

Retail Merchants Association of NH

Energy Efficiency Program

Quarter 3 Report

1 Feb 2009 - 30 Apr 2010

GREENHOUSE GAS EMISSIONS REDUCTION FUND

Quarterly Progress Report Form

Retail Merchants Association of New Hampshire – Energy Efficiency Program

The first phase of this Program will include a number of elements or “types of programs” including the following (as numbered in PUC 2604.01 (c)):

1. Energy audits; 2. Weatherization of New Hampshire commercial building; 4. Revolving loan funds for efficiency related investment; 8. Programs to improve the electric and thermal energy efficiency of existing commercial buildings; 10. Education, outreach and information programs that promote energy efficiency, conservation and demand response; 11. Demand response; 12. Other: civic leadership, creation of larger public education campaign which will target retail transactions as learning opportunities. Potential elements which may be included: 5. Energy efficiency related work force training and development; 6. Integration of passive solar heating and ventilation; 7. Programs to increase compliance with the building energy code.

Work completed February 1, 2010 – April 30, 2010:

- Please refer to Exhibit A for a review of work completed by task and sub-task.
- Program activities have not had any benefit to low income residents.
- At the end of Q3, we have completed the following energy assessments and audits:
Phase 1: 25 applications received, 21 assessments completed, 19 presentations delivered
Phase 2: 8 contracts received, 1 audit completed, 1 presentation delivered

The Program continues to move at brisk pace, as Phase 2 applicants move through the process. Additional administrative effort has been directed to create contracts for Phase 2 members, and potential Phase 3 (Project Implementation) participants.

RMANH’s Legislative Reception was held February 2, 2010, where Jack Ruderman was asked to speak on behalf of the Energy Program and RGGI. We were honored to have him say a few words at this annual event. RMANH continues to attend EESE Board meetings; Phase 1 and Phase 2 report presentations as delivered by The Jordan Institute.

Education and outreach efforts continue, with potential partnership opportunities emerge with CDEA and the Enterprise Energy Fund, as well as The New Hampshire Lodging & Restaurant Association. NHLRA has an established sustainability program for its members, however would like to take advantage of more robust, deep-retrofit efficiency projects as are addressed through RMANH’s energy program. We would like to develop these expansion relationships as the Program moves into years 2 through 5. Additionally, the electronic energy newsletter continues to be distributed to RMANH members, energy program members, and external parties. In Q3, 2 newsletters and 1 press release were

issued. Application for the Lean & Green awards was also completed, in an effort to explore all avenues of marketing and communications. The RMANH Energy Tool Kit is in progress, and energy monitors for lending to retailers have been ordered.

Work to be completed May 1, 2010 – July 31, 2010:

- In Q4, activity is focused to move Phase 2 members into Phase 3 projects. We anticipate having 2 to 4 projects underway by the close of the quarter.
- Phase 3 contract language will be finalized.
- As a result of fund re-allocation, additional Phase 1 assessments and Phase 2 audits will be available to the membership. Recruitment efforts will continue to fill these openings.
- Program outreach/marketing efforts to generate continued and renewed interest in the Program will continue through distribution of the energy newsletter, Facebook articles, press releases and business expo events. We will complete the Energy Tool Kit, and begin lending out energy monitors to RMANH members. We hope this encourages them to participate in the energy program, once they get the opportunity to see “real” energy use at their locations.
- Program presentations will be made with rotaries, chambers and other trade organizations. These efforts are designed to bring additional members into the program, and expand beyond the membership of RMANH.
- Civic leaders will be created through case studies and the launch of Phase 3 projects. These “stories” will be highlighted in our newsletter, as well as press releases. Displays for presentation at the business location will also be designed and constructed.
- An Energy Efficiency Program Reception will be planned, and participating members invited to share feedback and information about the program. Energy Champions will also be cited as leaders in the energy transformation movement.
- Q4 will necessitate the hiring of a case manager, responsible for financial package construction, utility rebate program coordination, and demonstration project support.

Budget vs. Actual Expenditures – Please reference the attached budget spreadsheet.

Job creation - The Project Manager position was created as a result of this grant. In Q4, as Phase 3 projects begin, a Case Manager will be hired to assist with financial packaging of the projects. We have a later than anticipated hire date for this position due to delayed entry into the Phase 3 category. We have learned that a considerable amount of time will be spent on coaching Program members to make the investment and move to Phase 3.

Obstacles – A higher than anticipated number of Phase 1 participants is moving into Phase 2. This leaves us potentially having created interest for 25 members, where we had proposed to offer 10 Phase 2 audits. At this time, 8 Phase 2 contracts have been received. We feel inclined to slow down our marketing efforts to avoid over-subscribing the Program and disappointing RMANH members.

Exhibit A
Scope of Services

Task 1: Establish Administrative Structure

Subtask 1.1: Hire a program manager to direct the RMANH Program's administrative structure and to carry out overall Program administration responsibilities, including management of the financial elements of the Program. The program manager will be employed by the RMANH and will work closely with The Jordan Institute (TJI).

/Q1: 100% Completed 08/05/2009 as a collaborative effort between RMANH President/CEO Nancy Kyle, Jim Monahan from The Dupont Group, and Dick Henry from The Jordan Institute: Project Manager Julie Skarritt offered position at \$43,000 salary w/ 15% benefits. Start date is August 24, 2009.

Subtask 1.2: Employ The Dupont Group and The Jordan Institute to design survey and data collection instruments.

/Q1: 100% Completed 05/29/2009: Awarding of grant with stipulations employing the above named subcontractors.

Subtask 1.3: Identify potential Program participants by surveying RMANH members. Members must affirmatively enroll in the program in order to participate in energy efficiency activities, thus narrowing the group of business that will receive more focused attention. A more detailed questionnaire will be used to populate the Program's database.

Q1: 85% Completed 09/04/2009: Application for Energy Program created by PM Julie Skarritt, in collaboration with The Dupont Group and The Jordan Institute, to gather information on potential participants interested in enrolling in Energy Efficiency Program. Those people interested in the Energy program who are not already RMANH members have to also fill out the already existing RMANH membership application. 16 completed applications have been received, and are at various stages in the phase 1 portion of the program.

/Q2: 100% Completed 12/31/2009: All 25 Phase 1 spaces were filled. Of the 25, 18 were existing RMANH members, and 7 have become RMANH members to take advantage of the Energy program.

Task 2: Launch Education and Communications Campaign

Subtask 2.1: Launch an ongoing public education and communications campaign that will accomplish the following:

Subtask 2.1.1: Expand the RMANH website to include a new energy efficiency page that will supply information about the Program and allow members to enroll.

Q1: 50% Completed 10/13/2009. As case studies are developed, the web page will be updated to reflect new information, project news, and changes/additions to the Energy Efficiency Program.

Q2: 70% Completed 1/22/2010. FAQs sheet added to website. Due to technical problems with the RMANH website, we cannot turn the electronic newsletter into an RSS feed, which was our original plan

to keep the information current and available to subscribers. The electronic newsletter will instead be converted to a pdf, and downloaded from the energy page of the RMANH website.

Q3: 100 % All newsletters, applications, FAQs and press releases have been posted on the energy page of the RMANH website. As content for the program is generated, it is made available on the website.

Subtask 2.1.2: Create printed materials, including a brochure for the program, FAQ's, and a detailed enrollment letter.

Q1: 25% - Detailed enrollment letter completed by PM Julie Skarrit on 09/01/2009, FAQ's completed by PM Julie Skarrit, in collaboration with The Dupont Group and The Jordan Institute on 09/25/2009, project folders printed by an outside source completed on 10/06/09. Postcard mailer and program brochure completed 11/18/09. These will be deployed at non-member locations, to generate interest in the program from retailers outside RMANH membership. The postcard mailer will be used as a follow-up to the e-newsletter campaign, to inform recipients that the program is being subscribed to, and that participation is limited.

Q2: 35% - The postcard mailer was distributed at the BIA Energy form, and mailed to 75 businesses in Nashua and 79 businesses in Rochester. The contacts were generated from a purchased database or retailers who are not current members of RMANH. Future printed materials created will focus on the production of an "Energy Tool Kit" in Q3. This tool kit will combine information from utility rebate programs, energy efficiency loan programs, public energy efficiency resources, and borrowing privileges for "kill-a-watt" meter devices, so retailers can se/experience energy use in their facilities.

Q3: 65% Created rack card insert for current RMANH brochure. This will be used as new members are recruited. Printed additional postcard mailers to be used at business expo and trade show events planned for May. Created display board used for program promotion at the RMANH Legislative Reception and scheduled Chamber of Commerce events throughout NH. Development continues for the "Energy Tool Kit", with expansion opportunity into a sustainability program.

Subtask 2.1.3: Organize two regional energy efficiency seminars for retail businesses to learn about the RMANH program. Three smaller, local sessions will be held in order to reach out to other parts of the state where members reside.

Q1: 40% - Two Energy & Eggs Seminars were held, (1) 9/29/09 Rochester, NH (2) 10/19/09 Nashua, NH. To generate interest in the program to potential members, Julie Skarrit has attended two events sponsored by The Green Alliance, as a guest speaker. Scheduled for completion Spring 2010.

Q2: 40% - Due to the public/member interest shown to date, soliciting businesses to be a part of the program has slowed, so as not to over-subscribe. We are considering creating a waiting list for the program, and at the very least, distribute the "Energy Tool Kit" to these members. In Q3, we plan to generate stories about our members' success, and share that with local green groups, Chambers of Commerce and related business trade organizations. We also anticipate making a presentation to the House Science and Technology Committee.

Q3: 50% - Presentation of our program at a Chamber of Commerce event, and discussion with New Hampshire Lodging & Restaurant Association allows to expand on this point, although not in the form of a seminar, as originally thought. Experience with RMANH members leads us to conclude that a more "grass roots" approach to outreach will be needed, and will be the focus of Q4.

Subtask 2.1.4: Schedule a second round of seminars after the initial seminars, as well as two annual seminars and trade shows with targeted retail business leaders.

Q1: 10% - Based on the attendance of the first two Energy & Eggs Seminars, we will schedule additional speaking engagements after newsletter distribution, trade show attendance and additional community outreach activities have been completed, in early 2010. This includes presentation of the program at the RMANH Annual Meeting and Legislative Reception. Scheduled for completion Spring 2010.

Q2: 40% - The first e-newsletter was sent out to 1) the RMANH member database and 2) a non-member database consisting of 146 recipients (47% view ratio), and Jim Monahan from The Dupont Group presented the Energy Efficiency Program in Manchester, NH at a BIA trade show on 12/2/09. These events and the RMANH Annual Mtg held in February preclude the scheduling of more seminars.

Q3: 60% - Additional e-newsletters have been distributed to RMANH and non-program members. A reception for energy program members will be scheduled for Q4, to highlight the accomplishments of the program and create energy champions out of the pool of participating program members.

Subtask 2.1.5: Seek a news media advertiser.

Q1: 40% - News media advertiser is scheduled to be selected once members enter the project implementation phase of the program, where they will assist in telling our "stories" of energy efficient projects throughout the community. White Birch has made initial editorial contacts and began the creation of a news media database, as well as a news media ad. Scheduled for completion during Phase 2/Spring 2010.

Q2: 40% - In a letter to the PUC in February the RMANH proposed to slow down some of the enrollment marketing efforts, as other efforts were fully subscribing the program. This potential modification would slow down, or eliminate the need for this element of the plan.

Q3: 40% - It is expected a news media advertiser will be selected with the launch of our first demonstration project in Q4.

Subtask 2.1.6: Distribute a newsletter and develop a Constant Contact program to support an on-going communications plan.

Q1: 20% - Newsletter "Retail Recap" distributed to all RMANH members, late October. A similar electronic newsletter will be distributed late November, using IntelliSense program to manage contacts, and continuing approx every 2 wks thru July 2010. Scheduled for completion by Summer 2010.

Q2: 40% - Energy Efficiency Program e-newsletter was sent out to 1) the RMANH member email database, approx 400 recipients and 2) a non-member database consisting of 146 recipients (47% view ratio) on 12/2/2009. The next scheduled release date is 2/22/2010.

Q3: 70% - Newsletter "Retail Recap" distributed to members around Feb 26, 2010. The Energy Efficiency Program e-newsletter was electronically distributed on April 9, 2010.

Task 3: Deploy Member Inventory and Enrollment

Subtask 3.1: Sign up appropriate members for utility CORE and demand response programs.

Q1: 20% - Initial research conducted by the Dupont Group to investigate what is being done in other states with regard to demand response programs. This will be reviewed again in early 2010, as demonstration projects begin to emerge in the program.

Q2: 30% - Initial research suggests that a changing and perhaps smaller NE-ISO Demand response program might make it difficult to develop a RMANH program. However, RMANH will be meeting in March with third party commodity suppliers to develop commodity programs which may include Demand Response.

Q3: 50% - A meeting with energy market consultants Usource outlined more potential energy savings opportunities for RMANH and program members. A presentation was developed for the RMANH Board of Directors, where the potential for this market will be addressed. It is the goal of the program to offer some type of energy market package to members in the future.

Subtask 3.2: Coordinate with other GHGER funded programs, as well as the workforce development elements of the Governor's Green Jobs Initiative, which will offer an opportunity for training to take place at RMANH member facilities.

Q1: 25% - The Dupont Group representing Project Manager Julie Skarritt, met with other RGGI Grantees, October 9, 2009, to discuss where our programs can work to support one another, as there may be some overlap into the communities served by our respective programs. Next step to post our information on CleanAir CoalPlanet's RGGI site and there was an interest in meeting quarterly to be coordinated by Roger Stephenson from CACP. This is an on-going effort, to monitor, interact, and track work being conducted in the energy efficiency community, and includes outreach by PM Julie Skarritt, the Dupont Group, and the Jordan Institute.

EESE Board meeting attendance by PM Julie Skarritt, the Dupont Group, and the Jordan Institute. Climate Change Collaborative meeting attendance by the Dupont Group. Green Alliance meeting attendance by PM Julie Skarritt.

Q2: 30% - Efforts continue to monitor, interact, and track work being done in the energy efficiency community. This includes outreach by all program partners (PM Julie Skarritt, the Dupont Group, and the Jordan Institute).

EESE Board meeting in attendance by PM Julie Skarritt, the Dupont Group, and the Jordan Institute. Climate Change Collaborative meeting attendance by the Dupont Group. PM Julie Skarritt testifying on behalf of RMANH on the group net metering bill (HB 1353). The Dupont Group attending HB 1353 work sessions.

Q3: 45% - Work continues in the energy efficiency community, through the continued outreach by all program partners (PM Julie Skarritt, the Dupont Group, and The Jordan Institute). EESE Board attendance by Julie Skarritt. Climate Change Collaborative meeting attendance by the Dupont Group. Meetings with CDEA to tie the Enterprise Energy Fund into the energy efficiency program.

Subtask 3.3: Connect participating businesses' retail customers with energy efficiency programs.

Q1,Q2,Q3: 0% - Scheduled for completion during Phase 3/Summer 2010.

Task 4: Conduct Energy Efficiency Evaluations and Audits

Subtask 4.1: TJI will perform preliminary energy audits and case studies for roughly 25 businesses, which will include onsite visits and analysis of energy use (including fuel oil) and cost.

Q1: 28% - As of 10/31/09, 8 out of 25 preliminary audits have been completed. 16 applications have been rec'd for audits, leaving 9 slots left available out of the 25. See Supplemental A from The Jordan Institute.

Q2: 44% - As of 1/31/2010, 11 out of 25 preliminary audits for Phase 1 have been completed by The Jordan Institute.

Q3: 84% - As of 4/30/2010, 21 out of 25 Phase 1 reports have been completed by The Jordan Institute.

Subtask 4.2: Select a smaller group of ten to twelve candidates for a full Assessment and Evaluation for their commercial building. TJI and other sub-contractors will perform the following:

Subtask 4.3: Blower door and infrared envelope analysis, lighting census, evaluation of natural lighting options, and HVAC system evaluation and suggested upgrades.

Q1: 0% - This has not yet been completed b/c none of the businesses who had the preliminary energy audits completed have progressed to this point yet. Scheduled for completion during Phase 2/Spring 2010.

Q2: 0% - Data for this category will begin in the 3rd quarter (Feb 2010).

Q3: 66% - 8 Phase 2 contracts have been received. All are in various stages of evaluation.

Subtask 4.4: Evaluate potential heating, cooling, air exchange, envelope, lighting, and all electric usage options.

Q1: 0% - This has not been completed during the first quarter b/c none of the businesses who had the preliminary energy audits completed have progressed to this point yet. Scheduled for completion during Phase 2/Spring 2010.

Q2: 0% - Data for this category will begin in the 3rd quarter (Feb 2010).

Q3: 66% - 8 Phase 2 contracts have been received. All are in various stages of evaluation.

Subtask 4.5: Review efficiency, demand reduction, and peak shaving potential of more efficient alternative fuel systems for each building, including biomass, solar (thermal and PV), combined heat and power, and possible district heating collaborations where appropriate.

Q1: 0% - Scheduled for completion during Phase 2/Spring 2010.

Q2: 0% - Data for this category will begin in the 3rd quarter (Feb 2010).

Q3: 66% - 8 Phase 2 contracts have been received. All are in various stages of evaluation.

Subtask 4.5.1: Provide both an energy model and a financial model of all the various viable alternatives and work with the owner to determine an implementation plan.

Q1: 0% - Scheduled for completion during Phase 2/Spring 2010.

Q2: 0% - Data for this category will begin in the 3rd quarter (Feb 2010).

Q3: 66% - 8 Phase 2 contracts have been received. All are in various stages of evaluation.

Subtask 4.5.2: Assign each resultant "implementation project" to a case manager who will work with the business to structure the project management which will include seeking bids, ordering materials, enrolling in utility programs, engineering and contracting.

Q1: 0% - Scheduled for completion during Phase 2/Spring 2010.

Q2: 0% - Data for this category will begin in the 3rd quarter (Feb 2010).

Q3: 66% - 8 Phase 2 contracts have been received. All are in various stages of evaluation.

Task 5: Develop Project Financing and Implementation

Subtask 5.1: Work out a cost-sharing financing package for each project, utilizing all available incentives, and ensuring that GHGER funds are used in the most cost-effective manner. This will be a collaborative effort between TJI, Ocean Bank and other banks, and an accounting and law firm to be determined.

Q1: 0% - Scheduled for completion during Spring & Summer 2010.

Q2: 30% - We have retained the legal services of Cleveland, Waters and Bass and have produced a Phase 2 Member Agreement, which outlines the payment responsibilities for a member to participate in the Phase 2 audit. We will begin the Phase 3 contract language in Q3, which will more stringently focus on the use of the rebate funds.

Q3: 65% - A Phase 3 contract has been developed for use with project implementation. Again, we have retained Cleveland, Waters and Bass to develop the legal document. This document addresses the needs of TJI, RMANH, the program member and the program contractor. A meeting was held with Janet Brewer of Ocean Bank, to discuss the loan-loss reserve we have established, and investigate the additional legal documents that may be needed to use those funds. Ocean Bank will be administering the qualifying documents for the process. As a Case Manager is hired, a robust financial guide will be developed and applied to every demonstration project implemented. Although each project will utilize a unique mix of financial tools, the guide will serve as a resource to show most, if not all, of the available funds/programs that exist in the market.

Task 6: Establish Civic Leadership Program

Subtask 6.1: Engage in civic leadership by partnering with Clear Air-Cool Planet, TJI, White Birch Communications Group and The Dupont Group to complete the following:

Subtask 6.1.1: Develop in-store displays of completed energy projects, including case studies.

Q1: 0% - Scheduled for completion during Summer/Fall 2010 (or later).

Q2: 10% - White Birch created a media presentation board used for RMANH's Legislative Reception. The display board featured members in Phase 1 of the project, and contained a sample report produced by the Jordan Institute. This board can also be used at other community events, board meetings, and will be re-worked to reflect the success stories of Phase 2 and Phase 3 members.

Q3: 20% The program display board has been re-worked for presentation at a business expo, and for use at scheduled Chamber of Commerce events. Interviews for development of case studies have been scheduled with Phase 1 members.

Subtask 6.1.2: Develop energy efficiency "champions" among RMANH members and associates who will advocate with their peers and the community at large about the benefits of the Program and the need for more public investment and support for energy efficiency and other greenhouse gas reduction efforts.

Q1: 15% - Identified RMANH members likely to participate in the program. Outreach to individual members, conducted by PM Julie Skarrit, includes site visits, email correspondence, phone

correspondence. Assistance given to members enrolling in the program and interfacing with The Jordan Institute to schedule site visits.

Q2: 30% - Having enrolled Phase 1 completely, and having delivered 11 of the Phase 1 reports, we have 6 verbal commitments from members who would like to proceed to Phase 2. This will result in a fully subscribed Phase 2 in short order. From these early adopters, we believe 3-5 will go to project implementation in Q3.

Q3: 50% - Currently, 19 Phase 1 presentations have been delivered, and 8 out of 10 Phase 2 contracts received. Work in ongoing to complete the Phase 2 reports and move members into Phase 3. At that time, case studies will be developed and a media campaign launched to identify our energy champions.

Subtask 6.1.3: Research and develop a program which will seek to use the millions of retail transactions that RMANH members undertake each year to create a consumer carbon reduction campaign at selected businesses' POS location.

Q1: 15% - Research conducted by The Dupont Group to investigate efforts being conducted in other states.

Q2: 25% - research concerning how similar programs are working in other states, and some smaller scale, local efforts in NH are underway. However, the more determinate factors will emerge as the enrollees move into more detailed projects and the program work with them to develop individualized promotion activities. These local efforts will offer guidance about what efforts retailers might want to undertake.

Q3: 25% - Progress will continue as retailers move into Phase 3. Information about this type of program will continue to be documented and hopefully used to develop a robust program that retailers will participate in. This will extend into ongoing years of the energy program.

Task 7: Establish Measurement and Verification of Energy Use

Subtask 7.1: Establish pre-project energy use and energy expenditures based on at least three years of data.

Q1: 0% - This data is being collected by The Jordan Institute, as they complete the Phase One Energy Assessments. Currently, data has been collected for 8 of the 25 assessments and TJI is processing this data. Scheduled for completion during Spring 2010.

Q2: 44% - Data for this category has been evaluated as a part of the Phase 1 audits performed by the Jordan Institute. Currently, 11 of the 25 audits have been delivered to the program members.

Q3: 95% Data has been collected for 21 out of 25 Phase 1 participants. This data is collected by The Jordan Institute. Currently, 19 of the 25 Phase 1 assessments have been delivered to program members.

Subtask 7.2: Collect post-project energy use data in partnership with TJI and Carbon Solutions New England and measure this against predicted energy use.

Q1: 5% - RMANH, the Dupont Group and The Jordan Institute met to establish the guidelines for data collection. CSNE has been tasked with tracking this data.

Q2: 5% - The Jordan Institute will be collecting post-project data. Projects are anticipated to begin in Q3 and Q4, and into the years beyond the end of the grant term.

Q3: 5% - Data will be collected as demonstration projects begin in Q4 and years beyond the end of this grant term.

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Subtask 7.3: Track cost renovations and embed sensors in the buildings that received extensive renovations so that energy use can be accessed remotely at a finer detail than available just from utility bills. Actual energy use data will be collected for several years after renovations are completed to determine which measures are most effective. This information will be shared with clients to make necessary improvements and adjustments to operating procedures.

0% - To be completed during the months & years beyond the end of this grant term.

Subtask 7.4: Assess the impact of the education program on other building owners, employees, and walk-in customers.

0% - To be completed during the months & years beyond the end of this grant term.

Subtask 7.5: Extrapolate the energy use and expenses data in partnership with Carbon Solutions New England (CSNE) in order to:

Subtask 7.5.1: Develop greenhouse gas reduction potentials for the entire commercial sector in New Hampshire.

0% - To be completed during the months & years beyond the end of this grant term.

Subtask 7.5.2: Analyze the cost of implementation and the annual cost savings resulting from reduced energy use to quantify both environmental and economic benefits of the project.

0% - To be completed during the months & years beyond the end of this grant term.

Subtask 7.5.3: Modify the assumptions that were made to calculate greenhouse gas emission and economic benefits of activities recommended to the NH Climate Action Plan.

0% - To be completed during the months & years beyond the end of this grant term.

Current Projects Table

As of 5/27/10

| Complete Level I Audits | | | | Site Visit | | | SF | Energy History Requested | Energy History Received | PM | Source EUI kBTU/SF | CUI \$\$/SF | Percent Complete of level 1 audit | Level I Energy Audit Report | Level I Presentation | Level II Status |
|------------------------------------|-------------------|---|-----------------------------------|------------|---------------|--------------------------------------|--------|--------------------------|-------------------------|--------|--------------------|-------------|-----------------------------------|-----------------------------|----------------------|-------------------------|
| | | | | Date | Time | TJI Staff | | | | | | | | | | |
| 194 Pleasant St | Inex | 4/9/2010 | x | 4/30/2010 | 9-10:30 am | HN, KS | 28,134 | x | x | x | 139.1 | 1.9 | 100% | Complete | 5/28/2010 | |
| Absolute Computer Solutions | Rick Pitts | x | x | 10/22/2009 | 12pm-2pm | GO & HN - surveying, data collection | 3,456 | x | x | x | 105.4 | \$1.85 | 100% | Complete 12/4/09 | 2/9/2010 | |
| Audubon | | | | 4/19/2010 | 1pm | HN, PL | | x | x | x | 97.3 | 1.6 | 90% | Complete | 5/24/2010 | |
| Barons Major Brands Concord | Dave Souter | x | x | 11/12/2009 | 9am-11am | GO & DB - surveyed, collected data | 6,000 | x | x | x | 133 | \$1.86 | 100% | Complete 12/4/09 | 2/17/2010 | Level II Cost requested |
| Chalfours | Trudy Abood | x | x | 12/8/2009 | | DB & GO | 14,400 | x | x | x | 145.6 | \$1.86 | 100% | Complete 2/18/10 | 2/24/2010 | |
| Clark Mortenson Agency - Claremont | Dee Belanger | x | x | 12/15/2009 | | HH & HN surveyed, data collection | 5,890 | x | x | x | 125.5 | \$2.78 | 100% | Complete 1/22/10 | 2/3/2010 | Agreement mailed |
| Clark Mortenson Agency - Walpole | Dee Belanger | x | x | 12/15/2009 | | HH & HN surveyed, data collection | 3,880 | x | x | Verify | 171.8 | \$3.34 | 100% | Complete 1/22/10 | 2/3/2010 | Agreement mailed |
| Country Woods Furniture | Steve Cavanaugh | x | x | 12/8/2009 | | GO & DB | 12,420 | x | x | x | 72.2 | \$1.28 | 100% | Complete 1/22/10 | 2/16/2010 | |
| Dorr Mill Store | George Dorr | x 12/15/09 1/28/10 2/4/10 multiple | x | 2/23/2010 | 8-9:30am | HN, KS | 9,758 | x | x | x | 113.7 | \$1.67 | 100% | Complete | 3/24/2010 | Agreement mailed |
| Grappone Automotive Group Hyundai | Alen Lord | x | x | 2/2/2010 | 2pm | GO, HN | 16,500 | x | x | x | 146.6 | \$1.91 | 100% | Complete | 5/27/2010 | |
| Grappone Automotive Group Ford | Alen Lord | x 12/18/09, 1/4/10, multiple | x msg 12/21/09 | 2/2/2010 | 2pm | GO, HN | 45,800 | x | x | x | 122.8 | \$1.56 | 100% | Complete | 5/27/2010 | |
| Hubbingtons Furniture | Peter Roades | x | x | 10/21/2009 | 9am-12pm | GO - surveyed, collected data | 29,475 | x | x | x | 38 | \$0.66 | 100% | Complete 12/4/09 | 1/15/2010 | Agreement mailed |
| Inn by the Bandstand | James Lane | x | x | 9/30/2009 | 3pm-5pm | GO - surveyed, collected data | 6,900 | x | x | x | 189.9 | \$2.77 | 100% | Complete 11/30/09 | 1/8/2010 | |
| State Street Discount | Greg Bell | x | x | 9/29/2009 | 9am - 1pm | Go & DB - surveyed, collected data | 31,000 | x | x | x | 220.6 | \$2.85 | 100% | Complete 11/30/09 | 1/5/2010 | Agreement mailed |
| Young's Restaurant | Kenneth Young | x 2/12/10 | x | 3/5/2010 | 1:00 - 3:15pm | HN, KS | 3,954 | x | x | x | 534.3 | \$7.57 | 100% | Complete | 4/13/2010 | Agreement mailed |
| Level I Audits In Progress | | Application Received | Initial Contact | | | | | | | | | | | | | |
| Real Green Goods | Deborah deMoulied | x | x 12/21/09 1/28/10 Multiple | | | GO | | x 12/21/09 | | | | | Renting, no progress | | | |

| | TJI Contact | Contact | SF | Source EUI kBTU/S F | CUI \$\$/SF | Blower Door | Percent Level II Complete |
|--|-------------|--------------------|-------------------|------------------------------|----------------|----------------|---------------------------------|
| Level II Audits Complete | | | | | | | |
| NH Real Estate Development Group 18 Low Ave | HN | Bill Dunlap | | 175.1 | \$2.93 | x | 4/16/2010 |
| Level II Audits In Progress | | | | | | | |
| Baron's Major Brands Laconia | HN | Mike Barons | 11,200 & 6,000 | 169.1 | \$2.40 | x | 30% |
| David Bogacz DDS | HN | David Bogacz | 2,000 | 229.7 | \$3.55 | x | 85% |
| Dorr Woolin | HH | George Dorr | 9,758 | 113.7 | \$1.67 | 5/20 | |
| Clark Mortenson Agency - Keene | HH | Tom Minkler | 11,500 | 159 | \$2.48 | | 30% |
| Manor Motel | HH | Richard Messina | 28,000 | 279.1 | \$5.29 | x | 50% |
| Persian Rug Galleries Inc | HN | Sy Mahfuz | 7,000 | 102.7 | \$1.50 | x | 60% |
| Seasonal Specialty Stores | HN | Dennis DiPaolo | 31,600 | 88.8 | \$1.17 | | 40% |
| CDFA | HN | Ted Kuchinski | | | | | Might move directly to Level II |

In-House Mileage/Travel/Expenses

Project Manager

Case Manager

February 2010 Expenses – Julie Skarritt

Date Submitted

2/17/10 Travel to Manchester, NH (*Baron's Major Brands*) 63262-63347=85
@ 41 cents/mile = \$198.03

Toll charges 2/17/10 \$1.40

Total: \$203.63

March EEP 2010 Expenses – Julie Skarritt

Date Submitted

3/4/10 University of NH – “Going Green At the Workplace” class

\$97.00

Total: \$97.00

In-House Labor Hours

Project Manager

Case Manager

Administrative Assistant

| Task # | Work Description | Hours worked | Approx Amount Paid | Name |
|--|-------------------------------------|--------------|--------------------|--------------|
| xx | Administrative/Accounting/Reporting | 69 | 1040 | Katelaux, AA |
| *The Administrative Assistant is the only hourly paid employee, all others are salaried. | | | | |

Julie's Grant Hours – February, March, April

February 2010

- **Task 1 Program Partners Meetings** – coordinated weekly meetings with the Dupont Group and The Jordan Institute to review status of the program. Includes follow-up activities, agenda creation and distribution. (10 hours)
- **Task 1 Program Administration** – returning email, setting up meetings, returning phone calls, researching energy efficiency programs from other sources, preparing quarterly report for PUC. (50 hours)
- **Subtask 1.3 RMANH member outreach/Program enrollment** – Email correspondence, phone correspondence, follow-up. (35 hours)
- **Subtask 3.2 Attended EESE Board Meeting** – represented RMANH at EESE. (2 hours)
- **Task 1 Attended RMANH Board Meeting & Legislative Reception** – met with board members, gave an overview of the Energy Efficiency Program and a status report. Was available to discuss the financials of the program. Board meeting follow-up questions. Discussed EEP with guest and legislators at RMANH's annual reception. (8 hours)
- **Task 1 Marketing** – write article for "Retail Recap" and energy program newsletter. (8 hours)

March 2010

- **Task 1 Program Partners Meetings** – coordinated weekly meetings with the Dupont Group and The Jordan Institute to review status of the program. Includes follow-up activities, agenda creation and distribution. (8 hours)
- **Task 1 Program Administration** – returning email, setting up meetings, attending meetings, returning phone calls, updates to web page, reworking Phase 1 application, researching alternative web site approaches, recordkeeping, updating notebooks. (42 hours)
- **Subtask 1.3 RMANH member outreach/Program enrollment** – sending out applications/fags to members already identified as having interest in the program. Advertise additional openings in the program. Includes email correspondence, phone correspondence, follow-up. Site visits to potential new members in the Concord area. (51 hours)
- **Task 1 Administrative Structure** – Interviewed candidates for Case Manager position. Continue to advertise for the position and look into other job boards to expand the hiring pool. (11 hours)
- **Subtask 3.2 Attended EESE Board Meeting** – represented RMANH at EESE. (2 hours)

- **Subtask 5.1 Contract Work** – Met with Dupont and Ocean Bank to discuss loan loss reserve fund, and potential contracts that may be needed to access these funds. Discussed loan loss reserve, interest buy-down, and credit support options. The fund will be administered by Ocean Bank. Started Phase 3 contract, working with Cleveland, Waters and Bass for legal consultation. Outlined rebate criteria and limits. Identified contract participants and anticipate their needs. (11 hours)
- **Subtask 3.1 Meeting with Energy Broker** – Met with Usource, to discuss energy savings opportunities for RMANH members. Produced a power point presentation for discussion at the next RMANH Board Meeting in May. (5 hours)

April 2010

- **Task 1 Program Partners Meetings** – coordinated weekly meetings with the Dupont Group and The Jordan Institute to review status of the program. Includes follow-up activities, agenda creation and distribution. (12 hours)
- **Task 1 Program Administration** – returning email, setting up meetings, returning phone calls, updating program binders. (48 hours)
- **Subtask 1.3 RMANH member outreach/Program enrollment** – Attended Phase 2 presentation for 18 Low Avenue. Met with and enrolled new member, NH Audobon. Maintain email and phone contact with current program members. (31 hours)
- **Subtask 5.1 Contract Work** – Continue working on Phase 3 contract with Program Partners. Document expected to be ready for use with launch of the first demonstration project. (15 hours)
- **Subtask 3.2 Coordinate Programs** – Met with CDEA to discuss coordinating marketing efforts between RMANH's EEP and the Enterprise Energy Fund. Decide to participate in the Mt. Washington Valley Business Expo in May, as co-exhibitors. Message will highlight the two programs, and how they work together. Met with President of New Hampshire Lodging & Restaurant Association to discuss partnering for the next grant proposal. NHLRA members would participate in our program, and we would work to create a sustainability program for RMANH members not ready to participate in the assessment/audit phases. This type of program will lead to education opportunities with a part of the membership that may not want to participate in a deep-retrofit, but want to become more energy efficient and "green". (7 hours)
- **Subtask 3.2 Attended EESE Board Meeting** – represented RMANH at EESE. (2 hours)
- **Task 1 Administrative Structure** – Conducted second interviews for Case Manager position. Completed reference check. (5 hours)
- **Subtask 2.1 Public education and communications** - Enrolled and completed UNH class "Going Green in the Workplace". (15 hours)

