



STATE OF RHODE ISLAND
**ENERGY EFFICIENCY &
RESOURCE MANAGEMENT COUNCIL**

EERMC FULL COUNCIL MEETING MINUTES

Thursday, December 13, 2018 | 3:30 - 5:30 PM

Conference Room A, 2nd Floor, Department of Administration, Providence, RI

Members in Attendance: Chris Powell, Carol Grant, Karen Verrengia, Jennifer Hutchinson, Betsy Stubblefield Loucks, Joseph Garlick, Tom Magliocchetti, Roberta Fagan, Anthony Hubbard.

Others Present: Nick Ucci, Rachel Henschel, Mike Guerard, Sam Ross, Sara Canabarro, Dr. Carrie Gill, Erika Niedowski, Kai Salem, Matt Ray, Rachel Sholly, Margie McNully.

All meeting materials can be accessed here: <https://rieermc.ri.gov/meeting/eermc-meeting-december-2018/>

1. Call to Order

Chairman Powell called the meeting to order at 3:44PM.

2. Approval of Council Meeting Minutes (October and November)

Chairman Powell stated that they are still waiting on one more member to have a quorum and requested to postpone the approval of meeting minutes until his arrival.

3. Executive Director Report

Commissioner Grant reported that Mr. Cirillo will be resigning from the Council. She spoke with him and his wife a couple of weeks ago, and he hopes to be able to attend January's meeting and say goodbye to everyone. She noted that Mr. Cirillo has been a huge part of the EERMC since the very beginning and he will truly be missed.

Commissioner Grant spoke on the Council's vacancies and stated that they are trying to move nominations as fast as they can. She noted that as they get the right candidates, they will process everything with much urgency through the Governor's Office.

Ms. Fagan asked if she could temporarily be a voting member to help everyone in the Council with the quorum issue – she noted that she is a non-voting member but would like to help for now if possible. Commissioner Grant thanked Ms. Fagan for her thoughtful suggestion but explained that the time it would take to get her a voting member, would be about the same time as processing a new candidate.

Ms. Verrengia asked if they have picked any candidates yet. Commissioner Grant replied that they have picked (2) nominees as of today and are actively working on it. She asked if anyone has any suggestions to please refer them over to her or Ms. Trietch.

Ms. Stubblefield Loucks asked which Council seats are available. Commissioner grant replied that as of right now the available seats are: municipal, environmental, commercial & industrial, codes & small business.

Commissioner Grant thanked everyone for another great year, and their incredible hard-work.

4. Chairperson Report

Chairman Powell spoke on Mr. Cirillo's resignation, and stated it was a pleasure to work with Mr. Cirillo throughout all these years.

Chairman Powell stated that today the Council will primarily be focused on getting council business completed - as the Council members know, we are likely to have an on-going quorum issue until new members are able to be confirmed by the Senate in 2019. Therefore, we are attempting to complete a lot of council business tonight including many votes related to budget allocations, 2019 scopes of work, and our 2019 meeting schedule. He noted, he expects to have a quorum for all these votes once the last member arrives. Therefore, we will move our way through the agenda discussing and teeing up each vote and will execute on the votes as soon as a quorum is here.

Chairman Powell reported that as usual, to assist Council members with discussions and votes, there is a sheet with recommended discussion questions and vote language attached to Council member agendas. Please reference this document if you find it useful throughout the meeting.

Chairman Powell noted that for those that would like to provide public comments during today's meeting, the public comment period has been moved to early in the agenda this month so those that need to leave early can do so. If you would like to provide public comment, please sign-up on the sheet near the food and drinks.

Chairman Powell stated that at this time, he'd like to give the remainder of his Chairperson Report time to the C-Team to verbally summarize how the EE and SRP Hearings went at the PUC early this week.

Mr. Guerard briefly spoke on the hearings that happened on December 10th and 11th at the PUC. He stated that historically both hearings happen in the same day, but this year they broke it down into two days – which ended up being a great decision since both hearings carried past 4:00PM.

Mr. Guerard stated that during the SRP Hearing, there were many questions asked, and a lot of back and forth. The hearing ended around 5:00PM on Monday. He reported that during the EE Hearing, there were some questions asked, but for the majority, they were quite accepting of the plan – and there was a lot of information provided to them.

Mr. Guerard stated that they are having an Open Meeting on December 20th and have an official decision by then. They will keep the Council informed.

5. Public Comment

a) Public Comment

None.

6. Energy Efficiency Program Oversight

Chairman Powell reported that they now have a quorum.

Chairman Powell requested a motion to vote to approve October meeting minutes.

Ms. Verrengia made a motion to approve October's meeting minutes and Ms. Stubblefield Loucks seconded this motion. All Approved.

Chairman Powell requested a motion to vote to approve November's meeting minutes. Ms. Verrengia made a motion to approve November's meeting minutes and Ms. Stubblefield Loucks seconded this motion. All Approved.

a) Discussion & Vote on Consultant- Team Program Potential Study Scope of Work

Mr. Guerard gave a brief summary of the memo. He noted that the C-Team presented on this topic at the last EERMC Meeting in November.

He briefly spoke on the High-Level Scope (Please refer to [Potential Study Proposed Scope of Work Memo](#)), highlighting that now the C-Team has a better sense of the timeline of the Scope of Work.

Mr. Ross stated that the proposed timeline for developing the SOW and the subsequent Request for Proposals, is driven by the early 2020 PUC approval deadline for Rhode Island's upcoming three-year energy efficiency plan target-setting process. In addition, the timeline seeks to ensure that adequate time is provided between contractor selection and due dates for key deliverables, to allow the eventual study implementer to perform a high-quality, comprehensive analysis.

Mr. Ross went over the timeline and key events (Please refer to [Potential Study Proposed Scope of Work Memo](#)).

Mr. Guerard spoke on the budget. He reported that the budget for the Rhode Island Energy Efficiency Potential Study is currently composed fully of EERMC funding, approximately \$250,000 USD for calendar year 2019. It has been previously noted that the budget will need to be augmented with at least a similar level of EERMC funding for calendar year 2020 for a total allocation of \$500,000.

Mr. Guerard noted that as the Council considers the appropriate scope of the potential study, it is worth keeping in mind the available source(s) of funding for the study. If needed, auxiliary sources, potentially including program dollars normally spent on areas that the potential study will help inform, could be used to further augment the study budget.

Mr. Guerard stated that today's Council vote would be to approve to start developing the Scope of Work.

Chairman Powell spoke about when MA conducted this study there were many consultants working on the same thing – when we do this study in RI, are the consultants the same as the ones that participated in the one in MA and will we be using the same documents/findings?

Mr. Guerard replied that all the documents used in the MA Study are public documents and their job as the EERMC Consultants is to look into what they did in MA, and make sure the EERMC and C-Team understand what they want to cover in RI. He noted that the timeline provided is for everyone to have an idea which direction they are heading, and how it ties with the budget allocated by the Council.

Chairman Powell asked if the Study Consultants would be paid all up-front or hourly. Mr. Guerard explained that the Consultants work is broken up into percentages (%).

Chairman Powell is worried that the allocated \$500k won't be enough to cover everything. Mr. Guerard stated that the C-Team does/works with many studies, and truly believe that \$500k is right around the correct amount. They also rely on OER to help with budget.

Chairman Powell requested a motion to approve the C-Team Program Potential Study Scope of Work. Ms. Stubblefield Loucks made a motion to direct the Consultant- Team to draft and issue a potential study Request for Proposals (RFP) in the first quarter of 2019 in consultation with the Office of Energy Resources. The Office of Energy Resources, as the Chief Purchasing Officer for the EERMC, will be responsible for ensuring compliance with State Purchasing Laws. No proposals will be selected without the approval of the Council. Ms. Verrengia seconded this motion. All Approved.

7. Council Business

a) Council Discussion & Vote on Recommended Additional 2018 Funding Allocation for the Consultant- Team

Mr. Guerard quickly reviewed the Budget Modification Request for 2018 Scope of Work document, highlighting it was previously mentioned at the last Council meeting.

Mr. Guerard spoke on how the \$65,000 relates to support for additional work necessarily undertaken on core activities and for still-to-be completed tasks. He briefly went over the tasks (Please refer to [Budget Modification Request for 2018 Scope of Work](#)).

Mr. Guerard noted that any leftover funds would just roll back into the Council's Budget.

Chairman Powell requested a motion to approve the additional 2018 funding allocation for the C-Team. Ms. Verrengia made a motion to approve the budget allocation recommendation as described in the C-Team Memo. Mr. Magliocchetti seconded this motion. All Approved.

b) Council Discussion & Vote on Recommended Amendment to Building Operator Certification Funding Allocation

Chairman Powell stated that Ms. Verrengia covered the Recommended Amendment to Building Operator Certification Funding Allocation during the last EERMC meeting.

Ms. Verrengia very quickly summarized the Building Operator Certification Proposal and requested an amendment of the funding allocation (Please refer to the "[Workforce Development Proposal](#)" document to see the requested changes). She noted that the two relatively small changes are:

1. Expand categories of eligible facility managers
2. Support Lunch

Ms. Verrengia recused herself from voting.

Chairman Powell requested a motion to approve the Recommended Amendment to the BOC Funding allocation. Mr. Hubbard made a motion to approve the recommended changes to the use of public education funds in 2018 to support BOC Trainings. Mr. Magliocchetti seconded this motion. All Approved.

c) Council Review, Discussion, & Vote on EERMC Consultant- Team 2019 Work Plan

Chairman Powell gave a brief intro stating that Mr. Guerard had covered a lot of this topic at the last EERMC Meeting.

Mr. Guerard stated that the last months summary looks different from today's because they added a lot more detail to the bullet-points. He noted that the C-Team proposes to maintain the majority of the 2018 Scope of Work (SOW) for its services to the EERMC in 2019. Consistent with the 2018 SOW, the C-Team approach remains organized into three major work areas:

- EERMC oversight (day-to-day activities)
- Cyclical planning and reporting activities
- Policy and strategy

Mr. Guerard quickly went over the 2019 elements that will require new or expanded efforts compared to 2018. He also covered the Three Work Areas that the C-Team will focus on (Please refer to the [C-Team 2019 Work-Plan](#) for details).

Mr. Guerard included the breakdown of the C-Team's hours and total cost so that the Council can see how the tasks are broken down.

Ms. Verrengia stated that she really appreciates the breakdown of everything, and how detailed it is. It just shows that the C-Team is doing a great job making sure the Council is aware of everything.

Chairman Powell requested a motion to approve the Consultant- Team 2019 Work Plan. Ms. Verrengia made a motion to approve the Consultant Team 2019 Scope of Work as written. Mr. Hubbard seconded this motion. All Approved.

d) Council Review of Current 2018 EERMC Budget

Dr. Gill covered the 2018 EERMC budget, noting that December figures are estimates, but this document is just for reviewing purposes.

Ms. Stubblefield Loucks believes that there is a discrepancy in the final numbers and asked if it was because of the C-Team additional request for the \$65,000. Dr. Gill replied that she would need to clarify the differentiation with Ms. Trietch.

e) Council Review, Discussion, & Vote on EERMC 2019 Budget.

Dr. Gill went over the EERMC 2019 Budget draft side-by-side with 2018 Budget for comparison purposes.

Chairman Powell noted that there's a big difference between 2019 and 2018 Budgets. He stated that even though things might move around a little throughout the year, it is still really close to the Council's budget.

Ms. Hutchinson asked for more clarification between the Main Account and Client Fund. She noted that the values seem different from the previous 2018 Budget document on item 7D that they just went over.

Chairman Powell asked if the discrepancy was because the C-Team's \$65,000 request was not included on the 2018/2019 Budget. Mr. Guerard stated that the \$65,000 is indeed included in both documents.

Chairman Powell stated that the EERMC cannot vote on the 2019 Budget due to all the questions that need clarification from Ms. Trietch. Mr. Ucci suggested to amend the vote to 'Authorize OER to rollover remaining funds from the EERMC to the Client Fund account'. This way OER will come back to January's meeting with a clarified and updated budget.

Chairman Powell requested a motion to authorize OER to rollover any remaining funds from the EERMC to the Client Fund Account. Ms. Verrengia made a motion to approve Mr. Ucci's suggestion to authorize OER to rollover the remaining funds. Mr. Garlick seconded this motion. All Approved.

f) Update from the Communications Subgroup

Ms. Verrengia went over the EERMC Public Education Efforts in 2018 Presentation. She covered:

- The Energy Expo / Home Show Event
- The EERMC's 2018 Public Education Event
- The One-Pagers on Energy Efficiency
- The BOC Trainings
- The National Energy Education Development (NEED) Workshops Event

Dr. Gill covered the Energy Education Needs Assessment and stated that they are currently interviewing and should have some results by January/February 2019.

Dr. Gill also covered the Farm Energy Education Event.

Ms. Verrengia went over the Appraiser Training Event.

Ms. Verrengia concluded the presentation by stating that she truly enjoyed everything that the EERMC did this year with the Education Funds and hopes that the EERMC continues to invest in these types of events (Please refer to [EERMC Public Education Efforts in 2018 Presentation](#)).

Chairman Powell agreed with Ms. Verrengia's comments, and noted he truly enjoyed sponsoring these events.

g) Review, Discussion, & Vote on Draft Public Education Fund

Ms. Verrengia suggested that it is better to skip on this item until the Council members have clarification of the budget sheets.

Chairman Powell asked if there is any rush to vote on this item, or if it can wait until the next meeting. Mr. Ucci replied that there is no rush on this voting item.

Ms. Stubblefield Loucks asked if they will have a clarified/full budget by January's meeting. Dr. Gill replied yes.

Chairman Powell requested to defer this item discussion and voting until January's meeting.

h) Review, Discussion & Vote on Recommended Meeting Times in 2019

Mr. Ucci went over the proposed 2019 Meeting Calendar for the EERMC. He noted if it is approved today, Ms. Trietch can post it to the Secretary of State Website and send the dates to the Council members via email.

Mr. Garlick noted that he will not be able to attend February's meeting. Ms. Verrengia stated that in the past the Council has moved some dates around – maybe have the same flexibility this year if one needs to be moved in the future.

Ms. Stubblefield Loucks suggested that going forward would be great to let Ms. Trietch know in advance if the members cannot attend the meetings.

Chairman Powell requested a motion to approve the recommended meeting times in 2019.

Ms. Verrengia made a motion to approve the 2019 Meeting Times as shown and to post the meeting dates to the EERMC website before December 31, 2018. Ms. Stubblefield Loucks seconded this motion. All Approved.

8. Adjournment

Chairman Powell requested a motion to adjourn the meeting. Ms. Stubblefield Loucks made a motion to adjourn, and Ms. Verrengia seconded it. All approved.

The meeting was adjourned at 5:44pm.