



NHPUC 10AUG'16PM2:58

July 28, 2016

BY OVERNIGHT MAIL AND E-MAIL

Debra A. Howland, Executive Director and Secretary
New Hampshire Public Utilities Commission
21 S. Fruit St, Suite 10
Concord, N.H. 03301-2429

Re: DE 16-384 Unitil Energy Systems, Inc.
Petition for Rate Increase: Report of Rate Case Expenses

Dear Director Howland:

In compliance with Part Puc 1905.01, Estimated Rate Case Expenses, Unitil Energy Systems, Inc. ("Unitil Energy" or the "Company") hereby submits its first 90-day Report of Rate Case Expenses in the above-referenced docket.

Attachment 1 describes the categories of rate case expenses. As described therein, the costs are primarily for outside consulting services to assist with the preparation and presentation of the Company's proposed rate case, including the development of studies on various matters required to establish appropriate rates for the Company's customers. The Company obtained competitive bids from consultants in order to contain costs and provide a basis to evaluate the overall reasonableness of rate case expenses. Please note that the Company has included invoices submitted to Unitil Energy by the Commission as a category of rate case expenses.

In addition to these outside consulting services, the Company's internal staff plays a significant role in rate case preparation (gathering data, researching information, preparing analyses, bill frequencies, customer bill impacts, revising tariffs, and preparing the filing, for example). Internal staff is also heavily involved in responding to information requests and preparing responses for filing. The Company's internal legal counsel is handling all legal-related aspects of this proceeding. No internal Company staff costs are included in rate case expenses.

Attachment 2 provides the procurement process used by the Company to engage and employ outside consultants rendering services on behalf of Unitil Energy in this rate case. The Company's procurement process for its consultants includes issuing a Request for Proposals, analyzing the bids, selecting the winning bidder, and executing engagement letters. The fee proposals, availability, qualifications and experience of each bidder, technical approach, and proposal quality are all considered in its selection of the winning bidder.

Attachment 3 is a schedule which provides a breakdown of actual rate case expenses

Gary Epler
Chief Regulatory Counsel
epler@unitil.com

6 Liberty Lane West
Hampton, NH 03842

paid to date by service provider and projected rate case expenses as filed in the Company's initial filing, for each expense category.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Epler", written over a horizontal line.

Gary Epler
Attorney for Unitil

Enclosures

cc: Suzanne Amidon, Esq., Staff Counsel
Nicholas Cicale, Esq., Office of the Consumer Advocate