

**Efficiency Maine Trust  
Board Meeting Minutes  
January 26, 2016**

**Trust Board Members:**

- David Barber, Chair
- Kenneth Fletcher, Vice-Chair
- Brent Boyles, Treasurer
- Donald Lewis, Secretary
- Al Hodsdon
- Patrick Woodcock
- Margaret Bean for John Gallagher

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

- Ian Burnes
- Emily Cushman
- Peter Eglinton
- Greg Leclair
- Laura Martel
- Andy Meyer
- Anne Stephenson
- Michael Stoddard

**Other Attendees:**

- Will Beck, MEMA
- Dan Brennan, MSHA
- Adam Gifford, CLEAResult
- Dylan Voorhees, NRCM

**1.0 Welcome and Introductions**

Mr. Barber called the meeting to order at 9:31 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 draft agenda and approve the December Board Meeting Minutes.

**3.0 Public Comment on Agenda Items**

Mr. Voorhees congratulated the Board on the Annual Symposium. Mr. Voorhees mentioned that it was a great event and well attended. Mr. Barber seconded that he enjoyed the event.

**4.0 Executive Director's Report**

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

- Triennial Plan III is at the Public Utilities Commission and Staff is actively engaged in the proceedings.
- The Annual Symposium culminated and celebrated a busy year. It was gratifying to have U.S. Senator Susan Collins provide the keynote to the event.
- The MPBN *Maine Calling* show in December was very popular and Mr. Fischer was invited back for a second episode.
- The pipeline for natural gas projects is on track: there are a number of custom and business projects in the pipeline not yet reflected in the expenditure report. Outreach to the LDCs and their customers is ongoing. Mr. Woodcock suggested it might be helpful to list activity by utility in the report.
- The Large Custom Program recently received a number of proposals. The Program forecasts finishing the year on target and is currently reaching out to businesses with tentative projects to determine if they will be submitted this fiscal year. That said, the timing of projects is uncertain and the forecast can change; Staff continue to monitor the situation.
- Home Energy Savings Program had a better December than expected. Program activity is currently on track but may slow the onset of the winter months. Mr. Stoddard added that there have been significant outreach activities through social media as well as a significant mailing to potential low-income participants.
- The Consumer Products Program added a clothes washer rebate.
- Mr. Stoddard mentioned that Staff periodically convenes an advisory committee, including Gen. Boyles and Mr. Fletcher, to review FCA auction strategy. In response to a request, Mr. Stoddard and Mr. Burnes agreed to follow up with Mr. Woodcock to review a recent bilateral trade, The Trust soon will release an RFP for its annual review of the Trust's compliance with its approved Measurement and Verification Plan for participation in the ISO-NE Forward Capacity Market (FCM); Mr. Stoddard suggested that a Board member serve on the proposal review committee.
- The Innovation Program recently launched an RFP for heat pump water heating technologies. Mr. Lewis asked for clarification on the goals of the pilot. Mr. Stoddard mentioned that the RFP solicits pilot proposals to demonstrate demand response communication protocols in Maine as well as proposals to explore additional commercial applications for heat pump water heating technology. Staff committed to clarify that all types of air source heat pump configurations for commercial applications would be considered eligible.
- Mr. Stoddard concluded the ED Report with an update on the demand response study and the recent U.S. Supreme Court decision on regulating demand response.

## 5.0 Committee Report

### (a) Finance Committee

#### i. Monthly Financial Reports

Mr. Boyles reviewed the finance memo provided by Mr. Leclair. Mr. Boyles added that at just over halfway through the fiscal year, the Trust has received half of its revenues and is ahead of pace for several budget lines, including encumbrances. Mr. Hodsdon asked if there would be upcoming budget adjustments. Mr. Stoddard mentioned the Staff is reviewing individual budget lines and there may be adjustments in the coming months; no action is currently required.

#### ii. **APPROVE Amendments to Bylaws to Clarify that Trustees May Publish Notice of Meetings on the Website and May Participate and Vote in Regular Meetings by Phone**

Mr. Boyles directed the Board's attention to several changes proposed to the Efficiency Maine Trust bylaws as indicated in redline in the attached bylaws draft. Mr. Boyles indicated that the only substantive change was the addition of a provision for remote participation of Board members. Ms. Bean asked if remote participation would count towards meeting quorum requirements. Mr. Lewis suggested adding some constraints on remote participation, for example limiting the number of times per year. Mr. Fletcher asked if the Board should consider written proxy for voting. Mr. Woodcock added that remote participation would help in recruiting and retaining Board members. Mr. Woodcock suggested that remote stakeholder participation be considered as the Trust evaluates remote participation platforms.

**ACTION:** Upon a motion duly made (Mr. Woodcock) and seconded (Mr. Lewis), the Board voted unanimously to approve the suggested amendments with the additional revision that section 4.5 should read, "A majority of the Trustees in person constitutes a quorum."

### (b) Program Committee

#### i. **UPDATE from MaineHousing on Weatherization Assistance Program**

Mr. Brennan presented an update on MaineHousing's annual Weatherization Assistance Program (WAP) application to the U.S. Department of Energy (DOE). MaineHousing is currently seeking input on the draft; it will also be shared at MaineHousing's February 16, 2016 Board Meeting. MaineHousing is not planning any substantive changes to the plan from last year, although they anticipate a slight increase in funding and rolling over \$1 million. Mr. Barber asked about the rollover funds. Mr. Brennan replied that there are more limits on those DOE funds and that it has been increasingly difficult to find eligible homes; he added that the Community Action Plan (CAP) agencies have limited capacity for weatherization work. Mr. Hodsdon asked about the

intersection of weatherization projects and building codes; Mr. Brennan replied that the WAP projects follow a prescriptive list of projects specified by the DOE. Mr. Woodcock asked when MaineHousing would be requesting if additional LIHEAP funds could be repurposed for weatherization. Ms. Bean clarified that MaineHousing will wait until after March 31, 2016, the last day for LIHEAP requests, to make that determination. As a separate issue, Mr. Brennan mentioned that he and Mr. Stoddard have been discussing ways to coordinate low-income support. Specifically, Mr. Brennan said that MaineHousing focuses its efforts on “Young/Old/Cold” households – those requiring the most support. He suggested that the Trust could target those not on the high priority list.

**ii. REPORT on Demand Response Study**

Mr. Stoddard’s report on the demand response study was included in the Executive Director’s Report. The study will reflect the recent court decision. Mr. Stoddard added that he was grateful for the significant stakeholder participation in the process.

**iii. REPORT on Low-Income Multifamily Program Evaluation**

Ms. Martel provided an overview of the third-party evaluation of the Low-Income Multifamily Weatherization Program; the program ended in June 2014. Ms. Martel described the NMR Group’s process evaluation and impact assessment. Ms. Martel described the disappointing annual savings results and described the Staff’s recent additional research and analysis to better pinpoint the causes of lower realized savings. Ms. Martel said that the weatherization results depended on the delivery contractor that identified eligible units, calculated energy savings potential, and selected and oversaw trade allies; some buildings selected for participation in the program had fewer energy savings opportunities. In addition, some tenants and property managers needed additional training in the optimal use of heat pumps. Mr. Hodsdon questioned whether an average apartment unit savings is as accurate as savings estimates per unit. Mr. Woodcock suggested improving performance by modifying the existing baseboard system to reflect the location of the thermostat and heat pump unit.

Mr. Stoddard concluded that the team is implementing strategies, including tenant education, to try to increase the realization of energy savings in the properties. In addition, the evaluation demonstrated that one delivery contractor did a much better job of selecting and modeling buildings than the other subcontractors, and future projects will reflect those lessons learned.

**iv. APPROVE Membership Renewal for NEEP Design Lights Consortium**

Mr. Stoddard directed the Board to a memo from Peter Eglinton dated January 13, 2016. Membership in the DesignLights Consortium allows the

Trust to engage directly in the development of a vetted lighting products list as a reference for incentivized measures.

**ACTION:** Upon a motion duly made (Mr. Hodsdon) and seconded (Mr. Boyles), the Board voted unanimously (Ms. Bean absent) to authorize the Executive Director to re-enroll Efficiency Maine Trust as a member of the Design Light Consortium in 2016, at a cost of \$6,900.

#### 6.0 **New Business**

Mr. Stoddard mentioned that Mr. Lewis's questions about the HPWH Innovation Pilots could be clarified in the RFP questions and answers.

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

The next Board meeting will be held on Wednesday, February 17, 2016, at 9:30 a.m.

**ACTION:** Upon a motion duly made (Mr. Hodsdon) and seconded (Mr. Lewis), the Board voted unanimously (Ms. Bean absent) to adjourn the meeting at 11:57 a.m.