots (EM-011-2020) that contained information that a third-party has designated as confidential and subject to a non-disclosure agreement. EMT Staff recommended that the Board approve ERS' request for confidential treatment of the two examples of their past work in question.

**ACTION:** Upon a motion duly made (Mr. Poole) and seconded (Stapp) the Board voted unanimously to Move to approve the "confidential record" designation request for the two evaluation reports described in the letter from Gary Epstein dated May 20, 2020 as being subject of confidentiality agreements with third parties.

**6. New Business**

Mr. Stoddard noted that he and GEO staff recently met with representatives from Office of Marijuana Policy regarding updates to Maine's cannabis regulations. He noted that the Board may want to revisit the potential for EMT to promote energy efficiency projects in cannabis facilities. Mr. Stapp reminded the Board of his opposition to EMT participation in the cannabis sector.

**7. Next Meeting Agenda and Scheduling**

The next Board meeting is tentatively scheduled for June 24, 2020.

**8. Adjourn**

**ACTION:** Upon a motion duly made (Mr. Poole) and seconded (Mr. Hodsdon), the Board voted unanimously to adjourn the Board Meeting at 11:27 a.m.