



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 10/24/2023

Agenda Item	Set EV Charging Station Rates
Presenter(s)	David Davison, Deputy Town Manager/Director of Finance Carys Lustig, Director of Public Works Cecilia Simchak, Assistant Director of Finance
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED The Board held a Public Hearing regarding the adoption of time-of-use rates for the public to access and charge electric vehicles at Town owned/operated charging stations at its September 26, 2023 meeting. The recommendation is to set the vehicle charging rate at \$0.25/kWh and the fee for occupying the parking space, while not charging the vehicle at \$3.00 per hour. There would be no fee for occupying the space if the vehicle is moved from the space within 30 minutes after charging the vehicle has ended. Also based on the policy before the Board, the charging fee would not be incurred by Town/School employees charging their personal electric vehicles while on duty, but the limits on the length of time a vehicle may occupy the space and the fees chargeable for occupying the space do apply. The proposed policy has been revised based on feedback received during the public hearing process.
2.	VOTE REQUIRED BY SELECT BOARD Suggested Motion: Move that the Board approve the vehicle charging rate at \$0.25/kWh, a fee of \$3.00 per hour, or portion thereof for occupying the charging space when not charging. Move that the hourly rate will be waived if the vehicle is moved from the space within 30 minutes after the vehicle is no longer charging. Move that the maximum amount of time a vehicle may occupy a charging space is four hours. Move that the vehicle charging rate of \$0.25/kWh is waived for Town and School departments employees who charge their personal vehicle while on duty, but that the hourly rate and time limit on occupying the space are in effect. Move that the Electric Vehicle Charging Policy dated October 24, 2023 is adopted.
3.	BACK UP INFORMATION ATTACHED 1) SB-ADMIN-009 Electric Vehicle Charging Policy 2) Schedule of Electric Vehicle Charging Rates

Town of Needham Select Board

Policy Number:	SB-ADMIN-009
Policy:	Electric Vehicle Charging Policy
Date Approved:	10/24/2023
Date Revised:	
Approved:	

Section 1. Purpose

The purpose of this policy is to establish Town rules to charge electric vehicles at charging stations owned by or operated on behalf of the Town of Needham.

Section 2. Applicability

This policy applies to any electric vehicle (EV) charging station owned by or operated on behalf of the Town of Needham. This does not apply to privately owned EV charging stations.

Section 3. Policy

Only electric vehicles may park at EV charging station spots.

The Town has three designations for EV charging stations: Town Use Only, Public Parking, and Parking at Town Buildings. Each designation has different rules.

Town owned vehicles will not pay a fee to charge at any of these locations.

While charging, there will be a per kWh fee. There will be a fee charged for occupying a charging station parking space while not charging and for occupying the space beyond the limit for the use of the space. The rates and fees will be reviewed at least annually by the Town. The rates and fees may be amended by the Select Board after a public hearing has been held regarding proposed changes to the rates and fees.

At all locations, Town and School staff do not need to pay the kWh charge while on duty. Employees are not exempt from the hourly fee for not charging.

Town Use Only

Definition: An EV charging station located near a Town building, clearly labeled “Town Use Only”.

Restrictions: Only Town owned vehicles can use these stations.

Fee: There will be no fee for Town owned vehicles to charge at these locations.

Public Parking

Definition: Public Parking includes EV charging stations that are located in public parking lots not located at a Town building.

Restrictions: There will be a time limit to park at an EV charging station, charging or not, that mirrors the existing time limit in the public parking lot for non-EV cars.

Fee: The current per kWh fee applies. After the time limit allowed for the parking space, four hours, or the vehicle is fully charged, whichever comes first, there will be an hourly fee for not charging. There will be a 30 minute grace period immediately after the vehicle has finished charging, during which the hourly fee will not be assessed.

Parking at Town Buildings

Definition: Parking at Town Buildings is an EV charging station that is located in the parking lot of a Town building (i.e., Public Services Administration Building) and is not labeled Town Use Only.

Restrictions: There is a four-hour limit, or 30 minutes after the vehicle has stopped charging, whichever comes first.

Fee: The current per kWh fee applies. After the four-hour limit or the vehicle has stopped charging, whichever comes first, there will be an hourly fee for not charging. There will be a 30 minute grace period immediately after the vehicle has finished charging, during which the hourly fee will not be assessed.

Electric Vehicle (EV) Charging Rates		
Description	Rate	Rules
Vehicle Charging	\$0.25/kWh	Parking space time limit, 4 hours, or until EV is fully charged, whichever comes first.
Employee EV Charging	None	Only while employee is on duty; employee's EV is not exempt from space occupying charges.
Town Vehicle Charging	None	No limits
Occupying Charging Station Parking Spot	\$3.00/hr.	Assessed when an EV is parked but not charging. An EV moved within 30 minutes after the vehicle has charged will not be charged.