

**Draft Minutes
Clean Energy Development Board
Quarterly Meeting April 19, 2017**

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

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

State Employees:

Andrew Perchlik (**AP**), Fund Manager, Clean Energy Development Fund, Public Service Department

Members of the Public: None.

Meeting brought to order at 1:03 with Sam Swanson presiding.

- I. **Agenda:** The draft agenda was discussed. **JD** asked that a discussion of his move from the Agency of Commerce and Community Development to Executive Director (ED) of the Energy Action Network (EAN) be added to the agenda. The agenda was approved with that addition.
- II. **JD** explained his new role as the ED of EAN and that he and **LM** are aware that the result is that the CED Board now has two members that work for EAN. **JD** and **LM** wanted to make the Board aware of the situation and that they understand it is not ideal to have two members from one organization on the Board, and were open to a discussion about ways to remedy this. **AP** said he had spoken with leadership at the PSD and that the PSD does think that two members on the Board from one organization is not desirable. He said that with Linda's, and two other Board member's, Board terms ending this July that the situation doesn't need to be dealt with immediately, that the new appointments could address the issue. **AP** said that he will speak with the Commissioner and that either he, or someone from the PSD would speak with the House and Senate appointing authorities regarding the appointments to be made this July. Board members that spoke on the topic were supportive of this approach. **AP** said the new appointments and membership of the Board would be added to the agenda for a next Board meeting.
- III. **Minutes:** 1/26/2017 meeting minutes were presented and reviewed. **LM** moved to approve the draft minutes as presented and **MW** seconded the motion and the vote to approve was unanimous.
- IV. **Fund Manager's Report on Current Programs:** **AP** provided the Board an updated of current programs and grants, with focus on the recently ended wood stove change-out program. He also provided information on the pellet boiler/furnace incentive program and comparison of the VT

program with other Northeast states that have pellet boiler incentive programs. Based on this comparison of other states **AP** recommended that the CEDF not make any changes to the pellet boiler incentive offered through the SSREIP, as it was performing equal to or better than other programs.

Board members suggested that the CEDF look to get data from the wood stove retailers on sales of stoves from last year to quantify how the wood stove program affected sales – other than the increase of the 259 stoves incentivized in the program.

In addition to general discussion, there was a discussion of whether any future CEDF funded stove change-out programs should include fireplace inserts as qualifying for “changing-out” the fireplace. There was also a discussion on whether the CEDF should provide incentives for cord wood stoves, either as part of a stove change-out program or separately. The Board was not united on these questions with members speaking for and against incentivizing cord wood stoves and fireplace changed-outs.

V. Wood Energy Coordinator Position Funding

AP described a request from the Department of Forest, Parks, and Recreation (FPR) to support a new staff person dedicated to wood energy. FPR has received a federal grant to fund 60% of the position for three years and is looking for funds to provide the 40% match required. FPR had the funds lined-up when they applied for the grant but those funds are no longer available. **AP** reported that the PSD will be supporting the FPR position with \$13,000 per year for 3 years starting in FY 18. **AP** recommended that \$30,000 be included in the CEDF’s FY 2018 budget for the FPR wood energy coordinator, with the funds allocated at \$10,000/year to FPR per a memorandum of understanding to be agreed to and signed between the FPR and PSD.

There was a discussion on the proposal and what the tasks of the position would be and how the wood energy coordinator would coordinate with the CEDF’s advanced wood heat efforts. Board members said they would like to see a specific scope of work/tasks for this position when it is finalized

LM moved that \$30,000 be granted to FPR at \$10,000/year starting in fiscal year 2018 to support a wood energy coordinator position at FPR. **JS** seconded the motion. In discussion of the motion Board members reiterated the need to see, and have a chance to comment on, the wood energy coordinator’s scope of work. The vote to approve was unanimous.

VI. Fiscal Year 18 Program Plan and Budget

AP gave an overview of the draft FY 2018 budget and described the process for getting public comment on a draft budget and plan by the end of June.

There was discussion on the draft budget and questions how certain aspects of the draft budget was created. The Board had specific questions regarding the administration line of the draft budget and the inclusion of funds for the equivalent of one full time equivalent PSD staff person – in addition to **AP** as the Fund Manager. It was agreed that it would be best to have a representative from the PSD leadership to meet with the Board regarding this budget item. **AP** said he would schedule such a meeting.

AP said that he would release a public comment version of the draft budget and annual plan and present to the Board the public comments and a final draft version for their review and approval. He suggested that the Board schedule a meeting in June to vote on the final draft budget and plan.

Board members asked **AP** to send out a Doodle Poll to find the best date for a special meeting in June. They also confirmed that they would still have their regularly scheduled meeting in July (on the 19th).

-- With no objection the meeting was adjourned at 3:23 --

DRAFT