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From: Allen Howe **NRR**
To: Ennis, Rick; Florek, Donald; Holian, Brian; Jacobson, Jeffrey; Marsh, Tad; McMurtry, Anthony; Pelton, David; Richards, Stuart; Ruland, William; Skay, Donna
Date: 6/3/04 2:29PM
Subject: Actions from Today's VY PSB meeting

NRR and Region I staff met today to plan for the June 28th meeting with the Vermont PSB. Several actions were identified as an outcome of the meeting. Please check the list below for completeness and accuracy:

1. Schedule rooms for Dry Runs: Complete
Dry run for 6/22 in room O7B4 @ 10:30 am to 1 pm
Dry run for 6/24 in room O9B4 @ 9am to 11:30 am
2. Finalize Presenters - currently Marsh, Richards, and Holian - Action: Marsh/Ruland
3. Prepare slides for presentation - provide draft slides to Rick Ennis and Allen Howe - Action: 6/14, by Presenters
4. Finalize slides for 6/22 dry run - Action: Ennis/Skay
5. Prepare scripts for 6/22 dry run - Action: 6/22, by Presenters
6. Inform OCA of pending June 28th PSB meeting to ensure Congressional interests are informed - Action: Howe
7. Inform Bill Outlaw of pending June 28th PSB meeting and request assistance on preparations - Action: Howe
8. Inform NRR management on meeting and determine level of prebrief needed/participation in dry run - Action: Marsh
9. Request information from PSB contact on: background of PSB members, date for submitting written materials and are they distributed to parties, will NRC have access to material prepared by others, date of notice of meeting, seating arrangements and layout of room, time allotted to NRC presentation and sequence of presentations by parties, and press coverage Action: Howe
10. Send links to VY web site, FAQs, and Comm plan - complete
11. Prepare EDO daily note/two week look ahead of planned meeting - complete
12. Inform OSTP of pending June 28th PSB meeting to ensure other interested states are informed - complete
13. Inform Bob Jasinski of pending June 28th PSB meeting and request assistance on preparations - complete

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