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**EEB Evaluation Committee Monthly Meeting Minutes**

***MONDAY November 9, 2020 – 10:00-11:35***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is <https://app.box.com/s/05pcwj3yprqa0eyto05i4qc0q7qmk188>

**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 AGENDA - MINUTES**

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

1. **Public Comment**
2. **Minutes and invoices** 
   1. September minutes and Aug / Sept invoices sent for Evote – All 3 votes received via email (updated in table below)
   2. October minutes and invoice for vote (to be forwarded for evote when complete)
3. **Non-Project Updates and Issues** 
   1. Interim progress / highlights (below): 11/3 final presentation on R1963b lighting shelf stocking / well-attended and well-received (posted). 10/6 meeting between EA and utilities on C&LM Plan PSD assumptions; 10/14 meeting prioritizing gaps and update recommendations for PSD project, including recommended Phase 2 projects.
   2. Status of Data requests and deliverables; no significant delays.
   3. Covid Updates – important to know if any changes coming for project planning. No updates from utilities.
4. **Status of contracting** 
   1. Eversource has issued all POs. UI is considerably behind and is holding up multiple 2020 projects. The following was the quote from the email received 11/5 from Kopylec / UI: *The purchase requests were approved last night and I cc’d you on a flurry of emails this morning to the individual contractors to sign the SOW’s so I can get the purchase orders cut for them to invoice against, likely within a day or two. I expect all PO’s to be issued as early as tomorrow and worse case next week depending upon how quickly the vendors turn the SOW’s around.*
   2. Updates from UI during meeting. *‘Add-on projects are good to go. The 4 NMR projects are with the contract group. Expect POs this week. Illume project is currently with procurement & control and is expected to be issued this week. Just recieved needed documents from Michaels. UI has not yet received the signed SOW from ERS. Six out of 7 POs should be set up this week. UI doesn’t anticipate any holdup for the ERS work. UI understands the severity of holdups; working with procurement to get it done.*
5. **PSD Update / C&LM Plan Process** 
   1. EA Team sent a memo notifying that there were many ERS-recommended updates to the PSD that were not incorporated into the PSD used for the C&LM Plan, but it was noted that the Utilities had not sent the final PSD used. EA Team and utilities came to an agreement that utilities would provide a copy of the final PSD and EA team would re-evaluate and would identify a set of items that were not integrated into the PSD that EA team considered high priority, and work with the Utilities to come to agreement by end of year on the list that would be then integrated into the March C&LM update. The list would avoid items that would change “tracking”. Ghani (and Eigo) appear to be leading this assignment from the Utility side. Conversation with Ghani is summarized as: Sending final PSD (and mark-up and summary update items) to EA Team today. Added many updates, with summary of what is included and what expected for 2022 update. EA Team should compare with the list, and identify issues. We should look ofr a meeting time before Thanksgiving to regroup, ID remainders and disposition / remaining priority items. Meet again and come to resolution by end of year.
6. **Roadmap** 
   1. Quick discussion of roadmap changes, provide in separate document. Discussed the main sections with changes, and the summary of key items to be updated, along with some questions / difficulties. EA team noted preference to maximize project add-ons because of the slow contracting process, making it difficult for projects to start or complete in a timely way. However, some RFPs will need to be issued this year, because we promised the pool they’d be eligible for 3 years of RFPs. Recommendation, with general buy-in, that in the next 3 year plan we would go back to research areas teams, with perhaps 2 teams per big area, to minimize contracting issues, minimize training / retraining on data and CT programs, manage work for EA team (number of calls / management work); but maintain competition on individual projects. Note the research area RFP would be widely distributed. General agreement.
7. **Evaluation Plan Update -**
   1. Long discussion with committee gathering feedback from all attendess on each project – key products and issues needed, background, context, and other topics. Note there were 14 project concepts submitted before the meeting and discussed during the meeting. Project ideas are due November 16. Follow-up meetings are being scheduled to allow time to discuss the studies that are submitted by the deadline.
8. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*)
   1. Discussion of needed sampling revisions for C1901 (DG).
   2. C&I Projects (Gowans & Jacobs)
   3. Residential Projects (Wirtshafter & Skumatz)

Summary from Gantt updates:

C1634. Consultants are working with EA to finalize reports / Abstract was missing. To be reposted imminently.

C1635. Final report approved 8/28/2020; Final presentation 9/2/2020. Data retention commitment received. Project now complete.

C1901.Completed staff interviews. All study instruments have been approved by EA Team. Both UI and Eversource have provided data and all issues are resolved for data request #1 and #2. Data request #3 in process (Eversource to deliver by 10/6; Ui to deliver by 10/20). All sample design approved. All data collection efforts underway. We still need to resolve profiling task.

C1906.Phase I Underway - Research and Development of SEM Evaluation Methods - Presentation of Results Expected November 2020

C2014. Work continues on refining the project design. Will soon schedule kickoff meeting.

R1959. Analysis in progress. On track to submit draft report this fall.

R1963A. Project complete

R1963b. Project complete. Final report posted. Final presentation was delivered last week.

R1965.On track to deliver draft report by January 2021. Data requests complete.

R1973.Consultants have completed all evaluation tasks, submitted draft report, working on editing Final Report based on detailed outline.

R1982. Have been on hold from Covid for months. Working with EA Team to develop possible new fielding approach for consideration by utilities to try to move project forward and achieve the bulk of the project's objectives. Designing possible pilot test. Covid caused loss of season of metering

R2023. Project is completed; documents posted, and final presentation / training complete.

R2027.Data collection instruments wrapping up, and on track to submit draft report by end of 2020 (no data request), Project was interrupted / on hold awaiting contracting.

X1931. Primary research project design in progress.

X1939. Phase I literature review in progress, will be followed by external program staff interviews and existing program data analysis Expected to provide Aug 2020 Phase 1 draft, but data request hold-up.

X1941. We are collecting data remotely using the process that we developed in response to COVID-19. We are identifying new ways to improve response rates, as reported last month.

X2022. Project is starting up, currently working with EA staff to refine project design / deliverables.

Meeting ended a few minutes late.

\*\*\* 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) * Evaluation Plan Update memo | * Roadmap Notes (from before) * Revised Roadmap (Thursday) * Sending Oct minutes and Invoice for evote separately |

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

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Nov 2020 | To vote Dec meeting | To vote Dec meeting |
| Oct 2020 | To vote Dec meeting | To vote Dec meeting |
| 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) |
| 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) |
| Apr  2019 | 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**

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