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**EEB Evaluation Committee Monthly Meeting Agenda – REVISED**

***TUESDAY October 13, 2020 – 10:00-11:38 – SPECIAL DAY***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

Meeting Materials in Box folder: is  <https://app.box.com/s/36za4qmnqje8dy7imrly7smh3ixfqiee>

 **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 - REVISED**

**Attendees:** Wells\*, Malmrose, Ingram, Oswald, Kopylec, Ghani, Dyke-Redmonds, Lawrence, Mosenthal, Prahl, Reed, Skumatz, Wirtshafter, Gowans, Jacobs

1. **Public Comment-none**
2. **Minutes and invoices**
	1. Sept minutes for vote - EVOTE
	2. Aug / Sept invoice from EA Team EVOTE
3. **Non-Project Updates and Issues**
	1. Review Interim progress / highlights; Had presentation on C1635 report.
	2. Interim e-votes and meetings – (bottom of agenda) NOTE: Important meeting tomorrow - PSD Phase 2 meeting 10/14 9am and choice 10/20 vs. 11/3 for R1963b final presentation. Add George Lawrence to invitation list for PSD meeting, and note in future its scheduling overlaps with the Residential committee.
	3. Status of Data requests and deliverables (separate attachment). No red flags currently. Note data share with C1901 to C2014.
	4. Covid Updates – important to know if any changes coming for project planning.

Training provided (set up in July); contractors attend and comply with the procedures in the email. Latest summary follows. Can go on site if meet requirements. Should not go to nursing homes, hospitals, etc. Review of survey documents in place only if mention covid / pandemic. Use language already on website if possible. Then it does not need further review. Single point of contact for all PAs (located at Eversource, combined state effort), streamlined review. Generally, matches MA.

1. **Status of contracting**
	1. Update and Discussion - latest from utilities below:
	2. **Eversource reporting as of 10/8/20**: Follow-up with Miles /Max: NMR, Illume, ODC, ERS – all should have POs for both add on and new contracts. Michaels- we are waiting on one more document, then we will be able to send the PO and get going. Confirmed by Miles.
	3. **UI reporting as of 10/10/20**:  “The awards for the C1901 (ODC) and R1965(NMR) add on dollars have been approved and the vendors should be notified any day now that they can invoice.  The X1932 award should be finalized next week, I’ll let you know ASAP on that.  I am still awaiting status update on all of the new evaluations (C1902, R1983, R2029, X1942, C2014, X2001 and X2022) and should have that information soon.  I expect those to be awarded any day now but have also felt that way the past week.” ADD – working on Michaels’ paperwork / corporate security. Have been hearing “it will be any day” from UI since June / July. Is there any way to light a fire and get things moving? “Working with procurement management to get it through”. Add-ons were sent in March and just getting through; rest were sent in May; cannot have timely evaluations if contracts are so badly late. Leaning toward task orders / area-wide research to avoid these annual delays. Joel notes he got a late start; missed the email from EA on contracts needed. UI would like a dedicated call when contracting is requested to confirm email / transfer / request. Note that we do give advance notice in the Committee meetings and check every 2 weeks to 1 month.

**Question: can we consider going back to Research Areas.**  Waiting for UI contracts for 10 months last year and 6 months or more this year (not done yet) makes for very late starts for projects, backloading of projects into later years, huge carryovers from year to year and evaluations that are not timely. It is impossible to track Evaluation Plan monies by year in any meaningful way. When asked, there was some confirmation that there is potential appetite for research area contracting approach. Anything to reduce multiple contracting process also helps the utilities. So much time for EA Team, utilities, and contractors. End up spending more money than savings from RFP with all the hassles with this existing process. Main concern is some need to demonstrate an RFP process for large projects. ES indicates such a research area process is likely still available. However, note that if money can’t be contracted in a streamlined way, then the whole discussion is pointless. Utilities will check with their procurement departments on whether POs can be a more streamlined process (research area contracts with task orders in a streamlined way).

1. **PSD Update / C&LM Plan Process**
	1. Update / Memo / Discussion / Proposed process agreement
	2. PSD project X1931 reviewed all measures, and made recommendations, circulated to committee for comment, and took feedback to create the large matrix. Two open presentation on those results, with chance for additional comment. ERS provided detailed workbook and mark-up of the PSD in late July / first weekend of August. This PSD review included the new values from fast-finishing reports (with memos, reports, presentations) and those were also incorporated. Roadmap usually expects a process with utility responding in 1 month on how using results from studies, and EA Team provides feedback on that pushback. This time, with the comprehensive PSD review, there were 550 recommendations, which was far more than most years. In mid-August, utilities provided a mark-up, updated later. However, when EA Team (Pete Jacobs) did a document compare and found only 160 of 550 recommendations were incorporated. EA Team had assumed that the PSD project vetting process was “the” vetting process. However, the utilities used an opt in process (not opt out), so the EA Team identified that there remain a number of important / high priority items in the remaining 390 omitted updates. In addition, we recently received a memo from the utilities that several of the results from current studies were not incorporated. We find a pattern of not incorporating recommendations. Note that some of the changes were citations, which were in the matrix, but not the mark-up. We wrote a memo requesting utilities to adopt the updates, and move project along and asked for an explanation of items that weren’t recommended, and ask for a process that incorporates the recommended items in the March C&LM Plan update. In a call with the utilities, we compromised to recommending the highest priority items from EA Team’s point of view and those would be discussed with the utilities and an agreed list would be generated by the end of the year (avoiding those affecting the tracking system) that would be implemented into the March C&LM Update.
	3. Miles provided a (response) memo: He agreed with the discussion. Want to keep working, and avoid updates if unnecessary. It is important to recognize it isn’t just accepting a track changes revision, but it is vetted, and worked through the PSD and through implementation, including sometimes calculation methods / algorithms, etc. Note, there were also repots received until the last minute, which also complicated this year. This resolution will take a discussion with the utilities and EA team per the process laid out in the meeting. Timing was an issue this year – ERS plus individual reports and trying to update the PSD, and moving targets. It was a lot of items to review. It is very useful to do the ERS review, but it isn’t easy to try to rush incorporating of the results into the PSD. Normally they discus each one in detail to catch the nuance of the impacts along the PSD and implementation (and is usually consistent with Roadmap process, and well done via phone than memo processes with one month response timelines), but with 550 that was not possible. Recommend changes so that these are not done report by report, but rather annually, with enough lead time to discuss. PSD process was helpful, and useful perhaps periodically.
	4. If the priority items modify the March update a lot that might cause some grief to DEEP, utilities, others, and that may need some discussion at some point.
	5. Note RP: EA Team not really funded to do the review process working cooperatively with the utilities on reviewing the recommendations. PSD living document; beyond evaluation results, but also measures, values, baselines, codes change. EA Team reviews pieces, not entire document. OK with the agreed process, with changes by end of year (or earlier) in order to be able to incorporate the updates in March. The remaining changes are to be implemented as part of the next Three-Year Plan.
	6. DEEP comments on PSD update agreement: Good to communicate via this process. The recommendations were not ignored, but timing and volume complicated matters. Bring in DEEP if / as needed. Glenn Reed noted the CTEEB meeting tomorrow will mention this agreement; Skumatz and companies will attend to summarize.
2. **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), Residential Projects (Wirtshafter & Skumatz)
* C1634. Final report was posted 10/7. Presentation to be scheduled.
* 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. Updated counts of population led to need to revise sample design from Kickoff meeting, and the changes are being discussed with Evaluation Committee in October meeting (per memo).
* C1906.Phase I Underway - Research and Development of SEM Evaluation Methods - Presentation of Results Expected October 2020
* C2014. Initial steps to conduct utility / tech consultant interviews on data and project context to support project refinement will start soon; then kickoff.
* R1959. Analysis in progress. On track to submit draft report this fall.
* R1963A. Project complete
* R1963B.Prepared Public Review Draft Report. Have received comments back from technical consultants and companies. Revising to Final Report for completion of the project. Oral presentation of results being scheduled.
* R1965.On track to deliver draft report by end of year, but finalizing in January 2021. Data requests complete.
* R1973.Consultants submitted draft report to EA Team for review; substantial comments received. Working with EA Team to revise report.
* 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. Team submitted database enhancements for EA Team review and will release for public review upon EA Team approval. Plan to deliver user training to Utilities/EEB ASAP., project was interrupted / on hold awaiting contracting.
* R2027.Project refinement process wrapping up, data collection instruments in progress, and on track to submit draft report by end of 2020 (no data request), Project was interrupted / on hold awaiting contracting.
* X1931. Discussion with Evaluation Committee on priorities for Phase 2 primary / secondary research scheduled 10/14/2020
* 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. Project has been attempting to collect data remotely from facility managers and residents via photo / survey. The response rate has been unacceptably low despite adding staff, increasing incentives, extra outreach, adding sample, and other methods. EA Team has asked consultants to review project objectives and explore possible alternatives for gathering needed data and achieving the planned deliverables. Question about percent done vs. percent spent; Wirtshafter noted we are aware and working through with the contractor – starting with how we can get the additional data we need or what we do with the data we have.
1. **Roadmap**
	1. Discussion was abbreviated because of the extra-long discussion of the PSD. Skumatz described what was found in the editing work on the document. Repetition, clear view up front of the overarching roles. A few descriptions lag behind: how EA Team is contracted (decision vs. process and invoicing / have ES cc the EA on invoices submitted); figures matching up; developing evaluation plan needs a figure; RFP process remains the old process and may be appropriate again (research areas); project initiation, work plan development was updated and needs to be modified to match figure and current process; data request process discussion missing in the document; needs update on more open communication process; modify the PSD update process (not one month after each report) and a few other items. Question on process: Skumatz will send out revised draft – needs info on the contracting process, but want committee input and review prior to acceptance.
2. **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
3. **Other items** –
	1. Update on DEEP / NEEP M&V 2.0 Grant or other projects.
	2. Quarterly report for use by O’Connor in EEB meetings
4. **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)
* Memo on PSD matchup
 | * Minutes for last month
* SERA Team Invoice
* Revised Roadmap
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***Summary of 2019-20 Votes To Date (Updated)***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| Sep2020 |  |  |
| Aug 2020 | Passed Evote McLean, Wells, Viglione (8/17 all; sent 8/10) |  |
| July 2020 | In process (will not be provided until later date) | 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**

October 2020

* 10/6 meeting with Utilities on PSD and C&LM Plan
* Upcoming - 10/14, 9-10:30 – X1931 PSD Phase 2 project prioritization discussion with Eval Cmte
* Upcoming 10/20 OR 11/3, 3-4, R1963b ST Lighting final presentation 3-4

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