



**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Parties in Commission Case Number 25-2412-PET
From: Jake Marren, Esq., Hearing Officer *JM*
Re: Request for Information and Hearing Logistics
Date: May 11, 2026

A remote evidentiary hearing is scheduled for **Tuesday, May 26, 2026, at 9:30 A.M.** in this case. Information on how to access the remote hearing can be found in the Notice of Hearing issued in this case.

In preparation for the hearing, I request that the parties carefully read and comply with the following memorandum, which includes requests for information from the parties as well as logistics for the remote evidentiary hearing. I request that the petitioner take the lead in communicating with the other parties to coordinate responses to this memorandum.

Establishing the Schedule for Witnesses

- I request that the parties submit a proposal containing the information specified below by **Friday, May 22, 2026**. The parties are encouraged to work collaboratively to prepare a joint proposal. If the parties cannot reach agreement they may file separate proposals. Following receipt of the parties' proposal(s), I will set a schedule for witnesses and limits on the amount of time for cross-examination, if necessary.
- The parties' proposal(s) should include:
 - a schedule and order of witnesses,
 - each party's estimate of the time it needs for cross-examination of each witness,
 - times that any witness will not be available to testify, and
 - any requests for witnesses to be excused.

Before the Pre-Hearing Conference

- By **Friday, May 22, 2026**, the parties must file as an exhibit in ePUC a stipulated joint list of all prefiled testimony and exhibits for which there is no objection. The stipulated joint list and all referenced exhibits will be marked and 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 **Friday, May 22, 2026**, parties must file any cross-exhibits and any corrected prefiled testimony (with corrections clearly marked) in ePUC that they are planning to move to admit.
- Parties should download copies of the prefiled testimony, exhibits, and cross exhibits and be prepared to share those documents with witnesses and the Commission on the Teams platform during cross-examination and redirect examination.

Pre-Hearing Conference

- **At 9:15 A.M on the morning of the hearing**, I will meet with parties' representatives in the Teams videoconference for an informal meeting to discuss procedural and logistical issues that may arise during the hearing. This time will also allow the parties to identify any technical issues with the remote hearing platform that need to be resolved before the hearing. All parties intending to present evidence or arguments or conduct examination of witnesses must attend.
- Issues to be discussed at this informal meeting will include: the schedule for the day; any stipulations or objections to the admission of testimony or exhibits; any corrections to testimony; any use of exhibits that were not prefiled with testimony; and any other procedural, logistical, or scheduling matters.

Procedures for the Hearing

- A witness should log in to the hearing at least one-half hour before the scheduled time of their examination unless the witness is the first witness of the day.
- Witnesses should not orally summarize their prefiled testimony.
- Time used to introduce witnesses, prefiled testimony, and exhibits should be kept to a minimum.
- The hearing will conclude no later than 4:15 P.M.

Using the Microsoft Teams 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 Teams 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.

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. When you begin talking, please identify yourself by name for the court reporter. 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 meeting or call in to the hearing using the 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, to respond.

If you refer to any documents during your questioning, you must share the documents on your screen by clicking the "share screen" icon in the Teams window. Alternatively, you may allow someone else to show the documents for you during your questioning. The questioner must wait to ask questions about a document until the document is being shared and visible to other hearing participants. 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 ePUC, the Commission's filing system, at <https://epuc.vermont.gov/>. Click on "Search by Case Number," enter the case number for this case, then select "Add Public Comment" from the drop-down menu at the top of the page. Alternatively, public comments may be filed by email to 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. 25-2412-PET - SERVICE LIST

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