CITY OF WOBURN

MUNICIPAL AGGREGATION PLAN

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I. INTRODUCTION

This is the municipal aggregation plan for the Woburn Community Electricity Program, developed consistent with the municipal aggregation statute, G.L. c. 164, § 134(a) and Department Guidelines. Through the Program, the City will provide new electric supply options to Woburn residents and businesses. Eversource, the City's Electric Distribution Company, will remain responsible for the distribution of electricity, maintaining electricity infrastructure and responding to power outages.

The Program allows the City to decide the features of electric supply options, known as Products. It will be available to all residents and businesses, offering a Default Product and optional Products. Upon launch, all Auto-Enroll Customers will automatically be enrolled in the Default Product unless they opt out or select an optional Product. Once the Program is active, Participants can switch to an optional Product or opt out to choose another Competitive Supplier or stay with Basic Service from the Electric Distribution Company. Those not initially participating can join the Program at any time.

A key focus of the Program will be to provide electric supply options that match the diverse needs of our community, which include:

- Negotiating the best terms and conditions for electric supply: It is important to note that the Program cannot guarantee prices will be lower than the Eversource Basic Service rates at all times, because Basic Service rates change frequently and future prices are unknown.
- Using and supporting the growth of renewable electricity.
- Supporting electrification, particularly for heating and transportation currently powered by fossil fuels.

II. DEFINITIONS

Annual Report – means the report that the Municipality shall file annually with the Department that includes Program information for the previous year.

Auto-Enroll Customer – means an Electric Customer who is eligible to be enrolled in the Program on an opt-out basis, specifically all Basic Service customers except for those customers who (1) have informed the Electric Distribution Company they do not want their account information shared with their municipality, or (2) are participating in an optional "green power" program that requires them to remain on Basic Service.

Basic Service – means the electric supply product that the Electric Distribution Company provides to Electric Customers that are not receiving an electric supply product from a Competitive Supplier or through participation in the Program.

Competitive Supplier – means an entity licensed by the Department to sell electric supply products to Electric Customers, as defined in 220 CMR 11.02.

Consultant – means the entity retained by the Municipality to assist with the development and operation of the Plan and Program.

DOER – means the Massachusetts Department of Energy Resources.

DOER Best Practices – means the *DOER Recommended Best Practices for Advancing Clean Energy in Municipal Aggregation Plans,* as may be amended from time to time.

Default Product – means the Product that Participants in the Program receive unless they affirmatively select an alternate Product.

Department – means the Massachusetts Department of Public Utilities.

Electric Customer –means the customer of record of an account with an Electric Distribution Company.

Electric Distribution Company or EDC – means Eversource, the company that provides electric distribution service within the Municipality.

Electric Supply Agreement or ESA – means the contract between the Municipality and a Program Supplier concerning electricity supply for the Program.

Electricity Broker – means an entity that is licensed by the Department to facilitate or otherwise arrange for the purchase and sale of electric supply and related services to customers, as defined in 220 CMR 11.02.

Environmental Justice Population[1] – in Massachusetts, an environmental justice population is a neighborhood that meets one or more of the following criteria:

- the annual median household income is not more than 65 percent of the statewide annual median household income;
- minorities comprise 40 percent or more of the population;
- 25 percent or more of households lack English language proficiency; or
- minorities comprise 25 percent or more of the population and the annual median household income of the Municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.

Guidelines – means the Department-approved Municipal Aggregation Guidelines in D.P.U. 23-67, as may be amended from time to time.

Municipality or City – means the City of Woburn.

Opt-In Product - means a Product that Participants in the Program must affirmatively select to receive.

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[1] See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (Updated June 24, 2021) available at https://www.mass.gov/doc/environmental-justice-policy6242021-update/download.

Opt-Out Notice – means the document sent to Auto-Enroll Customers to inform them of their right to opt out of such enrollment (see Section IV.B.6.a, below).

Participant – means an Electric Customer that is participating in the Program.

Plan – means this municipal aggregation plan.

Product – means an electric supply product available to Participants in the Program.

Program – means the Woburn Community Electricity program, which aggregates Electric Customers located within its municipal boundaries for the purpose of procuring electric supply and energy-related products and services, pursuant to G.L. c. 164, § 134(a).

Program Supplier – means the Competitive Supplier that is providing electric supply and, if applicable, energy-related products and services to Participants.

III. PROCEDURAL REQUIREMENTS

III.A. INITIATION OF PROCESS

Woburn obtained the authorization by a majority vote of its City Council to initiate a process to develop a municipal aggregation plan on May 28, 2024.

III.B. CONSULTATION WITH DOER

The City consulted with DOER in developing its Plan, pursuant to G.L. c. 164, § 134(a), in a meeting on August 19, 2024 which included its Consultant, Good Energy.

III.C. PUBLIC REVIEW

The City made its proposed Plan available for public review from September 16, 2024 through October 16, 2024 through a prominent link on its municipal website.

IV. PLAN ELEMENTS

IV.A. ORGANIZATIONAL STRUCTURE OF THE PROGRAM

Table IV.A identifies the entity or entities (Municipality, Consultant, Program Supplier) that will perform core functions of the Program.

Table IV.A – Organizational Structure

Core Functions	Performing Entity			Plan section in which tasks are described
	Municipality	Consultant	Supplier	
Liaisons/Representatives/Agents				
Municipal Representative/Agent before Department		X		*Section V*
Liaison with DOER		X		*Section III.B*
Liaison with Electric Distribution Companies		X		*Section VIII*
Plan Elements				
Procurement of Supply		X		*Section IV.B.2*
Product Determination	X			*Section IV.B.3*
Other Funding/Costs	X			*Section IV.B.4*
Customer Enrollment			X	*Section IV.B.5*
Customer Notifications/Outreach/ Education	X	X		*Section IV.B.6*
Ongoing Program Information		X		*Section IV.B.7*
Program Termination	X			*Section IV.B.8*
Annual Reports		X		*Section VI*
Customer Service		X	X	*Section IV.A*

Customer Service information: Customer service contact information at the time of Plan development is:

- The City encourages customers to visit the Program website, WoburnMA.gov/WoburnCommunityElectricity, to use the online contact forms and to view the latest customer support information and resources.
- Municipality: Casey Hagerty, Economic Development Manager, at chagerty@cityofwoburn.com and 781-897-5816.
- Consultant: Good Energy at support_ma@goodenergy.com and (781) 236-4531.
- Program Supplier: To be determined based upon completion of bidding.

IV.B. PROGRAM OPERATION

IV.B.1. Statutory Requirements

Pursuant to G.L. c. 164, § 134(a), a Plan shall provide for:

IV.B.1.a. Universal Access

All customers residing or located within the municipal boundary will be eligible to participate in the Program, either through an automatic enrollment process or upon request of the customer to join the Program (see Section IV.B.5, below).

IV.B.1.b. Reliability

Woburn has retained the services of Good Energy, a Department-approved Electricity Broker that is licensed to provide municipal aggregation consulting services. Woburn offers this as demonstration that it has the technical expertise necessary to operate and manage the Program.

IV.B.1.c. Equitable Treatment of All Customer Classes

Table IV.B.1.c identifies the Plan elements for which the treatment between customer classes (or subclasses) may vary. For each Plan element identified, the Plan explains (in the applicable section below) why the varied treatment is reasonable and appropriate in consideration of the disparate characteristics of each customer class or subclass.

Table IV.B.1.c Equitable Treatment of Customer Classes

Plan Element					
Procurement of Supply (§ IV.B.2)	Product Rate Setting/Renewable Energy Content (§ IV.B.3)	Other Funding Sources/Costs (§ IV.B.4)	Customer Enrollment (§ IV.B.5)	Customer Notification (§ IV.B.6)	Ongoing Program Information (§ IV.B.7)
-	Yes	-	-	-	-

IV.B.2. Procurement of Supply

Table IV.B.2 identifies: (1) the actions Woburn expects to take, upon Department approval of the Plan, to procure supply for the Program; and (2) the expected timeline for each action, identified as the number of days after Department approval, based on the assumption that the Department approves the Plan on Day 0.

Table IV.B.2 - Procurement of Supply

Procurement Steps	Expected Timeline
Notify EDC of Department Approval	1
File Updated Procurement Timeline with EDC[2]	14
Issue Request for Proposals	15
Negotiate ESA	15 through 44
Evaluate Bids & Execute ESA	45

The Consultant will manage the procurement of supply, and all final procurement decisions will be made by the City. Whether the City conducts an individual solicitation or participates in a solicitation with a buying group, at the conclusion of the bidding process it will select a Competitive Supplier offer appropriate for its residents and businesses. Participation in a buying group shall not require the City to select the same price, terms or Competitive Supplier as other members of the buying group. If none of the bids are satisfactory, the City will reject all bids and repeat the solicitation for bids as often as needed until market conditions yield an offer that is acceptable.

IV.B.3. Product Information

Table IV.B.3 identifies, for each Product, (1) the components of the rates that will be charged to Participants, and (2) the renewable energy content, including the types of renewable energy resources that comprise the voluntary component. All funds collected through rates will be used specifically for the benefit of the Program.

The Table and discussion below describe the City's expected approach to its Products and its process to make final determinations. The Plan addresses how Woburn will update this table in Section IV.B.7 (Ongoing Program Information), below.

[2] The City will file its update in the docketed proceeding with the Department. The City will continue to file updated procurement timelines, on a monthly basis, until it has executed an ESA.

Table IV.B.3 - Product Information

	Standard (Default)	Basic (Optional)	Plus (Optional)
Rate Components (in $/kWh)			
Supply and Renewable Energy Content	TBD	TBD	TBD
Consultant Services	$0.001	$0.001	$0.001
Municipality Services	0	0	0
Other Services	0	0	0
TOTAL	TBD	TBD	TBD
Renewable Energy Content (in % of total)			
Required (2024)	62%	62%	62%
Voluntary RPS Class I	10%	0%	38%
TOTAL	72%	62%	100%
Supplier Name	TBD	TBD	TBD
Effective Dates	TBD	TBD	TBD

Number of Products: The Program expects to offer a Default Product and one Opt-In Product at launch.

Rate Components - Uses and Values:

- *Supply and renewable energy component: Supply and renewable energy component:* This component comprises the cost of all-requirements power supply, all renewable energy required by the Commonwealth, and any additional renewable energy added by the City. The value of this component will be determined by the unit pricing provided by bidding suppliers and the quantity of additional renewable energy the City desires in each Product. The City expects the Standard Product to have some voluntary renewable, but less than the Plus Product. The City expects the Plus Product to have enough voluntary renewable energy to always total 100% renewable. The City expects the Basic Product to contain no voluntary renewable energy.
- *Consultant services component:* This component is the cost of Consultant services, which responsibilities include assisting the City to obtain regulatory approval of the Plan, strategizing for and managing the procurement of electric supply, developing and implementing the public education plan, interacting with the Electric Distribution Company, monitoring the ESA and reporting to the City, maintaining the Program website, providing Program customer support, including addressing customer complaints, producing regulatory reports and managing supplemental filings with the Department (e.g., Plan amendments). The value of this component is expected to be $0.001 per kilowatt hour for all Products.
- *Municipality services or other services components:* The City does not expect to

include additional components at Program launch.

DOER Best Practices: The City consulted with DOER regarding its Best Practices. The City intends this Program to provide economic and environmental benefits to the community, as well as accelerate the State's progress toward its clean energy goals. The City expects to launch its program utilizing DOER's Best Practice #3, the purchase of additional Massachusetts Class I RECs (i.e. New England-based renewable energy) in both the Default Product and optional Plus Product. This approach supports the Commonwealth's emissions reduction goals and will enable the City, from the very start of the Program, to provide residents an option for cleaner power to the majority of its Participants and to contribute to the growth of clean energy in the New England region at scale. The City expects to explore the the opportunity to use rate components to finance new, local clean energy facilities (DOER's Best Practice #1), and, if pursued, is most likely to integrate such a solution in a subsequent ESA. The Municipality will assess the need for and benefits of using a rate component to fund some or part of municipal staff time (DOER's Best Practice #2) but does not anticipate doing so for the first ESA launch.

Differences in Rate Setting: The Program may distinguish among customer rate classes by soliciting separate Program pricing for each of those classes. Such varied treatment is appropriate given differences in load profile and individual customer usage and demand, such that pricing will be based on the cost to serve each customer class.

The Program may distinguish among the following Participants:

- Medium, large and very large business customers that join after the start of an ESA may receive pricing based on then-current market prices at the time the customer joins the Program. This treatment is reasonable as these customers represent a greater quantity risk to the Program Supplier than other new customers, and therefore they would impose greater costs on the Program, and the costs to serve them at that time may be different.
- Customers re-joining the Program after having previously opted out may be offered market-based pricing. This treatment is reasonable because after leaving the Program, the Program Supplier would not expect to serve that customer's load, and the costs to serve them upon return may be different.

The ESA will establish how the Program will distinguish pricing, and such distinctions will be reflected in the Ongoing Program Information Woburn will make available (see Section IV.B.7.b).

Decision Making: The City will finalize the number of Products, the level of renewable energy in each Product, and the values for all rate components and term length after approval of the Plan and after receiving price bids. The City will make its decisions by assessing the competitiveness of the final prices, the potential environmental benefits and incremental value the City could create for Program Participants.

Other Energy-Related Products & Services: In addition to the Default and Opt-In Products described above, the City has the discretion to offer other energy-related products or services.

At this time, the City has not identified any such products or services to offer; however, the City will consider proposals by prospective competitive suppliers during bidding, as well as by its Program Supplier, once the Program is active. The City will make a decision whether to offer such additional energy-related products and services if the City determines that doing so would provide incremental value to Program Participants.

IV.B.4. Other Funding Sources/Other Costs to Participants

Woburn has not identified other funding sources. Participants will incur no additional costs beyond Product rates.

IV.B.5. Customer Enrollment

IV.B.5.a. Initial Enrollment

Prior to enrollment, Woburn will send an Opt-Out Notice to Auto-Enroll Customers, informing them that they will be automatically enrolled in the Program unless they take the action(s) specified in the Opt-Out Notice. Woburn will provide customers with at least 30 calendar days (plus six days to account for delivery) to opt out of the Program. After that time, Woburn will enroll all Auto-Enroll Customers that did not opt out, in accordance with the requirements of the Electric Distribution Company. Auto-Enroll Customers that do not opt out will be enrolled in the Default Product, unless they notify Woburn that they seek to receive an Opt-In Product.

Woburn recognizes that, if it does not begin the initial enrollment of Participants within two years of Department approval, the Department will deem the Program to be terminated. Woburn further recognizes that if it seeks to reinstate its Program at a later date, it must comply with the procedural requirements set forth in the Guidelines, Section III.

IV.B.5.b. Ongoing Enrollment

On a periodic basis, Woburn will obtain from Eversource lists of new Auto-Enroll customers that have opened accounts within the municipality, and Woburn will automatically enroll such new Auto-Enroll Customers, subject to the opt-out provisions for initial enrollments described above.

Any Electric Customer in the Municipality may voluntarily enroll in (i.e., opt-in to) the Program by any of the following methods: 1) calling the Program's toll-free number; 2) submitting a form on the Program website; or 3) calling the Program Supplier's toll-free number. Certain customers may receive market pricing, as described above in Section IV.B.3. Rate Setting.

IV.B.5.c. Opt-In Product Enrollment

Any electric customer in the Municipality may voluntarily enroll in (i.e., opt-in to) any Opt-In Product as described in Section IV.B.5.b.

Woburn will notify Participants enrolled in an Opt-In Product prior to any change in the Product's rates and/or renewable energy content. At the commencement of the new price/renewable energy content, Participants will continue to receive their current Product, subject to the new applicable price and renewable energy content, unless the Participant informs the Municipality otherwise.

A Participant enrolled in an Opt-In Product that is being discontinued must affirmatively select another Product. If the Participant does not make such a selection, the Participant will be enrolled in the Default Product.

IV.B.6. Customer Notifications

IV.B.6.a. Opt-Out Notice

Woburn will deliver an Opt-Out Notice to all Auto-Enroll Customers at least 36 calendar days prior to enrollment. The Opt-Out Notice will inform customers (1) that they are to be automatically enrolled in the Program, (2) that they have the right to opt out of the Program without penalty, and (3) of the actions they must take to opt out. The Notice will include Product information related to price, term, and renewable energy content, and will identify the actions that a customer must take to select an Opt-In Product. Finally, the Notice will include information on Basic Service rates, including how to access it, and the fact that it is available to them without penalty. Attachment 1 includes a representative form of Woburn's proposed Opt-Out Notice.

The City will address residents with limited English proficiency by including a language access document with the Opt-Out Notice. The language access document will contain a message in 26 languages encouraging Auto-Enroll Customers to have the notification translated and providing the Program website address and toll-free number. The City will also provide a copy of the Opt-Out Notice translated into Spanish on the Program website and provide machine translation of the Program website.

Woburn will (1) send the Opt-Out Notices in a clearly marked municipal envelope that identifies it contains important information regarding participation, and (2) include a self-addressed, postage-paid envelope for the opt-out reply card.

IV.B.6.b. Notification of Product Change

Woburn will notify Participants of changes in price or renewable energy content of any of its Products. The notification will identify both the Product's existing and new price and

renewable energy content, and will identify the actions Participants must take if they no longer seek to purchase the existing Product.

IV.B.6.c. Other Notifications

IV.B.6.c.i. General Program Information

Upon approval of its Plan, Woburn may deliver information and educational materials regarding its Program to each Electric Customer within its boundary, including Participants and non-Participants. Woburn may request, no more than quarterly, that Eversource provide the information (customer name, mailing address (and service address, if different), and rate class) necessary to facilitate such notifications. Woburn will not share this information with Program Suppliers. In the event that Woburn sends notices or educational materials to customers enrolled to receive service from a Competitive Supplier, such notification or educational materials will inform those customers that, if they enroll in the Program, they may incur an early cancellation fee from their Competitive Supplier, and that they should check with their Competitive Supplier on this matter before enrolling in the Program.

IV.B.6.c.ii. Program Supplier Communications

Upon approval from the City, an active Program Supplier may communicate with Participants regarding the Program and, if applicable, energy-related products or services.

IV.B.7. Ongoing Program Information

Woburn specifies that it will provide the public with access to the ongoing Program information listed in sections a through c, below. Woburn will make this information available to the public through a prominent link on the City's website. Table IV.B.7 identifies the methods by which Woburn will communicate to the public how they can access this information.

Table IV.B.7 - Public Access to Ongoing Program Information

Location	Description
Municipal website	Program announcements displayed in a prominent location, consistent with other municipal updates. Machine translation available on the website. Detailed Program information available through a prominently displayed link to the Program website.
Program website	Will include current rates and all information listed in section 7.a through c below. Copies of the Opt-Out Notices and notifications of Product change will be posted on the website. Presentation materials and recordings of public meetings will be posted on the website. Machine translation available on the website, Woburn Community Electricity.
Social media accounts	Posts on official City social media account, such as the City of Woburn page on Facebook
Municipal cable access TV	Announcements sent to Woburn Public Media Center https://woburnpublicmediacenter.org/
Announcement to local/ regional media	Announcements sent for publication in the local media, including Daily Times Chronicle (https://homenewshere.com/daily_times_chronicle/) Woburn Patch (https://patch.com/massachusetts/woburn).
Physical posting in municipal buildings	Flyers and announcements will be posted in City Hall, Woburn Public Library and Woburn Senior Center.
Municipal departments, boards, and committees	Updates presented to the City Council as part of regular meetings, which can be attended in-person or remotely via virtual meeting platform.

Table IV.B.7 (Continued) - Public Access to Ongoing Program Information

Community organizations	Updates sent to local groups with requests that they publicize it to their constituents: ○ Action for Boston Community Development, Inc.(https://bostonabcd.org/) is the community action agency serving Woburn, which collaborates with lower-income and non-English speaking households on initiatives such as energy assistance and energy-related concerns. ○ Portuguese American Recreation Club (https://www.facebook.com/parc.woburnma/) is a social club for the Portuguese-affiliated population of Woburn. ○ Woburn Housing Authority (http://www.woburnhousing.org/) focuses on meeting housing and other homecare needs of low income families, elderly and the disabled across Woburn. ○ Woburn Council on Aging (https://woburnma.gov/government/council-on-aging/), works closely with the Woburn Senior Center and can help connect to the senior citizen community. ○ Religious institutions, such as Saint Barbara's Parish (https://www.woburncatholic.org/) ○ Woburn Chamber of Commerce (https://woburnchamber.org/) connects with the business community.

In the table above:

- The City has a significant population of residents with limited English proficiency, and commonly speak Spanish, Portuguese, Haitian Creole and Mandarin, and they will be able to access the entire Program website through embedded machine translation. Translated copies of the Opt-Out Notice and product change notifications, as well as translation services for public meetings, will be provided upon request. The Program Supplier's customer support will also offer translation services.
- Woburn has Environmental Justice zones identified based on income and minority status. The City will engage with local organizations that support economically

disadvantaged individuals (e.g. religious groups, Action for Boston Community Development, Inc., and the Woburn Housing Authority) to help connect with these communities.

- Those who require audial assistance will have access to digital copies of presentations and all announcements will be written, either electronically or in-print. Customer support will be available via email as well.
- Those who require visual assistance will have access to live-streamed meetings as well recordings of those meetings for future access. Screen reader technology will be able to read announcements posted via social media, local media, and on the Program website. Customer support will be available via phone.
- The City seeks to reach those who may not routinely access the Municipality's website or are otherwise hard to reach by utilizing a diversity of outreach approaches, including existing governmental and non-governmental communication channels (e.g., City Council meetings and diversity of local community groups), local media, social media, and physical postings. Additionally, meetings will be held in City-run accessible spaces for those with mobility issues and/or live-streamed for remote access.

IV.B.7.a. Updated Product Information

Woburn will update Product rates and renewable energy content as necessary, in the format shown in Table IV.B.3.

IV.B.7.b. Annual Program Information for the Previous Year

Woburn will provide Program information annually for the previous year as required by the Guidelines.

- IV.B.7.b.i. Product information - rate components, renewable energy content, and participation
- IV.B.7.b.ii. Product rate component information
- IV.B.7.b.iii. Renewable energy content information
- IV.B.7.b.iv. Organizational structure, as set forth in Table IV.A
- IV.B.7.b.v. Equitable treatment of customer classes, as set forth in Table IV.B.1.c
- IV.B.7.b.vi. Supply procurement activities, as set forth in Table IV.B.2
- IV.B.7.b.vii. Representatives of all notifications sent during the previous year

- IV.B.7.b.viii. Methods of Public Access, as set forth in Table IV.B.7.c.iii
- IV.B.7.b.ix. Other funding source/costs to Participants, if applicable

IV.B.7.c. General Program Information

Woburn will provide and maintain access to Program-related documents (e.g., Plan, Department Order, Program press releases).

IV.B.8. Termination of the Program

Woburn will take all reasonable actions to ensure a continuous supply of electricity to Participants. Although the City is not contemplating a termination date, the Program could be terminated upon the termination or expiration of the ESA without any extension or negotiation of a subsequent supply contract, or upon the decision of the City to dissolve the Program effective on the end date of the existing ESA.

To minimize the chance of termination, at least 90 days prior to the end of the term of the initial ESA, the City will solicit bids for a new supply agreement to continue the Program with the same or new Competitive Supplier.

In the event of Program termination:

- At least ninety days prior to the termination: the City will notify the Electric Distribution Company and Department
- At least thirty days prior to the termination:
  - The City will notify Program Participants through postings on the Program and City websites, media releases, social media, and a physical posting in City buildings.
  - The City will notify the service list for the docket in which the Department approved the Municipality's Plan.
- It will be the responsibility and requirement of the Competitive Supplier to return the customers to Basic Service of the Electric Distribution Company in accordance with the then applicable Electronic Data Interchange rules and procedures.

In the event of Program termination, Woburn will not file a new Plan for Department approval for a minimum of two years from the date of termination, defined as the date by which Woburn has returned all Participants to Basic Service. The new Plan will fully describe the circumstances that led to the termination, and the steps Woburn has taken to protect against a second termination.

IV.B.9. Rights and Responsibilities of Program Participants

Participants will be able to: (1) select any of the Products offered to the applicable customer class or subclass; (2) switch from one Product to another by contacting the Consultant or the Program Supplier; and (3) leave the Program at any time without penalty by contacting the Consultant, the Program Supplier or Electric Distribution Company.

V. DEPARTMENT REVIEW

Woburn will submit this Plan to the Department for review and approval.

Woburn's representative before the Department is its consultant, Good Energy. The Department will include Casey Hagerty, Economic Development Manager, at chagerty@cityofwoburn.com and 781-897-5816, on all correspondences with the City's Consultant.

VI. ANNUAL REPORTS

Woburn will submit the following information annually to the Department related to Program operations during the previous year:

- An Excel spreadsheet in the format shown in the Guidelines, Attachment VI;
- A document that includes the information requirements set forth in Section IV.B.7.b, above.

VII. {RESERVED}

VIII. NOTIFICATIONS TO ELECTRIC DISTRIBUTION COMPANIES

VIII.A. PLAN FILING

Woburn, via its Consultant, notified the Electric Distribution Company upon (1) submitting its proposed Plan to DOER for consultation, and (2) filing the Plan with the Department. Woburn will notify the Electric Distribution Company upon receiving a Department order approving the Plan.

VIII.B. ELECTRIC SUPPLY AGREEMENT

Woburn, via its Consultant, will (1) notify Eversource, in a timely manner, when it has executed an agreement with a Program Supplier, and (2) provide the Electric Distribution Company with the information necessary to enroll customers with the Program Supplier. The City, via its Consultant, shall file the notification in its docketed proceeding at the Department. Customer enrollment will begin no sooner than 60 days from when Woburn provides the necessary information to Eversource.

IX. PLAN AND PROGRAM CHANGES

IX.A. PLAN MODIFICATIONS

In the event that Woburn seeks to modify its Plan in a manner consistent with the Guidelines, it will allow at least 30 calendar days for public review of the revised Plan. Following public review, Woburn will submit the revised Plan to the Department for informational purposes. Woburn may seek consultation with the Department to determine if a proposed modification is consistent with the Guidelines.

IX.B. PROGRAM CONSULTANT

In the event that Woburn hires a new Consultant, it will notify the Department in writing, identifying the new Consultant and including, if applicable, documentation that the Consultant is an Electricity Broker licensed to provide municipal aggregation consulting services (see Section IV.B.1.b, above).

Attachment 1 – Representative Opt-Out Notice

See next page

City of Woburn

WOBURN COMMUNITY ELECTRICITY

Month, Day, Year

The City of Woburn is pleased to introduce you to our electricity supply program, Woburn Community Electricity. The program is designed to help our community members manage electricity costs and increase renewable energy use. Your participation in Woburn's program is voluntary and this letter explains your options.

Your account is scheduled for automatic enrollment in the "Woburn Standard" supply starting Month 2024.	You may opt out and not participate. You may also choose any of the other options offered by Woburn.	If you participate, you can leave the Program at any time in the future, without penalty.

The deadline to opt out before the program begins is MONTH DAY, 2024.

WHAT IS WOBURN COMMUNITY ELECTRICITY?

Woburn Community Electricity is a group purchasing program, managed by the City, to provide electricity supply options to residents and businesses in Woburn. Your electric bill from Eversource has two sections: Supply (the source of electricity) and Delivery (getting the electricity to you). As your utility, Eversource will always manage Delivery. If you participate in Woburn's program:

- **What changes?** Participation in the program will only change the name of the supplier and the cost for supply, shown in the Supply section of your electric bill from Eversource.
- **What stays the same?** Everything else stays the same. Delivery costs from Eversource do not change. Eversource will continue to manage all electricity billing, and all existing payment arrangements remain in effect, such as budget or balanced billing and low-income rate class discounts. Any solar net metering credits or other solar benefits remain the same. Eversource will continue to respond to power outages and maintain poles, wires and your meter.

Woburn Community Electricity is a municipal aggregation program, and over 170 other cities and towns operate similar programs. State law structures the program as automatic enrollment and requires that customers have the opportunity to opt out before the program starts. You can opt out of the program now or at any time in the future, without penalty.

WOBURN'S SUPPLY PRODUCTS

All supply products from Woburn Community Electricity offer a stable price, fixed price for XX months, from MONTH YEAR to MONTH YEAR. While Woburn can never guarantee savings, our automatic enrollment product is designed to be cost-competitive while also providing you additional renewable energy. There are also options for those looking for the lowest cost or the most renewable energy.

WOBURN BASIC (option)	WOBURN STANDARD (Auto-enroll)	WOBURN PLUS (option)
0.XXXX $/kWh	0.XXXX $/kWh	0.XXXX $/kWh
Meets State minimum renewable energy standards	Adds 10% renewable energy from Class I sources	Adds renewable energy from Class I sources to total 100%

If you participate, you will see [Supplier Name on Bill] as the supplier and the Woburn price on your Eversource bill. The Woburn price will take effect as of your MONTH YEAR meter read.

YOUR NEXT STEPS

- There is no action necessary to receive the "Woburn Standard" product.
- To choose another Woburn product, call our Program's electricity supplier, SupplierName, at (XXX) XXX-XXXX, or submit a request at WoburnMA.gov/WoburnCommunityElectricity.
- To continue with Basic Service for your electricity supply, you must opt out. **To opt out before being automatically enrolled you must take one of the following actions on or before Month Day, 2024:**

Postmark and mail the enclosed opt-out card	*or*	call Woburn's supplier, at (XXX) XXX-XXXX	*or*	submit the opt-out form at WoburnMA.gov/WoburnCommunityElectricity

WOBURN & COMPARISON TO EVERSOURCE BASIC SERVICE

	Eversource Basic Service (If you opt out)	**Woburn Basic** (option)	**Woburn Standard** (Auto-enroll)	**Woburn Plus** (Option)
Price				
Residential	0.nnnnn $/kWh	0.nnnnn $/kWh	0.nnnnn $/kWh	0.nnnnn $/kWh
Small Business	0.nnnnn $/kWh			
Large Business	0.nnnnn $/kWh*			
Duration	Month Year to Month Year *Large Business Month Year to Month Year	Month Year to Month Year	Month Year to Month Year	Month Year to Month Year
Renewable Energy				
State-Required	62%	62%	62%	62%
Voluntary (Class I sources)	None	None	10%	38%
Total	62%	62%	72%	100%
Supplier	Eversource	SupplierName	SupplierName	SupplierName

- Program prices apply to service beginning and ending on the days of the month that your meter is read.
- Program prices only apply to Supply portion of your electric bill. Eversource will continue to set the Delivery charges on your electric bill.
- Tax-exempt small business customers participating in the Program must provide a copy of their Tax-Exemption Certificate directly to Supplier_Name via email at Supplier_Tax_email or mail at Supplier_tax_mail in order to maintain their tax-exempt status.
- At the end of the pricing term, you will be automatically renewed in your current product which may have a higher or lower price and a different percentage of voluntary renewable energy as negotiated by the City. The City will announce price changes at least 30 days before any such price change takes effect. Product details will always be available at the City's website for the Program: WoburnMA.gov/WoburnCommunityElectricity
- The State requires all electricity products to include a minimum amount of renewable energy. The Class I renewables added voluntarily by the City are from new sources located within, or delivered to, New England, and built after 1997. Wind, solar, and low-impact hydro-power are some of the most common sources that qualify for Class I. For more details on Class I sources and the State minimum required renewables, see www.mass.gov/service-details/program-summaries.
- Information about Basic Service: visit www.mass.gov/info-details/basic-service-information-and-rates or call Eversource at 800-592-2000.

QUESTIONS & SUPPORT

- WoburnMA.gov/WoburnCommunityElectricity has additional detail about our program, including a calculator to compare costs.
- To make changes to your enrollment, use the online forms on WoburnMA.gov/WoburnCommunityElectricity or call the supplier at (XXX) XXX-XXXX.
- For questions or troubleshooting, please contact the City's consultant that oversees the supplier and manages the program, Good Energy, by using the online form on WoburnMA.gov/WoburnCommunityElectricity or calling (XXX) XXX-XXXX.
- To speak to someone at the City directly, please contact chagerty@cityofwoburn.com or call 781-897-5816.
- If you are receiving electricity supply from a competitive supplier, you may have signed up after this mailing list was created. To ensure that you continue to receive your electricity from that competitive supplier and prevent any possible early termination fees, **you must contact Woburn's supplier to opt out of the program**. You can do this via the online form on WoburnMA.gov/WoburnCommunityElectricity or by calling the supplier at (XXX) XXX-XXXX.