



PUBLIC UTILITIES COMMISSION

21 S. Fruit St., Suite 10
Concord, N.H. 03301-2429

April 3, 2020

Re: DE 20-039, Unitil Energy Systems, Inc.
2020 Default Service
Remote Hearing Guidelines

To the Parties:

Due to the current state of emergency related to the COVID-19 pandemic, the Commission will be conducting the hearing scheduled for April 8th in this matter remotely, using Webex video conferencing. To facilitate that remote hearing, the Commission has adopted the following "Remote Hearing Guidelines."

1. Prehearing Preparation

a. Hearing Exhibits to be Bates Stamped, Premarked, and Prefiled

The parties shall confer for the purposes of identifying and numbering exhibits. The parties shall nominate one party to submit a complete list of exhibits reflecting the proposed numbering. No later than the close of business on April 6, 2020, the nominated party shall submit the exhibit list electronically to ExecutiveDirector@puc.nh.gov with an email subject heading that lists the docket number and hearing date. Failure to submit the exhibit list may result in the postponement of the hearing.

No later than the close of business on April 6, 2020, all listed exhibits shall be submitted electronically to ExecutiveDirector@puc.nh.gov with an email subject heading that lists the docket number and hearing date.

All exhibits must be prefiled electronically with the required markings. The Commission has waived the paper copy and previously submitted provisions of Puc 202.22(e). Large files must be broken down into files that do not exceed 25 MB in size, and individual emails may not exceed 25 MB in size. *See* Secretarial Letter dated March 17, 2020.

Each exhibit must be premarked in the upper right hand corner of each page with the docket number and the exhibit number. *See* N.H. Admin. R., Puc 203.22(d)(1).

Each exhibit must be sequentially paginated and Bates stamped (Arabic numerals only). *See* N.H. Admin. R., Puc 203.22(c). The sequential pagination must carry through multi-document exhibits. Bates numbering must appear in the lower right corner of each page of the exhibit, in approximately the same location, unless such placement would cause confusion or block the view of necessary information in the exhibit.

Each exhibit must be named using the following naming convention: 20-039_2020-04-08_exh no. If a large file exceeds 25 MB in size and has been broken into several smaller parts, this should be reflected in the exhibit number, such as “exh no. 1 (Part 1 of 5).” Confidential files should be named using the following naming convention: con_20-039_2020-04-08_exh no.

b. Witness and Exhibit Lists

No later than the close of business on April 6, 2020, each party shall submit its witness list electronically to ExecutiveDirector@puc.nh.gov with an email subject heading that lists the docket number, hearing date, and name of party filing. The Commission may limit the number of witnesses or time for each witness’s testimony pursuant to Puc 203.21.

All persons pre-filing exhibits and exhibit lists must observe the Commission’s rules for service.

Parties may, but are not required to, submit a paper copy of the prefiled exhibits and exhibit lists at this time. They are, however, directed to maintain a paper copy of all pre-filed exhibits and exhibit lists. The Commission will issue a subsequent order indicating when a single paper copy must be filed.

c. Confidential Information

No later than the close of business on April 6, 2020, parties must advise the Commission by email sent to ExecutiveDirector@puc.nh.gov and the service list whether they will be discussing or introducing confidential information during the hearing. If so, parties should identify the confidential information in question.

2. Conduct of Remote Hearing

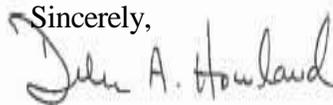
- a. Unless the Commission has approved special accommodations prior to the hearing, to speak during the hearing, attorneys and witnesses must be video-enabled. Parties will be sent a link to the Webex video conference in advance that will enable them to join the hearing. All are encouraged to use a hard-wired Internet connection and a good quality wired microphone. Access may be facilitated if participants download and test the Webex software in advance of the hearing.
- b. No later than the close of business on April 6, 2020, each person wishing to speak for, or on behalf of, a party during the hearing must register with the moderator at PUCWebModerator@puc.nh.gov by sending an email with a subject heading that lists the docket number, hearing date, and name of party filing. A party may submit one email for all of its participants (witnesses, attorneys, etc.) listing the name, email address, and telephone number of each participant.
- c. Whenever possible, parties are encouraged to refer to exhibits by the premarked exhibit number. If it will be necessary for a party to display an exhibit (or exhibits) on the screen during the remote hearing by Webex conference, that party must do a run-through with the web moderator at least one

business day prior to the scheduled hearing to ensure that the party knows how to do so and how to close the presentation when it is complete.

- d. Hearing participants must join the hearing at least 15 minutes before the hearing is scheduled to check-in with the moderator to verify their names and affiliations, resolve any technical issues, and discuss any necessary preparations prior to the commencement of the hearing.
- e. A stenographer will continue to make a record of each of the Commission's remote hearings. Therefore, during the hearing, all participants must choose the "mute" option when they are not speaking to ensure the best sound quality. The moderator will mute any participant causing noise interference.
- f. Although participants must mute their microphones when not speaking, participants wishing to make an objection may unmute for that purpose. For any other issue, anyone wishing to speak should raise their hand first and should only speak after being recognized to do so by the presiding officer.
- g. All non-active participants must turn off their video projection to make it easier for other participants and the Commissioners to focus on the speakers during the hearing and to reduce network saturation. When doing so, non-active participants will still be able to view the hearing by video.
- h. Each participant must clearly identify him/herself before speaking and identify any other persons present at the location from which the participant is participating.
- i. Each participant must clearly identify each exhibit by number before referencing it or introducing it by video during the hearing.
- j. If anyone is experiencing difficulties obtaining access to, or participating in, the hearing, that person should call the Commission at (603) 271-2431 **as soon as possible**.
- k. Although the Commission will, if necessary, address any confidential matters separately at a single time during the hearing, the Commission may also need to do so at other times during the hearing, at which time public access to the hearing will be suspended. The public and parties who do not have a right to confidential information will not be able to participate in the hearing when this occurs for so long as confidential information is being addressed during the hearing.

The Commission may issue further orders as necessary.

Sincerely,



Debra A. Howland
Executive Director

Service List - Docket Related

Docket# : 20-039

Printed: 4/3/2020

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