



## **WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP**

**Approved on 01/18/2022**

The first meeting of the Westford Electric Vehicle (EV) Charging Station Working Group (WEVCSWG), was held at 6:30 PM on November 09, 2021, in person, at the Westford Town Hall.

Present were the following Group members:

Bob Shaffer, representative from the Planning Board

Tom Teller, Representative of the Clean Energy & Sustainability Committee

Gerald DiBello, Jerimy Arnold, and Chauncey Chu from the general public

Sierra Pelletier, Assistant Town Planner, Advisor

Round of introductions were made by all.

A number of housekeeping items were decided upon.

### **1. Selection of Officers**

Chauncey Chu, Chair, nominated and voted on unanimously.

Gerald DiBello, Vice chair, nominated and voted on unanimously.

### **2. Discuss minutes taking**

Scribe position will be rotated amongst the Group.

### **3. Discuss centralization of documents**

The Group's meetings will be subject to Open Meeting Law requirements.

Sierra will look into the use of Google Groups as a depository for the Group's documents. She will check to see if we need to use the Town's Document Management System along with the establishment of a Group web page on the Town's website. She will also look into using her email address as the official email for the Group.

As a sidebar, Gerry mentioned an app named Plugshare which is a map of EV chargers nationwide.

The Group is still seeking participants from Healthy Westford and the Economic Development Committee. Sierra will follow up with these groups. Gerry and Tom also offered to reach out to Bill Harman, Chair of Healthy Westford.

### **4. Review the Working Group's charge**

We reviewed the Group's charge from the Planning Board:

1. The Group thought the Charge was overly broad and needed specific goals/recommendations for the Planning Board.
  - a. Chauncey to work on an addendum(s) to the original Purpose for discussion with the Group.
  - b. Chauncey to mention formation of the Group and start of work on fleshing out the Charge at the Nov 15<sup>th</sup> Planning Board meeting.
2. We need to do research and determine what is best for Westford.
3. Should there be any charging station infrastructure requirements for new developments?
4. Be a source to anyone interested in EVs and charging stations.
5. Goals to be complementary to those in the Clean Energy and Sustainability Roadmap.
6. Additional questions that came up (we appreciate the technical Planning Board assistance provided by Bob and Sierra):
  - a. What is the permitting process?
  - b. How are the numbers of parking spaces to be determined and what is the enforcement?
  - c. The Group decided to meet for now every four weeks on Tuesday at 6:30 PM in the Town Hall – this date is flexible dependent on everyone's calendar, and virtual meetings may be an option.

## **5. Plan future activities**

Our next meeting will be on December 07, 2021, at 6:30 PM in person at the Town Hall. Topics to be:

1. Gerry - Power company incentives for installing charging stations – 15 minutes.
2. Jerimy – What are the building permit requirements for charging stations – 15 minutes.
3. Sierra – zoning requirements for parking spaces – 15 minutes.
4. Tom – report on the number of EVs registered in Westford – 15 minutes.
5. Tom will act as Scribe.

On a motion by Tom, seconded by Jerimy, and voted unanimously, the meeting was adjourned at 7:48 PM.

Chauncey Chu

11/10/2021