

MEMORANDUM

To: Christina Halfpenny, ENE
cc:
From: Cliff McDonald, Eric Belliveau, Optimal Energy
Date: 2/20/13
Subject: Proposed Website Updates

General Changes

We view the purpose of the EEAC website, as currently stated on the site itself, to provide information about the EEAC to the public and to serve as a repository for EEAC minutes and documents. While the current website does serve these purposes, it takes significant digging, both for the public to get general information on the EEAC and for a person familiar with the EEAC to find specific documents. To these ends, we would make the following general improvements to the website:

- Provide a brief overview of the origins, duties, and responsibilities of the EEAC on the home page so the public can get an idea without having to go through pdfs of the enabling legislation
- Condense the amount of pages on the website as much as possible, so the user will, for example, be able to see links to all the draft 2013-2015 plans on the same screen.
- Ensure files are named to give a clear impression of what they are, and annotate file links with brief summaries if necessary.
- Clean up technical details, such as title on web browser

Website Outline

We also believe that the specific structure of the website should be updated to make it easier to navigate and find information. We propose the following structure. The three overarching points above will be kept in mind as the changes are made.

1. **Home** – Overview of EEAC history, duties, and responsibilities. Information on latest council meeting and other important links
2. **General Information** – More detailed information about EEAC and its origins, including links to .pdfs and text descriptions.
 - a. Overview of Council Responsibilities
 - b. By-Laws governing council
 - c. Council Resolution on Consulting Services
 - d. Council Priorities document

- e. Council Budget Request
 - f. Council Membership
 - g. Green Communities Act
 - h. Global Warming Solutions Act
3. **Council Meetings** – Meeting minutes and associated documents for all past council meetings. All documents besides the minutes will also be included in other sections of the site, so it is not necessary to know which meeting they were presented at.
 4. **Efficiency Plans** – all filings related to 3 year plans, including plan documents, statewide 08-50 tables, and TRMS. Will provide all draft versions of latest 3-year plan, all accessible from the same page.
 - a. Three-Year Plans
 - i. 2010-2012 Plan, associated documents, 08-50 tables, term sheets, 08-50 tables, and DPU order
 - ii. 2013-2015 Plan, associated documents, 08-50 tables, term sheets, 08-50 tables, and DPU order
 - b. Annual Plans, associated documents, and 08-50 tables
 - c. MTMs, associated documents, and 08-50 tables
 5. **Efficiency Reports**
 - a. Annual Reports to Legislature
 - b. Annual Reports, associated documents, and 08-50 tables
 - c. Quarterly/Monthly dashboards, reports, and presentation
 6. **DPU proceedings** – DPU proceedings sorted by date/docket. Will likely be some overlap with Efficiency Plans and Efficiency Reports sections.
 7. **Presentations** – all presentations given to the EEAC, sorted by date
 8. **Avoided Cost Studies** – All documents from current and past avoided cost studies
 9. **EM&V** – All EM&V documents sorted by year. Documents will be labeled to clearly convey the contents of the report, with annotations if necessary.