

**Fuel Oil Conservation Board Meeting
Minutes**

**Thursday, September 17, 2008
1:00 p.m.**

ICPA Office, Cromwell, CT

In attendance: Bob Barrieau, Shirley Bergert, Bill Bussmann, Erin Clark, Tom Devine, Michael Fotos, Gene Guilford, and David Pelletier.

Agenda Item	Action
Opening of meeting	Bob made a motion to appoint Tom Devine as acting chair for this meeting. Gene seconded the motion and all approved. (Vice Chair, Peter Carini, officially resigned from the board September 15, 2008.) Tom called the meeting to order at 4:10.
Approval of the 9/4/08 meeting minutes	Bob made a motion to approve the minutes. The motion was seconded by Dave with four amendments: 1) correct spelling of FOCB legal counsel's name is Ron Cipriano; 2) board must seek permission from AG's office to adopt the work plan and hire an administrator concurrently; 3) specify administrator's contract for services; 4) include line for secretary's signature. All approved.
Presentation by CT Association for Community Action (CAFCA) and ECMB	Edith Karsky, Joanne Balaschak and Norm Lambert from CAFCA and New Opportunities presented additional detail regarding their proposed work plan. Presenters provided data on waiting list for furnace replacement as well as projected costs. (refer to attachments) Glenn Reid from the CEEF/ECMB presented additional details regarding the proposed work plan as it relates to the utility-sponsored weatherization and conservation programs. (refer to attachments)
Administrator Selection Committee Report	Tom reported that the board voted to hire Theresa Lavoie as the administrator of the Fuel Oil Conservation Board. The committee is in the process of finalizing Ms. Lavoie's contract. Record of electronic votes for FOCB administrator: Tom – yes Michael – yes Dave – yes Gene – yes Bill – yes Bob – yes Shirley – yes Erin – yes (no record of vote from Kevin)
Treasurer's Report	Dave reported that he met with the state comptroller's office on September 12 to review the flow of financial information between the board and comptroller's office, including invoicing process. Dave recommended a process for the payment of invoices (see attached).

	Gene made a motion to adopt. Bill seconded the motion and all approved.
New Business	<p>Shirley made a recommendation to provide an outline of instructions to the new FOCB administrator (see attached).</p> <p>Gene made a motion to provide the administrator with the instructions from the FOCB board (as recommended by Shirley) and the proposed work plans from both the ECMB and CAFCA/ New Opportunities. As soon as the contract is signed with Theresa Lavoie, she will begin to develop a comprehensive work plan for the FOCB. Dave seconded the motion and all approved.</p> <p><u>Next steps:</u> Tom will circulate the administrator contract to board members. Dave will circulate a draft budget to board members. Gene will circulate to board members Shirley's recommended instructions to the administrator.</p> <p>Dave made a motion to elect Tom Devine as acting board chair until the board is able to vote on a replacement chair and vice chair. Bob seconded the motion and all approved.</p> <p>Erin made a motion that at the next board meeting, the following items should be included on the agenda: 1) election of board officers, 2) protocol for setting meeting agendas, 3) standard board meeting time, and 4) board member vacancies. Tom seconded the motion and all approved.</p>
Next Board Meeting	The board agreed that it needed to meet again in the next two weeks. Erin will coordinate the next meeting date.
Meeting Adjournment	Bob made a motion to adjourn the meeting at 6:45 p.m. Dave seconded the motion.

Submitted by Erin Clark, Secretary
