

**Efficiency Maine Trust
Board Meeting Minutes**

**March 2, 2011
Worcester Room
MPUC, Hallowell, ME**

Trust Board Members

Adam Lee, Chair	✓	Dale McCormick
✓ Naomi Mermin, Vice Chair	✓	John Kerry (delegate Jeffrey Marks)
James Atwell, Secretary	✓	Glenn Poole
✓ Michelle Atherton, Treasurer		John Rohman
	✓	Tom Tietenberg

Efficiency Maine Trust Staff:

- Michael Stoddard
- Karen Bickerman
- Rick Meinking
- Lucia Nixon
- Andy Meyer
- Elizabeth Crabtree
- Dana Fischer

Partial List of Other Attendees:

- Steve Hambric – OPower
- Steve Ward – Maine Community Action Association (MCAA)
- Tom Rooney – TRC Solutions
- Virginia Archambault – Vreeland Marketing
- Bruce Harrington – Energy Resource Solutions (ERS)

1.0 Approve Draft Agenda and Minutes

Vice-Chair Mermin called the meeting to order at 9:41a.m.

ACTION: Upon a motion duly made (Tietenberg) and seconded (McCormick) the Board voted unanimously to approve the minutes from the February 9, 2011 meeting and the agenda for today's meeting.

2.0 Executive Director Report

Michael Stoddard, Efficiency Maine's Executive Director, updated the board on the Home Energy Savings Program's (HESP) progress. Mr. Stoddard also discussed the upcoming Residential Lighting Program, which has already passed last year's performance while using less budget, and the Appliance Rebate Program.

Mr. Stoddard also recognized the staff for the work they have done in the last two months for putting together all the Requests for Proposals (RFPs) for the upcoming year.

Details of these items are provided in Stoddard's memorandum dated March 2, 2011.

3.0 Working Reports

1. Finance Committee

- a. **Action Item – FY 11 Budget Adjustment to move forward use of Home Energy Savings Program budget previously budgeted for FY12**

ACTION: Upon a motion duly made (Mermin) and seconded (Tietenberg) the board voted unanimously to adjust the FY 2011 budget as follows: Increase the federal ARRA SEP expenditure budget by \$300,000, using funding originally planned to be expended in FY 2012, and, increase the Weatherization and Efficiency Program expenditure budget for the Home Energy Savings Program (HESP) by \$300,000.

- b. **Action Item – Amend CSG Contract to reflect CSG’s new activities in processing Solar and Wind Rebates (using ARRA funds)**

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton) the board voted unanimously to authorize the Executive Director to complete an amendment to the contract with Conservation Services Group, Inc. (CSG) dated January 1, 2011 in the amount of \$300,000 for Solar Wind rebate processing to a new amount of \$603,000.

- c. **Action Item – Further Amend the CSG Contract to reflect extension of funding to Home Energy Savings Program**

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton), the board voted unanimously to authorize the Executive Director to complete an amendment to the contract with Conservation Services Group, Inc. (CSG) dated November 9, 2009 in the amount of \$9,000,000 for Home Efficiency and Weatherization Program to a new amount of \$10,690,000.

- d. **Action Item -- Amend the contract with Energy & Resource Solutions, Inc, Inc. (ERS) for Program Design and Delivery for Efficiency Maine’s Residential and Business Programs to reflect additional funding from Regional Greenhouse Gas Initiative (RGGI) funds**

ACTION: Upon a motion duly made (Mermin) and seconded (Tietenberg), the board voted unanimously to authorize the Executive Director to complete an amendment to the contract with Energy & Resource Solutions, Inc, Inc. (ERS) dated May 21, 2010 in the amount of \$9,590,376 for Program Design and Delivery for Efficiency Maine’s Residential and Business Programs to a new amount of \$16,866,500.

- e. **Action Item -- Amend the contract with Burgess Advertising and Marketing (Burgess) dated November 1, 2010 and maturing March 31, 2011 to a revised maturity date of June 30, 2011.**

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton), the board voted unanimously to authorize the Executive Director to complete an amendment to the contract with Burgess Advertising and Marketing (Burgess) dated November 1, 2010 and maturing March 31, 2011 to a revised maturity date of June 30, 2011.

2. Better Buildings Work Group

- a. **Action Item - AFC First contract to provide loan services**

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton), the board voted unanimously to authorize the Executive Director to complete and execute a contract for PACE loan origination, closing and on-going loan servicing with AFC First Financial Corporation of Allentown, PA. The contract will be for a two-year period.

- b. **Action Item – MOU with MaineHousing for Data Repository Project proposed and awarded under the BetterBuildings grant**

Dale McCormick, Director, MaineHousing, gave a synopsis of the project to the board. The board then discussed how the project will build an interface between MSHA and other programs throughout the US where energy efficiency data can be deposited so MSHA can sell the carbon credits. Ownership of carbon credits may be assigned. No administrator has been assigned yet.

ACTION: Upon a motion duly made (Mermin) and seconded (Poole), the board voted unanimously (with McCormick recusing herself) to approve the sub-grant contract between Efficiency Maine Trust and MaineHousing for an amount not to exceed \$600,000 for the Shared Data Repository Project that was proposed and awarded through the Trust's competitive bid for funding from the Better Buildings grant from the US Department of Energy and is to include benchmarking and a report to the Board in September. The Executive Director is authorized to take such action as is necessary to complete and execute this contract.

3. Strategic Plan Committee

- a. **Action Item – Provide Input to MaineHousing on Draft State Plan for the 2011 Weatherization Assistance Program at the Department of Energy (DOE)**

Naomi Mermin discussed the Strategic Plan Committee's review of the Draft Plan and comments received from interested parties. Recommendations were made to the Board.

ACTION: Upon a motion duly made (Mermin) and seconded (Tietenberg), the board voted unanimously to provide input to MaineHousing regarding its draft weatherization program plan, which input suggests making an increase to the multifamily cap by applying either the census-based data or LIHEAP data methodology by county to set the cap on the number of low income multifamily units allowed to be weatherized each year, while maintaining a legitimate balance between multifamily units and single family units. The Trust recognized that the 40% investment requirement presents a significant barrier for a number of multifamily owners who pay utility costs directly. The Trust also offered to work with MaineHousing to explore opportunities to use the federal Better Buildings grant to develop support for these owners in accessing the 40% match requirement.

4. Administrative

a. Action Item – Authorize Executive Director to enter 3 year lease for office space

Michael Stoddard updated the Board on EMT's search for office space outside of the Maine Public Utilities Commission building so that the Trust can avoid a financial relationship with the body that regulates it and also so that it can improve access to the Trust for customers, vendors, and stakeholders. The Trust's authorizing statute expressly gives responsibility to the executive director for "establishing an office for the trust."

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton), the board voted unanimously authorized the Executive Director to enter into a three-year rental agreement for office space located in Augusta outside of the MPUC building at a rate that is less than currently being paid. Funding is available in the current year's budget as well as the two subsequent years' budgets FY 2012 and FY 2013.

b. Action Item – Approve appropriate funding level of support for Northeast Energy Efficiency Partnership (NEEP) initiatives

Michael Stoddard discussed what NEEP does – research, advocacy and workshops from New Jersey to Maine and that it is funded by annual sponsorships from Program Administrators throughout the northeast. While EMT has participated over the years, sponsorship for EMT is now close to \$150,000 per year.

Tom Tietenberg discussed the Evaluation Measurement and Verification forum and its subparts. The Loadshape Research Project is the one subpart of this forum that was identified as of primary value to the Trust.

ACTION: Upon a motion duly made (Mermin) and seconded (Atherton), the [fix font] board voted unanimously to approve a portion of the request from the NEEP EM&V Forum for 2011 funding as follows:

- Approve \$23,833 to support the Loadshape Research Project (RE 11-1), provided that Maine sites are included in the primary research conducted under the project, and
- Approve \$10,000 to support EM&V Forum Base Costs.

Stoddard also introduced NEEP's request to the Trust for continued funding through the Annual Sponsorship of NEEP. The funding request from NEEP was approximately \$56,000 for calendar 2011.

ACTION: Upon a motion duly made (???) and seconded (???), the Board voted [unanimously?] to decline to fund the annual sponsorship of NEEP so that funds can be conserved and targeted to specific projects most needed to implement the Triennial Plan.

4.0 Public Comment

There were no public comments.

5.0 New Business

There was no new business.

7.0 Next Meeting Agenda

ACTION: The Board agreed that the following items be on the next agenda:

- a. IT Workgroup report on developing a three-year technology plan
- b. A schedule for RFP reviews to distribute to the board
- c. Update the board on the status of all RFPs
- d. Update the board on banking RFP status and decision
- e. Strategic Planning Workgroup update
- f. Update on the planned move (when, cost, how long it will take, etc.)
- g. Executive director update on legislative initiatives

ACTION: The Board agreed the next EMT Board meeting will be April 6, 2011 at 9:30 a.m. Site to be determined.

8.0 Adjournment

ACTION: Upon a motion duly made (McCormick) and seconded (Tietenberg) the Board voted unanimously to adjourn at 11:10a.m.