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**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY January 11, 2020 – 10:00-11:30 - meeting ended 11:37***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is <https://app.box.com/s/93r7l66j5ahp22frimv4kjif1wtuu1gw>

**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**

1. **Attendees:** McLean\*,Viglione\*, Wells\*, Li, Malmrose**,** Kopylec**,** Oswald, Ghani, Reed, Mosenthal, Jacobs, Gowans, Skumatz
2. **Public Comment - none**
3. **Minutes and invoices** 
   1. Dec minutes to be voted after they are completed
   2. No invoice from EA Team for vote – approved in December
4. **Non-Project Updates and Issues** 
   1. Note: Prahl and Wirtshafter cannot attend today - key meeting regarding MA’s SEP
   2. Review Interim progress / highlights: 12/16, 9-10:30 Kickoff for 4 PSD Phase 2 projects (ISP, Refrig ACOP, HOU, Inland/Coastal adjustments). SEM report coming out soon for review.
   3. Interim e-votes and meetings – to be discussed in PSD section below
   4. Status of Data requests and deliverables (separate attachment). Only remaining item except for in-process new projects is: *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). Contractors are still working out scale of issues and have not communicated with utilities about resolution yet. No Response from Utilities needed.*
   5. Covid Updates – important to know if any changes coming for project planning. None.
   6. Legislative report underway; first draft under review by EA Team. To be distributed to committee shortly.
   7. Reviewed contents of web site; sending missing documents to Linda King
   8. Evaluation update planned for Wednesday’s EEB meeting, discussing “evaluation, 2021 Plan update project list, changes to Roadmap, and highlights from a recent evaluation report – and asking for members”.
5. **PSD Update / C&LM Plan Process** 
   1. Thanks to ES and UI staff that worked on this item. The ERS / EM&V recommendations for PSD Updates were not all incorporated into the PSD. In an October / November meeting between the EA Team, Utilities, Reed, and DEEP, it was decided to identify high priority items for March update by End of Year, and the remainder to be discussed / implemented in time for 2022 update. Agreement was reached with the utilities, memo sent prior to end of year for PSD elements to be incorporated into final 2020 PSD, and incorporated into March 2021 C&LM Plan update. A process will start shortly to identify remaining PSD recommendations to be incorporated in time for next C&LM Plan.
6. **Roadmap** 
   1. Walkthrough of remaining questions / issues; send revised document for review and expect to be ready to vote in Feb meeting. Comments received are summarized below / all except one are easily integrated. *The one to discuss is for the committee to consider the pros and cons of one contractor TEAM per research area vs. two TEAMS. Pros / cons of 1 contractor team (easy to assign later projects / less competition or ability to select from more contractors for “best”); pros of 2 contractors (more competition; must establish a process for selecting which team). A competition can be developed using the firm designated as “crosscutting” as eligible for all projects, providing 2 for most or all projects. Need a selection process (consider discussion next month)*. Inventory of comments below.

* Leaving some unallocated budget in the Evaluation Plan for emerging issues
* Allowing for joint studies with affiliates (e.g. MA, NY, NH) to leverage multi-state efficiencies
* Allowing for research area vendors (sector-wide evaluators vs. study-specific evaluators to streamline contracting and reduce duplicative / overlapping data requests, interviews, on-site visits.
* Solicit Company input on vendor selection, given Company experience with vendors across multiple state and procurement negotiation expertise
* Solicit input on selection of programs to evaluate
* Solicit input on draft work plans
* Hold initial interviews between evaluators and Company Program Staff
* Hold initial interviews between evaluators and Technical Consultants
* Solicit input when issues are uncovered during the course of a study to determine root causes and improve recommendation quality
* Encourage innovative, fast-feedback approaches
* Obtain EA input during early stages of annual PSD update process, rather than after individual studies
* Update documentation of data request procedures
* Address positive and negative incentives for utilities to facilitate evaluation (contracting, data, record-keeping, etc.). ID time limits, etc.
* Update discussion of contracting / mini-RFP process
* Overall changes to roadmap to streamline, reduce repetition, reconfirm underlying objectives
* Discussion of mini-rfps; noted that competition was desirable, but utility contracting is a stumbling block. Note that Li has not yet commented on Roadmap and wants to.
* Only disagreement in comments is whether data turnarounds should be included or not.

1. **Evaluation Plan Update -** 
   1. Major content of meeting; review and discuss Evaluation Plan for ultimate vote either in meeting or in follow-up discussion / phone call as needed. Document and tables were forwarded. Discussed entire project list one more time for final comments before the vote on the Plan.
2. **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*)

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

* 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. Some of Data request #3 fulfilled - Eversource and UI have provided consumption and SBEA data. Working on data issues involving program data that has no match in consumption data (both utilities), as well as missing account numbers (Eversource). All data collection efforts underway.
* C1906.Phase I Research and Development of SEM Evaluation Methods is underway. Draft of Review draft report being revised per EA comments. Expect Review Draft report to be issued for Evaluation Committee review January 2021
* C2014. study design in progress ahead of kickoff
* C1902. Planning process underway, had program design and data calls.
* R1959. Preparing draft of Review Draft report for EA team review in Jan 2021
* R1965.On track to deliver draft report by March 2021. Data requests complete.
* R1973.Working on addressing EA comments so Review Draft report can be distributed to Evaluation Committee for review. Expected early January 2021.
* 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. Final Database / User Manual / User Training complete (10/29). Small budget left awaiting other update needs.
* R2027.Data collection instruments wrapping up, and entering data collection phase
* R1983. Early in project, but on track so far. *Key is receiving requested data on specified timeline.*
* R2029. Project refinement underway to work to best coordinate with / support related DEEP efforts and interest in definition and related public process.
* X1931. With EA Team, reviewed some elements for utilities to incorporate into revised End of Year PSD. PSD work complete; Phase 2 follow-up projects being planned and kicked off. 4 kicked off, and remaining kickoffs being planned
* X1939. External program staff and trade ally interviews in progress, Phase 1 report anticipated early 2021
* X1941. We are currently analyzing the data and expect to present our findings to the EA Team in January. We requested additional budget/funds due to data collection challenges from Covid-19.
* X2022.Project is starting up, currently working with EA staff to refine elements of project design and hold kick off the project.
* X2001. Reviewing utility data availability to finalize recommended measure list and develop detailed data request.
* X1932.Part of data request pending (1c and 1d) and is expected soon.
* X1942. Working on kickoff slides. Data request pending
* 4 PSD Phase 2 projects just beginning

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 – incorporated revisions / circulating
   5. Project development 2020 projects – finally contracted end of November – underway.
   6. 2021 Eval Plan Update end of year – Circulating / discussions
   7. 2021 RFPs end of year
2. **Other items** – No discussion
   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:**

\*\*\* 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***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Jan 2021 |  |  |
| Dec 2020 | *To be forwarded* | Approved Evote 12/18 (Wells, calls Viglione, McLean; *ask Viglione and McLean to send emails*) |
| Nov 2020 | Approved / Evote Wells, McLean, Viglione (12/15/20) | Approved (with Oct) Evote Wells, McLean, Viglione (12/15/20) |
| Oct 2020 | *To be 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) |
| 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 (2019-2021) –Updated**

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

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