

**Fuel Oil Conservation Board Meeting  
Minutes  
Tuesday, October 7, 2008  
4:00 p.m.  
ICPA Office, Cromwell, CT**

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

Theresa Lavoie, FOCB Administrator; Ron Cipriano, FOCB legal counsel

| <b>Agenda Item</b>                       | <b>Action</b>   |
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| Opening of meeting                       | Tom called the meeting to order at 4:00.  |
| Approval of the previous meeting minutes | Re: minutes from 9/4/08 mtg., Ron Cipriano clarified his recommendation at the meeting: FOCB should not act as administrator unless approval is sought through the AG's office. FOCB can concurrently adopt work plan and hire an administrator (w/o AG permission).<br><br>Re: minutes from 9/17/08 mtg., Dave made a motion to accept. Erin seconded the motion, Shirley Bergert abstained and all others approved. |
| FOCB Officers                            | Dave made a motion to elect the following board officers:<br>Bob Barrieau, Chair<br>Tom Devine, Vice-Chair<br><br>Kevin seconded the motion and all approved.   |
| Administrator Selection Committee Report | Tom announced that Theresa Lavoie had accepted the FOCB administrator position and had accepted the terms of the contract.  |
| Ethics & FOIA policies                   | Theresa Lavoie will coordinate a meeting/training session with the board and the office of state ethics regarding state ethics policies and FOI policies. Meeting will be scheduled by the end of October.  |
| FOCB Work Plan                           | Board discussed the content of a work plan and a timeline for implementing it.<br>Gene made a motion for the board to adopt the work plan recommendations as outlined (attached); have Theresa develop a draft plan; have board members vote on the plan by October 17 <sup>th</sup> ; schedule a public hearing and submit the plan to the ECMB.<br>Dave seconded the motion and all approved.                       |
| FOCB Corporate documents                 | Shirley made a motion to have Theresa serve as the repository of all the board's corporate documents. Dave seconded the motion and all approved.  |
| Treasurer's Report                       | Dave reviewed the budget proposed FOCB budget. Gene made a motion to accept the budget (attached) as amended. Bill seconded the motion and all approved.<br>Theresa will transmit the approved budget to the state comptroller's office.  |
| Meeting Adjournment                      | Erin made a motion to adjourn the meeting at 6:15 p.m. Dave seconded the motion.  |

Submitted by Erin Clark, Secretary

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