

MINUTES  
Clean Energy Development Fund (CEDF) Board Meeting  
September 13, 2011

**In Attendance:**

<b>Board Members</b>	<b>Attending</b>	<b>Absent</b>
Elizabeth Catlin (EC) Blue Wealth Management	X	
Sam Swanson (SS) – Pace Energy & Climate Center	X	
Jo Bradley (JB) – VT Economic Development Authority		X
Jen Hollar (JH) Commerce & Economic Development	X	
Patty Richards (PR) – La Capra Associates	by phone	
Gaye Symington (GS) High Meadows Fund	X	
Will Wiquist (WW) – Green Mountain Club	X	

**Other attendees:**

Sarah Hofmann (SH) – Dept. of Public Service, Deputy Commissioner  
Andrew Perchlik (AP) – CEDF Fund Manager, Dept. of Public Service  
Matthew Walker (MW) –Dept. of Public Service

*Meeting brought to order at 1:05 with GS presiding over the meeting.*

**I. Agenda**

- a) There was a brief discussion on the draft agenda.
- b) Added to the agenda, and discussed immediately, was the possibility of moving the Renewable Energy Incentive Program administration from VEIC to the DPS. There was discussion about considering the pros and cons of such a move; staffing; and what the CEDF's role and responsibility would be if such a move were to take place. AP agreed to provide a report to the Board on the issue.

**II. Review and acceptance of 8/4/11 Meeting Minutes**

- a) SS motioned to accept the 8/4/11 minutes with the correction that the minutes reflect that PR was in attendance at the meeting, EC seconded the motion. The motion passed unanimously.

**III. Fund Manager Report**

- a) AP provided a general report of his activities since the last meeting and the increased DPS activities (such working on the energy plan and grant solicitations) that has come with the change of the CEDF becoming part of the DPS.
- b) *Financials:*
  - The Board reviewed the CEDF Statement of Revenues, Expenditures, and Changes in Fund Balance for FY2012 period, ending August 31, 2011. In this review, there was discussion about Entergy's last remaining dry cast payments.
    - Members asked AP to include the solar tax credit liability to the balance sheet, and send revised statement to Board before next meeting.
    - AP agreed to send the Board a list of the specific grant and contract obligations of the CEDF pertaining to non-ARRA funds.
  - There was also discussion about the Board's oversight responsibility with regard to remaining ARRA funds, specifically for switching funds from the grant to the loan program.
    - AP agreed to send the Board the list of remaining ARRA funded projects as well as any contingency plans for making sure all ARRA funds are expended before the termination of the federal grant.
- c) *Comprehensive Energy Plan*
  - SH provided an overview of the Comprehensive Energy Plan (CEP) process to date and a draft Volume I of the CEP was distributed to the Board. There was brief discussion about the sections of the plan that recommends the development of a CEDF strategic plan.

- SH suggested for the Board to review the renewable energy sections, and to provide comment.

#### **IV. Loan Program Review**

- a) The Board reviewed and discussed the Draft CEDF Commercial Loan Policy document. AP provided an outline of what was different in the draft policy from how the loan program has been operating. There was discussion on what the Board's role should be in the loan application and approval process. There was an interest in keeping the Board's role at the policy level and not getting into individual loan applications. However, there was also an interest from the newer members of the Board to have a better understanding of the type of applications and issues that are involved. There was concern expressed by the Board about adopting the policy given the limited time the members had to review it.

GS motioned to authorizing the use of the loan policy as presented for the purposes of the loan application received from the Indoor Recreation Center of Orleans County (IROC) and with the following two amendments to the policy: 1) that all references to the loan committee be changed to the full CED Board; 2) The CED Board will be consulted prior to sending any loan application to VEDA for underwriting analysis instead of after. PR seconded the motion. The motion passed unanimously.

- b) In its review of program design, the Board discussed the development of evaluation criteria, specifically ones that prioritize cost effectiveness and environmental sustainability, as found in the CEDF's purpose as stated in statute.

The Board agreed that it will continue to discuss the Loan Policy via email prior to the December Board meeting. AP agreed to send out a revised draft loan policy for Board's review and comments within two weeks.

#### **V. Rebate Program**

- a) The Board discussed the rebate program design as it currently structured now and reviewed the proposed "Efficiency First" incentive adder to the rebate program. AP gave an overview of the draft recommendation submitted by VEIC on providing an increased incentives for renewable energy projects for those homes and businesses that have made efficiency improvements
- c) In its review of program design, the Board discussed the development of project and evaluation criteria, specifically ones that prioritize cost effectiveness and environmental sustainability, , as found in the CEDF's purpose as stated in statute. The Board agreed to continue this discussion via email before their next Board meeting.

AP agreed to send out a complete draft rebate program design for the Board's further review and discussion. There was discussion on what other States were doing in regards to connecting renewable energy incentives to energy efficiency work. AP agreed to research renewable energy rebate programs in other jurisdictions (e.g. Pennsylvania) that have energy efficiency adders and/or requirements.

- b) As part of this discussion about criteria, the idea of making efficiency more than an "adder" incentive, but rather a requirement, was visited. GS mentioned a report issued by the High Meadows Foundation that addressed the barriers to energy efficiency that she agreed to distribute to Board.

WW motioned to approve the existing rebate program design to be used until the Board's December meeting. The motion was seconded by SS and the motion passed unanimously.

*Meeting adjourned at 3:07pm*