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**EEB Evaluation Committee Monthly Meeting MINUTES**

***MONDAY May 10, 2021 – 10:00-11:30***

ALL VIRTUAL MEETING – NO MEETING ROOM (recordings posted)

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

 **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:*** *Wells\*, McLean\*, Viglione\*; Malmrose; Mosenthal; Dyke-Redmond, Megan Wethern, Roman, Kopylec, Oswald, Ghani R; Skumatz, Prahl, Wirtshafter,Gowans,.*

* **Public Comment -** none
* **Minutes and invoices**
	1. April minutes voted earlier via evote
	2. EA Team April invoice was not available for review or vote. Invoices through March approved previously. This invoice was not sent for evote during the month / not ready.
* **Non-Project Updates and Issues**
* Skumatz reviewed / read the highlights of the interim progress during the last month and the e-votes and meetings since last meeting (from bottom of the agenda).
* Skumatz reviewed the Status of Data requests and deliverables (separate attachment). For 1901, there are gaps from UI but contractor says issues are resolved to the degree possible. For 1983, we are waiting for WAP data, and there have been multiple delays in data from UI, but right now the contractor is reviewing the data to identify remaining gaps to clarify for utility. Another data request is in progress.
* Covid Updates –Utilities note latest guidelines were distributed, programs are running and evaluation can be running too. important to know if any changes coming for project planning.
* Legislative report – agreed in last meeting it’d be in DEEPs court to forward on to legislature.
* PSD Update incorporating the 2020 recommendations into the PSD and C&LM Plan – EA Team and utilities are having regular meetings fortnightly. Progress / back and forth; some to ERS for review. Goal is to get through all 2020 recommendations agreed / incorporated for use in 2022 C&LM Plan update.
* Recap on data sharing authorized by EA Team to reduce data requests / leverage data
* Summer Meeting schedule was discussed / reviewed / circulated – many meetings of results that are final, but the reports cannot be ready in time. Working toward everything we can get out before the July 1 deadline agreed by the utilities. Unfortunate that these are all coming out so close to the deadline / balancing having timely information with the late starts the projects had to deal with because of contracting delays and data issues. In the future we envision reviewing PSD inputs twice a year with reasonable cut-offs, and incorporation into the annual PSD update (working that into the Roadmap). This should be do-able with revised 3 year contracting process.

**Contracting Update** **and RFPs**-

* Meeting (utility, EA) on process for contracts going forward and best process: Skumatz and UI had a contract-process dedicated meeting. UI noted they should be good for a 3 year process. UI will budget for 3 years going forward, and the $1million cap would come up once up-front, but not after. That one would take 3 months to contract, then shorter after that and can shift funds under the master contract based on project awards after that. Lisa noted the exact money wouldn’t be known at the start of the 3 years, but Kopylec agrees there can be flexibility in the dollars between firms over time.
* All RFP’d contract documents sent to utilities. Status updates from Utilities. UI says 2 or 3 are in procurement now – expects to be done in next few weeks. Procured together, and shoud have the entire 1968 amount in one batch. Everything in good shape, all paperwork signed by internal procurement and now going through system and expected in 2-4 weeks. 1965 is bumped to the next batch? Yes for an additional $75K. It will be combined with the soon-to-come zero net energy project.
* Per last meeting, RFP for Residential ZNE is due shortly / update.

* **Roadmap**
	1. Discussed the mark-up of the Roadmap, focusing on areas that need discussion. Discussed in particular: 3 year research area contract process (preferred by all / old CT methodology, no mini RFPs, etc). Projects get tentative assignments to research area during Evaluation Plan development process (presumably change if compelling reason). 3 areas gives backup if needed. Got rid of four “special requests” parts and one pager / old process for project introductions. Added places for input from Technical Consultants; updated figures. Utility and TC and other input on projects – opportunities come during evaluation plan development, RFP scope comments, interviews, and kickoff. Contracting uses the proposal scope because otherwise they couldn’t have the money to do the revised scope / proposal. EA can send final scope to utilities for files. Expanded who reviews the draft report – as it omitted TC. Some lack of clarity in roadmap on final report – issued by EA or more steps? Discussed question of what about utility comments. Process has been that utility objections are also posted with the report. Lisa will work with utilities on a schedule that works for all for PSD update / input.
* **Discussion of Project Status** (*Gantt, Project Summaries Provided monthly w/spend*) 15 min
* ***Gantt Includes information on projects with results expected in time for 2022 PSD & Planning (also included as attachment). Jacobs absent today.***
* 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. Analyses and decks completed. Draft report on 5/5/21. Summer Update / Results? Yes. Final Results Meeting to be scheduled Late June / Early July.
* C1906. Phase I Completed - Research and Development of SEM Evaluation Methods - Presentation of Results on April 15, 2021 Summer Update / Results? No. Phase 1 Just presented.
* C2014. Developing distbutor survey in-depth interview guides Summer Update / Results? Yes. Model results presentation 7/1, 4pm
* C1902. Data review complete, clarifying data related questions, developing surveys and interview guides. Summer Update / Results? No. No results available by then.
* C1931-1. Conducting expert interviews. Summer Update / Results? Yes. Results presentation 6/28, 2pm
* C1931-2. Consolidation of CF values into Appendix One Summer Update / Results? Yes. Results presentation 6/28 2pm
* C1931-5. Draft interview guides for expert interviews, Summer Update / Results? Yes. Results presentation 6/30, 3pm
* C1931-6. Performing DOE model simulations from NY models for Hartford weather station. Summer Update / Results? Yes. Results presentation 6/21, 2-3:30 with #7
* R1959. Preparing draft report. On track to submit draft report in May. Summer Update / Results? Yes. Expect report May / June, final presentation 6/17, 10am..
* R1965. Significant delays and costs due to data from Companies and coordination with other studies, but on track to deliver draft report by June 2021. Summer Update / Results? Yes. Draft report Jume 2021, presentation 7/1, 11am (may not include C/E results).
* R1973. Consultants submitted Final Report and Appendicies to EEB Committee, consultants conmpleted final presentation, data agreement confirmed, project complete. Summer Update / Results? No. Project complete and all presentations and information provided.
* R1982. Test of revised recruitment and remote / electrician-only install postponed until Spring due to major spike in COVID-19 cases across the country. Summer Update / Results? No. Metering has been on hold since Covid.
* R2023. Small budget left awaiting other database update needs / requests. Summer Update / Results? No. No current work.
* R2027.Data collection underway, draft report delayed until May2021 (no data request) Summer Update / Results? Yes. Draft report May 2021; Final pressentation 6/24, 10am.
* R1983. Early in project, but on track so far. We are still missing some data but reviewing provided data, beginning impact and customer profile analysis, and initial process eval tasks, including finalizing interview guides and starting interviews. Summer Update / Results? No. Data issues have delayed report. May have some findings, but not until August at least.
* R2029. Reviewing WAP data, but HES data incomplete/delayed, leaving study design in flux. Summer Update / Results? Unclear. Data delays. May schedule interim discussion on early definitions analysis.
* R2120. Project delayed about two weeks due to delays on MA impact study, from which we'll be piggybacking results. Summer Update / Results? No. Just starting. Draft report expected in July 2021.
* X1931. Working with EA Team on reviewing last 2021 PSD recommendations not yet incorporated / agreed by Utilities; finish next few weeks Summer Update / Results? No. Results of re-review of recommendations will be reviewed in EA and Utilities process.
* X1939. Phase 1 presentation scheduled for 6/14, Phase 1 report early May 2021 Summer Update / Results? Yes. Phase 1 report May 2021; Phase 1 presentation 6/14, 2pm. Phase 2 scheduled later / dependent on Pilot.
* X1941. We submitted the report for the Multifamily Impact Evaluation to the CT EEB for review. We will respond to the CT EEB's comments, then present on the final report on June 8, 2021 Summer Update / Results? Yes. Report out for comment through 5/11; final presentation scheduled 6/8, 2pm.
* X2022. Continuing Task 2 (literature), Task 3 (best practices); primary data collection beginning in May; Task 3 findings (Best Practices, design) presentation scheduled May 25 Summer Update / Results? Yes. Expect best practice share-out in mid-May; Some program results for education & workforce in early July.
* X2001. The study team has finalized the sample and is programming/testing the survey. Mailing survey invitations in mid-May. Summer Update / Results? Yes. Several residential EULs presented 6/28, 1pm
* X1932. Part of data request pending (1c and 1d). Working with EnergyHub on it. Summer Update / Results? No. Awaiting AMI data (UI) and Eversource part just beginning.
* X1942. Fielding the HVAC survey; Following-up on data provided by UI; Eversource data request pending Summer Update / Results? Yes. Presentation for results for several residential is 7/1, 10am
* X1931-7. Aggregation and analysis of weather data to utility implementation data Summer Update / Results? Yes. Results presentation 6/21, 2-3:30 with #6
* X1931-3. Just kicked off 5/6/21 Meeting June/July?Yes. Phase 1 measure writeup presented 6/29, 1pm (with #8)
* X1931-8. Just kicked off 5/6/21 Meeting June/July?Yes. Phase 1 measure writeup presented 6/29, 1pm (with #3)
* X1931-4. Just kicked off 5/6/21 Meeting June/July?Yes. Phase 1 measure writeup presented 6/23, 2pm'
* **Recap of items for 2020/21: 0** min
	1. 2021 - Contracting documents for 2021 add-on projects - COMPLETE
	2. 2021 – Legislative report – COMPLETE
	3. Roadmap – Discussing / Finishing/complete(?)
	4. 2021 RFPs – recommendations / decisions April 2021 meeting - complete
	5. Contracting for 2021 RFP projects – in progress?
	6. 2022-24 Evaluation Plan – end of 2021
* **Other items** –
	1. Quarterly report for use in EEB meetings
* **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)
* Roadmap (coming)
* Summer meeting schedule
 | * Possible DEEP data status summary / draft
* April minutes
* April EA Invoice
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***Summary of 2020-21 Votes To Date - Updated***

|  | Minutes for the month | SERA Invoice |
| --- | --- | --- |
| April 2021 | *Approved - Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* | *Not available.* |
| Mar 2021 | *Approved , Sent for evote 3,8, 4/12, 4/22 (In favor, Wells, Viglione 4/22/21, McLean abstain)* | *Approved , Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Feb 2021 | *Passed. Sent for Evote 2/8, 3/8, 4/12 (In Favor: McLean 3/8, Viglione 3/8)* | *Approved , Sent for evote 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Jan 2021 | *Passed. Sent for Evote 2/8, 3/8, 4/12 (In Favor: McLean 3/8, Viglione 3/8)* | *Approved , Sent for Evote 2/8, 3/8, 4/12, 4/22 (In favor, Wells, McLean, and Viglione 4/22/21)* |
| Dec 2020 | *Passed, Sent for Evote 2/8, 3/8, 4/12; 4/12 (In Favor: McLean 3/8, Viglione 3/8)* | Approved Evote 12/18 (Wells, calls Viglione, McLean)  |
| Nov 2020 | Approved / Evote Wells, McLean, Viglione (12/15/20) | Approved (with Oct) Evote Wells, McLean, Viglione (12/15/20) |
| Oct 2020 | *Passed: Sent for Evote 2/8, 3/8, 4/12 (In Favor: McLean 3/8, Viglione 3/8)* | Approved (with Nov) Evote Wells, McLean, Viglione (12/15/20) |
| 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 sent for evote 2/8, 3/8, 4/12 *(In Favor: McLean 3/8, Viglione 3/8)* | 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**

May 2021

* 5/6 Kickoff 3 “New Measure” projects (air compressor, advanced thermostats, advanced lighting controls)

April 2021

* 4/15 C1906 SEM Phase 1 Presentation
* 4/12 ***PASSED*** – Addition to EA Team budget based on memo distributed. Add $69K to budget: motion / second McLean / Viglione (in favor: McLean, Viglione, Wells).
* 4/7 R1973 Retail Products Final Presentation

March 2021

* 3/30 C1902 ECB NTG and Baseline K/O
* 3/22 X1942 NEI Kickoff
* ***PASSED***: 3/15 Evote Approval of Memo on RFP Project Award Recommendations (Viglione 4/15; Wells 3/30, McLean 3/29)
* 3/12 RFP responses due to EA Team
* 3/12 Repeat Kickoff X2022 Engagement project for those that couldn’t attend 3/3 (added due to storm duties)
* **Possible EVOTE OUTSTANDING/checking**: 3/8 Legislative report sent for evote, resent 4/12; In favor Viglione 3/16.
* 3/8 Kickoff for X1931-6 HOU/Load Shapes Project
* 3/4 EA Team / utility meeting on PSD update process
* 3/3 Kickoff X2022 Engagement

February 2021

* 2/18 EA Team / utility meeting on PSD update process
* 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

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