

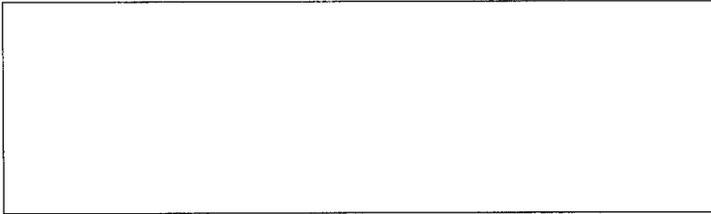


STATE OF MAINE
PUBLIC UTILITIES COMMISSION

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CHAIRMAN

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COMMISSIONERS



January 7, 2010

TO: Gas Companies

SUBJECT: 2009 Annual Report to the Public Utilities Commission

Utility Contact Information Sheet Due:	February 19, 2010
Annual Report/Revenue Due Date:	April 1, 2010
Extension Request Deadline:	March 30, 2010
Extended Annual Report Due Date:	May 3, 2010

Changes in Report: Added Columns to page 38

Source of Gross Revenues: Operating Revenues Page 12 – 13, column (c), line 2

Link to Electronic Copy of Report and Filing Instructions:

<http://www.maine.gov/mpuc/online/forms.shtml>

Link to Filing Site: <http://mpuc.informe.org/filereport>

User ID: annrpt

Password: 176*671

Title 35-A M.R.S.A. § 504 requires that, within three months of closing its accounts each year, public utilities must file a “balance sheet together with other information as the commission may prescribe.” Chapter 410 of our rules governs gas utility annual report filing requirements. Chapter 410 § 4(B) requires that every natural gas utility file an annual report with the Commission no later than April 1 of each year and establishes that the Commission shall send a blank report to each natural gas utility by January 30 of each year.

Any request for an extension of the filing deadline must be in writing and must be sent to Lucretia Smith at the Commission by March 30, 2010. For this purpose, an email is acceptable (lucretia.smith@maine.gov). An extension of up to one month may be granted for filing the complete report. However, because the Commission must complete its annual assessment preparation, which requires use of operating revenue information, by May 1 of each year, we request that companies file revenue information by the April 1 deadline. Utilities with less than \$50,000 in gross intrastate operating revenues will not be assessed, but all utilities must report their revenues.

The 2009 Annual Report form is available on our web page under Forms and Applications (www.state.me.us/mpuc). We have made a minor change on page 38 adding columns that detail revenues from base rates. As with previous years, the information should separately identify financial information related to your operations in the State of Maine.

Pursuant to Chapter 710 of the Commission Rules, each utility must file a copy of its independent auditor's report with the Commission by July 1, 2010, but it may request an extension if necessary. If the auditor expresses a qualified opinion or finds inaccuracies in the information contained in the Annual Report, the utility must file corrected pages of the Annual Report, and it must indicate what action it will take to prevent future misreporting or to correct any identified deficiency in its accounting systems.

Filing is done through a one-page web process. We have attached an instruction sheet detailing the process to access this web page and file your report electronically.

Chapter 410 § 4(D) addresses the confidential treatment of the reports. A natural gas utility may request that the Commission issue a protective order pursuant to 35-A M.R.S.A. § 1311-A and M.R.Civ.P. Rule 26(c) to keep certain information in its annual report confidential for a specified period of time. The Commission will review the requests and issue protective orders as warranted. The utility must also file a redacted version of its annual report for public viewing. This request must be filed on an annual basis.

In lieu of the annual report described in Chapter 410 § 4(B), § 4(C) allows an interstate natural gas pipeline utility operating in Maine to file a copy of its FERC annual report with the Commission or notify the Commission when it has filed its FERC annual report with instructions on how it may be viewed or obtained.

The Utility Contact Information Sheet, also available electronically on our web page at <http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html> under "All Utilities", is necessary to ensure that the Commission has current points of contact for all utilities in the State. Please complete the form according to its instructions and return it to the Commission, to the attention of Tammy Chamberlain via facsimile (207-287-1039) or mail, by February 19, 2010. Questions about the Contact Information Sheet should be directed to Tammy Chamberlain at 207-287-6075 or tammy.chamberlain@maine.gov.

We have also enclosed an updated Contact Protocol containing procedures for all immediate notifications provided to the Commission pursuant to Chapters 130, 200, and 895 of the Commission's Rules and Chapter 2 of the ESCB Rules. Please distribute this Protocol to all personnel responsible for notifying the Commission about emergencies, accidents, safety or security issues, underground facility damage, or service-related failures or outages. The MPUC contact information attached to the Contact Protocol is confidential and should not be given out to the public.

Sincerely,



Karen Geraghty
Administrative Director

Enclosures