




**State of Vermont  
Public Utility Commission**

**MEMORANDUM**

To: Parties in PUC Case Number 21-3587-NMP  
From: Micah Howe, Hearing Officer   
Re: Request for Information-Hearing Logistics  
Date: April 20, 2023

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A remote evidentiary hearing is scheduled for April 28, 2023, at 9:30 AM in this case. In preparation for the hearing, I request that parties submit a proposal containing the information specified below by **Wednesday, April 26, 2023**. The parties are encouraged to work collaboratively to prepare a joint proposal. I request that the Applicant, Norwich Upper Loveland Solar LLC, take the lead in communicating with other parties.

The proposal should include a schedule and order of witnesses and each party's estimate of the time it needs for cross-examination of each witness. The proposal should also identify any requests for witnesses to be excused and times that any witness will not be available to testify. Following receipt of the parties' proposal(s), I will establish a schedule for witnesses and, subject to any final revised estimates, set limits on the amount of time for cross-examination.

To facilitate the hearing, the Commission will use the following procedures:

*Preparation and procedures before and at the hearing*

- Prior to the start of the hearing:
  - The parties shall file as an exhibit in ePUC a stipulated joint list of all the prefiled testimony and exhibits to which there is no objection. The stipulated joint list and all referenced exhibits will be pre-admitted as a group at the evidentiary hearing so that the parties will not have to individually identify exhibits and prefiled testimony for admission at the evidentiary hearing.
  - **By 9 a.m. on the morning of the hearing**, parties should file any cross-exhibits in ePUC.
  - Parties should download copies of the prefiled testimony, exhibits, and cross-exhibits and be prepared to share those documents on the GoToMeeting platform to facilitate cross-examination and redirect.

- At the hearing:
  - Witnesses will not be permitted to orally summarize their testimony.
  - Time used to introduce witnesses, prefiled testimony, and exhibits should be kept to a minimum.

### *Using the GoToMeeting Platform*

For any parties, witnesses, or members of the public that are not familiar with the Commission's procedures for conducting remote hearings, I have included a detailed description of the process and instructions below. I encourage the parties, witnesses, and any interested members of the public to become familiar with these instructions and the GoToMeeting software before the hearing to limit any technical challenges during the hearing. If any party, witness, or member of the public has questions on these hearing procedures, please contact the Clerk of the Commission by email at [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov).

The hearing will be held remotely via a GoToMeeting videoconference. Parties and members of the public may access the evidentiary hearing online at <https://meet.goto.com/194785741>, or call in by telephone using the following information: phone number: +1 (571) 317-3116; access code: 194-785-741.

The hearing will use some special procedures uniquely related to using a web-based platform. The parties' representatives and attorneys should keep their cameras on during the entire hearing. Witnesses should have their cameras on and microphones unmuted when called to testify. All other attendees at the hearing are requested to keep their cameras off and microphones muted during the hearing to allow for the pictures of active speakers to appear larger on participants' screens and to reduce background noises. Parties and their representatives are requested to either unmute their microphones or raise their hands to indicate that they want to speak. Each time you begin talking, please identify yourself by name for the court reporter. Please do not speak over one another. During breaks in the hearing, all participants will be asked to turn their cameras off and mute their microphones.

If your Internet connection cuts out during the hearing, please try to rejoin the GoToMeeting or call in to the hearing using the GoToMeeting telephone number that was provided in the hearing notice. If the audio or video from the hearing has cut out for a party's representative or witness, please let me know when you are able to rejoin, and I will summarize what happened and we will revisit any questions on which an objection may have been allowed, including any admission of an exhibit. If a party's representative or witness is unable to call in or rejoin, notify the platform manager immediately via email, or the Clerk of the Commission's office immediately via email or phone, and I will pause the hearing until the issue is resolved. If it cannot be resolved, we will take a temporary break or reschedule the hearing if necessary. Similarly, if at any point you become aware of another party, participant, or a member of the public having trouble accessing the video or audio feeds of this remote hearing, please let me or the Clerk of the Commission know immediately. It is very important that parties and their representatives avoid talking over one another. However, if a party has an objection, then it must raise it at the moment the objection arises. That type of interruption is allowed and required. When objections or issues are raised, the Commission will ask each representative, one by one.

A party's representative will be made a presenter when questioning a witness. If you refer to any documents during your questioning, you must share the documents on your screen by clicking the "share screen" icon. Alternatively, you may allow someone else to show the documents for you during your questioning. That person will be made the presenter during the examination. The questioner must wait to ask questions about a document until the document is being shared. Please verbally identify the document you are showing for the court reporter. For example, clearly state: "I'm showing Department-Cross-1." When you are done with the document, please click "stop sharing screen." Whenever you are sharing your screen, I advise you to close any unnecessary applications, such as email, to avoid notifications being visible to others in the hearing.

Any members of the public that plan to attend the evidentiary hearing should understand that the evidentiary hearing will be conducted for the purpose of taking testimony by the parties and developing the formal evidentiary record for this case. Evidentiary hearings before the Commission do not include time for public comments. If a member of the public would like to file public comments with the Commission on this case, they are requested to do so electronically using the Commission's ePUC filing system at <https://epuc.vermont.gov/>. Click on "Search by Case Number," enter 21-3587-NMP, then select "Add Public Comment" from the drop-down menu at the top of the page. Alternatively, public comments can be filed by email to [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov) or by mail to: Clerk of the Commission, Public Utility Commission, 112 State Street, 4th Floor, Montpelier, VT 05620.

PUC Case No. 21-3587-NMP - SERVICE LIST

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