

**Massachusetts Energy Efficiency Advisory Council Executive Committee**  
**Meeting Minutes**  
**12/20/2012**

Convened: 3:00 PM  
Completed: 4:00 PM

Attendees: Eric Belliveau, Jeremy McDiarmid, Susan Kaplan, Matt Saunders, Shaela Collins, Lyn Huckabee, Tina Halfpenny (phone), Elliot Jacobson (phone)

Council Consultant Work Plan and Budget (McDiarmid)

- At the next Executive Committee meeting, we plan to vote on the consultant budget and prepare a recommendation for the full Council. (Kaplan)
- There is some concern about the complexity of Council processes at large and whether the consultant work plan will perpetuate those complexities if not significantly rethought. Much of the streamlining could result in cost savings. (Jacobson)
- Agreed that we have an opportunity to streamline in-person meetings but the work to do this is likely more dependent on inter-PA processes rather than voting Councilor action. (Halfpenny)
- PAs are convening a morning meeting in January in an attempt to address some of the operational/organizational issues brought up today. (Belliveau)
- Can we suggest a method to centrally manage some of the processes? DOER Central Desktop is an example. (Kaplan)
- There are many ways to manage processes, which makes finding one that works difficult. (Belliveau)
- After a discussion of the merits of moving the January Council meeting from the 8<sup>th</sup> to the 15<sup>th</sup>, all in attendance agreed to do so. McDiarmid ensured that the Council provide the consultants certainty that they could be paid to work in January if an agreement on the budget and work plan wasn't reached until the 15<sup>th</sup>. The EC agreed to recommend that the Consultants be paid according to the 2012 agreement until a 2013 agreement could be reached on the 15<sup>th</sup>.
- With the extension to the 15<sup>th</sup>, the EC can also start to draft potential 2013 Council priorities. (Halfpenny)
- Jacobson left the meeting.
- Belliveau then presented a brief slide deck that explained the proposed Consultant work scope at a high level. The presentation included:
  - Review of 2012 work scope with an explanation of how 2013 will differ
  - A Consultant organizational chart
  - The proposed work areas
- The Consultants plan to spread the responsibility for responding to Councilor questions to a wider variety of team members. (Belliveau)
- Consultants must distinguish between questions from Councilors and requests for work output. They should be careful about proliferation of the latter. (McDiarmid)

The Executive Committee then met for a discussion about costs and content without the Council consultant, Eric Belliveau. He rejoined the meeting afterward.

For the 1/15 Council meeting and next EC meeting: (Kaplan)

- Discuss 2013 priorities (that will have been at least suggested prior)
- Prior to the meeting, the 2012 priorities document should be circulated to Council members not only to refresh the memories of the existing Councilors, but also to define the scope of the document for the newly appointed Councilor who will be in attendance. (McDiarmid)
- The EC will vet the priorities ahead of time and make recommendations for approval by the full Council. (Halfpenny)
- EC will get their thoughts on the work plan to Belliveau by 1/4 in preparation for the 1/8 EC meeting (at 1pm) where a recommendation for the budget and work plan will be drafted.
- The EC will meet on 1/8, unless reply briefs are being written, in which case, it will meet next on 1/10 at 10 a.m. 48 hours of notice are required for public meetings. (Kaplan)
- Marching orders from EC to Consultants are to continue working past 1/1 at the rate of hours spent in 2012 contract until the 2013 contract terms can be finalized. This includes permission to retroactively bill. (McDiarmid)
- Kaplan should check with Alissa Whiteman of the DOER about a way to bridge Consultant funding until the contract is extended. (Halfpenny)
- Request to reconstruct the 2012 budget on page 6 to include the budget vs. actual to date (e.g. through end of November). (Saunders)
- Consultants also need to start talking about process to organize database discussion. (McDiarmid)
- Additions to the 1/15 meeting agenda include an update on the DPU hearings and a recommendation from the EC on the work plan, budgets, and priorities. (Kaplan)
- Saunders moved to adjourn and Kaplan offered a 2<sup>nd</sup>.