

**Fuel Oil Conservation Board Meeting
Minutes**

**Tuesday, March 11, 2008
1:00 p.m.**

ICPA Office, Cromwell, CT

In attendance: Bob Barrieau, Bill Bussmann, 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 2/19/08 meeting minutes	Michael made a motion to approve the minutes. The motion was seconded by Dave and all approved.
Committee reports	<u>Comptroller Committee:</u> Rich tabled the update and discussion for a future meeting.
	<u>Administrator Selection Committee:</u> The committee is working on distributing the RFP. It was posted on the DAS website on 3/10/08.
Old Business	<u>Committee Chairs:</u> Bob made a motion that each committee select a chair, who in turn will be will be appointed by the full board. Tom seconded the motion and all approved. <u>Comptroller Committee</u> – Bob made a motion for Gene to serve as chair, Tom seconded the motion and all approved. Members include Gene, Dave, Michael, Rich and Shirley. <u>Administrator Selection Committee</u> – Michael made a motion for Tom to serve as chair, Bob second the motion and all approved. Members include Tom, Rich, Shirley, Gene and Michael. <u>Corporate Organization Committee</u> – Bob made a motion for Rich to serve as chair, Dave seconded the motion an all approved. Members include Rich, Dave, Gene, Shirley and Tom.
	<u>Status of the Corporate Documents</u> Reid and Riege (board's corporate counsel) have not yet submitted any invoices. Rich will ask attorneys for the compliance code document as referenced in the letter of 3/3/08. Rich as chair will serve as Officer of the Fund. Reid and Riege will review the bylaws as submitted. The fee for filing for tax exempt status with the IRS is about \$500.
	<u>Status of the Technical Consultant</u> Table discussion for future meeting when more is

	known about the administrator selection process and board funding.
New Business	Erin shared with the board an e-mail she received from a client who is low-income and has a broken furnace. She has three children and is without heat or hot water. She is in desperate need of help in getting her furnace replaced. This client's situation provides an example of the needs that exist and how important the Fuel Oil Conservation Board is with helping to meet those needs.
Meeting Adjournment	Bob made a motion to adjourn the meeting at 1:40 p.m. Tom seconded the motion.

Submitted by Erin Clark, Secretary