

**Fuel Oil Conservation Board Meeting
Minutes**

**Thursday, September 4, 2008
1:00 p.m.**

ICPA Office, Cromwell, CT

In attendance: Bob Barrieau, Shirley Bergert, Bill Bussmann, Peter Carini, Erin Clark, Tom Devine, Gene Guilford, Kevin McKenna, and David Pelletier.

Agenda Item	Action
Opening of meeting	Peter called the meeting to order at 1:05 p.m.
Approval of the 4/8/08 meeting minutes	Gene made a motion to approve the minutes. The motion was seconded by Bob with one amendment: specify 501(c)(3) documents under corporate organization committee report section. All approved.
Presentation by CT Association for Community Action (CAFCA)	<p>Edith Karsky, Jim Gatling, Joanne Balaschak and Norm Lambert from CAFCA and New Opportunities presented their proposed work plan. Presenters outlined information on the existing residential energy audits and energy efficiency/weatherization programs for low-income energy assistance clients. Presenters highlighted the need for additional funds for furnace repair and replacement. They described the energy audit process.</p> <p>Gene made a motion for the board to adopt CAFCA work plan, requiring CAFCA to return within 2 weeks with a specific plan on how to expedite their plan, so that plan could be presented at a public hearing of the CT General Assembly. Dave seconded the motion. Shirley raised following issue: according to the statute, FOCB must first hire a program administrator who is charged with developing a plan and submitting it to the Energy Conservation Management Board. Also, board is not aware of the full array of programs available. The board asked its counsel Ron Cipriano, from Reid and Reige to interpret statutory provisions. Ron sees no problem with adopting the work plan first, as long as the FOCB administrator is hired concurrently. He recommends that the board also seek out permission from the Attorney General's office if the board wishes to act as administrator. Seven board members voted to approve the motion; one abstention. Shirley voted nay on the grounds that board is failing to comply with state statute.</p>
Board Expenditure Report	<p>Dave reported on the current board expenditures: \$750 application fee for 501(c)(3) filing and legal fees totaling \$3,258.50 to date. Dave made a motion to reimburse past board chair, Rich Reilly, \$750 for 501(c)(3) application fee. Board will submit necessary paperwork to state comptroller for payment. Bob seconded the motion and all approved.</p> <p>Discussion: In order to have state comptroller's office issue payment for legal fees, board must provide</p>

	copies of 1) meeting minutes authorizing the retention of legal counsel, 2) retainer agreement, which includes scope of services and cost, and 3) invoice.
Administrator Selection Committee Report	Tom reported that the committee is recommending Theresa Lavoie of The Resource Link, LLC as administrator of the Fuel Oil Conservation Board. Gene made a motion to authorize the committee to negotiate with The Resource Link, LLC a six-month contract for services, including costs, and to notify full board of the outcome within two weeks. The contract for services shall include developing the 2008 work plan, the 2009 work plan, conducting the public hearing and presenting the work plans to the ECMB. Bob seconded the motion and all approved.
Next Board Meeting	The next board meeting date was scheduled for Tuesday, September 16 th at 4:00 at ICPA. Erin will coordinate with board via e-mail a standard board meeting date.
New Business	<p>Shirley introduced Jeff Schlegal, consultant for the CT ECMB, who provided an overview of two conservation programs in CT: 1) low-income weatherization programs, UI Helps and WRAP and 2) residential consumer weatherization program (non-income specific). Jeff will get back with the board with more information.</p> <p>Dave raised the issue of the need for the board to have a treasurer. Bob made a motion that Dave be elected treasurer of the Fuel Oil Conservation Board. Bill seconded the motion and all approved.</p> <p>Shirley raised the issue that the correct statute that created FOCB was not posted on the FOCB website. She reinforced the idea that the board needs to have a strong web presence providing both information about the board as well as links to other relevant websites. She also raised the issue of the board's outstanding legal obligations around ethics and FOIA.</p>
Meeting Adjournment	Bob made a motion to adjourn the meeting at 4:40 p.m. Gene seconded the motion.

Submitted by Erin Clark, Secretary
