

DRAFT Executive Committee minutes 1/30/15

In attendance:

Dan Burgess (DOER), Christina Halfpenny (DOER), Don Boecke (AG), Amy Boyd (Acadia Center), Betsy Glynn (LISC), Emmett Lyne (PAs), Paul Johnson (Greentek), Ian Finlayson (DOER), Alex Pollard (DOER), Maggie McCarey (DOER), Steve Venezia (DOER) Phone - Elliot Jacobson (LEAN), Eric Belliveau(Consultant)

Agenda/items discussed:

- Cross-cutting 2016-2018 topics
- EEAC orientation webinar
- Consultant work plan and budget
- EEAC roles and responsibilities
- Schedule review and upcoming workshops
- Agenda for 2/10 EEAC meeting

Cross-Cutting 2016/2018 topics:

- Tina Halfpenny provided the list of cross-cutting topics compiled by DOER and consultants. Topics #2,3,5, and 6 will be discussed at 2/10 EEAC meeting.

EEAC Orientation Webinar:

- Webinar schedule for 2/3 3:00-4:30
- Tina Halfpenny provided outline of webinar and requested any comments/additions by close of business of 1/30.
- Ian Finlayson requested that Non-energy Benefits (NIBs) should be added to the outline and others agreed.
- Tina Halfpenny will send outline to the EEAC prior to the webinar. Slides will be posted to the EEAC website following the webinar.

Consultant Work Plan and Budget:

- Consultants submitted an updated work plan and budget based on the Executive Committee comments on the initial draft, most of which came from DOER.
- Maggie McCarey requested a more detailed budget breakdown similar to the 2014 work plan.
- Executive committee will recommend approval of the work plan and budget to the council following submission of more detailed budget by consultants in advance of the 2/10 council meeting.

Council Roles and Responsibilities:

- Don Boecke, Amy Boyd, Paul Gromer, and Bob Rio have been working together to review the language in the Green Communities Act (GCA) and Council Bylaws related to roles and responsibilities of the council.

- Don Boecke provided an overview of the GCA language that specifically relates to roles and responsibilities of the council during the planning and during the implementation phase of the plans.
- Amy Boyd provided an overview of the major changes being proposed to the Council Bylaws, including a separate section specific to the implementation phase of the plans. The language will emphasize the collaborative and coordinated nature of the council that is set forth in the GCA.
- There was a brief discussion on how often the council should meet during implementation and Executive Committee seemed to agree that timing and agenda topics should drive the schedule.

Workshops:

- Tina Halfpenny stressed the importance of the upcoming EEAC C&I and Residential workshops. In particular, the outcome of the workshops should become a council resolution to the PAs that serves as a comprehensive assessment/roadmap for what the council wants to see in the draft 3YP.
- Tina Halfpenny also suggested that an additional two workshops should be held following submission of the draft plans to discuss review of the draft 3YP and work toward the council resolution in response to the draft 3YP due in July.
- Elliot Jacobson raised concern around topics that might be better suited for Best Practices as opposed to the workshops and Tina explained that workshops will dig deeper into specific topics.
- Paul Johnson suggested additional background documents would be helpful for residential workshop. DOER will work to update the EEAC website and send an email to councilors that lists out other resources for background information, including the recent Residential Products Report completed by the EEAC consultants.

Schedule Review:

- The group briefly reviewed the updated EEAC schedule through July. Schedule will be sent to the full council.

Agenda for 2/10 EEAC Meeting:

- Executive Committee agreed on the following agenda items:
 1. Updates (20 mins)
 2. Year in Review (20 mins)
 3. Cross-cutting topics (30 mins)
 4. Recap of workshops and next steps (30 mins)
 5. EEAC roles and responsibilities (45 mins)
 - a. GCA and Council By-Laws, Recommendations from Paul Gromer, Bob Rio, Don Boecke, and Amy Boyd
 - b. Potential **VOTE** on changes to By-Laws
 6. Consultant work plan and budget – **VOTE** (15 mins)