

Government & Community Relations
Plymouth Community Intermediate School
Room E03 Art
October 30, 2017

A quorum being duly present with members Joe Coughlin, John Flores, Kevin O'Reilly and Joe Lynch, the meeting was called to order at 6:38pm. Member Robert Jones excused himself before start of meeting due to an unexpected personal issue.

Order of business

1. 6:38 p.m. Call to order
2. Election of Working Group Chairperson – It was suggested that either Heather Lightner or Joe Lynch be Chair. To be determined at future meeting. Upon further discussion for the purpose of this 10/30/17 meeting only, Kevin O'Reilly, nominated by Joe Coughlin with second from John Flores was unanimously approved to act as chairperson.
3. Election of Committee Secretary. It was agreed that minutes would be taken by each member less the Chairperson for all meetings on a rotating alphabetical order by last name. John Flores volunteered to take the minutes at the 10/30/17 meeting. It was subsequently agreed to hold quarterly meetings.

Quarterly Jan April July Oct last Monday of listed months.
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Meetings will begin at 6:30pm and adjourn by 8:30pm at the Plymouth Intermediate Community School in Room E03 Art.

4. Scope

The primary role of the committee is to maintain open lines of communication with the public. Providing information and education about all aspects of NDCAP communication and information will be paramount. Towards that end it will need to be determined what documents are placed on the NDCAP web site and more importantly who will control and ensure that flow of information is readily available for inclusion and posting on the site. Who is the web site gate keeper?

The committee recommend funding for Administrative support for the above mentioned issues. Specifically, the Government and Community Relations and Administrative working Group (GCR/AWG) recommends a minimum budget of \$50,000.00 be established to fund any required experts and speakers deemed necessary to meet the needs of the NDCAP. It was suggested that perhaps thru current cabinet secretariats as represented on the NDCAP any requests / requirements might be able to be funded by them. Further discussed was the offer from Joe Lynch, representing Entergy to offer [all these certain services \(such as copying, arranging industry speakers\)](#) Pro Bono as provided at Vermont Yankee by Entergy. This was taken under advisement for further review.

Further discussion focused on possibly meeting with other working groups or offering to obtain any information or reporting that the GCR/AWG might place on the NDCAP web site. In addition it was stated all Federal information received and filtered thru the Co-Chairs of the NDCAP should be available on the web site.

It was recommended we have one annual meeting to present what we have done as a whole for the year and to ensure that all working groups were prepared to submit all information for the required annual report. It is recommended by the GCR/AWG that all reports be ready for review by May 30, 2018 with a presentation and report to be readied for distribution by September 30, 2018.

In all subsequent years the GCR/AWG recommends 3rd quarter of calendar year completion of all working group reports (May) and that all reports be prepared in first month of 4th quarter annually (Sept).

It was agreed by the GCR/AWG to recommend that the Annual Report be written and prepared at the highest level of excellence and professionalism by an appropriate state agency represented on the NDCAP similar to the reports that have been developed by the Vermont NDCAP.

5. No public in attendance

6. It was suggested to remind all what the ground rules of each working group will be. Regarding any public comments at any working group meeting it is recommended by the GCR/AWG that these be kept separate. Finally all documents and information deemed appropriate by any working group subcommittee should be communicated to the GCR/AWG and or co-chairs to ensure inclusion on the web site in a timely manner.

7. The GCR/AWG subcommittee adjourned the meeting at 8:10 pm.