

DRAFT

November 19, 2014 EEAC Executive Committee Meeting Notes

Attendees: Christina Halfpenny (DOER), Matt Saunders (AG), Amy Boyd (ENE - phone), Elliot Jacobson (LEAN), Emmett Lyne (PAs), Shaela Collins (PAs), Marie Abdou (NGrid), Frank Gundal (NU), Eric Belliveau (Consult - phone), Jonathan Raab (Consult), Paul Johnson (Greentek), Ian Finlayson (DOER) Lyn Huckabee (DOER), Maggie McCarey (DOER), Alex Pollard (DOER)

Agenda:

- Process Assessment/Engagement Plan
- December Agenda

Meeting began at approximately 10:04am

PROCESS ASSESSMENT/ ENGAGEMENT PLAN

The EC discussed their feedback on the draft documents, including the edits made by the consultants. Raab made clear that the report was a set of professional recommendations and that it was up to the EEAC to adopt those recommendations as they see fit – a starting point to the discussion rather than an ending. Recommendations included:

- Creating a step wise process to address the shortfall in goals
- Determining the role of the EEAC in program design – Consultants suggested that, to do this, the EEAC should solicit stakeholder feedback and document the parts of the process clearly owned by certain stakeholders and to determine exactly where the ambiguity lies. Additionally, they suggested that they parse out the difference between ownership of tasks when the PAs are meeting their goals and when they are not.

EC members offered their feedback on the comments and questions that came back from the consultants. Comments included philosophical differences about language (e.g. focusing on parity of parties vs. using statutory language)

- Lyne expressed the collective disappointment of the PAs over not receiving the PA/EP document and comments prior to the EC meeting.
- Halfpenny outlined the reasoning behind the decision to limit comments to the EC (short time to turnover and a fear of slowing the process with too many comments)

A discussion ensued about the role of the EC and who its members should be which were significant issues outlined in the process assessment. Issues discussed included:

- Whether the EC needs to act via consensus

- What actions the EC should take
- What role the PAs play on the EC
- Whether EC work should be transparent to all Councillors or if the role of the EC is to filter information for Councillors.

To ensure smooth implementation of the Process Assessment and Engagement Plan recommendations, Raab suggested that the Council hold a dedicated workshop session to work out the details. (agreed)

DECEMBER EEAC AGENDA

In light of the PA/EP discussion, Halfpenny proposed clearing the schedule for the December EEAC meeting to focus exclusively on the consultant recommendations. She also informed the group that she secured a meeting location in Westborough that honors the consultant recommendations about logistics.

A discussion ensued about whether the dedicated brainstorming session should include the contractor background requirements discussed in public comment at the November Council meeting. Although the EC agreed that the issue was important, they decided that the Council meeting was not the place to address it. They decided that they wanted a timely memo on the issue from the Best Practices Working Group to consider at the next EC meeting, determined to be 12/4 from 11:00-12:30.

Raab requested an opportunity to demonstrate professional facilitation at the December EEAC meeting, as it was a recommendation in the plan. The EC discussed the option but had collective concerns about conflict of interest (a professional facilitator facilitating the discussion on his own work product), cost, and value with little time to correct before 2016 planning starts.

The EC agreed to use the meeting to set two separate sets of priorities, including a set for achieving 3-year goals in 2015 and a set for planning 2016-2018. They also agreed that EC governance was a priority in discussions. They also need to decide on the consultant work plan for 2015 so they have direction for January.

They also discussed how to orient new Councilors fast enough to help them be effective at this critical time. Solutions included a 1-page document with expectations/requirement and a short primer at the December meeting.

They agreed that the Consultant leads (except Ralph, as EM&V is a separate subject) will be present.

Halfpenny promised a fleshed out outline of the December meeting in two weeks.

Meeting adjourned at approximately 12:11pm.