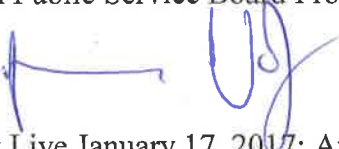




**State of Vermont
Public Service Board**

MEMORANDUM

To: Parties and Participants in Public Service Board Proceedings

From: James Volz, Chairman 

Re: Phase 1 of ePSB is Going Live January 17, 2017; Announcement of Training Opportunities; Other ePSB Launch Info

Date: December 23, 2016

The Vermont Public Service Board ("Board") is very pleased to announce that Phase 1 of our new electronic filing and case management system, known as ePSB, will go live on January 17, 2017. On that date, ePSB will begin accepting electronic filing of new cases of the following types: (1) applications for telecommunications facilities pursuant to 30 V.S.A. § 248a; (2) advance notices pursuant to 30 V.S.A. §§ 246; 248(f) and (g); and 248a(e); (3) applications for meteorological towers pursuant to 30 V.S.A. § 246; (4) petitions; (5) investigations initiated by the Board; (6) public comments unrelated to a specific proceeding; (7) consumer complaints; (8) accounting orders; (9) proposed disconnect notice forms; (10) Board Rule 5.202 notices; (11) special contracts; (12) energy savings accounts; and (13) miscellaneous administrative matters. Also on that date, ePSB will begin accepting electronic filings in the pending Board cases that will be processed in ePSB (see below for more information).

The Board has developed procedures for using ePSB. Until December 29, 2016, these are available on the Board's current website at:
<http://psb.vermont.gov/sites/psb/files/orders/2016/December/ePSBprocedures.pdf>.
Starting on that date, they will be available on the Board's new, redesigned website at:
<http://psb.vermont.gov/document/epsb-procedures>.

Training Opportunities

We are providing a variety of training opportunities to help you learn how to use ePSB:

- Short instructional videos showing how to create an ePSB user account and use ePSB will be posted on the Board's new website.

- Starting December 29, 2016, ePSB will be visible to the public. You will be able to create an ePSB user account and explore the system on your own. However, we will not be accepting any filings using ePSB prior to January 17, 2017.
- One test case will be created in ePSB so you can practice uploading and downloading documents; more information about how to use this test case will be provided in the instructional videos and in the online training sessions described below.
- Board staff will conduct a demonstration of ePSB at 9:30 a.m. on January 6, 2017, at the Pavilion Auditorium, located in the basement of the Pavilion Building at 109 State Street in Montpelier, Vermont. Access to the building should be through the side entrance on Governor Davis Avenue.
- Board staff will conduct more detailed online training sessions utilizing gotomeeting on January 10, 2017, starting at 9:30 a.m. and on January 12, 2017, starting at 1:00 p.m. The gotomeeting login information for each session is attached to this memorandum. Each online training session is expected to last two hours. The first session will focus primarily on how to file a new case in ePSB, while the second session will focus primarily on how to file in an existing case in ePSB. Both sessions will also address how to search for cases and documents in ePSB. Participants will be able to use gotomeeting to send Board staff written questions during both sessions.
- Board staff will conduct an in-person question-and-answer session at 9:30 a.m. on January 18, 2017, in the Susan M. Hudson Hearing Room, Third Floor, People's United Bank Building, 112 State Street, Montpelier, Vermont. Stakeholders are encouraged to practice uploading a document to ePSB and searching for cases and documents in ePSB before attending this session.
- Holly Anderson, the Board's Deputy Clerk and the ePSB System Administrator, and Audrey Fargo, the Chairman's Assistant and the ePSB Backup System Administrator are ready to answer questions about ePSB received via telephone at 802-828-2358 or via email at PSB.ePSBSystemAdmin@vermont.gov

Cases Pending on January 17, 2017

The Board will decide which cases that are currently pending and are expected to still be pending on January 17, 2017, will be processed in ePSB and which will continue to be processed in paper. It is expected that the Board will determine that some cases that are filed between the date of this memorandum and January 17, 2017, will be processed in ePSB. A list of the cases to be processed in ePSB will be provided at a later date. In addition, the Board will separately notify the parties to all cases that will be processed in ePSB of this determination.

If a pending case is to be processed in ePSB, Board staff will enter into ePSB all public documents already filed or issued in the case. Board staff will also contact each party to that case to ask whether that party would like to participate electronically or in paper for the remainder of the proceeding. Any party that would like to participate electronically must provide Board staff with an e-mail address for that party's official representative; that e-mail address will be used by ePSB to send notice of filings made and documents issued in the case.

If a pending case will continue to be processed in paper, Board staff will enter the case into ePSB as a "legacy case." Legacy case materials in ePSB will include all public orders issued in that case and, depending on the case, might include some parties' filings. Specifically, if the case has a "major case" webpage on the Board's current website, parties' filings that are posted on the webpage will be uploaded into ePSB. Parties may not use ePSB to make filings in a legacy case.

Closed Board Cases

All closed Board cases that are entered into ePSB will be "legacy cases." ePSB will include all public orders issued in such cases and, if a case has a "major case" webpage on the Board's current website, parties' filings that are posted on the webpage might also be uploaded into ePSB.

Data Entry into ePSB

The Board is in the process of entering into ePSB older Board orders and documents filed by parties in older cases that are posted on the Board's current website. By the time ePSB goes live, the Board anticipates that it will include all orders issued in 2016, as well as certain documents filed by parties in some legacy cases. Additional orders and documents will be entered daily by personnel dedicated to this task.

ePSB Training Session Gotomeeting Information

ePSB Training - Filing a New Case
Tue, Jan 10, 2017 9:30 AM - 11:30 AM EST

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/955117757>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 955-117-757

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

ePSB Training - Filing in an Existing Case
Thu, Jan 12, 2017 1:00 PM - 3:00 PM EST

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/387390973>

You can also dial in using your phone.

United States: +1 (646) 749-3131

Access Code: 387-390-973

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>