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Witness: Donald J. Scacco Jr., Christopher E. Colorio, John P. Dipaola-Tromba, Sean D. Redding, Jenna Turner and Mark P. Baldwin
Request from: Office of Education, Outreach, and Enforcement

Question:

(VENDOR TIMESHEET REQUIREMENTS) Outline the minimum documentation requirements for vendor timesheets (including line crews, vegetation crews, and other types of crews), or other similar documents.

a. Provide copies of all policies, procedures, guidance, or other literature, including, but not limited to the Eversource Contractor Storm Daily Time & Work Report Procedure, that discusses the Company's handling of timesheets.
b. Identify any differences in the documentation requirements between storm and non-storm activity. Please note where in the Company's policies, procedures, guidance, or other literature, those differences are indicated.

Response:

a. Please refer to EOE-022, Attachment 1, through EOE-022, Attachment 12, for policies, procedures, job aids, and Contractor summit training materials, which review the guidance and structure for both the Company to oversee timesheets and review as well as material giving instruction and guidance to Contractors to make sure they are complying in filling out timesheets.

   Guidance on the handling of tree crew timesheets is included in all executed contracts, which designate required accuracy, billing methods, timeline for submitting weekly Operations Reports (timesheet), and all supporting documentation (e.g. the Eversource Connecticut Emergency Restoration Tree Contractor Work Location form or the event location and time information should be documented on the timesheet) that may be required depending on work type.

b. Daily timesheets for "blue sky work" or non- storm work is different than the hourly timesheet, mobilization, and demobilization timesheet that is used for storm work. From a Company controls perspective, storm work is labor-hour driven, whereas non-storm work is generally work-order and invoice driven. The Company representative validates that the contractor performed the work and that charges align with the contract before payment is authorized. A typical non-storm process is daily time entry by Contractor employees record hours worked against a specific work order, project number, or job package, the labor classifications, equipment usage, and materials may also be captured. Time is usually

maintained within the contractor's own payroll or timekeeping system. A Company Supervisor will review certifies the hours. Labor is assigned to the appropriate Company work order or project. A Company project manager, construction representative, field representative, or contract administrator verifies that the work was performed. Verification is often based on daily work reports, field observations, work completions, unit quantities installed, milestone completion, invoice submission, Contractors generally submit invoices periodically (weekly, biweekly, or monthly depending on the contract). Blue Sky work or non-storm work can be placed into three main buckets for line construction work; lump sum bid pricing, unit measure pricing, and time and material. Alternatively, storm billing and invoicing is always based on hourly billing for both labor and equipment.

Vegetation Management requires all tree crew vendors that are responding to storm events to submit the Eversource Connecticut Emergency Restoration Tree Contractor Work Location form with the associated weekly timesheet. During non-storm activities, timesheets are required for all Time, Material, and Equipment based work (e.g. non-unit priced tree removals, capitalized construction project where vegetation management is requested, and emergency response activities). The Eversource Connecticut Emergency Restoration Tree Contractor Work Location form is also required to be submitted with emergency response activities, or the event location and time information should be documented on the timesheet; however, other work types do not require the same supporting documentation. Unit price-based work types (e.g. Scheduled Maintenance Trimming, unit priced tree removals, etc.) do not require a weekly timesheet.