INTERAGENCY COMMITTEE ON ADMINISTRATIVE RULES (ICAR) MINUTES
Wednesday, July 14, 2021, 1:00 p.m.

Meeting Date/Location: July 14, 2021, Microsoft Teams Virtual Meeting
Members Present: Chair Kristin Clouser, Dirk Anderson, Diane Bothfeld, Jennifer Mojo, John Kessler, Clare O’Shaughnessy, Diane Sherman
Members Absent: Ashley Berliner, Matt Langham
Minutes By: Melissa Mazza-Paquette

• 1:02 p.m. Meeting called to order, welcome and introductions.
• Review of ICAR Pre-filing Forms with the Office of the Secretary of State
  o Economic and Environmental Impact – Sufficiency #9:
    ▪ Required by statute. As the intent is not explicit, it is subject to interpretation.
    ▪ ICAR will discuss what they’d like included at their next ICAR meeting. One example being to seek an explanation of analysis efforts.
  o Public Input Form:
    ▪ This form is also included in other filings.
    ▪ The Office of the Secretary of State will draft changes that might include:
      • Include a future tense option for meetings to be scheduled.
      • Include as a statement in the instructions that maximum public input involvement is desired.
      • Disclose the tendencies that require a public hearing and that a hearing is preferable and advised by ICAR. If a public hearing isn’t scheduled, include reasoning.
      • Reword questions #3 and #4 to request a description of the strategy for involvement.
  o Other Potential Changes for the Office of the Secretary of State to Draft:
    ▪ Coversheet – reference the definition in the statute of ‘arbitrary’.
    ▪ The preference of ICAR is not use the term “not applicable”, therefore include language in the instructions to state as such if there isn’t any impact.
    ▪ Consider including the equity impact in the Environmental and Impact Analysis and potentially seek legislative change to include.
    ▪ Include estimated cost and benefit.
Once finalized, ICAR will submit language to be included in the instructions and any requested changes regarding the sufficiency questions to the Office of the Secretary of State via SOS.StatutoryFilings@vermont.gov.

The Office of the Secretary of State will review ICAR’s suggested changes to the sufficiency questions and create a draft document including their suggested changes for ICAR review and approval.

Note there is a 30-day notification period of changes to the forms from the Office of the Secretary of State after approval from the Deputy Secretary before they can go into effect.

- Next Meeting Date: Monday, August 9, 2021 at 2:00 p.m.
- 2:02 Adjourn

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