

December 19, 2007

The Public Participation Subcommittee met from 10 a.m. to 12:15 p.m.

Attendees included: Tom Buckley, Burlington Electric; Jenny Cole, Residential Representative; Jack Collins, Ludlow Electric; Deena Frankel, Velco; Cathy Migliore, Velco; Stephen Wark, Department of Public Service.

The group made several additions to the agenda, resulting in the following agenda:

- 1) Naming of a subcommittee chair
- 2) Clarification of the subcommittee's role (doing versus overseeing the public outreach work, based on Molly's comments on the charter draft)
- 3) Complete work on the subcommittee charter
- 4) Subcommittee input on annual report
- 5) Review and input of preliminary draft of subcommittee website structure (to be distributed in advance of the meeting)
- 6) How to proceed with the communications plan
- 7) Does the subcommittee want to comment on the EEU scope issue?
- 8) Recruitment of VSPC members for open Public Service Board-appointed slots
- 9) Meetings by phone

Item 1: Deena reported that she would serve as Velco's representative on the Public Participation Subcommittee, and that Velco was suggesting a new chair be appointed in place of Kerrick Johnson. Velco had circulated to the entire VSPC a suggestion that Jenny Cole serve as chair of the Subcommittee. There had been no objection to this proposal. Subcommittee members expressed appreciation for her willingness to serve and support for having a public member in this role. Jenny then assumed the role of chair of the meeting.

Item 2: The group reviewed the language from the MOU and the law (Paragraphs 29 and 49 and 30 V.S.A. § 218c(d)(2)) dealing with the responsibility for public involvement in system planning. It was agreed that the VSPC's role was to consult on and evaluate, rather than to actually carry out, the public involvement role. The responsibility for execution lies with VELCO and affected utilities. Subsequent revisions to the subcommittee charter reflect this clarification and describe the working relationship between the subcommittee and the VSPC. There was discussion of the subcommittee's authority to act, and the suggestion that quarterly VSPC meetings may not be enough to handle workload and deadlines.

Subcommittee members described some of their experiences in public

involvement processes in southern Vermont, Burlington, and state-wide. Obtaining more information on the effectiveness of these processes will help in the planning of future public participation efforts.

Item 3: The group adopted revisions to the subcommittee charter which are attached. Participants agreed that the product provided sufficient detail and that no further categories from the Charter template distributed at the December VSPC meeting needed to be addressed.

Item 4: Deena reported on the progress toward development of the Annual Report, and that the report would be somewhat limited this year because the VSPC was at such an early stage in its formation. She reviewed the schedule for VSPC consideration of the draft. The group agreed that participation in the overall VSPC review of the draft report was the appropriate level of involvement this year. There will be much positive progress to report on formation of the committee and the subcommittees, development of the subcommittee charters and adoption of the rules of procedure, but not yet any specific projects to report from the Public Participation Subcommittee since the initial group of NTA screenings were not yet before the VSPC for consideration.

Item 5: The group reviewed and provided input into the draft website structure. Suggestions included:

- Add a glossary submenu item to the appropriate menu item
- Add NTA Screening Subcommittee to the VSPC Subcommittee menu
- Add a note below the footer (which contains Velcos address) that states: "The Vermont System Planning Committee is an independent entity created to ensure full, fair and timely consideration of cost-effective non-transmission alternatives to addressing electric system reliability issues. Velco provides administrative support to the Vermont System Planning Committee in accordance with the Public Service Board's order in Docket 7081." It was suggested that the link to the VELCO web site be moved from the footer and placed with listings of other web links.
- Add a link to VELCO's long-range plan

The group suggested ensuring that the website meeting notices comply with the VSPC's open meeting obligations, while respecting the confidentiality concerns and exemptions raised by the details of specific system data and market data.

Item 6: The group agreed that the website development constituted proceeding on the communications plan for internal VSPC communications, and external communications to the degree that it is available to the public to track the Committee's activities. With respect to public involvement in specific NTA screening and analysis, it is premature at this time to beginning planning public involvement activities until some further progress is made on review of reliability

deficiencies by the Committee (VSPC). Further discussion of this item was deferred until the implementation of the overall VSPC process proceeds further.

Item 7: The group agreed it did not need to develop its own response to the Public Service Board's request for input on the scope of EEU activities on the VSPC, but that it supported the inclusion in the VSPC's overall response of a statement that it is extremely important for the EEU to take an active role on the VSPC and supporting the EEU's continued participation in the Public Participation Subcommittee. Velco will include this concept in the draft to be reviewed by the Committee.

Item 8: The group brainstormed ideas for where to get suggestions for filling the two public representative alternate appointee slots on the VSPC, suggesting contacts with Kerrick Johnson and Steve Costello (of CVPS) to obtain names of people who participated in the Southern Loop outreach process. Jenny will follow up and send any names she obtains to the Public Service Board, which appoints the public members and alternates. Participants discussed the question of mileage and per diem reimbursement for public members. Deena agreed to check the Board's order to determine whether alternates would receive reimbursement. [Note: Staff has followed up on this question insofar as it is addressed in the Board's order. Jack was correct that the order designates alternates who "may act fully in the absences of the appointed representative" presumably also including being reimbursed as appointed representatives would be. The order does not address reimbursement for subcommittee meetings one way or another. Staff will research the filing that was made with the Board by the utilities on cost allocation for the per diem and travel to determine whether the filing provides any further guidance.]

Item 9: The group agreed to meet by conference call for the next meeting, which is scheduled for February 13 from 10-noon. Participants were invited to look at the WebEx demo to determine whether that technology would enhance the group's phone conference meetings. Velco has the capability to hold the meetings using this technology, which combines conference calling with web-based viewing of the materials under discussion, agendas, etc. The web address for the demo is: www.webex.com . Steve Wark reported that the Department of Public Service also has online meeting software called FacilitatePro. He offered use of that option, which can be viewed at <http://www.facilitatepro.com/> .