

Technical Advisory Group Agenda

January 19, 2024

10 AM – 1 PM

Virtual Meeting Only (Go-To Meeting [link](#))

- Welcome
- Review agenda – opportunity for members to add agenda items
- Review and approve 12/11/23 meeting minutes
- PUC to share status of work on the Clean Heat Standard
- Review current draft of procedures (incorporates public comment, TAG feedback)¹
- Discuss election of Chair, Vice Chair
- Revisit sequencing of group’s statutory tasks; see draft -RULE schedule²
- Discuss emissions accounting conflict³
- Discuss issue of credit ownership⁴
- Set meeting frequency and duration
- Opportunity for public comment
- Adjourn

¹ The meeting materials include both the initial and revised draft procedures. Substantive changes in the revised procedures are highlighted in gray.

² The Commission developed a draft schedule in 23-2220-RULE. Relevant information can be found in [ePUC](#); see Commission Order “Procedural Order Requesting Comments” and “Other Attachment” issued on 12/21/2023 in Case No. 23-2220-RULE.

³ In Act 18, clean heat credit values are based on lifecycle emissions but obligations are tied to GWSA targets. Department of Public Service and Agency of Natural Resources to elaborate.

⁴ Relevant information can be found in [ePUC](#); use the topic tag “3 Credit Creation” to find relevant materials in Case No. 23-2220-RULE. The [transcript](#) from the 12/15/2023 Credit Ownership Workshop can be found under the “Transcript” drop down in the “All Other Documents” tab.

Clean Heat Standard Technical Advisory Group

December 11, 2023, Meeting Minutes

Attendees

- Members of the Technical Advisory Group present
 - Melissa Bailey, Vermont Department of Public Service
 - Jared Ulmer, Vermont Department of Health
 - Brian Woods, Vermont Agency of Natural Resources
 - Matt Cota, Meadow Hill Consulting
 - Luce Hillman, University of Vermont
 - Ken Jones, Energy Action Network
 - Michelle Keller, Fraktalas Energy
 - Casey Lamont, Burlington Electric Department
 - Emily Levin, Northeast States Coordinated Air Use Management
 - Emily Roscoe, Efficiency Vermont
 - Floyd Vergara, Clean Fuels Alliance America
 - Rick Weston
 - Patrick Wood, Ag Methane Advisors
- Participating Vermont Public Utility Commission staff
 - Erin Hicks-Tibbles
 - Tom Knauer
 - Deirdre Morris
 - Tracy Myers
 - Dominic Gatti
- Participating Members of the public
 - Ben Plotzker, Efficiency Vermont – supporting Emily Roscoe
 - Ben Cartwright, NV5 – consultant supporting the Department of Public Service’s potential study
 - Annette Smith
 - John Brabant
 - Thomas Weiss

Meeting commenced at 1:04 pm ET

- Welcome and introductions
 - Commission staff emphasized the importance of the Technical Advisory Group and reiterated that while Commission staff is running this meeting, it is the group’s meeting.
 - Individuals on the TAG and some members of the public introduced themselves (*see Attendees section above*).
- Reviewing agenda
 - Commission staff mentioned the materials that were posted ahead of the meeting, and provided a brief overview of the preplanned agenda.
 - A number of changes were made to the agenda by group members:

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- Moving the discussion of the election of officers for the Technical Advisory Group to after the conversation about the sequence of statutory tasks – Commission staff, hearing no objections to the suggestion made by Emily Levin, rearranged the order of the agenda items (1:29 pm).
- Adding a subpoint to the review of draft procedures to talk about non-member participation in meetings.
- Adding a subpoint to the review of draft procedures to discuss decision-making points and mechanisms for the Technical Advisory Group.
- Adding a subpoint to the review of draft procedures to discuss digesting public comments, administrative support, and the possibility of subcommittees.
- Group members inquired and got clarification about:
 - Update on the Commission hiring the consultants required by Act 18; Commission staff shared that they are in the contracting process for both the technical consultant and the public engagement facilitator.
 - If Commission staff was taking notes on the meeting; Commission staff took notes.
 - The role of the Commission in Technical Advisory Group meetings; Commission staff said they anticipated the Technical Advisory Group to be independent and, at an arm's length to provide expert advice, criticism, and technical input. Staff said they only plan to provide administrative support.
 - The role of the Technical Advisory Group in determining what constitutes an Early Action Credit; Commission staff outlined the current course of public comments on the topic, the then-forthcoming Order addressing the topic, and the potential interaction between the Technical Advisory Group, the technical consultant, and the Commission in making a final determination on awarding Early Action Credits if the Clean Heat Standard is enacted.
- Review key milestones in the PUC's work
 - Commission staff walked through the milestones and deadlines that are enumerated in statute and were listed in the preparatory materials for this meeting.
 - Group members inquired into what early deliverables the Technical Advisory Group may need to provide input on. Commission staff explained that the fuel dealer registration form and potential funding streams report are going through a public process. The Commission is interested in feedback from the Technical Advisory Group on how to contact fuel dealers regarding the registration form.
 - Group members discussed the availability of a definition of fuel dealers, and how the statutory definition of "fuel dealer" and "obligated party" would inform the registration effort.
- Review of draft procedures
 - Commission staff gave an overview of the process to date that went into the development of the draft procedures for the Technical Advisory Group and

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explained how public comments had been incorporated into the most recent draft, including a more explicit inclusion of the relevant open meeting law. Staff solicited feedback on the draft procedures from group members to inform the final version of the procedures. Group members shared their perspectives:

- Confirmed that Technical Advisory Group members from state agencies were voting members.
- Multiple members said that mapping out the tasks required of the group would be helpful in determining a longer-term schedule of work. They believe it would be useful to set and publish a schedule of work to maximize useful input from the group and the public.
- Members expressed interest in more details about the technical consultant and the relationship between the consultant and the advisory group; Commission staff said that the [Request for Proposals issued by the Commission](#) included major milestones and expectations. The Commission will share more information after it completes the contracting process.
- Group members discussed the idea of having an independent meeting facilitator for the Technical Advisory Group.
 - Some agreed that having one would be useful to fairly balance discussion of nuanced or contentious issues while keeping the group focused. They also felt that acting as Chair of the group might make it more difficult to participate in group discussions.
 - Others were less inclined towards hiring a facilitator and expressed concern that finding one would delay substantive work the group needs to tackle.
 - Commission staff indicated they are investigating the possibility of having such a position and inquired what level of expertise in clean heat-related subjects they would want the facilitator to have.
 - Some group members felt that a facilitator would not need to be closely familiar with clean heat-related issues as they would primarily help the group with administrative tasks. Some members agreed that a neutral, administrative facilitator would also help prevent the Chair from unduly influencing the conversations had by the advisory group. There was agreement that the potential facilitator would not have to be an expert on clean heat subjects but should be able to understand and focus comments made by members of the group.
- Members asked if Commission staff intended for references to the Technical Advisory Group's interaction with the technical consultant in the draft procedures to apply individually or collectively. Commission staff replied that they anticipated the group would act collectively, either through a liaison or by interacting with the consultant at group meetings.

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- Other members expressed the expectation that the consultant would attend most, if not all, of the Technical Advisory Group meetings.
- Members who were not appointed as representatives of named organizations asked if language in Section 3(e) of the draft procedures was meant to allow them to invite outside experts to contribute to group meetings and expressed a desire to be able to do so. Commission staff indicated that they did not read that section to disallow individual group members from bringing experts not affiliated with a named organization to contribute to the advisory group.
 - Group members agreed that they needed to make a decision on how to collectively make decisions. The group discussed the pros and cons of using Robert's Rules of Order, the simple majority threshold contemplated in the draft procedures, and the interim applicability of any decision-making processes pending the possible hiring of a meeting facilitator.
 - Ken Jones moved to direct the Commission to provide a report on the advantages and disadvantages of hiring a facilitator, seconded by Luce Hillman (12:18 pm). After further discussion among the group, the motion was amended to recommend that the Commission look into hiring a facilitator and report back to the group on the pros, cons, and timeline. Amended motion adopted by voice vote (observed by raising of hands) (2:23 pm).
 - Ken Jones moved to request the Commission explore and recommend a framework for how the Technical Advisory Group should arrive at decision points and collectively make decisions, seconded by Matt Cota (2:27 pm). Following a discussion that contemplated a minority report accompanying Technical Advisory Group decisions and what actions a procedure might apply to, the group unanimously adopted the motion (2:36 pm).
 - Noting that the group had defaulted to using a basic version of Robert's Rules of Order, Luce Hillman moved that the group use Robert's Rules until the group has a potential Chair or facilitator, seconded by Emily Levin (2:37 pm). After a brief conversation regarding the ability of Commission staff to temporarily act as parliamentarians and the confirmation of Dominic Gatti's willingness to fill that role at this meeting, the group adopted the motion by voice vote (observed by raising of hands) (2:38 pm).
 - Review of group's statutory role in the potential Clean Heat Standard
 - Commission staff provided an overview of the role of the Technical Advisory Group and its stated responsibilities.
 - Members clarified that the primary responsibility for developing lifecycle emissions analysis rests with the technical consultant, but the Technical Advisory Group will review their methodology and provide input on their analysis.

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- Group members discussed the difference between lifecycle analysis and the greenhouse gas inventory. It was brought up that the Vermont Agency of Natural Resources is currently under contract for work related to the greenhouse gas inventory and is engaged in other work in this area. It was noted that the Commission, with the advice of the group, needs to establish how the lifecycles of different clean heat measures relate to the sector reductions required by the [Global Warming Solutions Act](#). The group agreed that an iterative approach would likely be necessary among the Technical Advisory group, the technical consultant, the Agency for Natural Resources, and the Commission in figuring out these complicated relationships. Further conversation considered the viability of a Vermont-specific [GREET \(greenhouse gas, regulated emissions, and energy use in transportation model\)](#), the difference between lifecycle calculations and a greenhouse gas inventory, and recent revisions to the [Vermont Pathways Report](#).
- Group discussion on the sequence of statutory tasks
 - Commission staff referred to the list of statutory tasks identified by the Commission and asked the group what the best sequence of tasks might be.
 - Group members asked if the Commission had a recommendation; Commission staff responded that they don't want to be overbearing on the group, but suggested ownership methodologies may be ripe given the robust public record on the topic.
 - Group members expressed that a more clearly defined plan of work and status on different items from the Commission would be helpful in identifying where the Technical Advisory Group could interject. Group members asked for clarification on how the group's work would be incorporated into the Commission's decision-making, and if the Technical Advisory Group is expected to provide input on the first checkback report; Commission staff replied that they do not expect much input from the group on the checkback report, and that they hear the group requesting an expected timeline from the Commission on all of the topics that will be covered and where advisory group input would be most useful.
 - Commission staff observed that it did not seem like the exact sequencing of tasks was ripe for the meeting. Some members agreed and said they were interested in going through the list of tasks and identifying what prerequisite information would be needed to come to a conclusion on a topic at the next meeting. The group discussed how potential deviation from the current greenhouse gas inventory would put other decisions the group has to make into flux. Group members felt there are a lot of process questions that will need to be answered at the next Technical Advisory Group meeting, and the group will have to get started on substantive questions. Members expressed interest in a presentation from the Agency of Natural Resources on their lifecycle analysis work.
 - Group members expressed interest in receiving a digest of the public comments made through [ePUC](#). Commission staff explained the new [Clean Heat Standard website](#), [ePUC and CHS topic tags](#), and their practice of providing an overview of comments made in Orders responding to such comments.

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- Members identified the topic of credit ownership as a policy question rather than a technical question, but Commission staff pointed out that Act 18 explicitly requires the Commission to consult with the Technical Advisory Group on ownership methodology. Members asked Commission staff about how they envision consulting the group on questions like this, to which staff replied that there will be multiple ways the Commission will solicit input from the Technical Advisory Group, but often the Commission will get public comment on a matter and construct a straw proposal for the advisory groups to provide input on.
- Group members acknowledged that the procedures document doesn't capture the entire scope of what the Technical Advisory Group will do and requested a separate document that comprehensively covers what is expected of the group.
- Discuss election of Chair, Vice Chair, and Secretary
 - The group recognized that the group would need identified leaders soon, but no one was ready to step into such a position yet. The group discussed a desire to identify at least an interim Chair at the next meeting.
 - Melissa Bailey moved that the group requests the Commission develop the agenda for and facilitate the next group meeting, seconded by Patrick Wood (3:30 pm). A roll call vote was held and the motion was adopted by a vote of 10-3 (3:32 pm).
 - Commission staff said they would facilitate the next meeting and lean on items discussed in this meeting to populate the next agenda. Members of the group were also invited to suggest additional topics for the meeting.
- Upcoming CHS events
 - This item was not discussed due to time constraints.
- Schedule next meeting
 - The group expressed a desire to have Commission staff send another DoodlePoll to find a time to meet in January.
- Opportunity for Public Comment
 - Annette Smith – Vermonters for Clean Environment
 - Hears and understands the want for a facilitator, but has seen that the Vermont Climate Council uses a facilitator and it has created an odd environment that is not friendly for robust conversation. A Chair structure where someone has to take ownership may result in a better process and output. Believes that group should elect a Chair as soon as possible, and thinks it shouldn't be Rick Weston or Ken Jones because of their former organizations' involvement in the development and passage of Act 18. Suggests Melissa Bailey should be Chair, and thinks the Chair should be a distinct role different than a purely administrative role.
 - Audio-recorded meeting and can be contacted for a recording and vce@vce.org.
 - John Brabant – Vermonters for a Clean Environment
 - Recalled that Commission staff said they weren't recording the meeting but that the Technical Advisory Group gets to choose their own procedure,

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so suggests that the group should decide to record their meetings. Argued that it would be better for absent group members, in line with other Commission proceedings that are transcribed by a court reporter, useful for people who have to come late or leave early, and if a facilitator was hired they could use it. Noted that the Legislature has been making recordings for their work for more than 35 years. Doesn't believe it is appropriate for the group to rely on a member of the public to record the meeting.

- Thomas Weiss
 - Appreciated the informative meeting. Would appreciate a schedule that spells out when parties will be asked to provide input.
 - Notes that the statute authorizing the Technical Advisory Group calls for ten areas of expertise that the members are supposed to represent. Would appreciate it if the Commission could list what areas of expertise each group member fulfills in addition to their name and organizational affiliation.
- Adjourn 3:43 pm

Relevant Portions of Act 18

§ 8128. Clean Heat Standard Technical Advisory Group

(a) The Commission shall establish the Clean Heat Standard Technical Advisory Group (TAG) to assist the Commission in the ongoing management of the Clean Heat Standard. Its duties shall include:

(1) establishing and revising the lifecycle carbon dioxide equivalent (CO₂e) emissions accounting methodology to be used to determine each obligated party's annual requirement pursuant to subdivision 8124(a)(2) of this chapter;

(2) establishing and revising the clean heat credit value for different clean heat measures;

(3) periodically assessing and reporting to the Commission on the sustainability of the production of clean heat measures by considering factors including greenhouse gas emissions; carbon sequestration and storage; human health impacts; land use changes; ecological and biodiversity impacts; groundwater and surface water impacts; air, water, and soil pollution; and impacts on food costs;

(4) setting the expected life length of clean heat measures for the purpose of calculating credit amounts;

(5) establishing credit values for each year over a clean heat measure's expected life, including adjustments to account for increasing interactions between clean heat measures over time so as to not double-count emission reductions;

(6) facilitating the program's coordination with other energy programs;

(7) calculating the impact of the cost of clean heat credits and the cost savings associated with delivered clean heat measures on per-unit heating fuel prices;

(8) calculating the savings associated with public health benefits due to clean heat measures;

(9) coordinating with the Agency of Natural Resources to ensure that greenhouse gas emissions reductions achieved in another sector through the implementation of the Clean Heat Standard are not double-counted in the Vermont Greenhouse Gas Emissions Inventory and Forecast;

(10) advising the Commission on the periodic assessment and revision requirement established in subdivision 8124(a)(3) of this chapter; and

(11) any other matters referred to the TAG by the Commission.

(b) The Clean Heat Standard Technical Advisory Group shall consist of up to 15 members appointed by the Commission. The Commission shall establish the procedure for the TAG, including member term lengths and meeting procedures. Members of the TAG shall be appointed by the Commission and shall include the Department of Public Service, the Agency of Natural Resources, the Department of Health, and parties who have, or whose representatives have, expertise in one or more of the following areas: technical and analytical expertise in measuring lifecycle greenhouse gas emissions, energy modeling and data analysis, clean heat measures and energy technologies, sustainability and non-greenhouse gas emissions strategies designed to reduce and avoid impacts to the environment, mitigating environmental burdens as defined in 3 V.S.A. § 6002, public health impacts of air quality and climate change, delivery of heating fuels, land use changes, deforestation and forest degradation, and climate change mitigation

policy and law. The Commission shall accept and review motions to join the TAG from interested parties who have, or whose representatives have, expertise in one or more of the areas listed in this subsection. Members who are not otherwise compensated by their employer shall be entitled to per diem compensation and reimbursement for expenses under 32 V.S.A. § 1010.

(c) The Commission shall hire a third-party consultant responsible for developing clean heat measure characterizations and relevant assumptions, including CO₂e lifecycle emissions analyses. The TAG shall provide input and feedback on the consultant's work. The Commission may use appropriated funds to hire the consultant.

(d) Emission analyses and associated assumptions developed by the consultant shall be reviewed and approved annually by the Commission. In reviewing the consultant's work, the Commission shall provide a public comment period on the work. The Commission may approve or adjust the consultant's work as it deems necessary based on its review and the public comments received. (Added 2023, No. 18, § 3, eff. May 12, 2023.)

§ 8124. Clean Heat Standard compliance

(d) Equitable distribution of clean heat measures.

(2) Of their annual requirement, each obligated party shall retire at least 16 percent from customers with low income and an additional 16 percent from customers with low or moderate income. For each of these groups, at least one-half of these credits shall be from installed clean heat measures that require capital investments in homes, have measure lives of 10 years or more, and are estimated by the Technical Advisory Group to lower annual energy bills. Examples shall include weatherization improvements and installation of heat pumps, heat pump water heaters, and advanced wood heating systems. The Commission may identify additional measures that qualify as installed measures.

§ 8127. Tradeable clean heat credits

(b) Credit ownership. The Commission, in consultation with the Technical Advisory Group, shall establish a standard methodology for determining what party or parties shall be the owner of a clean heat credit upon its creation. The owner or owners may transfer those credits to a third party or to an obligated party.

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PROCEDURE FOR THE CLEAN HEAT STANDARD TECHNICAL ADVISORY GROUP

I. Scope and Purpose

- A. Act 18 of 2023 directs the Vermont Public Utility Commission (“Commission”) to establish a Technical Advisory Group (“TAG”) to assist the Commission in the ongoing management of the potential Clean Heat Standard, including advising the Commission on many of the technical aspects of the program. The law requires the Commission to “establish the procedure for the TAG, including member term lengths and meeting procedures.” This document serves as the statutorily required procedure for the TAG.

II. Duties of the TAG

- A. Pursuant to 30 V.S.A. § 8128(a), the TAG is charged with the following duties:
- i. Establishing and revising the lifecycle carbon dioxide equivalent (CO₂e) emissions accounting methodology to be used to determine each obligated party’s annual requirement pursuant to 30 V.S.A. § 8124(a)(2);
 - ii. Establishing and revising the clean heat credit value for different clean heat measures;
 - iii. Periodically assessing and reporting to the Commission on the sustainability of the production of clean heat measures by considering factors including greenhouse gas emissions; carbon sequestration and storage; human health impacts; land use changes; ecological and biodiversity impacts; groundwater and surface water impacts; air, water, and soil pollution; and impacts on food costs;
 - iv. Setting the expected life length of clean heat measures for the purpose of calculating credit amounts;
 - v. Establishing credit values for each year over a clean heat measure’s expected life, including adjustments to account for increasing interactions between clean heat measures over time so as to not double-count emission reductions;
 - vi. Facilitating the program’s coordination with other energy programs;
 - vii. Calculating the impact of the cost of clean heat credits and the cost savings associated with delivered clean heat measures on per-unit heating fuel prices;
 - viii. Calculating the savings associated with public health benefits due to clean heat measures;
 - ix. Coordinating with the Agency of Natural Resources to ensure that greenhouse gas emissions reductions achieved in another sector through the implementation of the Clean Heat Standard are not double-counted in the Vermont Greenhouse Gas Emissions Inventory and Forecast;
 - x. Advising the Commission on the periodic assessment and revision requirement established in 30 V.S.A. § 8124(a)(3); and
 - xi. Any other matters referred to the TAG by the Commission.
- B. Pursuant to 30 V.S.A. §§ 8127(b) and 8128(c) the TAG must:
- i. Consult with the Commission on a standard methodology for determining what party or parties shall be the owner of a clean heat credit upon its creation; and

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- ii. Provide input and feedback on the clean heat measure characterizations and relevant assumptions, including CO₂e lifecycle emissions analyses, of the Commission's third-party technical consultant.
- C. The TAG, in consultation with the Commission, shall prioritize and sequence assignments to effectively cover the statutory requirements.
- D. The TAG, in adhering with 30 V.S.A. § 8128(c), must:
 - i. file with the Commission its analysis of how clean heat measure characterizations developed by the technical consultant meet the requirements of 30 V.S.A. §§ 8127(d) and 8124(d)(2);
 - ii. annually file with the Commission, by a date to be determined by rule, a list of measures that it reviewed during the previous calendar year; and
 - iii. include in its filing with the Commission appropriate information documenting the eligibility determinations that it has proposed for each measure.

III. Membership

- A. The TAG will consist of up to 15 members appointed by the Commission consistent with 30 V.S.A. § 8128(b). Each person appointed to join the TAG will be a voting TAG member. Because of the unique expertise and perspectives of each member, regular attendance by all group members at the meetings is expected.
- B. The appointees from government entities explicitly named in 30 V.S.A § 8128(b) may designate another staff member from their organization to serve as a full voting member of the TAG in their place. To designate another staff member, the named TAG member must inform the Chair and support staff ahead of the meeting, and the designation must be noted at the beginning of the meeting. Long-term changes in appointees must be approved by the Commission.
- C. Members of the TAG may be removed by the Commission for cause, which may include poor attendance or unprofessional conduct. Poor attendance will be defined as missing three meetings during the course of a year.
- D. Non-Member Participants. TAG members may be joined by additional experts on their behalf. These experts will be non-voting and have a consultative role only. TAG members should provide notice of experts joining on their behalf to the Chair and the support staff.

IV. Term Length

- A. The initial term of service for TAG members will be up to two years from the date of appointment. If the potential Clean Heat Standard is approved by the Legislature, the Commission will revisit term lengths and member appointments.
- B. A member of the TAG may resign by submitting a letter of resignation to the Commission.
- C. When a TAG member position is open, the Commission will determine whether to fill that position, and if so:
 - i. Notify parties of the vacancy;

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- ii. Accept and review motions to consider nominations to fill the seat that comply with the designations established in 30 V.S.A. § 8128(b); and
- iii. Appoint a qualified member as soon as is practicable.

V. Compensation

- A. Members who are not otherwise compensated by their employer are entitled to per diem compensation and reimbursement for expenses under 32 V.S.A. § 1010(b).
- B. Advisory group members must inform the Commission that they are eligible and interested in claiming per diem compensation. Members may submit per diem and other reimbursable claims to the Commission monthly reflecting the amount of compensation authorized under 32 V.S.A. § 1010(b)(2).

VI. Quorum & Voting

- A. A quorum of the TAG will be 11 members. If there are fewer than 15 members appointed to the TAG, a quorum will be three quarters of the current membership.
- B. The TAG will act by a majority vote of the appointed members present. Presence may include being in the same physical space or participating remotely by phone or online meeting platform.
- C. Non-member participants and members of the public are not eligible to vote on the business of the TAG.

VII. Administration

A. Officers

- i. The TAG must elect a Chair and a Vice Chair. Elections for officers will be held as follows:
 1. Officers are elected by a majority vote at any meeting at which the election is an agenda item. At such a meeting, nominations for each office may be made by any member of the group and must be seconded. Once all nominations are heard, nominees shall accept or reject their nominations in alphabetical order by first name.
 2. Officers can be removed from their elected position for cause by a vote of the majority of the entire membership of the group;¹
 3. Officers assume their responsibility at the adjournment of the meeting at which they were elected; and
 4. Vacancies must be filled in accordance with this section at the next scheduled meeting.
- ii. The duties of officers include:
 1. The Chair will preside over any meeting of the TAG and the Vice Chair will preside in the absence of the Chair;
 2. The Chair will receive agenda suggestions from the support staff and create, in consultation with the Vice Chair, a draft agenda for meetings;
 3. The Vice Chair will send the draft agenda to group members and to the Commission for public posting;

¹ A majority of the entire membership is a majority of the total number of those who are members of the voting body at the time of the vote. This definition is found in Robert's Rules of Order Newly Revised, 12th edition, in section 44:9(b).

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4. The Vice Chair shall review draft minutes and identify possible corrections for consideration by the group.

B. Support Staff

- i. The Commission shall provide administrative support for the TAG through a dedicated third-party facilitator if possible, or Commission staff. The support staff's duties include:
 1. Recording meeting minutes and transmitting them to the Commission for public posting;
 2. Receiving and compiling agenda items and related preparatory materials suggestions from TAG members and the Commission, and transmitting them to the Chair and Vice Chair;
 3. Sending calendar invites and facilitating the use of an online meeting platform;
 4. Provide the presiding officer with parliamentary support;
 5. Collecting relevant preparatory materials and ensuring all documents are posted to the Clean Heat Website.

C. Scheduling

- i. The TAG members will determine the meeting schedule and frequency that will allow the TAG to fulfill the duties listed in Act 18 of 2023 and assist the Commission in its work to meet its statutory deadlines. Members should expect that at least monthly meetings will be necessary in the first year. The Commission's proposed rules for the Clean Heat Standard are due on or before January 15, 2025. The Commission and the TAG will communicate about the scope of work, process, and deadlines so that the TAG may set appropriate schedules and agendas.
- ii. All advisory group members should be consulted when scheduling TAG meetings, and an attempt should be made to accommodate as many members as is practical, including allowing for remote attendance. Notice of meetings must be provided to the Commission at least seven days before the specified time so that the Commission may post the notice on its website. TAG meetings are subject to the Open Meeting Law (1 V.S.A. §§ 310-314).²
- iii. In accordance with 1 V.S.A. § 312(a)(2)(D), if a quorum or more of the TAG members attend a meeting without being physically present at a designated meeting location, the meeting agenda must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one TAG member or at least one designee of the TAG shall be physically present at the designated meeting location.³

D. Agendas

- i. Standard agenda creation will follow this process:

² 1 V.S.A. § 312(a) and (d); Please see a guide to Open Meetings here: <https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>.

³ This requirement is currently suspended by Public Act 1 (2023 Vt., Bien. Sess.), Sec. 2.

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1. TAG members and the Commission shall send agenda item suggestions to the support staff.
 2. The support staff will collect and compile the suggestions and then transmit the suggestions along with relevant preparatory materials to the Chair at least seven business days prior to any regular meeting.
 3. The Chair and Vice Chair will create a draft agenda, compile relevant preparatory materials, and send them to group members and the Commission at least three business days prior to any regular meeting.
 4. All unique suggestions received by the support staff and transmitted to the Chair and Vice Chair that are not included in the draft agenda shall be listed as an addendum to the draft agenda.
 5. The draft agenda will be finalized by the TAG at the beginning of each meeting.
- ii. Meeting agendas must be managed in accordance with 1 V.S.A. § 312(d) and (h).⁴ In this case, at least 48 hours prior to a regular meeting, the meeting agenda will be posted under the Advisory Group Materials section on the Clean Heat Standard website. It will also be available to any person prior to the meeting upon specific request.

E. Minutes

- i. The staff support person shall take notes and prepare minutes for every meeting. Minutes are considered a draft until they are formally reviewed and approved by the TAG at the next meeting at which a quorum of its members is present. If any changes are made to the minutes, the TAG must provide the final version of the meeting minutes to the Commission for posting to its website.
- ii. TAG meetings are subject to the Open Meeting Law (1 V.S.A. §§ 310-314), and minutes must be prepared and managed consistent with 1 V.S.A. § 312(b).⁵

⁴ 1 V.S.A. § 312(d):

(1) At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be:

(A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; (. . .)

(2) A meeting agenda shall be made available to a person prior to the meeting upon specific request.

(3) (A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.

(B) Any other adjustment to the agenda may be made at any time during the meeting.

1 V.S.A. § 312(h): At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson (. . .).

⁵ 1 V.S.A. § 312(b)(1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

(A) all members of the public body present;

(B) all other active participants in the meeting;

(C) all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and

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F. Rules for Conducting Business

[Commission staff are curious if the TAG is interested in using some kind of parliamentary procedure such as Robert's Rules as described below:

- i. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the TAG in all cases to which they are applicable and in which they are not inconsistent with this Procedure, Orders of the Commission, or relevant state and federal law.⁶*
- ii. The TAG shall operate as a board, as specified in section 49 of Robert's Rules of Order Newly Revised. The TAG shall generally use "Procedure in Small Boards" described in section 49:21, except for subsection (2).^{7]}*

VIII. Coordination with the Other Entities

- A.** The TAG and the Commission will work together to create a schedule of deliverables to meet the deadlines in Act 18 of 2023. This schedule will inform the TAG's agendas.
- B.** The TAG will provide the Commission with documentation of its work product and recommendations, addressing the items specified in Act 18, including 30 V.S.A. § 8128(a).
- C.** The TAG may consult with Commission staff regarding procedural and administrative matters. Members of the TAG should only communicate with Commission staff regarding substantive matters at a duly warned public meeting or through a Commission proceeding.
- D.** The TAG may consult with the Commission's contracted Technical Consultant via a liaison appointed by the group, through messages approved by the group and transmitted by the Chair, or by inviting them to present at a meeting.

(D) the results of any votes, with a record of the individual vote of each member if a roll call is taken. (2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting. Meeting minutes shall be posted no later than five calendar days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken.

⁶ Robert's Rules of Order Newly Revised, 12th edition, can be accessed at <https://yorkcountyfireschool.org/wp-content/uploads/2023/05/Roberts-Rules-of-Order-Newly-Revised-12th-Edt.pdf>.

^{7]} **49:21 Procedure in Small Boards.** *In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects: 1) Members may raise a hand instead of standing when seeking to obtain the floor and may remain seated while making motions or speaking. 2) ~~Motions need not be seconded.~~ 3) There is no limit to the number of times a member can speak to a debatable question. 3 Appeals, however, are debatable under the regular rules—that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice. 4) Informal discussion of a subject is permitted while no motion is pending. 5) When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings. 6) The chairman need not rise while putting questions to a vote. 7) If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.]*

*This is a STAFF DRAFT PROPOSAL that has not been reviewed by the Commissioners. This is for **discussion purposes only** and should not be understood to be the position of the Commission.*

- E.** The TAG may interface with the Equity Advisory Group via a liaison appointed by the group, through messages approved by the group and transmitted by the Chair, or as part of a duly warned joint meeting of the two groups.
- F.** Membership in the TAG in no way limits the ability of an individual to independently participate in Commission proceedings.
- G.** The Open Meeting Law generally prohibits collective editing of a document outside of a duly warned public meeting. In order to collaborate and adhere to 1 V.S.A. § 310(3)(A), the TAG may instead name “a point person who collects and compiles each member’s comments for later discussion at a duly warned meeting.”⁸

IX. Adoption of and Changes to this Procedure

- A.** This Procedure, and any subsequent changes, goes into effect when it is adopted by the Commission through an Order.
- B.** The TAG may at any time propose revisions to this Procedure to the Commission.

⁸ Vermont Secretary of State, “A Guide to Open Meetings”, Revised January 2019, <https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>

PROCEDURES FOR THE CLEAN HEAT STANDARD TECHNICAL ADVISORY GROUP

I. Scope and Purpose

Act 18 of 2023 directs the Vermont Public Utility Commission (“Commission”) to establish a Technical Advisory Group (“TAG”) to assist the Commission in the ongoing management of the potential Clean Heat Standard, including advising the Commission on many of the technical aspects of the program. The law requires the Commission to “establish the procedure for the TAG, including member term lengths and meeting procedures.”¹ This document serves as the statutorily required procedure for the TAG.

II. Duties of the Technical Advisory Group

A. Pursuant to 30 V.S.A. § 8128(a), the TAG is charged with the following duties:

- i. Establishing and revising the lifecycle carbon dioxide equivalent (CO₂e) emissions accounting methodology to be used to determine each obligated party’s annual requirement pursuant to 30 V.S.A. § 8124(a)(2);
- ii. Establishing and revising the clean heat credit value for different clean heat measures;
- iii. Periodically assessing and reporting to the Commission on the sustainability of the production of clean heat measures by considering factors including greenhouse gas emissions; carbon sequestration and storage; human health impacts; land use changes; ecological and biodiversity impacts; groundwater and surface water impacts; air, water, and soil pollution; and impacts on food costs;
- iv. Setting the expected life length of clean heat measures for the purpose of calculating credit amounts;
- v. Establishing credit values for each year over a clean heat measure’s expected life, including adjustments to account for increasing interactions between clean heat measures over time so as to not double-count emission reductions;
- vi. Facilitating the program’s coordination with other energy programs;
- vii. Calculating the impact of the cost of clean heat credits and the cost savings associated with delivered clean heat measures on per-unit heating fuel prices;
- viii. Calculating the savings associated with public health benefits due to clean heat measures;
- ix. Coordinating with the Agency of Natural Resources to ensure that greenhouse gas emissions reductions achieved in another sector through the implementation of the Clean Heat Standard are not double-counted in the Vermont Greenhouse Gas Emissions Inventory and Forecast;
- x. Advising the Commission on the periodic assessment and revision requirement established in 30 V.S.A. § 8124(a)(3); and
- xi. Any other matters referred to the TAG by the Commission.

B. Pursuant to 30 V.S.A. §§ 8127(b) and 8128(c) the TAG must:

¹ 30 V.S.A. § 8128(b).

- i. Consult with the Commission on a standard methodology for determining what party or parties shall be the owner of a clean heat credit upon its creation; and
 - ii. Provide input and feedback on the clean heat measure characterizations and relevant assumptions, including CO₂e lifecycle emissions analyses, of the Commission's third-party technical consultant.
- C. The TAG, in consultation with the Commission, shall prioritize and sequence assignments to effectively cover the statutory requirements.
- D. The TAG, in adhering with 30 V.S.A. § 8128(c), must:
 - i. file with the Commission its analysis of how clean heat measure characterizations developed by the technical consultant meet the requirements of 30 V.S.A. §§ 8127(d) and 8124(d)(2);
 - ii. annually file with the Commission, by a date to be determined by rule, a list of measures that it reviewed during the previous calendar year; and
 - iii. include in its filing with the Commission appropriate information documenting the eligibility determinations that it has proposed for each measure.

III. Membership

A. The TAG will consist of up to 15 members appointed by the Commission consistent with 30 V.S.A. § 8128(b). Each person appointed to join the TAG will be a voting TAG member. Because of the unique expertise and perspectives of each member, regular attendance by all group members at the meetings is expected.

B. The appointees from organizations explicitly named in 30 V.S.A § 8128(b) may designate another staff member from their organization to serve as a full voting member of the TAG in their place when the appointee is unavailable. Long-term changes in appointees must be approved by the Commission.

C. Members must elect a Chair, Vice Chair, and Secretary. The Chair or Vice Chair will preside at any meeting of the TAG. The Secretary will prepare and provide the Commission with the minutes of all meetings. In the absence of the Secretary, the TAG will elect a member to serve as acting secretary. TAG meetings are subject to the Open Meeting Law (1 V.S.A. §§ 310-314), and minutes must be prepared and managed consistent with 1 V.S.A. § 312(b).²

² (b)(1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information: (A) all members of the public body present; (B) all other active participants in the meeting; (C) all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and (D) the results of any votes, with a record of the individual vote of each member if a roll call is taken. (2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting. Meeting minutes shall be posted no later than five calendar days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body. Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken.

D. Members of the TAG may be removed by the Commission for cause, which may include poor attendance or unprofessional conduct.

E. Non-Member Participants. TAG members may be joined by additional experts on behalf of their organizations. These experts will be non-voting and have a consultative role only. TAG members should provide notice of experts joining on behalf of their organizations via the agenda that is to be provided in advance of the relevant meeting.

IV. Term Length

A. The initial term of service for TAG members will be up to two years from the date of appointment. If the potential Clean Heat Standard is approved by the Legislature, the Commission will revisit term lengths and member appointments.

B. A member of the TAG may resign by submitting a letter of resignation to the Commission.

C. When a TAG member position is open, the Commission will determine whether to fill that position, and if so:

- a. Notify parties of the vacancy;
- b. Accept and review motions to consider nominations to fill the seat that comply with the designations set in 30 V.S.A. § 8128(b); and
- c. appoint a qualified member as soon as practicable.

V. Compensation

A. Members who are not otherwise compensated by their employer are entitled to per diem compensation and reimbursement for expenses under [32 V.S.A. § 1010\(b\)](#).

B. Advisory group members must inform the Commission that they are eligible and interested in claiming per diem compensation. Members may submit per diem and other reimbursable claims to the Commission monthly, reflecting the amount of compensation authorized under 32 V.S.A. § 1010(b)(2).

VI. Quorum & Voting

A. A quorum of the TAG will be 11 members. If there are fewer than 15 members appointed to the TAG, a quorum will be three quarters of the current membership. The TAG will act by majority vote of the members present. Presence may include being in the same physical space or participating remotely by phone or meeting platform.

B. Only TAG members are eligible to vote. Non-member participants and members of the public are not eligible to vote on the business of the TAG.

VII. Scheduling

A. The TAG members will determine the meeting schedule and frequency that will allow the TAG to fulfill the duties listed in Act 18 of 2023 and to assist the Commission in its work to meet its statutory deadlines. Members should expect that at least monthly meetings will be necessary in the first year. The Commission's proposed rules for the Clean Heat Standard are due on or before January 15, 2025. The Commission and the TAG will communicate about

scope of work, process, and deadlines so that the TAG may set appropriate schedules and agendas.

B. All advisory group members should be consulted when scheduling TAG meetings and an attempt should be made to accommodate most members, including allowing for remote attendance. Notice of meetings must be provided to the Commission at least seven days before the specified time so that the Commission may post the notice on its website. TAG meetings are subject to the Open Meeting Law (1 V.S.A. §§ 310-314), which requires a notice to be posted 48 hours ahead of any regularly scheduled meeting and that these meetings be open to the public.³

C. In accordance with 1 V.S.A. § 312(a)(2)(D), if a quorum or more of the TAG members attend a meeting without being physically present at a designated meeting location, the meeting agenda must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one TAG member or at least one designee of the TAG, shall be physically present at the designated meeting location.

VIII. The TAG's Work and Coordination with the Commission

A. The TAG and the Commission will work together to create a schedule of deliverables to meet the deadlines in Act 18 of 2023. This schedule will inform the TAG's agendas.

B. The TAG must provide the Commission with draft meeting minutes within four days of the date of any meeting. The Commission will then post these meeting minutes on its website within 5 calendar days of the meeting in accordance with 1 V.S.A. § 312(b). The TAG will review and approve the meeting minutes at the next meeting at which a quorum of its members are present. If any changes are made to the minutes, the TAG must provide the final version of the meeting minutes to the Commission for posting.

C. The TAG will submit documentation of its work product and decisions addressing the items specified in Act 18, including 30 V.S.A. §§ 8127(b), 8128(a), and 8128(c).

D. The TAG may consult with Commission staff regarding procedural and administrative matters. The TAG may consult with the Commission's technical consultant regarding substantive matters. Members of the TAG should communicate with Commission staff regarding substantive matters only through public means.

E. The Open Meeting Law generally prohibits collective editing of a document outside of a duly-warned public meeting. In order to collaborate and adhere to 1 V.S.A. § 310(3)(A), the TAG may instead name "a point person who collects and compiles each member's comments for later discussion at a duly-warned meeting."⁴

IX. Agendas

The TAG will create a meeting agenda for each meeting and share the agenda with its members and the Commission at least three days in advance of the meeting. Meeting agendas

³ 1 V.S.A. § 312(a) and (d); Please see a guide to Open Meetings here:

<https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>

⁴ Vermont Secretary of State, "A Guide to Open Meetings", Revised January 2019,

<https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>

must be managed in accordance with 1 V.S.A. § 312(d) and (h).⁵ In this case, at least 48 hours prior to a regular meeting, the meeting agenda will be posted under the Advisory Group Materials section on the Clean Heat Standard website. It will also be available to any person prior to the meeting upon specific request. The TAG shall make any addition or deletion from the agenda the first act of business at the meeting; any other adjustment may be made at any time during the meeting.

X. Changes to this Procedure

The TAG may at any time propose revisions to this Procedure to the Commission. No changes will take effect until approved by the Commission, after notice and opportunity for comment.

⁵ 1 V.S.A. § 312(d): (1) At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be: (A) posted to a website, if one exists, that the public body maintains or designates as the official website of the body; (2) A meeting agenda shall be made available to a person prior to the meeting upon specific request. (3)(A) Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. (B) Any other adjustment to the agenda may be made at any time during the meeting.

1 V.S.A. § 312(h): At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson ...

Subject: Clean Heat Standard Emissions Accounting

Issue Summary: In conversations with the contractors working on the *Thermal Sector Potential Study* it has come to the attention of the Public Service Department (“Department”) that there is inconsistency between how Vermont tracks emissions under the Greenhouse Gas Emissions Inventory and Forecast and the lifecycle accounting required under Act 18. This may present challenges in setting obligated parties’ annual requirement.¹ Assisting the Vermont Public Utility Commission (“Commission”) in determining this annual requirement is part of the TAG’s statutory duties.²

Per § 8124 (a)(1),

The Commission shall establish the number of clean heat credits that each obligated party is required to retire each calendar year. The size of the annual requirement shall be set at a pace sufficient for Vermont’s thermal sector to achieve lifecycle carbon dioxide equivalent (CO₂e) emission reductions consistent with the requirements of 10 V.S.A. § 578(a)(2) and (3) expressed as lifecycle greenhouse gas emissions pursuant to subsection 8127(g) of this title.

This charge to the Commission could be technically problematic because setting the annual requirement and clean heat credit values³ would need to be based on lifecycle emissions values and also be consistent with the requirements of the Global Warming Solutions Act (“GWSA”). The current methodology for the Vermont Greenhouse Gas Emissions Inventory uses figures expressed in non-lifecycle terms.⁴

Per section 8125(e)(1)(A), “the results [of the Potential Study] shall include a comparison to the legal obligations of the thermal sector portion of the requirements of 10 V.S.A. § 578(a)(2) and (3).” 10 V.S.A. § 578(a)(2) and (3) requires consistency with 10 V.S.A. § 582, which requires that the Vermont Agency of Natural Resources publish,

¹ Vt. Stat. Ann. tit. 30, § 8128(a)(1), TAG duties include: “establishing and revising the lifecycle carbon dioxide equivalent (CO₂e) emissions accounting methodology to be used to determine each obligated party’s annual requirement pursuant to subdivision 8124(a)(2) of this chapter.”

² *Id.*

³ tit. 30, § 8127 (c), “Clean heat credits shall be based on the accurate and verifiable lifecycle CO₂e emission reductions in Vermont’s thermal sector that result from the delivery of eligible clean heat measures to existing or new end-use customer locations into or in Vermont.”

⁴ Vermont Greenhouse Gas Emissions Inventory and Forecast: Methodologies. 2.1.5 Electricity Consumption, “The electric sector is the only sector in the inventory that accounts for emissions that are produced outside the boundaries of the state, but these out of state emissions only include emissions that occur at the point and time of electricity generation and, similar to all other sectors in the inventory, do not include any estimates of lifecycle or upstream emissions.”; 3.2 Lifecycle Assessments and Consumption Based Inventories. “The GHG emissions inventory is a snapshot of anthropogenic emissions generated annually within the boundaries of the state of Vermont, with the exception of the electricity sector. It is used to track emissions generated annually that are associated with each sector in the inventory. The inventory does not include emissions associated with the entire lifecycle of a product or process, nor does it include lifecycle emissions associated with the consumption of goods or services.”

the Vermont Greenhouse Gas Emission Inventory and Forecast by not later than June 1, 2010, and updates shall be published annually until 2028, until a regional or national inventory and registry program is established in which Vermont participates, or until the federal National Emissions Inventory includes mandatory greenhouse gas reporting. ANR shall include a supplemental accounting in the Vermont Greenhouse Gas Emissions Inventory and Forecast that measures the upstream and lifecycle greenhouse gas emissions of liquid, gaseous, solid geologic and biogenic fuels combusted in Vermont.⁵

Thus, the only lifecycle accounting in the inventory is for biogenic fuel sources.⁶

The primary objective of the Potential Study is to quantify the technical and economic thermal sector carbon reduction potential as well as maximum achievable and program achievable potentials.”⁷ The Potential Study can be completed without calculating lifecycle emission reductions, making it consistent with GWSA accounting methodology. However, this would make it less useful to setting annual requirements and credit values under Act 18.⁸

The final value of clean heat credits is to be determined based on lifecycle CO₂e emissions.⁹ However, the legal obligations of Act 18 emission reductions are based on GWSA non-lifecycle accounting. Accurate, verifiable credit values are foundational to the successful implementation of the Affordable Heat Act; therefore it is crucial that this apparent emissions accounting inconsistency be addressed.

⁵ tit. 10, § 582(a).

⁶ Vermont Greenhouse Gas Emissions Inventory and Forecast: 1990 – 2017 , pg. 8, “The official emissions totals in this inventory report are gross annual emissions totals; however, it is also important to acknowledge the sequestration part of the picture and to have an understanding of net GHG emissions for the state. Similar to the previous inventory report, sequestration totals related to forest land have been included for informational purposes and to help account for emissions of biogenic CO₂, which are not included in the gross inventory totals.”; Vermont Greenhouse Gas Emissions Inventory and Forecast: Methodologies. 3.3 GWPbio, “... biogenic CO₂ is considered carbon neutral because the emissions are assumed to be re-sequestered by the regrowth of new biogenic material... GWPbio is a method that adjusts emissions from biomass, including biomass combustion, to account for the regrowth rotation period of the fuel. GWPbio factors are designed to be applied to lifecycle emissions estimates but are applied to biogenic CO₂ estimates in the GHG inventory to provide an alternative view between a fully carbon neutral approach and a full accounting of biogenic CO₂ at the point of combustion... For the GHG inventory an estimated factor of 0.32 has been used based on a GWPbio tool³⁹ from the World Wildlife Federation with assumptions for a cool temperate climate.”

⁷ tit. 30, § 8125(e)(1)(A): “a potential study conducted by the Department of Public Service, the first of which shall be completed not later than September 1, 2024, to include an assessment and quantification of technically available, maximum achievable, and program achievable thermal resources. The results shall include a comparison to the legal obligations of the thermal sector portion of the requirements of 10 V.S.A. § 578(a)(2) and (3). The potential study shall consider and evaluate market conditions for delivery of clean heat measures within the State, including an assessment of workforce characteristics capable of meeting consumer demand and meeting the obligations of 10 V.S.A. § 578(a)(2) and (3).”

⁸ tit. 30, § 8124(a)(1); § 8127(c).

⁹ See, tit. 30, § 8127 (c),

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√