

**Efficiency Maine Trust  
Board Meeting Minutes  
March 5, 2015**

**Trust Board Members:**

- Al Hodsdon, Chair
- David Barber, Vice Chair
- Brent Boyles, Treasurer
- Scott Dunning
- John Gallagher
- Donald Lewis
- Patrick Woodcock

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

- Ian Burnes
- Katy Charette
- Peter Eglinton
- Rick Meinking
- Constance Packard
- Michael Stoddard

**Other Attendees:** There were no other attendees. This was a follow-up meeting to the regularly scheduled meeting held on February 25 at which there was the absence of a quorum and thus no business could be conducted. Necessary business from the February 25 meeting was carried over to the March 5 meeting at which there was a quorum.

**1.0 Welcome and Introductions**

Mr. Hodsdon called the meeting to order at 10:13 a.m.

**2.0 Approve Agenda and Minutes**

**ACTION:** Upon a motion duly made (Mr. Woodcock) and seconded (Mr. Gallagher), the Board voted unanimously to approve the draft agenda and approve the January minutes.

**3.0 Business**

(a) Finance Committee

**i. APPROVE – Update Listing of Trust’s Agents on BlackRock Account**

Upon a motion duly made (Mr. Woodcock) and seconded (Mr. Dunning), the Board voted unanimously to approve the motion to list as agents of the Trust for purposes of completing Trust operations as outlined in the memorandum from Ms. Packard dated February 25, 2015.

**ii. APPROVE – FY15 Budget Adjustments**

Mr. Stoddard presented the budget adjustments outlined in Recommendation #1, which relate principally to ensuring that there are significant funds available in the HESP program to meet program demand.

**ACTION:** Upon a motion duly made (Mr. Gallagher) and seconded (Mr. Lewis), the Board voted unanimously to approve the motion to approve the FY2016 budget consistent with Recommendation #1.

The Board discussed the budget adjustments outlined in Recommendation #2, which center on the Business Incentive Program. Mr. Stoddard discussed that customer demand for business incentive program exceeds earlier projections. In the latest forecast, given current funding limits, the program will exceed the annual budget 2 – 3 months before end of year. Staff has developed plans to slow demand by lowering incentives, but the plan has not yet been executed. Typically, contractors have some grace period before new incentive amounts are made effective. Mr. Stoddard also described potential funds to apply to the project shortfall including \$1.3 million from the Small Business Initiative.

The Board discussed the adjustments outlined in Recommendation #3, which move funds from the Multifamily Efficiency Program to the Business Incentive Program. An amount was proposed to be applied to electric saving measures (\$400,000), and another \$200,000 was proposed to be kept aside to be used for new all-fuels (thermal) saving measures. Mr. Woodcock added that he would prefer that RGGI funds were applied to thermal energy saving measures and not used for electric saving measures. Mr. Stoddard noted that while he shares preference to use RGGI on thermal measures, he also seeks to balance that preference with the importance of meeting program demand. Mr. Hodsdon added that discontinuing the business incentive program during a budget shortfall would be disruptive to the marketplace and should be avoided if possible.

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Dunning), the Board voted to approve the FY2016 budget consistent with recommendations #2 and #3. Mr. Hodsdon, Mr. Barber, Mr. Boyles, Mr. Dunning, Mr. Gallagher, Mr. Lewis voted to approve the motion; Mr. Woodcock voted against the motion.

**(b) Program Committee**

**i. APPROVE – Authorization for Membership in State and Regional Chambers of Commerce within Existing Budget**

Mr. Stoddard introduced the topic of memberships in chambers of commerce, briefing the Board that Efficiency Maine has in the past joined regional chambers for purposes of marketing and outreach to the business community. Mr. Stoddard added that the Staff is also very cautious about memberships because of Efficiency Maine's status as a quasi-status agency. Mr. Stoddard invited the Board to authorize up to \$2,500 for chamber memberships. Mr. Woodcock commented that membership in the Maine State Chamber could be problematic due to the amount of policy work and lobbying they do, but as to the regional chambers he found the suggestion appropriate and recommends looking into hosting an event for one or more chambers (e.g., after hours). Mr. Dunning and Mr. Stoddard discussed potential benefits of membership including cooperative use of chamber contacts, newsletters, and speaking engagements. Mr. Lewis suggested we might consider in the future foregoing memberships and simply sponsoring individual events instead.

**ACTION:** Upon a motion duly made (Mr. Woodcock) and seconded (Mr. Lewis) the Board unanimously to authorize the Executive Director to establish membership in FY2015 in one or more regional chambers of commerce, including the state chamber, in an amount not to exceed \$2,500.

**ii. APPROVE – Sole Source Contract for Analysis and Modeling for Third Triennial Plan**

Mr. Stoddard explained that GDS has generated the opportunity study and cost-benefit model for Efficiency Maine for the last Triennial Plan. The Staff believes that the least expensive and most expedient way to prepare for the Third Triennial Plan is to ask GDS to update the study and model. Mr. Woodcock asked how many firms bid the last time. Mr. Burnes answered two.

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Gallagher), the Board voted unanimously to authorize the Executive Director to enter into a sole source contract with GDS Associates for up to \$150,000, on a time and materials basis using existing rates that were the result of a prior competitive bid, to update the 2012 Baseline and Opportunities Study.

**iii. APPROVE – Sole Source Contract for Building Operator Certification (BOC) Training**

Mr. Stoddard briefed the Board that the Trust is required to establish, conduct and encourage facility managers to complete energy efficiency training and certification programs. In the past, Efficiency Maine has offered BOC Training with satisfactory results. The Northwest Energy Efficiency Council owns the BOC curriculum and delivers the course across the country.

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Woodcock) 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 \$44,655.

#### **4.0 New Business**

Mr. Stoddard mentioned that the Board will need to review Staff salary schedules. The schedule is being updated since there has been a change in staff over the past year. The salary schedule will be available for the next meeting.

#### **5.0 Next Meeting Agenda and Scheduling**

The next Board meeting was initially set for Wednesday, April 22, 2015 (but was subsequently changed and noticed to April 29, 2015).

#### **6.0 Adjourn**

**ACTION:** Upon a motion duly made (Mr. Lewis) and seconded (Mr. Dunning) the Board voted unanimously adjourn the public meeting at 11:15 am