

**Minutes  
Clean Energy Development Board  
Quarterly Meeting January 26, 2017**

**In Attendance** (*Meeting held at 112 State Street, Montpelier, VT*):

<b>Board Members:</b>	<b>Attending</b>	<b>Absent</b>
Jared Duval ( <b>JD</b> )	X	
Janice St. Onge ( <b>JS</b> )	X	
Sam Swanson ( <b>SS</b> ) <i>Co-Chair</i>	X	
Linda McGinnis ( <b>LM</b> ) <i>Co-Chair</i>	X	
Johanna Miller ( <b>JM</b> )	X	
Gaye Symington ( <b>GS</b> )	X (via phone)	
Mark Whitworth ( <b>MW</b> )	X	

**State Employees:**

Andrew Perchlik (**AP**), Fund Manager, Clean Energy Development Fund, Public Service Department  
June Tierney, Public Service Department Commissioner (*Present for the introductions section of the meeting*)

**Members of the Public:** None.

Meeting brought to order at 3:05 with Sam Swanson presiding.

- I. **Agenda:** The draft agenda was discussed and approved as presented.
  
- II. **Minutes:** 10/12/2016 meeting minutes were presented and reviewed. **SS** moved to approve the draft minutes as presented and **JM** seconded the motion and the vote to approve was unanimous.
  
- III. **Introductions:** The Board members and Commissioner Tierney introduced themselves to each other.
  
- IV. **Fund Manager's Report:**
  - a. **AP** explained the investment options available for the CEDF funds. **AP** reported on his conversations with the State Treasurer's office to see if there were other investment options of the CEDF's cash balance, as current interest being earned on the balance was quite low. The Treasurer's office did offer an option of depositing CEDF funds into the Trust Investment Account (TIA). Deposits into the TIA have a 3-7 year term and have a targeted return of 4.25% for a fixed 5 year term. There was a brief discussion of the TIA option with the Board wanting to know if funds could be withdrawn before the end of the term and if so, would there be penalties for doing so. **AP** said he would report back to the Board on the TIA investment terms.

**b. AP** gave an overview of the following reports submitted to the Board:

1. Financial Reports (CEDF and ARRA funds) as of 12/31/2016
2. Programmatic Report as of 12/31/16
  - a. In a discussion about the SSREIP incentives for pellet boilers **JD** asked for more information on what other states, particularly those in the North East are offering as incentives for pellet boilers and how those State programs are performing (how many boilers are they seeing being installed). **AP** said he could send this information out to the Board soon, well before the Board's next meeting.
  - b. Board ask that on the agenda for their next meeting be a re-evaluation of the incentive levels the CEDF is currently offering for pellet boilers and if there should be a CEDF incentive for pellet stoves. **AP** suggested this could be done together with a look at possible improvements to the wood stove change-out program.
  - c. **AP** said that the CEDF would seek to hire a consultant to conduct an evaluation of all the wood heating programs. Board members wanted that the evaluation include lessons learned regarding why some incentive programs work and others don't.
3. CEDF's Fiscal Year 2016 report to the Legislature
  - a. There was a general discussion of the report and how it could be improved and used to provide information on the CEDF's successes and lessons learned. Items Board members would like to see in future reports:
    - i. Photos of the old stoves that have been change out. Board members wanted to see more images of the work CEDF was promoting.
    - ii. Jobs data from grantees. Board members wanted to know how many jobs has the CEDF awards help to create? This could be added to the graphs showing the impact of the awards. There was a discussion on how best to include this for past grants as the CEDF has not asked grantees to report on jobs created due to the grants awarded. **JD** suggested the CEDF look at the grantee survey that the Working Lands Enterprise Fund does of all grantees to track jobs created.
    - iii. Include data on the ratio of CEDF \$ awarded for installed projects per resulting kW, kWh, number of wood stoves/Btu's of capacity, ect.
    - iv. Include as part of an existing graph, or a new graph, the funds leveraged.
    - v. Include more stories of the projects the CEDF is involved in. Data is good, but stories are better for explaining the Fund's positive impact on Vermonters.

**V. Additional Funds for Wood Stove Change-out Program**

- a. **AP** presented data on the change-out program including that all but ~\$30,000 of the \$225,000 allocated for the program had been reserved (including \$100,000 from ANR). The PSD was requesting that the Board approve an additional \$100,000 for the program. **AP** said that the program took a considerably amount of time and effort to get developed and lunched and was recently picking up momentum and enthusiasm from the retail wood stove shops. An additional \$100K would allow for another ~85 stoves to be changed-out and allow for a more publicized close-out of the program. **AP** explained that the \$100K could come from competitive wood energy grants that had been canceled, making funds available in that budget category.

After a general discussion **GS** made a motion to approve \$100,000 be transferred from the competitive advanced wood heating grant budget allocation. The motion was seconded by **SS** and was approved unanimously.

**VI. CEDF 5 Year Strategic Plan Discussion**

- a. Board members suggested that CEDF staff draft a two page summary of accomplishments as starting point for the strategic plan, which also could have other uses for education on CEDF impacts. The two pager should include photos/images and the top benefits of advanced wood heating. The Board said they'd like to start with this this two page document plus one or two pages describing changing energy sector (state, regional and national) landscape may mean as far as challenges and opportunities for the CEDF. **AP** said he would create these documents and send to the Board members before their next meeting.

**VII.** Next meeting was confirmed for April 19<sup>th</sup> at 1:00 at the PSD's offices.

-- With no objection the meeting was adjourned at 5:00 --