

Efficiency Maine Trust

Meeting Minutes (Draft)

Thursday, October 15, 2009

Trust Members Present:

Voting	Present(designee)	Maine Staff	Present(designee)
Adam Lee, Chair		John Brautigam	X
Naomi Mermin, Vice Chair	X	Jean Guzzetti	
James Atwell	X	Jennifer Puser	X
Michelle Atherton	X		
Dale McCormick	X		
John Kerry	X		
Glenn Poole	X		
John Rohman	X		
Tom Tietenberg	X		

Also Present: Eric Belliveau, Optimal Energy; George Soffrem; Michael Stoddard, ENE; William Bell, ED Pellet Fuels Association; Mike McCormick; Steven Ward, and others.

1. Convened with a quorum at 1:00 PM
2. Introductions were made
 - a. Agenda – Kerry moved that agenda be accepted as presented, Atherton seconded. Motion passed unanimously.
3. Triennial Plan Work Group Report
 - a. OEI and Steve Ward were introduced and a request was made for proposals. Proposals will be due October 21, 2009
 - i. OEI contract will include some staffing/administration, at least until the Executive Director is on board.
 - ii. OEI will endeavor to find someone in Maine to take minutes.
4. Governance Working Group Report
 - a. A draft submission from the Governance Committee was made. It included bylaws and accepted changes and was sent to all members.
 - b. A motion was made for Trust members to review the bylaws by the next meeting, before they are accepted.
 - c. The issues of board member liability were brought up but it is unclear where it stands. The question was: Do quorum rules apply to working groups? The assumption for now is that ECB rules apply.
5. Legal Counsel Update
 - a. The Trust is still working on establishing a process to bring on a firm. A meeting is scheduled with the State Attorney General's Office.
6. Accounting Update
 - a. The Efficiency Maine Trust and Efficiency Maine Trust Board have been assigned an address: 19 Statehouse Station, Augusta, ME 04333-0019.
 - b. Motion by Atherton to retain McDonald Page as accountants, seconded by Atwell. McDonald Page Managing Partners introduced – Peter Montano - Director, Jeff Hubert - Director, and Mike Galeucia – Director.

Unanimously approved. Atherton was authorized to continue toward a contract

- c. EMT will use Camden National Bank predicated by choosing entity type and after legal review. EMT needs an EIN to open accounts. Group will look for a permanent bank once full revenues start to flow. With a Maine based bank being the sole requirement.
7. Cost Effectiveness presentation by Eric Belliveau of OEI – presentation to be posted on EMT webpage.
8. Presentation by John Brautigam concerning cost effectiveness and Chapter 380.
 - a. John discussed Chapter 380 and EMaine’s interpretation of the entire document including the clause **§ 4 b Non-Quantifiable Cost Effectiveness Test** as applied by Efficiency Maine. John provided program evaluation materials and an executive summary of EMaine results that include cost benefit ratios for review. (Concurrent notes were not taken in this part of the meeting. This section is from discussion after the fact.)
9. Executive director search
 - a. Isaacson Miller Discussion
 - i. Jerry Pieh, representative from search firm Isaacson Miller. Mr. Pieh requested confidentiality agreements to protect potential candidates as they may currently have jobs.
 - ii. The overview and targeting methods of the search were discussed. The targeting of the search should be primarily through networking efforts, relying less on advertising. Once the pool of potential candidates is completed, reference and background checks will be performed, and decisions will be made by the Trust to make offers to individuals. The goal is to have the search completed by January.
 - iii. The Trust agreed that Mr. Pieh has the green light to begin. Mr. Pieh noted that he needs time to coordinate a position profile with the Trust.
 - b. Characteristics of Executive Director
 - i. The Trust discussed the following characteristics and necessary skills for any potential candidate.
 1. Wide technical knowledge base (not necessarily deep)
 - a. Basic understanding of all fuels and electric markets
 - b. Thermal envelope management
 - c. Efficiency program delivery knowledge
 - d. Experience in commercial, industrial and residential sectors
 - e. Must be someone who can put all the pieces together
 - f. Contacts in the energy efficiency industry a plus
 2. Economics and Legal knowledge
 - a. Comprehensive knowledge of Cost Effectiveness
 - b. Policy decision making experience

- c. Extensive experience in management of large budgets
 - 3. Excellent Management and Administrative skills
 - a. Must be effective at employee motivation
 - b. Must be able to manage daily administrative activities and also interact with the Trust Members
 - c. Must have skills in drafting and reviewing RFPs
- ii. McCormick stated that the new director should have experience in all fuels, be able to manage energy efficiency of the thermal envelope, and ideally have experience from another efficiency agency.
- iii. Tietenburg asked whether it was important for the candidate to be in the industry or academic; someone who has the analytical and critical thinking skills but also hands on experience in energy efficiency.
- iv. Tietenberg expressed a preference for someone who could help shape a compelling vision about the role of energy efficiency and alternative energy in Maine's future and the personal assets to help the organization succeed in implementing that vision.
- v. Mermin added that the candidate should have previous experience managing a large program and must be ready to "hit the ground running".
- vi. Kerry suggested that the candidate might be a CEO of some type. He stated that if the decision was between science and art, that art is the preferred choice for the position, adding that if it came to sorting through technical details, a person could be hired to do that. Poole agreed.
- vii. Rohman suggested a candidate should have excellent board room skills and be able to communicate with a large and diverse group of people.
- viii. Atwell suggested that if it came to a choice between a candidate with robust technical skills and a candidate with excellent managerial skills, the choice should be for the candidate with the managerial skills, adding that for the sake of time, it is better teach technical skills to a very qualified program manager.
- ix. Atherton added that a candidate with a working knowledge of Energy Efficiency programs would be a plus, but not absolutely necessary.

c. Search Items

- i. The Trust agreed to look through rolodexes to get Jerry Pieh his information needs and provide guidance at the beginning of the search process, including an email connection and consolidation of candidate skill set.
- ii. Pieh asked if any of the public would participate, and if the original Executive Director working group should be the contact.

- iii. Mermin asked if others wanted to participate.
 - iv. The Trust Board decided that they will be the search committee. The following action items were proposed for completion before the next EMT meeting.
 - 1. What is the public requirement for notice?
 - 2. Contact HR to see what the requirements are for hiring?
 - 3. Is there a legal obligation to post the position?
 - v. The Trust also moved to put forth a refined job description in two weeks, at least one day before next meeting.
10. The Trust moved to send the agenda items for next meeting by Monday, 19 October 2009.
11. Public Comment
- a. George Soffrem suggested that it would be detrimental to the purpose of the Trust if it were to pick a particular technology to focus on and should instead consider all fuels. He added that cost effectiveness does not apply to non-electric measures, and the overriding purpose should be to remove our dependence on foreign oil. He also mentioned that his business represents 45 direct jobs and 100 other indirect jobs. He concluded by noting that wood pellets are a proven technology.
 - b. Mike McCormick noted that it is very important for the Trust to include a program for schools.
 - c. William Bell noted that efficiency needs to change gears and include other fuels. He suggested that success will depend on consumer choice, job creation and R&D on new technologies, especially pellet furnaces.
 - d. Michael Stoddard noted that there should be some follow-up on the Efficiency Maine cost effectiveness representations with John Brautigam. He also noted that it is important to consider that the fact that after one year of running new programs, they will transition to the control of the Efficiency Maine Trust. It is, therefore, important to maintain uniformity and success will depend on the ability of the Trust to implement “one stop shopping”. He added that it would be good to use the cost-effectiveness tests that Maine already has in place.
12. Motion to adjourn offered by Mermin, Atherton seconded. Meeting adjourned at 4:00 PM.