

VERMONT SYSTEM PLANNING COMMITTEE  
CHARTER OF THE PUBLIC PARTICIPATION SUBCOMMITTEE

---

The role of the VSPC Public Participation Subcommittee is to act as a resource to the Committee and its stakeholders in the development, implementation and evaluation of public involvement with the Vermont System Planning Committee (VSPC) and to ensuring that VSPC responsibilities are carried out in a manner consistent with the public engagement principles articulated in the Docket 7081 Memorandum of Understanding. The Subcommittee will provide its analysis and input to the full VSPC in all matters within the public participation arena. Specific roles include:

1. Consult with VELCO in planning public involvement in the Long-Range Transmission Plan (MOU Step 5). Role will be carried out through VELCO-initiated meeting during public engagement planning for each Long-Range Transmission Plan update cycle.
2. Consult with affected utilities (including VELCO) in public involvement in the project-specific detailed NTA analysis (MOU Step 8) and Solution Selection (MOU Step 9). Role will be carried out through ~~A~~affected utility-initiated meeting during planning for public outreach related to full NTA analysis.
3. ~~Monitor~~ Advise on and help develop VSPC-related public outreach to ensure it is designed and implemented consistent with the principles in ¶¶ 91-97. Role will be carried out through development and execution by the subcommittee of a plan for VSPC-related public outreach, including but not limited to public member recruitment and retention. The plan will maximize coordination and integration with other energy-related groups and public outreach processes.
4. Continually reviewing and evaluating experiences with public involvement on energy-related issues of the VSPC and other groups, and incorporating lessons learned. Role will be carried out through periodic review by the subcommittee of execution of recent public engagement activities related to VSPC and energy-related issues, and reporting of findings to the VSPC at quarterly meetings.
5. Facilitating communications (website, media, etc.) regarding the work of the VSPC to ensure clarity, comprehensiveness and transparency of the VSPC process to two distinct target audiences: committee and subcommittee members (internal communication); and the public (external communication). Role will be carried out through feedback at periodic subcommittee meetings (at least twice per year) at which the group will provide feedback on VSPC-related public outreach activities and will maintain the outreach plan referenced in #3 above.

The Public Participation Subcommittee is a standing subcommittee of the VSPC whose charter shall not expire without specific action by the full VSPC.

Membership in the subcommittee is open to any VSPC member and to other interested persons. Participation by VSPC public members and by public information/external affairs representatives of the Vermont utilities is particularly important to the group's effectiveness and is affirmatively sought. This subcommittee will accomplish its objective through the collective efforts of participating members representing a cross-section of VSPC membership. It is expected that all members will meet at least twice annually and at other times agreed upon.

All subcommittee meetings will be noticed at least one week in advance and all agendas, materials, and minutes will be posted to the VSPC website.

The subcommittee chair, with assistance of staff, will take responsibility for organizing, operating and documenting the meetings of this subcommittee, consistent with the expectations and procedural requirements of the VSPC.

The subcommittee recognizes that every member has a contribution to make. Therefore, the subcommittee will operate its meetings in an open, free-exchange atmosphere. Any member is free to introduce and discuss whatever topic he/she deems is appropriate to fulfilling the aforementioned feedback and direction, provided that: (1) best efforts are made to provide notice of the topic prior to the meeting, and (2) time permits. The Chair, or a subcommittee appointee, will represent the subcommittee before the VSPC or other groups. However, this should in no way restrict or limit the participation of any subcommittee member from contributing to the deliberations on subcommittee matters before the VSPC or any other committee or subgroup. The acceptance of all recommendations to the VSPC concerning guidelines will be subject to a majority vote of the attending members, although best efforts will be made to establish a consensus.

**History:**

*Adopted 12/19/2007*

*Revised 03/10/2010*