****

**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY December 7, 2020 – 10:00-11:30***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

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

 **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:** McLean\*, Wells\*, Malmrose, Dyke-Redmond, Ghani, Williams, Kopylec, Oswald, Reed,

Lawrence, Mosenthal, Skumatz, Wirtshafter, Prahl, Gowans, Jacobs

1. **Public Comment - None**
2. **Minutes and invoices**
	1. Oct/Nov minutes to be voted – **Evote**
	2. Oct/ Nov invoice from EA Team for vote; a question and reminder the meeting - **Evote**
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights - Reminder of upcoming 12/16 Kickoff planned for 4 PSD Phase 2 projects (ISP, Refrig ACOP, HOU, Inland/Coastal adjustments);
* Interim e-votes and meetings – (bottom of agenda) – Final presentation on R1963b, and also had meetings on initial Eval Plan project concepts in preparation for Evaluation Plan update (11/18, 11/19)
* Status of Data requests and deliverables (separate attachment). – C1901 – Some program data still outstanding, not just data clarifications. UI reports they submitted all the data to the contractor, and tried to set up a call to clarify the data / what comes out of the tracking system isn’t always intuitively obviously. Dakers noted that there is more info needed for consumption data, but SBEA program data is still missing; UI will “look at that again”.
	1. Contracting - 11/30/20 final POs were completed by UI; contractors will be able to begin or re-begin (including reversing the stop work from NMR)
	2. Covid Updates – important to know if any changes coming for project planning. No changes from utilities. Sent latest to contractors. – in MA, contractors are proactively stopping going onsite; noted our CT evaluation contractors are also doing that (Evergreen stopped; TRC’s more limited work is continuing).
	3. Sent the EOY invoicing instructions received from ES to all the contractors. Per discussion, UI’s procedures and ES procedures are both apparently to provide actual amounts through (close to) Dec 18, and estimate for period through end of month to Utilities by December 18 (trued up in January). This is true for EA Team and for the contractors.
1. **PSD Update / C&LM Plan Process**
	1. Meeting held with the utilities as part of our agreement to get the priority PSD changes that have not yet been incorporated agreed on by the end of the Calendar Year. Additional meetings are planned / memo to prepare before end of year. Include Oswald in meetings going forward.
2. **Roadmap –**
	1. Noted the version is being circulated, and asking for 2 weeks for turnaround you’re your initials near the beginning of the filename and in track changes. Did not add a section allowing / disallowing a memo process – the process we had to use this past July to get results Note there are “questions / comments” embedded in the edits for the Committee to let us know about.
3. **2021 Evaluation Plan Update -**
	1. So far, we have had 4 meetings on the project concepts that have been submitted. Today’s meeting is a major walk-through of these projects so we can prepare the Plan Update. Walked through each project. Discussed by “group” (budget, add-ons, new projects, omitted projects).
4. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*)

C&I Projects (Gowans & Jacobs), Residential Projects (Wirtshafter & Skumatz)

* C1901.Requested delay in report delivery date due to covid, data delays, and refinements in profiling tasks. Staff interviews complete; survey instruments and sampling plans approved and data collection underway. Data: Both UI and Eversource have provided data and all issues are resolved for data request #1 and #2. Some of Data request #3 fulfilled - Eversource and UI have provided consumption data, but we have questions about UI data and UI has not yet delivered SBEA data. (Note data being used for C2014 also).
* C1906.Research and Development of SEM Evaluation Methods Review Draft report and presentation expected for committee December / January. Then start Phase 2.
* C2014. Project is using broad data set being developed by C1901, but that project is still working with UI to obtain some missing data. Expect kickoff in January.
* C1902. UI PO completed Nov 2020.
* R1959. Analyzing results to present to EA Team December 2020; expect to submit report to committee Jan 2021
* R1965.On track to deliver draft report by Feb 2021. Data requests complete.
* R1973.Incorporating EA comments into revised Review Draft report; expect Review Draft Report to Committee by end of December 2020
* R1982. Resurgence of COVID is delaying test of revised recruitment and remote / electrician-only install until Spring.
* R2023. Final Database / User Manual / User Training complete (10/29). Small budget left awaiting other update needs.
* R2027.Project was on hold for contracting; Data collection instruments wrapping up, and on track to submit draft report by end of 2020 (no data request)
* R1983. UI PO completed Nov 2020.
* R2029. UI PO completed Nov 2020.
* X1931. Phase 2 involves 8 projects. 4 having kickoff 12/16 at 9-10:30. Primary research project design in progress (remaining 4).
* X1939. External program staff and trade ally interviews in progress, Phase 1 report anticipated early 2021
* X1941. Budget issues from covid data collection challenges (reviewing in conjunction with Eval Plan Update). We are currently analyzing the data and expect to present our findings to the EA Team in December.
* X2022.Project is starting up. Conducting background interviews and currently working with EA staff to refine the project design, with kickoff expected in January 2021.
* X2002. Just contracted / just starting.
* X1932.Project was on hold for contracting thru 11/13; Pre-hold Data request being discussed with utilities December
* X1942. UI PO completed Nov 2020.
* Question whether PAs or implementation staff can attend; yes, up to utility contacts to circulate those invitations. This is separate from the interviews we conduct with utility staff during the project pre-planning period.
1. **Recap of items for 2020:**
	1. Eval Plan Update - COMPLETE
	2. RFPs and contracting for new list of projects from Updated Evaluation Plan and recommendations for new projects –COMPLETE
	3. Legislative report early year (streamlined process in place) – COMPLETE
	4. Revisions to Roadmap – discussion today
	5. Project development 2020 projects – contracting
	6. 2021 Eval Plan Update end of year
	7. 2021 RFPs end of year
2. **Other items** – No updates.
	1. Update on DEEP / NEEP M&V 2.0 Grant or other projects.
	2. Quarterly report for use by O’Connor in EEB meetings
3. **RECAP**
	1. **To do: evotes; upcoming meeting; comment on Roadmap.**

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

|  |  |
| --- | --- |
| * Updated Gantt Chart & Project Status Summary & data timeline report
* E-votes / call notes (attached / bottom of agenda)
* Evaluation Plan Update memo (to be forwarded)
 | * Revised Roadmap (coming)
* Oct/Nov minutes and Invoice (coming)
 |

***Summary of 2019-20 Votes To Date (Updated)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Dec 2020 |  |  |
| Nov 2020 | To vote Dec meeting | To vote Dec meeting |
| Oct 2020 | To vote Dec meeting | To vote Dec meeting |
| 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 | 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) |
| Dec 2019 | Evote In process: In favor, McLean (1/16), abstain O’Connor (1/16) | Evote: Passed. In favor O’Connor, McLean, Wells all 12/17. |
| Nov 2019 | Evote passed. In favor O’Connor 12/10, McLean 12/19, Wells 1/16) | Evote: Passed. In favor O’Connor 12/10, Wells 12/17, McLean 12/19  |
| Oct 2019 | Evote distributed 10/14, resent 11/8. In favor (O’Connor, 10/15, Wells 11/8, McLean 12/19).  | Evote: Passed. In favor O’Connor 12/10, McLean 12/19, Wells 1/16) |
| Sep 2019 | Evote distributed, 9/9, resent 10/3. In favor (McLean-Salls 9/10, O’Connor 9/10, Wells 10/7 ) | Evote distributed 10/14, resent 11/8. In favor (O’Connor, 10/15, Wells 11/8, McLean 12/19).  |
| Aug 2019 | Evote distributed 8/12/forgot to attach minutes. Resent 9/4; In favor O’Connor 9/6;, Wells 9/9, McLean-Salls not in attendance / abstain. | Evote distributed 9/9, resent 10/3. In favor (McLean-Salls 9/9, O’Connor 9/10, Well 10/7) |
| Jul 2019 | Passed (E-vote O’Connor 7/8, Wells 7/11 both in favor; abstain McLean Salls 7/8); circulated with June’s | Evote distributed 8/12; resent 9/4.In favor (McLean Salls 9/5; O’Connor 9/6; Wells 10/7) |
| Jun 2019 | Passed (E-vote O’Connor 7/8, Wells 7/11 both in favor; abstain McLean Salls 7/8); circulated with July’s. | Passed (E-vote McLean-Salls 7/8, O’Connor 7/8, Wells 7/11) –error in invoice found.**Passed** revised version. 8/2 SENT REVISED INVOICE NOTING CALCULATION ERROR: e-vote in favor from Wells and O’Connor 8/8, McLean Salls 9/5) |
| May 2019 | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6)  | Passed in meeting (Wells, O’Connor, McLean-Salls, 6/10) |
| Apr2019 | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6)  | Passed (E-vote Wells 4/6, O’Connor 4/24/19, Salls 6/6) |
| Mar 2019 | Passed (E-vote O’Connor, 4/1/19, Wells 4/5/19) | Passed (O’Connor, Wells 4/11/19) |
| Feb 2019 | Passed (E-vote O’Connor 4/1/19, Wells 4/5/19) | Passed (O’Connor, Wells evote 4/1/19) |
| Jan 2019 | Passed evote (O’Connor, Wells in favor 1/19; Dornbos abstain 1/19); Wells, correct spelling Bebrin | Passed (Dornbos, O’Connor, Wells e-vote 1/19) |

**Other Votes / Meetings / Tracking (2019-2020) – Updated**

December 2020

* 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

December 2019

* **EVOTE** on accept PSD / HES agreement memo – In favor: O’Connor 12/20, McLean 12/20. Wells in favor of HES value agreement table 1/16/20.
* **EVOTE** on $11,087 dollar adder for EA Team 2019 budget – In favor: O’Connor 12/10; McLean 12/18. Wells approves Nov and Dec budgets / invoices 12/17 (includes $11K).
* 12/20 Kickoff R1973 Retail Non-lighting products, 10:30am
* 12/18 Kickoff R1982 Res HVAC/DHW, 4pm
* 12/6 HES / PSD call with utilities
* 12/6 X1941 MF kickoff, 3p
* 12/5 R1965 HP/HPWH Kickoff, 3p

November 2019

* 11/22, PSD / HES call, 3p
* 11/4 Held kickoff R1959 ST Renovations and Additions

October 2019

* 10/18- final presentation for RASS / Lighting Report
* 10/7 4pm – final presentation of R1644
* **VOTE:** During monthly meeting – Salls / O’Connor: To approve Qualified Pool Team Recommendations from EA Team evaluation / voting. Passed (In favor Salls, O’Connor, Abstain by Li).
* 10/4 – Kickoff of R1963 – ST lighting
* 10/2 – discussion on PSD update process

September 2019

* Nothing.

August 2019

* 8/12 – Evote for July invoice, June invoice
* 8/8 – Evote circulated for revised SERA team June invoice (correcting calculation, updating value)
* 8/8 – Memo of final realization results for R1603 released
* 8/5 - R1603 Call walk-through of more granular results

July 2019

* 7/29 – Distributed detailed R1603 HES / IE Impact results and scheduled follow-up call.
* 7/11-7/17 – C1635 - Arc incident issue on metering work. Incident 7/11, note to committee with resolution 7/17; calls and emails with utility, EA, consultants in-between.
* 7/17 R1705 - MF report released for review
* 7/2 Released R1706/11616 Draft Rass / Lighting study for committee review
* 7/2 Released Draft C1644 for review

June 2019

* 6/4 Report R1603 out for review (phase 1); call to be scheduled to discuss priorities for drill down for Phase 2
* 6/10 Legislative report out for review

May 2019

April 2019

* 4/9/19 Released Draft R1617 for review

March 2019

February 2019

* 2/4 Final presentation on NEI study
* 2/7 Intent to bid and questions due
* 2/14 Q&A responses issued, along with 2-day extension on proposal deadline
* 2/28 Proposal responses received

January 2019

* 1/28 RFP issued, with due date of 2/26/19