



## HELIX TEAM CHECK-IN CALL

**Date:** Wednesday, October 5, 2016  
**Time:** 2:00PM - 3:00 PM  
**Attendees:** Carolyn Goldthwaite, Kevin Rose, and Jim O'Reilly - NEEP  
David St. Jean, Joan Glickman, Harry Bergmann, and Maddy Salzman - U.S. DOE  
Kelly Launder - VT PSD, and Alissa Whiteman - MA DOER  
Richard Faesy, Gabrielle Stebbins, and Chris Neme - EFG  
Liz Curry and Leslie Badger - VEIC  
Craig Foley; Jeff Gephart; Ahson Wardak; Roxanna Mastor; Patty Kappaz

### Agenda:

- Welcome [5min]
  - updated Gantt chart
  - team-wide progress email summaries on alternating months?
- NEEP Update [5min]
  - HELIX Advisory Committee
  - News on SEED database
- HELIX Summit [15min]
  - Final agenda
  - Team Roles and Responsibilities
- VEIC/Ahson/EFG update [20min]
  - Gap assessment on project technical lead /governance roles
- VLS update [5min]
  - Research frameworks
- Craig/Jeff mini-update [5min]
- New Business/ Invoice reminder/Wrap up [5min]

#### New Action Items:

- NEEP will provide bi-monthly update emails starting in Nov.
- NEEP will edit Committee structure, clarify stakeholder roles
- Team members will [register for Summit](#) if attending
- NEEP will organize panel group calls to discuss these sessions
- Panelists will send NEEP their presentation slides by COB Fri, Nov. 4
- Craig, Joan will reach out to appropriate contacts
- Leslie and Ahson sign letter of intent on behalf of HELIX Team to participate in SEED residential user group



## MEETING NOTES - Action items in green

### • Welcome

- NEEP suggests provide email updates to HELIX team every other month (alternating with our team calls) to ensure everyone is up to speed with the key components of all parts of the project on a monthly basis
  - **Action item: NEEP will provide bi-monthly update emails starting in Nov.**
  - This email (or a variant of it) will also go to the HELIX Advisory Committee once formed

### • NEEP Update

- HELIX Advisory Committee
  - (see “Advisory Committee” document in Private Portal)
  - NEEP presented preliminary Committee structure, including one energy office, MLS, and real estate professional representative from each state plus a PA representative from states implementing/pursuing a statewide rating program
  - NEEP invites feedback on how appraisers should be represented, and who else needs to be involved. Identified as potential additions were:
    - PAs: Efficiency Maine and Mass Save rep
    - Implementers (e.g. CLEAResult, RISE)
    - Earth Advantage (new MA program lead)
    - Appraisers: NH-VT chapter rep, CT group is regional powerhouse
    - Non-DOE rating/certifying groups: USGBC/PHIUS/RESNET/NAHB
    - Lenders: perhaps recruited by NASEO (build off Providence meeting)
  - **Action item: NEEP will edit Committee structure, clarify stakeholder roles**
- News on SEED Database
  - In contrast to Harry’s report at our kickoff meeting, DOE will continue to incubate and invest in the SEED platform for another year or two before releasing operational responsibilities to industry (exact entity TBD)
- NEEP is engaging Efficiency Maine and other state partners across the region to raise additional HELIX project-specific funding

### • HELIX Summit

- New [Summit website](#) is posted with final agenda
  - Governance section retitled and moved to own timeslot, as several team members suggested
  - Liz Curry removed from agenda; Mark James replaces Kevin Jones
- Registration page finalized (page launched shortly after this call)
  - **Action Item: Team members will [register for Summit](#) if attending**
- “Save the date” was sent to stakeholders (invitation sent shortly after this call)
- HELIX contractors can travel invoice Summit travel expenses, but this must be included within the “not to exceed” contract limits
- **Action Item: NEEP will organize panel group calls to discuss these sessions**
- **Action Item: Panelists will send NEEP their presentation slides by COB Fri, Nov. 4**
- Stakeholder list is fairly robust, but Summit could use the perspective of more data aggregators and real estate portal representatives
  - **Action Item: Craig, Joan will reach out to appropriate contacts**



- **VEIC/Ahson/EFG update**
  - (see “SEED Residential User Group memo” and “SEED Letter of Intent” in Private Portal)
  - Earth Advantage acquired by Renovate America
  - Technical team identified three general scenarios for database development (custom build, build off existing platform, develop core of existing platform) each with pros and cons
    - Important to weigh these options in the context of not knowing whether HELIX will be hosted/operated/maintained by a subset of the HELIX team or dropped off with another entity
  - RFP process for soliciting IT contractor would still hold, though a smaller pool of contractors would respond and be capable of completing this work
  - Should consider eventual business plan in this decision and identify a central funding source
    - Different options: does HELIX exist as “full service” solution, or do we “build and leave it” with end users (states) investing as meets their needs?
    - Need to identify who can own and maintain the data: DOE does not want to hold the data
  - Technical team recommends signing letter of intent to partner with SEED, Earth Advantage, CA, and OR to investigate opportunity to con-invest in SEED
    - Several team members agree; (no disagreement (but a few clarifying questions asked and answered) in post-meeting follow-up email)
    - Leslie and Ahson would be committing their project time, but not further IT budget at this point
    - **Action Item: Leslie and Ahson sign letter of intent on behalf of HELIX Team to participate in SEED residential user group**
      - HELIX Team will re-evaluate after the Summit and make decision on further investment before the end of the year
  
- **VLS Update** - held for future meeting
  
- **Craig/Jeff mini-update** - held for future meeting
  
- **New Business / Wrap Up**
  - HELIX Q2 (Q3 2016) invoices and progress reports due COB Fri, Oct 7