



# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

D.P.U. 11-43

June 29, 2011

Petition of Aquarion Water Company of Massachusetts, Inc., pursuant to G.L. c. 164, § 94, G.L. c. 165, § 2, and 220 C.M.R. § 5.00 et seq., for Approval of a General Rate Increase as set forth in M.D.P.U. No. 2.

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### PROCEDURAL NOTICE

#### I. PROCEDURAL SCHEDULE

September 19, 2011	Deadline for Intervenors to file Notice of Intent to File Intervenor Testimony
October 7, 2011	Deadline for Intervenor witness testimony
October 31, 2011	Deadline for issuing discovery to all parties <sup>1</sup>
November 16, 2011	Evidentiary Hearing
November 17, 2011	Evidentiary Hearing
November 18, 2011	Evidentiary Hearing
November 21, 2011	Evidentiary Hearing
November 22, 2011	Evidentiary Hearing
December 15, 2011	Intervenors' initial briefs due
January 9, 2012	Company initial brief due
January 18, 2012	Intervenors' reply briefs due
January 27, 2012	Company reply brief due

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<sup>1</sup> As outlined in Section III.D.1., below, a discovery response should be provided 14 calendar days from issuance of the discovery request.

II. SERVICE LIST

Mark D. Marini, Secretary  
Massachusetts Department of Public Utilities  
One South Station, 2<sup>nd</sup> Floor  
Boston MA 02110  
Telephone 617-305-3500  
Facsimile 617-345-9101

[dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us)

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Petitioner

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FOR: TOWN OF HINGHAM  
Intervenor

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Intervenor

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FOR: TOWN OF OXFORD  
Intervenor

### III. GROUND RULES

This proceeding shall be conducted in accordance with the provisions of G.L. c. 30A and 220 C.M.R. § 1.00 et seq., the Procedural Rules of the Department. In addition, the

following ground rules shall supplement the Department's procedural rules in the conduct of this proceeding. These ground rules are deemed consistent with the orderly conduct of this proceeding. Exceptions to any ground rule may be made by the Hearing Officer for good cause shown.

A. Filing of Documents

1. Address of Filings

The original of all documents must be filed with Mark D. Marini, Secretary, Department of Public Utilities, One South Station, Second Floor, Boston, Massachusetts, 02110. Unless otherwise noted, the original must be filed with the Department by 5:00 p.m. on the applicable due date.

2. Number and Distribution of Paper Documents

For this proceeding, the Department requires paper documents to be filed and distributed in the following manner:

Type of Document	Number of Copies	Distribution
Information Requests and Responses	1 original and 1 copy	Original to Department Secretary and one copy to Hearing Officer
Responses to Record Requests	1 original and 1 copy	Original to Department Secretary and one copy to Hearing Officer
Bulk Responses (100 pages and more)	1 original and 1 copy <sup>2</sup>	Original to Department Secretary and one copy to Hearing Officer
Pleadings, Motions, and Memoranda	1 original and 1 copy	Original to Department Secretary and one copy to Hearing Officer
Briefs	1 original and 5 copies	Original to Department Secretary and five copies to Hearing Officer

<sup>2</sup> If any party is unable to submit a bulk response electronically, the party must contact the Hearing Officer in advance to explain why it is not filing electronically. The Hearing Officer will then determine whether additional paper copies are needed.

### 3. Format

All discovery and record request documents filed with the Department and all documents offered as exhibits shall be accurately punched to fit a standard three-hole binder. All documents shall be accompanied by a cover letter (also three-hole punched) describing the filing and noting the distribution of copies. Responses to information and record requests shall contain the following information: (1) set and question number; (2) recitation of request; and (3) identity of the person who will support the response. Unless otherwise directed by the Hearing Officer, all responses to information requests should be pre-marked for identification in the following format:

D.P.U.: 11-43  
Exhibit:  
Date:  
H.O.: Pieper

### 4. Electronic Filing

All documents should also be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to [dpu.efiling@state.ma.us](mailto:dpu.efiling@state.ma.us) and [carol.pieper@state.ma.us](mailto:carol.pieper@state.ma.us); or (2) on a 3.5" disk or CD-ROM. The text of the e-mail, disk label, or CD-ROM must specify: (1) the docket number of the proceeding (D.P.U. 10-114); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. The Department strongly encourages filers to avoid submitting scanned files but will accept them for posting when an alternative version does not exist in electronic format. In addition, if the petitioner, applicant, or any other participant has already filed a document relevant to this proceeding, such as the initial petition, application, or filing, without providing an electronic copy of that document, such entity is directed to do so in compliance with the above electronic filing requirements as soon as practicable. All documents submitted in electronic format will be posted on the Department's website: <http://www.mass.gov/dpu>.

Electronic copies must also be provided to all persons on the service list for this proceeding. Parties filing documents containing proprietary or other confidential materials shall submit electronic copies of the redacted public version of such documents. See rules on protected materials below.

#### B. Exchange of Materials

All documents filed with the Department shall also be served upon each party. Parties shall make arrangements for the expeditious exchange of materials, particularly discovery material, through the use of hand delivery, facsimile transmission ("fax"), e-mail, or other speedy means of delivery. Unless otherwise not feasible, the use of mail delivery should be

avoided in the exchange of discovery material. Where material is exchanged by means of fax or other electronic means, a follow-up copy of the material must be delivered by mail or by hand. Fax or other means of electronic delivery are not substitutes for filing the original of materials that must be submitted to Mark D. Marini, Secretary of the Department. All materials shall be deemed to be filed or received on the date on which the original filing is received (via mail or hand delivery) by the Department Secretary.

Where information requests are sent to a party by means of fax, the fax must be accompanied by telephone notification of the transmission. Failure to make prompt telephone notification may affect the deadline for response by the receiving party.

### C. Motions

Consistent with 220 C.M.R. § 1.04(5), any motion, unless made during an evidentiary hearing, shall be made in writing. This requirement includes requests for confidential treatment, extensions of time deadlines, or continuances of hearing dates. The moving party shall serve with the motion a statement of reasons, including the supporting authorities, why the motion should be granted. A statement of reasons may be included in the motion itself or may be contained in a separate document. Affidavits and other documents setting forth or evidencing facts on which the motion is based shall be served with the motion. A party opposing a motion may serve an opposition within five (5) business days of such filing. Papers not served with the motion or answer/opposition may be filed only with leave of the Hearing Officer.

For all motions and other interlocutory matters, copies of any cited cases, decisions or other supporting authorities shall be provided to the Hearing Officer in a separate appendix to the motion.

### D. Discovery

#### 1. Information Requests

Information requests are prehearing discovery in the nature of interrogatories and requests for documents (Mass. R. Civ. P. 33, 34). Responses to information requests will not be part of the record unless marked and admitted into evidence.

Parties shall make a good faith effort to provide responses to information requests within 14 calendar days of receipt of the request, unless otherwise indicated. Where the computed response date is a Saturday, Sunday, or legal holiday, the response shall be due on the next following Department business day.

For the purposes of discovery, a document shall be deemed to include writings, drawings, graphs, charts, photographs, phono-records, and other data compilations from which data can be obtained, or translated, if necessary, by the respondent through detection devices into reasonably usable form.

## 2. Protected Materials

Where information or material is sought that is considered proprietary or protected by one party, the parties should discuss the use of a non-disclosure agreement before coming to the Department for protection or compelled submission. The Department will make a reasonable effort to extend protection where appropriate within the requirements of the law and in consideration of the policy interests regarding public access. See G.L. c. 25, § 5D; G.L. c. 66, § 10; G.L. c. 4, § 7, cl. twenty-sixth.

The Department has formalized its requirements for motions seeking to protect records from public disclosure in 220 C.M.R. § 1.04(5)(e). A party requesting confidential treatment must submit the request in writing at the time of filing and 220 C.M.R. § 1.04(5)(e) provides that a party moving for a protective order shall substantiate its motion, which shall be treated as a public record, with the following information: (1) the time period for which confidential treatment is desired; (2) the reason the record was provided to the Department and the date of submittal; (3) a precise description of the information to be protected; (4) the reasons for claim of confidentiality, including proof that an exemption to public disclosure applies; (5) proof of the harm of public disclosure; (6) the extent to which the record or its contents has been disclosed to other persons or to federal, state and local agencies, including the status of any requests for confidentiality; and (7) a certification to the best of the moving party's knowledge, information and belief, that the information is not customarily available in the public domain. The party seeking such treatment bears the burden of demonstrating that the materials should be afforded the treatment requested notwithstanding the presumption that such information is a public record. Even where a party proves such need for confidential treatment, the Department may protect only so much of that information as is necessary to meet the established need and may limit the term or length of time such protection will be in effect.

Any motion for confidential treatment must be accompanied by a redacted copy of the materials (marked as such) for the public docket. In conjunction with the motion for confidential treatment, one unredacted copy of the materials for which protection is sought must be filed directly with the Hearing Officer not the Department Secretary. The unredacted copy should be submitted in a sealed envelope, clearly marked with the words "CONFIDENTIAL" on the outside envelope as well as on each page of the materials. Electronic copies of unredacted materials should be submitted on a 3.5" floppy disk or CD-ROM labeled "CONFIDENTIAL."

## 3. Discovery Disputes

The parties must first attempt resolution of any discovery dispute before coming to the Department for assistance. Counsel for each of the parties shall confer in advance of filing any discovery motion in a good faith effort to narrow areas of disagreement to the fullest possible extent. Counsel for the party who intends to file the motion shall be responsible for initiating the conference. All such motions shall contain a certificate stating that the conference was held, together with the date and time of the conference and the names of all participating parties. Motions unaccompanied by such certificate will be denied without prejudice.

All motions arising out of a party's response to, or asserted failure to comply with, an information or record request, shall be accompanied by a brief. With respect to each information/record request at issue, the brief shall set forth separately and in the following order: (1) the text of the request, (2) the opponent's response, and (3) a specific legal and factual argument.

E. Hearing Exhibits

1. Offering of Exhibits

Where individual exhibits are already in the possession of all parties (e.g., information request responses), the proponent may, no later than 9:00 a.m. on the business day before the material is to be offered, inform all parties and the Hearing Officer of the intended use of such material. The proponent of an exhibit that is not already in the possession of all parties must offer the Department five (5) bench copies of the proposed exhibit (standard three-hole punch), pre-marked with (1) the docket number of the proceeding, (2) the exhibit number for identification, (3) the date the exhibit is offered for identification using the following format, in the upper right-hand corner of each exhibit:

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Exhibit:  
Date:  
H.O.:         Pieper

Nonconforming documents may not be accepted.

If only a part of a document is offered for marking and another party wishes to use the omitted part(s) in questioning or on brief, then that party must move to enter the missing part(s) into the record. Before the close of hearings, each party that offers exhibits shall submit a listing for those exhibits that presents (1) the exhibit number and (2) a description of the exhibit.

2. Exhibit Format

Any exhibit offered in this proceeding must contain an internally consistent and usable form of referencing. While most documents that are offered as exhibits have pre-numbered pages, some offered exhibits (especially those exhibits consisting of excerpts from more than one document or consisting of a compilation of notes) have pages that are not numbered or are not consistently numbered.

Documents of three pages or more without a preexisting referencing system must be marked with consecutive page numbers before the document is offered as an exhibit or before it is otherwise distributed for use in the hearing. Where it is necessary to supply page numbers for an exhibit, the proponent of the exhibit should add the numbers in some way that differentiates the additions from the preexisting text and should identify the method of addition

