

**Cape Light Compact Governing Board**  
**Wednesday, March 12, 2014**  
**Open Session Meeting Minutes**

The Governing Board of the Cape Light Compact met on Wednesday, March 12, 2014 in Rooms 11 & 12, Superior Court House, 3195 Main Street, Barnstable, MA 02630.

**PRESENT WERE:**

Dr. Joyce Flynn, Chairwoman, Yarmouth  
Robert Schofield, Vice-Chair, Bourne  
Peter Cocolis, Treasurer, Chatham  
Barry Worth, Secretary, Harwich  
Peter Cabana, Member at Large, Dukes County  
William Doherty, Barnstable County  
David Anthony, Barnstable  
Deane Keuch, Brewster  
Timothy Carroll, Chilmark - by phone  
Brad Crowell, Dennis – by phone until 3:30 pm  
Thomas Mayo, Mashpee  
Ronald Zweig, Falmouth  
Richard Toole, Oak Bluffs  
Everett Horn, Sandwich  
Richard Elkin, Wellfleet  
Tom Donegan, Provincetown  
Jen Rand, W. Tisbury Alternate

**LEGAL COUNSEL:**

Jeffrey Bernstein, Esq., BCK Law, PC

**STAFF PRESENT:**

Maggie Downey, Compact Administrator  
Margaret Song, Residential Program Manager  
Briana Kane, Sr. Residential Program Coordinator  
Matthew Dudley, Residential Program Coordinator  
Lindsay Henderson, Marketing & Data Analyst  
Meredith Miller, C&I Program Manager  
Vicki Marchant, C&I Program Analyst  
Nicole Price, C&I Program Planner  
Philip Moffitt, EM&V Manager  
Gail Azulay, EM&V Analyst  
Debbie Fitton, Energy Education Coordinator  
Kim Deisher, Customer Service Representative  
Karen Loura, Administrative Assistant

**MEDIA & PUBLIC PRESENT:**

Ed Maroney, Barnstable Patriot Newspaper Reporter  
Patrick Cassidy, Cape Cod Times Newspaper Reporter  
Kathy Hubby, former Wellfleet CLC Board Member  
George Jenkins, Bourne Resident  
Dr. Kathy Sherman, Brewster Resident  
James Rogers, Sandwich Resident

**ABSENT WERE:**

Michael Hebert, Aquinnah  
Edgartown - Vacant  
Fred Fenlon, Eastham  
Orleans, Vacant  
William Straw, Tisbury  
Peter Fontecchio, Truro  
Sue Hruby, W. Tisbury

### **CALL TO ORDER**

Chr. Flynn opened the meeting at 2:05 pm. and introduced Tom Donegan, newly appointed Provincetown Representative. The meeting notice/agenda was posted pursuant to the Open Meeting Law at: <http://www.capelightcompact.org/about/agendas-minutes/> and on the exterior public meeting notice board at Superior Court House at 1:30 p.m. on 3/10/14.

### **PUBLIC COMMENT**

Chr. Flynn reviewed the Public Comment policy and invited Public Comment.

- J. Rogers, Sandwich spoke that the Aggregation Plan does not include reference to CVEC. He asked the Board to consider discussing CLC & CVEC relationship. He asked about the length of continued relationship if CLC will continue to fund CVEC.
- George Jenkins, Bourne - Provided a history of his experience with Cape Light Compact beginning in 2001 to provide energy efficiency services to two buildings in Bourne. One is the Bourne Society for Historic Preservation built in 1847 and the other is a Victorian house which began renovations in 1979. He said B. Schofield became involved and progress took off. He said B. Schofield became Treasurer in 1997 and improvements have saved \$2000/year down to \$700. Renovations included new windows, insulation and hot water furnace. At R. Schofield's suggestion an energy audit was performed by Rise Engineering resulting in additional insulation upgrades, air leak sealing and new oil burner which results in a 40% savings. He expressed gratitude to the Cape Light Compact for everything that has been done to improve efficiency at these buildings. He stated he supported the Aggregation Plan
- Dr. Sherman said she wrote a letter about Aggregation Plan and wants to thank Cape Light Compact for information provided at Orleans Informational Meeting. She seeks to make it clear that she is in favor of distributed generation. She mentioned today's article and recent decision on long-term contracts on big wind farms in Maine. She urged focus on energy economics so that there is better understanding about RECs and about the transmission costs. She asked CLC to help people with a more holistic view of energy especially transportation energy.

### **APPROVAL OF MINUTES**

B. Worth presented minutes for approval. *P. Cocolis moved the Board vote to accept the minutes of January 8, 2014 as presented, seconded by R. Schofield. J. Bernstein advised that those who left that meeting early can vote on these minutes. The Board then voted unanimously in favor to approve with J. Rand, T. Donegan and E. Horne abstaining.*

### **TREASURERS' REPORT**

The Treasurer's Report was moved to after Aggregation Plan discussion.

### **DISCUSSION AND POTENTIAL VOTE ON REVISIONS TO AGGREGATION PLAN**

B. Doherty asked that the reason for updating the plan be stated that the State asked us to bring our Plan up-to-date to make it consistent with Lowell's proposed plan then under consideration by the DPU. The Cape Light Compact has always been supported by oversight. Peter Cocolis said the original Plan filed and approved in 2000 has fallen out of date. Since then to now the energy environment has changed, names, etc. When this matter was brought to the Board, the board agreed it wanted to review the Plan and update it.

The Board reviewed the red-lined, mark-up including more recent changes being proposed as a result of input received during the comment period. The more recent changes are shown in yellow highlight. This document was posted on the CLC website on Monday. M. Downey provided an overview of the process

soliciting comment including three informational sessions (Mashpee, Orleans and Oak Bluffs) as well as presentations to Boards of Selectmen with CLC Staff or Board Member. Red-lined mark-up was mailed all Town Managers w/request to forward to their Boards of Selectmen and solicit feedback. A total of 79 written comments were received. 65 were in support. 35 included specific comments on changes. 14 letters were not supportive. Eight were form letters not supporting changes or the CLC. The Compact consulted with the Attorney General's office, who specifically requested changes to Section 6.1. Also received comment after deadline from DOER and Sandwich Board of Selectmen to review and possibly incorporate. The updated plan is required to be filed on or before April 4, 2014.

The Board then discussed edits relative to power supply procurement. B. Doherty wants intent noted for changes flagged in yellow highlight on pg. 4. He wants to make sure there is a clear understanding of what competitive rates are as well as issues considered in the overall length of the contract. The edit came as a result of comments received from the Town of Chatham who were concerned that CLC continue to pursue the best market rates available and the best terms and conditions. R. Elkin questioned whether the language would preclude green energy. The Intergovernmental Agreement (IGA) goes into considerable detail relative to green energy goals and other CLC projects. The IGA is referenced in Aggregation Plan. The Board agreed by consensus to make verbiage the same on pages 4, 11 & 20.

D. Anthony requested replacing "Town Council" with "Town Manager" where appropriate – by agreement.

The Board then reviewed the paragraph inserted at the request of the Attorney General.

D. Anthony suggested removing reference to NStar and replace with "Local Distribution Company" by agreement this would be done throughout the Plan.

Subsequent edits:

M. Downey said DOER requested the word “investment program” be inserted as well as definition of Market Transformation. This information provides education as well as an edit to pg. 19, Section 4.2 - by agreement. This proposed language was provided by DOER and is the result of consultations between the DOER and CLC.

Edits resulting from input received from Sandwich were approved by consensus.

W. Tisbury – letter of 2/26/14. J. Rand reviewed W. Tisbury Board of Selectmen concerns over the term: "without limitation". She said W. Tisbury is very concerned because boards and towns do not operate without limitation. T. Mayo suggested making the Executive Committee replace “without limitation” J. Flynn said the phrase comes directly from IGA. W. Tisbury's concern is what does “without limitation” mean. Discussion followed. R. Elkin proposed alternative language, and Atty. Bernstein proposed “among other things” In each of the three instances the board agreed to change wording to “including, among other things”.

Chr. Flynn commented on the spelling of “foreward” - by agreement to remove “e”. She said staff will correct scrivener errors.

*R. Schofield moved the Board vote to accept the proposed revisions to the Cape Light Compact Aggregation Plan, subject to form or other scrivener's revisions, and direct staff to work with legal counsel to prepare submittal documents for the Department of Public Utilities on or before April 4, 2014, seconded by D. Keuch and voted unanimously in favor by roll call vote as follows:*

Yarmouth	Yes	Barnstable	Yes	Oak Bluffs	Yes
Bourne	Yes	Brewster	Yes	Provincetown	Yes
Chatham	Yes	Chilmark	Yes	Sandwich	Yes
Harwich	Yes	Dennis	Yes	Wellfleet	Yes
Dukes County	Yes	Falmouth	Yes	W. Tisbury	Yes
Barnstable County	Yes	Mashpee	Yes		

**TREASURER’S REPORT**

P. Cocolis reviewed CLC operating budget and reported we are doing fine. M. Downey will request a supplemental budget needed for salaries. J. Flynn asked Peter to look at Subscriptions to see what it is for next meeting. P. Cabana spoke about EE News and urged members to take a look at it.

At 3:30 p.m. J. Rand left and B. Crowell disconnected from phone.

P. Cocolis provided an overview of the 2013 annual Energy Efficiency Budget based on the 3-year plan. He said if there is an overage the funds must be manually put into 2014 budget. He said the 2014 budget will be provided at the next meeting. If Commercial/Industrial program expenditures continue at current rate into next year, there may be a need to approach the DPU to file for a mid-term modification. 20% over or under budget triggers mid-term modification. Funds roll forward to the next year manually.

P. Cabana reported on an interview with the new DEP on EE News (David Cash) and asked M. Downey to circulate interview.

P. Cabana and R. Toole left the meeting at 3:37 p.m.

### **ENERGY EFFICIENCY PROGRAM UPDATE**

- **Efficient Neighborhoods Plus Update**

K. Deisher provided a Power-point Presentation providing an update on the Efficient Neighborhoods + Program (Attachment A) designed to reach economically hard to reach customers (60%-100% of median income) in 1-4 family residential properties. She informed the Board the wrong (later) application deadline was erroneously printed by the newspaper. However, no extension was made beyond the deadline. There have been almost 1000 more audit requests compared to this time last year. Increase incentive was a test to reach a different demographic. M. Song said other Program Administrators are offering this program to single town as tests but the CLC Board wanted to offer the opportunity to all customers in our service territory. An update will be provided to the Board at the conclusion of the program. We are overspent because programs are very popular. There is uncertainty about repeating this program at this time. All of this information will be useful in penetration study being performed. CLC may propose a change in the next 3-year plan based upon information collected.

### **CHAIRMAN'S REPORT**

- Chr. Flynn informed the Board of the need to approve the budget for next Fiscal Year by the end of June. To provide review/discussion time, a meeting is needed prior to voting. The schedule is to meet in May. M. Downey suggested Budget Draft review on April 9<sup>th</sup> and May 14<sup>th</sup>. There is no meeting in August. The Board can also meet May 14<sup>th</sup> and June 11<sup>th</sup> and cancel July. Demand Management Institute will present on ASHRAE Level Audits on May 14<sup>th</sup>. It was agreed to meet May 14<sup>th</sup> and June 11<sup>th</sup>.
- Ch. Flynn expressed praise to the Compact for maintaining a high tone recently.

R. Zweig asked to express appreciation to everyone for participating in the Aggregation Plan Review/Comment Period. He said all comments are appreciated. M. Downey said a modified copy will be available and circulated next week.

There was discussion about the results of the Municipal RFP.

### **ADMINISTRATOR'S REPORT**

- M. Downey provided an up-to-date Board/Staff Contact list.
- M. Downey distributed Calendar of Upcoming Events and encouraged members to attend and participate as a CLC Representatives if available. J. Flynn asked if Cape Light Compact will be at Town Meetings this year. M. Downey said it is not planned to do a bulb give-away this year at Town Meeting.

- Main Streets Project The first Main Street Project has been completed in Provincetown. There has been a 25% uptick in response and participation. Currently staff is in the process of executing contracts. The next program roll out is planned for April and will include a Martha's Vineyard Town Oak Bluffs and Falmouth in an attempt to reach small C&I customers in a blitz. Progress Update(s) will be provided. M. Downey said we will get to all Towns. This program offers 100% incentives, and we will need to closely monitor budgets. N. Price said this is part of a State-wide effort. However CLC has enhanced the program which includes more than other Program Administrators. She said the cost/kwh is projected to be .41cents /kWh (.20 cents below other PA's) and the BCR's are looking wonderful considering 100% incentives. Two more towns are being selected to receive this program in the fall.
- The Cape Light Compact is working with a marketing company to help with spreading the word on energy efficiency. Ridley and Assoc. will be in contact with various board members.

The Board acknowledged receipt of the following:

- Letter dated 12/31/13 from our auditors, Sullivan, Rogers & Company, LLC announcing merger with Clifton Larson Allen LLP (CLA) J. Flynn executed letter.
- Copy of a letter from Chr. Flynn dated 2/25/14 to member towns and counties correcting misrepresentations of fact circulated relative to Cape Light Compact. Chr. Flynn said this letter will be posted to the website and we are in the process of preparing financial information for posting to the website. Once the 2012 and 2013 Financial Statements are the completed, the Auditor will provide an overview of how to read/use the information in the financial statements particularly for new members.
- Notice from W. Tisbury Board of Selectmen dated March 10, 2014 of their appointment of Jennifer Rand at the Alternate Representative to the Cape Light Compact as of March 5, 2014.

#### CVEC UPDATE

A CVEC update will be provided at the next meeting.

*At 4:14 p.m. B. Doherty moved to adjourn, seconded by P. Cocolis and voted unanimously in favor.*

Respectfully submitted,

Karen E. Loura  
Administrative Assistant

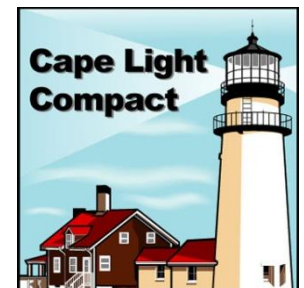
Reviewed by Barry Worth, Secretary on: March 17, 2014

#### **List of Documents Used at Meeting:**

- January 8, 2014 Open Session Meeting Minutes
- Year to Date Budget Report for CLC Operating Fund
- 2013 Actuals and Budget for Energy Efficiency Fund
- Proposed Revisions to Aggregation Plan
- Vote to approve proposed revisions to Aggregation Plan
- Letters from Towns with revisions to be made, or supporting the proposed revisions
- Power Point presentation on Efficient Neighborhoods +
- Calendar of events that Cape Light Compact is attending in 2014
- Appointment letter from the Town of West Tisbury appointing Jen Rand as alternate to Board
- Letter from Joyce Flynn to Member Towns and counties regarding Compact financial records
- Letter from Sullivan & Rogers Company announcing merger

# Efficient Neighborhoods + (EN+)

Kim Deisher  
Customer Service Coordinator  
[kdeisher@capelightcompact.org](mailto:kdeisher@capelightcompact.org)  
508-744-1273



- On June 12<sup>th</sup> the board voted to approve the Efficient Neighborhoods + test program
- Where?
  - All towns of Cape Cod and Martha's Vineyard
- Objective
  - Reach economically hard-to-reach customers in the residential 1-4 family retrofit market (not low income: below 60% of state median income)
- Target
  - 60% - 100% of state median income (60%-80% income already receive 100% up to \$4,000)
- Time Frame
  - Customer calls for audit between September 1<sup>st</sup>, 2013 – January 31<sup>st</sup>, 2014
  - Income form and documentation received by February 14<sup>th</sup>, 2014
  - All insulation work for EN+ approved customers installed by August 31<sup>st</sup>, 2014
- What the Program is Offering
  - 100% up to \$4,000 of insulation measures

# Income Guidelines

<u>Number of Household Members</u>	<u>Below 60% of State Median Income</u> (Low Income Program)	<u>61 - 80% of State Median Income</u>	<u>81% to 100% of State Median Income</u>
	<u>Maximum Household Income</u>		
<b>1</b>	<b>\$32,065</b>	<b>\$44,750</b>	<b>\$54,475</b>
<b>2</b>	<b>\$41,932</b>	<b>\$51,150</b>	<b>\$66,076</b>
<b>3</b>	<b>\$51,978</b>	<b>\$57,550</b>	<b>\$80,822</b>
<b>4</b>	<b>\$61,664</b>	<b>\$63,900</b>	<b>\$101,523</b>

↑  
Low Income Guidelines

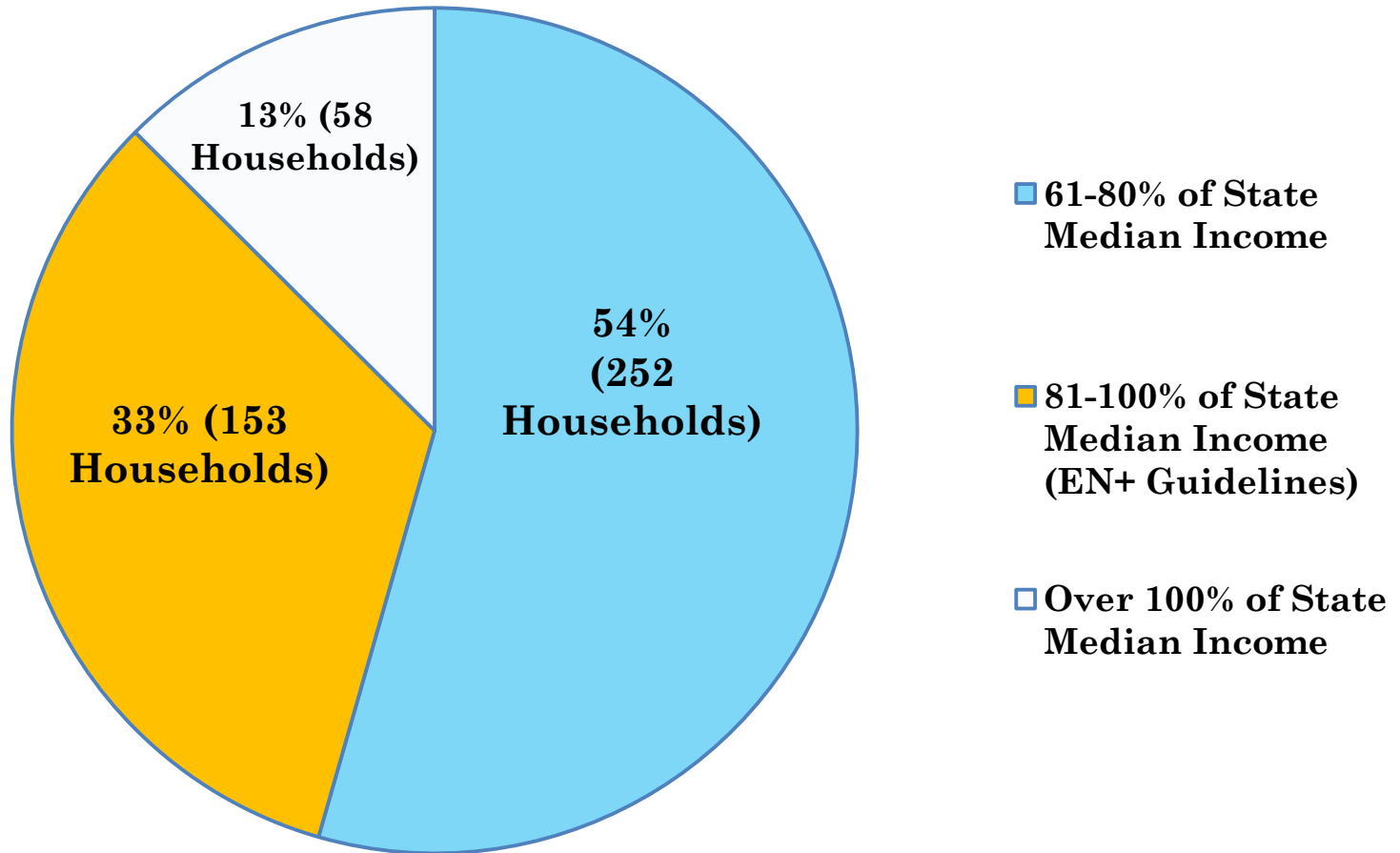
↑  
Current Guidelines

↑  
EN+ Guidelines



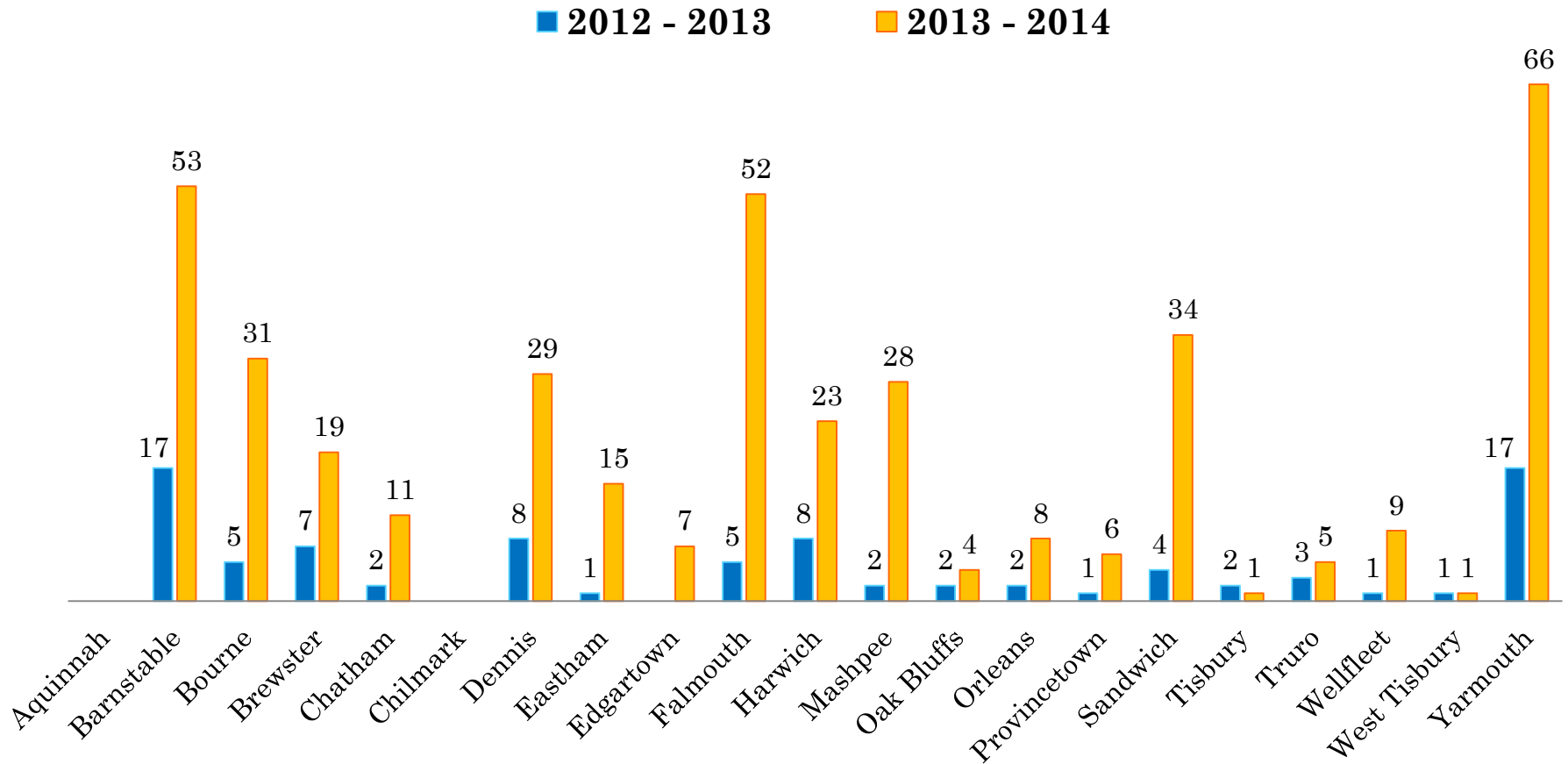
# Demographic of Residential Income Forms

Received Between September 1<sup>st</sup>, 2013 – February 14<sup>th</sup>, 2014



# Customers Approved 100% up to \$4,000

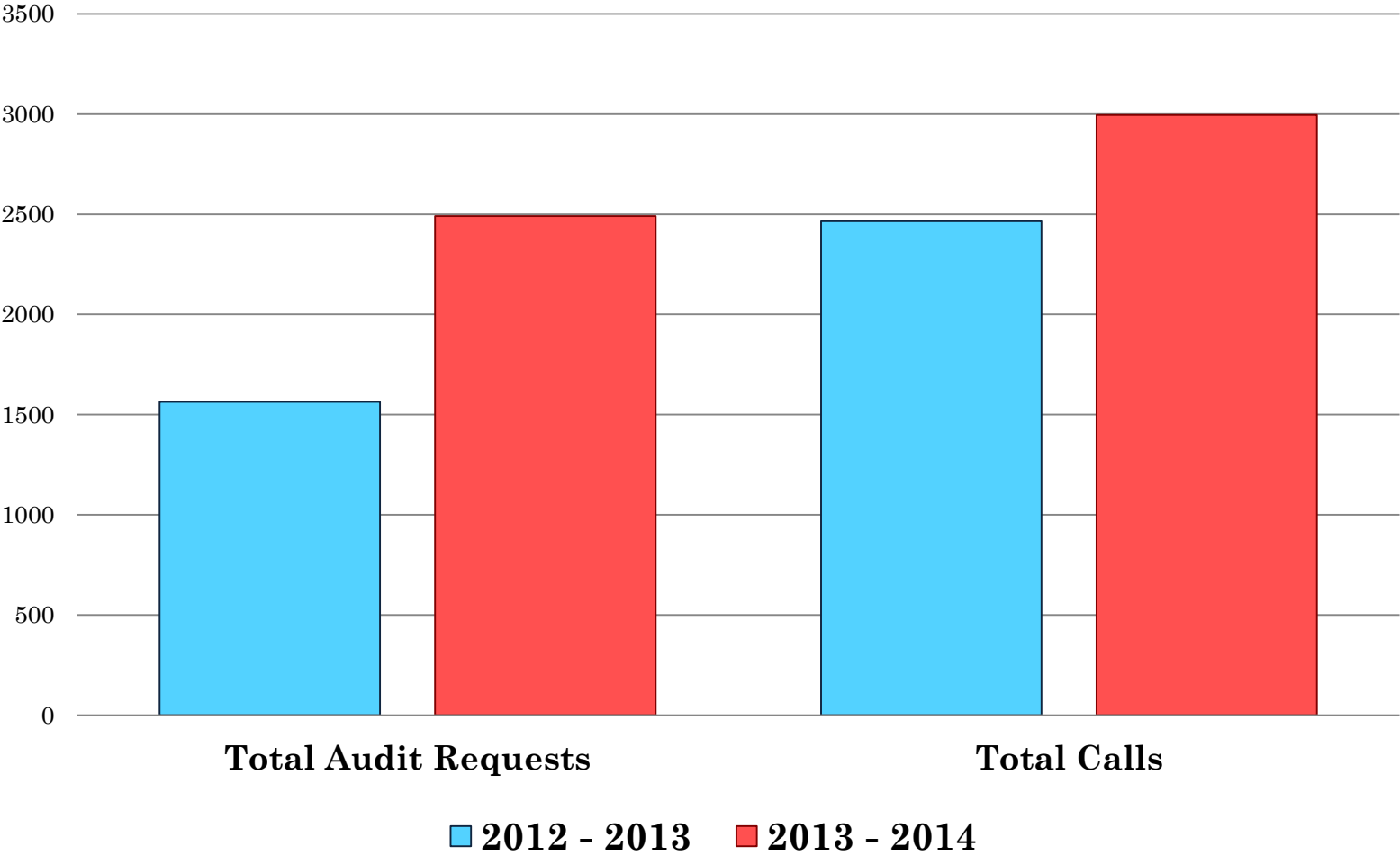
September 1<sup>st</sup> – February 14<sup>th</sup>



- **88 Approved Customers 2012 - 2013**
- **405 Approved Customers 2013 - 2014**

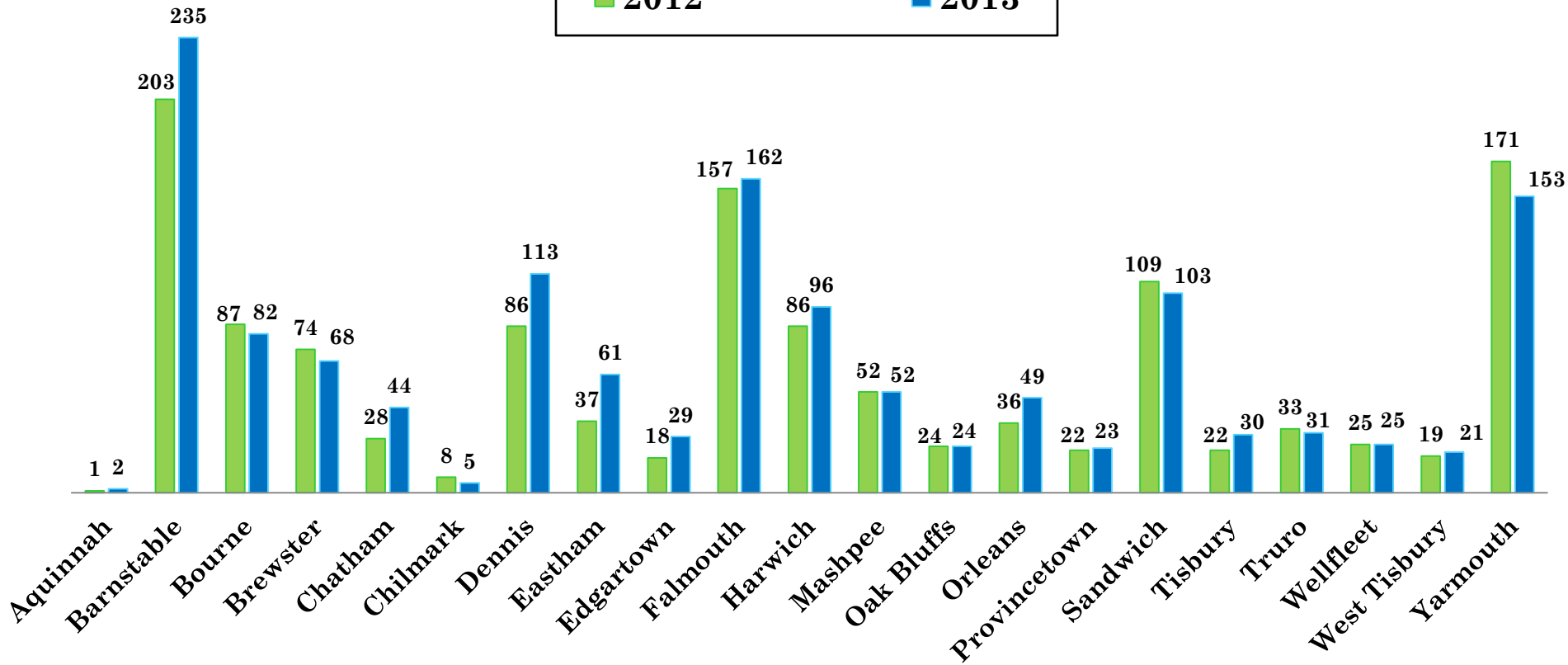
# Call Volume and Audit Requests

Between September 1<sup>st</sup> – January 31<sup>st</sup>



# Completed Audits

## September - December

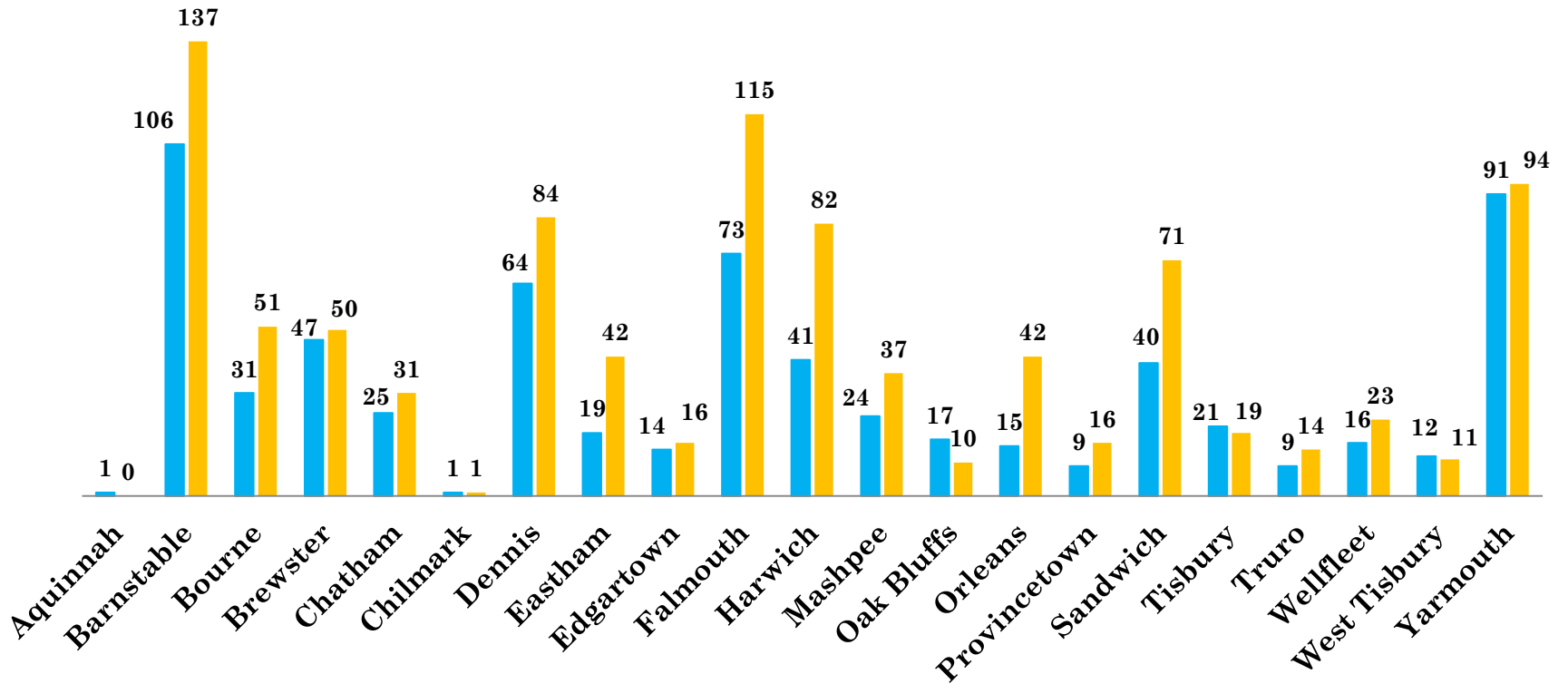


# Audits Sept – Dec 2013, in Relation to Town Population

<u>Town</u>	<u>% of Audits Completed</u>	<u>% of Population</u>
Aquinnah	0.142%	0.01%
Barnstable	16.690%	23.1%
Bourne	5.823%	8.1%
Brewster	4.829%	3%
Chatham	3.125%	3.8%
Chilmark	0.355%	0.03%
Dennis	8.025%	6%
Eastham	4.332%	1.2%
Edgartown	2.059%	2.8%
Falmouth	11.505%	12.1%
Harwich	6.818%	3.7%
Mashpee	3.693%	4.6%
Oak Bluffs	1.704%	1.8%
Orleans	3.480%	4.8%
Provincetown	1.633%	3.8%
Sandwich	7.315%	4.9%
Tisbury	2.130%	2.6%
Truro	2.201%	0.8%
Wellfleet	1.775%	1.2%
West Tisbury	1.491%	0.6%
Yarmouth	10.866%	11.3%

# Completed Insulation Jobs

September - December



# Findings to Date

- More people are calling to participate in the home energy assessment
- More people are utilizing the increased incentive offers
- More people are moving forward with recommended insulation work

