

Residential Technical Team Meeting

Meeting Date: January 28, 2010

**Attachments: Housing Code Energy Analysis Scope of Work
Residential Projects Status Log**

Attendees					
Michael Reid	X	Sheila Horton		Ty Coleman	
Dave Roberts		Steve Walker		Leonard May	
Jim Logan	X	Conor Merrigan		Steve Pomerance	X
Spenser Villwock	X	Dan Friedlander		Kara Mertz	X
David Neiger		Debbie Fox		Yael Gichon	X
Paul Sheldon		Ann Livingston	X	Shireen Miller	X

Project Summary	
<p><i>Schedule:</i> Hire "Two Techs" design contractor: 01/2010 Housing Code energy update: 05/2010 Two Techs pilot(s) kickoff: 04/2010 CAP Community Summit: 04/2010</p>	<p><i>Budget:</i> ~\$400,000: 2010 CAP Tax \$147,800: 2010-2011 EECBG formulaic grant</p> <p><i>potential:</i> > ~\$9 million: EECBG competitive grant</p>
<p><i>Scope:</i> On scope Change Notices: Timeline shifting for Housing Code.</p>	<p><i>Risks:</i></p> <ul style="list-style-type: none"> • (high) Financial packages must be delivered for pilot #2 • (medium) Social mobilization strategy still in development • (low) new business models emerging for Two Techs delivery*
<p>Executive Summary: This meeting is an update on contractor selection for the Two Techs and a Truck program design and an update on the "Smart Regs" Housing Code changes and associated energy analysis.</p> <p>Key Accomplishments:</p> <ul style="list-style-type: none"> ➤ Chose contractor(s) to design Two Techs program. Finalizing scope of work and contracts. ➤ Selected consultant to conduct analysis of 5 properties to quantify costs and results of selected measures and make policy recommendations for Smart Regs proposal. <p>Next:</p> <ul style="list-style-type: none"> ➤ Discuss Two Techs new developments and consultant selection ➤ Need feedback on budget, grants and rebates ➤ Discuss Smart Regs Housing Code update <p>Additional Items to Report:</p> <ul style="list-style-type: none"> ➤ Residential Sustainability Specialist: position closed 1/7; screening candidates 	

Meeting Agenda for 1/28/2010	Facilitator and Presenters
1. Update on selection of "2 Techs and a Truck" design consultants a) New developments* b) Scope of Work 2. Update Budget/grants/GEO match 3. Update on Smart Regs Housing Code	Yael Gichon Yael Gichon Kara Mertz

Projects Status Log						
Project	Lead	Status	Accomplishments	Next Steps	Issues to report	Upcoming meetings
<i>See attachment</i>						

Upcoming Meetings	Date and Time
Kickoff with Cadmus	
CAP Community Summit (Financing Tech Team)	