

***Hardwick Electric Department***  
PO Box 516  
Hardwick, Vermont 05843  
(802) 472-5201 - (802) 472-3388  
Fax (802) 472-6769

Commissioners

Gina Campoli  
Nat Smith  
Brad Ferland

Lynne Gedanken  
David Mitchell

General Manager

Michael Sullivan

Dear Customer:

Thank you for your interest in electric service from the Town of Hardwick Electric Department.

The Town of Hardwick Electric Department is a small municipal utility that is governed by a five member Board of Commissioners that makes the Company policies. These policies are carried out by the management staff consisting of Mr. Michael Sullivan, General Manager. Our total number of employees, including management is 12.

Hardwick Electric Department's service areas extend into parts of eleven towns: Hardwick, Greensboro, Craftsbury, Woodbury, Wolcott, Calais, Elmore, Hyde Park, Eden, Stannard and Walden. It services approximately 4,300 electric customers encompassing approximately 330 miles of power lines.

As an electric utility we are regulated by both the Public Service Board and the Department of Public Service. These two agencies are responsible for evaluating our power purchases, plant design, and our rates.

Upon receipt of a written request from a customer for a line extension, accompanied with a \$250 application fee, Utility will complete a preliminary engineering design and provide the customer with a written cost estimate for the proposed line extension. The application fee shall be credited against the cost of the line extension if it is constructed. Utility will retain the fee if the customer elects not to have the line constructed. During the initial survey and construction period you will be dealing with Brian Forant, our Working Foreman. He will be able to work with you to decide the best and most economical method of installing power to your facility. He will also be able to explain the Department of Public Service Tariff requirements and what both the Company and your responsibilities will be.

Work on your project will begin once we have received your completed application and plot plan. At that time a work order number will be assigned to your application and you will be called to set up an appointment to meet with the Foreman to discuss the construction options available.

The employees of Hardwick Electric have a goal of providing a hassle free process for the service you are requesting.

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**APPLICATION FOR LINE EXTENSION / ELECTRIC SERVICE**

I or we, \_\_\_\_\_ hereby apply for a line extension from the power lines of the Town of Hardwick Electric Department where said lines run close to my premises. (The Town of Hardwick Electric Department reserves the right to approve or disapprove any proposed line location.)

I or we understand that by signing this application I agree to pay the total cost of providing the service extension less the credit for the service drop as explained in the Town of Hardwick Electric Department's Tariff #401.

I understand that I am required to pay a **\$250 application fee** that accompanies this application and pay the estimate, in advance, for the following items required to bring service to my facility:

- |               |                           |                              |        |
|---------------|---------------------------|------------------------------|--------|
| Poles         | Primary Wires             | Transformers                 | Meters |
| Right of Way  | Right of Way Clearing     | Trenching and/or Backfilling |        |
| Core Drilling | Service Wires & Equipment | Labor and Truck Time         |        |

Please answer these questions:

1. Location of Property
  - a. Name of Town/Village: \_\_\_\_\_
  - b. Name of Road: \_\_\_\_\_
  - c. 911 address: \_\_\_\_\_
2. Nearest Pole Number: \_\_\_\_\_
3. Type of Service: (Check One)
  - a. Residential [ ] (Main Residence - live at property full time for more than 7 months out of the year)
  - b. Residential [ ] (Seasonal - Live at property less than 7 months out of year)
  - c. Commercial [ ] \*(see Question 10)
  - d. Industrial [ ] \*(see Question 10)
  - e. Farm [ ]
  - f. Rental [ ]
4. Size of Service
  - a. 100 Amp \_\_\_\_\_
  - b. 200 Amp \_\_\_\_\_
  - c. Other \_\_\_\_\_ Amps

Voltage (Check One)

- a. 120/240V - 3 wire [ ] (Standard Residential, Single Phase)
- b. 120/240V - 4 wire [ ] (Standard Mobile Home, Single Phase)
- c. 120/208Y - 4 wire [ ] (Three Phase)
- d. 277/480Y - 4 wire [ ] (Three Phase)

**ENERGIZING PERMITS:**

The Utility is not allowed to energize a service (Commercial, including rental or multiple unit properties) until an approved energizing permit has been issued by the authority (State of Vermont and/or municipality) requiring such inspection. It is the responsibility of the customer to follow whatever procedure is required by the State of Vermont or municipal authority to assure that the Utility receives an energizing permit prior to the time that electrical service is required. No portion of the service equipment, including the service drop or underground service, may be energized prior to receipt of the permit.

Depending upon circumstance it may be necessary to receive a permit prior to re-energizing a structure that has been de-energized for a period of time. Check with the Electrical Inspector to confirm whether such a permit is required.

- 5. Location of Service and Meter: (Check One)
  - a. Aerial (overhead) service with meter on house [ ]
  - b. Underground service with meter on the pole / pedestal [ ]
  - c. Underground service with meter on house [ ]
  - d. To be determined at Field Survey [ ]

Note: 1) Aerial service – maximum distance 100’ from pole to house, services over 100’ may require additional poles. Total maximum distance 200’ from service transformer to the house / business.

- 6. Home Industry YES [ ] NO [ ]  
If yes, type \_\_\_\_\_
- 7. Date Service is Needed: \_\_\_\_\_
- 8. Do you intend to install a backup / auxiliary generator?  
YES [ ] Size: \_\_\_\_\_ NO [ ]

If you answered yes, HED requires a double throw switch that positively isolates the generator form the HED electric system.

- 9. Will you be applying for telephone service?  
YES [ ] NO [ ]
- \*10. If you are a Commercial or Industrial customer Hardwick Electric Dept will need the following information to enable us to properly size your service:

- a. Provide a list of all motors by horse power and phase (please use back of this page)
  - a. Lighting load (Total number of Watts)
  - b. A set of plans showing building layout on lot and electrical room
  - c. Size of Main Panel in Amps
11. Have you ever had service with an Electric Utility?  
YES [ ] NO [ ]

If yes where & when: \_\_\_\_\_ & \_\_\_\_\_

12. Are you the owner of the property that you are requesting service for?  
YES [ ] NO [ ]

**A COPY OF DEED SHOWING THAT YOU ARE THE PROPERTY OWNER MUST BE PROVIDED**

If No, please provide the owners name, address and phone number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(HED will require written permission from the owner to provide electric service to you)

13. Electric Service Deposits: **(Please check with Billing Department before paying)**
- a. Residential / Seasonal - \$75.00 or 2 / 12 of historical billing  
Commercial - \$150.00 or 2 /12 of historical billing  
Industrial - \$150.00 or 2 / 12 of historical billing
  - b. Deposits are kept for 12 consecutive billing periods and then applied to your account or refunded to customer if NO Disconnections or NO More than 3 Disconnect Notices were rendered during that 12-month period.
  - c. Deposits are retained by HED and will accumulate interest each month.
  - d. If you are able to produce a written credit report from a previous electric utility that indicates your account was paid on time for the last 12 months our deposit requirement will be waived.

NOTICE

PURSUANT TO SECTION 1704 OF THE CHARTER OF THE TOWN OF HARDWICK AND NO. 192 OF THE ACTS OF 1898, CHARGES FOR ELECTRIC SERVICE ARE A LIEN UPON REAL ESTATE IN THE SAME MANNER TO AND THE SAME EFFECT AS TAXES ARE A LIEN UPON REAL ESTATE UNDER 32 V.S.A. 5061.

PROPERTY OWNERS AND TENANTS ARE ADVISED THAT CHARGES FOR ELECTRIC SERVICE ARE A LIEN UPON REAL ESTATE REGARDLESS OF WHETHER THE PROPERTY OWNERS OR THE TENANT PAYS FOR ELECTRIC SERVICE.

BEFORE CHARGES FOR ELECTRIC SERVICE ARE BILLED TO A TENANT THE PROPERTY OWNER MUST COMPLETE A FORM AUTHORIZING THE HARDWICK ELECTRIC DEPARTMENT TO BILL THE TENANT FOR ELECTRIC SERVICE.

NEW LINE EXTENSIONS AND/OR RELOCATIONS CONSTRUCTED BY THE HARDWICK ELECTRIC DEPARTMENT (HED) OR BY A CUSTOMER, BOTH OVERHEAD AND UNDERGROUND, WILL BE LOCATED IN A RIGHT -OF-WAY ACCEPTABLE TO HED. THE CUSTOMER SHALL GRANT AN EASEMENT WITHOUT COST TO HED FOR THAT PORTION OF THE RIGHT-OF-WAY WHICH TRAVERSES PROPERTY OWNED BY THE CUSTOMER OR RUNS ALONG A ROADWAY ON PROPERTY OWNED BY THE CUSTOMER. IF ADDITIONAL EASEMENTS ARE REQUIRED, THE CUSTOMER SHALL BE SOLELY RESPONSIBLE FOR OBTAINING SAID EASEMENTS. HED'S RIGHT-OF-WAY MUST BE ADJACENT TO A ROAD WICH IS SUITABLY MAINTAINED SO AS TO PERMIT HED'S MAINTENANCE VEHICLES TO HAVE DIRECT YEAR ROUND ACCESS. SHOULD THE RIGHT-OF-WAY BE ADJACENT TO A PRIVATE ROAD, RIGHT OF INGRESS AND EGRESS MUST BE GRANTED TO THE COMPANY BEFORE ANY LINE EXTENSION IS CONSTRUCTED.

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Customer Name (Please Print) \_\_\_\_\_

Customer Drivers License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Joint Customer (Please Print) \_\_\_\_\_

Joint Customer Drivers License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Customer Current Address (Print) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Customer Current Telephone # (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

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

IF BILLING ADDRESS IS DIFFERENT THAN SERVICE ADDRESS, PLEASE GIVE ADDRESS

Street or P.O. Box \_\_\_\_\_

Town & State \_\_\_\_\_ Zip \_\_\_\_\_

**H.E.D NOW REQUIRES TWO FORMS OF IDENTIFICATION. IF YOU ARE NOT SIGNING THIS APPLICATION IN PERSON, PLEASE PROVIDE COPIES OF YOUR ID'S WITH THIS APPLICATION. (DRIVERS LICENCE, PASSPORT, BIRTH CERTIFICATE, SOCIAL SECURITY CARD, ETC.)**

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I/WE HEREBY APPLY FOR ELECTRIC SERVICE, TO BE FURNISHED IN ACCORDANCE WITH THE HARDWICK ELECTRIC DEPARTMENT'S APPLICABLE RULES AND REGULATIONS AS FILED WITH AND APPROVED BY THE VERMONT PUBLIC SERVICE BOARD AND ARE AVAILABLE FOR REVIEW AT THE HED OFFICE AT 123 NORTH MAIN STREET, HARDWICK, VERMONT. I/WE AGREE TO PAY FOR SUCH ELECTRIC SERVICE IN ACCORDANCE WITH THE DEPARTMENT'S APPLICABLE RATE SCHEDULES.

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

JOINT CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY:

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

Date: \_\_\_\_\_

Work Order #: \_\_\_\_\_