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**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY June 7, 2021 – 10:00-11:30***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is <https://app.box.com/s/>xxx

 **Call-In Number: 303/900-3524; WEB Access:** [**www.uberconference.com/skumatz**](http://www.uberconference.com/skumatz)

Join link with video only. *USE PHONE (NOT COMPUTER) FOR VOICE, AND MUTE WHEN NOT SPEAKING*

 *(Backup number – only if primary # doesn’t work –* [*https://zoom.us/j/2534751779*](https://zoom.us/j/2534751779)*; and use computer for voice.*

**COMMITTEE MEETING MINUTES**

**Attendees:** Wells\*, Malmrose, Li, Oswald, Kopylec, Dyke-Redmond, Eigo, Roman, Reed, Lawrence, Prahl, Skumatz, Wirtshafter, Gowans, Jacobs

1. **Public Comment - none**
2. **Minutes and invoices**
	1. Minutes-May – not yet available - will circulate and **evote** when available
	2. EA Team Apr draft invoice discussed but not circulated. The invoice shows EA Team is about 3 percentage points different from “proportional”, even against the revised approved budget. We expect that it will be a bit worse through June with the work to get the summer presentations / PSD results completed. We hope it will improve after that, but there remain additional responsibilities like Plan, RFPs, reports. Right now a bit behind budget. Will send around April and May invoice when available for **evote**.
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights; Skumatz reviewed contents at bottom of agenda.
	2. Interim e-votes and meetings – Skumatz reviewed list at bottom of agenda.
	3. Status of Data requests and deliverables (separate attachment). Main areas are awaiting WAP and arrearage (and some other) data from DEEP and UI for R1983/R1942.
	4. Quarterly sum-up of data for DEEP (separate). This draft of a new quarterly reporting item on data was designed to comply with DEEP condition #10. This item received significant attention / response from the utilities. There were questions about the historic period, the scoring system (0, .5, 1), and how items are characterized. Of most concern was how the document was going to be used in relation to the rewards characterized it Condition #10. Skumatz noted it was a draft, she would take comments and talk with DEEP to confirm if this is approaching the intent and the content needed.
	5. Covid Updates – important to know if any changes coming for project planning. Lisa has circulated the latest COVID mailing from the utilities to all contractors. Expecting to restart the HVAC metering project under the new COVID procedures. There will be a small budget effect from putting this project on hold (1982) for many months, and EA Team will be bringing that forward.
	6. Legislative report – should be forwarded to legislature by DEEP.
	7. PSD Update for C&LM Plan – The EA Team and utilities are having regular meetings fortnightly to finish up getting agreement on the 2020 PSD recommendatiosn – before we start on the round of recommendations coming out of the 2021 project presentations currently underway. We have had significant progress and agreement. The EA Team and the utilities are going back and forth, ticking off individual recommendations, some being referred to ERS for re-review / clarification. Getting close. One issue was a utility reached out to ERS directly to discuss an entry. The EA Team manages their workload, and questions should be raised to the EA team working on this assignment and they will determine how / if to bring in ERS or other support.
	8. Update on data sharing authorized by EA Team to reduce data requests / leverage data; none this month to note.
	9. Summer Meeting schedule was distributed and walked through. We noted a conflict for X1941 (MF) because of the C&I committee, so the team will hold a second meeting on the same content on about 6/17. Some questions about content of some of the meetings; put info available in the attachment that was forwarded. EA understands the July 1 deadline. Some info will not be avaiabe until later and it is up to the utilities to determine if it is important enough to try to put into this Plan if they can; it is up to the utities and we are not assigning expectations on things after July 1.
4. **New Project 2015/Award discussion and Contracting Update** -
	1. Presented a memo documenting the RFP process for R2015, low load homes evaluation. The memo documents steps, timing, scoring, and recommendation. The recommended contractor is Evergreen, who scored highest, with strong qualifications, great staffing and rates, and a very well thought-out approach. This will be **e-voted** and then the needed documentation forwarded immediately to the utilities to begin contracting.
	2. Any contracting updates from utilities. Nothing stated.
5. **Roadmap**
	1. Additional items were discussed. They include:
		* interim work products (not allowed; BUT draft review of products – which may occur mid-project – are allowed, and covered in the language).
		* Graphics need updating.
		* How to “approve” projects after kickoffs? Can send email / evote by committee. Have been assuming approved unless significant disagreement.
		* Data request meetings are important to the EA Team.
		* Report finaliztion process discussed / steps along with utilty comments / posting.
		* Skumatz is not chairperson of the committee and did not purport to be.
		* Dates/ deadlines / review periods for review of final reports and their PSD recommendations to be discussed by EA and utilities for agreement / feasibility.
		* Multistate projects are encouraged; need some flexibility in utility involvement given different rules in other states.
		* Communication steps with EA involvement.
		* Additional attention to review of customer-facing material is new.
		* Skumatz will have final roadmap for vote for next committee meeting – circulating it for review ahead of time.
6. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*)
	1. *Gantt Includes information on projects with results expected in time for 2022 PSD & Planning (also included as attachment).* C&I Projects (Gowans & Jacobs); Residential Projects (Wirtshafter & Skumatz)
* C1901. Completed staff interviews. All study instruments approved, all primary data collection completed and analyses completed. First draft report being revised per EA Team comments. Final presentation scheduled for 6/24/21. Summer Update / Results? Yes. Final Results Meeting 6/24, 10am
* C1906. Held presentation of Phase I R&D of SEM Evaluation Methods in April, with recent follow-up presentation. Working on Phase 2 steps / planning. Summer Update / Results? No. Phase 1 Just presented.
* C2014. Phase 1 Reporting Summer Update / Results? Yes. Model results presentation 7/1, 4pm
* C1902. Troubleshooting missing data, developing surveys and interview guides and sampling. Summer Update / Results? No. No results available by then.
* C1931-1. Data synthesis and presentation preparation for 6/28/2021.
* C1931-2. Data synthesis and presentation preparation for 6/30/2021.
* C1931-5. Data collection from facility and expert interviews. Data synthesis. Presentation to EEB on 6/30/2021.
* C1931-6. Data synthesis and draft reporting. Presentation to EEB on 6/21/2021.
* R1959. Integrating EA comments into report, then circulate Review Draft report to committee for review. Preparing for stakeholder presentation in June. Summer Update / Results? Yes. Expect report May / June, final presentation 6/17, 10am..
* R1965. Significant delays and costs due to data from Companies and coordination with other studies, but on track to deliver draft report by July 2021. Summer Update / Results? Yes. Presentation 7/1, 11am (may not include C/E results).
* R1982. Test of revised recruitment and remote / electrician-only install postponed until Spring due to major spike in COVID-19 cases across the country. Summer Update / Results? No. Metering has been on hold since Covid.
* R2023. Small budget left awaiting other database update needs / requests. Summer Update / Results? No. No current work.
* R2027.Data collection done, draft report to be delivered in June 2021 Summer Update / Results? Yes. Draft report June 2021; Presentation with R1965, 7/1, 11am
* R1983. On track so far. Still missing a few items from data request but reviewing provided data, beginning impact and customer profile analysis, and initial process eval tasks, including finalizing interview guides; program staff and DEEP IDIs completed as of 6/2. Summer Update / Results? No. Data issues have delayed report. May have some findings, but not until August at least.
* R2029. CRT WAP data provided, but negotiating with CRT for unredacted dataset; HES data request not complete yet, leaving study design in flux. Summer Update / Results? Unclear. Data delays. May schedule interim discussion on early definitions analysis.
* R2120. Project was delayed about a month due to delays on the MA study (on which we are piggy backing), but the project is now moving forward at expected pace. Summer Update / Results? No. Just starting. Draft report expected in July 2021.
* X1931. Primary research project design in progress. Summer Update / Results? No. Results of re-review of recommendations will be reviewed in EA and Utilities process.
* X1939. Phase 1 presentation scheduled for 6/14, Phase 1 report being revised per EA comments.
* X2022. Completed survey with participants in workforce development trainings; completed secondary and best practices research for education and workforce development efforts; refining data collection plan for Educate the Public and community engagement efforts. Summer Update / Results? Yes. Some program results for education & workforce 6/29, 3pm
* X2001. The Wave 1 survey is in the field and the study team has started the preliminary analysis. Summer Update / Results? Yes. Several residential EULs presented 6/28, 1pm
* X1932. Part of data request pending (1c and 1d). Working with UI/EnergyHub on it. Eversource part of study in progress as of May 2021. Summer Update / Results? No. Awaiting AMI data (UI) and Eversource part just beginning.
* X1942. Analyzing the HVAC survey; Eversource data request pending Summer Update / Results? Yes. Presentation for results for several residential is 7/1, 10am
* X1931-7. Report preparation. Presentation to EEB on 6/21/2021.
* X1931-3. Literature review and drafting new measure. Presentation to EEB on 6/29/2021.
* X1931-4. Literature review and drafting new measure. Presentation to EEB on 6/23/2021.
* X1931-8. Literature review and drafting new measure. Presentation to EEB 6/29/2021.
* R2015. About to be awarded and sent for contracting
1. **Recap of items for 2020/21: 0** min
	1. 2021 - Contracting documents for 2021 add-on projects - COMPLETE
	2. 2021 – Legislative report – COMPLETE
	3. Roadmap –complete(?)
	4. 2021 RFPs –complete
	5. Contracting for 2021 RFP projects – in progress?
	6. 2022-24 Evaluation Plan – end of 2021
	7. RFPs for 2022-24 3 year subject areas – end of 2021
2. **Other items** –
	1. Quarterly report for use in EEB meetings
3. **RECAP**
	1. **To do:**

\*\*\* Supporting Materials in Box folder and attached before meeting, including:

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| * Updated Gantt Chart & Project Status Summary & data timeline report
* E-votes / call notes (attached / bottom of agenda)
* Roadmap (attached – markup & clean, both with comments incl.)
* Summer meeting schedule (updated, sent)
 | * Possible DEEP data status summary / draft
* Recommendation for R2015 Contractor
* May minutes (to be sent)
* April / May EA Invoice (to be sent)
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***Summary of 2020-21 Votes To Date - Updated***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| May 2021 | *Not available* | *Not available* |
| April 2021 | *Approved - Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* | *Not available* |
| Mar 2021 | *Approved , Sent for evote 3,8, 4/12, 4/22 (In favor, Wells, Viglione 4/22/21, McLean abstain)* | *Approved , Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Feb 2021 | *Passed. Sent for Evote 2/8, 3/8, 4/12, 7/1 (In Favor: McLean 3/8, Viglione 3/8, Wells 7/1)* | *Approved , Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Jan 2021 | *Passed. Sent for Evote 2/8, 3/8, 4/12, 7/1 (In Favor: McLean 3/8, Viglione 3/8, Wells 7/1)* | *Approved , Sent for Evote 2/8, 3/8, 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Dec 2020 | *Passed, Sent for Evote 2/8, 3/8, 4/12; 4/12, 7/1 (In Favor: McLean 3/8, Viglione 3/8, Wells 7/1)* | Approved Evote 12/18 (Wells, Viglione, McLean)  |
| Nov 2020 | Approved / Evote Wells, McLean, Viglione (12/15/20) | Approved (with Oct) Evote Wells, McLean, Viglione (12/15/20) |
| Oct 2020 | Passed*: Sent for Evote 2/8, 3/8, 4/12, 7/1 (In Favor: McLean 3/8, Viglione 3/8, , Wells 7/1)* | Approved (with Nov) Evote Wells, McLean, Viglione (12/15/20) |
| Sep2020 | Passed Evote –McLean (11/5), Wells and Viglione (11/9) | Passed (with Aug) – Evote McLean (11/5), Wells and Viglione (11/9) |
| Aug 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) | Passed – Evote– in favor McLean (11/5), Viglione and Wells (11/9) |
| July 2020 | Passed sent for evote 2/8, 3/8, 4/12 *(In Favor: McLean 3/8, Viglione 3/8)* | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |
| June 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |
| May 2020 | Passed via Evote: In favor, McLean, Viglione, Wells (6/5, 6/5, 6/8) | Passed via Evote: In favor McLean, Viglione, Wells (all 9/2, 8/17) |
| Apr 2020 | In meeting – Motion to approve SERA Invoice for April Passed. MOTION / 2nd (Wells / McLean). Passed with Wells / McLean in favor. Via evote, Viglione in favor 4/7 – Skumatz check / reversed | Passed in Meeting: Wells / McLean: in favor, Wells / McLean. Viglione in favor via evote 6/5. Skumatz check / reversed |
| Mar 2020 | Passed in April meeting: In favor McLean, Wells (4/6); Viglione E-vote 4/7  | Passed in April meeting: In favor: McLean, Wells, Viglione (4/6/20) |
| Feb 2020 | Evote Passed: In favor McLean (2/10); Wells 4/6; Viglione 4/7 | Evote Passed: In favor McLean (4/1); Wells 4/6 ; Viglione 4/7 |
| Jan 2020 | Evote passed: In favor O’Connor (1/16), Wells (2/10), abstain McLean (1/16).  | Evote passed. In favor Li and McLean, 2/10. (No vote from OCC / Taren and John in transition) |

**Other Votes / Meetings / Tracking (2020-2021) – Updated**

June 2021

* ***Passed***: Evote approving recommended contractor (Evergreen) for project R2015. (McLean 6/9, Viglione and Li 6/11). Should be contracted by utilities along with R1968 asap.
* 6/3 PSD update meeting / EA & companies

May 2021

* 5/21 X2022 Phase 1 presentation / methods / best practices
* 5/19 SEM Phase 1 repeat presentation
* 5/6 Kickoff 3 “New Measure” projects (air compressor, advanced thermostats, advanced lighting controls)

April 2021

* 4/15 C1906 SEM Phase 1 Presentation
* 4/12 ***PASSED*** – Addition to EA Team budget based on memo distributed. Add $69K to budget: motion / second McLean / Viglione (in favor: McLean, Viglione, Wells).
* 4/7 R1973 Retail Products Final Presentation

March 2021

* 3/30 C1902 ECB NTG and Baseline K/O
* 3/22 X1942 NEI Kickoff
* ***PASSED***: 3/15 Evote Approval of Memo on RFP Project Award Recommendations (Viglione 4/15; Wells 3/30, McLean 3/29)
* 3/12 RFP responses due to EA Team
* 3/12 Repeat Kickoff X2022 Engagement project for those that couldn’t attend 3/3 (added due to storm duties)
* **Possible EVOTE OUTSTANDING/checking**: 3/8 Legislative report sent for evote, resent 4/12; In favor Viglione 3/16.
* 3/8 Kickoff for X1931-6 HOU/Load Shapes Project
* 3/4 EA Team / utility meeting on PSD update process
* 3/3 Kickoff X2022 Engagement

February 2021

* 2/18 EA Team / utility meeting on PSD update process
* 2/5 R1973 Retail Products Review Draft Report sent to Committee for Review – due 2/19.
* 2/4 EATeam / Utility meeting on PSD update process
* 2/4 Legislative Report sent to committee for Review – due 2/19

January 2021

* 1/27 – 2021 Evaluation Plan Update ***Evoted and passed*** (1/27 McLean, 1/27 Wells, 1/28 Viglione)
* 1/25 Eval Committee Discussion on the 2021 Evaluation Plan Update
* 1/25 C1906 SEM Phase 1 (Eval Best Practices) Review Draft Report sent to committee for review - due 2/8
* 1/22 Eval Committee Discussion on the 2021 Evaluation Plan Update

December 2020

* Additional discussions / memos on PSD – to be updated / specified; memo issued 12/23/20
* 12/16, 9-10:30 Kickoff for 4 PSD Phase 2 projects (ISP, Refrig ACOP, HOU, Inland/Coastal adjustments)
* 12/1, Discussion with UI / ES / EA on priority PSD updates not yet integrated – EOY priorities. Scheduling follow-up

November 2020

* 11/3 – R1963b Final presentation
* 11/18, 11/19 meetings on Evaluation Plan Update Project concepts

October 2020

* 10/6 meeting with Utilities on PSD and C&LM Plan
* 10/14, 9-10:30 – X1931 PSD Phase 2 project prioritization discussion with Eval Cmte

September 2020

* 9/2 8-9 Final presentation C1635 EO
* 9/30, 10/1 – multi-state discussions of R1963a – a few refinements

August 2020

* 8/28 **Vote/Passed**: Committee discussion of EA budget amendment; Passed (Motion / 2nd (McLean / Wells) in meeting, in favor of budget addition of $55K, with funds to come from unused approved funds for R1982 residential metering project funds. Vote in favor via Evote, Viglione, 8/28. Memo provided.
* 8/14 Kickoff meeting HES/HES-IE Impact & Process evaluation and Customer Segmentation
* 8/13 Meeting with utilities on contracting progress
* 8/10 Monthly evaluation committee meeting

July 2020

* 7/31 – PSD (X1931 & X1941) matrix, markup of PSD document
* 7/31 – R1973 Updated memo including gas findings released
* 7/22 – PSD (X1931 & X1941) matrix product distributed
* 7/16 – R1965 HP memo distributed
* 7/16 – Memo on R1959 Renovations findings released
* 7/15 – X1931 Prospective RR memo released
* 7/15 – R1973 Interim memo on Retail Products released
* 7/15- Interim meeting PSD X1931 (with X1942) – 2nd meeting continuation; briefing slides sent
* 7/10 – X1931/X1942 batch 3 comments answered by email spreadsheet
* 7/14 - R1963b lighting memo released
* 7/14 – R1963a lighting memo released **(comments requested 7/28)**
* 7/10 – X1931 Interim meeting PSD (with X1942) – 1st meeting – discuss controversial results and recommendations; briefing slides sent
* 7/10 – X1931/X1942 batch 1&2 comments answered by email spreadsheet
* 7/8 – Briefing C1635 / briefing slides sent
* 7/8 – C1634 Review Draft Report released (**comments requested by 7/22**)
* 7/6 – sent updated / collated covid procedures
* 7/2 – released Review Draft C1635 for Committee (**comments requested by 7/16**)
* 7/2 – Briefing R1973 ESRPP / briefing slides sent
* 7/2 – Briefing C1634 / slides sent
* 7/3 – 3rd batch PSD results released for committee review
* 7/1 – Briefing R1963a ST lighting / briefing slides sent 7/2
* 7/1 – meeting on data needs for planning upcoming 1982

June 2020

* 6/26 – 2nd batch PSD results released for committee review
* 6/25 Data call on R1965 UI
* 6/19 – 1st batch PSD results released for committee review
* 6/17 Data call with UI X1939
* 6/5 – **EVOTE/passed** for legislative report from McLean, Viglione.

May 2020

* 5/11: **Passed**/Approved EA Team’s memo, endorsing the recommended contractors for the 2020 evaluation work, and endorsing starting the utility contracting process with these firms. (Motion/2nd McLean / Wells, approved by both).

April 2020

* 4/23/20 RFP responses

March 2020

* 3/26 Final RFP released to pre-qualified bidders (due 4/16)
* 3/19 Legislative report for review – still out for review or approval
* 3/19 RFP provided for review for committee
* 3/18 EA Team provides requested summary of conservation kits and Covid impacts on Evaluation
* 3/11 Multiple project data meeting with UI
* 3/11 EEB concurs with Eval Plan / ok to proceed with RFPs etc.; in meeting / no objections.
* **EVOTE/Passed:** 3/9 Eval Committee approval of Eval Plan Update (by email: Viglione and McLean 3/9)

Feb 2020

* 2/28 – Evaluation Plan discussion with EC
* 2/19 – Evaluation Plan discussion with EC
* 2/6, 2nd kickoff for R1982 Res HP / HVAC / DHW project

Jan 2020

* 1/31, X1931 PSD Kickoff
* 1/29, C1906 SEM Kickoff
* 1/23, C1901 C&I process kickoff
* 1/15, 11-12, X1939 Early retirement kickoff
* 1/10, 1-2 MF Final Presentation
* 1/8 11-12, X1931 PSD Kickoff