

From: Allen Howe *NH*
To: Burnell, Scott *OPA*
Date: 04/14/2004 9:41AM
Subject: Re: Request for Comm Team members

Ok thanks. I just responded to Dianne Screnci and asked that you, Dianne, and Donna work out the details on coordination of effort.

Thanks - Allen

>>> Scott Burnell 4/14/04 9:24:50 AM >>> *OPA*
Count me in, and consider including the R1 OPA folks for vital meetings.

>>> Allen Howe 04/13/04 04:20PM >>> *NH*
NRR is developing a Communication Team to address concerns from external stakeholders about the Vermont Yankee power uprate. All of you have been involved in this issue to some extent over the past several weeks. The purpose of forming a Communications Team is to have a group of designated contacts for each office that can interact more efficiently. In addition, the team will have clearly defined responsibilities and a more predictable workload in dealing with VY issues. Please let me know by April 19, 2004, if you will be able to participate as a member of the team.

Below is an outline of how we envision the team will work. Please let me know if you think someone else from your organization should be involved or if there are other organizations not represented that should be.

Participants:
OPA - Scott Burnell
NRR/DLPM: - Donna Skay, Jim Clifford
OSTP - Rosetta Virgilio
OCA - Linda Portner
OEDO - TJ Kim
NRR - Bob Jasinski
Region I - Tracy Walker, Don Florek

Responsibilities of Team members: attend weekly meetings; maintain an awareness of activities related to the VY uprate that occur in their office; be a point of contact for their office for concurring on documents; participate in briefings and conference calls as needed.

Meetings: tentatively every Monday at 3:00 pm for about an hour. An agenda will be provided prior to the meetings. [it may not be necessary for all team members to participate in every meeting, depending on the agenda items and your availability]

Purpose of meetings: To exchange information on the events of the previous week and plan for the upcoming week's events. Ensure that all team members are aware of phone calls or interactions with external stakeholders, new correspondence received, and reviews or information needed from each office.

Communication Team duration: We expect the bulk of the activity to be complete by the end of June 2004. However there may be a need for some interaction after that date.

Thanks - Allen

CC: Clifford, James; Ennis, Rick; Screnci, Diane; Skay, Donna

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