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**State of Vermont
Public Utility Commission**

MEMORANDUM

To: Parties in PUC Case No. 23-3501-PET, GMP/request for approval of zero outages initiative

From: Holly R. Anderson, Clerk of the Commission *HRA*

Re: Amended Notice of December 7, 2023, Workshop---Amended to change format to hybrid from videoconference only

Date: December 1, 2023

The Vermont Public Utility Commission will convene a **Workshop** in this proceeding on **Thursday, December 07, 2023, beginning at 1:00 P.M.** This notice was previously issued as a videoconference only workshop. The Commission now has the Susan M. Hudson Hearing Room ready for hybrid format hearings (both in-person and via Zoom videoconference) and will hold this workshop via this format.

The workshop will now be held in a hybrid format – both in person and via videoconference. Participants and members of the public who wish to attend the workshop in person may do so at the Susan M. Hudson Hearing Room, Third Floor, M&T Bank Building (back entrance), 112 State Street, Montpelier, VT 05620. The workshop will be recorded by a court reporter and will be open to the public.

The above workshop location is ADA-accessible. Handicapped parking is available in the M&T Bank parking lot at 112 State Street, behind the Vermont Agency of Agriculture, Food, and Markets at 116 State Street, and in most State employee parking lots in Montpelier. Any vehicles parked in these spaces must have the appropriate placard displayed to avoid being towed. Additional parking information can be found on the City of Montpelier's website at the following address: <http://www.montpelier-vt.org/DocumentCenter/View/4914>.

Participants and members of the public may access the workshop online at <https://us06web.zoom.us/j/89507272626?pwd=AGciY4LeIEeBvfyYeOTK2pA8q4TRko.1>, or call in by telephone using the following information: phone number: +1 305 224 1968; Meeting ID: 895 0727 2626; access code: 132692. Participants may wish to download the Zoom software application in advance of the workshop at <https://zoom.us/download>. Guidance on how to join the meeting and in-meeting navigation may be found at <https://learn-zoom.us/show-me>.

Pursuant to 30 V.S.A. §§20 and 21, the Petitioner will be responsible for court reporter costs incurred by the Commission as a result of this workshop. Invoices for these costs will be mailed to the attorney(s) of record or the official representative(s) for the Petitioner.

Vermont Public Utility Commission

Guidance for Participating Remotely in a Workshop

The Vermont Public Utility Commission (“Commission”) uses Zoom to conduct remote workshops and “hybrid” workshops, in which people can choose to participate either in-person or remotely. Here are some tips to help you prepare for and participate remotely in a workshop.

Before the Workshop

- Prepare your space, keeping in mind that both your space and you will be on camera.
- If you are presenting and plan to use any slides or other documents during the workshop:
 - Please file them in ePUC in advance of the workshop by the deadline in the schedule. Contact the clerk if you need assistance making this filing.
 - Because you will be asked to share the slides on your screen using screen sharing, you should (1) close out of unnecessary applications so we don’t all see your various notifications and (2) open the slides before the workshop so that they are ready.
- If you have not used Zoom before:
 - Download Zoom before the meeting: <https://zoom.us/download>
 - Take a look at Zoom Meeting’s videos on how to join a meeting and in-meeting navigation, which are available at: <https://learn-zoom.us/show-me>
 - If you want to practice joining a Zoom meeting in advance of the workshop, contact the clerk.

During the Workshop

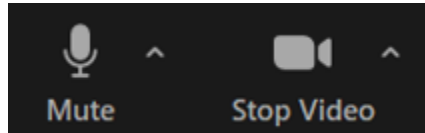
- Please mute your microphone unless you are speaking. This will minimize background noise, which can be very disruptive.
- To indicate that you wish to speak, click “Reactions” at the bottom of your screen and then click “Raise Your Hand.” If your hand is raised and you no longer wish to speak, you can click “Lower Your Hand.”
- It is important for people to avoid talking over one another.
- When you are presenting, you should share your slides on your screen by clicking the “Share Screen” icon at the bottom of your screen. When you are done with the slides, please click the “Stop Share” button at the top of your screen.
- You are welcome to use Zoom’s “chat” function to discuss any technical problems you may be having (such as with your audio or video). Other than technical Zoom issues or links to public information, do not type anything in the chat. While Zoom allows you to send private chat messages, the default is that chat messages are sent to all meeting attendees. Because of the potential to inadvertently send a private chat to all meeting attendees, the Commission recommends that the chat function not be used to send private messages about the case to other parties. You may not send private chats to any Commissioners or Commission staff.
- If you experience technical difficulties, try to rejoin the Zoom meeting or call in to the workshop using

the Zoom telephone number that was provided with the Zoom link.

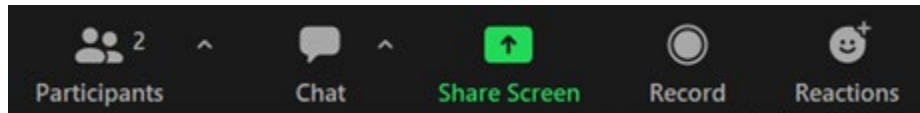
- If you are able to rejoin, let the hearing officer or Commissioner presiding over the workshop know so that the person can summarize what happened.
- If you are unable to call in or rejoin the Zoom meeting, notify the clerk immediately via email at puc.clerk@vermont.gov or phone at 802-828-2358. The workshop will be paused until the issue is resolved.
- In general, if technical difficulties cannot be resolved, the workshop will be rescheduled. The clerk will send an email to all participants notifying them that the workshop will be rescheduled. A notice will also be posted in the case in ePUC.

Key Zoom Controls

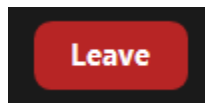
In the **bottom left of your screen** are the controls for muting/unmuting your microphone and turning your camera on and off. To change your camera and audio settings, click on the arrows next to the buttons.



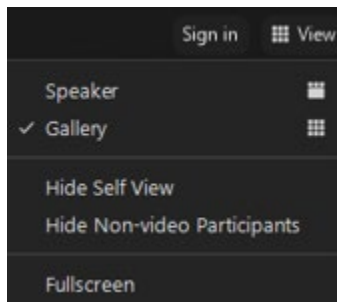
In the **bottom middle of your screen** are the controls for seeing the list of participants on the call, sending (or reading) a chat, sharing your screen with other hearing attendees, and raising your hand.



In the **bottom right of your screen** is the control for leaving the meeting.



In the **top right of your screen** is the control for changing whom you view on your screen. Click on "View" to see the following drop-down menu.



PUC Case No. 23-3501-PET - SERVICE LIST

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