

## **PUBLIC PARTICIPATION AND INTERVENTION IN PROCEEDINGS BEFORE THE PUBLIC UTILITY COMMISSION**

Members of the public may participate in proceedings before the Vermont Public Utility Commission by submitting public comments or by intervening as a formal party to a case.

When the Commission receives a petition to open an investigation or to approve a proposed project or program, the petitioner must provide a copy of the complete petition to each entity and person entitled by Vermont law or Commission rule to receive a copy. If you have received a copy or notice of a petition, you may wish to provide comments on the petition or participate more actively in the Commission proceeding to review the petition. Members of the public may also simply monitor the Commission's actions in a specific case. This handout provides initial guidance on how to monitor, comment on, or actively participate in Commission proceedings.

### ***MONITORING COMMISSION ACTIONS IN A CASE***

By "subscribing" to a case, you will receive email notifications when parties make filings and the Commission issues documents in that case. To subscribe to a case, log in to ePUC, the Commission's electronic filing system, at <https://epuc.vermont.gov>, find the case you would like to subscribe to by using the "Search by Case Number" option, select "Subscribe to a Case" from the "Select Action" drop-down menu, and fill in the fields on that screen.

### ***SUBMITTING PUBLIC COMMENTS***

Members of the public may provide comments in any case before the Commission at any time. Typically, comments are provided orally at a public hearing convened by the Commission in many cases or through a written filing submitted to the Commission by mail, e-mail, or through ePUC.

Public comments are not formal "evidence," but they can serve a valuable function in bringing up important issues for the Commission to pursue in formal case proceedings. If an evidentiary hearing is held, public comments received before the hearing may help the

Commission to ask questions of the parties and their witnesses. However, unless you have formally intervened in a case, you will not be able to present sworn testimony or cross-examine witnesses at an evidentiary hearing.

### *INTERVENING IN A CASE*

Intervention is the procedure by which individuals or groups become formal parties to a case in order to present evidence and arguments directly to the Commission. Those who meet the criteria for intervention may be granted party status by the Commission and are known as “intervenor”. Examples of potential intervenors include adjacent landowners, public interest groups (such as environmental organizations), business organizations, municipal governments, and regional planning commissions. To gain intervenor status, you must demonstrate that your rights or interests may be affected by the outcome of a case.

#### *Rights and Obligations of an Intervenor*

An intervenor is a full party to the case in question, with the right to submit testimony, participate in discovery, cross-examine witnesses at hearings, and make arguments to the Commission. An intervenor must also comply with all applicable Commission rules and orders,<sup>1</sup> including procedural schedules, and must respond to information requests of other parties and provide paper copies of each filing to parties not using ePUC.

#### *Official Representation as an Intervenor*

As a party in a Commission proceeding, you may choose to be represented by an attorney or you may choose to represent yourself without an attorney (referred to as a *pro se* appearance). The Commission may allow partnerships, corporations, and associations to be represented by an officer or an employee designated in writing by an officer of the corporation or association. Any party appearing *pro se* must comply with the same obligations that apply to an attorney admitted to practice in Vermont. (For a step-by-step explanation of an evidentiary hearing for non-attorneys, see the Commission’s “Guide to Public Utility Commission Evidentiary Hearings.”)

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<sup>1</sup> Commission rules are available at: <http://puc.vermont.gov/about-us/statutes-and-rules/current-rules-and-general-orders>.

## HOW TO INTERVENE

There are *two different mechanisms for intervening*, depending on the type of case. Some entities and individuals can obtain intervention status simply by filing a letter or a “notice of intervention”. In most cases, however, you must file a more comprehensive “motion to intervene”.

### **Notice of Intervention**

The following entities and individuals may file the simpler notice of intervention form: (1) Regional and municipal planning commissions and municipal legislative bodies that are hosts to a proposed facility or are based in a town or region that is adjacent to and in close proximity to the proposed project, and (2) *in net-metering cases only*, electric utilities, certain State agencies, and *landowners adjoining a proposed facility site*.

A form for notices of intervention is available at: [www.puc.vermont.gov/document/notice-intervention-form](http://www.puc.vermont.gov/document/notice-intervention-form).

### **Motion to Intervene**

A motion to intervene must be filed by all others seeking party status in a Commission case – including rate cases; net-metering cases (except for the specific entities described above); and Section 248 and Section 248a<sup>2</sup> cases related to the siting of utility infrastructure such as cell towers, solar and wind facilities, and electric transmission lines.

A motion to intervene must address certain legal standards, as required by Commission rules. For example, you must ensure that your motion clearly describes your circumstances and the reasons you meet the standards for intervening. Before filing a motion to intervene, please read Commission Rule 2.209 ([www.puc.vermont.gov/document/commission-rule-2200-procedures-generally-applicable](http://www.puc.vermont.gov/document/commission-rule-2200-procedures-generally-applicable)).

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<sup>2</sup> Section 248 of Title 30 of the Vermont Statutes Annotated establishes procedures and standards regarding the construction of electric or gas facilities inside Vermont, and the purchase of energy or capacity and the investment in transmission or generation facilities outside Vermont. Section 248a governs the siting of telecommunications infrastructure such as cell towers.

You or your duly authorized representative must file your motion to intervene with the Commission and send copies to those who are entitled to receive a copy. The form for motions to intervene and further instructions are available at:

[www.puc.vermont.gov/document/motion-intervene-form](http://www.puc.vermont.gov/document/motion-intervene-form).

A notice or motion to intervene must be accompanied by a “notice of appearance”, which provides the Commission and the parties to the case with the identity and contact information for the person legally representing a party in a case, pursuant to Commission Rule 2.201(A). The person listed in the notice of appearance is the only person who may make formal filings with the Commission in that case. Persons or entities who appear *pro se* simply put their own names and contact information in the notice of appearance. Persons not using ePUC must file a written notice of appearance in hard copy that conforms to the Commission’s rules of procedure, including certification of service.

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**For more detailed information on public participation in the various types of Commission proceedings, including standard procedures for filing a motion to intervene, go to:**

[www.puc.vermont.gov/public-participation](http://www.puc.vermont.gov/public-participation), and

[www.puc.vermont.gov/public-participation/introduction-participating-commission-processes/procedures-different-types](http://www.puc.vermont.gov/public-participation/introduction-participating-commission-processes/procedures-different-types).

In all communications with the Commission regarding a case, whether through public comments or through formal intervention, you should reference the case number provided to you in the correspondence you received from the petitioner at the time the petition was officially filed. The case number will enable you to access all non-confidential documents in the case through the Commission’s electronic filing system, ePUC: <https://epuc.vermont.gov/>.