

**Efficiency Maine Trust
Board Meeting Minutes
September 21, 2016**

Trust Board Members:

- David Barber, Chair
- Brent Boyles, Treasurer (via phone)
- Daniel Brennan for John Gallagher
- Herbert Crosby
- Kenneth Fletcher, Vice Chair
- Al Hodsdon
- Don Lewis, Secretary
- Angela Monroe for Patrick Woodcock
- David Stapp (via phone)

Efficiency Maine Trust (EMT) Staff:

- Ian Burnes
- Peter Eglinton
- Dana Fischer
- Greg Leclair
- James Leyko
- Anne Stephenson
- Michael Stoddard

Other Attendees:

- Ryan Barry, DNV-GL
- Jennifer Connors, Runyon Kersteen Ouellette
- Adam Gifford, CLEAResult
- Casey Leonard, Runyon Kersteen Ouellette
- Dylan Voorhees, NRCM
- Brooks Winner, Island Institute
- Rob Wood, Nature Conservancy

1.0 Welcome and Introductions

Mr. Barber called the meeting to order at 9:30 a.m.

2.0 Approve Agenda and Minutes

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

3.0 Public Comment on Agenda Items

No public comment was offered.

4.0 Executive Director's Report

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

- Mr. Stoddard gave a summary of completed and upcoming outreach events and reminded the Board that EMT will host a Combined Heat & Power (CHP) Forum at the University of Southern Maine's Abromson Center on September 29, 2016. CHP is a focus for the Large Custom Program this year.
- Mr. Stoddard provided an overview of current discussions and proceedings at the Public Utilities Commission, including a discussion of voltage optimization and non-transmission alternatives. Mr. Barber flagged the Non-Transmission Alternatives proceeding as a future Board Meeting topic.
- Mr. Stoddard is working with the Legislature's right-to-know advisory committee to clarify process for determining the confidentiality of certain customer information.
- Activity in the C&I Prescriptive Program has been slow to ramp up after the suspension of many measures last year. Staff is considering expanding the measure list. Mr. Stoddard added that participation in the Maine Advanced Buildings Program has grown and the increased participation reflects last year's increased outreach efforts. Staff recently participated in a ribbon cutting at the Gorham Police Station which participated in the MAB Program.
- The Small Business Initiative is underway in the Bridgton area; it will be launched in Bethel later this fall.
- Mr. Stoddard flagged that participation is down in the Consumer Products Program compared to earlier forecasts and compared to last year. Staff will be adjusting rebate levels and exploring marking down water heaters higher up in the supply chain (i.e., at distributors). Mr. Stoddard and Mr. Lewis discussed changes in the heat pump water heater marketplace including the discontinuation of the GE GeoSpring line. Mr. Stoddard reiterated that water heaters reflected a large opportunity for cost-effective resource procurement and featured prominently in the Triennial Plan.
- The Trust has several RFPs open for EM&V services.
- Mr. Stoddard shared that the Innovation program has received several responses to the recent Request for Information. The deadline for submissions is November 1, 2017.
- Mr. Stoddard thanked Mr. Leclair and the rest of the Staff for their work on financial administration and supporting the completion and positive findings of the annual audit.

5.0 Committee Report

(a) Finance Committee

i. REVIEW of FY2016 Audit Results and Financials by Runyon Kersteen Ouellette

Mr. Stoddard introduced Mr. Leonard from Runyon Kersteen Ouellette (RKO).

Mr. Leonard summarized RKO's briefing to the Finance Committee. Mr. Leonard said that the audit was clean and had no findings of material weaknesses. The team made two recommendations about minor items and a handful of minor adjusting journal entries as part of the audit. Mr. Leonard also pointed out a footnote on page 25 that was revised between the briefing to the Finance Committee and the Board Meeting; the footnote reflects that there was an interruption in the process of collateralizing loan funds held by a subcontractor. The Trust is working to ensure that the process of collateralizing funds is implemented according to existing Trust policy.

ii. ACCEPT Annual Audit Report

ACTION: Upon a motion duly made (Mr. Lewis) and seconded (Mr. Barber), the Board voted unanimously to accept the audited Financial Reports of the Efficiency Maine Trust issued by RKO for the fiscal year ending June 30, 2016.

iii. APPROVE Sole Source Contract with Existing Provider for Avoided Energy Supply Cost (AESC) Study Update

Mr. Stoddard briefed the Board on the Staff's request for approval of a sole source agreement with Tabors Caramanis Rudkevich, Inc. (TCR) to update the 2015 Avoided Energy Supply Costs Study. The Trust's share of the contract, which is shared with other utilities and efficiency program administrators in New England, will be up to \$18,000, on a time and materials basis, using existing rates that were the result of a prior competitive bid. Mr. Stoddard added that the study is noteworthy for its unique inclusion of forecasts of on- and off-peak costs for winter and summer; these costs are not included in most energy market studies. Ms. Monroe added that the Governor's Energy Office hopes the Trust will make use of other forecasts in addition to the AESC. Mr. Stoddard agreed; he added that Staff planned to do sensitivity analyses based on other energy forecasts.

ACTION: Upon a motion duly made (Mr. Hodsdon) and seconded (Mr. Barber), the Board voted unanimously to authorize the Executive Director to enter into a sole source contract with TCR for up to \$18,000, on a time and materials basis using existing rates that were the result of a prior competitive bid, to provide an update to the 2015 AESC Study.

iv. APPROVE Sole Source Contract for Services, Materials and License to Support the Building Operator Certification Training

Mr. Stoddard provided an overview of the Building Operator Certification Training initiative for school and facility managers. The Northwest Energy Efficiency Council owns the Building Operator Certification curriculum.

ACTION: Upon a motion duly made (Mr. Hodsdon) and seconded (Mr. Lewis), the Board voted unanimously to authorize the Executive Director to enter into a sole source contract with the Northwest Energy Efficiency Council in an amount not to exceed \$39,000.

(b) Program Committee

i. UPDATE on Emerging Initiatives to Market and Deliver Home Energy Savings, Including the Collective Purchase Initiative

Mr. Fischer provided an update on Home Energy Savings Program participation to date, including information on the mix of measures rebated. Mr. Hodsdon commented that the lifespan of the insulation measure reflected in the energy savings claim was very conservative. Mr. Fischer provided an overview of current program marketing including tax bill inserts, social media, and digital ads.

Mr. Fischer then briefed the Board on the Staff's support of collective purchase initiatives to drive participation in the Program. He provided an overview of several collective purchase initiatives including those underway in Bangor and Rockland. Mr. Fischer also shared a collective purchase toolkit and video recently developed by the Trust. Mr. Hodsdon asked if there was greater opportunity to bundle measures, or to provide an incentive for multiple measures.

Mr. Winner shared the Island Institute's experience with supporting collective purchase initiatives on Maine islands, including providing information on the weatherization week on Monhegan and bulk purchase of weatherization and heat pumps on Peaks Island. Mr. Winner also briefed the Board on the Island Institute's participation in a grant -- Bridging the Rural Efficiency Gap -- from the U.S. DOE. Mr. Stapp asked to follow-up with Mr. Winner for more information about energy costs on the islands.

6.0 New Business

Mr. Fletcher mentioned that a state-to-state comparison of energy efficiency program delivery costs was recently shared at a Governor's Energy Office meeting. He suggested discussing program delivery cost comparisons at a future Board meeting.

7.0 Next Meeting Agenda and Scheduling

The next Board meetings were scheduled for October 19, 2016 and November 16, 2016.

ACTION: Upon a motion duly made (Mr. Lewis) and seconded (Mr. Hodsdon), the Board voted unanimously to adjourn the meeting at 11:58 a.m.