

Energy Efficiency & Sustainable Energy Board
VEIC Study ("SB323 Report") Review Committee

NH Department of Environmental Services
29 Hazen Drive, Concord NH
Room 213
Thursday, August 2, 2012
8:30 AM – 10 AM

DRAFT MEETING SUMMARY NOTES

Members in Attendance:

Rhonda Bisson - PSNH; Ben Frost – NHHFA; George Gantz – Unitol; Kate Peters – CDFA; Deborah Schachter – NHCF; and Chris Skoglund – NHDES.

Members by Phone:

None.

Guests:

None.

Discussion

1. Introductions & Framing of the Day

The Ad-hoc Writing Team laid out the objective for the meeting to:

- Identify the report components, contents and layout; and
- Identify committee members to draft identified components.

2. Discussion of Review Committee Findings

The Ad-hoc committee began by discussing the elements of the seven-step strategy outlined by VEIC in their Chapter 14 and used a matrix to compare the content to the Chapter Syntheses developed by the Review Committee.

3. Discussion of Report

The writing team then reviewed a high-level outline that proposed an approach to developing three specific documents with a different audience and specificity of contents in mind for each. This included:

- A high-level (Executive) Summary Report (2-3 pages) to allow a quick review of findings;
- A more detailed Report to the Legislature (6-10 pages) that provides the EESE Board's most significant recommendations; and
- A Summary Matrix that includes details concerning every recommendation identified by the EESE Board in the Chapter Syntheses.

In addition, the committee also discussed the best means to frame the selected content and present each of the different documents.

4. Discussion of Future Work

Once the team agreed to an approach, assignments were made and the next meeting was scheduled.

- Summary Report (2-3 pages) – Kate Peters to draft based on a complete draft of the full report;
- Report to the Legislature (6-10 pages) – George Gantz; and
- Summary Matrix – Chris Skoglund.

5. *Adjourn*

DRAFT