

**Fuel Oil Conservation Board Meeting
Minutes**

**Tuesday, February 19, 2008
1:00 p.m.**

ICPA Office, Cromwell, CT

In attendance: Bob Barrieau, Shirley Bergert, Erin Clark, Tom Devine, Michael Fotos, Dave Pelletier, Kevin McKenna, and Rich Reilly.

Agenda Item	Action
Opening of meeting	Rich called the meeting to order at 1:00 p.m.
Approval of the 1/22/08 meeting minutes	<p>Michael made a motion to accept the minutes, as amended.* The motion was seconded by Bob and all approved.</p> <p>* under new business, revise last sentence to read, "Michael seconded the motion with the following amendment: ask that corporate counsel review the original corporate documents as crafted by ICPA once one is retained by the board."</p>
Committee reports	<p><u>Comptroller Committee:</u> Members of the committee are still waiting on a response from the Comptroller's Office regarding how the state will be set up the account and how the FOCB will access the funds. The committee is also trying to find out from OPM an estimate of the funds available to the board.</p>
	<p><u>Corporate Organization Committee:</u> Michael made a motion for the board to retain Attorney Jack Horak as corporate counsel according to the conditions and proposed rates as outlined in Mr. Horak's e-mail message to Rich of 2/1/08 (attached). Tom seconded the motion and all approved.</p>
	<p><u>RFP for Administrator Committee:</u> The committee presented the draft documents of the RFP for FOCB Program Administrator.</p> <ul style="list-style-type: none"> • Michael made a motion to revise years of experience qualifications (p. 2) to: "five years experience in fuel oil heating equipment installations preferred but not required." Kevin seconded the motion, and all approved except Bob. • Shirley made a motion: (1) to change the title of the RFP for Administrator Committee to Administrator Selection Committee; (2) to allow other members of the board to join the committee; (3) to authorize the committee to decide upon the date of the RFP, date of work to begin, amount of

	<p>expected annual budget, number of hours per year, deadline for response & method of distribution of RFP; (4) to revise draft RFP (p. 1) to read “the term of the contract is expected to be three years with annual review,” (5) to revise draft RFP (p. 1) to read “the expected annual budget for plan programs is expected to be \$_____ (delete remainder of sentence); and (6) to include original language about “market transformation initiatives” in the RFP (p. 2). The motion was seconded by Dave and all approved.</p> <ul style="list-style-type: none"> • Shirley made a motion that Rich Reilly be the single contact for responses to the RFP and that the responses be received only through e-mail. Dave seconded the motion and all approved. <p><u>RFP for Technical Consultant</u> The board discussed the proposed RFP for technical consultant. Members discussed the purpose of the tech consultant and possibly combining efforts around the use of such consultant with the Energy Conservation Mgmt. Board. Rich tabled the issue for further discussion at the March board meeting.</p>
Work Plan	The board had a brief discussion about the FOCB’s work plan as well as the proposed work plan as submitted by the Community Action Agencies.
Old Business	The board agreed to tentatively change the standing monthly meeting date to the 2 nd Tuesday of each month at 1:00 at ICPA until the full board membership could vote on a new date/time.
New Business	<u>Report of ECMB</u> The board’s report to the ECMB is due March 1 st . Shirley will draft a memo to the ECMB outlining the current status of the FOCB’s activities and distribute it to committee members via Rich.
	<u>Establishing a quorum</u> Bob made a motion to establish a board quorum of 50 percent plus one. Dave seconded the motion and all approved except Shirley.
	Shirley submitted to the board a letter of January 25, 2008 that she wrote to David Hadden of Robinson and Cole regarding the Fuel Oil Conservation Board.
Meeting Adjournment	Bob made a motion to adjourn the meeting at 2:40 p.m. Dave seconded the motion.

Submitted by Erin Clark, Secretary