



WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP Meeting of August 4, 2022

Approved on 8/25/2022

A meeting of the Westford Electric Vehicle (EV) Charging Station Working Group (EVWG) was held at 7:00 PM on August 4, 2022, virtually via Zoom.

The following WG members were present: Chauncey Chu, Gerry DiBello, Bob Shaffer, Tom Teller
Town Staff present: Sierra Pelletier, Assistant Planner

1. Call to Order

- The meeting was called to order at 7:01pm.

Item taken out of order

3. Discuss Any Comments for Submission to the DOER Updated Stretch Code (Due by August 12), and the Effect, If Any, On Our Report

- Bob commented that we need to create a cover letter to the DOER to explain who we are and why we are submitting comments. With reference to the comment document created by Tom for the DOER, Bob asked Tom why he had said in #2.2 “No changes are recommended....”. Bob asked the reason for singling out this section to not comment on. Tom responded that the “no comment” was to clarify that we were commenting on just one paragraph of the section and not the second section. Tom agreed that this might be confusing and will change the wording.
- Chauncey asked Tom to create a cover letter to go with our DOER Stretch Code comment submission. Tom will create the cover letter and send it to Bob and Chauncey separately for comment. Once the comments are finalized, they will be sent to DOER and Mike Bender, Chair of the Joint Telecommunications, Utilities, and Energy (TUE) Committee. Chauncey will submit the comments.
- As a courtesy, Gerry will email a copy of our Draft Stretch Code comments to Mike Berlinski, chair of the CEASC, to keep him informed of our group’s actions related to the proposed code.

Item taken out of order

4. Review and Discuss Any Comments on The Sections for Report to Planning Board

- Bob suggested that we summarize our actions regarding the Draft Stretch Code comments in a report to be presented to the Planning Board. We agreed that the Building Commissioner, Henry Fontaine, should be kept in the loop, and present at that meeting if

possible. Bob further recommended that we take no action at this time to create any EV charging zoning changes that would be presented at the fall town meeting. Part of our report to the Planning Board will be to say why we will be taking no action. After we see the wording in the finalized Stretch Code, we may need to present something at the Spring 2023 Town Meeting. Our next actions will be based on what actually is in the new Stretch Code document pertaining to EVSE when it becomes law in January of 2023.

- Chauncey will present a progress report to the Planning Board at their September 19, 2022 meeting.

2. Old/New Business

- There was a discussion regarding the previously created document titled “Definitions to be added to the Westford ZBL, Section 10.2 General Definitions”. Bob suggested some minor wording changes that were reviewed in the document presented on screen. There was unanimous agreement to accept the changes as presented.

Item taken out of order

6. Approve Minutes July 18, 2022

- There was no discussion about the minutes. A motion to approve the July 18, 2022 minutes was made by Chauncey and seconded by Bob. Minutes approved unanimously by roll call.

5. Set Date, Time, and Scribe for Next Meeting

- The next meeting is August 25, 2022 at 7:00 pm and will be virtual via Zoom. Jeremy will be the scribe.

7. Adjournment

- A motion to adjourn was made by Chauncey and seconded by Bob. Meeting adjourned at 7:50pm

Respectfully submitted,

Gerald DiBello

8/12/2022