



## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, December 5, 2018  
100 Cambridge St, 10<sup>th</sup> Floor  
Boston, MA 02114

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**Executive Committee Members Present:** Don Boecke, Amy Boyd, Emmett Lyne, Rick Malmstrom, Maggie McCarey (for Judith Judson), Jerrold Oppenheim (for Elliott Jacobson)

**Other Attendees:** JoAnn Bodemer, Rachel Evans, Ian Finlayson (via phone), Frank Gundal, Craig Johnson, Margie Lynch, Alex Pollard, Emily Powers, Eliandro Tavares, George Whiting

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### 1. Call to Order

McCarey, as Chair, called the meeting to order at 2:36 PM.

### 2. 2019 Planning

#### Council Priorities

McCarey began by walking through a draft of the 2019 Council Priorities. The draft priorities included the following: (1) monitor and ensure progress toward the 2019-2021 Three-Year Plan goals, (2) ensure new, active demand reduction programs are developed and executed effectively and monitoring progress of lowering demand at peak periods during both summer and winter, (3) work with the Program Administrators (PAs) and Consultant Team (C-Team) to ensure new program initiatives put forth in the 2019-2021 Plan are developed and executed effectively and in a timely manner, (4) demonstrate equitable participation in energy efficiency programs through enhanced delivery models with a special focus on renters, moderate income, non-English speaking, and small business customers, (5) monitor efforts to modernize data management practices across all PAs and sectors and enhance the accessibility of the data to the public, and (6) Assess the results of the 2016-2018 Three-Year Plan and integrate lessons learned in to the execution of the 2019-2021 Three-Year Plan.

Boyd recommended that it be made clear that priority number two applies to both electric and gas.

Lyne noted that the PAs have historically used the Council Priorities as the core of the quarterly reports. He asked if the Council still wanted that to be the case. McCarey indicated yes.

McCarey noted that DOER would work on developing a narrative for each of the priorities to bring to the Council in December for feedback. She added that a Council vote on the priorities would likely be scheduled for January.

### **2019 EEAC Meeting Topics**

McCarey walked through the proposed meeting topics for 2019. Powers noted that the February and April meeting dates would likely be rescheduled to work around possible conflicts with school vacation weeks.

Lyne indicated that he would bring the proposed schedule back to the PAs for comment and that he would relay any feedback to DOER.

### **3. Draft 2019 Consultant Team Work Plan**

Lynch noted that the C-Team's workplan would not contain any dramatic changes from years past. She indicated that their workplan would largely be built around the Council's priorities and that they would structure their deliverables around the EEAC meeting topics. Lynch also noted that the C-Team would be interested in maintaining flexibility in terms of deliverables so that they could more easily respond to areas of interest as they come up. Lastly, Lynch noted that the C-Team's workplan would only be for eight months since that is when their contract is set to terminate.

Malmstrom recommended that the C-Team be more diligent about writing out acronyms or including a footer that describes the acronyms whenever they do presentations.

### **4. Upcoming Meeting Agendas**

McCarey reviewed the agenda for the December Council meeting. She noted that it would include discussions on 2019 planning topics, a presentation from the PAs on their year-end forecast, and an overview of the PA's plan for targeted efficiency services in the Merrimack Valley. McCarey also noted that DOER may spend some time to give an overview of the Comprehensive Energy Plan if it is released before the December meeting.

### **5. Adjournment**

McCarey, as Chair, adjourned the Executive Committee at 3:15 PM.