

**CT Fuel Oil Conservation Board Meeting**  
**Meeting Minutes**  
**Thursday May 14, 2009**  
**1:00 p.m.**  
**ICPA Office, Cromwell, CT**

In attendance:, Shirley Bergert, Bob Barrieau, Bill Bussmann, David Pelletier, Jamie Howland, Mike Fotos, Kevin McKenna, Craig Snyder  
 Absent: Erin Clark, Jonathan Gordon, Thomas Devine, Lisa Casey, Gene Guilford

Minutes recorded by Theresa Lavoie, Energy Conservation Program Administrator

<b>Agenda Item</b>	<b>Action</b>
Opening of meeting	Bob Barrieau called the meeting to order at 1:09 p.m.
Approval of minutes	Minutes from the 4.1.09 Board meeting were reviewed. Mike Fotos made a motion to accept the minutes without modification. Craig Snyder seconded the motion. The vote was unanimous.
Update on Heating System Replacement Program	<p>Theresa Lavoie provided an update on the program. As of the end of April, we have authorized work for 406 low income clients for a total cost allocation of \$2,054,820. Leads are not dying down and there are still many that are coming in as "inoperable" or "unsafe".</p> <p>The funds are very close to being exhausted. It was agreed that the Agencies be officially notified that as of June 22, 2009, no more funds will be authorized as the program will close down on June 30, 2009. With approximately \$100,000 left to fund heating system work, Theresa will continue to accept requests for funds from the CAA's. However, authorizations will be on hold until late May and a review of those requests received will be prioritized and those that fit into the budget will be authorized.</p>
Federal Stimulus Potential Funding	An invitation was extended to the FOCB by Lisa Moody of the Governor's office to meet with Matt Fritz, one of the Governor's lead staffers on stimulus money and stimulus projects. This came as a result of Chairman Barrieau's follow-up with the Governor's office in regards to the Board's letter requesting consideration in the disbursement of WAP and SEP funds. Theresa Lavoie and Bob Barrieau will attend the meeting and report back to the Board. It is our hope that Mr. Fritz can guide the Board on future funding opportunities.
Finance Report	<p>Dave Pelletier presented the financial report for April 2009. Discussion continued regarding account modifications made to capture the costs of actual program implementation needed by the FOCB program administrator versus the program administrator's time required to oversee FOCB program administration. These changes are reflected in the latest reports. A motion to accept the Treasurer's financial report was made by Shirley Bergert and seconded by Mike Fotos. The vote was unanimous to accept.</p> <p>Dave Pelletier, Treasurer, distributed and the FOCB reviewed and modified an RFP for the FOCB to obtain Audit and Tax services. The RFP will be posted on our website and Dave will post it with CT accounting associated agencies and other organizations with access to qualified people to respond to the RFP. The responses are due June 12<sup>th</sup> and the program administrator will receive the bids and organize them for review by the audit committee. It is expected that audit would start around August 1, 2009 and the final report would be delivered around October 31<sup>st</sup>. A motion to accept the Treasurer's RFP was made by Shirley Bergert and seconded by Mike Fotos. The vote was unanimous to accept.</p> <p>The Board also made a motion to form an audit sub-committee from the</p>

	FOCB finance committee to include all members except Dave Pelletier. Shirley Bergert made the motion; Jamie Howland seconded it. The vote was unanimous in favor.
FOCB Funding Contingency Plan	The Board discussed funding options beyond 6/30/09 and concluded that we should prepare a strategy, given the current likelihood that there will be no funding for the upcoming fiscal year. This would include covering all our statutory (e.g., plan development for 2010, report to legislature, audit), contractual and financial obligations, commitments of remaining funding by June 30, 2009 and return to the General Fund of uncommitted dollars, and possible dissolution of the corporation. By the next Board meeting, the treasurer and program administrator will meet and develop for discussion a financial and activity timeline regarding FOCB obligations through the end of 2009.
Next Board Meeting	The next regular scheduled Board meeting will take place on Wednesday June 3, 2009 at 1:00 at the ICPA offices.
Meeting Adjournment	The meeting was adjourned at 2:15 p.m.