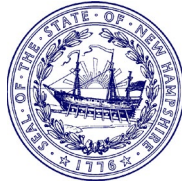


STATE OF NEW HAMPSHIRE

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PUBLIC UTILITIES COMMISSION

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

July 30, 2025

Re: DE 25-017, Public Service Company of New Hampshire d/b/a Eversource Energy
2025 Energy Service Solicitations
Hearing Guidelines

To the Parties:

The following procedures have been established by the Commission and/or its administrative rules to facilitate the hearing(s) scheduled in this matter. Some of these procedures may not apply to non-evidentiary matters, such as prehearing conferences.

All participants are expected to appear in person at any hearing, unless previously excused by the Commission. To request remote participation, a motion should be filed with the Commission's Clerk's Office, pursuant to New Hampshire Code of Administrative Rules, Puc 203.07(b)(9), no later than fifteen (15) days prior to the hearing date.

1. Hearing Preparation

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

The parties shall confer for the purposes of identifying and numbering exhibits. No later than 4:30 p.m., at least 10 business days prior to the date the hearing is scheduled, the petitioner shall submit the exhibit list electronically to ClerksOffice@puc.nh.gov with an email subject heading that lists the docket number and hearing date. See N.H. Admin. R., Puc 204.12(a); *id.*, Puc 204.13. Exhibits larger than 33 MB should be submitted using the State of New Hampshire file transfer protocol (FTP). *Id.*, Puc 203.03(c).

Parties must prefile all exhibits, preferably in an electronic format, with the required markings. See *id.*, Puc 204.12(b). Parties may not use previously submitted documents as their exhibits because those previously submitted documents will not have the required markings. Parties are requested not to include more than one exhibit per electronic file. Large files that cannot be submitted using the FTP must be broken down into files that do not exceed 33 MB in size, and individual emails may not exceed 33 MB in size. See *id.*, Puc 203.03(d). The subject line of the emails must include sequential numbering and clearly articulate the number of parts that constitute a complete filing. See *id.* Parties must premark each exhibit in the upper right-hand corner of each page with the docket number and the exhibit number, *id.*, Puc 204.12(b)(3), avoiding the use of letters.

Parties may split exhibits into separate parts when emailing them to the other parties on the service list, but in all instances, the filing party should submit an attestation to the Commission that it has provided all parts of each filing to all on the service list. A party should minimize the number of emails used to send an exhibit by maximizing the size of the attachments.

Parties must sequentially paginate each exhibit, which should be Bates-stamped with Arabic numerals only. *Id.*, Puc 204.12(b)(1)-(2). Each separate exhibit shall begin with Bates page number 1. The sequential pagination must carry through multi-document (part) 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. *See id.*, Puc 204.12(b)(2).

Parties must name each electronic version of an exhibit using the following naming convention: Docket No. without prefix-Hearing-Date-exh-# [Example: 20-040-2020-04-27-exh-3]. If a large file exceeds 33 MB in size and has been broken into several smaller parts, this should be reflected in the exhibit number, such as “exh-1 (Part 1 of 5).” Confidential files should be named using the following naming convention: con-Docket No. without prefix-Hearing-Date-exh-#.

Failure of the parties to follow the above requirements and comply with Puc 204.12 may result in postponement of the hearing. *See id.*, Puc 204.12(h).

b. Witness Lists

No later than 4:30 p.m., at least 10 business days prior to the date the hearing is scheduled, each party shall submit its witness list electronically to ClerksOffice@puc.nh.gov with an email subject heading that lists the docket number, hearing date, the names of those who will be participating during the hearing, and the name of party filing. *See id.*, Puc 204.13(b). Each party is requested to include the name, email address, and telephone number of each individual granted permission to appear remotely (“remote participant”). The parties may submit a joint witness list. The Commission may limit the number of witnesses or time for each witness’s testimony pursuant to Puc 204.11.

c. Filing and Service

All parties must observe the Commission’s administrative rules for filing and service. *See id.*, Puc 201.02.

If parties file copies of exhibits and exhibit lists electronically, then no paper filings will be required. *See id.*, Puc 203.04.

d. Confidential Information

No later than 4:30 p.m., at least 10 business days prior to the date the hearing is scheduled, parties must advise the Commission by email sent to ClerksOffice@puc.nh.gov and the service list if they will be discussing or

introducing confidential information during the hearing. If so, parties should identify the confidential information in question.

2. Remote Participation

a. Use of Webex Videoconferencing Platform

The Commission will use Webex videoconferencing software to hold the hearing for remote participation and court reporting purposes. Remote participants will be sent a link to the Webex videoconference in advance that will enable them to join the hearing remotely.

Any person wishing to observe a hearing remotely, rather than participate in it, shall contact the Commission's Clerk's Office at ClerksOffice@puc.nh.gov and request a remote access information link. All requests shall be in writing and preferably with at least 2 business days' advance notice. If confidential information pursuant to Puc 203.08 is discussed during the hearing, remote observers will be removed from the hearing and only allowed to re-enter after the confidential discussion has been completed.

b. Technology Requirements for Remote Participation and Best Practices

Parties and remote participants must have the ability to be seen and heard by the Commissioners during the hearing. Accordingly, some form of camera device and microphone must be available to remote participants. All remote participants are encouraged to use a hard-wired, not wireless, internet connection and a good quality wired microphone. Remote participants should download and test the Webex software in advance of the hearing.

c. Presentation of Exhibits by Remote Participants

Each remote participant must clearly identify each exhibit by its premarked number before referencing it or introducing it by video during the hearing. If it will be necessary for a remote participant to display an exhibit (or exhibits) on the screen during the hearing, then the remote participant must contact the Clerk's Office at least one business day prior to the scheduled hearing date to confirm the procedure for doing so and how to close the presentation when it is complete.

d. Technology Troubleshooting on the Hearing Day

Hearing participants joining remotely via Webex must join the Webex conference at least 15 minutes before the scheduled commencement of the hearing to verify their names and affiliations, resolve any technical issues, and discuss any necessary preparations prior to the commencement of the hearing.

Any remote participant experiencing difficulties obtaining access to, or participating in, the hearing should contact the Clerk's Office at (603) 271-2431 or ClerksOffice@puc.nh.gov.

e. Protocol for Remote Participants

A record will be made of all Commission hearings. Therefore, during the hearing, remote participants must choose the “mute” option when they are not speaking to ensure the best sound quality. The Clerk will mute any remote participant causing noise interference.

Although remote participants must mute their microphones when not speaking, remote participants wishing to make an objection may unmute for that purpose. For any other issue, any remote participant wishing to speak should physically raise their hand first and should only speak after being recognized by the Presiding Officer.

All non-active participants who are not attorneys of record, and who have obtained prior Commission approval to participate remotely during the hearing, will be placed in “attendee” mode, which will deactivate their microphone and video feed, to make it easier for other participants and the Commissioners to focus on the speakers during the hearing and to reduce network saturation. Non-active participants who have obtained prior Commission approval to participate remotely during the hearing will still be able to view and hear the hearing.

Each remote participant must clearly identify him- or herself before speaking and identify any other persons present at the remote participant’s location. Speakers are advised to face their camera and speak slowly, with frequent pauses, to ensure accurate transcription.

The Commission does not recommend the use of the Webex “private chat” function to facilitate attorney/client consultations. The Commission does not use or monitor the chat function during hearings.

- f. 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.

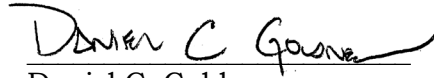
3. Transcripts

- a. Parties shall review transcripts as soon as possible and notify the remote court reporting service, eScribers, LLC (eScribers) of any errors by sending an errata sheet, available on the Commission’s website at <https://www.puc.nh.gov/document-library>, to eScribers within 10 business days of the date the transcript is received. Errata sheets should be emailed to reportingsales@escribers.net, with a copy to: escriberssales@escribers.net, and the Clerk’s Office at ClerksOffice@puc.nh.gov. Errata sheets concerning non-confidential transcripts only should also be emailed to all parties on the docket service list.

- b. The responsible party is requested to remit payment for transcript invoices within 15 days of receipt.

The Presiding Officer may issue further procedures as necessary.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel C. Goldner", written over a horizontal line.

Daniel C. Goldner
Presiding Officer
Chairman

cc: Service List (Electronically)
Docket File