

**Fuel Oil Conservation Board Meeting
Minutes**

**Tuesday, April 8, 2008
3:00 p.m.**

ICPA Office, Cromwell, CT

In attendance: Bob Barrieau, Shirley Bergert, Bill Bussmann, Erin Clark, Tom Devine, Michael Fotos, Gene Guilford, Kevin McKenna, and Rich Reilly.

Agenda Item	Action
Opening of meeting	Rich called the meeting to order at 3:00 p.m.
Approval of the 3/11/08 meeting minutes	Bob made a motion to approve the minutes. The motion was seconded by Kevin and all approved.
Committee reports	<u>Comptroller Committee:</u> At the request of Sen. Fonfara, Gene met with the Comptroller, OPM and Sen. Fonfara's staff regarding funding for the board. We should know by the end of April if funds will be released (possibly \$2.5 million).
	<u>Administrator Selection Committee:</u> Tom summarized the RFPs that had been received/reviewed to date. The committee will move forward with reviewing RFPs and conducting interviews.
	<u>Corporate Organization Committee:</u> Rich reported that the signing and filing of the 501(c)(3) corporate documents are underway. He plans this week to find out status from corporate counsel.
New Business	<p>Shirley raised the issue of the need for the board to have a public presence. The board needs to look into FOIA guidelines and ethics laws.</p> <p>Gene offered to establish a domain name for a FOCB website. Rich and Erin agreed to work on developing the content of the website.</p> <p>Gene reported that Ray Wilson of OPM recommended the board go through an orientation with the state ethics commission. Gene will follow up.</p> <p>Gene made a motion to request from corporate counsel information re: FOIA and the public posting of FOCB business. Bob seconded the motion; however, after further discussion Gene amended his original motion to have the board seek out information directly rather than using corporate counsel. Once the information is gathered, the board will formulate specific questions for corporate counsel. Bob seconded the amended motion and all approved.</p>
Meeting Adjournment	Bob made a motion to adjourn the meeting at 4:00 p.m. Gene seconded the motion.

Submitted by Erin Clark, Secretary