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**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY February 8, 2021 – 10:00-11:30***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is <https://app.box.com/s/z1hrc0f1e81efa6ityhyxmuzy3h4vlis>

**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***: Viglione\*; Wells\*, Malmrose, Oswald,Kopylec,Dyke-Redmond, Ghani, Lawrence, Reed, Skumatz, Wirtshafter, Prahl, Jacobs

1. **Public Comment - None** 1 min
2. **Minutes and invoices** 5 min
   1. October & December 2020 and January 2021 minutes to be voted – EVOTE
      * Note: will also email July to voters – do not see evote on it.
   2. Jan 2021 invoice from EA Team for vote - EVOTE
3. **Non-Project Updates and Issues**  5 min
   1. Review Interim progress / highlights (bottom of agenda)
   2. Interim e-votes and meetings – (bottom of agenda)

* 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 (or earlier?)
* 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. Status of Data requests and deliverables (separate attachment)
* 2/6/2021-data issues - data mismatch not yet resolved. 1/6/2021 - C1901. We still have issues to work out with the utilities regarding program data that does not have matching consumption data (both utilities) as well as missing account numbers (Eversource). Exact timeline for resolution not clear yet. Dakers reports UI likely resolved; some issues remain with ES, but have been going back and forth to resolve. Also a question about whether it was a FORMAL request or informational clarification.
* Sent R1982 data request; utilities requested delay in data discussion meeting - Emailed data request for 2020 program records to UI and Eversource
  1. Covid Updates – important to know if any changes coming for project planning. No changes.
  2. Eval update provided to January EEB meeting – can send slides if interested (evaluation, Plan update project list, PSD item, walk-through of major results from R1963b).

1. **Legislative report** - circulated for comment – comments due 2/19 (or earlier) 5 min
2. **2021 Evaluation Plan Update -**  15 min
   1. 6+ discussion meetings, collaborative contributions, Plan adopted by Committee / within budget; mostly add-ons
   2. Contracting information for add-ons forwarded to utilities; update. UI has started the contracting process and must be approved internationally; working with procurement to go as quickly as possible. Next few months. ES – turned around to procurement last week. Moving forward.
   3. RFP being drafted; will be circulated to Committee in next week or two for release. Have *requested all RFP / contracting / T&C forms from utilities* to speed contracting. Schedule.
   4. Proposed RFP Schedule:
      * 2/10/21 draft (scopes being drafted), sent to committee for comments (1 week review period)
      * 2/17/21 ***need all forms***; RFP finalized and released to “qualified” contractor pools
      * 2/24/21 Q&A due
      * 3/1/21 Q&A responses (IF intent to bid requested, due 3/2/21)
      * 3/10 or 3/17 Proposals Due
      * Score and prepare back-up for presentation of selections to committee April meeting. Send immediately to contract at both utilities.
3. **PSD Update / C&LM Plan Update Process** 5 min
   1. Agreement reached with utilities; regular meetings with EA and utilities.
   2. Received email Friday, requesting sign-off on changes; inconsistent with process reconfirmed 2/4? Ghani clarified – it is a restatement of the results / agreement from the 12/23/20 memo.
4. **Roadmap** 10 min
   1. Draft distributed, comments addressed. Revised (or final?) being sent for review this week.
   2. Note Li wanted to comment.
   3. Four VITAL Discussion Points
      * **Research Area Contracting**: Question: Will it support easier contracting. VERY BIG concerns that the process UI describes for “ADD-ONs” implies that later years will have just as long / international approval process as first year. This DOES NOT solve the contracting problem. ***ASKED UTILITIES TO CHECK ON THIS*** (only tiny RFPs would? / not acceptable). BUT with “DEEP Orders” deadline, this may be moot point. *UI: 3 year “framework contract” for each of the 3 TEAMS – entire pot one year; long process the first year, and shorter the last two. UI will set up a call this week regarding 1 pot replicated for all, or split (best guess?) between research areas. RP: degree of specificity of projects – would have to be the level of scopes that are approved by committee. ES would be similar to MA, setting up the lead vendors, approving specific studies going forward.* 
        1. **Strength of 3-year RA contracting**: Familiar with CT process / data / programs / expectations; Less work for utilities in contracting; less work for EA Team in RFP, scoring, etc. Much more agile. Less “clumping’ of data requests.
      * **Research Area (RA) Contracting NUMBER of Firms**: 1-2 per research area:

|  |  |
| --- | --- |
| ***AFTER competitive RA RFP*** | Pro |
| 1 TEAM per Research Area | Easier Assignment / choice  (if concerned about competition - can achieve competition with Cross-cutting) |
| 2 TEAM per Research Area | More competition  Bigger resource pool for firm’s skills |

Discussion: Consider selecting winners for subject areas underneath the Research areas. Chinese walls implementation vs. EM&V (conflicts / perception - not same people, not communicating / legal language).

* + - Research Area Contracting – Process for Project Assignment:
      1. Need to assign if multiple firms:
         1. If 1 firm, assign – what documentation needed?
         2. If EA determines competition needed (X), with abbreviated scope/budget. What documentation needed for utilities?
      2. Desire to “compete” if large project: Recommended process? Same with 2 firms at least (C+X, or R+X?). – if robust procurement initially, should be ok. Large projects if clearly within a winner’s area, then ok. Buyoff from committee.
    - Timelines for data requests in Roadmap or Conditions? (assume Conditions?) Clarifications to conditions due 16th.

Next Steps: EA Team integrates these decisions; circulates draft for final comment and vote BEFORE March meeting.

1. **DEEP Agreements and Conditions** 5 min
   1. Sent memo identifying EM&V projects related to the A&C’s; forwarded to TC also; appreciate one condition working to address delays.
   2. Requires Data Request tracking – needs revised process / quarterly or other frequency updates…? EA (or utility) and contractors. Wells: quarterly / monthly – EA Team to work the reporting requirements out with DEEP.
2. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*) 15 min
   1. C&I Projects (Gowans & Jacobs), Residential Projects (Wirtshafter & Skumatz)

* C1901.Completed staff interviews. All study instruments have been approved by EA Team. All primary data collection completed. Working on analyses of primary data collection efforts. Still working to resolve some data issues with utilities preventing us from moving ahead with profiling task.
* C1906.Phase I of the project (Research and Development / Best Practices for SEM Evaluation Methods) is wrapping up. Report issued 1/25 for Committee review (due 2/8). Presentation of Results Expected February / March 2021
* C2014. study design in progress ahead of kickoff
* C1902. Planning process underway, had program design and data calls.
* C1931-1. Secondary research and interview guide design efforts are underway
* C1931-5. Secondary research is in progress.
* C1931-6. Literature review work is in progress.
* R1959. Newly requested barriers research analysis in process, adding to reporting. On track to submit draft report in April.
* R1965.Data requests complete. On track to deliver draft report by April 2021.
* R1973.Draft Review report distributed to Committee for review on 2/5, due 2/19.
* R1982. Test of revised recruitment and remote / electrician-only install postponed until Spring due to major spike in COVID-19 cases across the country.
* R2023. Small budget left awaiting other database update needs / requests.
* R2027.Data collection instruments wrapping up prior to entering field for data collection
* R1983. Project was on hold for contracting delays. As a result, we are relatively early in project, but on track so far. Key is receiving requested data on specified timeline. Working on integrating recently-added evaluation topics.
* R2029. Project design is being tweaked to coordinate/respond to DEEP requests, and data requests are issued; WAP data received / being explored.
* R2120. Just getting started.
* X1931. Research work is now being taken over by Phase 2 X1931 projects (#1, 5, 6, and 7 underway). Additional projects being developed for kickoffs. With recent budget addition, the work on the project number will be answering questions around EA Team / Utility process of updating the PSD with 2020 recommended values.
* X1939. External program staff and trade ally interviews in progress, Phase 1 report anticipated early 2021
* X1941. We recently received a budget augmentation to address some of the extra costs from data collection challenges from Covid-19. We are currently analyzing the data and expect to discuss our findings to the EA Team in January and February.
* X2022.Project has accomplished initial research on the list of programs, and interviewed the utilities. This information is being used to refine and finalize the design of the study, followed by project kickoff.
* X2001. Reviewing utility data to finalize recommended measure list and develop Data Request #2. Looking to schedule kickoff meeting in February after measure selection.
* X1932.Part of data request pending (1c and 1d) and is expected soon.
* X1942. Data request pending. Working on survey approach and priority programs / measures for the NEI analysis. Expect kickoff soon.
* X1931-7. Literature review task is underway.

1. **Recap of items for 2020/21: not separately addressed.** 
   1. Eval Plan Update - COMPLETE
   2. 2020 RFPs and contracting for new list of projects from Updated Evaluation Plan and recommendations for new projects –COMPLETE
   3. Project development 2020 projects – finally contracted end of November 2020 COMPLETE
   4. Revisions to Roadmap– circulated / finishing Feb 2021
   5. 2021 Eval Plan Update end of year – COMPLETE
   6. 2021 - Contracting documents for 2021 add-on projects - COMPLETE
   7. 2021 – Legislative report – COMPLETE
   8. 2021 RFPs end of year / shifted to Feb 2021-March 2021
   9. Contracting for 2021 projects
   10. 2022-24 Evaluation Plan – end of 2021
2. **Other items** – Not separately addressed
   1. Update on DEEP / Recurve, M&V 2.0 Grant or other projects.
   2. Quarterly report for use in EEB meetings
3. **RECAP**
   1. **To do: Committee review SEM, Legislative report, 1973 report.**

\*\*\* 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) * Legislative Report (coming) * Adopted Evaluation Plan Update (coming) | * Revised Roadmap (coming) * January minutes and Invoice (coming) * RFP schedule (coming |

***Summary of 2020-21 Votes To Date - Updated***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Jan 2021 | *To be forwarded* | *To be forwarded* |
| Dec 2020 | *To be forwarded* | Approved Evote 12/18 (Wells, calls Viglione, McLean) *ask Viglione / McLean to resend email* |
| Nov 2020 | Approved / Evote Wells, McLean, Viglione (12/15/20) | Approved (with Oct) Evote Wells, McLean, Viglione (12/15/20) |
| Oct 2020 | *To be re-forwarded* | Approved (with Nov) Evote Wells, McLean, Viglione (12/15/20) |
| Sep  2020 | 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) |

**Other Votes / Meetings / Tracking (2019-2021) –Updated**

February 2021

* 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 (or earlier?)

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