

# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

### MEMORANDUM

TO: D.P.U. 21-50 Electronic Distribution List

FROM: Laurie Ellen Weisman, Senior Counsel Scott  
Seigal, Hearing Officer

RE: Technical Conference Agenda and Guidelines

DATE: July 11, 2023

CC: Mark D. Marini, Department Secretary

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THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED. ESTE É UM AVISO IMPORTANTE. QUIERA MANDÁ-LO TRADUZIR. ESTE ES UN AVISO IMPORTANTE. SIRVASE MANDARLO TRADUCIR. QUESTA È UN'INFORMAZIONE IMPORTANTE, SI PREGA DI TRADURLA. 此为重要通知。请加以翻译。ĐÂY LÀ MỘT THÔNG BÁO QUAN TRỌNG. XIN HÃY DỊCH NÓ. SA A SE YON AVI ENPÒTAN. TANPRI FÈ LI TRADUI. KEL LI E UN AVIZU INPORTANTI. FAVOR MANDA TRADUZIL.

#### I. INTRODUCTION

On June 27, 2023, the Department of Public Utilities (“Department”) issued a Hearing Officer Memorandum announcing a virtual technical conference on Monday, July 24, 2023, from 10:00 a.m. to 5:00 p.m. to discuss the Department’s December 28, 2022 Interlocutory Order and Draft Policy on Enhancing Public Awareness and Participation (“Draft Policy”). Public Access Inquiry, D.P.U. 21-50, Hearing Officer Memorandum (June 27, 2023). This memorandum includes the agenda, access details, and participation guidelines for the technical conference.

II. AGENDA

- Welcoming Remarks and Guidelines for Participation
- Tiering: Discuss the following tiering chart:

Tier 1 [Significant policy changes, big policy cases, fundamental changes to process]	Tier 2 [majority of cases with hearings]	Tier 3 [cases without need for hearings]	
Base Distribution Rate cases	Advisory Rulings	Assessments	Depreciation
Significant Notices of Inquiry: <u>e.g., D.P.U. 20-80 Future of Gas Docket, D.P.U. 23-50, Basic Service Investigation</u>	Rulemakings	Basic Service filings	Consumer complaints; Transportation Network Company driver appeals; Dig Safe adjudicatories; Competitive Supplier complaints.
Mergers	Energy Efficiency (“EE”) Plans and Term Reports	Special Contracts	Emergency Response Plans
Zoning Exemptions	Forecast & Supply Plans	Gas Adjustment Factor filings	Service Quality
Proceedings that have a significant geographic-specific impact on an EJ population that is not shared by the rest the service territory. A tier 2 or tier 3 proceeding with a significant geographic-specific impact on an EJ population not shared by the rest of the service territory would rise to the tier 1 level.	Net Metering (non-reconciling factors)	Arrearage Management Plans	Reconciling mechanisms: True-ups, Pension Adjustment Factors, Revenue Decoupling Adjustment Factors, EE Reconciling Factors, EE Surcharges, Net Metering Recovery Surcharges, Grid Modernization filings, Electric Vehicles, GSEP Reconciliation filings
	Municipal Aggregations	Broker/retailer licenses	Informational/Administrative filings
	Grid Modernization Plans and Term Reports		
	Financings		
	Electric Vehicle Plans		
	Long-term Renewable Contracts		


	Gas System Enhancement Plans (“GSEP”)		
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- Outreach: Explore how outreach will be accomplished in accordance with the case tiering above, including the following topics:
  - Distribution company coordination with stakeholders;
  - Communications with municipal and community leaders;
  - Email and text distribution lists; and
  - Translation and interpretation.
- Plain Language Summaries with Filings
- Next Steps

III. GUIDELINES FOR VIRTUAL TECHNICAL CONFERENCE

A. Videoconferencing Platform and Public Access

The Department will conduct the technical conference via the Zoom videoconferencing platform. Any person may participate in the livestream of the technical conference by entering the link, <https://us06web.zoom.us/j/86935655808>, from a computer, smartphone, or tablet. No prior software download is required. For audio-only participation in the technical conference, dial (646) 558-8656 (not toll free) and then enter the Meeting ID# 869 3565 5808.

This technical conference will be available in English, Spanish, Portuguese, Haitian Creole, simplified Chinese, and Vietnamese. To access interpretation services during the roundtable, click on the “Interpretation” button (the globe icon ) on the menu at the bottom of the Zoom screen and select the appropriate language. To request additional language services, contact Laurie Ellen Weisman, Senior Counsel, at [laurie.e.weisman@mass.gov](mailto:laurie.e.weisman@mass.gov), or Scott Seigal, Hearing Officer, at [scott.seigal@mass.gov](mailto:scott.seigal@mass.gov). To request materials in accessible formats for people with disabilities (Braille, large print, electronic files, audio format), contact the Department’s ADA coordinator at [Gabriella.Knight@mass.gov](mailto:Gabriella.Knight@mass.gov).

B. Panelists

1. Designated Panelists

The following entities provided comments on the Draft Policy: (1) the distribution companies jointly; (2) the Attorney General of the Commonwealth of Massachusetts; (3) the

Massachusetts Department of Energy Resources; (4) the Conservation Law Foundation; (5) the Town of Hopkinton; (6) the Pipe Line Awareness Network for the Northeast, Inc.; and (7) the Environmental Defense Fund, Boston Residents Group, and Vote Solar jointly. The Department designates these entities as panelists to initiate the technical conference (“designated panelists”).

The Department will lead the technical conference. To ensure the efficient and orderly conduct of the technical conference, only Department staff and designated panelists will appear on video and have the ability to unmute themselves for discussion.

## 2. Notice of Panelists

The designated panelists must provide to the Hearing Officers no later than five business days prior to the technical conference (i.e., on or before **Monday, July 17, 2023**) the name, title, and email address of the individual panelist(s) that will participate in the technical conference.

## 3. Dedicated Links

Each panelist will receive an individual invitation from the Department. Panelists must access the technical conference through the link provided in the invitation. Panelists must not share their invitations with any other panelist, as each link is specific to that individual.

The Department anticipates e-mailing dedicated links for the technical conference by **Wednesday, July 19, 2023**. Each panelist should check their junk e-mail folders in the event that the panelist does not receive a link in their inbox for the e-mail address provided to the Hearing Officers. **Before 5:00 p.m. on Thursday, July 20, 2023**, a representative from each designated panelist shall confirm via e-mail to the Hearing Officers that each panelist has received an e-mail with a dedicated link.

## 4. Name Display and Admission

Panelists must identify themselves on Zoom by their full name and organization affiliation. Panelists must join the technical conference **no later than 9:45 a.m.** to ensure proper functioning of their audio and video.

## 5. Waiting Room

The Zoom videoconferencing platform includes a waiting room feature, which allows the hearing monitor to control when panelists join the technical conference. At the start of the technical conference and after breaks, the hyperlink in the invitation will allow panelists to access the waiting room and notify the hearing monitor of their presence.

C. Commenters

The Department will provide an opportunity for non-panelist attendees to provide comments on each topic. Those wishing to provide comments should use the Raise Hand function or dial \*9 when prompted by the Hearing Officer. The Hearing Officer will call on commenters to provide their comments in the order that they appear on the Hearing Officer's screen. The hearing monitor will then move commenters to the panelist level to provide their comment and return commenters to the attendee level following their comments.

D. Hearing Monitor and Technical Assistance

The hearing monitor for the technical conference will be Shirley Barosy, the Legal Assistant for the Department's Legal Division. The hearing monitor will be granted host privileges.

Panelists and commenters should report any technical difficulties to Ms. Barosy at [shirley.barosy@mass.gov](mailto:shirley.barosy@mass.gov), who will then relay that information to the Hearing Officers.

E. Video

Panelists and commenters are expected to make their appearances by video. If a panelist or commenter is unable to appear by video due to technical difficulties, the Hearing Officers will afford the panelist or commenter a reasonable amount of time to resolve the technical difficulties. If such technical difficulties cannot be resolved after reasonable efforts are expended, the Hearing Officers may direct the panelist or commenter to appear by phone.

F. Video and Audio Controls

To reduce ambient noise and other disturbances, all panelists and commenters must mute themselves unless they are speaking. The Hearing Officers will use Zoom audio controls to mute or unmute panelists and commenters as necessary.

G. Recording

The Zoom videoconferencing platform will livestream the technical conference; nevertheless, the livestream will not be recorded and will not be part of the official record for this proceeding. To ensure the orderly conduct of the technical conference, the chat and record features of the Zoom videoconferencing platform will be disabled during the technical conference.

H. Technical Conference Arrangements and Breaks

The technical conference will begin at 10:00 a.m. and end at 5:00 p.m. unless otherwise directed by the Hearing Officers. The Hearing Officers will allow for breaks as necessary.

I. Questions

For any questions regarding this memorandum, please contact Laurie Ellen Weisman, Senior Counsel, at [laurie.e.weisman@mass.gov](mailto:laurie.e.weisman@mass.gov), or Scott Seigal, Hearing Officer, at [scott.seigal@mass.gov](mailto:scott.seigal@mass.gov).