

# Delaware Energy Efficiency Advisory Council Meeting

DNREC Lukens Drive – New Castle, DE

March 8, 2017

## Meeting Minutes

### EEAC Council Members

Robert Underwood – present  
Glenn Moore – present  
Mark Nielson – present  
Scott Lynch – present  
Bill O’Brien – present  
Harris McDowell - absent  
Carl Johnson – absent  
Amy Roe – present  
Sanjay Kapuria – absent, designee on phone  
Cassandra Marshall – present (phone)  
John Sykes – present  
Mike Messer – absent  
Joe Schorah – absent

### Consultants in Attendance

Mike Guerard, Optimal Energy (phone)  
Jeff Loiter, Optimal Energy  
Eric Belliveau, Optimal Energy (phone)  
Mark Kravatz, Optimal Energy (phone)

### Attendees

Bob Wirtshafter, Wirtshafter Associates  
Ed Synoski, DNREC  
Emily St. Clair, DNREC  
Patty Murray, DNREC  
Bruce Wright, FSCAA  
Pam Knotts, PSC  
Shona Marshall, PSC  
Alex Lopez, Oracle  
Charles Kistler, HELP Initiative  
Ed Schmidt, MCR  
Angela Bivens, FSCAA  
Krist Matthew, UD Student  
Rita Hollingsworth, Catholic Charities  
Tom Noyes, DNREC, State of Delaware  
Alan Rogers, DEUG  
Rick Deadwyler, Delaware Comm. Found.  
Andrea Maucher, DPA (phone)  
DJ Sneeringer – Delmarva Power  
Ronald Abremski, ICFI  
Harold Stafford, FSCAA

**Welcome and Introductions** – Robert Underwood called the meeting to order and presented the agenda.

### Council business, planning, and general discussion

- **Meeting Minutes** – The meeting minutes from the February 15, 2017 meeting were tabled until March.
- **Annual Report** – Rob Underwood informed the Council that the final draft of the annual report would be sent to each of them for comment before publishing.

**DEMEC Program Portfolio** – Scott Lynch from the Delaware Municipal Energy Corporation presented their 3 year program portfolio plan. The primary focus of the plan was a large scale LED streetlight installation project worked on together by DEMEC members and allowing them to participate in the program at any level desired. The Council unanimously accepted DEMEC’s plan thereby allowing the savings generated to be included in the statewide goals.

**EM&V Committee Update** – Jeff Loiter from Optimal Energy informed the Council that the Committee had begun its work on a guidance document to be utilized as a handbook for all matters related to EM&V. The Committee is also actively participating in the discussions related to the updates to the Mid-Atlantic TRM.

**Low-Income Committee Update** – Ed Synoski informed the Council that the Committee is working on finishing up the guidance document and intends to bring a recommended path forward as related to the solicitation of prospective proposals to the Council within the next few months.

**Learning Topic – EM&V** – Bob Wirtshafter from Wirtshafter Associates gave a presentation to the Council on EM&V. Some topics included what questions we want to ask about our EE programs; types of evaluation studies; and why evaluation planning is so important. This was the first learning topic presentation in that will be a recurring Council agenda item.

**Committee Discussion** – Ed Synoski led a discussion that was aimed at reviewing and finalizing the membership/structure of the Council's two committees as a brief continuation from the February meeting. Ed was then tasked with reporting back to the Council regarding the process by which the Committee's will fill vacancies when they occur in the future.

**Next Meeting** – The next meeting will be held on April 12<sup>th</sup> at First State Community Action Agency in Georgetown. To participate by phone please call 1-877-366-0711 and enter participant code 96520857.

Copies of the meeting materials have been posted on the DNREC website:  
<http://www.dnrec.delaware.gov/energy/information/otherinfo/Pages/EEAC/Council.aspx>