



# CITY OF MELROSE

## BOARD OF ALDERMEN

ORDERS OF THE DAY • APRIL 23, 2018

Aldermanic Chamber, Melrose City Hall  
562 Main Street, Melrose, MA 02176

Regular Meeting

7:45 PM

### I. CALL TO ORDER

1. **ORDER-2018-158** : Regular Meeting of the Board of Aldermen to be held on Monday, April 23, 2018 at 7:45 P.M. In The Aldermanic Chamber, City Hall, Melrose, MA

### II. PUBLIC COMMENT

### III. COMMUNICATIONS FROM HER HONOR, THE MAYOR AND OTHER CITY OFFICIALS

1. **ORDER-2018-159** : Appointment of Kristyn Bunce DeFilipp, 22 Lynn Fells Parkway, to the Melrose Commission on Women for a three-year term; said term to expire on the last day of February 2021.
2. **ORDER-2018-160** : Appointment of Rilda Kissel, 3 Cottage Street, Melrose to the Melrose Commission on Women for a three-year term; said term to expire on the last day of February 2021.
3. **ORDER-2018-161** : Approval of the proposed Municipal Aggregation Plan and authorization of the Mayor to execute and submit the plan to the Massachusetts Department of Public Utilities for review and approval.
4. **ORDER-2018-162** : Acceptance of the FY 18 Pedestrian and Bicycle Safety Enforcement and Equipment Grant in the amount of \$5,502.81 from the Commonwealth of Massachusetts, Office of Public Safety and Security's Highway Safety Division; said funds to be deposited in Fund # 4005

5. **ORDER-2018-163** : Acceptance of Donate Life Melrose donation in the amount of \$10,000.00. Said funds to be deposited in Fund #2892

#### **IV. TABLED**

1. **ORDER-2018-153** : Petition of National Grid and Verizon New England, Inc to relocate one jointly owned pole on Prospect Street; relocate existing pole #3426 approximately 15 feet to the west, per customer request, near 26 Prospect Street, Melrose, MA in accordance with Plan marked : Prospect St, Work Request #25817223, dated 2/26/2018

*From:* Board of Aldermen

TABLED

#### **V. NEW BUSINESS**

1. **ORDER-2018-164** : Resolution Supporting an Alcohol Advertisement-Free Massachusetts Bay Transportation Authority (MBTA)

*Sponsored by:* Ward 3 Alderman Francis X. Wright Jr.

2. **ORDER-2018-165** : A Resolution honoring Mary-Rita O'Shea and her nearly 40 years of service to the City of Melrose.

*Sponsored by:* Board of Aldermen, President, Alderman at Large Michael P. Zwirko

#### **VI. ORDERS OUT OF ORDER**

#### **VII. ORDERS FROM COMMITTEE**

#### **VIII. REPORTS - RULE 53**

#### **IX. CALENDAR**

1. **ORDER-2018-156** : Appointment of Fire Capt. Ed Collina to Chief of the Melrose Fire Department, effective April 27, 2018

*From:* Appropriations Committee

RECOMMEND PASSAGE

2. **ORDER-2018-157** : Reappointment of Mark J. Snider, 103 Boardman Ave., as Constable for a three-year term; said term to expire on the first Monday of April 2021

*From:* Protection and License Committee

RECOMMEND PASSAGE

## **X. ADJOURNMENT**



## CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4115

**MARY-RITA O'SHEA**

***City Clerk***

To: Mayor Robert Dolan  
From: Mary-Rita O'Shea  
Meeting Date: April 23, 2018  
Subject: Regular Meeting of the Board of Aldermen, Monday, April 23, 2018 at 7:45 P.M.  
Order #: ORDER-2018-158

FINANCIAL IMPACT:N/A



## CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

***Mayor***

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Kristyn Bunce DeFilipp to the Commission on Women  
Order #: ORDER-2018-159

Appointment of Kristyn Bunce DeFilipp, 22 Lynn Fells Parkway, to the Melrose Commission on Women for a three-year term; said term to expire on the last day of February 2021. Ms DeFilipp replaces Lorrie DeCesare, who chose not to seek reappointment when her term ended in February 2018.

**FINANCIAL IMPACT:**None

Dear Commissioners,

I write to express my interest in serving on the Melrose Commission on Women as a Commissioner. I would be grateful for the opportunity to serve our city and our community in this role.

A little about me as a person: I am a proud feminist. I am a mother of two young boys, Charles and Frederick. I am an attorney – specifically, a business litigator and recently elected partner at a 250-lawyer firm with its primary office in Boston’s Seaport District, Foley Hoag LLP. I am an alumni of two local universities – Boston College, where I earned my bachelor’s degree in theater arts and English in 2004, and Harvard Law School, where I earned my J.D. in 2009. I grew up in Buffalo, New York, but have primarily lived in New England since enrolling at Boston College in 2000. My husband Nick (an engineer, father, and also a proud feminist) and I have happily called Melrose home since we were newlyweds in early 2011.

I am interested in joining the Melrose Commission on Women for many different reasons. Women are amazing. Women create and foster community. Women put others before themselves. Women are underserved, under-researched and underpaid. Women are not treated equally. Women’s voices need to be strengthened, amplified and repeated. Women need to be heard. The Commission’s mission resonates with me. Not only because I have something to offer, but also because I have so much to learn.

My career as an attorney has given me numerous opportunities to work on issues relating to women’s rights. First, I have enjoyed many volunteer opportunities to contribute to women’s recruitment, advancement and retention at my firm. As an associate (junior-level attorney) I served for five years as a co-chair on the Women Associates Luncheon Group. My co-chairs and I hosted monthly lunches for women attorneys across three offices to gather and discuss topics that were relevant to our professional lives, including professional development, unconscious bias, work-life balance, and women’s retention and advancement. I have also served on my firm’s Hiring Committee for almost six years, and in that role have made it a priority to recruit talented young women lawyers. I have served as a mentor, formal and informal, to a handful of junior attorneys and law students. I also served on a Working Group on Associate Development and Retention that was formed after employees expressed a concern that the firm was not doing enough to retain its women attorneys. That group developed and implemented a formal telework policy that served to reduce the importance of “face time” at the firm – a priority that often works against working parents and, most significantly, against working mothers. I have advocated for longer and more equitable parental leave policies at my firm. I have participated in unconscious bias training and advocated for more people to receive the training. Because of the way that the private practice of law works, all of this work “counted” for very little in the context of my status at or compensation by the firm. (We are compensated primarily based on billable hours.) Despite this, it has been, and continues to be, a priority for me to dedicate time to the advancement of women in my workplace.

My legal practice itself has also allowed me to serve women and advance women’s rights in the courtroom. I have represented victims of domestic violence in 209A (restraining order) proceedings in state district courts. I also provide advice and representation to employers on discrimination, harassment and retaliation matters. Even though it is my job to zealously

represent the employer in those cases, I also use them as an opportunity to educate employers on progressive policies relating to sex discrimination and sexual harassment. I am also currently working on forming a Sexual Harassment Prevention and Response team of lawyers in my firm who can assist companies grappling with revelations arising out of #metoo.

I would welcome the opportunity to join this team of accomplished and interesting women. In particular, I would look forward to projects or initiatives that advance women in the workplace and the economy; address the realities of rape culture and objectification of women; look for and promote solutions that allow women to make the choices that best suit them, including reproductive choices; and create opportunities for women's leadership. I would also appreciate the opportunities to learn more about issues relating to intersectionality, women's health and education.

I have enclosed my professional biography in lieu of a resume. Please let me know if you need any further information. I welcome the opportunity to speak further with you. Thank you for your consideration.

Sincerely,



Kristyn DeFilipp



## Kristyn Bunce DeFilipp

Partner

Boston

**PHONE:** 617.832.1218

**FAX:** 617.832.7000

**EMAIL:** kbunce@foleyhoag.com



### INDUSTRIES

Life Sciences

Education

Healthcare

Technology

### PRACTICES

Business & Commercial Disputes

Employment Compliance  
Counseling & Training

Employment Discrimination &  
Harassment

Labor & Employment

Labor Relations

Litigation

Non-Competition Agreements,  
Trade Secrets & Unfair Competition

Intellectual Property Litigation

Pro Bono

Retaliation & Whistleblowing Issues

Wage & Hour

### EDUCATION

Harvard Law School, J.D., 2009

Boston College, B.A. in Theatre Arts  
and English, *summa cum laude*, 2004

Kristyn DeFilipp is an experienced litigator with a focus on healthcare adjacent disputes, complex commercial litigation, and labor and employment issues. Her clients include multi-national corporations, technology companies at all stages, health care providers and trade associations.

Kristyn's significant commercial litigation experience is wide-ranging, and includes matters before state and federal courts, administrative agencies, and arbitrators. She focuses on strategic and cost-effective solutions for business disputes, and works closely with clients to determine the best course of action to achieve their goals. Kristyn counsels clients in every phase of litigation, from pre-dispute discussions to mediation, through trials, arbitrations and appeals.

Kristyn's practice centers on complex litigation matters including disputes related to healthcare regulation and reimbursement; commercial contracts and licensing; closely held corporations; mergers and acquisitions, trade secrets, and non-competition agreements. She regularly advises clients in the life sciences, high tech and healthcare industries, as well as clients in the education sector.

Kristyn advises and represents corporations in all aspects of labor and employment law. She has defended clients against discrimination, harassment, and wage and hour lawsuits, and is experienced in labor arbitrations involving unions, including disputes involving just cause termination and organizing campaigns.

Kristyn also maintains an active role in internal firm matters. She serves on Foley Hoag's Hiring Committee and Working Group on Associate Development and Retention, and co-chairs the Women's Associates program. Kristyn devotes time to the firm's pro bono program, litigating issues related to civil rights, such as fair housing and restraining orders for victims of domestic violence; special education matters; immigration matters; and claims for veterans benefits. In 2014, Kristyn served as a Special Assistant District Attorney for Norfolk County, where she represented the Commonwealth of Massachusetts in all stages of criminal prosecutions, including bench and jury trials.

### BAR ADMISSIONS

- Massachusetts

### REPRESENTATIVE EXPERIENCE

#### Healthcare-Related Litigation

- Represented national trade association for pharmacy benefit managers in federal litigation, successfully invalidated state law on drug pricing on ERISA preemption grounds
- Representing healthcare provider in reimbursement appeal arising out of Medicare related-party principles
- Represented national trade association for behavioral health providers in amicus brief



## Complex Business Disputes

- Representing closely held corporation and majority shareholder in suit between shareholders and company alleging “freeze-out” and breaches of fiduciary duty
- Represented global medical diagnostics company in thirteen-day arbitration over dispute with key vendor. Kristyn examined twelve witnesses, including four expert witnesses, in this contentious and high-stakes contract dispute
- Represented closely held corporation in suit between stockholders and counterclaim by company against 50% stockholder. Obtained favorable high six-figure jury verdict against 50% stockholder for his breach of fiduciary duty to the company arising out of stockholder’s communications with labor union
- Represented multinational software consulting company in ICDR arbitration regarding dispute over implementation of CRM software at telecommunications utility, resulting in multi-million dollar award for client
- Represented medical device manufacturer in patent infringement suit involving methods of automating nucleic acid diagnostic assays and related consumable products, resulting in favorable settlement

## Employment Litigation

- Won full defense verdict after federal jury trial on behalf of hospital client, securing dismissal of all claims in a multi-count complaint alleging race discrimination. Kristyn served as second chair litigator on this trial team and handled examinations of the individual defendant, damages expert witness, and the plaintiff’s key fact witness.
- Won administrative trial on behalf of retail coffee client, dismissing all age discrimination and retaliation claims (37 MDLR 154)
- Successfully defended national retail chain in charge of disability discrimination and retaliation, resulting in lack of probable cause finding by state agency and dismissal of federal lawsuit.
- Successfully defended an employer in a race discrimination case by achieving dismissal at beginning stages of the case at the Massachusetts Commission Against Discrimination
- Successfully represented an employer in a dispute concerning a card-check procedure set forth in a union neutrality agreement

## Significant Pro Bono/Civil Rights Experience

- Co-authored amicus briefs on behalf of MassTLC in federal court cases related to “travel ban” executive orders
- Represented plaintiffs in federal Fair Housing Act case against major East Coast based multi-state rental company, achieving favorable settlement, which is one of the first of its kind to hold a landlord responsible for remedying tenant-on-tenant racial harassment
- On behalf of a victim of domestic violence, obtained reversal of denial of a 209A restraining order in the Massachusetts Appeals Court
- Obtained remand of agency decision in veteran’s claim for service-connection

## HONORS & INVOLVEMENT

### Honors

- Civil Rights Pro Bono Award, Lawyers’ Committee for Civil Rights and Economic

- Harvard Law School Ames Moot Court Competition Semi-Finalist, 2008

#### Involvement

- Massachusetts Bar Association, Member
- Boston Bar Association, Member
- Citizens Schools, 8th Grade Academy Writing Coach

#### PUBLICATIONS

- Health Law Case Brief: Mayo Collaborative Services v. Prometheus Laboratories, Inc., BBA Health Law Reporter, September 2012

#### Foley Hoag Alerts and Updates

- FICA Tax "Holiday" Ends With 2012 (January 3, 2013)
- National Labor Relations Board Delays Start of Rule Requiring Employers to Post a Notice About Workers' Labor Law Rights (October 6, 2011)
- Supreme Judicial Court Issues Two Decisions Regarding the Massachusetts Payment of Wages Act (September 1, 2011)
- National Labor Relations Board Issues Final Rule Requiring Employers to Post Notices About Employees' Rights under the National Labor Relations Act (August 26, 2011)



## CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

***Mayor***

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Appointment of Rilda Kissel to the Melrose Commission on Women  
Order #: ORDER-2018-160

Appointment of Rilda Kissel, 3 Cottage Street, to the Melrose Commission on Women for a three-year term; said term to expire on the last day of February 2021. This appointment fills the newly created ninth position on the Commission.

**FINANCIAL IMPACT:**None

## Rilda Kissel

3 Cottage Street  
Melrose, MA 02176

(603) 305-6165  
[rildakissel@gmail.com](mailto:rildakissel@gmail.com)

### SUMMARY

Strategic problem-solver with over ten years experience working in higher education and academic institutions. Commitment to supporting students academic experience. Experience in creating space for discussions on diversity, equity, and inclusion.

### ACADEMIC & HIGHER EDUCATION EXPERIENCE

**Harvard University, Graduate School of Education, Cambridge MA** **2/13 - present**  
**Program Administrator, Degree Programs Office**

- Serves as point of contact for over one hundred students for support with issues related to academics, career services, mental health, and access to Harvard resources
- Plans academic and social events to enhance student experience.
- Serves on Admissions Committee and facilitates recruitment events
- Facilitates workshops and seminars with students related to the the issues of diversity, equity, and inclusion

**Harvard University, Graduate School of Education, Cambridge MA** **1/11-2/13**  
**Program Coordinator, Degree Programs Office**

- Advise, support, and counsel two cohorts of Master's Degree students
- Initiates social and academic events for students including orientation, commencement, guest speakers, and diversity awareness
- Maintains budget for two programs
- Serves on the admissions committee which evaluates applications to programs.
- Coordinates with colleagues in other departments including student affairs, academic affairs, and career services to facilitate events and opportunities for students.
- Creates promotional material for programs, maintains social media and website
- Assists Faculty Directors in assessing and developing improvements to masters programs

**Harvard University, Graduate School of Arts and Science, Cambridge, MA** **5/09 – 1/11**  
**Staff Assistant, Alumni Relations and Student Affairs**

- Processed transfer student admissions applications, assisted students regarding transfer process
- Served as information and referral source for students, departments, and administrative offices on Student Affairs policies and procedures
- Assisted with a variety of publications related duties, including proofreading materials, maintaining circulation lists, scanning images, and collecting and collating content for publication
- Handled complex logistics for high profile events such as: GSAS Student Orientation, Alumni Chapter Events, Alumni Weekend, English Language Program, and GSAS Commencement.

**Boston University School of Social Work, Boston, MA** **9/05- 5/09**  
**Staff Coordinator, Alumni Relations and Doctoral Programs**

- Responsible for processing doctoral applications, communicating with prospective students, student registration, financial aid and student advising
- Represented School of Social Work at social services conferences and graduate fairs
- Edited and publish quarterly newsletter, *Alumni Journal*
- Maintain doctoral program and alumni relations areas of school website and processed all paperwork, disbursements and requisitions
- Created, organized, and implemented weekly *Social Welfare Analysis Colloquium* series

**Boston University School of Social Work, Boston, MA**

3/05-9/05

**Staff Assistant, Admissions Office**

- Provide detailed information and answer academic questions regarding program and admissions requirements to interested applicants
- Coordinated the processing of a high volume of applications and inquires and assist in special projects as assigned

**Bishop Perry Middle School, New Orleans, LA**

8/03-8/04

**Academic Office Manager (Year of Volunteer Service)**

- Organized and facilitated the development of admissions material and communicated with applicants and their families
- Increased accuracy of school records by computerizing student attendance, parent volunteer records, monthly activity fee and student grades
- Worked with public relations office, creating weekly school newsletter, coordinating special events and helping organize fundraising efforts
- Served as liaison between school and the New Orleans Home School Association

**EDUCATION**

- **Boston University**, Boston MA 2005-2007  
EdM, Higher Education Policy, Planning, and Administration
- **St. Michael's College**, Colchester, VT 1999-2003  
B.A., English; Gender Studies minor

**INVOLVEMENT**

- 
- Student Parent's Committee
  - Committee on the Concerns of Women at Harvard
  - Green Team at HGSE Committee Member

**REFERENCES**

Available upon request

Ms. Lata Williams,

I am writing to express my interest in the open seat on the Melrose Commission on Women.

Having recently moved to Melrose, I have sought out opportunities to be involved in my local community especially related to the concerns of women. I feel that my education and experience would make me a valuable member of the Commission and I am equally interested learning and growing from the women of my community.

I am a parent to two children and my son recently began Kindergarten in Melrose public schools. I work full time at the Harvard Graduate School of Education where I have the opportunity to advise students regarding their academic lives, mental health, and career paths. Additionally, my work involves serving on our admissions committee and extensive event planning. In the past two years I have participated in a wide range of professional development focused on facilitating discussions on the issues of diversity, equity, and inclusion with my students and my peers.

Through my work at Harvard and in my role as a mother, I have become passionate about the issues faced by working parents as well as gender equity in the workplace. It's important to me to explore current systems and find ways to improve the lives of working mothers, their partners, and their children. I feel incredibly fortunate that I have been able to advocate for a flexible work schedule and have found supportive care givers and I want to make sure that all working parents have the same opportunity.

I am eager to be a part of the Commission and hopeful that I will be able to make a meaningful contribution.

Thank you for your consideration,

Rilda Kissel  
[rildakissel@gmail.com](mailto:rildakissel@gmail.com)  
603-305-6165



## CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

***Mayor***

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Approval of Municipal Aggregation Plan  
Order #: ORDER-2018-161

Ordered: That the Board of Aldermen for the City of Melrose approve a proposed Municipal Aggregation Plan and authorize the Mayor of Melrose to execute and submit the Plan to the Massachusetts Department of Public Utilities for review and approval. The Plan contains a petition and attachments including the aggregation plan, public outreach and education plan, and electric service agreement.

**FINANCIAL IMPACT:**None

**D.P.U. 18 - \_\_**

**PETITION  
AND SUPPORTING DOCUMENTS  
FOR THE  
CITY OF MELROSE  
MUNICIPAL AGGREGATION PLAN  
\_\_\_\_\_, 2018**

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)



## AGGREGATION DOCUMENTS

### 1. Petition

#### Attachments

#### 1. Historical Overview

##### Exhibits

- A. Certified Vote to Pursue Municipal Aggregation.
- B. Energy-Related Services Agreement
- C. Certified Vote to Approve the Aggregation Plan
- D. Department of Energy Resources Consultation Letter
- E. Documentation of Opportunity for Public Review and Comment

#### 2. Aggregation Plan

##### Exhibits

- A. Customer Enrollment, Opt-Out and Opt-In Procedures
- B. Exemplar Opt-Out Notice

#### 3. Public Outreach and Education Plan

##### Exhibit

- A. Sample of Available Media Outlets

#### 4. Electric Services Agreement

**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF PUBLIC UTILITIES**

\_\_\_\_\_) )  
City of Melrose Municipal Aggregation Plan ) D.P.U. 18-\_\_  
\_\_\_\_\_) )

**PETITION FOR APPROVAL OF MUNICIPAL AGGREGATION PLAN**

The City of Melrose (“Municipality”) respectfully petitions the Department of Public Utilities (“Department”), pursuant to G.L. Chapter 164, Section 134(a), for approval of its Municipal Aggregation Plan. In support of this Petition, the Municipality states the following:

1. The goals of the community electricity municipal aggregation program (the “Program”) are to bring the benefits of competitive choice of electric supplier, longer-term price stability than provided by the local utility, lower cost power and more renewable energy options to the residents and businesses of the Municipality. Under the program the Municipality will have the opportunity to provide a portion of renewable or green power through renewable energy certificates (“RECs”). The program will employ a procurement process designed to maximize savings and will provide a full set of consumer protections, including the right for any customer to opt out of the program at any time at no charge.

2. The Municipality formally initiated the process to develop an aggregation plan through approval of a vote of the Board of Alderman. The vote and the actions of the Municipality preceding and following this vote for approval are outlined in the Historical Overview. (Attachment 1)

3. The Municipality seeks the Department’s approval of its Municipal Aggregation Plan (“Plan”) (Attachment 2) that describes the key features, structure and operation of the aggregation program and explains how the Plan meets the statutory requirements.

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

4. A Public Outreach and Education Plan has been formulated to ensure that residents and businesses are fully informed about the important aspects of the Plan to enable them to make intelligent decisions concerning participation in the Program.

(Attachment 3)

5. The Plan and the associated form of Electric Services Agreement (“ESA”) (Attachment 4) ensure that the program complies with all requirements of G.L. Chapter 164, Section 134(a), including providing universal access, a reliable power supply and the equitable treatment of all customer classes.

6. The Municipality consulted with the Department of Energy Resources (“DOER”) in the development of the Plan.

7. The Municipality is a member of the Metropolitan Area Planning Council (“MAPC”). Although Municipalities are not required to follow the competitive bidding process of G.L. Chapter 30B when entering into a contract for energy-related services, the MAPC issued a Request for Proposals for Community Choice Aggregation Consulting Services on behalf of the City. The MAPC and the City selected Good Energy L.P. as its green municipal aggregation consultant through an open and competitive process. The Municipality has entered into a Services Agreement with Good Energy L.P., which is acting as the Municipality’s agent in this proceeding.

8. The Municipality respectfully requests that the Department conduct an expeditious review of this petition to allow the Municipality to proceed with implementation to maximize benefits for eligible consumers. Municipal aggregators are required to conduct their business openly and with full public participation. The Municipality requests a streamlined process, including a public hearing, discovery, and an opportunity for interested persons to submit written comments.

9. The Municipality also respectfully requests a waiver, both for itself and for its competitive supplier, from the requirement to mail a quarterly information disclosure label to every customer. The requirement for quarterly distribution of the

disclosure label is specified in 220 C.M.R. § 11.06(4)(c). The Department has determined that for municipal aggregators, the distribution would normally be made by individual mailings to customers. City of Marlborough, D.T.E. 06-102, at 24. The Department, however, may grant an exception to any provision of 220 C.M.R. 11.00 for good cause shown. 220 C.M.R. Section 11.08. In support of its request for waiver, the Municipality states that quarterly mailings would be burdensome and expensive, raising the supply price for customers. The Municipality will employ an alternative disclosure strategy, including press releases, public service announcements on local access cable television, postings at Municipality buildings and postings on the program website, that will provide the required information to customers as effectively as quarterly mailings. The Department has granted similar waivers to other municipal aggregators using equivalent disclosure strategies. Cape Light Compact, D.T.E. 00-47, at 28; City of Marlborough, D.T.E. 06-102, at 24; Town of Lanesborough, D.P.U 11-27, at 23; Town of Ashland, D.P.U. 11-28, at 22; Town of Lunenburg, D.P.U 11-32, at 22; Town of Lancaster, D.P.U. 12-39, at 23; City of Lowell, D.P.U. 12-124, at 51; Town of Ashby, D.P.U. 12-94, at 37; Town of Natick, D.P.U. 13-131, at 29; Town of Greenfield, D.P.U. 13-183, at 27.

WHEREFORE, the Petitioner hereby respectfully requests that the Department:

1. Adopt a streamlined review and approval process;
2. Approve the Aggregation Plan of the Municipality;
3. Approve the request of the Municipality for a waiver of the requirement of 220 C.M.R Section 11.06(4)(c) to mail the quarterly disclosure label; and
4. Provide such other and further relief as may be necessary or appropriate.

Respectfully submitted,

CITY OF MELROSE

By Attorney for Good Energy, L.P.

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Scott J. Mueller  
 Scott J. Mueller Law Office  
 16 Conant Road  
 Chestnut Hill, MA 02467  
 978-460-0693  
 scott@sjmuellerlaw.com

Dated: \_\_\_\_\_, 2018

# **ATTACHMENT 1**

## **CITY OF MELROSE COMMUNITY ELECTRICITY AGGREGATION**

### **HISTORICAL OVERVIEW**

Prepared by

**GOOD ENERGY, L.P.**

*Historical Overview*

In the Acts of 1997, Chapter 164, the Massachusetts Legislature passed House No. 5117, *An Act Relative to Restructuring the Electric Utility Industry in the Commonwealth, Regulating the Provision of Electricity and Other Services, and Promoting Enhanced Consumer Protections Therein* known as the Restructuring Act.

Under Section 1 of the Acts of 1997, Chapter 164, the Massachusetts Legislature decided that Massachusetts ratepayers would be best served by moving from the regulatory framework in which retail electricity service is provided principally by public utility corporations obligated to provide ultimate consumers in exclusive service territories with reliable electric service at regulated rates, to a framework in which competitive producers would supply electric power and customers would gain the right to choose their electric power supplier.

Also authorized by G.L. Chapter 164, Section 134(a) is the concept of municipal aggregation in which municipalities would have the right, acting alone or with other municipalities, to aggregate the electric loads of their residents and businesses to gain greater buying power in the newly restructured competitive electric supply market. A municipality or group of municipalities may initiate the process to aggregate electrical load of their residents and businesses upon authorization by a majority vote of a town or city council or at a town meeting.

From March through November 2014, representatives of the City of Melrose and the Metropolitan Area Planning Council (MAPC) had multiple communications and meetings with representatives of Good Energy to discuss municipal aggregation for the City of Melrose and communities in the MAPC service area.

On May 19, 2014, the Melrose Board of Aldermen passed a motion authorizing the City to pursue Municipal Aggregation. (Exhibit A)

On September 8, 2014, MAPC issued a Request for Proposals (RFP) for the City of Melrose, as Awarding Authority, for an Aggregation Consultant, which would be selected by the City of Melrose.

On November 3, 2014, MAPC announced that the City of Melrose Selection Committee selected Good Energy to be their aggregation consultant.

On November 25, 2014, the City of Melrose, through its duly authorized representative, Mayor Robert J. Dolan, signed the Energy-Related Services Agreement to retain Good Energy, L.P., as its aggregation consultant. (Exhibit B)

*Historical Overview*

Following consultations with the Department of Energy Resources (DOER) and a public review period, the City submitted its initial Aggregation Plan to the Department of Public Utilities (Department) on July 6, 2015. After a public hearing and comment period, the Department approved the City's Aggregation Plan in September 2015. D.P.U. 15-92, City of Melrose (September 29, 2015).

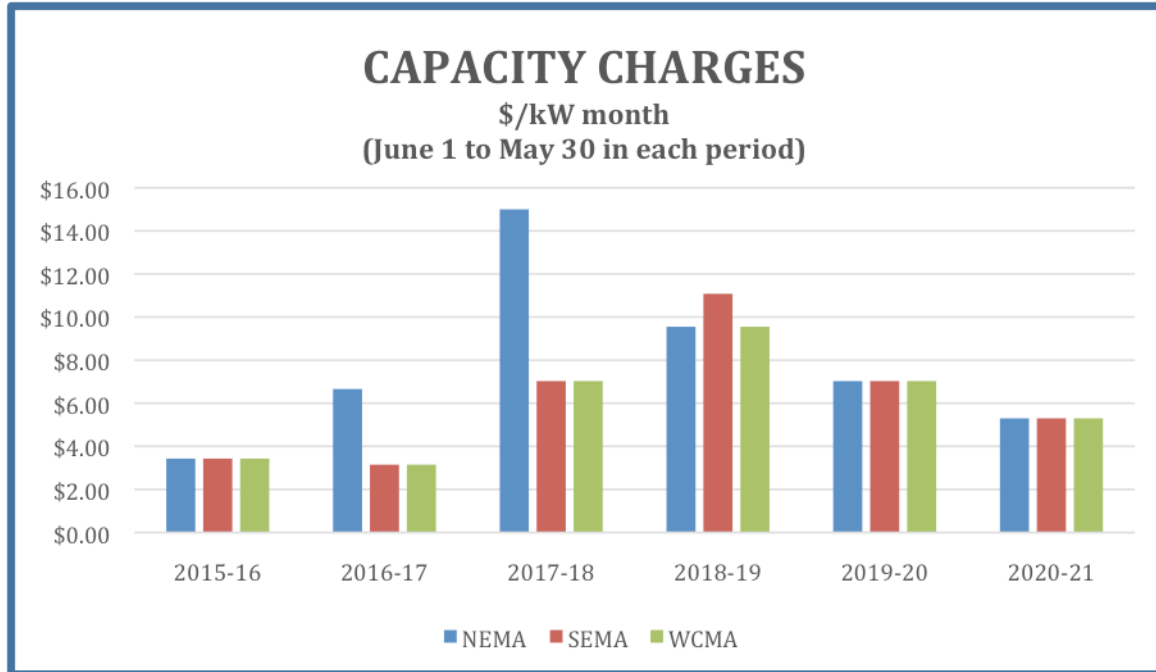
In November, 2015, the City of Melrose conducted a competitive bid to select an electric supplier. The winning bidder for electricity supply was Constellation New Energy for a one-year term at a rate of \$0.09616 per kWh starting in January 2016. This competitive rate compared very well to the Basic Service Rate of National Grid of \$0.13038 per kWh for the period of November 1, 2015 to April 30, 2016.

In January 2017, at the end of the initial one-year term, the City of Melrose decided to extend the supply agreement with Constellation New Energy for a six-month term at a rate of \$0.10220 per kWh starting on the January 2017 meter read date. The City chose a 6-month extension because an extreme price spike in capacity charges in the NEMA load zone, which was forecasted to begin in June 2017, was resulting in significant increases in electric supply prices after that date.

In the second quarter of 2017, Good Energy carried out a competitive solicitation for the City for a longer term electric supply starting in July 2017 and received no acceptable bids because the capacity price spike in the NEMA load zone was resulting in a substantial increase in electricity supply prices. The City found that it was at a significant disadvantage compared to the Basic Service Rate of National Grid because in that program National Grid was able to blend the capacity costs across all three load zones (NEMA, SEMA, WCMA), substantially lowering the capacity costs in the Basic Service Rate of National Grid in the NEMA load zone. As a result of the historically unusual price spike in the NEMA load zone from July 2017 through June 2018, the City determined that the most prudent and beneficial action for its customers was to terminate the aggregation program. While the City understands that there will be fluctuations in capacity prices, and that the blending of capacity charges across load zones for Basic Service is a feature of the retail market in Massachusetts, the City found that it could not justify continuation of the program in the face of the extreme price spike in the NEMA load zone from 2017 to 2018. Subsequently, the City notified National Grid that it would be returning its customers to Basic Service and terminated its aggregation program in July 2017.



*Historical Overview*



As shown on the chart above, as a result of the most recent capacity auctions, the NEMA capacity charges are scheduled to decrease and be in line with the other load zones in the state effective June 2019. The City recognizes that there may be future fluctuations in capacity charges, but does not expect the ‘perfect storm’ of market events and extreme price spikes in 2017/2017 to reoccur. On March 2, 2018, Mayor Gail Infurna, after consultation with advisors including Good Energy, made the decision to prepare and file a new municipal aggregation plan. Accordingly, the City is now seeking the Department’s approval to implement its new aggregation plan.

On \_\_\_\_\_, 2018, the aggregation documents were made available for public review and a public information session on the aggregation plan was held on \_\_\_\_\_, 2018, at which citizens were encouraged to make comments on the aggregation documents. The aggregation documents continue to be available in the municipal offices for public review.

On \_\_\_\_\_, 2018, the Board of Aldermen approved the Aggregation Plan. (Exhibit C).

On \_\_\_\_\_, 2018, pursuant to G.L. Chapter 164, Section 134(a) and Chapter 25A, Section 6(11), representatives of Good Energy met with the DOER to review the aggregation plan and obtain their guidance and technical assistance before filing the plan with the Department.

On \_\_\_\_\_, 2018 the DOER issued a consultation letter regarding the City of Melrose Aggregation Plan. (Exhibit D)

*Historical Overview*

Copies of materials documenting the opportunity for residents to review and comment on the Aggregation Plan are included as Exhibit E to the Historical Overview.

## EXHIBITS

- A. Certified Vote to Pursue Municipal Aggregation
- B. Energy-Related Services Agreement
- C. Certified Vote to Approve the Aggregation Plan
- D. Department of Energy Resources Consultation Letter
- E. Documentation of Opportunity for Public Review and Comment



**CITY OF MELROSE**  
*In Board of Aldermen*

Exhibit A

3.3.a

*May 19, 2014*

**AN ORDER**  
**2014-144**

**Municipal Aggregation**

Offered by Mayor Robert J Dolan


**BE IT ORDERED**

that the Melrose Board of Aldermen authorize the Mayor and appropriate department(s) to research and develop a plan to participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the City of Melrose, and for other related services, independently, or in joint action with other municipalities, and further authorizes the Mayor to execute all documents necessary to accomplish the same be, and hereby is passed.

May 19, 2014  
In the Board of Aldermen  
Ordained Roll Call:  
10 Yea, 1 Nay  
Mary-Rita O'Shea, City Clerk

Passed May 19, 2014  
Donald L. Conn, Jr., President  
Board of Aldermen

Approved May 21, 2014  
Robert J Dolan  
Mayor

A TRUE COPY ATTEST  


MARY-RITA O'SHEA  
CITY CLERK

**COPY OF ORDER NO. 2014-144**

## SERVICES AGREEMENT

### Professional Energy Consulting Services to a Municipal Aggregator

This Services Agreement ("Agreement") is made and entered into and effective on this 25<sup>th</sup> day of November, 2014 ("Effective Date") by and between City of Melrose ("Municipality"), a Massachusetts municipal corporation, with offices located at City Hall, 562 Main Street, Melrose, MA 02176 acting by and through its Mayor, the Honorable Robert J. Dolan, and Good Energy, L.P. ("Service Provider"), located at 232 Madison Avenue, Third Floor, New York, N.Y. 10016

#### Recitals

WHEREAS, Municipality is seeking to become a "Municipal Electric Load Aggregator" in order to provide electric power services and related energy services, either separately or bundled for the Municipality's own use and for use by residential and non-residential customers within the Municipality's geographic boundaries; and

WHEREAS, Municipality desires to engage Service Provider to perform electricity consultancy services for Municipality in relation to the creation, authorization, implementation and management of its municipal load aggregation plan and energy plan (the "Program") as defined by and in compliance with all applicable provisions of Section 134 of Chapter 164 of the General Laws of Massachusetts, as amended, and other applicable statutes, regulations and precedent; and

WHEREAS, Services Provider desires to perform the Services as hereinafter defined and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged and approved, the parties, intending to be legally bound, agree as follows:

#### Provisions

- I. Performance of the Services** Service Provider shall perform each of the following activities (collectively, the "Services") in a manner consistent with the best practices established for electrical aggregation program consulting services:
- A. Provide the following services:
1. Assist the Municipality in the establishment of a municipal aggregation program including electric power services and related energy services, as determined by the Municipality, and to make recommendations to award a contract for the provision of electric power services to a licensed competitive supplier;
  2. Provide customer "opt-out" consulting services, including but not limited to preparation and management of opt-out notices to be sent to utility customers for the adoption of a municipal authorization of the proposed municipal aggregation Program and of the customer's right to decline to participate in the Program, determining the validity and accuracy of the eligibility customer lists provided by the applicable public utility and supervision of all other notices and publications required to facilitate the adoption and operation of the Program;

3. Coordinate the execution of an agreement between the applicable public utility (“Local Distribution Company or “LDC”) and the Municipality, if required, and coordinate the confidential provision of customer information and other contact between the LDC and the Municipality.
4. Implement comprehensive marketing services for an opt-out electricity aggregation program, at no cost to Municipality and with the approval of the Municipality, which may include the following:
  - USPS mail campaigns
  - Local radio/TV spots, web-based infomercials
  - Cable access programming
  - Newspaper interviews and advertising
  - Municipal newsletters
  - Attendance at public hearings
  - Attendance at community meetings, both government and organization-hosted, i.e., Chambers of Commerce, Rotary Clubs, churches, environmental groups, etc.
  - Development and online hosting of dedicated online site, [www.mass.goodenergy.com](http://www.mass.goodenergy.com)
  - Billboard signage
  - Informational flyers
5. Prepare a municipal load aggregation plan and energy plan (the “Plans”) in consultation with the Municipality and the Massachusetts Division of Energy Resources, addressing, among other things, the following issues as applicable:
  - Detailed process and consequences of municipal electricity aggregation
  - Universal access, reliability and equitable treatment of all customer classes
  - Request for proposal – summary
  - Organizational structure – roles and responsibilities
  - Program operations – education, outreach and opt-out process
  - Rate setting and other costs
  - Program funding – expenses and fees
  - Methods for entering and terminating agreements associated with the plans
  - Rights and responsibilities of participants
  - Activation and termination of the plans
  - Constituent notification and enrollment
  - Description of annual reporting
  - Program move-ins and move-outs
  - Green power - renewable energy
  - Program education initiative
  - Demand management and energy efficiency program
  - Electric Service Agreement
  - Pricing methodology
  - Eligible customer service classes
  - Competitive supplier selection criteria
  - Selected competitive supplier responsibilities
  - Liability

6. Prepare bid specifications and the procurement of competitive bids for a licensed, competitive supplier for electric service, based on the most advantageous proposal, price and other factors considered, with final selection of a competitive supplier being decided by the Municipality.
  7. Lead and assist with all required consultations and filings with the Division of Energy Resources and the Department of Public Utilities in regards to the Plans.
  8. Develop the contract terms and conditions for the Electric Service Agreement between Municipality and the recommended successful competitive supplier(s) and any required customer notifications consistent with the approved Plans.
  9. Assist with negotiations of an Electric Service Agreement with the selected licensed competitive supplier, to the extent permitted by law.
  10. Determine the number and identity of customers who did not affirmatively decline to participate in the aggregation program.
  11. Lead and be responsible for post-purchase program delivery and on-going daily monitoring.
- B. Give prompt notice to Municipality should the Service Provider observe or otherwise become aware of any fault or deficit in the Program or any nonconformance with the Electric Service Agreement.
  - C. Remit to Municipality after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials.
  - D. Comply with all statutes, ordinances, laws, rules and regulations, which may be applicable to the services provided hereunder.
  - E. Service Provider shall be permitted, with prior written approval of the Municipality, to subcontract any and all of the Services herein to a consultant or sub-consultant that is qualified and duly licensed to the extent required by law. In the event the Services of a consultant or sub-consultant are utilized, Service Provider shall submit copies of any and all licenses and registrations to the Municipality.

## II. Obligations of Municipality

Municipality shall:

- A. Obtain all required authorizations to: (i) initiate aggregation of electric load and adopt an aggregation plan and energy plan pursuant to M.G.L. c. 164, section 134; (ii) enter into this Services Agreement; and (iii) enter into an Electric Service Agreement(s) with a competitive supplier(s).
- B. Use reasonable efforts to secure release of data applicable to the Program held by others, including but not limited to residential and non-residential customer account and load information.

- C. Give prompt notice to the Service Provider should Municipality observe or otherwise become aware of any fault or deficit in the Program or any nonconformance with the Electric Service Agreement.
- D. Cooperate in the development of the Plans and all required regulatory consultations, filings and proceedings.
- E. Assist the Service Provider by placing at its disposal all public information pertinent to the services for the project, upon reasonable request.
- F. Nothing herein shall be construed to require the Municipality to approve an Electric Service Agreement with a competitive supplier.

**III. Term and Termination** The Agreement shall commence on the 25<sup>th</sup> day of November, 2014 and shall continue through the full term, or any extension or early termination thereof, of any Electric Service Agreement(s) between the Municipality and a competitive supplier entered into during the term of this Agreement, or as otherwise mutually agreed to by Municipality and the Service Provider. Municipality may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Municipality prior to expiration of the current Electric Service Agreement(s), Service Provider shall be paid the fee included for Service Provider in the Electric Service Agreement for the volume of electricity purchased for the Program by the current competitive supplier(s) from the date of the termination of this Agreement through the next meter read date following the date of expiration of the current Electric Service Agreement(s).

**IV. Payment** Subject to the Municipality's termination rights described in Section III, Municipality agrees that Service Provider fees will be paid by the selected competitive supplier per kWh (volumetrically) for electricity purchased for the duration of the Electric Service Agreement. Such fees will be \$0.001 per kWh. In the event the Municipality elects not to proceed with the program, the Service Provider shall not receive a fee.

**V. Relationship of the Parties** The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Municipality. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Municipality of a partnership, association, or joint venture.

**VI. Indemnification**

- A. **Professional Liability.** Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify, defend and save Municipality, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the Service Provider or its employees.
- B. **Non-Professional Liability (General Liability).** To the fullest extent permitted by law, the Service Provider and Municipality shall mutually indemnify, defend and hold harmless the other, and the respective officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the other, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself), including loss of use resulting therefrom, but only to the extent caused to in whole or in part by the acts or



omissions of the Service Provider or Municipality, its agents, or anyone directly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim damage, loss or expense is caused in part by a party indemnified hereunder. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

## **VII. Insurance**

- A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim/annual aggregate to protect itself from any claim arising out of the performance of professional services and caused by negligent acts or omissions for which the Service Provider may be legally responsible, with a deductible not to exceed \$50,000 without prior written approval. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.
- B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance as set forth in the Certificate of Liability Insurance of Good Energy.
- C. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified.
- D. Service Provider agrees to require any consultant or sub-consultant providing services hereunder to maintain insurance of the type and amounts provided in this section.

## **I. Right to Audit**

- A. Service Provider represents that the individuals employed by the Service Provider in any capacity, including, but not limited to, employees, subcontractors and independent contractors, are authorized to work in the United States. The Service Provider represents that it has completed the I-9 verification process for all individuals the Service Provider has performing services for Municipality. Municipality maintains the right to audit the Form I-9s for all individuals the Service Provider has performing services for Municipality every six (6) months. Municipality will provide the Service Provider with five (5) days advanced written notice of its intent to perform a Form I-9 audit. In response to Municipality's audit request, the Service Provider shall provide copies of all Form I-9s and any supporting documentation for all individuals who the Service Provider had performing services for Municipality at any time subsequent to the date upon which Municipality gave notice of the preceding Form I-9 audit.
- B. The Service Provider agrees to indemnify Municipality in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.
- C. Service Provider agrees to require any consultant or sub-consultant providing services hereunder to represent that any of its employees, subcontractors, agents and independent contractors are authorized to work in the United States and that it has completed the I-9 verification process for all individuals performing services hereunder. In addition,

Service Provider shall cause any consultant or sub-consultant to indemnify, defend and hold harmless Municipality in accordance with Section VI of the Agreement.

#### VIII. Taxes and Certifications

- A. Service Provider is subject to and responsible for all applicable federal, state, and local taxes, and certifies that it has complied with all laws relating to taxes and related reporting and withholding requirements in accordance with M.G.L. c. 62C, sec. 49A(B).
- B. Municipality represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request.
- C. Service Provider has the following identification number for income tax purposes: 43-2003973
- D. Service Provider certifies that it is not debarred from entering into a public contract in the Commonwealth of Massachusetts pursuant to M.G.L. c. 29, sec.29F.

**X. Assignment** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment. Nothing contained herein shall limit the Service Provider's ability to subcontract any or all of the services as provided in Section I.E, above.

**XI. Entire Agreement / Amendment** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by the duly authorized representatives of both parties in accordance with the laws of the Commonwealth of Massachusetts.

**XII. Discrimination** To the extent the following applies, Service Provider shall reasonably comply with all federal, state and local laws, rules and regulations applicable to the work including without limitation the requirements of M.G.L. c. 151B, Title VII of the Civil Rights Act of 1964, Title 11 of the American With Disabilities Act of 1990, and any and all rules, waivers, regulatory guidance and regulations promulgated by the Department of Public Utilities.

#### XIII. Confidential and Proprietary Information

- A. Notwithstanding anything to the contrary set forth herein, the Parties are not required to disclose information which they reasonably deem to be proprietary or confidential in nature, including trade secrets, pursuant any applicable statute or regulation including M.G.L. c. 25, sec. 5D and M.G.L. c. 30A. The Parties agree that any information disclosed by a Party and designated as proprietary and confidential shall only be disclosed to those officials, employees, representatives, and agents of the other Party that have a need to know in order to administer and enforce this Agreement. Compliance by the Service Provider or the Municipality with the state open meeting requirements, or with a decision or order of a court or governmental entity with jurisdiction over the Municipality, shall not be a violation of this Section, provided the Party takes all reasonable actions to protect any proprietary or confidential information from public disclosure including discussion of such matters in executive session as provided under M.G.L. c. 30A, sec. 21.


- B. Ownership of Data and Documents** All data and information, regardless of its format, developed or obtained under this Agreement ("Data"), other than the Service Provider's confidential information, will remain the sole property of the Municipality. The Service Provider must promptly deliver all Data to the Municipality at the Municipality's request. The Service Provider is responsible for the care and protection of the Data until that delivery. The Service Provider may retain one copy of the Data for the Service Provider's records, subject to the Service Provider's continued compliance with the provisions of this Contract.
- C. Limitations on customer information** Both Parties acknowledge and agree that the customer information is subject to, and must be maintained in compliance with, the limitations on disclosure of the customer information pursuant to applicable laws and regulations, Municipality agrees that customer-specific information provided to the Municipality in accordance with the Program and any agreements with the applicable LDC shall be treated as confidential. To protect the confidentiality of customer information:
1. Service Provider access to customer information is limited to those authorized representatives or duly licensed consultants of Service Provider, or any authorized third party, who have a legal need to know the information for purposes of this Agreement.
  2. Service Provider warrants that it will not disclose, use, sell, or provide Customer Information to any person, firm or entity for any purpose outside of the aggregation program.
  3. Service Provider and Municipality acknowledge that customer information remains the property of the Municipality and that material breaches of confidentiality will constitute a default of this Agreement.
- D. Proprietary Rights, Survival** Each Party acknowledges the proprietary rights of the other Party in and to any confidential information. The obligations under this Article XII shall survive the conclusion or termination of this Agreement for two (2) years.
- XIV. Governing Law/Venue** Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the Commonwealth of Massachusetts, in any court of competent jurisdiction.
- Municipality and Service Provider hereby knowingly waive the right to trial by jury in any action arising out of or relating to this Agreement. This waiver does not apply to personal injury actions or to any action in which another party, not bound by such a waiver, demands trial by jury. This waiver is knowingly, intentionally and voluntarily made by the Parties. The Municipality and Service Provider further agree to be joined as a party in any dispute for which the other is subject to trial, arbitration or other dispute resolution process involving the Services provided under this agreement.
- XV. Severability** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible, achieves the same objectives as the severed

provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

**XVI. Paragraph Headings** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 25<sup>th</sup> day of November, 2014.

MUNICIPALITY

  
\_\_\_\_\_

BY: Robert J. Dolan  
Mayor

**GOOD ENERGY, L.P.**

By: Good Offices Technology Partners, LLC, general partner

BY:   
Maximilian Hoover  
Manager

# **ATTACHMENT 2**

## **CITY OF MELROSE COMMUNITY ELECTRICITY AGGREGATION**

### **MUNICIPAL AGGREGATION PLAN**

Prepared with

**GOOD ENERGY, L.P.**

TABLE OF CONTENTS

- Introduction ..... 1
- I. Key Features ..... 1
  - Product Options ..... 1
    - 1. Standard Product – Melrose Local Green ..... 2
    - 2. Optional Products ..... 2
      - 1. Melrose Basic ..... 2
      - 2. Melrose Premium Local Green ..... 2
- II. Statutory Requirements ..... 3
  - 1. Local Approval ..... 3
  - 2. Consultation with DOER ..... 3
- III. Elements of the Plan ..... 3
  - 1. Organizational Structure ..... 4
  - 2. Operations ..... 5
    - a. Issue RFP for power supply and select competitive supplier ..... 5
      - i. Power supply ..... 5
      - ii. RECs for optional green product ..... 6
    - b. Implement public information program including 30 day opt-out notice ..... 7
      - i. Broad-based education efforts ..... 7
      - ii. 30 day opt-out notice ..... 8
    - c. Enroll customers and provide service including quarterly notifications ..... 8
    - d. Annual report to DOER ..... 9
  - 3. Funding ..... 10
  - 4. Rate Setting and Other Costs to Participants ..... 10
  - 5. Method of Entering and Terminating Agreements with Other Entities ..... 11
  - 6. Rights and Responsibilities of Program Participants ..... 11
  - 7. Extension or Termination of Program ..... 12
- IV. Substantive Requirements ..... 12
  - 1. Universal access ..... 12
  - 2. Reliability ..... 13
  - 3. Equitable Treatment of all Customer Classes ..... 13
- V. Planned Schedule ..... 15
- VI. Conclusion ..... 15

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

## *Municipal Aggregation Plan*

### Introduction

The City of Melrose (“Municipality”) has developed the Community Electricity Aggregation Program (the “Program”) with the goal of bringing the benefits of low cost power, renewable energy, and electricity choice to its residents and businesses. The Program, as described in this aggregation plan (the “Plan”), is part of the efforts of the Municipality to promote environmental sustainability and economic growth.

Before being implemented, the Plan must be reviewed and approved by the Massachusetts Department of Public Utilities (the “Department”). The Department will ensure that the Program satisfies all of the statutory requirements, including that the Plan provides universal access, a reliable power supply and equitable treatment for all customer classes. This Plan was developed to demonstrate that the Program of the Municipality satisfies all of the requirements necessary for the Department’s approval.

#### I. Key Features

The key features of the Program will include:

**Price protection:** The Municipality will secure its power supply by requesting competitive bids from the largest and most experienced power suppliers serving the region. This competition will be designed to result in the best possible price. The Municipality will only launch the aggregation when it obtains a bid that meets the criteria set by the municipal officials. It is also the objective of the Municipality to support the development of additional green resources through the purchase of a higher level of Renewable Energy Certificates (“RECs”). In requesting bids to serve its customer load, the Municipality may act individually or as part of a Buying Group with other municipalities.

**Consumer protection:** The Program of the Municipality will include the strongest consumer protections, including the ability for any customer to leave the program at any time with no charge. There will be no hidden charges of any kind.

**Product options:** The Municipality and its residents recognize the importance of developing a sustainable energy environment, reducing greenhouse gas emissions and supporting the development of renewable energy generating resources that will provide additionality (i.e. adding new renewable generation to the ISO-NE grid). It is the objective of municipal officials to promote sustainable energy through the purchase of RECs while at the same time providing energy at affordable levels to the residents of the Municipality.

*Municipal Aggregation Plan*

**Standard Product:** Melrose intends to offer the Melrose Local Green product as its standard product. The Melrose Local Green product is expected to include 5% green energy above the Renewable Portfolio Standard (“RPS”) required by the Commonwealth, with the exact amount yet to be determined. This product is intended to include as many RECs produced by renewable energy generating resources located in the Commonwealth as possible. The exact percentage of green energy to be included in Melrose Local Green will be determined after the receipt of bids from competitive suppliers. Including additional green energy in the standard product enables customers to have a meaningful impact on the reduction of greenhouse gas emissions through the support of local renewable energy sources.

**Optional Products:** Melrose intends to offer two optional products that provide customers with a wide range of possible choices for their electricity needs:

Melrose Basic: Some customers may feel that the amount of green energy required by the RPS in the Commonwealth includes a sufficient amount of RECs to fulfill their renewable energy objectives. This product offers the same amount of green energy offered in the Basic Service of the Local Distribution Company as required by law.

Melrose Premium 100% Local Green: For customers that want more green electricity generated from renewable energy resources than is offered by Melrose Local Green, this product offers up to a 100% green energy option. The exact amount of green energy to be included with this product will be determined at a later date and will be the same for all customers choosing this option. This enables customers who chose this option to have a more meaningful impact on the reduction of greenhouse gas emissions through the support of local renewable energy sources.

Any charge for the additional green energy would be included in the rate submitted to the Local Distribution Company or be purchased separately as RECs from a third party.

**Coordination with energy efficiency programs:** Energy efficiency programs help residents reduce their energy consumption. The aggregation program will coordinate with energy efficiency programs administered by the Local Distribution Company to help more residents reduce their energy use and cost. This plan does not include those services outlined in G.L. Chapter 164, Section 134(b).

**Renewable energy:** The Municipality may seek to purchase a portion of the RECs from renewable energy generators and include these RECs in a green product. If



### *Municipal Aggregation Plan*

RECs are obtained through the Competitive Supplier, any charge for these RECs would be included in the same rate submitted to the Local Distribution Company.

## II. Statutory Requirements

The municipal aggregation statute, G.L. Chapter 164, Section 134, sets out the requirements that a plan must meet in order to be approved by the Department. Those requirements include procedural requirements, specified plan elements and substantive requirements. The Plan of the Municipality satisfies all of these requirements, as discussed below.

### 1. Local Approval

The municipal aggregation statute requires that the Municipality obtain approval from the local governing authorities before initiating the development of the plan. The Municipality satisfied the local approval requirement when the Town Meeting voted to initiate the process of municipal aggregation. Documents authorizing the aggregation, including certifications of votes taken, are contained in the Historical Overview.

### 2. Consultation with the Department of Energy Resources and Other Parties

The aggregation statute also requires that the Municipality consult with the Department of Energy Resources (“DOER”) in developing the plan. The Municipality submitted a draft of the Plan to DOER and municipal officials and / or their Aggregation Consultant met with DOER to discuss that draft. DOER provided many helpful comments on the draft and the Municipality incorporated the DOER’s input into the final version of the Plan.

The Municipality has also provided an opportunity for input from the Local Distribution Company. The Aggregation Consultant provided the Local Distribution Company with a draft model plan that reflects prior input from the Local Distribution Companies and will continue to provide an opportunity for further comment from the Local Distribution Company on the Plan.

The Municipality has made the Plan available for review by its citizens, including discussing the Plan at one or more public meetings, as noted in the Historical Overview (Attachment 1).

## III. Elements of the Plan

General Law c. 164, section 134 requires that an aggregation plan contain the

*Municipal Aggregation Plan*

following elements:

- Organizational structure
- Operations
- Funding
- Details on rate setting and other costs to participants
- The method of entering and terminating agreements with other entities
- The rights and responsibilities of program participants
- The procedure for termination of the program

The incorporation of each of these elements in the Plan is discussed below.

### 1. Organizational Structure

The organizational structure of Program will be as follows:

**Mayor and Board of Aldermen:** The Plan will be approved by the Board of Aldermen, the elected representatives of the citizens of the Municipality, and overseen by the Mayor or designee of the Mayor. The Mayor or designee(s) of the Mayor will be responsible for making decisions and overseeing the administration of the Program with the assistance of the Aggregation Consultant. Prior to the receipt of bids from Competitive Suppliers, the designee(s) of the Mayor shall be specifically authorized to enter into an Electric Service Agreement (“ESA”) under parameters specified by the Mayor.

**Aggregation Consultant:** The Aggregation Consultant will manage certain aggregation activities under the direction of the Mayor or designee of the Mayor. Their responsibilities will include managing the supply procurement, developing and implementing the public education plan, interacting with the Local Distribution Company and monitoring the supply contract. Through a competitive procurement process, as outlined in the Historical Overview, the Municipality has selected Good Energy, L.P. to provide these services.

**Competitive Supplier:** The Competitive Supplier will provide power for the aggregation, provide customer support including staffing an 800 number for customer questions, and fulfill other responsibilities as detailed in the ESA. The Competitive Supplier shall be required to enter into an individual ESA with the Municipality under terms deemed reasonable and appropriate for the City’s constituents by the Mayor.

**Buying Group:** The Municipality may elect to join with other municipal aggregators in combining its load for purposes of soliciting bids from Competitive Suppliers. The purpose of the Buying Group is to allow municipal aggregators to capture the benefits

*Municipal Aggregation Plan*

of collective purchasing power while retaining full municipal autonomy. The Municipality shall be represented by the designee(s) of the Mayor on the executive committee of the Buying Group. The Municipality, through its designee as specifically authorized by the Mayor, shall select a Competitive Supplier based on the needs of the Municipality and shall not be required to select the same terms or Competitive Supplier as other members of the Buying Group.

## 2. Operations

Following approval of the Plan by the Department, the key operational steps will be:

- a. Issue an RFP for power supply and select a competitive supplier
- b. Implement a public information program, including a 30-day opt-out notice
- c. Enroll customers and provide service, including quarterly notifications

The implementation of an aggregation requires extensive interaction between the Municipality, the Competitive Supplier, and the Local Distribution Company.

- a. Issue an RFP for power supply and select a competitive supplier

- i. Power supply

After the Department approves the Plan, the next step is to procure a contract for power supply.

The Municipality will solicit bids from leading competitive suppliers, including those currently supplying aggregations in Massachusetts and other states. In seeking bids from competitive suppliers, the Municipality may solicit bids for its load individually or as part of a Buying Group with other municipal aggregators. The RFP will require that the supplier satisfy key threshold criteria, including:

- Licensed by the Department
- Strong financial background
- Experience serving the Massachusetts competitive market or municipal aggregations in other states
- Demonstrated ability, supported by references, to provide strong customer service

In addition, suppliers will be required to agree to the substantive terms and conditions of the ESA, including, for example, the requirement to:

- Provide all-requirements service at a fixed price

*Municipal Aggregation Plan*

- Allow customers to exit the program at any time with no charge
- Agree to specified customer service standards
- Comply with all requirements of the Department and the Local Distribution Company

The Municipality will solicit price bids from suppliers that meet the threshold criteria and agree to the terms and conditions of the ESA. The Municipality will request bids for a variety of term lengths (e.g. 12, 24, 36 or 48 months) and for power from different sources. Prior to delivery of the bids, the Mayor shall provide authorization to its designee(s) to select a bid and enter into an ESA based upon parameters the Mayor deems appropriate for its constituents. In consultation with its Aggregation Consultant, the designee(s) of the Municipality will evaluate the bid results including price, term and source. Whether the Municipality conducts an individual solicitation or participates in a solicitation with a Buying Group, at the conclusion of the bidding process it will select a price, term and supplier appropriate for its constituents. Participation in the Buying Group shall not require the Municipality to select the same price, terms or supplier as other members of the Buying Group. If none of the bids is satisfactory, the Municipality will reject all bids and repeat the solicitation for bids as often as needed until market conditions yield a price that is acceptable. The Municipality will only accept a bid that enables it to launch the aggregation with a price, terms and characteristics that meet the criteria set by their municipal officials.

ii. RECs for a green product

In addition to soliciting bids for power supply that meet the required Massachusetts RPS obligation, the Municipality intends to solicit bids for a supply of RECs for its green products. It is the goal of the Municipality to achieve additionality in its product offerings, thus contributing greater renewable resources to the ISO-NE grid and reducing GHG emissions. The Mayor, or their designee, will determine the appropriate level of green products to be included with the standard product and the optional products based upon their assessment of market conditions and what would be in the best interest of consumers at the time of the power supply solicitation. All RECs, above those required by the RPS, are expected to be Mass Class I eligible RECs. The Municipality may seek RECs from a variety of renewable sources, and will choose the best combination of environmental benefit and price.

The Municipality will require bidders to identify the technology, vintage, and location of the renewable generators that are the sources of the RECs. It will also require that the RECs be created and recorded in the New England Power Pool Generation Information System or be certified by a third party. The Municipality may provide customers with renewable generation source information through a variety of vehicles including the program web site, content disclosure labels and the opt-out letter.

*Municipal Aggregation Plan*

b. Implement public information program including 30-day opt-out notice

Once a winning supplier is selected, the Municipality will implement a public education program.

The delivery of a comprehensive and professional public education plan and associated materials are crucial to ensuring understanding of, acceptance of and participation in the aggregation. The Municipality has already begun to build enthusiasm for and understanding of the aggregation through community-wide events and presentations. As a result, the Municipality anticipates a high level of awareness about the aggregation by the time the supply contract is signed.

At the time of launch, the Municipality will build on this existing public awareness. The Municipality will use a variety of media to communicate the objectives of the plan, the primary terms and conditions of the contract and the right to opt out at any time.

The public education plan will include both broad-based efforts and a 30-day opt-out notice to be mailed to every customer on basic service. This information will be made available in multiple languages where appropriate.

i. Broad-based education efforts

The broad-based efforts will take advantage of traditional media and the Web to ensure as many people as possible learn about the aggregation. Planned elements include:

- An announcement introducing the program and the competitive supplier, which will be sent to media contacts at local newspapers and other outlets identified as valuable by municipal officials such as the Melrose Chamber of Commerce.
- Dedicated informational Web pages that explain the aggregation plan, community benefits, the opt-out process and other helpful information. This site will be available during the initial educational outreach and also on an ongoing basis so that customers can find information about the program for its duration.
- A community-wide presentation at a public meeting, open to all residents, as well as targeted presentations to vulnerable populations such as the senior community
- An inclusion of an announcement about the aggregation on the Municipality website, the Mayor's blog and other social media.
- A toll-free customer information and support hotline

*Municipal Aggregation Plan*

- A presentation on the local cable access network.
- An informational FAQ for the employees of the Municipality to ensure they can confidently answer any questions.
- Informational documents that mirror the aggregation web page content and can be used as handouts during the community presentations. These materials will also be made available through the web site as down-loadable files and in the municipal offices and other public buildings.

The Municipality will develop a detailed timeline for these efforts, as the launch gets closer.

ii. 30-day opt-out notice

In addition to the broad-based education initiatives, a 30-day opt-out notice will be mailed to every customer on Basic Service with the Local Distribution Company. The notice will have the appearance of an official communication of the Municipality, and it will be sent in an envelope clearly marked as containing time-sensitive information related to the program. The notice will: (1) introduce and describe the program; (2) inform customers of their right to opt-out and that they will be automatically enrolled if they do not exercise that right; (3) explain how to opt-out; and (4) prominently state all program charges and compare the price and primary terms of Municipality's competitive supply to the price and terms of the current Basic Service offering provided by the Local Distribution Company. The notice will indicate that because of market changes and differing terms, the Program cannot guarantee savings compared to Basic Service over the full term of the Program. The opt-out procedure is attached to this Plan as Exhibit A.

The direct mailing will include an opt-out reply card and envelope. Customers will have 33 days from the date of the mailing to return the reply card if they wish to opt out of the program and the opt-out notice shall identify the return date by which the reply envelope must be mailed and postmarked. The competitive supplier shall allow an additional 3 days from the return date for receipt of the opt-out replies before initiating automatic enrollments in the Program. The notice will be designed by Good Energy and the Municipality and printed and mailed by the competitive supplier, who will process the opt-out replies. The competitive supplier will provide a pre-stamped envelope for return of the opt-out reply card in order to protect customer privacy. A sample of a draft opt-out notice and reply card are attached to this Plan as Exhibit B.

c. Enroll customers and provide service including quarterly notifications

After the completion of the 30-day opt-out period, the competitive supplier will enroll into the Program all customers on Basic Service with the Local Distribution Company

*Municipal Aggregation Plan*

who did not opt-out. All enrollments and other transactions between the competitive supplier and the Local Distribution Company will be conducted in compliance with the relevant provisions of Department regulations, Terms and Conditions for Competitive Suppliers, and the protocols of the Massachusetts Electronic Business Transactions Working Group.

Once customers are enrolled, the Program will provide all-requirements power supply service. The Program will also provide ongoing customer service, maintain the Program web site, and process new customer enrollments, ongoing opt-outs, opt-back-ins, and customer selections of optional products. Prior to the expiration of the initial ESA, the Municipality intends to solicit a new power supply agreement.

As part of its ongoing service, the Municipality will provide the quarterly disclosure information required by G.L. c. 164, § 1(F)(6) and 220 C.M.R. § 11.06. Like the other Massachusetts aggregations, the Municipality requests a waiver from the requirement that the disclosure label be mailed to every customer and seeks permission instead to provide the information through alternative means, including press releases, public service announcements on cable television, postings at municipal offices and postings on the program website. As the Department has found with other aggregations, this alternate information disclosure strategy will allow the Municipality to provide the required information to its customers as effectively as quarterly mailings.

Also as part of ongoing operations, the Municipality intends to coordinate the aggregation program with existing energy efficiency programs that have helped residents reduce their energy usage and cost. The Municipality will cooperate with the Local Distribution Company responsible for administering the energy efficiency programs. The specifics of this coordination will be developed as the aggregation program gets closer to launch. It is anticipated that at a minimum there would be cross participation whereby aggregation program customers would be encouraged to participate in energy efficiency programs and those customers who participate in energy efficiency programs would be encouraged to consider a green product offered by the aggregation program.

d. Annual report to DOER

On an annual basis, the Municipality will report to the Department and the DOER on the status of the aggregation program, including the number of customers enrolled and opting-out, kilowatt-hour usage, customer savings, participation in green products, and such other information as the Department or DOER may request.

*Municipal Aggregation Plan*

### 3. Funding

All of the costs of the Program will be funded through the ESA.

The primary cost will be the charges of the competitive supplier for the power supply. These charges will be established through the competitive solicitation for a supplier.

The administrative costs of the Program will be funded through a per kilowatt-hour aggregation fee that will be paid by the competitive supplier to the Aggregation Consultant, as specified in the ESA. This aggregation fee will cover the services of the Aggregation Consultant, including developing the aggregation plan, managing the Department's approval process, managing the supply procurement, developing and implementing the public education plan, providing customer support, interacting with the Local Distribution Company, monitoring the supply contract, and providing ongoing reports. This charge has been set at \$0.001 per kilowatt-hour.

### 4. Rate Setting and Other Costs to Participants

As described above, the power supply charges of the aggregation program will be set through a competitive bidding process and will include the aggregation fee. Prices, terms, and conditions may differ among customer classes, which classes will be the same as the Basic Service customer classes of the Local Distribution Company. The frequency of price changes will be determined through the competitive bid process. The Municipality expects to solicit bids for a number of different contract terms. Prices may change as specified in the winning bid and customers will be notified of price changes through media releases and postings on the aggregation web site.

If there is a change in law that results in a direct, material increase in costs during the term of the ESA (see Articles 7.4.4 and 17 of the ESA), the Town and the competitive supplier will negotiate a potential change in the program price. At least 30 days prior to the implementation of any such change, the Town will notify consumers of the change in price by issuing a media release and posting a notice in town hall and on the program website.

The Program affects only the electricity supply charges of the customers. Delivery charges will be unchanged and will continue to be charged by the Local Distribution Company in accordance with tariffs approved by the Department.

Participants in the aggregation will receive one bill from the Local Distribution Company that includes both the power supply charge of the Competitive Supplier and the delivery charge of the Local Distribution Company.



*Municipal Aggregation Plan***5. Method of Entering and Terminating Agreements with Other Entities**

The process for entering, modifying, enforcing, and terminating all agreements associated with the Plan will comply with the municipal charter, federal and state law and regulations, and the provisions of the relevant agreement.

The Municipality plans to use the same process described in Section III (2) of this Plan to solicit bids and enter into any subsequent ESAs with the assistance of its then-current aggregation consultant. Customers will be notified of subsequent ESAs through press releases and public notices. The transfer of customers from the existing supplier to the new supplier will be coordinated with the LDC using established EDI protocols.

If the Municipality determines that it requires the services of an aggregation consultant after expiration of the existing agreement with Good Energy, it will evaluate opportunities to solicit an aggregation consultant individually or as part of a group of municipalities aggregating the electric load of their respective consumers. The Municipality will solicit proposals for, and evaluate, potential aggregation consultants using a competitive procurement process or alternative procedure which the Municipality determines to be in the best interest of its consumers and consistent with all applicable local, state and federal laws and regulations.

**6. Rights and Responsibilities of Program Participants**

All participants will have the right to opt-out of the Program at any time without charge. They may exercise this right by any of the following: 1) calling the 800 number of the Competitive Supplier; 2) contacting the Local Distribution Company and asking to be returned to Basic Service; or 3) enrolling with another competitive supplier.

All participants will have available to them the consumer protection provisions of Massachusetts's law and regulations, including the right to question billing and service quality practices. Customers will be able to ask questions of and register complaints with the Municipality, the Aggregation Consultant, the Competitive Supplier, the Local Distribution Company and the Department. As appropriate, the Municipality and the Aggregation Consultant will direct customer complaints to the Competitive Supplier, the Local Distribution Company or the Department.

Participants will continue to be responsible for paying their bills and for providing access to metering and other equipment necessary to carry out utility operations.

*Municipal Aggregation Plan*

## 7. Extensions or Termination of Program

Prior to the end of the term of the initial ESA, the Municipality will solicit bids for a new supply agreement and plans to continue the program with the same or new competitive supplier.

Although the Municipality is not contemplating a termination date, the program could be terminated upon the termination or expiration of the ESA without any extension, renewal, or negotiation of a subsequent supply contract, or upon the decision of the Board of Aldermen or Mayor to dissolve the program effective on the end date of any outstanding ESA. In the event of termination, customers would return to the Basic Service of the Local Distribution Company, unless they choose an alternative competitive supplier. The Municipality will notify customers of a planned termination of the program through media releases and postings on the aggregation web site.

The Municipality will notify the Local Distribution Company of the planned termination or extension of the Program. In particular, the Municipality will provide the Local Distribution Company notice: (1) 60 days prior to a planned termination of the program; (2) 90 days prior to the end of the anticipated term of the ESA; and (3) four business-days after the successful negotiation of a new electric service agreement. In the event of the termination of the Program, it is the responsibility and requirement of the Competitive Supplier to return the customers to Basic Service of the Local Distribution Company in accordance with the then applicable Electronic Data Interchange (“EDI”) rules and procedures.

## IV. Substantive Requirements

The municipal aggregation statute also requires that the aggregation plan satisfy three substantive requirements:

- Universal access
- Reliability
- Equitable treatment of all customer classes

The Program of the Municipality will satisfy all three requirements, as outlined as follows:

### 1. Universal Access

The Plan provides for universal access by guaranteeing that all customer classes will be included in the Program under equitable terms.

### *Municipal Aggregation Plan*

All customers will have access to the Program. All existing customers on Basic Service with the Local Distribution Company will be automatically enrolled in the Program unless they choose to opt-out.

When new customers move into the Municipality, they will initially be enrolled in Basic Service with the Local Distribution Company. New customers will receive an opt-out notice and at the end of the 30-day opt-out period they will be enrolled in the Program unless they elect to opt-out.

New residential and small commercial customers will be enrolled at the same price as the existing customers. All other commercial and industrial customers (medium to very large) joining the Program after program initiation will be enrolled at a price that reflects market prices at the time of enrollment.

All customers will have the right to opt-out of the Program at any time with no charge. Customers that opt-out will have the right to return to the Program at a price that reflects market prices at the time of their return.

#### 2. Reliability

Reliability has both physical and financial components. The Program will address both through the ESA with the Competitive Supplier. From a physical perspective, the ESA commits the Competitive Supplier to provide all-requirements power supply and to use proper standards of management and operations. The Local Distribution Company will continue to remain responsible for delivery service, including the physical delivery of power to the consumer, maintenance of the delivery system, and restoration of power in the event of an outage. From a financial perspective, the ESA requires the Competitive Supplier to pay actual damages for any failure to provide supply at the contracted rate (i.e., to pay the difference between the contract rate and the utility supply rate). The ESA requires the Competitive Supplier to maintain insurance and the Request for Proposals for a Competitive Supplier will require that an investment-grade entity either execute or guarantee the ESA. Accordingly, the Program satisfies the reliability requirement of the statute.

#### 3. Equitable Treatment of all Customer Classes

The municipal aggregation statute requires “equitable” treatment of all customer classes. The Department has determined that this does not mean that all customers must be treated “equally,” but rather that similarly-situated classes be treated “equitably.” In particular, the Department has allowed variations in pricing and terms and conditions among customer classes to account for the disparate characteristics of those classes.

The Program makes four distinctions among groupings of customers. First, the Program will distinguish among customer classes (residential, small business, medium and large business) by soliciting separate pricing for each of those classes. The Program will use the same customer classes the Local Distribution Company uses for the Basic Service pricing.

*Municipal Aggregation Plan*

Second, the Program will distinguish between customers receiving the standard product and customers that affirmatively choose an optional product. Customers selecting an optional product will be charged the price associated with that product.

Third, the Program will distinguish between customers that join the program through an opt-out process and customers that join through an opt-in process. Customers that join through an opt-out process include the initial customers and new customers that move into the Municipality after the program start-date. All initial customers will receive the standard program pricing for their rate class. As described above under “Universal Access,” among new customers, the Program will distinguish between new residential and small commercial customers, who will receive the standard program pricing, and all other commercial and industrial customers, who will receive pricing based on market prices at the time the customer joins the Program.

Finally, customers that join by opting in include two types of customers: a) customers that did not become part of the Program initially because they were being served by a competitive supplier but then later join the Program; and b) customers re-joining the Program after having previously opted out. Those customers that were being served by a competitive supplier at program initiation but who later join the Program will be treated the same as new customers – residential and small commercial customers will receive the standard program pricing and all other commercial and industrial customers will pay a price based on the then-current market rates. All customers that join the Program after having previously opted out will be offered a price based on then-current market rates rather than the standard contract price. This distinction is designed to limit any incentive for frequent switching back and forth between the aggregation program and Basic Service of the Local Distribution Company.

*Municipal Aggregation Plan*

V. Planned Schedule

Day	Action or Event
1	Issue RFP for Competitive Supplier
31	ESA executed between Municipality and Competitive Supplier
32	Competitive Supplier notifies Local Distribution Company to prepare eligible consumer data of the Municipality; broad-based educational campaign begins
33	Competitive Supplier begins EDI testing with Local Distribution Company.
44	Competitive Supplier receives eligible consumer data from Local Distribution Company
48	Competitive Supplier mails opt-out notice and reply cards with pre-paid envelopes to all eligible consumers, identifying the return date by which the reply card envelopes must be mailed and postmarked
51	Eligible consumers receive opt-out notice in the mail
63	Competitive Supplier completes EDI testing with Local Distribution Company.
81	Return date by which consumers deciding to opt-out must mail reply card in pre-paid envelope to Competitive Supplier.
85	Competitive Supplier removes all eligible consumers who opt out from the eligible list
85	Competitive Supplier sends “supplier enrolls customer” EDI for all participating consumers.
90	Service begins as of each customer's next meter read date

The planned schedule is presented for illustrative purposes. The final schedule will be established when the Municipality receives regulatory approval.

VI. Conclusion

The Community Electricity Aggregation Program meets all of the requirements of the municipal aggregation statute, including providing universal access, a reliable power supply and treating all customer classes equitably. The Municipality looks forward to the approval of this Plan by the Department so that they can launch the Program and pursue the benefits of low cost power, renewable energy, and electricity choice for its residents and businesses.

## EXHIBITS

- A. Customer Enrollment, Opt-Out, and Opt-In Procedures
- B. Sample Customer Notification Letter and Opt-Out Card/Envelope

## Customer Enrollment, Opt-Out and Opt-In Procedures

The following protocols describe the procedures for customer enrollment, opt-out, and opt-in. The protocols are designed to be consistent with the Terms and Conditions for Competitive Suppliers of the Local Distribution Company. In the event of a conflict between these protocols and those Terms and Conditions, the Terms and Conditions shall govern.

### 1. Pre-Enrollment Opt-Out Notice, Pre-Enrollment Opt-Out Procedure, and Initial Enrollment

#### 1.1. Opt-Out Notice and Reply Card

1.1.1. The Aggregation Consultant and the Municipality will design an Opt-Out Notice informing customers of the aggregation and their right to opt out and an Opt-Out Reply Card that customers may mail to exercise their right to opt out. The Competitive Supplier shall provide each customer with a pre-stamped Opt-Out Reply Envelope for return of the Opt-Out Reply Card.

1.1.2. The Competitive Supplier shall print the Opt-Out Notice, Opt-Out Reply Card and the Opt-Out Reply Envelope.

#### 1.2. Customer List

1.2.1. After approval by the Department of Public Utilities and execution of the Electric Service Agreement (ESA) with a Competitive Supplier, the Local Distribution Company will electronically transmit the name, address, and existing power supply option (i.e., Basic Service or competitive supply) of each eligible consumer to the Competitive Supplier, in accordance with the rules and regulations set forth by the Massachusetts Electronic Business Transactions (EBT) Working Group, to facilitate the notification and opt-out requirements of the program.

1.3. Opt-Out Mailing. Within five (5) business days of receiving the Customer List, the Competitive Supplier shall mail the Opt-Out Notice and Opt-Out Reply Card to all Basic Service customers in the City.

#### 1.4. Customer Opt-Outs.

1.4.1. During the period of thirty (30) days from the date of the postmark of the Opt-Out Notice, customers may opt out of the aggregation by mailing the opt-out reply card to the Competitive Supplier.

1.4.2. After the initial thirty (30) day period customers may also opt out by calling the Competitive Supplier's customer service number or following one of the other opt-out procedures described in Section 3.1.

## 1.5. Customer Enrollment and Commencement of Generation Service

1.5.1. After the conclusion of the 30-day opt-out period, and providing the EDI testing is complete, the Competitive Supplier shall submit transactions to the Local Distribution Company to enroll all Basic Service customers in the Municipality that did not opt out, pursuant to Section 1.4.1 or 1.4.2.

1.5.2. Subject to the Terms and Conditions for Competitive Suppliers of the Local Distribution Company, supply service will commence as follows:

1.5.2.1. On the customer's next scheduled meter read, for customers with meter read dates at least two business days after the date of the enrollment transaction;

1.5.2.2. On the customer's subsequent scheduled meter read, for customers with meter read dates less than two business days after the date of the enrollment transaction;

1.6. Report to the Municipality. Within five (5) business days after submitting transactions to the Local Distribution Company to enroll all Basic Service customers, the Competitive Supplier shall provide the Municipality with the Customer List, with fields added for each customer indicating the date the Opt-Out Notice was mailed, whether the customer opted out, and if so the date, and whether an enrollment transaction for the customer was submitted to the Local Distribution Company, and if so the date.

1.7. Undeliverable Opt-Out Notices. If any Opt-Out Notices are returned as undeliverable, the Competitive Supplier shall make Commercially Reasonable Efforts to identify a correct mailing address and re-send the notice. If the second Opt-Out Notice is not returned, and if the customer does not opt out within thirty (30) days from the date of the postmark of the second mailing, the Competitive Supplier shall submit an enrollment transaction for the customer no less than five (5) business days after the conclusion of the 30-day opt-out period.

## 2. New Customers

2.1 New Customers are customers that become customers of the Local Distribution Company after the date of the initial opt-out notice, for example, customers that moved into the Municipality.



2.2 When a new eligible customer first moves into the Municipality, the eligible customer will be enrolled initially in Basic Service with the Local Distribution Company. New customers will receive an opt-out notice and at the end of the thirty day opt-out period they will be enrolled in the Program unless they elect to opt-out. However, if the customer is moving from another service address within the service area of the Local Distribution Company and had previously chosen an alternative supplier, then that supplier will be carried-forward to the customer's new service address. Enrollment will occur pursuant to the rules and procedures set forth in the EBT Working Group Report.

2.3 The Local Distribution Company will inform the Competitive Supplier of newly enrolled consumers by submitting Auto-Enroll New Customer 814-AE transactions.

2.4. The Competitive Supplier shall mail an Opt-Out Notice and Reply Card for all New Customers no less than thirty (30) days after receiving notice of such New Customers from the Local Distribution Company.

2.5. New Customers may opt-out of the program by returning the Reply Card or by using any of the opt-out methods described in Section 3.

### 3. Opt-Out After Initial Enrollment

3.1. Opt-Out Procedure. Subsequent to enrollment, a customer may elect to opt out of receiving generation service through the aggregation as follows:

3.1.1. By calling the Competitive Supplier's customer service number and requesting to opt out, in which case the Competitive Supplier shall submit a transaction to drop the customer to the Local Distribution Company within one (1) business day;

3.1.2. By calling the Local Distribution Company and requesting to be returned to Basic Service, in which case the Local Distribution Company shall submit a transaction to drop the supplier transaction; or

3.1.3. By enrolling with an unrelated competitive supplier, in which case the unrelated competitive supplier shall submit a transaction to enroll the customer to the Local Distribution Company.

3.2. Effective Date. The intent is that a customer that opts out will no longer receive generation service through the aggregation program as of:

3.2.1. the customer's next scheduled meter read, for customers with meter read dates at least two business days after the date of the drop or enrollment transaction;

3.2.2. the customer's subsequent scheduled meter read, for customers with meter read dates less than two business days after the date of the drop or enrollment transaction.

#### 4. Opt-In Procedure

##### 4.1. Applicability

4.1.1. Customers not being served by the aggregation may opt in at any time.

4.1.2. The opt-in procedure applies to the following customers:

4.1.2.1. customers that were once enrolled in the aggregation and opted out; and

4.1.2.2. customers that were not previously enrolled in the aggregation because they opted-out before being enrolled or were served by a competitive supplier at the inception of the program.

##### 4.2. Prices

4.2.1. Prices for opt-in customers shall be at prevailing market rates at the time of the opt-in except that residential and small commercial customers who were served by a competitive supplier at the inception of the program, and have not previously opted out, shall receive the same prices as existing customers in the program. Unless this requirement is waived by the Municipality, the end date of any opt-in contract shall be coterminous with end date of the Standard Product.

4.2.2. The Competitive Supplier shall notify the Municipality of all prices offered to opt-in customers.

##### 4.3. Opt-in Process.

4.3.1. Customers may opt in to the aggregation by calling the Competitive Supplier's customer service number and requesting to opt in.

4.3.2. The Competitive Supplier shall fully disclose to the customer the price and all other terms and conditions of service. If the customer agrees to the price and terms and conditions, the Competitive Supplier shall submit a transaction to enroll the customer to the Local Distribution Company within five (5) business days.

#### 5. Optional Products

5.1. Prior to enrollment, Customers may elect an Optional Product, if applicable, by calling the Competitive Supplier's customer service number. The Competitive

Supplier shall enroll customers making such an election in the Optional Product.

5.2 Customers enrolled in the program may elect an Optional Product, or a return to the Standard Product, by calling the Competitive Supplier's customer service number. Within five (5) business days after a customer makes such an election, the Competitive Supplier shall submit a transaction to change supplier data to the Local Distribution Company to make the change in the customer's rate option.



# The City of Melrose Community Electricity Aggregation Program

<Date>

Dear Basic Service Customer,

The City of Melrose approved a Community Electricity Aggregation program authorizing our community to aggregate the electricity load (usage) of those residents and businesses that are on Basic Service with National Grid. The goals of the program are to provide you with competitive choice, longer-term price stability and more renewable energy options.

You will be automatically enrolled in the Melrose Community Electricity Aggregation Program unless you choose not to participate. **YOU MUST MAIL AND POSTMARK YOUR OPT-OUT CARD ON OR BEFORE [MONTH/DAY/YEAR] TO AVOID AUTOMATIC ENROLLMENT IN THE AGGREGATION PROGRAM.**

After a competitive bid process, \_\_\_\_\_ was selected as our Electricity Supplier with a contract starting on the date of your scheduled \_\_\_\_\_, 20XX meter reading and expiring on your \_\_\_\_\_, 20XX meter reading. A comparison of the rates for the aggregation program and current rates for National Grid Basic Service are shown below.

Rate Class	"Melrose Local Green" Five Percent More Renewable Energy Than Required (Standard Product - No Action Required)	"Melrose Premium 100% Local Green" (100) Percent Local Renewable Energy	"Melrose Basic" Minimum Required Renewable Energy	Current National Grid Basic Service
Residential	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh
Small Commercial	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh
Industrial	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh	\$0.XXXXX/kWh NEMA
Duration	XXXXX 20XX – XXXXX 20XX (Rates apply to service beginning and ending on the days of the month that your meter is read in your service area.)			November – April, 20XX (Residential and Small Commercial rates change every six months. Industrial rates change every three months.)

Rates indicated above are for Supply Services only. Under the contract, the rate per kWh for electric supply will be fixed until your \_\_\_\_\_, 20XX meter reading. This rate is guaranteed to remain below National Grid's Basic Service rate until the National Grid Basic Service rates change at the end of \_\_\_\_\_, 20XX for Residential and Small Business customers and at the end of \_\_\_\_\_, 20XX for Large Business customers.

There is no guarantee of savings. The primary intent of the program is to provide price stability and savings over the duration of the XX-month term. However, National Grid rates for electric supply change every six months for Residential and Small Business customers and every three months for Large Business customers. Thus, National Grid Basic Service rates may drop below the program rates during any subsequent period.

**ADMINISTRATIVE ADDERS** for all Melrose programs are included in above rates. These fees are: \$0.001/kWh for the aggregation consultant and \$0.000025/kWh for the Metropolitan Area Planning Commission (MAPC), the regional planning agency assisting the program.

**PROGRAM DETAILS**

- As an eligible participant, your account will be automatically enrolled in the program unless you choose to opt out.
- You may leave the program at any time without early termination fees.
- You will continue to receive one bill from National Grid.
- You will continue to send payment to National Grid.
- National Grid will continue to respond to emergencies and outages.
- Reliability and quality of service will remain the same.

Participation	Needed
If you want to participate in this program	No action required
If you do you do <b>NOT</b> want to participate in this program	Sign and date the enclosed opt-out card. Mail the card in the enclosed postage-paid envelope no later than [Month/Day/Year].

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

**IF YOU HAVE BEEN MAILED THIS NOTIFICATION**, you do not need to take any action in order to participate in the Program.

**ALL BASIC SERVICE CUSTOMERS** who have been mailed this notification will automatically be enrolled in the Program and start benefiting from this fixed rate beginning on the day of the month that your meter read occurs. The new rate will be reflected on your subsequent month's bill. This date varies by service area. Your meter reading date is shown on your bill.

**BUDGET PLAN OR ELIGIBLE LOW-INCOME DELIVERY RATE CONSUMERS** will continue to receive those benefits from National Grid.

**IF YOU ARE RECEIVING ELECTRICITY SUPPLY FROM A COMPETITIVE SUPPLIER AND BELIEVE YOU HAVE RECEIVED THIS OPT-OUT LETTER IN ERROR**, you **must** sign the attached card and opt out of this Program. This will ensure you continue to receive your electricity from that Competitive Supplier and prevent any possible early termination fees.

### **RENEWABLE ENERGY**

- **INCLUDED: "MELROSE LOCAL GREEN" - 5 PERCENT MORE RENEWABLE ENERGY – No action required to receive this offer.** This standard product automatically includes five (5) percent more local renewable energy originating from qualified Massachusetts Class 1 renewable energy sources than is required by state law. The price for the standard product is shown in the price comparison chart above.
- **OPTION: "MELROSE PREMIUM 100 % LOCAL GREEN" - 100 PERCENT LOCAL RENEWABLE ENERGY**  
The optional product offers an elective one hundred (100) percent local renewable energy originating from qualified Massachusetts Class 1 renewable energy, sources. Call \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ to opt-in. The price of this offer is \$0.XXXX/kWh.
- **OPTION: "MELROSE BASIC" - NO ADDITIONAL RENEWABLE ENERGY**  
This optional product offers no additional renewable energy originating from qualified Massachusetts Class 1 renewable energy resources beyond the amount required by state law. Program participants who want this option must opt in by calling \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_-\_\_\_\_\_. The price of this offer is \$0.XXXX/kWh.

**IF YOU HAVE ALREADY CHOSEN A GREEN POWER SUPPLY OPTION ON YOUR OWN**, you **must** opt out of this Program. This will ensure you continue to receive your electricity from that Green Power Supply.

**SOLAR ELECTRICITY CONSUMERS** will not be impacted and will continue to receive their net metering credits while participating in the program.

### **INSTRUCTIONS ON HOW TO OPT OUT**

If you do not wish to participate in the program, simply sign and return the enclosed card in the postage-paid envelope. **The envelope must be mailed or postmarked on or before [Month/Day/Year] to avoid automatic enrollment in the aggregation program.** There is no penalty to opt out in order to remain on National Grid Basic Service.

**ANY TIME AFTER ENROLLMENT**, you can leave the program with no early termination fees. This will occur during the next available billing cycle, whereupon your account(s) will be returned to National Grid's Basic Service.

**HOW TO ACCESS BASIC SERVICE IF YOU WANT TO LEAVE THE PROGRAM** Additional information about National Grid's Basic Service electricity rates may be found on the [MASS.GOV](http://www.mass.gov) website here: <http://www.mass.gov/eea/energy-utilities-clean-tech/electric-power/electric-market-info/basic-default-service/>, or visit the National Grid website <https://www.nationalgridus.com/MA-Home/> or call (800) 322-3223 for account information. Please refer to the Basic Service category to determine the best option for you.

**FOR MORE DETAILED INFORMATION** regarding your community's Program, visit [www.MelroseXXXXXXXXXX.com](http://www.MelroseXXXXXXXXXX.com), or call the Electricity Supplier toll-free at (xxx) (xxx-xxxx).

### **SUPPLIER INFORMATION**

The aggregation supplier is \_\_\_\_\_. You may contact the supplier at (XXX) XXX-XXXX between the hours of 9:00 AM and 7:00 PM, or via email at [customercare@XXXXX.com](mailto:customercare@XXXXX.com).

**THERE IS NO GUARANTEE OF SAVINGS** The primary intent of the program is to provide price stability and savings over the duration of the XX-month term. However, National Grid's rates for electric supply change every six months for Residential and Small Business customers and every three months for Large Business customers. Thus, National Grid's Basic Service rates may drop below the program rates during any subsequent period.



## The City of Melrose Community Electricity Aggregation Program Opt-Out Reply Card

**John and Mary Smith**  
**1 Main Street**  
**Melrose, MA 02176**

If you want to participate in the Community Electricity Aggregation (CEA) Program, you do not need to take any action. You will be automatically enrolled.

### Opt-Out Instructions

**If you do not want to participate:**

- 1) Sign and date
- 2) Insert into postage-pre-paid envelope
- 3) Mail envelope

The card must be signed by the customer of record whose name appears in the address on this card.

**THE ENVELOPE MUST BE MAILED AND POSTMARKED ON OR BEFORE [MONTH, DAY, YEAR] TO OPT OUT OF THE PROGRAM BEFORE AUTOMATIC ENROLLMENT.**

**X** \_\_\_\_\_  
Signature Date



Electric Supply Program  
Competitive Supplier  
1 Energy Way  
Energy, MA 00000

Presorted Standard  
U.S. Postage Paid  
City, State  
Permit No. XXXX

**John and Mary Smith  
1 Main Street  
Melrose, MA 02176**

**Do not discard! This is not a solicitation!  
Time-sensitive notice regarding electric supply rates on behalf of the Town of Melrose.  
CUSTOMER OPT-OUT NOTIFICATION**

# **ATTACHMENT 3**

## **TOWN OF MELROSE**

### **COMMUNITY ELECTRICITY AGGREGATION**

#### **PUBLIC OUTREACH AND EDUCATION PLAN**

Prepared with

**GOOD ENERGY, L.P.**



## TABLE OF CONTENTS

1. PURPOSE .....	1
1.1 GENERAL EDUCATION .....	2
1.1.1 Press Conference .....	2
1.1.2 Media Outreach .....	2
1.1.3 Notices and Public Postings .....	3
1.1.4 Customer Service Center .....	3
1.1.5 Website .....	3
1.1.6 Public Presentations .....	3
1.1.7 Ongoing Outreach and Education.....	3
1.2 DIRECT MAIL NOTIFICATION .....	4
1.2.1 Opt-Out .....	4
2. TIMELINE .....	5

*Public Outreach and Education Plan*

1. PURPOSE

As part of a municipal aggregation plan and in accordance with G.L. Chapter 164, Section 134(a) a public outreach and education plan is required to fully inform and educate potential consumers and participants in advance of automatic enrollment in the municipal aggregation. Consumers, including consumers with limited English language proficiency, must be informed that they would be automatically enrolled in the aggregation and that they would have the right to opt-out of the aggregation program without penalty.

The Public Outreach and Education Plan (Education Plan) component of the Community Electricity Aggregation Program (Program) has two parts. The general public outreach and education effort conducted by Good Energy will provide information to eligible consumers through electronic and print channels, public presentations and personal communications. The direct mail notification to eligible consumers will include a letter of explanation of the benefits and rights of participating in the aggregation and will contain information regarding consumer participation and rights. This letter will prominently state all charges and disclose the Basic Service rate, how to access it and that it is available to them without penalty.

In Town of Westford, D.P.U. 15-115, pp. 10-11 (2015), the Department found that the education component of the Town's Plan, which informed customers of their right to opt out and provided other pertinent information about the Program through newspapers, public and cable television, public meetings, electronic communication, a toll-free customer service line, and a direct mail component including the opt-out notification, satisfied the statutory requirements of G.L. c. 164, section 134(a). The Public Outreach and Education Plan of the Municipality closely resembles the Education Plan of the Town of Westford.

The purpose of the Public Outreach and Education Plan is to raise awareness and provide eligible consumers with information concerning their opportunities, options and rights for participation in the aggregation.

The Public Outreach and Education Plan consists of two parts:

- a) General Education: This will be conducted through electronic and print channels, public presentations and personal communications to inform eligible consumers about the aggregation.
- b) Direct Mail Notification: This will be mailed out to eligible consumers will include a letter of explanation of the benefits and rights of participating in the

## *Public Outreach and Education Plan*

aggregation and will contain information regarding consumer participation and rights. This letter will be made available in other languages where appropriate and will prominently state all charges and disclose the current Basic Service rate, how to access it and that it is available to them without penalty.

The general education component will provide a wide-ranging public outreach for the direct mail notification, increasing public awareness of the mailing and its purpose and providing reinforcement of important information.

### 1.1 GENERAL EDUCATION

The general education will provide a description of the Program for eligible consumers. It will consist of a public relations effort, advertising outreach, public presentations and electronic information sources (i.e. toll-free telephone number, websites, etc.). The general education will provide specific information about the Program and maximize the impact of the direct mail notification which will create an environment of public awareness.

#### 1.1.1 Press Conference

The initial launch of the Program will be a media event featuring representatives from the Municipality, its Competitive Supplier, and Good Energy. This event will be designed to create an understanding of the Program as a whole including consumer rights and benefits. Representatives from local and regional print and broadcast sources will be invited to attend.

A press kit will be assembled to introduce the Program. Materials may include:

- a) news releases;
- b) background information;
- c) deregulation and choice information; and
- d) frequently asked questions.

#### 1.1.2 Media Outreach

Following the launch of the Program, media outreach will continue through local cable television shows, newspapers and Internet sources to provide greater public education and to describe the Program, the opt-out process and the toll-free telephone number. Outreach will include public service announcements (PSAs), scheduling interviews of Program spokespersons with local media outlets and securing a positive media presence.

### *Public Outreach and Education Plan*

A series of news releases will be distributed to achieve the aforementioned goals. Follow-up news releases will update the media on the status of the progress of the Program. A sample of available media outlets is contained in Exhibit A.

#### 1.1.3 Notices and Public Postings

Notices in newspapers and in Municipal Offices describing the Program, the opt-out process and the toll-free telephone number will further reinforce the Program's details. Postings will be placed in public buildings (i.e. library, Senior Center, etc.) which will create the necessary repetition of messages required to motivate consumer action and build awareness and understanding.

#### 1.1.4 Customer Service Center

Good Energy will maintain a toll-free telephone number to address eligible consumer's questions regarding the Program, deregulation, the opt-out process, price information and other issues eligible consumers may raise.

#### 1.1.5 Website

All information regarding the Program will be posted on the website of Good Energy, which is linked to the website of the Municipality. The Good Energy website will have links to the website of the Local Distribution Company, the Massachusetts Department of Energy Resources (DOER), the Massachusetts Department of Public Utilities (DPU), and the Competitive Supplier.

#### 1.1.6 Public Presentations

Good Energy will provide presentations to municipal officials and to any interested community group.

#### 1.1.7 Ongoing Outreach and Education

The Municipality intends to continue outreach and education for customers after enrollment in the aggregation program, particularly with respect to changes in offerings and prices, which will be posted on the website of Good Energy ([www.masscea.com](http://www.masscea.com)) that is linked to the website of the Municipality. The types of information the Municipality expects to communicate through the continuing education efforts include: revisions to programs and prices; responses to frequently asked questions; Program goals and performance; rights and procedures for Program

## *Public Outreach and Education Plan*

participants; contact information for customer inquiries and details regarding the Program's electric supply and renewable attributes. In addition to the websites, outreach and education may also be provided through: public service announcements; interviews with local media outlets; news releases in local media; notices in newspapers; public postings in municipal offices and other public buildings (i.e. library, Senior Center, etc.) where residents may meet for municipal events; presentations to municipal officials and interested community groups; and information disclosure labels posted quarterly on the website of Good Energy.

### 1.2 DIRECT MAIL NOTIFICATION

#### 1.2.1 Opt-Out

The opt-out notification will be sent via standard mail to the billing address of each eligible consumer on Basic Service. The notification envelope will be clearly marked as containing time sensitive information related to the Program. The notification will contain a letter describing the Program.

The letter will inform eligible consumers:

- a) about the Program and provide information regarding participation and rights;
- b) that they have the right to opt-out of the aggregation without penalty;
- c) of all charges, prominently stated, with a comparison of price and primary terms of the Competitive Supplier and the current Basic Service offering;
- d) that any savings under the Program compared to Basic Service cannot be guaranteed because the Basic Service rate is subject to changes
- e) about the opt-out process; and
- f) in languages other than English for appropriate consumer groups. (i.e. toll-free telephone number).

The opt-out notification will also contain a card with a simple check off and signature line for eligible consumers who do not wish to participate. Eligible consumers will have 33 days from the date of the mailing to mail back the opt-out card in a preaddressed postage-paid envelope and the opt-out notification shall identify the specific date by which the envelopes containing the opt-out card must be postmarked. Automatic enrollment of customers will not start until three days after the date specified for the postmark of the return envelopes to allow for receipt of the opt-out cards prior to the start of automatic enrollments. New eligible consumers will be enrolled in the Program in accordance with applicable Local Distributor Company rules. Upon initiation of service, these new eligible consumers will receive the same opt-out information as all other eligible consumers.

*Public Outreach and Education Plan*

Examples of a draft opt-out notification letter and the opt-out card are included as Exhibit B to the Aggregation Plan. A copy of the initial opt-out notification will be filed with the Director of the Department's Consumer Division prior to the start of the opt-out period.

## 2 TIMELINE

The schedule below assumes timely preparation of mailing lists as well as space and time availability in the media. Meetings and public presentations will be scheduled upon mutually agreeable schedules. On-going education will continue beyond the period outlined below through the media and the toll-free telephone number.

DAY	ACTION OR EVENT
1	Press conference to announce the Program and introduce the Competitive Supplier
1	Customer service center opens (toll-free telephone number)
1	Press release on direct mail notification and the customer service center
1	Program information posted on appropriate websites: Good Energy, Municipality, and Competitive Supplier
1-7	Postings placed in public buildings
1-40	Public presentations to inform community groups about the Program and consumer rights
10	Direct mail notification sent to each eligible consumer
12-30	Display ads in newspapers describing the Program, the opt-out process and providing the toll-free telephone number
14	Local cable television show describing the Program, the opt-out process and providing the toll-free telephone number
16	Public Service Announcements describing the Program, the opt-out process and providing the toll-free telephone number
43	Deadline for eligible consumers to mail and postmark the envelope with the opt-out card.
47	Start of automatic customer enrollments in the Program.
40+	Public outreach and education continues through the media, the toll-free telephone number and individual opt-out mailings to new eligible consumers
90+	Follow-up news releases to summarize the status of the Program

## EXHIBIT A

### Sample of Available Media Outlets

#### Newspapers

Melrose Free Press, Melrose Weekly News; Boston Globe, Boston Herald

#### Radio

WGBH 89.7 FM Boston; WBZ 1030 AM Boston; WBUR 90.9 FM Boston; WBZ 98.5 FM Boston; WODS 103.3 FM Boston; WBOS 92.9 FM Brookline; WUNR 1600 AM Brookline; WHRB 95.3 FM Cambridge; WMBR 88.1 FM Cambridge; WKOX 1430 AM Everett; WXKS 107.9 FM Medford; WMFO 91.5 FM Medford

#### Television

Melrose Massachusetts Television (MMTV) WCVB-TV (Channel 5; BOSTON, MA), WGBH-TV (Channel 2; BOSTON, MA), WHDH-TV (Channel 7; BOSTON, MA)

# **ATTACHMENT 4**

## **CITY OF MELROSE COMMUNITY ELECTRICITY AGGREGATION**

### **ELECTRIC SERVICE AGREEMENT**

Prepared with

**GOOD ENERGY, L.P.**



### TABLE OF CONTENTS

Recitals ..... 1

ARTICLE 1 DEFINITIONS ..... 2

ARTICLE 2 RIGHTS GRANTED ..... 6

    2.1 GENERAL DESCRIPTION AND LIMITATIONS ..... 6

    2.2 NO THIRD PARTY BENEFICIARIES ..... 6

    2.3 COMPLIANCE WITH LAWS ..... 7

    2.4 CONDITIONS PRECEDENT ..... 7

    2.5 OWNERSHIP AND USE OF ELIGIBLE CONSUMER DATA ..... 7

ARTICLE 3 CONSUMER CHOICE, NOTIFICATION OF RIGHTS,  
ENROLLMENT ..... 9

    3.1 CONSUMER CHOICE ..... 9

    3.2 NOTIFICATION TO NEW CONSUMERS OF OPT-OUT RIGHTS ..... 9

    3.3 CONSUMER AWARENESS ..... 10

    3.4 ENROLLMENT ..... 10

ARTICLE 4 TERM OF CONTRACT AND TERMINATION ..... 11

    4.1 TERM ..... 11

    4.2 TERMINATION ..... 11

    4.3 OBLIGATIONS UPON TERMINATION ..... 12

    4.4 EXTENSION ..... 12

ARTICLE 5 CONTINUING COVENANTS ..... 12

    5.1 STANDARDS OF MANAGEMENT AND OPERATIONS ..... 12

    5.2 CUSTOMER SERVICE ACCESS ..... 12

    5.3 RESPONDING TO REQUESTS FOR INFORMATION ..... 13

    5.4 ARRANGING FOR FIRM ALL-REQUIREMENTS  
        POWER SUPPLY ..... 13

    5.5 NON-DISCRIMINATORY PROVISION OF SERVICE ..... 14

    5.6 APPROVAL OF GENERAL COMMUNICATIONS ..... 14

    5.7 COMMUNICATION OF INSERTS AND MESSAGES ..... 15

    5.8 PARTICIPATING CONSUMER LISTS ..... 15

    5.9 COMPLIANCE WITH LAWS ..... 15

    5.10 CONSENT ..... 15

ARTICLE 6 ROLE OF THE MUNICIPALITY ..... 16

ARTICLE 7 PRICES AND SERVICES; BILLING ..... 16

    7.1 SCHEDULE OF PRICES AND TERMS ..... 16

    7.2 OBLIGATION TO SERVE ..... 16

    7.3 METERING ..... 17

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

7.4 TERMS AND CONDITIONS PERTAINING TO INDIVIDUAL ACCOUNT SERVICE .....	17
ARTICLE 8 DEVELOPMENT OR OFFERING OF RENEWABLE ENERGY SOURCES .....	18
8.1 RENEWABLE ENERGY PORTFOLIO STANDARD .....	18
8.2 PROVISION OF GREEN POWER.....	18
ARTICLE 9 SERVICE PROTECTIONS FOR RESIDENTIAL CONSUMERS .....	18
ARTICLE 10 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT ...	19
ARTICLE 11 POWER SUPPLY INFORMATION AND ACCESS TO INFORMATION .....	19
11.1 POWER SUPPLY INFORMATION .....	19
11.2 POWER SUPPLY REPORT .....	20
11.3 BOOKS AND RECORDS .....	20
11.4 COPIES OF REGULATORY REPORTS AND FILINGS .....	20
ARTICLE 12 RESOLUTION OF DISPUTES; CHOICE OF LAW .....	21
12.1 CHOICE OF LAW .....	21
12.2 DISPUTE RESOLUTION .....	21
ARTICLE 13 INDEMNIFICATION .....	21
13.1 INDEMNIFICATION BY THE COMPETITIVE SUPPLIER .....	21
13.2 NOTICE OF INDEMNIFICATION CLAIMS .....	22
13.3 SURVIVAL .....	22
13.4 DUTY TO MITIGATE .....	22
ARTICLE 14 REPRESENTATIONS AND WARRANTIES .....	22
14.1 BY THE COMPETITIVE SUPPLIER .....	22
14.2 BY THE MUNICIPALITY .....	23
ARTICLE 15 INSURANCE .....	23
ARTICLE 16 CONFIDENTIALITY .....	24
ARTICLE 17 REGULATORY EVENT .....	25
ARTICLE 18 MISCELLANEOUS .....	25
18.1 NO ASSIGNMENT WITHOUT PERMISSION .....	25
18.2 DIRECT MARKETING .....	26
18.3 NOTICES .....	26
18.4 CHANGES IN EMERGENCY AND SERVICE CONTACT PERSONS .....	27

18.5 ENTIRE ESA; AMENDMENTS ..... 28

18.6 FORCE MAJEURE ..... 28

18.7 EXPENSES ..... 28

18.8 NO JOINT VENTURE ..... 28

18.9 JOINT WORK PRODUCT ..... 28

18.10 COUNTERPARTS ..... 29

18.11 COMMISSIONS ..... 29

18.12 WAIVER ..... 29

18.13 CO-OPERATION ..... 29

18.14 PLAN ..... 29

18.15 ADVERTISING LIMITATIONS ..... 30

18.16 PRESS RELEASES ..... 30

18.17 HEADINGS AND CAPTIONS ..... 30

18.18 SURVIVAL OF OBLIGATION ..... 30

18.19 REMEDIES ..... 30

EXHIBIT A - PRICES AND TERMS

EXHIBIT B - TEMPLATE KWH SALES AND CONSUMER ACCOUNTS DATA SUMMARY

**ELECTRIC SERVICE AGREEMENT**

This Electric Service Agreement ("ESA" or "Agreement") is entered into as of the \_\_\_\_ day of \_\_\_\_\_ ("Effective Date") by and between \_\_\_\_\_ ("Competitive Supplier"), and the City of Melrose, a Massachusetts municipality (the "Municipality") (collectively the "Parties").

**Recitals**

WHEREAS, the Massachusetts Legislature has adopted Chapter 164 of the Electric Utility Restructuring Act of 1997 ("Restructuring Act"), which among other things, (1) allows for competition in the generation and supply of electricity to consumers, (2) authorizes municipalities to aggregate the electrical load of electricity consumers within their boundaries, and (3) allows municipal aggregators to formulate an aggregation plan and conduct aggregation programs;

WHEREAS, Municipality has developed a Community Electricity Aggregation Program ("Program") to aggregate the electric load of consumers located within the Municipality and to negotiate competitive rates for the supply of electricity for such consumers;

WHEREAS, the program allows Municipality to solicit competitive bids for the supply of electricity individually or as part of a buying group with other municipal aggregators;

WHEREAS, the Municipality has received approval of its Program from the Massachusetts Department of Public Utilities ("Department") in D.P.U. 18-\_\_\_\_\_;

WHEREAS, Competitive Supplier, a corporation duly authorized to conduct business in the Commonwealth of Massachusetts ("Competitive Supplier"), desires to provide All-Requirements Power Supply to consumers located within the Municipality, pursuant to the terms and conditions of the Program and this Electric Service Agreement ("ESA"); and

WHEREAS, the Municipality desires that the Competitive Supplier provide All-Requirements Power Supply as an alternative to Basic Service for consumers within the Municipality.

NOW THEREFORE, IT IS AGREED THAT, the Municipality and the Competitive Supplier hereby enter into this ESA subject to the terms and conditions below.

## ARTICLE 1 DEFINITIONS

Capitalized terms that are used but not defined in the body of this ESA, including the Exhibits hereto, shall be defined as set forth in this Article 1. Words defined in this Article 1 that are capitalized shall be given their common and ordinary meanings when they appear without capitalization in the text. Words not defined herein shall be given their common and ordinary meanings.

1.0 Associated Entities – Any and all independent contractors, subcontractors and other agents of the Competitive Supplier or of the Competitive Supplier’s parent or subsidiary entities that provide goods or services to, or in any way assist, the Competitive Supplier in meeting its obligations under the ESA, but specifically excluding the Local Distributor.

1.1 All-Requirements Power Supply - The service under which the Competitive Supplier provides all of the electrical energy, capacity, reserves, and ancillary services, transmission services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to Participating Consumers at the Point of Sale.

1.2 Bankruptcy - With respect to a Party, such Party or a person or entity that owns all of the ownership interests of such Party (i) ceases doing business as a going concern, generally does not pay its debts as they become due or admits in writing its inability to pay its debts as they become due, files a voluntary petition in bankruptcy or is adjudicated bankrupt or insolvent, or files any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the present or any future federal bankruptcy code or any other present or future applicable federal, state or other Governmental Rule, or seeks or consents to or acquiesces in the appointment of any trustee, receiver, custodian or liquidator of said Party or of all or any substantial part of its properties, or makes an assignment for the benefit of creditors, or said Party takes any corporate action to authorize or that is in contemplation of the actions set forth in this clause (i); or (ii) a proceeding is initiated against the Party seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the present or any future federal bankruptcy code or any other Governmental Rule and, such proceeding is not dismissed within ninety (90) days after the commencement, or any trustee, receiver, custodian or liquidator of said Party or of all or any substantial part of its properties is appointed without the consent or acquiescence of said Party, and such appointment is not vacated or stayed on appeal or otherwise within ninety (90) days after the appointment, or, within ninety (90) days after the expiration of any such stay, has not been vacated, provided that, notwithstanding the foregoing, the exercise of rights to take over operation of a Party's assets, or to foreclose on any of a Party's assets, by a secured creditor of such Party (including the appointment of a receiver or other representative in connection with the exercise of such rights) shall not constitute a Bankruptcy.

1.3 Basic Service - As defined in M.G.L. c. 164, § 1 and in orders of the Department, as amended or promulgated, as the case may be, from time to time.

*Electric Service Agreement*

1.4 Commercially Reasonable - Any of the practices, methods and acts that, in the exercise of reasonable judgment in light of the facts known, or that in the exercise of due diligence, should have been known, at the time the decision was made, would have been reasonably expected in the industry to accomplish the desired result consistent with quality, reliability, safety, timeliness, project efficiency, and all applicable Governmental Rules, provided that in no event shall increased costs or economic hardship be an excuse for not performing a Party's obligations under this ESA.

1.5 Competitive Supplier – The undersigned competitive electricity supplier which will supply electricity under this Agreement and is a corporation duly authorized to conduct business in the Commonwealth of Massachusetts.

1.6 Intentionally Omitted

1.7 Intentionally Omitted

1.8 Intentionally Omitted

1.9 DPU or Department - The Massachusetts Department of Public Utilities or any successor state agency.

1.10 EDI - Electronic Data Interchange: The exchange of business data in a standardized format between business computer systems.

1.11 Effective Date - The date written at the top of page one of this ESA.

1.12 Eligible Consumers - Residential, commercial, industrial, municipal, or other consumers of electricity who receive Basic Service from the Local Distributor as of the Effective Date, or New Consumers that subsequently become eligible to participate in the Program, at one or more locations within the geographic boundaries of the Municipality, but not including those consumers who receive Basic Service and participate in a green power program from the Local Distributor, those customers who are taking power supply service from a competitive supplier, and those consumers who receive Basic Service and have requested not to have their account information shared by the Local Distributor. For the avoidance of doubt, all Eligible Consumers must reside or be otherwise located at one or more locations within the geographic boundaries of the Municipality, as such boundaries exist on the Effective Date of this ESA.

1.13 ESA - This Electric Service Agreement.

1.14 Force Majeure - Any cause not within the reasonable control and without the fault of the affected Party that precludes that party from carrying out, in whole or in part, its obligations under this ESA, including, but not limited to, Acts of God; winds; hurricanes; tornadoes; fires; epidemics; landslides; earthquakes; floods; other natural catastrophes;

*Electric Service Agreement*

strikes, lock-outs or other industrial disturbances; acts of public enemies; acts, failures to act or orders of any kind of any governmental authorities acting in their regulatory or judicial capacity, provided, however, that any discretionary acts or discretionary orders of any kind by the Municipality may not be asserted as an event of Force Majeure by the Municipality; insurrections; military action; war, whether or not it is declared; sabotage; riots; civil or industrial disturbances or explosions. Nothing in this provision is intended to excuse any Party from performing due to any governmental act, failure to act, or order, where it was reasonably within such Party's power to prevent such act, failure to act, or order. Economic hardship of either Party shall not constitute an event of Force Majeure.

1.15 General Communications - The type of communications described and defined in Article 5.7 herein.

1.16 Governmental Authority - Any national, state or local government, independent system operator, regional transmission owner or operator, any political subdivision thereof or any other governmental, judicial, regulatory, public or statutory instrumentality, authority, body, agency, department, bureau, or entity, excluding the Municipality.

1.17 Governmental Rule(s) - Any law, rule, regulation, ordinance, order, code, permit, interpretation, judgment, decree, or similar form of decision of any Governmental Authority having the effect and force of law, and any applicable bylaws of the Municipality. It shall also include DPU-approved tariffs of the Local Distributor.

1.18 Green Power - Electric energy generated by equipment or facilities including solar power, biomass, landfill gas, wind turbine, hydro power or other renewable energy generating resource or technology, as may be defined by M.G.L. c. 25A, § 11F, § 11F1/2, or M.G.L. c. 164, § 1, or, that may be otherwise added by mutual agreement of the Parties.

1.19 ISO-NE - The New England Independent System Operator, or such successor or other entity that oversees the integrated dispatch of power plants in New England and the bulk transmission of electricity throughout the New England power grid.

1.20 kWh, kW - Kilowatt-hour and kilowatts, respectively.

1.21 Local Distributor - Utility, or any successor company(ies) or entity(ies) providing electricity distribution services in the Municipality.

1.22 NEPOOL - The New England Power Pool.

1.23 New Consumers - Residential, commercial, industrial, municipal, or other consumers of electricity that become Eligible Consumers after the Effective Date.

1.24 Intentionally Omitted

1.25 Participating Consumers - Eligible Consumers enrolled in the Program.

*Electric Service Agreement*

1.26 Parties - The Municipality and Competitive Supplier, as the context requires. In the singular, "Party" shall refer to any one of the preceding.

1.27 Plan - The electricity aggregation plan created pursuant to G.L. c. 164, § 134, which describes the Program, as adopted or amended by the Municipality from time to time, and as approved by the Department in D.P.U. 18 - \_\_\_\_\_. The purpose of the Plan is to aggregate electricity consumers for the primary purpose of negotiating favorable rates for the supply of electricity for such consumers.

1.28 Point of Delivery - The point of interconnection between NEPOOL Pool Transmission Facilities and the transmission facilities of the Local Distributor.

1.29 Point of Sale - The electric meter for each Participating Consumer's account, as designated by the Local Distributor.

1.30 Program - The Municipality's Community Electricity Aggregation Program, as described in the Plan.

1.31 Regulatory Event – Implementation of a new, or changes to an existing, Governmental Rule by a Governmental Authority, including without limitation the Local Distributor's tariffs, market rules, operating protocols and definitions, that have a material effect on the services and transactions contemplated by this ESA, including Changes to a Governmental Rule that increase or decrease Competitive Supplier's costs. A "change" as used herein includes without limitation any amendment, modification, nullification, suspension, repeal, finding of unconstitutionality or unlawfulness, or any change in construction or interpretation.

1.32 Replacement RECs – Renewable Energy Certificates (RECs) to be provided by the Competitive Supplier in the event the REC Supplier defaults under, or terminates, the REC Purchase Agreement prior to termination of the ESA as provided in Article 8.2.

1.33 Retail Price - As set forth in Exhibit A.

1.34 Service Commencement Date - The date of the Participating Consumer's first meter read date after \_\_\_\_\_, or as soon as necessary arrangements can be made with the Local Distributor thereafter.

1.35 Term - As defined in Article 4.1.

## ARTICLE 2 RIGHTS GRANTED

### 2.1 GENERAL DESCRIPTION AND LIMITATIONS



*Electric Service Agreement*

Competitive Supplier is hereby granted the exclusive right to provide All-Requirements Power Supply to Participating Consumers pursuant to the terms of the Program and this ESA. For the avoidance of doubt, Competitive Supplier shall be authorized to supply All-Requirements Power Supply only to Participating Consumers, and the Local Distributor will continue to have the right and obligation to supply electricity to Eligible Consumers who opt-out of the Program and remain on, or return to, Basic Service, until any changes in law, regulation or policy may allow otherwise. Competitive Supplier recognizes and agrees that this ESA does not guarantee that any individual Eligible Consumer will be served by the Competitive Supplier.

In accordance with Article 3 below, all Eligible Consumers shall be automatically enrolled in the Program unless they choose to opt-out. In the event the geographic boundaries of the Municipality change during the term of this ESA, Competitive Supplier shall only be obligated to supply All-Requirements Service to those Participating Consumers located within the Municipality as such boundaries existed on the Effective Date of this ESA. As between the Parties, the Competitive Supplier has the sole obligation of making all necessary and appropriate arrangements with the Local Distributor, and any arrangements that may be necessary with the ISO-NE, so that Participating Consumers receive the electricity to be delivered pursuant to this ESA.

As set forth in this paragraph, the Municipality shall specifically authorize the Local Distributor to provide, and grant the Competitive Supplier the right to obtain and utilize as required hereunder, all billing and energy consumption information for Participating Consumers as is reasonably available from the Local Distributor. Competitive Supplier shall request consumption data for individual Participating Consumers from the Local Distributor via EDI. If further action is required by the Local Distributor to authorize Competitive Supplier to receive such consumption and billing data, the Municipality agrees, upon request of Competitive Supplier, to use Commercially Reasonable efforts, at Competitive Supplier's cost, to reasonably assist Competitive Supplier in obtaining such information from the Local Distributor, including, without limitation, assisting Competitive Supplier in obtaining any required permission from such Participating Consumers and/or the Department for release of such information. Competitive Supplier shall not be responsible for any errors that Competitive Supplier makes in the provision of All-Requirements Power Supply to the extent both that: 1) such errors are caused by errors or omissions in the information provided to it by the Local Distributor; and 2) it was reasonable for the Competitive Supplier to rely upon that provided information. The Municipality shall not be responsible for any errors by the Competitive Supplier.

## 2.2 NO THIRD PARTY BENEFICIARIES

This ESA is not intended to confer, and does not confer, any rights or remedies upon any person other than the Parties. Subject to the preceding sentence, this ESA facilitates rights under M.G.L. c. 164 for Eligible Consumers to purchase electricity from the Competitive Supplier in accordance with the Plan and this ESA. The Municipality has the right, but not the obligation, to advocate on behalf of the Eligible Consumers interested in contracting for

*Electric Service Agreement*

electric supply and on behalf of all Participating Consumers, unless otherwise prevented by law.

### 2.3 COMPLIANCE WITH LAWS

By entering into this ESA, the Competitive Supplier represents and warrants that it has exercised due diligence to review all applicable Governmental Rules, including all relevant regulations and orders of the DPU, Massachusetts Attorney General, and the Massachusetts Department of Energy Resources ("DOER"), the Federal Energy Regulatory Commission ("FERC"), and any other governmental authorities having jurisdiction over any element of the transactions contemplated by this ESA, and that it will comply and cause its Associated Entities to comply with all applicable Governmental Rules in performing under this ESA.

### 2.4 CONDITIONS PRECEDENT

The Municipality's obligations under this ESA are and shall be conditioned upon the Competitive Supplier fulfilling the following requirements:

- a) maintain without interruption Competitive Supplier's license from the Department;
- b) execute an Electric Supplier Service Agreement with the Local Distributor in a form reasonably satisfactory to Competitive Supplier;
- c) execute any necessary ISO-NE applications and agreements;
- d) obtain authorization from the FERC to sell power at market-based rates;
- e) complete EDI testing with Local Distributor; and
- f) provide all other documentation and satisfy all other conditions required by the Local Distributor

If Competitive Supplier has not fulfilled all such requirements by the Service Commencement Date, then the Municipality may terminate this ESA without any liability to the Competitive Supplier.

### 2.5 OWNERSHIP AND USE OF ELIGIBLE CONSUMER DATA

Competitive Supplier acknowledges and agrees that: 1) all Eligible Consumer data (including addresses, telephone numbers or other identifying information) made available to Competitive Supplier pursuant to this ESA is confidential and must be protected from disclosure to third parties by the Competitive Supplier and its Associated Entities to the fullest extent possible under the law; 2) the Competitive Supplier does not hold any permanent right, title or interest in such data; and 3) such data is to be obtained, retained and used by the Competitive Supplier and its Associated Entities solely to provide All-Requirements Power Supply to Participating Consumers and to render other services expressly required or permitted under this ESA. Any other use of Eligible Consumer data without the prior written consent of the Municipality is strictly prohibited. Competitive

*Electric Service Agreement*

Supplier may share such Eligible Consumer data with Associated Entities as reasonably necessary for Competitive Supplier to provide All-Requirements Power Supply or otherwise perform pursuant to this ESA (including, without limitation, collection of receivables), provided that Competitive Supplier shall take all reasonable measures to inform any and all of its Associated Entities of the confidential nature of such data and the restrictions set forth in this Article 2.5 and elsewhere in this ESA. Except as expressly provided in this ESA, and as otherwise permitted by law, Competitive Supplier and its Associated Entities shall not disclose any Eligible Consumer data to any third-party, and Competitive Supplier and its Associated Entities shall take all Commercially Reasonable measures to protect Eligible Consumer data from access by, or beneficial use for, any third-party. To the extent that the provision of All-Requirements Power Supply or other services under this ESA requires that Competitive Supplier and its Associated Entities have access to or make use of any Eligible Consumer data as authorized in this section, Competitive Supplier and its Associated Entities shall treat such Eligible Consumer data as confidential information. Competitive Supplier may use Eligible Consumer data to engage in direct marketing only during the term of this ESA and subject to the terms set forth in Article 18.2. A violation of this Article 2.5 shall be grounds for termination under Article 4.2(a). Competitive Supplier agrees violation of this Article 2.5 shall constitute irreparable harm.

## ARTICLE 3 CONSUMER CHOICE, NOTIFICATION OF RIGHTS, ENROLLMENT

### 3.1 CONSUMER CHOICE

The Parties acknowledge and agree that all Participating Consumers have the right, pursuant to M.G.L. c. 164, § 134 and the Program, to change their source of electricity supply, as set forth in Article 2.1. The Parties represent and warrant to each other that they shall not unreasonably interfere with the right of Participating Consumers to opt-out of the Program, and shall comply with any Governmental Rules and rules or published policies of the Local Distributor regarding the procedures for opting out or of switching from one source of electric supply to another. Notwithstanding the foregoing, however, the Parties may take Commercially Reasonable measures to encourage Participating Consumers to affirmatively agree to remain in the Program, consistent with any Governmental Rules.

### 3.2 NOTIFICATION TO NEW CONSUMERS OF OPT-OUT RIGHTS

Consistent with the requirements of any applicable Governmental Rules, and within a reasonable time after the Local Distributor notifies Competitive Supplier of the existence of a New Consumer and has provided to Competitive Supplier such New Consumer's account number, service and billing address, and other pertinent contact information, Competitive Supplier shall notify such New Consumer in writing (i) of the date on which such New Consumer will be automatically enrolled in the Program, and (ii) that the Competitive Supplier will be providing All-Requirements Power Supply to such New Consumer as of the same date, subject to the opt-out provisions of the M.G.L. c. 164, § 134, the Plan, and the Program (such written notification, the "Opt-Out Notice"). The Opt-Out Notice shall be

*Electric Service Agreement*

mailed to each such New Consumer prior to the date of automatic enrollment. The Competitive Supplier, in its discretion as to form and content shall: (i) prominently and clearly state all charges to be assessed by the Competitive Supplier; (ii) provide a clear summary of the prices and terms included in Exhibit A and fully disclose the prices and terms then being offered for Basic Service by the Local Distributor; (iii) clearly state how such New Consumer may opt-out of the Program prior to enrollment and remain on Basic Service from the Local Distributor; and (iv) clearly state that all Participating Consumers, subsequent to enrollment, also have the right to opt-out at any time and return to Basic Service or choose a new Competitive Supplier without paying a fee or penalty to Competitive Supplier. Competitive Supplier must include with the Opt-Out Notice a self-addressed, pre-stamped envelope for use by customers electing to opt-out of the Program. All such notices must be approved in advance by the Municipality, such approval not to be unreasonably withheld.

In providing the notifications set forth in this Article 3.2, and in otherwise conducting the activities in Article 3.4 below, the Competitive Supplier must rely upon information provided to it by the Local Distributor for the purpose of performing its obligations. Competitive Supplier will not be responsible for any errors in connection with its notification of Eligible Consumers only to the extent both that: 1) such errors are caused by errors or omissions in the information provided to it by the Local Distributor; and 2) it was reasonable for the Competitive Supplier to rely upon that provided information. The Municipality shall not be responsible for any such errors by the Competitive Supplier.

### 3.3 CONSUMER AWARENESS

Subject to the other terms and conditions of this ESA, upon mutual agreement with the Municipality concerning the content and method, the Competitive Supplier or the Municipality (or its designee, including Good Energy, L.P.) may conduct consumer awareness efforts at its sole expense.

### 3.4 ENROLLMENT

3.4.1 Participating Consumers - All Participating Consumers enrolled in the Program as of the Effective Date will continue to be enrolled in the Program under the terms of this ESA unless they opt-out during the period specified in the Plan. The Municipality shall authorize the Local Distributor to provide to Competitive Supplier a list of Participating Consumers as of the Effective Date, as well as such Participating Consumer's service and billing addresses, and any other information necessary for Competitive Supplier to commence All-Requirements Power Supply to such Participating Consumers as of the Service Commencement Date.

3.4.2 New Consumers - If New Consumers elect not to opt-out of the Program as provided in Article 3.2, such New Consumers will be automatically enrolled by Competitive Supplier in the Program. Competitive Supplier shall enroll such New Consumers in accordance with applicable Governmental Rules and rules and policies of the Local Distributor. Residential

*Electric Service Agreement*

and small commercial New Consumers shall be enrolled in the Program at the rates reflected in Exhibit A. All other New Consumers shall be enrolled at a price determined by then-prevailing market conditions. Competitive Supplier shall enroll such New Consumers in accordance with applicable Governmental Rules and rules and policies of the Local Distributor. For purposes of this Agreement, a “small commercial customer” shall mean a non-residential customer who is eligible for the G-1 rate class under the National Grid Tariff in effect as of the Effective Date, or if, after the Effective Date, such rate no longer exists, the comparable National Grid small-commercial rate.

3.4.3 Eligible Consumers Opting Out - At any time during this ESA, Eligible Consumers who have previously opted out of the Program may request that they be re-enrolled in the Program. Competitive Supplier shall provide All-Requirements Power Supply to such Eligible Consumers at a price determined by then-prevailing market conditions. The Competitive Supplier is responsible for accurately and promptly transmitting information regarding Eligible Consumers to the Local Distributor. The Competitive Supplier shall be responsible for enrolling all Eligible Customers through EDI submission to the Local Distributor for initial enrollment in the Program and for all enrollments thereafter.

3.4.4 Eligible Consumers Served by Third-Parties - Consumers being served under other competitive supply programs offered by third-parties will not be automatically enrolled as Participating Consumers under this ESA when such program terminates or is otherwise completed. Competitive Supplier agrees that Consumers under such third-party competitive supply programs may affirmatively opt-in and receive All-Requirements Power Supply. Residential and small commercial Consumers that opt-in shall be enrolled in the Program at the rates reflected in Exhibit A. All other Consumers that opt-in shall be enrolled at a price determined by then-prevailing market conditions.

## ARTICLE 4 TERM OF CONTRACT AND TERMINATION

### 4.1 TERM

This ESA shall commence on the Effective Date, provided, however, that Competitive Supplier's obligation to provide All-Requirements Power Supply shall commence on the Service Commencement Date, and shall terminate with the Participating Consumer's first meter read date after \_\_\_\_\_, unless terminated earlier under Article 4.2 below ("Term").

### 4.2 TERMINATION

This ESA may be terminated at any time upon written notice:

- a) by the Municipality, or the Competitive Supplier, if the other Party fails to remedy or cure any breach of any material provision or condition of this ESA (including, but not limited to, Article 2.5 and Article 9, but excluding the failure to provide or arrange for All-

*Electric Service Agreement*

Requirements Power Supply, which is addressed in Section 4.2(d)), within sixty (60) days following written notice of the breach by the non-breaching party; or

b) by the Municipality, or the Competitive Supplier, if any material provision or condition of this ESA be finally adjudged invalid by any court of competent jurisdiction, or if the Department exercises any lawful jurisdiction so as to invalidate or disapprove this ESA in whole or in significant part; or

c) by the Municipality, i) if an order is entered against the Competitive Supplier approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (ii) immediately if the Competitive Supplier shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors or shall seek, consent to, or acquiesce in appointment of any trustee, receiver, or liquidation of any of Competitive Supplier's property; or

d) notwithstanding the foregoing, the failure of Competitive Supplier to provide or arrange for All-Requirements Power Supply to Participating Consumers not caused by Force Majeure or the Municipality's failure to perform under this ESA shall constitute an act of default by the Competitive Supplier, and the Municipality may terminate this Agreement upon giving written notice and without a cure period. In addition, in the event the Competitive Supplier has performed its obligations hereunder and its failure to arrange for or provide All-Requirements Power Supply is a direct result of actions or non-actions by any transmission service provider, the Local Distributor, or the ISO-NE, the Competitive Supplier's failure shall not be deemed to be an act of immediate default and would be subject to remedy or cure as provided in Article 4.2(a).

#### 4.3 OBLIGATIONS UPON TERMINATION

Following termination of this ESA, the Parties shall each discharge by performance all obligations due to any other Party that arose prior to the date of termination of the ESA and Competitive Supplier shall continue to have the right to collect all monies due from Participating Consumers for services rendered to that date.

The Competitive Supplier specifically waives all rights it may have at law to claim that the Municipality has no standing or otherwise lacks the authority to seek monetary damages on behalf of individual Participating Consumers in the event of a termination of this ESA. The Competitive Supplier shall submit all consumer drops via EDI to the Local Distributor in accordance with the rules and regulations set forth by the Massachusetts Electronic Business Transactions ("EBT") Working Group.

#### 4.4 EXTENSION

The ESA may be extended beyond the termination date established in Article 4.1 by mutual, written agreement of the Parties. Any new pricing terms shall be added to and replace Exhibit A as Exhibit A-2. Upon any such extension, this ESA shall continue to be in effect, and all provisions of the ESA shall retain the same force and effect as before the extension, unless it is terminated by either Party pursuant to the provisions of Article 4.2 or until the date stated

*Electric Service Agreement*

in such extension.

## ARTICLE 5 CONTINUING COVENANTS

The Competitive Supplier agrees and covenants to perform each of the following obligations during the term of this ESA.

### 5.1 STANDARDS OF MANAGEMENT AND OPERATIONS

In performing its obligations hereunder, during the term of this ESA, the Competitive Supplier shall exercise reasonable care and comply with all applicable Governmental Rules; and shall exercise all reasonable efforts to assure that its facilities are prudently and efficiently managed; that it employs an adequate number of competently trained and experienced personnel to carry out its responsibilities; that it delivers or arranges to deliver an uninterrupted supply of such amounts of electricity to the Point of Delivery as are required under this ESA; that it complies with all relevant industry standards and practices for the supply of electricity to Participating Consumers; and that, at all times with respect to Participating Consumers, it exercises best practices for a Competitive Supplier and employs all Commercially Reasonable skills, systems and methods available to it in performing under this ESA.

### 5.2 CUSTOMER SERVICE ACCESS

The Competitive Supplier agrees to provide, or cause to be provided, certain customer services to Participating Consumers. Such services shall be reasonably accessible to all Participating Consumers, shall be available during normal working hours, shall allow Participating Consumers to conveniently transact business they may have with the Competitive Supplier, and shall serve as a communications liaison among the Competitive Supplier, the Municipality, and the Local Distributor. A toll-free telephone number will be established by Competitive Supplier and be available for Participating Consumers to contact Competitive Supplier during normal business hours (9:00 A.M.- 5:00 P.M. Eastern Time, Monday through Friday) to resolve concerns, answer questions and transact business with respect to the service received from Competitive Supplier. The Municipality will post Program-related information on the Municipality's website which will be available to Participating Consumers for general information, product and service information, and other purposes.

### 5.3 RESPONDING TO REQUESTS FOR INFORMATION

To the extent authorized by the Participating Consumer(s) if such authorization is required by law, the Competitive Supplier shall, during normal business hours (as set forth above), respond promptly and without charge therefore to reasonable requests of the Municipality for information or explanation regarding the matters covered by this ESA and the supply of

*Electric Service Agreement*

electricity to Participating Consumers. Competitive Supplier agrees to designate a service representative or representatives (the "Service Contacts") who shall be available for such purposes, and shall identify the office address and telephone number of such representative(s). Whenever necessary to comply with this Article 5.3, the Service Contacts shall call upon other employees or agents of the Competitive Supplier to obtain such information or explanation as may be reasonably requested. Nothing in this Article 5.3 shall be interpreted as limiting the obligation of the Competitive Supplier to respond to complaints or inquiries from Participating Consumers, or to comply with any Governmental Rule of the Department or Attorney General regarding customer service.

#### 5.4 ARRANGING FOR FIRM ALL-REQUIREMENTS POWER SUPPLY

Competitive Supplier shall exercise all reasonable efforts and make all necessary and appropriate arrangements with the ISO-NE, any relevant regional transmission organization, wholesale suppliers and any other relevant entity to ensure an uninterrupted flow of firm All-Requirements Power Supply (free of all claims, security interests or other encumbrances) to the Local Distributor for delivery to Participating Consumers, and exercise all Commercially Reasonable efforts to cooperate with the NEPOOL, the ISO-NE and any other relevant entity to ensure a source of back-up power in the event that Competitive Supplier is unable to deliver All-Requirements Power Supply to the Point of Delivery. In the event the Competitive Supplier is unable to deliver sufficient electricity to the electric grid to serve Participating Consumers, the Competitive Supplier shall make all such arrangements and exercise all Commercially Reasonable efforts as may be necessary to continue to serve Participating Consumers under the terms of this ESA, and shall bear any costs it may incur in carrying out these efforts and obligations. Competitive Supplier shall not be responsible to the Municipality or any Participating Consumers in the event that, through no fault of the Competitive Supplier and its Associated Entities, the Local Distributor disconnects, curtails or reduces service to Participating Consumers (notwithstanding whether such disconnection is directed by the ISO- NE).

#### 5.5 NON-DISCRIMINATORY PROVISION OF SERVICE

Competitive Supplier shall supply electric energy to the Point of Delivery to all Eligible Consumers on a non-discriminatory basis; provided, however, that the prices and other terms applicable to such supply of energy may vary in accordance with reasonably established rate classifications (e.g., residential, commercial, municipal, industrial) or by such other categories as appear in Exhibit A. Competitive Supplier's prices, terms and conditions shall be in accordance with applicable Massachusetts General Laws, the regulations of the Department, and other applicable Governmental Rules. To the extent required by Governmental Rule and/or the conditions of any Department approval of this ESA, the Competitive Supplier shall not deny service to an Eligible Consumer for failure of such consumer to pay the bills of any other electric company (whether engaged in the distribution, transmission, or generation of electricity) or of any other aggregator, marketer or broker of electricity, but may reasonably deny or condition new service, or terminate existing service, based upon any Participating Consumer's failure to pay bills from the Competitive Supplier,



*Electric Service Agreement*

subject to any applicable Governmental Rule. Provision of electric energy supply shall be subject to Competitive Supplier's standard credit policies, to the extent permitted by law, as described in Exhibit A.

## 5.6 APPROVAL OF GENERAL COMMUNICATIONS

Competitive Supplier shall cooperate with the Municipality in the drafting and sending of messages and information to Eligible Consumers concerning the Program or any matter arising under or related to this ESA. Competitive Supplier shall provide a copy of such General Communication to the Municipality for its review to determine whether it is consistent with the purposes and goals of the Municipality, prior to sending, whether directly or through its Associated Entities, any direct mail, advertising, solicitation, bill insert, electronic mail, or other similar written or electronic communication (collectively, "General Communications") to Participating Consumers (but excluding individually drafted or tailored communications responding to the specific complaint or circumstance of an individual consumer). The Municipality shall have the right, subject to the last paragraph of this Article 5.6 regarding certain General Communications, to disapprove such General Communications and/or request revisions thereto if it finds the communications inconsistent with the purposes and goals of the Municipality, factually inaccurate or likely to mislead; provided, however: (i) that the communication shall be deemed approved if the Municipality fails to respond within ten (10) days (not including weekends and holidays); and (ii) that no approval shall be necessary for any communication (a) regarding any emergency situation involving any risk to the public health, safety or welfare; (b) which has been approved by the Department, the DOER, or any other Governmental Authority; or (c) in the nature of routine monthly or periodic bills, or collection notices, except that any bill insert or message included at the bottom of such bill not within the scope of (a) or (b) above shall require approval.

If the Municipality disapproves any General Communication on the grounds it is inconsistent with the purposes and goals of the Municipality, the Competitive Supplier, after consultation as provided in this Article 5.6, may nevertheless elect to send such General Communication provided that it: (i) clearly indicates on such mailing that it has not been endorsed by the Municipality, (ii) has previously provided all Participating Consumers a meaningful chance to opt not to receive such General Communications, (iii) has stated in connection with such chance to opt not to receive such communications that "the Municipality wants to protect Eligible Consumers from receiving marketing materials if you do not wish to do so," and (iv) has otherwise sought input from the Municipality as to the means by which Eligible Consumers are given a chance to remove their names from any list which may receive General Communications. The Municipality may reject or exclude any other proposed General Communication that, in its reasonable judgment, is contrary to the interests and objectives of the Program or the Municipality.

## 5.7 COMMUNICATION OF INSERTS AND MESSAGES

Competitive Supplier agrees that if it communicates with Participating Consumers directly, it shall, unless prevented from doing so by any applicable Governmental Rule, allow the

*Electric Service Agreement*

Municipality to include no less than three (3) inserts per year into such communications, provided that the Municipality pays the cost of printing and reproducing such insert and any incremental postage or handling costs the Competitive Supplier may incur as a result of including such insert. Competitive Supplier shall have the right to disapprove such General Communications (except communications pertaining to the Municipality's demand-side management, energy efficiency programs and technology, and renewable energy programs, if applicable, which are not subject to Competitive Supplier's approval) and suggest revisions if it finds the communication inconsistent with its business interests, factually inaccurate or likely to mislead; provided, however: (i) that the communication shall be deemed approved if the Competitive Supplier fails to respond within ten (10) days after receipt (not including weekends and holidays); and (ii) that no approval shall be necessary for any communication that has been ordered by the Department, the DOER, or any other Governmental Authority to be so communicated.

#### 5.8 PARTICIPATING CONSUMER LISTS

To the extent not prohibited by any Governmental Rule or expressly by any Participating Consumer(s), the Competitive Supplier shall, upon request of the Municipality, provide a list of the Participating Consumers being served by the Competitive Supplier, including such reasonable identifying and aggregate consumption information as the Municipality may also request to the extent such information is available to Competitive Supplier. Competitive Supplier shall provide such Participating Consumer lists in an electronic format reasonably acceptable to both Parties and with no more frequency than once a month.

#### 5.9 COMPLIANCE WITH LAWS

The Parties shall promptly and fully comply with all existing and future Governmental Rules applicable to this ESA and the performance of the Parties thereunder.

#### 5.10 CONSENT

Whenever performance of an obligation of any Party hereto requires the consent or approval of any Governmental Authority, such Party shall make Commercially Reasonable efforts to obtain such consent or approval. In the event the Competitive Supplier requests the Municipality's assistance in obtaining such consent or approval and the Municipality anticipates that it will incur costs in fulfilling the Competitive Supplier's request, it shall give the Competitive Supplier an estimate of such costs. Upon receiving the estimate, Competitive Supplier shall determine whether it will continue to request the Municipality's assistance, and if so, the Competitive Supplier shall reimburse the Municipality for all costs, up to the estimated dollar amount, reasonably incurred by the Municipality in connection with such efforts.

### ARTICLE 6 ROLE OF THE MUNICIPALITY

Under this ESA, the Municipality shall not actually receive, take title to, or be liable for the

*Electric Service Agreement*

purchase, sale, supply, delivery, or for the payment of All-Requirements Power Supply in any manner whatsoever. The Parties specifically agree that the role of the Municipality is established under M.G.L. c. 164, § 134 and includes negotiating the terms and conditions under which All- Requirements Power Supply will be provided by the Competitive Supplier under this ESA. It is the sole obligation of the Competitive Supplier to arrange for delivery of All-Requirements Power Supply to Participating Consumers. The Parties agree that Municipality is not a "distribution company", "electric company", "generation company" or "transmission company" within the meaning of M.G.L. c. 164, § 1 as a result of this ESA, unless a court, the Department, or other lawful authority shall adjudicate to the contrary; provided, however, that the Municipality may be considered to be operating a municipal load aggregation plan pursuant to M.G.L. c. 164, § 134. The Competitive Supplier hereby agrees that it will take no action, whether directly or through its Associated Entities, that would make the Municipality liable to any Participating Consumer due to any act or failure to act on the part of the Competitive Supplier or its Associated Entities relating to Competitive Supplier's performance under this ESA, including the delivery or supply of All-Requirements Power Supply.

## ARTICLE 7 PRICES AND SERVICES; BILLING

### 7.1 SCHEDULE OF PRICES AND TERMS

Competitive Supplier agrees to provide All-Requirements Power Supply and other related services as expressly set forth herein in accordance with the prices and terms included in Exhibit A to this ESA, which Exhibit is hereby incorporated by reference into this ESA.

### 7.2 OBLIGATION TO SERVE

As between the Parties, Competitive Supplier has the sole obligation to obtain sources of supply, whether from generating facilities owned or controlled by its affiliates, through bilateral transactions, or the market, as may be necessary to provide All-Requirements Power Supply for all of the Participating Consumers under the Program. Competitive Supplier, except as explicitly limited by the terms included in Exhibit A, shall be obligated to accept all Participating Consumers, regardless of their location or energy needs provided such Participating Consumers are eligible under the applicable regulations and tariffs of the Local Distributor.

### 7.3 METERING

The Local Distributor will be responsible for any metering that may be required to bill Participating Consumers in accordance with the Local Distributor's Terms and Conditions for Competitive Suppliers.

## 7.4 TERMS AND CONDITIONS PERTAINING TO INDIVIDUAL ACCOUNT SERVICE

### 7.4.1 Title

Title to All-Requirements Power Supply will transfer from Competitive Supplier to Participating Consumers at the Point of Sale. In accordance with the Local Distributor's Terms and Conditions for Competitive Suppliers, the Competitive Supplier will be responsible for any and all losses incurred on the local network transmission systems and distribution systems, as determined by the Local Distributor.

### 7.4.2 Billing and Payment

Unless otherwise specified in an Exhibit to this ESA, all billing under this ESA shall be based on the meter readings of each Participating Consumer's meter(s) performed by the Local Distributor. Competitive Supplier shall, or shall cause the Local Distributor or any other qualified entity, to prepare and mail bills to Participating Consumers monthly. If the Competitive Supplier arranges for the Local Distributor to perform billing services, the Competitive Supplier shall adopt the billing and payment terms offered by the Local Distributor to its Eligible Consumers on Basic Service unless the Competitive Supplier and Local Distributor otherwise agree. Any over-charge or under-charge will be accounted for in the next billing period for which actual meter data is available.

### 7.4.3 Regional and Local Transmission

The prices quoted in Exhibit A do not include current and future charges for distribution service costs collected by the Local Distributor under its distribution service tariff or local transmission costs as may be imposed by the regional power pool, ISO-NE, or individual electric utilities that have FERC transmission tariffs. The Competitive Supplier understands that these costs will be collected by the Local Distributor. If, in the future, Competitive Supplier becomes responsible for such distribution or transmission costs, Competitive Supplier shall be entitled to collect such costs from Participating Consumers to the extent permitted by any Governmental Rules. These costs are "pass through" costs as determined by the appropriate regulatory agencies.

### 7.4.4 Taxes

All sales, gross receipts, excise or similar taxes imposed on and properly chargeable to Participating Consumers with respect to the sale or consumption of All-Requirements Power Supply shall be included on the Participating Consumer's bill and shall be remitted to the appropriate taxing authority by Competitive Supplier. Participating Consumers shall also be responsible for all taxes that are required by law to be imposed upon a purchaser of

*Electric Service Agreement*

electricity and are associated with electricity consumption under the ESA. Participating Consumers shall be responsible for identifying and requesting any exemption from the collection of any tax by providing appropriate documentation to Competitive Supplier. For avoidance of doubt, Competitive Supplier shall be responsible for all taxes and governmental charges imposed on or chargeable to Competitive Supplier, including taxes on Competitive Supplier's income.

## ARTICLE 8 DEVELOPMENT OR OFFERING OF RENEWABLE ENERGY SOURCES

### 8.1 RENEWABLE ENERGY PORFOLIO STANDARD

Competitive Supplier agrees that it, and its Associated Entities directly or indirectly involved in providing services or meeting the Competitive Supplier's obligations under the ESA, will comply with all applicable Governmental Rules, including the provisions of M.G.L. c. 25A, § 11F, § 11 F1/2, and any regulations, orders or policies adopted pursuant thereto.

### 8.2 PROVISION OF GREEN POWER

Competitive Supplier will enter into a REC Purchase Agreement ("RPA") with \_\_\_\_\_ ("REC Supplier") attached hereto as Exhibit C. Pursuant to the RPA, REC Supplier will provide, and Competitive Supplier will purchase, renewable energy certificates (RECs) in a quantity sufficient to support the Municipality's opt-out and opt-in programs as described in Exhibit A of the RPA. Competitive Supplier shall include the REC's purchased from the REC Supplier in the All Requirements Power Supply to be provided to the Municipality under the ESA. Competitive Supplier shall include all costs of such RECs in the price for All Requirements Power Supply as provided in Exhibit A of this ESA. In the event REC Supplier defaults under, or terminates, the RPA prior to the termination of this ESA, Competitive Supplier shall procure and provide Replacement RECs for the continuing term of the ESA sufficient to support the Municipality's opt-out and opt-in programs as described in Exhibit A of the RPA). The prices included in Exhibit A of the ESA shall not be subject to modification because Competitive Supplier is required to provide Replacement RECs.

## ARTICLE 9 SERVICE PROTECTIONS FOR RESIDENTIAL CONSUMERS

Competitive Supplier agrees that it and its Associated Entities shall comply with the provisions of 220 C.M.R. 25.00, 27.00, 28.00 and 29.00, as applicable to Competitive Suppliers, and any amendments thereto, and any code of conduct or policies the Department may adopt in accordance with M.G.L. c. 164, § 1F (7). The Competitive Supplier shall, on or before the Service Commencement Date, provide a written, detailed description of its billing and termination procedures, customer services, confidentiality and related practices and procedures for approval by the Municipality (which approval shall not be unreasonably withheld), provided that any such approval or lack thereof shall not relieve Competitive

*Electric Service Agreement*

Supplier from compliance with the aforesaid provisions, code of conduct and policies. Such written description shall also include the Competitive Supplier's plans for maintaining "service quality standards", as that phrase is used in M.G.L. c. 164, § 1F (7); for complying with the "opt-out" provisions of M.G.L. c. 164, § 134(a); and for handling consumer complaints, including any arbitration procedures. If the Participating Consumer(s) so permit(s) or to the extent such permission is required by law or the terms of any Department order with respect to this ESA, the Competitive Supplier agrees to provide reasonably prompt written notice to the Municipality of any consumer complaints received from a Participating Consumer, and the Municipality shall have the right, but not the obligation, to participate in resolution of the dispute, to the extent that such complaints relate directly to the Program, and to the extent not prohibited by Department regulations and other applicable law. The failure to timely submit such written description, or the use of practices and procedures that materially fail to comply with Department regulations and policies irrespective of any approval of the Municipality as to the same, shall be deemed grounds for termination of this ESA, at the discretion of the Municipality after providing written notice of such failure to the Competitive Supplier and allowing the Competitive Supplier sixty (60) days to cure such failure.

In addition, in accordance with M.G.L. c. 164, § 1F(2) and 220 CMR 11.05(2)(b)19, in the event of a dispute regarding an invoice or Competitive Supplier's service, whether directly or through its Associated Entities, under this ESA, a Participating Consumer may contact the Department, which may refer the dispute to the Massachusetts Office for Dispute Resolution for mediation of such dispute, if the amount in dispute is greater than one hundred dollars (\$100.00) and the subject of the dispute is within the Department's statutory and regulatory authority.

## ARTICLE 10 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT

Competitive Supplier agrees that it shall conduct its operations and activities under this ESA in accordance with all applicable state and federal laws regarding non-discrimination in hiring and employment of employees.

## ARTICLE 11 POWER SUPPLY INFORMATION AND ACCESS TO INFORMATION

### 11.1 POWER SUPPLY INFORMATION

#### 11.1.1 Quarterly Report of Sales

Competitive Supplier shall provide the Municipality or its agent with a quarterly report of sales which will contain: (i) the actual aggregate kWh sales for each meter read of the reporting period and (ii) the number of Participating Consumer accounts active in each meter read of the reporting period. The quarterly report will be due to the Municipality or its agent within forty-five (45) days following the close of each quarter (the close of each quarter

*Electric Service Agreement*

being March 31, June 30, September 30, and December 31). The aggregate kWh sales and number of Participating Consumer accounts shall be listed in the report both by rate code and rate name as shown on Exhibit B attached hereto. This information shall be provided in electronic format.

#### 11.1.2 Consumer-Related Data

On and after the Service Commencement Date, Competitive Supplier will maintain consumer-related data in electronic form including utility account number, billing name, billing address, service address historical usage, demand, and ICAP (Installed Capacity) data. Competitive Supplier will make such data available to the Municipality or its agent upon request within forty-five (45) days of the request. A violation of this Article 2.5 shall be grounds for termination under Article 4.2(a).

#### 11.1.3 Information or Data Provided by Competitive Supplier

Competitive Supplier shall use all Commercially Reasonable efforts in preparing and providing any information or data required under or requested by the Municipality pursuant to the ESA. To the extent that Competitive Supplier determines that any information or data provided hereunder is in error, it shall notify Municipality of the error and provide the correct information or data to the Municipality or its agent within a Commercially Reasonable time

### 11.2 POWER SUPPLY REPORT

Unless the "Disclosure Label" requirement is waived by the DPU, within fifteen (15) days of the end of the quarter, Competitive Supplier shall present a copy of the current "Disclosure Label" required by the Department of all Competitive Suppliers to be disclosed to their Participating Consumers, which shall include information pertaining to Competitive Supplier's power supply and a reasonably detailed description of the sources of Competitive Supplier's power supply used to serve Participating Consumers pursuant to this ESA, except to the extent such disclosure would violate any confidentiality obligations of Competitive Supplier.

### 11.3 BOOKS AND RECORDS

Competitive Supplier shall keep their books and records in accordance with all applicable Governmental Rules or guidelines of the Department, the FERC, and any other Governmental Authority. The Municipality will have access to any reports mandated by the Securities and Exchange Commission which are available on the Internet "EDGAR" system. Upon reasonable request by the Municipality, Competitive Supplier shall provide "back up" supporting any charge under this ESA questioned by the Municipality and, unless such charge is in error, the Municipality shall be responsible for the reasonable cost of providing such information.

### 11.4 COPIES OF REGULATORY REPORTS AND FILINGS

*Electric Service Agreement*

Upon reasonable request, Competitive Supplier shall provide to the Municipality a copy of each public periodic or incident-related report or record relating to this ESA which it files with any Massachusetts or federal agency regulating rates, service, compliance with environmental laws, or compliance with affirmative action and equal opportunity requirements, unless the Competitive Supplier is required by law or regulation to keep such reports confidential. Competitive Supplier shall be reimbursed its reasonable costs of providing such copies.

## ARTICLE 12 RESOLUTION OF DISPUTES; CHOICE OF LAW AND FORUM

### 12.1 CHOICE OF LAW AND FORUM

This ESA and the rights of the Parties shall be interpreted and determined in accordance with the laws of the Commonwealth of Massachusetts without respect to conflicts-of-laws principles. Any litigation arising hereunder shall be brought solely in the appropriate federal court in Massachusetts or appropriate state court sitting in the Massachusetts county in which the Municipality is located, to whose jurisdiction the parties hereby assent, waiving all objections to venue or forum.

### 12.2 DISPUTE RESOLUTION

Unless otherwise provided for in this ESA, the dispute resolution procedures of this Article 12.2 shall be the exclusive mechanism to resolve disputes arising under this ESA. The Parties agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this ESA. Any dispute that arises under or with respect to this ESA that cannot be resolved shall in the first instance be the subject of informal negotiations between the Parties involved in the dispute. The dispute shall be considered to have arisen when one of the Parties sends the other Party a written notice of dispute. The period for informal negotiations shall be fourteen (14) days from receipt of the written notice of dispute unless such time is modified by written agreement of the Parties. In the event that the Parties cannot resolve a dispute by informal negotiations, the Parties may seek judicial enforcement subject to the provisions of this ESA. Notwithstanding the foregoing, injunctive relief may be immediately sought without resorting to alternative dispute resolution to prevent irreparable harm that would be caused by a breach of this ESA.

## ARTICLE 13 INDEMNIFICATION

### 13.1 INDEMNIFICATION BY THE COMPETITIVE SUPPLIER

In addition to and not in limitation of any other rights and remedies available to the Municipality under this ESA, at law or equity, and notwithstanding any other provision contained herein, the Competitive Supplier shall indemnify, defend and hold harmless the Municipality ("Indemnified Party") and the Indemnified Party's officials, officers, employees,



*Electric Service Agreement*

agents, representatives and independent contractors, from and against any and all costs, claims, liabilities, damages, expenses (including reasonable attorneys' fees), causes of action, suits or judgments, incurred by, on behalf of or involving any one of the foregoing parties to the extent arising directly from or in connection with (i) any material breach by Competitive Supplier of its obligations, covenants, representations or warranties contained in this ESA and not resulting from the actions of the ISO, Local Distributor, the Municipality or its employees or agents, or (ii) any action or omission taken or made by the Competitive Supplier or its Associated Entities in connection with Competitive Supplier's performance of this ESA.

### 13.2 NOTICE OF INDEMNIFICATION CLAIMS

If the Municipality seeks indemnification pursuant to this Article 13, it shall notify Competitive Supplier of the existence of a claim, or potential claim as soon as practicable after learning of such claim, or potential claim, describing with reasonable particularity the circumstances giving rise to such claim. Upon written acknowledgment by the Competitive Supplier that it will assume the defense and indemnification of such claim, the Competitive Supplier may assert any defenses that are or would otherwise be available to the Municipality. Any settlement by the Supplier of any claims against the Municipality shall require a full release of the Municipality, its officials, officers, employees, agents, and representatives from any and all claims, and shall not require any admission of any liability by the Municipality, its officials, officers, employees, agents and representatives.

### 13.3 SURVIVAL

Notwithstanding any provision contained herein, the provisions of this Article 13 shall survive the termination of this ESA.

### 13.4 DUTY TO MITIGATE

Each Party agrees that they have a duty to mitigate damages at law, and also covenant that they will use Commercially Reasonable efforts to minimize any damages they may incur as a result of the other Party's performance or non-performance of this ESA.

## ARTICLE 14 REPRESENTATIONS AND WARRANTIES

### 14.1 BY THE COMPETITIVE SUPPLIER

As a material inducement to the Municipality to enter into this ESA, the Competitive Supplier hereby represents and warrants to the Municipality as of the Effective Date of this ESA as follows:

- a) it is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation and is qualified to conduct its business in those jurisdictions

*Electric Service Agreement*

- necessary for it to perform its obligations under this ESA;
- b) it has all authorizations from any Governmental Authority necessary for it to legally perform its obligations under this ESA or will obtain such authorizations in a timely manner prior to the date when any performance by it requiring such authorization becomes due;
  - c) the execution, delivery and performance of this ESA are within its powers, have been duly authorized by all necessary action and do not violate any of the terms or conditions in its governing documents or any contract to which it is a party or any Governmental Rule applicable to it;
  - d) subject to the conditions set forth in Article 2.4, this ESA constitutes a legal, valid and binding obligation of the Competitive Supplier enforceable against it in accordance with its terms, and the Competitive Supplier has all rights such that it can and will perform its obligations to the Municipality in conformance with the terms and conditions of this ESA, subject to bankruptcy, insolvency, reorganization and other laws affecting creditor's rights generally and general principles of equity;
  - e) no Bankruptcy is pending against it or to its knowledge threatened against it;
  - f) none of the documents or other written information furnished by or on behalf of Competitive Supplier to the Municipality pursuant to this ESA contains any untrue statement of a material fact or omits to state any material fact required to be stated therein or necessary to make the statements contained herein or therein, in the light of the circumstances in which they were made, not misleading; and
  - g) all information furnished by Competitive Supplier in response to the Municipality's Request for Proposals for competitive electric supply services is true and accurate to the best of Competitive Supplier's knowledge and belief.

**14.2 BY THE MUNICIPALITY**

As a material inducement to entering into this ESA, the Municipality hereby represents and warrants to Competitive Supplier as of the effective date of this ESA as follows:

- a) this ESA constitutes the legal, valid and binding contract of the Municipality enforceable in accordance with its terms, subject to applicable law;
- b) the execution, delivery and performance of this ESA are within the Municipality's powers, have been or will be duly authorized by all necessary action;
- c) the Municipality has all authorizations from any local or state Governmental Authority necessary for it to legally perform its obligations under this ESA or will obtain such authorizations in a timely manner prior to when any performance by it requiring such authorization becomes due; and
- d) no Bankruptcy is pending or threatened against the Municipality.

**ARTICLE 15 INSURANCE**

15.1 In order to help support the indemnifications provided in Article 13, and its other promises and covenants stated herein, Competitive Supplier shall secure and maintain, at its own expense, before the Effective Date and throughout the term of this ESA, unless

*Electric Service Agreement*

otherwise specified, comprehensive commercial general liability insurance of at least \$3,000,000 combined single limit and excess liability coverage of at least \$5,000,000 with insurers licensed to do business in the Commonwealth of Massachusetts and satisfactory to the Municipality. A certificate that each such insurance coverage is in force and effect, and listing the Municipality as an additional insured on all policies, shall be submitted on or before the Effective Date and thereafter whenever renewed by the Competitive Supplier or otherwise requested by the Municipality. The Competitive Supplier shall require all insurers issuing such insurance policies to provide that a copy of any notice of cancellation or non-renewal to the Municipality at least 30 days before such cancellation or non-renewal.

15.2 With respect to any of the insurance policies provided by the Competitive Supplier pursuant to these requirements that are “claims made” policies, in the event at any time such policies are canceled or not renewed, the Competitive Supplier shall provide a substitute insurance policy with terms and conditions and in amounts that comply with these requirements and that provides for retroactive coverage to the date of the cancellation or non-renewal of the prior “claims-made” policy. With respect to all “claims made” policies that have been renewed, the Competitive Supplier shall provide coverage retroactive to the Effective Date under this ESA. All said substitute or renewed “claims made” policies shall be maintained in full force and effect for three (3) years from the date of the termination of the ESA.

15.3 Competitive Supplier, to the extent required by law, must provide worker’s compensation insurance meeting all applicable state and federal requirements.

ARTICLE 16 THIS SECTION INTENTIONALLY DELETED.

ARTICLE 17 REGULATORY EVENT

If a Regulatory Event occurs, the Parties shall use their best efforts to reform this ESA to give effect to the original intent of the Parties and the Program. If the Regulatory Event results directly in an increase in Suppliers cost of services for the larger class of customers of which Participating Consumers are a part and Supplier passes through such cost to such class on a per-kWh basis, Supplier may pass through a reasonably proportionate share of such cost to Eligible Consumers in the same manner as other members of such larger class.

ARTICLE 18 MISCELLANEOUS

18.1 NO ASSIGNMENT WITHOUT PERMISSION

Other than in connection with a sale of all or substantially all of its competitive electric supply business related to this ESA, or to an affiliate of Competitive Supplier having the experience and financial ability to fulfill all obligations of the Competitive Supplier in the ESA, Competitive Supplier shall not assign this ESA or any of its rights, obligations and

*Electric Service Agreement*

privileges under this ESA without the prior written approval of the Municipality. Such approval may be denied at the reasonable discretion of the Municipality, including if the proposed assignee does not have the experience and financial ability to fulfill all obligations of the Competitive Supplier in the ESA. Any assignment of this ESA by the Competitive Supplier, whether as the result of the sale of all or substantially all of the Competitive Supplier's business related to this ESA or otherwise, shall be subject to the following requirements: (i) Competitive Supplier shall provide the Municipality with notice of the proposed assignment at least 45 days prior to such assignment; (ii) Competitive Supplier's assignee shall agree in writing to be bound by the terms and conditions of this ESA, and shall be capable of making, and shall make, the representations and warranties expressly made in this ESA by the Competitive Supplier; (iii) Competitive Supplier and such assignee shall, at least forty-five (45) days in advance of any assignment, reasonably demonstrate to Municipality that assignee has the experience and financial ability to fulfill all obligations of the Competitive Supplier in the ESA; and (iv) Competitive Supplier shall cure all defaults of this ESA, if any, of Competitive Supplier existing at the time of assignment. The Municipality may assign this ESA without the prior consent of Competitive Supplier provided that the proposed assignee has at least the same financial ability as the Municipality and such assignment would not materially impair the rights and interests of Competitive Supplier under this ESA. The rights and obligations created by this ESA shall inure to the benefit of, and be binding upon, the successors and permitted assigns of, the respective Parties hereto.

## 18.2 DIRECT MARKETING

Prior to the introduction of any new product or service that Competitive Supplier may wish to make available to Participating Consumers or other Eligible Consumers located within the Municipality, Competitive Supplier agrees to (i) give the Municipality written notice of such new product or service and (ii) negotiate with the Municipality for the possible inclusion of such new product or service in this or another aggregation program undertaken by the Municipality.

Competitive Supplier also agrees not to engage, whether directly or through any of its Associated Entities, in any direct marketing to any Participating Consumer that relies upon Competitive Supplier's unique knowledge of, or access to, Participating Consumers gained as a result of this ESA. For the purposes of this provision, "direct marketing" shall include any telephone call, mailing, electronic mail, or other contact between the Competitive Supplier and the Consumer. Broad-based programs of the Competitive Supplier that do not rely on unique knowledge or access gained through this ESA will not constitute such "direct marketing."

## 18.3 NOTICES

All notices, demands, requests, consents or other communications required or permitted to be given or made under this ESA shall be in writing and addressed to:

*Electric Service Agreement*

If to Competitive Supplier:

If to Municipality:

Mr. Charles de Casteja  
 Good Energy, L.P.  
 232 Madison Avenue, 3<sup>rd</sup> Floor  
 New York, NY 10016  
 Phone: 212-792-0222  
 Fax: 212-792-0223  
 charles@goodenergy.com

and

Ms. Martha Grover  
 Energy Efficiency Manager  
 Office of Planning and Community Development  
 City of Melrose  
 562 Main Street  
 Melrose, MA 02176  
 Phone: 781-979-4195  
 MGrover@cityofmelrose.org

Notices hereunder shall be deemed properly served (i) by hand delivery, on the day and at the time on which delivered to the intended recipient at the address set forth in this ESA; (ii) if sent by mail, on the third business day after the day on which deposited in the United States certified or registered mail, postage prepaid, return receipt requested, addressed to the intended recipient at its address set forth in this ESA; or (iii) if by Federal Express or other reputable express mail service, on the next business day after delivery to such express mail service, addressed to the intended recipient at its address set forth in this ESA. Any party may change its address and contact person for the purposes of this Article 18.3 by giving notice thereof in the manner required herein.

#### 18.4 CHANGES IN EMERGENCY AND SERVICE CONTACT PERSONS

In the event that the name or telephone number of any emergency or service contact for the Competitive Supplier changes, Competitive Supplier shall give prompt written notice to the Municipality in the manner set forth in Article 18.3. In the event that the name or telephone number of any such contact person for the Municipality changes, prompt written notice shall be given to the Competitive Supplier in the manner set forth in Article 18.3.

*Electric Service Agreement***18.5 ENTIRE ESA; AMENDMENTS**

This ESA, including the Plan incorporated by reference in Section 18.14, constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the Parties relating to the subject matter hereof. This ESA may only be amended or modified by a written instrument signed by all Parties hereto.

**18.6 FORCE MAJEURE**

If by reason of Force Majeure any Party is unable to carry out, either in whole or in part, its obligations herein contained, such Party shall not be deemed to be in default during the continuation of such inability, provided that: (i) the non-performing Party, within two (2) weeks after the occurrence of the Force Majeure, gives the other Party hereto written notice describing the Force Majeure and its effects; (ii) the suspension of performance be of no greater scope and of no longer duration than is necessitated by the Force Majeure; (iii) no obligations of the Party that were to be performed prior to the occurrence of the Force Majeure shall be excused as a result of that occurrence; and (iv) the non-performing Party shall use all Commercially Reasonable efforts to remedy or overcome with all reasonable dispatch the cause or causes preventing it from carrying out its obligations. If (i) an event of Force Majeure caused by any strikes, lockouts or other industrial disturbances involving Competitive Supplier or its Associated Entities continues for a period of thirty (30) days or longer, or (ii) an event of Force Majeure arising from any other cause continues for a period of sixty (60) days or longer, either Party may terminate this ESA by sending the other Party a written notice as set forth in Article 4.2; provided, however, that the same shall not constitute a default under this ESA and shall not give rise to any damages. Additionally, Competitive Supplier shall submit all consumer drops via EDI to the Local Distributor in accordance with the rules and regulations set forth by the EBT Working Group

**18.7 EXPENSES**

Each Party hereto shall pay all expenses incurred by it in connection with its entering into this ESA, including without limitation, all of its attorney's fees and expenses.

**18.8 NO JOINT VENTURE**

Competitive Supplier will perform all obligations under this ESA as an independent contractor. Nothing herein contained makes, and nothing herein shall be deemed to make, any Party an employee, partner, agent or legal representative of the other Party, or to create a joint venture, partnership, agency or any similar relationship between the Parties. The obligations of the Municipality and the Competitive Supplier hereunder are individual and neither collective nor joint in nature.

**18.9 JOINT WORK PRODUCT**

*Electric Service Agreement*

This ESA shall be considered the work product of all Parties hereto, and, therefore, no rule of “construction against the drafter” shall be applied against either Party.

#### 18.10 COUNTERPARTS

This ESA may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single agreement.

#### 18.11 COMMISSIONS

The Parties acknowledge that the Price for energy as described in Exhibit A includes: a) a commission fee equal to \$0.001 (1 mil) per kWh of Participating Consumers’ actual usage for the duration of the ESA payable to Good Energy, L.P., the consultant hired by the Municipality to develop, implement, and administer the Program. The Competitive Supplier agrees to include these commission fee in the Price for energy and to make the monthly commission payments on behalf of Participating Consumers to Good Energy, L.P. and acknowledges this obligation as a material obligation of this ESA. The commission fee shall be paid on or about the 15<sup>th</sup> of every month and shall be based on electricity consumed and paid for by Participating Customers and for which Competitive Supplier has received payment in the previous month. This provision shall be binding upon the Parties and all permitted assigns and other successors-in-interest of the Parties.

#### 18.12 WAIVER

No waiver by any Party hereto of any one or more defaults by any other Party in the performance of any provision of this ESA shall operate or be construed as a waiver of any future default, whether of like or different character. No failure on the part of any Party hereto to complain of any action or non-action on the part of any other Party, no matter how long the same may continue, shall be deemed to be a waiver of any right hereunder by the Party(ies) so failing. A waiver of any of the provisions of this ESA shall only be effective if made in writing and signed by the Party who is making such waiver.

#### 18.13 COOPERATION

Each Party acknowledges that this ESA must be approved by the Department and agree that they shall use Commercially Reasonable efforts to cooperate in seeking to secure such approval.

#### 18.14 PLAN

Competitive Supplier agrees that it has been provided with and had a reasonable opportunity to read the Plan. The Parties agree that the Plan, in the form as it exists on the Effective Date of this ESA, is incorporated into this ESA by reference, and that it shall be construed harmoniously to the greatest practicable extent; notwithstanding the foregoing, in the event of any conflict between this ESA and the Plan, this ESA shall govern. The Municipality will

*Electric Service Agreement*

provide Competitive Supplier with amendments to the Plan as they are adopted; provided, however, that such amendments are not incorporated into this ESA solely as a result of such adoption. Any amendments hereto must be made in accordance with Article 18.5 of this ESA.

#### 18.15 ADVERTISING LIMITATIONS

Competitive Supplier agrees not to use, whether directly or through any of its Associated Entities, the name of the Municipality, or make any reference to the Municipality in any advertising or other information to be distributed publicly for marketing or educational purposes, unless the Municipality expressly agrees to such usage in writing. Any proposed use of the name of the Municipality must be submitted in writing to the Municipality for agreement and prior approval. The Municipality acknowledges that the Competitive Supplier's corporate affiliates own the exclusive right to the trademarked logo and trade name used by Competitive Supplier. No right, license or interest in this trademark and/or trade name is granted to the Municipality hereunder, and the Municipality agrees that it shall not assert any right, license or interest with respect to such trademark and/or trade name.

#### 18.16 PRESS RELEASES

The Parties agree to cooperate in good faith prior to the issuance of any formal press release with respect to this ESA, such cooperation to include negotiating an agreement as to the form, substance and timing of such formal press release.

#### 18.17 HEADINGS AND CAPTIONS

The headings and captions appearing in this ESA are intended for reference only, and are not to be considered in construing this ESA.

#### 18.18 SURVIVAL OF OBLIGATION

Termination of this ESA for any reason shall not relieve the Municipality or the Competitive Supplier of any obligation accrued or accruing prior to such termination.

#### 18.19 REMEDIES

##### 18.19.1 General

Subject to the limitations set forth in Article 18.19.2 below and Article 4, the Municipality and the Competitive Supplier reserve and shall have all rights and remedies available to each of them at law or in equity with respect to the performance or non-performance of the other Party hereto under this ESA.

##### 18.19.2 Limitations



*Electric Service Agreement*

NO PARTY HERETO SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT. Notwithstanding the foregoing, each Party acknowledges that the preceding sentence shall not limit the other Party's rights to seek direct damages or, under Article 13.1, to seek indemnification from Competitive Supplier for consequential, punitive, or incidental damages or other such losses claimed by third-parties; provided that the aggregate limit on Competitive Supplier's indemnification obligation pursuant to this provision, except for any damages caused by the fraud or bad faith of the Competitive Supplier, shall be equal to the greater of: 1) the amount payable for such claims under any and all insurance maintained by the Competitive Supplier; 2) 50% of the Competitive Supplier's annual gross receipts (price per kWh multiplied by kWh volumes sold) received under this ESA in the most recent 12 month period; or 3) \$10,000,000.00.

*Electric Service Agreement*

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, as required by the applicable laws of the Municipality and the laws, rules and regulations of the Commonwealth of Massachusetts, as of the respective dates set forth below

COMPETITIVE SUPPLIER

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

MUNICIPALITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

EXHIBIT A  
PRICES AND TERMS  
Community Electricity Aggregation Program

Rate Classification	Price per kWh/Period	Price per kWh/Period
Period	_____	_____
Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____

Terms for System Supply Service

Term: The Price and Terms stated on this Exhibit A will commence on the first Consumer meter read date after \_\_\_\_\_ and continue until the first Consumer meter read date after \_\_\_\_\_, unless this ESA is sooner terminated in accordance with Article 4.2 of this ESA.

Pricing: The price for All-Requirements Power Supply shall be as stated on this Exhibit A through Participating Consumers' meter read dates in \_\_\_\_\_. Prices shall be fixed for the entire length of such pricing period. Prices must include all adders and ancillary charges. However, the Competitive Supplier may offer price reductions to Participating Consumers at any time during the term of this ESA. The Municipality reserves the right to reject any bids in which, on the Start-Up Service Date, the Residential pricing would not be at least \$.001/kWh less than the approved Fixed Basic Service Rate in effect for residential consumers and the pricing for Commercial and Industrial consumers would not be at least \$.001/kWh less than the approved Fixed Basic Service Rate in effect for commercial consumers.

Start-Up Service Date: All-requirements retail power supply will commence at the prices stated above as of Participating Consumer's first meter read dates after \_\_\_\_\_. All enrollments must be submitted at least two business days before the next meter read.

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)

*Electric Service Agreement*

**Renewable Energy in System Supply:** The Competitive Supplier shall include Renewable Energy in the All-Requirements Power Supply mix in an amount equal to the DOER's Renewable Portfolio Standards and Alternative Energy Portfolio Standards starting with current requirement on the Start-Up Service Date or pay all penalties imposed by the DOER related to Renewable Energy requirements.

**Term:** The period of delivery of All Requirements Power Supply shall be consistent with the provisions of Article 4 and Exhibit A of this ESA.

**Eligible Consumer Opt-Out:** Participating Consumers are free to opt-out of the Program utilizing established EDI drop protocols. Participating Consumers are to provide five (5) days' notice to the Competitive Supplier of such termination. There are no fees or charges for Participating Consumers to opt-out or terminate service.

**Competitive Supplier's Standard Credit Policy:** The Competitive Supplier will not require a credit review for any consumer participating in the Program, nor will Competitive Supplier require any consumer to post any security deposit as a condition for participation in the Program. The Competitive Supplier may terminate service to a Participating Consumer and return such consumer to Basic Service in the event that the consumer fails to pay to Competitive Supplier amounts past due greater than sixty (60) days.

EXHIBIT B

TEMPLATE KWH SALES AND CONSUMER ACCOUNTS DATA SUMMARY

Rate Code	
Rate Name	
Consumer	
No Accounts	
	kWh
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

*Electric Service Agreement*

EXHIBIT C – Form of REC Purchase Agreement

Attachment: City of Melrose Draft Aggregation Plan Filing March 2018 (ORDER-2018-161 : Approval of Municipal Aggregation Plan)



## CITY OF MELROSE

POLICE

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4461

**MICHAEL L. LYLE**

***Chief of Police***

To: Mayor Robert Dolan  
From: Michael L. Lyle  
Meeting Date: April 23, 2018  
Subject: FY 18 Pedestrian and Bicycle Safety Enforcement & Equipment Grant  
Order #: ORDER-2018-162

Dear Mayor Infurna,

I would like to respectfully request, at the Board of Alderman's next regular board meeting, to accept a Grant in the amount of \$5,502.81 to the Melrose Police Department from the Commonwealth of Massachusetts Office of Public Safety and Security's Highway Safety Division. This grant is for pedestrian and bicycle safety.  
Thank you.

Chief Michael L. Lyle

**FINANCIAL IMPACT:N/A**



Office of the Governor  
Commonwealth of Massachusetts

State House  
Boston, Massachusetts 02133  
Tel: (617) 725-4000

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

March 16, 2018

Chief Michael Lyle  
Melrose Police Department  
56 West Foster St  
Melrose, MA 02176

Dear Chief Lyle:

We are pleased to inform you that the Melrose Police Department has been selected to receive a FFY 2018 Pedestrian and Bicycle Safety Enforcement and Equipment Grant award from the Executive Office of Public Safety and Security, Office of Grants and Research-Highway Safety Division. Based on the federal funding to support this award from the National Highway Traffic Safety Administration, your award amount is \$5,502.81, of which up to \$1,375.70 may be spent on allowable equipment purchases.

The contract and related award documents have been provided to you by your Program Coordinator for this grant, Richard Valeri. Should you have any questions when filling them out, please contact Rich at [Richard.Valeri@state.ma.us](mailto:Richard.Valeri@state.ma.us) or 617-933-3528.

We thank you for the work you do to keep Massachusetts roads safe for everyone.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito





## CITY OF MELROSE

### LIBRARY

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-665-2313

**LINDA C.W. GARDENER**

***Director***

To: Mayor Robert Dolan  
From: Linda C.W. Gardener  
Meeting Date: April 23, 2018  
Subject: Library Reading Nook  
Order #: ORDER-2018-163

Dear Mayor Infurna and Board of Aldermen,

I am pleased to inform you that the Library Department has received a generous donation from Donate Life Melrose in the amount of \$10,000 to be used towards the creation of a reading nook in the children's room of a renovated library.

I respectfully request that the Board accept this donation for the enhancement of the library building project.

Your assistance in this matter is greatly appreciated.

Regards,  
Linda C.W. Gardener, Library Director

**FINANCIAL IMPACT:**No financial impact



## CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4115

**MARY-RITA O'SHEA**

***City Clerk***

To: Mayor Robert Dolan  
From: Mary-Rita O'Shea  
Meeting Date: April 23, 2018  
Subject: Petition of National Grid & Verizon New England to relocate Pole near 26  
Prospect Street  
Order #: ORDER-2018-153

(See attached)

FINANCIAL IMPACT:N/A

2018 MAR -1 P 4:14

MELROSE, MA.

Questions contact – Annette Thompson 781-907-3450

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To the City Council  
Of Melrose, Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Prospect Street - National Grid to relocate 1 JO Pole on Prospect St. National Grid to relocate existing pole 3426 approximately 15 feet to the west, per customer request, near 26 Prospect St, Melrose.

Location approximately as shown on plan attached

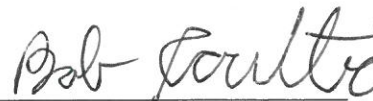
Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Prospect St – Melrose – Massachusetts.

No.# 25817223 February 26, 2018

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID  
BY \_\_\_\_\_  
Engineering Department



VERIZON NEW ENGLAND, INC.  
BY \_\_\_\_\_  
Manager / Right of Way

Attachment: National Grid-Verizon-Joint Pole Relocation-Prospect St (ORDER-2018-153 : Petition of National Grid & Verizon New England to

Melrose

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the City Council - Melrose, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED:

that NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 26th day of February 2018.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Prospect St – Melrose – Massachusetts.

February 26, 2018. Filed with this order

There may be attached to said poles by NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Prospect Street - National Grid to relocate 1 JO Pole on Prospect St. National Grid to relocate existing pole 3426 approximately 15 feet to the west, per customer request, near 26 Prospect St, Melrose.

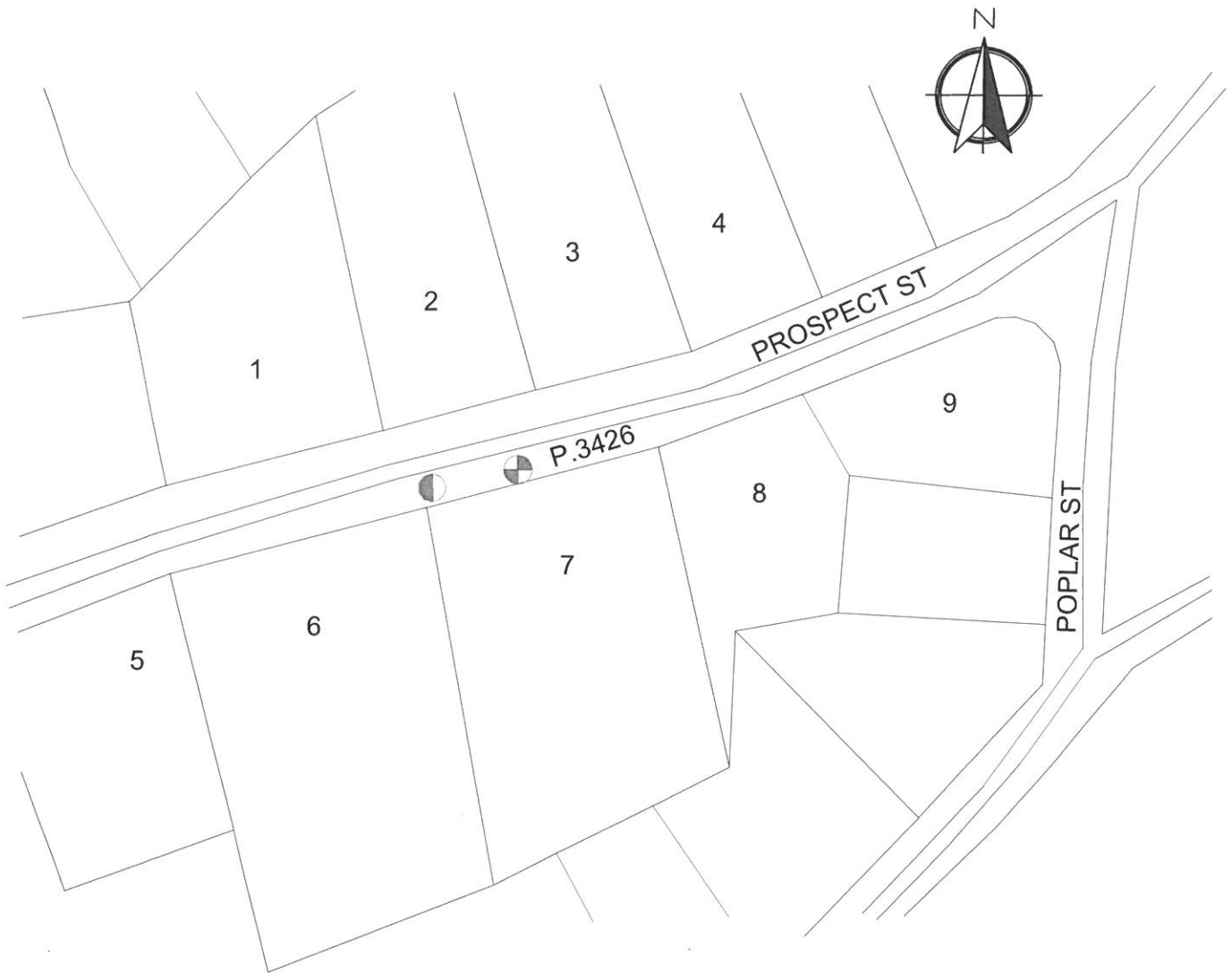
Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Massachusetts City/Town Clerk. 20 \_\_\_\_\_

Received and entered in the records of location orders of the City/Town of \_\_\_\_\_

Attachment: National Grid-Verizon-Joint Pole Relocation-Prospect St (ORDER-2018-153 : Petition of National Grid & Verizon New England to



**JOINT OWNED POLE PETITION**

- Proposed NGRID Pole Locations
- Existing NGRID Pole Locations
- Proposed J.O. Pole Locations
- Existing J.O. Pole Locations
- Existing Telephone Co. Pole Locations
- Existing NGRID Pole Location To Be Made J.O.
- Existing Pole Locations To Be Removed

DISTANCES ARE APPROXIMATE

**nationalgrid**  
And  
**Verizon New England, Inc.**

Date: 2/26/2018

Work Request Number: 25817223

To Accompany Petition Dated:

To The: Town Of MELROSE

For Proposed: Pole:#3426 Location: PROSPECT ST

Attachment: National Grid-Verizon-Joint Pole Relocation-Prospect St (ORDER-2018-153 : Petition of National Grid & Verizon New England to

**WR: 25817223 ABUTTERS LIST:**

1. BUTTS, EDWARD J  
LAURIE J BUTTS  
35 PROSPECT ST, MELROSE MA, 02176
2. CATALDO, MICHAEL J  
JANE M  
25 PROSPECT ST, MELROSE MA, 02176
3. HEWITT, SCOTT P.  
LAURIE J. HEWITT  
25 PROSPECT ST, MELROSE MA, 02176
4. MOSS, ERIC C.  
NICOLE F. LINDERMAN-MOSS  
11 PROSPECT ST, MELROSE MA, 02176
5. REES, MARTIN J.  
ELIZABETH B. REES  
40 PROSPECT ST, MELROSE MA, 02176
6. MCKANAS, SHERYL A  
MICHAEL J MCKANAS TRUSTEES  
34 PROSPECT ST, MELROSE MA, 02176
7. GOLDSTEIN, JOSHUA  
NGOC ANH GOLDSTEIN  
26 PROSPECT ST, MELROSE MA, 02176
8. FIX, MICHAEL J  
ALICIA L. FIX  
14 PROSPECT ST, MELROSE MA, 02176
9. GILLIS, ADAM B  
LADY V GILLIS  
6 PROSPECT ST, MELROSE MA, 02176



## CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS  
 Administration & Engineering–Water–Sewer–Facilities  
 Park & Forestry–Highway–Sanitation–Cemetery–Fleet

Elena Proakis Ellis, P.E., BCEE  
 City Engineer

City Hall, 562 Main Street  
 Melrose, Massachusetts 02176  
 Telephone - (781) 979-4172  
 Fax - (781) 662-6873  
 E-mail: eproakis@cityofmelrose.org

### MEMORANDUM

Date: March 19, 2018

To: Board of Alderman

Cc: Mary-Rita O’Shea, City Clerk  
 John Scenna, Director of Public Works  
 Rick Cantone, Staff Engineer  
 Amy Kamosa, Clerk of Committees

From: Elena Proakis Ellis, P.E., City Engineer

Subject: **BOA Order No. Order No. 2018-153: Petition of National Grid and Verizon New England, Inc. to relocate one jointly owned pole on Prospect Street; relocate existing pole #3426 approximately 15 feet to the west, per customer request, near 26 Prospect Street, Melrose, MA in accordance with Plan marked: Prospect St, Work Request #25817223, dated 2/26/2018**

The Department of Public Works recommends approval of Order 2018-153 contingent upon the following conditions:

- 1) The petitioner(s) must meet with the City Engineer and/or her designee to obtain a Melrose Public Works Street Opening Permit and shall, furthermore, meet on site to verify the final location of the proposed utility pole prior to construction.
- 2) No direct utility conflicts have been identified via our review; however, all existing utilities, including any service lines to the new home, must be marked out and protected (including appropriate DigSafe notification), and any utilities damaged during construction shall be repaired by the applicant at their expense.
- 3) The petitioner(s) will be responsible for strict adherence to all requirements as set forth within the street opening permit including permit fees, insurance and bonding requirements.
- 4) All residents that are impacted by the work shall be notified in writing 48 hours prior to the commencement of any work to be performed.
- 5) Plans shall be made prior to issuance of a street opening permit and consequentially put in place during construction to address resident and pedestrian access and safety in and around the job site. Police details shall be coordinated as needed with the Melrose Police Department and are the responsibility of the Petitioner for both scheduling and payment.

*BOA Order No. 2018-153 (Prospect Street Pole Relocation)*

*Page 2*

*March 19, 2018*

- 6) Since no sidewalks currently exist, but they are being required of the developer prior to the conclusion of construction of the adjacent home, restoration requirements will be restricted to returning the site to its present condition or better.
- 7) Per City ordinances, availability of space for the City on the pole is required.
- 8) The plans do not appear to indicate the height of the pole. Please confirm if the height will be similar to that of the existing pole.





# CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

**Mayor**

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Resolution Supporting Alcohol Ad Free MBTA  
Order #: ORDER-2018-164

*Resolution Supporting an Alcohol Advertisement-Free  
Massachusetts Bay Transportation Authority (MBTA) Acceptance of the FY 18  
Pedestrian and Bicycle Safety Enforcement and Equipment Grant in  
the amount of \$5,502.81 from the Commonwealth of Massachusetts,  
Office of Public Safety and Security's Highway Safety Division; said  
funds to be deposited in Fund # 4005*

*Whereas a large number of students in Massachusetts rely upon the MBTA to commute to and from school and other activities; and,*

*Whereas in 2009, alcohol advertisements on MBTA subway cars promoted alcohol to 54.1% of student passengers (ages 11-18) in Boston on an average weekday; and,*

*Whereas early exposure to alcohol advertisements contributes to positive attitudes and perceptions about alcohol use in youth and predicts future intention to drink and likelihood of underage drinking; and,*

*Whereas the restrictions under current MBTA advertising guidelines have the potential to increase higher-risk youth exposure to alcohol advertising; and,*

*Whereas banning alcohol advertisement would be a highly effective method to reduce youth drinking, resulting in 7,609 fewer deaths and a 16.4% drop in alcohol-related life-years lost; and,*

*Whereas the healthy choice should not be the difficult choice for Massachusetts youth;*

***Be It Resolved*** that we, the Mayor and the members of the Board of Aldermen, support

- Guidelines that prohibit alcohol advertising on MBTA property,
- Reducing the number of underage youths exposed to alcohol across the state, and
- Decreasing the financial burden placed on Commonwealth residents created by youth alcohol abuse.

ADOPTED this 23<sup>rd</sup> day of April 2018

Updated: 4/19/2018 4:40 PM by Mary-Rita O'Shea

Page 1

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Gail M. Infurna, Mayor

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Michael Zwirko, President, Board of Aldermen

**FINANCIAL IMPACT:**None



## CITY OF MELROSE

MELROSE CITY HALL

562 Main Street

Melrose, Massachusetts 02176

Telephone: (781) 979-4444

Fax: (781) 662-2111

Gail M. Infurna  
Mayor

### *Resolution Supporting an Alcohol Advertisement-Free Massachusetts Bay Transportation Authority (MBTA)*

- Whereas the Fiscal and Management Control Board voted to reverse the MBTA ban on alcohol advertising; and,
- Whereas research shows that greater exposure to alcohol advertising is associated with increased drinking in underage youths. For each ad viewed by an underage youth (above the monthly average of 23), youth drink 23% more; and,
- Whereas the cost of underage drinking for Massachusetts residents was approximately \$1.2 billion in 2013. The MBTA's expected revenue from alcohol advertising (\$2.5 million) does not compare; and,
- Whereas a large number of students in Massachusetts rely upon the MBTA to commute to and from school and other activities; and,
- Whereas in 2009, alcohol advertisements on MBTA subway cars promoted alcohol to 54.1% of student passengers (ages 11-18) in Boston on an average weekday; and,
- Whereas early exposure to alcohol advertisements contributes to positive attitudes and perceptions about alcohol use in youth and predicts future intention to drink and likelihood of underage drinking; and,
- Whereas the restrictions under current MBTA advertising guidelines have the potential to increase higher-risk youth exposure to alcohol advertising; and,
- Whereas banning alcohol advertisement would be a highly effective method to reduce youth drinking, resulting in 7,609 fewer deaths and a 16.4% drop in alcohol-related life-years lost; and,
- Whereas the healthy choice should not be the difficult choice for Massachusetts youth;

***Be It Resolved*** that we, the Mayor and the members of the Board of Aldermen, support

- Guidelines that prohibit alcohol advertising on MBTA property,
- Reducing the number of underage youths exposed to alcohol across the state, and
- Decreasing the financial burden placed on Commonwealth residents created by youth alcohol abuse.

ADOPTED this 23<sup>rd</sup> day of April 2018

\_\_\_\_\_  
Gail M. Infurna, Mayor

\_\_\_\_\_  
Michael Zwirko, President, Board of Aldermen



## CITY OF MELROSE

CITY CLERK

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4115

**MELISSA RIPLEY**

***Assistant***

To: Mayor Robert Dolan  
From: Melissa Ripley  
Meeting Date: April 23, 2018  
Subject: A Resolution honoring Mary-Rita O'Shea and her nearly 40 years of service to the City of Melrose  
Order #: ORDER-2018-165

**FINANCIAL IMPACT:**none



## CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

***Mayor***

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Appointment of Ed Collina as Fire Chief  
Order #: ORDER-2018-156

I respectfully request confirmation by the Honorable Board of Aldermen for the appointment of Fire Capt. Ed Collina to Chief of the Melrose Fire Department. This appointment is to fill the vacancy that will be created by the retirement of Chief Christopher Leary on April 27, and it will be effective on April 27, 2018.

**FINANCIAL IMPACT:**None

**Edward Collina**  
7 Styles Drive  
Peabody, Massachusetts 01960  
781-801-0330  
ecollina@cityofmelrose.org

February 28, 2018

Marianne Long, Director Of Human Resources  
City of Melrose  
562 Main Street  
Melrose, Massachusetts 02176

Dear Marianne,

I am writing to express my strong interest for the position of Fire Chief and request an opportunity to present myself as a candidate. I believe that my professional experience, training and demonstrated track record as an effective and committed member of the Melrose Fire Department leadership team makes me an excellent candidate for the position of Fire Chief.

I have 32 Years of experience in the field of Fire and emergency medical services for the City of Melrose. At each step in my career, I have been eager to expand my knowledge and skills, careful to learn from those around me and willing to take on new responsibilities and leadership roles. I believe my leadership and communication skills have been a great asset to the Department and have allowed me to be effective in the roles which I have been entrusted. These skills have helped me foster an environment where members support the department and strive to achieve the Department's mission. For example, in the last decade the Department added staff, changed into a Fire Based EMS System and we changed the way we operate at emergency scenes. As a leader in the Department, I played a key role in guiding these changes to their successful implementation. It is a point of pride with me that crews under my command have always been well trained, performed their duties skillfully and operate safely as a team.

During my career, I have had the pleasure of developing many positive relationships within the community and the City Government. I believe my solid understanding of the cultures and values of both the Community and the Department strengthen my ability to be the next Fire Chief for the City of Melrose and in advancing the City's and the Department's goals and initiatives. As a Fire captain, I have had the opportunity to work closely with Department's Administration and I have been fortunate to be involved in a variety of Department functions including; Served in the Office of Fire Prevention which included inspections, plan reviews and code enforcement. Also currently lead the Department's Hiring Committee, training new firefighters in the very important role of Fire Dispatching and the Department's Personnel Officer which is responsible for the management of staffing for the four groups, vacations, injuries, sick and military leave.

I believe that the leadership experience that I have gained as a Company officer for 11 years and as a Fire Captain/Shift Commander for the past 14 years combined with the experiences that I have gained in all the administrative duties that I have performed have prepared me well for this opportunity.

I very much look forward to speaking with you about the position and thank you for your consideration.

Sincerely,

Edward Collina

Fire Captain

*Resume enclosed*

....

Attachment: E Collina Resume (ORDER-2018-156 : Appointment of Ed Collina as Fire Chief)

**Edward Collina**  
 7 Styles Drive  
 Peabody, Massachusetts 01960  
 781-801-0330  
 ecollina@cityofmelrose.org

## SUMMARY

Over thirty one years of experience with the Melrose Fire Department, 24 years as a Fire Officer with experience leadership roles, Six years as Department Personnel Officer.

## QUALIFICATIONS

- Fire Officer 1 - DFS
- ICS: 100, 200, 300, 400, NIMS 700
- Command & Control, Decision Making at Multiple Alarm Incidents - NFA
- Emergency Medical Technician - MA
- Advanced Emergency Medical Dispatch - National Academy of EMD
- Public Safety Dispatcher - IMSA
- Enhanced 9-1-1 Telecommunicator - MA
- Basic Firefighter Training FF 1 - DFS
- Rapid Intervention - DFS
- Command and Control of Gas Emergencies - DFS
- Emergency Response to Terrorism: Company Officer - DFS
- ERT: Tactical Considerations EMS - DFS
- Reid Method of Criminal Interviews and Interrogation
- Suspicious Envelope Evaluation Procedure - DFS
- Hazardous Material Operational - DFS
- Emergency Vehicle Operator - DFS
- Crowd Control Manager - DFS

## WORK EXPERIENCE

<p>2004 - Current  <i>Fire Captain-EMT</i></p> <p>Command an assigned shift at the station. Responsible for the condition and effective functioning of all assigned personnel and property. Ensure that all department rules and regulations, and department orders are enforced and obeyed. In the absence of the Fire Chief, authorized to have full powers to exercise the duties of the Fire Chief in the event of an emergency. In charge at all fires or other emergencies until relieved by a superior Officer.</p>	<p>City of Melros          Melrose, MA</p>
<p>2004 - 2012  <i>Fire Prevention Captain-EMT</i></p> <p>Performed inspections, code enforcement, plan reviews, maintaining records and documentation. Department fire investigator, Department Safety Officer.</p>	<p>City of Melros          Melrose, MA</p>
<p>1993 - 2004  <i>Fire Lieutenant-EMT</i></p> <p>Company Officer. Enforcement of department rule and regulation at the company level.</p>	<p>City of Melros          Melrose, MA</p>
<p>1986 - 1993  <i>Firefighter-EMT</i></p> <p>Respond to Fire and EMS emergencies.</p>	<p>City of Melros          Melrose, MA</p>

(Continued on next page)

**Edward Collina**  
7 Styles Drive  
Peabody, Massachusetts 01960  
781-801-0330  
ecollina@cityofmelrose.org

2008 - 2012  
*Union President*

IAFF Local 161  
Melrose, MA

To be responsible to the Union membership for the overall administration, co-ordination, and financial well being of the Union. Negotiate with City officials.

1996 - 2008  
*Union Secretary-Treasurer*

IAFF Local 161  
Melrose, MA

Maintain all records and accounts. Negotiate with City officials.

2004 - Current  
*911 Operator*

City of Chelse  
Chelsea , MA

Receiving 911 emergency calls and the proper dispatch of appropriate Fire and Police apparatus and resources. Proper computer data entry for all emergency calls and non-emergency calls.

1983 - Current  
*911 Operator*

Town of Lexingto  
Lexington , MA

Receiving 911 calls and dispatching appropriate resources. EMD dispatching.

**EDUCATION**

1992 Middlesex Community College  
*Associate in Science - Fire Protection & Safety Technology*

Lowell, MA

Attachment: E Collina Resume (ORDER-2018-156 : Appointment of Ed Collina as Fire Chief)





GAIL M. INFURNA  
Mayor

# CITY OF MELROSE

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

March 15, 2018

Dear Members of the Board of Aldermen,

I am happy to inform you that I have appointed Captain Ed Collina to the position of Fire Chief, subject to your approval, to take over when Fire Chief Chris Leary retires on April 27.

It was my intention to promote from within the group of Captains. Five Captains applied for the position. I asked that each one submit a letter of interest, and I interviewed all of them on March 8. All the Captains impressed me with their thoughtful essays and comments during the interviews. I was impressed with each Captain; Melrose is very fortunate to have such a professional, dedicated group of leaders in the Fire Department.

I chose Captain Collina for the following reasons:

- He has 32 years' experience in the field of Fire and Emergency Medical Services for the City of Melrose;
- He has expanded his knowledge base throughout his career and has accepted new responsibilities and leadership roles;
- In particular, his leadership skills played a key role in guiding the department through a number of changes in staffing and operations at emergency scenes, as well as the move to a Fire Based EMS System.

I am confident that Captain Collina will provide excellent leadership for the Melrose Fire Department, and I respectfully request that you confirm his appointment.

Sincerely,

Gail Infurna  
Mayor



## CITY OF MELROSE

MAYOR

City Hall, 562 Main Street  
Melrose, MA 02176  
Telephone - 781-979-4100

**GAIL M. INFURNA**

***Mayor***

To: Mayor Robert Dolan  
From: Gail M. Infurna  
Meeting Date: April 23, 2018  
Subject: Reappointment of Mark Snider as Constable  
Order #: ORDER-2018-157

---

**FINANCIAL IMPACT:**None



# CITY OF MELROSE

New \_\_\_ Renewal

## CONSTABLE APPLICATION FOR THE CITY OF MELROSE

Full Name of Applicant: Mark J. Snider  
Present Residential Address: 103 Boardman Avenue, Melrose, MA 02176  
Present Employer: Mark J. Snider  
Employer's Address: 804 Main Street, Malden, MA 02148  
Occupation: Constable  
Other addresses where you have lived in the past three years: \_\_\_\_\_

Date of Birth: August 22, 1979 Telephone Number: \_\_\_\_\_

Are you a Constable in any other city or town? Yes  No

If so, please list the locations and your length of service on the back of this form.

Do you intend to be a Constable full time or part time? Full time

Please explain why you want to be a Constable in the City of Melrose: to serve  
writs and other Civil Process.

From what address do you expect to operate as Constable: 804 Main Street,  
Malden, MA 02148

Do you expect to serve criminal and civil processes? Civil Processes  
(NOTE: A bond as required by M.G.L. Ch. 41, Sec. 92 must be filed if you intend to serve civil processes.)

Office use only: Fee paid  CORI form submitted

Attachment: Application-Mark Snider-March-2018 (ORDER-2018-157 : Reappointment of Mark Snider as Constable)

I certify that I have completed the above application to the best of my ability, including any information on the back of said application, and that the statements made are true and correct, and may be relied upon in determining whether or not I should be appointed as a Constable.

Date: March 6, 2018 McGonidy  
Applicant's signature

We, the five undersigned persons (one of whom must be an attorney-at-law), being residents of the City of Melrose, do hereby certify that in our opinion, the above-named applicant is a person of good moral character and is a fit person to be a Constable for the City of Melrose.

**NAME**

**ADDRESS**

1. [Signature] 608 Main Street, Melrose, MA  
Print name below

Charles E. Gill

2. [Signature] 47 Malven St Melrose  
Print name below

JOHN T. HIBBINS

3. [Signature] 87 Porter Street  
Print name below

Linda Salines

4. DANIEL PETERSON 58 Russell Street  
Print name below

Daniel Peterson

5. STEPHEN CEFALO 12 Mt. Vernon #47  
Print name below

SR Cefalo Melrose, MA  
02176

Attachment: Application-Mark Snider-March-2018 (ORDER-2018-157 : Reappointment of Mark Snider as Constable)