

# MEMO

## CONSULTANT TEAM

**TO:** Energy Efficiency Council  
**FROM:** EEC Consultant Team  
**CC:** Office of Energy Resources  
**DATE:** January 15, 2026  
**RE:** January 15<sup>th</sup> EEC Meeting Briefing Memo



### PURPOSE OF BRIEFING MEMO

The purpose of this briefing memo is to assist members of the Energy Efficiency Council<sup>1</sup> with digesting the many materials and decisions they may need to make at each meeting. It follows a similar format to the meeting agenda so Councilors can follow along throughout the meeting. For each agenda item, this memo will highlight key considerations for the Council and clearly indicate what actions (if any) the Council needs to take. The Consultant Team (C-Team) has worked with the Office of Energy Resources (OER) to also incorporate the content that Councilors are used to seeing in the “Recommended Vote Language” document. This ensures the Council has a single point of reference during meetings. This memo will also note any supplemental materials that are provided, but not associated with, specific agenda items. The C-Team and OER welcome any feedback on the format and content.

### 6. SPECIAL TOPICS

#### 6A. PRESENTATION FROM THE 2025 MIKE GUERARD ENERGY FELLOW

##### Key Considerations

- The Council – through its C-Team – has supported Luke Meunier as the 2025 Mike Guerard Energy Fellow
- Work in 2025 focused on supporting the Council’s Newsletter, assistance with analytical tasks for program oversight and 2026 Planning, and development support for Council meeting materials

##### Discussion Questions

- What was the most important thing the Energy Fellow learned during their time with the Council?
- Do you see value in the Council continuing its support for the Mike Guerard Energy Fellow?
- What type of projects would you like to see future energy fellows support?

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<sup>1</sup> All materials associated with the Energy Efficiency Council are the work of the “Energy Efficiency and Resource Management Council” and any public meetings materials posted on the RI Secretary of State website should be searched using that title.

## 7. PROGRAM OVERSIGHT

### 7A. ENERGY EFFICIENCY DOCKET 25-37-EE REGULATORY UPDATES

#### Key Considerations

- The Council's C-Team will give a presentation on outcomes of the 2026 Plan Docket and will facilitate a conversation where Rhode Island Energy and OER can provide their perspectives.
- The presentation will largely focus on discussion and rulings from the Commission.
- The C-Team is also preparing a detailed summary memo of the Docket, including key areas of discussion from the hearings, which it will provide as a follow-up to this meeting.

#### Discussion Questions

- What lessons should the Council take from outcomes in the Docket into its future work (e.g. plan priorities, review, Docket engagement, etc.)?
- What does the Company see as key priorities or next steps for energy efficiency implementation and planning?

#### Council Actions

Required Vote

Potential Vote

No Vote

## 8. COUNCIL BUSINESS

### 8A. PRESENTATION AND DISCUSSION ON SETTING 2027-2029 ENERGY EFFICIENCY TARGETS

#### Key Considerations

- The Council is required to develop and submit to the PUC energy efficiency program targets for the period of 2027-2029
- The purpose of the targets is to help establish what is potentially available cost-effective efficiency and to guide establishment of savings goals
- The C-Team will provide a status update on the work it is doing to help inform the development of these targets.

#### Discussion Questions

- How should the Council balance benefits of setting aggressive targets with risks of overestimating market readiness or budget capacity?
- How should other policy/priorities be considered (e.g., equity and access, integration with Act on Climate, etc.)?

### Council Actions

Required Vote

Potential Vote

No Vote

## 8B. REVIEW AND POTENTIAL VOTE ON LEGAL SERVICES

### Key Considerations

- The Council's current extension with Handy Law, LLC began on May 1, 2025 and is set to expire on April 30, 2026.
- The Council may elect to execute a 12-month contract extension with Handy Law, LLC, or may choose to go out to bid for new legal services for May 1, 2025 and beyond.
- If the Council elects to execute a 12-month extension, this would be the second of two allowable 12-month extensions.
- The Council will need to vote on this matter as soon as possible to avoid a lapse in legal services.

### Discussion Questions

- Has Handy Law, LLC met its expectations to support the Council's legal needs?
- If electing to issue a contract extension, are there any changes to the existing contract that the Council would recommend?
- If electing to put the contract back out to bid, what (if any) changes in legal services would the Council like to see in a new RFP?

### Council Actions

Required Vote

Potential Vote

No Vote

### Recommended Vote Language

- **A motion to execute an extension of the existing legal services team:** motion to execute the second of the EEC's two twelve-month extensions of the existing EEC legal services contract and to direct the Office of Energy Resources to work with EEC Legal Counsel to execute the contract extension documents.
- **A motion to approve going to the market for legal services:** A motion to approve issuing a request for proposals (RFP) to solicit legal services for the EEC and to direct the Office of Energy Resources to prepare a draft in advance of the March Council meeting for consideration.

## 8C. REVIEW OF COUNCIL'S 2025 BUDGET AND POTENTIAL VOTE FOR REALLOCATIONS

### Key Considerations

- OER will review the Council’s invoiced expenses to date and projected pending expenses
- The Council’s Consultant Team has provided a memo outlining its year-end update on its budget. The memo also includes a request for the Council to reallocate funding to support spending beyond its originally approved budget.
- The Council has one line item in its 2025 budget (EE and Climate Awareness Campaign) for which it did not utilize any funding in 2025.

**Discussion Questions**

- Do Councilors have any questions about year-to-date spending and forecasted year-end spend?
- Does the Council have any questions for the Consultant Team regarding their documented overspend in 2025?
- Do Councilors support reallocating a portion of its unspent funds (e.g. from the EE and Climate Awareness Campaign line item) to consultant services?

**Council Actions**

Required Vote      **Potential Vote**      No Vote

**Recommended Vote Language**

- **A motion to reallocate funds:** A motion to reallocate \${state amount} from {state line item} to the {state line item}.

**8D. REVIEW AND POTENTIAL VOTE ON CONSULTANT SERVICES 2026 SCOPE OF WORK**

**Key Considerations**

- The C-Team has provided a draft of their 2026 scope of work (SOW) and budget
- The SOW memo builds off the 2025 SOW, with updates and changes described
- The proposed budget is based off the allocation in the Council’s proposed and approved 2026 budget proposal

**Discussion Questions**

- Does the SOW provided meet the Council’s needs?
- Is the SOW work clear?
- Does the SOW provide support for core Council activities and priorities?
- Are there any adjustments that should be made to the SOW?

**Council Actions**

Required Vote      **Potential Vote**      No Vote

### Recommended Vote Language

- **A motion to adopt the 2026 Scope of Work:** Motion to approve the 2026 scope of work for the Consultant team, led by Optimal Energy, and the associated budget for that scope of work as presented at the January 15<sup>th</sup>, 2026 Council Meeting. Further, to direct the Office of Energy Resources to incorporate this approved scope of work and budget into the current consultant services contract.
- **A motion to adopt the 2026 Scope of Work, with amendments:** Motion to approve the 2026 scope of work for the Consultant team, led by Optimal Energy, and the associated budget for that scope of work with the following amendments: {state amendments}. Further to direct the Office of Energy Resources to incorporate this amended scope of work and budget into the current consultant services contract.
- **A motion to request revisions and/or modifications:** Motion to request that the Consultant Team, led by Optimal Energy, make significant revisions to the scope of work and present that for Council consideration at the February meeting. Specifically, the revised document should address: {specific area(s) of concern}.

## **8E. DISCUSSION AND POTENTIAL VOTE ON THE COUNCIL MEETING CALENDAR FOR 2026**

### Key Considerations

- OER and the C-Team will lead the Council with a discussion around its meeting schedule and logistics for 2026
- Potential discussion topics will be highlighted, with opportunity for Council input
- The Council may choose to vote to formally set its meeting schedule for 2026

### Discussion Questions

- Is the Council comfortable with the current meeting schedule and logistics?
  - Frequency
  - Date/Time of day
  - Length
  - Location
- Are there any special topics the Council would like to hear more about in 2026?

### Council Actions

Required Vote

Potential Vote

No Vote

### Recommended Vote Language

- **A motion to approve the 2026 Calendar:** Motion to approve the 2026 energy efficiency council meeting calendar as presented by the Office of Energy Resources at the January 15, 2026 Council meeting, and to direct OER to make the necessary reservations for the meetings for the year.

## **SUPPLEMENTAL MATERIALS**

### **COUNCIL BUDGET TRACKER**

OER has provided an initial version of the Council's budget tracker for 2026.

### **MONTHLY DATA SNAPSHOT**

The Consultant Team has provided a monthly data snapshot which includes several visuals to display lifetime savings and spending achieved through the month of December, relative to plan goals.