



WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP Meeting of March 08, 2022

Approved on 4/12/2022

A meeting of the Westford Electric Vehicle (EV) Charging Stations Working Group (WEVCSWG) was held at 7:00 PM on March 08, 2022, via Zoom.

The following WG members were present: Chauncey Chu, Jerimy Arnold, Gerry DiBello, Bob Shaffer, Tom Teller

Town Staff present: Sierra Pelletier, Assistant Planner

1. Call to order

The meeting was called to order at 7:00 PM by Chair, Chauncey Chu.

- Gerry DiBello shared information gathered by talking to friends who are condo owners in Westford about policies related to EV chargers.
 - Blanchard Farms: At least one owner has installed EV charger in their garage
 - Hildreth Hills (Board Member): "...hasn't thought much about it but would like to know more." Gerry offered to appear at a future board meeting.
 - Bob suggested that we might want to hit multiple condo association boards in the same time frame.

2. Old/New Business

- Chauncey shared several points of interest to the group.
 - The Middlesex 3 Coalition will host a lunchtime webinar on March 10, 12:00 PM – 1:00 PM, to share news and updates on electric vehicles. Chauncey will attend.
 - The Westford Economic Development Committee is compiling a list of local developers, e.g., Cornerstone, that will be helpful in our work as contacts for hosting EV chargers.
 - The Planning Board approved the changes to our charge as we proposed. Chauncey reported that our group will be collaborating with the CEASC Roadmap sub-committee.

3. Inventory of charging stations within Westford

The group reviewed an inventory of publicly available charging stations within Westford, as of 02/11/2022, compiled by Tom.

- Westford has publicly available Level 2 EVSE installed at 10 locations, including 50 individual charging points, more than many surrounding towns.

- Bob asked about any restrictions on charging at the locations reported as FREE. An official at the Ninety Nine Restaurant reported that “...overnight parking was not permitted” after some issues in the early days after the chargers were installed.

4. Discuss potential amendments to parking requirements in the Westford Zoning Bylaw

The WG discussed several documents that bear on potential amendments to parking requirements.

- Summary of Best Practices in Electric Vehicle Ordinances, GPI, June 2019
- Ordinance Authorizing and Encouraging Electric Vehicle Supply/Service Equipment (EVSE) & Make-Ready Spaces, Franklin Township, NJ, November 2021
- Installation Guide for Electric Vehicle Supply Equipment (EVSE), Massachusetts DOER, November 2017
- Town of Westford Zoning Bylaw Section 5.1 Off-Street Parking Regulations, Section 5.3 Signs, Section 6.4 Planned Commercial and Industrial Developments, Section 10.2 Definitions, and Appendix D Table of Parking Requirements.
- Bob called attention to applicable sections of the Zoning Bylaw, particularly Section 6 pertaining to Planned Commercial Developments (PCD) and Planned Industrial Developments (PID). WG discussed what provisions would need to be included to implement EVSE requirements.
 - It was noted that we would need to update Definitions to include new terms and standards related to EV charging
 - It was observed that we might consider different ways of mandating new requirements, e.g., consider mandating “make-ready” provisions for new homes rather than specific EVSE which may not suit a particular instance.
 - It was noted that it is unlikely that new requirements can be dictated to existing condo developments/boards
- The WG discussed provisions of the DOER EVSE Installation Guide, noting that the guide referenced provisions of the National Electric Code (NEC) that need to be updated.
- Chauncey led discussion of various other points:
 - Signage, including provisions of the federal Manual on Uniform Traffic Control Devices (MUTCD).
 - Bob noted that the Planning Board is very aware of these requirements
 - We may need to check for alignment with requirements of Westford sign bylaw
 - ADA compliance for spaces
 - Definitions: It was noted that it makes sense that these be compiled and drafted once other factors are established.
- Given the scope and complexity of the many points under consideration and the several pertinent references, we would delegate specific task areas to individual members of the WG for further investigation and documentation
 - Gerry: EV charging space requirements (number and/or percentage) for different applications (see Appendix D) and ADA requirements for spaces
 - Bob: Requirements for signage and MUTCD

- Tom: Make-ready space requirements and EVSE equipment standards (see GPI Best Practices, Franklin Township NJ ordinance, Massachusetts EVIP, and Westford Zoning Bylaws)
- Jerimy: Lighting provisions/requirement to comply with Westford regulations
- Sierra will provide the updated National Electric Code and reference material pertaining to requirements for parking that Westford must consider and adhere to.

5. Approve minutes: February 10, 2022

The WG voted unanimously to approve the minutes after correcting details of the availability of the Mass EVIP program.

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

After some discussion the WG set the date/time for the next meeting consistent with our current practice: Tuesday, April 12, 2022 at 7:00 PM via Zoom. Gerry will serve as scribe for the minutes.

7. Adjournment

The meeting was adjourned at 8:19 PM.

Respectfully submitted,

Tom Teller

3/29/2022