EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, March 2, 2016
100 Cambridge St, 10th Floor
Boston, MA 02114

Executive Committee Attendees: Amy Boyd, Emmett Lyne, Richard Malmstrom, Ian Finlayson (for Judith Judson)

Non-Executive Committee Attendees: JoAnn Bodemer, Jonathan Goldberg, Frank Gundal, Elliott Jacobson, Craig Johnson, Paul Johnson, George Lawrence, Jerrold Oppenheim, Alex Pollard, Lisa Shea, Steve Venezia, Alissa Whiteman

1. Welcome and Introductions

Finlayson welcomed everyone at 2:35 PM.

Boyd noted that Peter Shattuck would be taking her place at all meetings while she is out on maternity leave.

Finlayson asked the PAs if they had a deadline as to when the results of the 2013-2015 plan would be evaluated. Lyne noted that they have not received a definitive date from the DPU but that they expect to be hearing from them soon. He also noted that the PAs are operating on the presumption that the report would be filed at the beginning of June.

2. March 16th EEAC Meeting Agenda

Pollard previewed the proposed agenda for the March EEAC Meeting. The proposed agenda is as follows:

1. Informal session for councilors interested in commercial and industrial topics with a focus on CHP. Presentations from the PAs and C-Team.
2. Welcome and public comment
3. Council updates, to include meeting minutes approval
4. Demand Reduction Report to the DPU, to include a presentation from the PAs, an update from the DR subcommittee, and discussion from the Council
5. Quarterly report format follow up, to include a discussion on potential revisions and improvements
6. C&I customer profile study, to include presentations from the C-Team and PAs and discussion from the Council

7. Upstream Presentation, to include presentations from the PAs and the C-Team and discussion from the Council

Pollard noted that the C&I customer profile study should be completed and posted to the council website prior to the meeting.

Boyd asked if the agenda item for the demand reduction report was just meant to be an update. Lyne indicated that the PAs are aiming to have a draft of the report to the DR subcommittee by March 7th. He also noted that their hope is to share that with, and get feedback from the DR subcommittee before they share the draft with the full Council. Finlayson also noted that the only requirement with respect to the report is that it needs to be filed by March 31st and that there is no requirement that the Council comments on it or approve it.

Pollard noted that there is a location issue for the meeting. He noted that only one of the two rooms will be available for half of the meeting. He indicated that DOER may change the location if they can find another venue.

3. EEAC Consultant Procurement

Finlayson explained that it is the Executive Committee's role, on behalf of the EEAC, to procure a technical consultant for the EEAC. The goal is to release a procurement for the EEAC Technical Consultant in March 2016 and execute a contract by 8/31/16.

Whiteman walked through certain relevant sections (Scope of Work, Evaluation Criteria, and Proposal Package Content) from the 2013 EEAC Technical Consultant Request for Responses.

The group agreed to schedule another Executive Committee meeting for the week of March 7 to review the 2013 EEAC Technical Consultant Request for Responses in more detail and discuss possible changes.

4. Adjournment

Finlayson adjourned the executive committee at 3:57 PM.