

1 **Vermont Yankee Nuclear Decommission Citizens Advisory Panel Charter**
2 **(2-2-15 DRAFT)**
3

4 **I. Purpose**

5 The Vermont Yankee Nuclear Decommissioning Citizens Advisory Panel (NDCAP or Panel) is
6 established pursuant to Title 18 of Vermont Statutes, Chapter 34, Sections 1700 -1702.¹ The
7 NDCAP is to serve as a conduit for public information and education, to encourage open
8 communication and community involvement in matters related to the decommissioning process
9 of the Vermont Yankee Nuclear Power Station (VYNPS), and to receive written reports and
10 presentations on the decommissioning of the Station at its regular meetings. The NDCAP shall
11 advise the Governor, General Assembly, the agencies of the state, and the public on issues
12 related to decommissioning. The Panel shall serve in an advisory capacity only and shall not
13 have authority to direct decommissioning of the VYNPS. Although this charter expands on the
14 language contained in the enabling statute, it is understood that the statute remains the ultimate
15 authority.

16
17 **II. Duties:**

18 Duties shall be:

- 19 • To receive written reports & presentations on the decommissioning at its regular meetings.
20 The reports received by the NDCAP address decommissioning plans, including:
21 ○ All Site Assessments
22 ○ The Post-Shutdown Decommissioning Activities Report (PSDAR) and amendments
23 ○ Periodic reports on the Decommissioning Trust Fund and other funds associated with Site
24 Decommissioning and/or Site Restoration including fund balances, expenditures made &
25 reimbursements received.
26 ○ Any progress reports on decommissioning activities by Vermont Yankee as submitted to
27 the Panel
28 • To provide a forum for receiving public comments on Vermont Yankee Decommissioning
29 plans and reports
30 • To provide comments on plans and reports as the Panel may consider appropriate to the State
31 Agencies and the Vermont Yankee owners
32 • To provide an annual report to the Governor & Energy Committees of the General Assembly
33 due January 15, of the following year, which
34 ○ Includes comments on received Decommissioning Plans & Reports, as the Panel may
35 consider appropriate.
36 ○ Shall assess further changes to the Panel’s membership or duties as appropriate.
37 ○ Shall include recommendations on such changes.
38

¹ <http://legislature.vermont.gov/statutes/fullchapter/18/034>

1 **III. Organization and Membership**

2 A. Membership

- 3 • Secretary of Human Services or designee (ex officio)
- 4 • Secretary of Natural Resources or designee (ex officio)
- 5 • Commissioner of Public Service or designee (ex officio)
- 6 • Secretary of Commerce and Community Development or designee (ex officio)
- 7 • Representative of the Town of Vernon, selected by Vernon select board
- 8 • Six members of the public – two each appointed by the Governor, The Speaker, and the
- 9 Senate President Pro Tem. Under this subdivision, each appointing authority initially shall
- 10 appoint a member a three-year term and a member a four-year term. Subsequent
- 11 appointments under this subdivision shall be for terms of four years;
- 12 • One representative of the Windham Regional Commission appointed by the Commission
- 13 • Two representatives of Vermont Yankee, selected by the owner of VYNPS
- 14 • One representative of the International Brotherhood of Electrical Workers (IBEW), selected
- 15 by IBEW, who is a past or present employee at Vermont Yankee
- 16 • One member representing the towns of Chesterfield, Hinsdale, Richmond, Swanzey, and
- 17 Winchester, NH, appointed by the Governor of NH
- 18 • One member representing the towns of Bernardston, Colrain, Gill, Greenfield, Leyden,
- 19 Northfield, and Warwick, MA, appointed by the Governor of MA
- 20 • One member of the House Committee on Natural Resources and Energy, chosen by the
- 21 Speaker of the House
- 22 • One member of the Senate Committee on Natural Resources and Energy, chosen by the
- 23 Committee on Committees

24

25 B. Officers

- 26 • The NDCAP shall have a Chairperson and Vice-Chairperson or Co-Chairs elected by a
- 27 majority vote of the Panelists.
- 28 • The Commissioner of the Public Service Department will serve as the Chair until the Panel
- 29 elects a Chair or Co-Chairs.
- 30 • The Chair shall perform the following duties:
 - 31 ○ Call meetings of the NDCAP
 - 32 ○ Prepare and/or approve agendas for meetings
 - 33 ○ Preside at NDCAP meetings
 - 34 ○ Submit all recommendations adopted by the NDCAP to the Governor, legislature, state
 - 35 agencies and the plant owner
- 36 • Vice-Chairperson shall perform all the duties of the Chairperson in her/his absence.
- 37 • The term for the Chairperson and Vice-Chairperson or co-chairs will be one year, or as
- 38 otherwise determined by the Panel, but not for more than one year.

39 C. Term of Membership: Ex officio members shall serve for the duration of their time in office

1 or until a successor has been appointed. Members of the General Assembly shall be appointed
2 for two years or until their successors are appointed, beginning on or before January 15 in the
3 first year of the biennium. Representatives designated by ex officio members shall serve at the
4 direction of the designating authority.
5

6 D. Designees: Certain statutory positions on the panel may to be represented by designees. It is
7 understood that the preference is for designees to serve on a permanent basis, and that for the
8 purposes of continuity, the use of alternates on a meeting-by-meeting basis is to be avoided.
9

10 E. Reimbursement: Members of the NDCAP who are not ex officio members, employees of the
11 State of Vermont, representatives of the VYNPS, or members representing towns outside
12 Vermont, and who are not otherwise compensated or reimbursed for their attendance shall be
13 entitled to \$50.00 per diem and their necessary and actual expenses. Funds for this purpose shall
14 come from the monies collected under 30 V.S.A. section 22 for the purpose of maintaining the
15 Department of Public Service. Legislative members shall not be entitled to a per diem under this
16 section for meetings while the General Assembly is in session.
17

18 F. Committees: Committees, sub-committees or similar working groups will be designated by the
19 Chairperson and Vice Chair or Co-Chairs as needed to carry out the work of the NDCAP and
20 may include designees who are not members of the Panel. Such committees, sub-committees or
21 working groups will serve at the discretion of the NDCAP as a whole. Every effort should be
22 made to appoint members of the committees who represent the broad interests reflected on the
23 NDCAP. Committees serve to support the NDCAP and may not themselves take action other
24 than to advise or report to the Panel. Committees may seek participation by and presentation
25 from other parties and the public. Committees of the NDCAP are likewise subject to all
26 provisions of the Vermont Open Meeting Law.
27

28 G. Administration

- 29 • The Public Service Department, the Agency of Human Services, and the Agency of Natural
30 Resources will furnish administrative support, with assistance from the owners of the
31 VYNPS as the Commissioner of the Public Service may consider appropriate.
- 32 • The Commissioner of Public Service shall manage administrative support to the Panel,
33 including:
 - 34 ○ Manage administrative support including scheduling meetings and securing meeting
35 locations, providing public notice of meetings, producing minutes of meetings, and
36 assisting in the compilation and production of the Panel's annual report
 - 37 ○ Inform Panel on status of decommissioning matters
 - 38 ○ Timely notify Panel of new decommissioning information
 - 39 ○ Upon request, provide all Panel members with all relevant information within Public
40 Service Department control.

- 1 ○ Provide workshops, training for Panel members, as appropriate.
- 2 ○ Hire experts, contract for services, and provide for materials and other reasonable and
- 3 necessary expenses of the Panel as the Commissioner may consider appropriate on
- 4 request of the Panel from time to time.
- 5

6 **IV. MEETINGS**

7 A. Frequency: The NDCAP will meet a minimum of four times a year, although additional
8 meetings can be called at the Chair’s or Co-Chairs’ discretion or by request of a minimum of five
9 of the NDCAP members via the Chair or Co-Chairs. Meetings will be announced a minimum of
10 two days in advance. The Chair, Co-Chairs, or at least five Panel members may call a special
11 meeting with a minimum of one day advance notice.

12
13 B. Agendas: The agenda will be drafted by the Chair and Vice-chair or Co-chairs with input
14 from other members. Issues brought before the NDCAP that are not on the meeting agenda must
15 be considered as the first item of business, and if discussed, any action should be deferred to a
16 later meeting unless urgent.

17
18 C. Quorum: A majority of members will constitute a quorum for a meeting of the NDCAP at
19 which a vote or other official action is to be taken. In the absence of a quorum, the NDCAP may
20 convene the meeting and adjourn until such time as a quorum is present. No official action may
21 be undertaken by the NDCAP at a meeting that lacks a quorum.

22 23 **V. Decision-making process**

24 A. The NDCAP will strive to reach consensus on **key** issues by conducting their deliberations
25 through dialogue and joint learning.² **Consensus** means that the group strives to clarify
26 disagreements and tries to work through them to reach agreement on options that everyone
27 can “live with.”³

- 28
29 B. To work towards consensus, the Panelists will:
- 30 • engage in a thoughtful, thorough deliberation
 - 31 • advocate for the interests of his/her agency or constituency
 - 32 • share relevant information with the other group members

² **Joint learning** means that there are opportunities for people to learn from trusted and credible sources about the science and technology and to learn about the concerns, perspectives, and needs of all interested and affected parties.

³ **Consensus does not mean** that decisions devolve to the least offensive solutions. If managed skillfully, the process of building consensus can generate a better understanding of alternative perceptions of the problem, identify options for solving the problem that are innovative and have not been considered before, and create more value for all stakeholders involved.

- 1 • keep constituencies informed and advocate within constituent organizations for support of
- 2 the group's work
- 3 • keep the group informed about constituent perspectives
- 4 • work to identify promising and innovative options
- 5 • openly discuss and evaluate those options
- 6 • refrain from undermining group recommendations and reports

7

8 C. However, if consensus cannot be achieved on **key issues** within a reasonable timeframe as

9 determined by the Chair or Co-chairs, the Panel shall act by majority vote of its entire

10 membership & only at meetings called by the Chair, Co-Chairs or by any 5 Panelists.

11

12 D. Minority reports will be part of the NDCAP record.

13

14 E. Roberts Rules of Order will govern all NDCAP meetings.

15 **VI. Public Engagement and Transparency**

16 A. All NDCAP meetings will be open to the public.

17

18 B. Comments will be solicited from the public in attendance at least once during the meeting

19 and more often at the discretion of the Chair and Co-Chairs.

20

21 C. Written comments may be submitted at any time. Provisions will be made to solicit and take

22 into account written comments from all interested stakeholders on NDCAP reports. To the extent

23 practical, the NDCAP will explain how comments from the public were considered in written

24 recommendations or reports.

25

26 D. Minutes shall be kept of all NDCAP meetings and will include a record of members present,

27 a complete and accurate description of matters discussed and conclusions reached, and copies of

28 all reports received, issued or approved by the NDCAP. Draft minutes shall be posted on the

29 PSD website within five days of the meeting. Minutes will be adopted by the next scheduled

30 NDCAP meeting.

31

32 E. The records of the NDCAP consist of this Charter, meeting agendas, meeting minutes, reports

33 submitted to or drafted by the NDCAP, studies made available to or prepared by the NDCAP,

34 correspondence related to substantive issues under consideration by the NDCAP. All such

35 records shall be made available to the public on request.

36

37 F. The NDCAP may provide opportunities outside of formal meetings for information sharing

38 and dialogue with stakeholders.

1 **VII. Communication**

- 2 Whenever feasible electronic mail will be the preferred method of communicating administrative
3 issues with and among NDCAP members.

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