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**Cc:** [Ellis, Jessica \(DPU\)](#)  
**Subject:** DPU 19-MA; Revised 2018 Municipal Aggregation Annual Reports - Template  
**Date:** Thursday, February 14, 2019 4:21:46 PM  
**Attachments:** [DPU 19-MA Revised 2018 MuniAgg Annual Reports Template 2.14.19.xlsx](#)

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Good afternoon,

We received questions regarding the annual reporting template for D.P.U. 19-MA. Below please find the answers to those questions:

1. *Average Number of Customers in a Municipality by Month (Monthly Customer Enrollment Spreadsheet)*

Please make reasonable efforts to obtain the average number of customers by month from the municipality. If the municipality cannot provide actual numbers, this should be explained in the annual report and the municipality should provide its best estimate of average number of customers by month (as well as the basis for those estimates).

2. *Percentage of R-2 Eligible Customers on Municipal Aggregation (Monthly Customer Enrollment Spreadsheet)*

For the purposes of the annual report template, the data in Column C should include any eligible customers per the definition and any customers presently on the municipal aggregation. If there is any confusion regarding what an “eligible customer” is, please review our Order on Eligible Customers in D.P.U. 16-10, where the definition of eligible customer can be found at page 19.

3. *Numbers by Rate Class (Monthly Customer Enrollment Spreadsheet)*

The municipality shall make reasonable efforts to obtain these data by rate class. If that is not possible for the current annual reports, the municipality should provide the information in the manner it is provided by the distribution company. In that event, the municipality shall (1) explain in the annual report why the data are presented in this way and (2) describe all steps taken to obtain the data from the distribution company in the requested format.

4. *Clarification regarding “Total number of customers that were sent opt-out notices that opted out of municipal aggregation” (Opt-Out Notices Spreadsheet)*

The data contained in this section should include any and all opt-out notices received by the supplier indicating the customer did not want to participate in the municipal aggregation.

The data in this tab covers the number of opt-out notices sent to eligible customers and the number of notices returned because the customer opted-out of the municipal aggregation. It is not necessary to know the reason for the opt-out to populate these cells.

5. *Clerical Error (Opt-Out Notices Spreadsheet)*

The title of the table contained in this spreadsheet was incorrect. Attached please find a revised annual reporting template with the correct title. No other modifications were made to the template.

Please do not hesitate to contact me should you have any other questions.

Regards,

Jessica

**Jessica L. Ellis**

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