



WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP Meeting of December 07, 2021

Approved on 01/18/2022

A meeting of the Westford Electric Vehicle (EV) Charging Station Working Group (EVWG) was held at 6:30 PM on December 07, 2021, in person, at the Westford Town Hall, Conference Room B.

The following WG members were present: Chauncey Chu, Jerimy Arnold, Gerry DiBello. Bob Shaffer joined by telephone.

1. Call to order

The meeting was called to order at 6:41 PM by Chair, Chauncey Chu.

- a. Gerry DiBello shared information he found on EV registration by state. Massachusetts ranks 12th overall. The top states and other New England states are listed below.
 - i. California 425,300
 - ii. Florida 58,160
 - iii. Texas 52,190
 - iv. New York 32,590
 - v. Massachusetts 21,010
 - vi. Connecticut 9,040
 - vii. New Hampshire 2,690
 - viii. Vermont 2,230
 - ix. Maine 1,920
 - x. Rhode Island 1,580

Source: <https://afdc.energy.gov/data/10962> (data as of 12/31/2020)

2. Old Business

There was no old business carried over from the prior meeting. Chauncey observed to the WG that with Town Meeting pushed to June, we might have time to craft action recommendations to the Planning Board in time for consideration at Town Meeting.

Bob observed that action recommendations would need to be presented to the Planning Board in the January/February timeframe to provide to discuss, schedule hearings, etc.

3. Update on addition of any new members

Chauncey reported that we do not yet have representatives to the WG from the Economic Development Committee or Healthy Westford despite Sierra's reminder solicitation.

Gerry indicated that he would reach out to Bill Harmon of Healthy Westford.

4. Discussion of the Group's Charge

The WG discussed Chauncey's attachment to the meeting packet "Purpose from Applicable Sections." We will need to work to capture and integrate the different perspectives of these documents and to fill in any gaps identified in these documents.

- a. Review of the Planning Board's Purpose of the EV Stations Working Group
 - i. What is the current demand and forecast of future requirements? We need to align current figures and current demand, then forecast to project future demand
 - ii. Tom is talking to National Grid representatives about access to EV registration information available to them as well as any forecast models they utilize to project future requirements
 - iii. Chauncey will connect with Joan Bennett to explore EDC perspectives. Bob also knows her and will also reach out to her
- b. Per the Westford Roadmap, November 2021 – T2. Page 23
 - i. Regarding #4 (Update local zoning regulations to facilitate permitting of Level 2 charging stations for home use): This does not seem to be a problem as a charging station would be a permitted use.
 - ii. Regarding #6 (Update local zoning regulations to facilitate shared charging infrastructure for multi-family condo/rental properties): This may be more of an issue, with respect to HOA or property rules/regulations.
 1. Specifics vary with specific zone of the property
 2. Will have to work with the property manager or HOA for each, e.g., Blanchard Farms, Bell Westford, etc.
- c. Work Plan from Sierra Pelletier, Assistant Planner
 - i. Chauncey will try to integrate the work plan and goals/actions from Roadmap
 - ii. Tom will update the information for T2 of the Roadmap to ensure that it is current with the version published on the town website
- d. The WG decided that for our next meeting we would revisit
 - i. PB Purpose #1 (Explore the needs and feasibility of charging stations) – Tom
 - ii. Roadmap #6 (Update local zoning regulations to facilitate shared charging infrastructure for multi-family condo/rental properties) – Gerry
 - iii. Integrate Work Plan and Roadmap goals/actions – Chauncey
 - iv. Review charging station information available from major manufacturers or government sources – Jeremy

5. Gerry – Power company incentives for installing charging stations

The WG reviewed and discussed the information in the National Grid (NGrid) handout provided in the meeting packet.

- a. It is not known if funding is still available, i.e., for NGrid to pay for costs of trenching and running lines to power the charger. May be additional costs to property owners for maintenance, permitting, approvals, etc.

- b. Gerry will develop listing of costs and tasks required to install charging stations and potential sources of funding for each.

6. Jerimy – What are the building permit requirements for charging stations

The WG Group reviewed the zoning information provided by Jerimy. The requirements are straightforward.

- a. For Level 2 chargers
 - i. For chargers accessible to the public, bollards or barriers are needed to protect the charger from damage by a vehicle mishap and appropriate signage is required. The installation would require building and electrical permits and associated inspections.
 - 1. The WG discussed whether to consider advocating for the town to waive the fees.
 - ii. For private chargers, only building and electrical permits and inspections are needed.
- b. For Level 3 (Fast DC) chargers: These chargers require direct 480v feed direct “from the pole” and a special lockout is required.
 - 1. It is not known if 480v is available at the pole throughout the town. Tom will follow up with NGrid representatives in meetings scheduled this week.

7. Sierra – Zoning requirements for parking spaces

The WG reviewed the information on parking regulations provided by Sierra in the meeting packet.

- a. The regulations are quite detailed and requirements vary according to Principal Use, with provisions for Exempt and Institutional uses, agricultural, commercial (retail and other commercial), industrial, and other.
- b. The WG discussed whether to consider allowances for EV charging parking spaces and how those might impact (reduce) some requirements.
 - i. Any proposals in this area would need to be referred back to the Planning Board.

8. Tom – Report the number of EVs registered in Westford

Tom reported to the WG that he has, so far, been unsuccessful in obtaining reliable data on EV registrations for the town. There is some data available from various sources, but the data are incomplete and/or of unknown reliability.

- a. Tom will be attending a meeting this week (with Eric Heideman) and officials representing National Grid Fleet Advisory Services Program and will seek referral to the appropriate persons at NGrid who may have access to the data and/or information about sources for the data.
- b. Some sources of data were discussed:
 - i. Jerimy reminded the WG about data on EV rebate applications to the commonwealth that are searchable by zip code at <https://mor-EV.org>.
 - ii. Gerry will forward the information on registrations by state at <https://afdc.energy.gov/data/10962>

9. Set the date, time, and scribe for next meeting

After some discussion the WG decided on a date/time for the next meeting: Tuesday, January 18, 2022 at 6:30 PM in Conference Room B, with a backup of Wednesday, January 19 in case of meeting room schedule conflict.

- a. On a motion by Jerimy and second by Tom and voted unanimously, the schedule for the next meeting was decided with no further discussion.

10. Approve minutes of November 09, 2021

In view of the hour, the WG deferred the approval of the minutes to the next meeting.

11. Adjournment

On a motion by Bob, seconded by Gerry and voted unanimously, the meeting was adjourned at 7:52 PM.

Respectfully submitted,

Tom Teller

12/20/2021