



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, December 7, 2022**  
Virtual Meeting: Zoom

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**Executive Committee Members Present:** Greg Abbe, Jo Ann Bodemer, Amy Boyd, Emmett Lyne, Maggie McCarey, Dennis Villanueva

**Executive Committee Members Absent:** (None)

**Other Attendees:** Eric Belliveau, Adrian Caesar, Gretchen Calcagni, Rachel Evans, Paul Johnson, David Lyons, Audrey Eidelman Kiernan, Bill Graham, Claire Kokoska, John Lanzi, Kate Peters, Katelyn Mazuera, Sam Nigro, Jerrold Oppenheim, Elliott Jacobson, Steve Menges

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### **1. Call to Order**

McCarey, as Chair, called the meeting to order at 10:04 AM.

### **2. Executive Committee Updates and Business**

McCarey announced that the Clean Heat Commission released its Final Report, which lists recommendations from the Commission on developing future building-policy and meeting building-sector greenhouse gas emissions reductions. McCarey said some recommendations refer to Mass Save programs and the Report would be distributed to all Councilors. McCarey added that Villanueva, Rio, and Peterson participated in the Clean Heat Commission, so reviewing the Report at an EEAC meeting might be beneficial.

Boyd thanked the Clean Heat Commission and said the Final Report required significant effort. McCarey agreed and added that unanimous consensus was nearly achieved on all recommendations in a short time frame. Villanueva said different building types and customer segments were represented and only one Commissioner did not endorse the Final Report.

### **3. EEAC Management**

*Follow-Ups from November EEAC Meeting*

McCarey requested feedback on the hybrid meeting operations and noted that the Cambridge Innovation Center (CIC) had a suitable technical setup but limited seating space for members of the public. McCarey also said there was a recommendation to integrate Income-Eligible-specific topics into EEAC meetings on a regular basis.

Bodemer commented that remote participation did not limit engagement or participation, but any dialogue not spoken into microphones was inaudible. Villanueva agreed that the technical setup worked well even though understanding facial expressions and audio can be challenging in hybrid meetings. McCarey said the Owl Camera used in the meeting room did not focus on the active speaker, but microphones would continue to be used in future meetings.

Lyne echoed that virtual meeting participants had difficulty understanding discussion not spoken into microphones, but the setup was adequate. Boyd agreed that the hybrid meeting went smoothly and appreciated that remote participation was available.

Johnson said that parking cost \$42 at the CIC and recommended a parking voucher for future meetings. McCarey replied that alternative locations can be explored for the next hybrid meeting and asked if others had feedback on the meeting location. Villanueva said traffic and parking were not problematic at the CIC. Johnson opposed meeting outside of Boston due to lack of public transit access in all locations and said that Cambridge was easily accessible by subway if participants wanted to avoid parking costs. McCarey said that in-person meeting locations can be planned in January along with the rest of the 2023 EEAC meeting schedule. Evans noted that remote participation provisions end on March 31<sup>st</sup> and that fully in-person meetings of public bodies would be required after March unless the state legislature extended or changed the remote participation provisions.

McCarey requested that the EEAC Consultant Team (C-Team) use key themes from the November EEAC meeting to determine when Income Eligible-specific topics should be discussed throughout 2023. Lyne said the program administrators (PAs) support this idea.

Bodemer agreed that interspersing Income Eligible program discussion throughout the year would make content more digestible and allow interesting topics to be discussed in greater detail. Bodemer also thanked James Collins and John Wells for providing her with more information about the structure of the Low-Income Energy Affordability Network (LEAN) and said that Oppenheim would deliver a primer on LEAN to the Office of the Attorney General in the afternoon.

McCarey noted that the Department of Energy Resources (DOER) has a new employee starting on December 19<sup>th</sup> to support Council management.

### ***Councilor Term Updates***

McCarey announced that the EEAC councilors representing Energy Efficiency Small Businesses, Municipalities, Nonprofits, ISO New England, and Massachusetts Association of Realtors each have terms expiring at the end of 2022. DOER recommended a new Nonprofit Representative since Cindy Arcate would not continue on the Council. McCarey added that the Massachusetts Association of Realtors would recommend a new Representative to replace Justin

Davidson, but Tim Costa would likely continue as the ISO New England Representative. Evans said that the Department of Public Utilities (DPU) must approve EEAC appointments after DOER submits recommendations. McCarey said a few candidates submitted resumes for the representative of Municipalities and DOER is scheduling interviews. For the representative of Energy Efficiency Small Business, DOER advertised this position to all Mass Save energy efficiency contractors from a list provided by the PAs. DOER requested all resumes and statements of interests by December 9<sup>th</sup> and will conduct an online election process. Lyne said Mazuera led development of the contractor list.

Villanueva requested calendar invites for EEAC meetings. McCarey responded that this has not been the prior practice for sharing meeting invitations to ensure all information is housed in one place. Bodemer suggested blocking off meeting times manually in the calendar, then accessing meeting links via email once distributed by DOER. McCarey noted that Councilors and presenters are provided unique meeting links since they are panelists on the Zoom Webinars. For subcommittee meetings, participants use the same public link since they are standard Zoom meetings. McCarey said 2023 meeting planning will happen during the January Executive Committee meeting so meeting holds can be sent out once the schedule is set.

#### ***EEAC Consultant Contract***

McCarey proposed that the current C-Team contract for consultant services be extended through March 2023, as the request for responses (RFR) for consultant services has not been posted to state procurement site. McCarey said the proposed contract extension uses the average monthly C-Team budget from 2022 over a three-month period, so the EEAC will have to vote on the extension in December. McCarey expected to have a new consultant contract in place prior to the end of March.

Bodemer asked if initial 2025-2027 Three-Year Plan development would require additional C-Team budget in February and March. McCarey replied that the second year of the triennium is typically the lowest in terms of consultant expenses, so the proposed budget based on average 2022 monthly spending should suffice for the three-month extension. Calcagni concurred that the proposed budget should cover the proposed extension.

#### **4. December EEAC Meeting – Draft Agenda**

McCarey stated that the December EEAC meeting would include EEAC updates and business, contractor pricing updates, the Q3 program report, review of the Cape Light Compact's Cape and Vineyard Electrification Offering (CVEO), and the Equity Working Group Charter. McCarey said the C-Team and DOER have drafted a resolution on CVEO for Council review. McCarey said the PAs and Equity Working Group have been developing participation and investment targets for Environmental Justice communities and would provide an update in December. The Equity Working Group Charter was posted for Council review, and McCarey proposed voting on EEAC representation on the Equity Working Group in early 2023. McCarey said that so far only Charlie Harak expressed interest in representing the EEAC on the Equity Working Group and encouraged other interested Councilors to email DOER.

Evans stated that if the Open Meetings Law provisions for remote participation expire at the end of March, there may be a requirement for in-person participation for Equity Working Group members. Evans had reviewed quorum requirements to reduce in-person attendance requirements, but the current EEAC Bylaws define a quorum as a simple majority of voting Councilors present at a physical meeting location. Evans added that quorums are required for all votes, which would be an issue for the Equity Working Group given that there are non-EEAC members on the Equity Working Group. Evans suggested that requiring general consensus on meeting minutes as opposed to actual votes could address concerns about quorums at in-person meetings.

Boyd asked if reducing quorum requirements could result in Open Meetings Law violations due to EEAC quorums being met without public notice. Evans replied that only EEAC subcommittee quorum requirements should be modified to ease the burden of required in-person participation. Boyd said the subcommittee charters should be adjusted to allow more Councilors to participate without violating quorum limits, because many Councilors have expressed interest in listening to Executive Committee meetings. McCarey responded that EEAC subcommittee meetings should not substitute for full EEAC meetings. Evans said having a webinar format for subcommittee meetings where additional Councilors can only listen to discussion may address the quorum issue.

Villanueva asked how easily the EEAC Bylaws can be amended and whether quorums could be achieved virtually moving forward. Evans said the EEAC Bylaws can be modified through Council votes, but quorum requirements are established by the Open Meetings Law.

Bodemer asked how many members are required for an Equity Working Group quorum. Evans said that the Equity Working Group Charter is not final, but nine members would comprise a simple majority. McCarey said the Charter can define a quorum of less than a simple majority, but determining which members are required to attend meetings in person would present an administrative challenge. Bodemer asked if the Open Meetings Law provides guidelines on quorum definitions. McCarey said all meetings need to allow public access and any amendments to the Open Meetings Law would likely require changes to the subcommittee charters.

Boyd asked if quorums would be required if a consensus process is established for approving meeting minutes. McCarey said quorums should be met for attendance even without EEAC or subcommittee votes. Downey said a quorum could be defined as a specific number of members, such as two voting councilors and one PA. Downey added that votes could be taken virtually via role call for remote participants. McCarey recommended further follow-up on quorum requirements and potential solutions needed to amend subcommittee charters. McCarey said remote access is key for public meeting participation.

Regarding the December agenda, Bodemer suggested that review of the Q3 Report emphasize equity and efforts to achieve equity targets. McCarey said there should be time to provide detail on these efforts since review of CVEO and a vote on the EEAC Resolution should be brief.

McCarey said the Council had requested updates on contractor pricing rolled out in August. Peters said the PAs can continue to share regular updates on lead times, completed

weatherization projects, and the contractor workforce. Peters said the contractor pricing RFQ would be updated in Q1 2023 to inform updated pricing. The updates would incorporate feedback from contractors and lead vendors.

Johnson appreciated the willingness to solicit direct feedback from contractors. Johnson said contractor perspectives are important since heating season has arrived and a brief contractor survey could be administered before the December EEAC meeting. Johnson asked for an update on the C&I Working Group, Inflation Reduction Act (IRA), and winter price increase mitigation efforts in December. McCarey said the PAs would provide updates on winter price mitigation efforts. McCarey said IRA planning updates can be included on the January agenda. By January, the National Association of State Energy Offices will have recommendations submitted to the Department of Energy around key IRA considerations. Johnson asked if the Council can provide input on IRA recommendations. McCarey said the Council will have opportunities to discuss the IRA in early 2023 since there are still many open questions and DoE has not yet provided guidance. McCarey also said contractor representatives will be invited to provide public comment related to weatherization and contractor pricing, and C&I Working Group can be discussed with other updates and business.

## **5. January EEAC Meeting – Draft Agenda**

McCarey announced that the January EEAC meeting would cover summer active demand management program results, 2023 EEAC priorities, 2023 EEAC meeting topics, the Equity Working Group Charter, IRA updates, and the Clean Heat Commission Final Report.

Lyne suggested that PAs provide updates on the heat pump installer network in early 2023. McCarey said the PAs should highlight some of this work in their Q3 presentation.

Villanueva suggested that C&I Working Group updates, potential improvements, and progress in 2022 be added to the January agenda.

Peters noted that the American Council for an Energy Efficient Economy (ACEEE) released updated state rankings, with Massachusetts ranking second. Peters said significant collaboration and effort resulted in the high ranking. McCarey agreed, thanked all contributors to the effort, and added that the utility energy efficiency program is ranked first in the United States. McCarey said there were exciting Massachusetts clean energy updates included in the scorecard such as Massachusetts-specific energy efficient appliance standards, building code updates, and a decarbonization-focused energy efficiency plan.

## **6. Adjournment**

McCarey, as Chair, adjourned the meeting at 11:19 AM.