



TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF PUBLIC WORKS SUSTAINABILITY AND NATURAL RESOURCES DIVISION

Erin E. Chute
Commissioner

Alexandra Vecchio
Director

Memorandum

To: School Committee, Select Board
From: Alexandra Vecchio, Director of Sustainability and Natural Resources
Erin Chute, Commissioner of Public Works
Sam Downes, PE, Deputy Director of Engineering
Date: July 14, 2025
Re: Electric Vehicle Charging Stations at Baker, Runkle, and Lincoln Schools
Cc: Dan Murphy, Director of Engineering and Transportation

Public Electric Vehicle Charging Infrastructure

The Town currently owns and operates twenty-eight Level 2 ports (8 additional ports are currently under construction) and two Level 3 ports. In addition, the Town operates thirty-four Level 2 ports and two Level 3 ports in partnership with Greenspot. While most of these charging stations are located in public parking lots at town buildings or parks, the recently completed reconstruction of the Driscoll School included three charging stations (six total ports). The Driscoll School EV stations are available for school staff 7:00am to 5:00pm, Monday to Friday, and are then available to the public for usage outside of these hours. In the past year, the Department of Public Works (DPW) has not received any complaints from the Driscoll School regarding public use during school hours.

Publicly Accessible EV Charging Stations Overview (**Town-owned stations in red**)

<u>Address</u>	<u>Number /Type of Stations</u>	<u>Charging Cost</u>	<u>Site Specific Rules & Regulations</u>
Town Hall Lot	4 ports/Level 2 (7kW)	\$0.25/kWh	\$10/hr overstay fee after 20 minutes
Public Health Lot	4 ports/Level 2 (7kW)	\$0.25/kWh	\$10/hr overstay fee after 20 minutes
Centre Street East Lot	2 ports/Level 2 (7kW)	\$0.25/kWh	\$10/hr overstay fee after 20 minutes
Babcock Street Lot	2 ports/Level 2 (7kW)	\$0.25/kWh	\$10/hr overstay fee after 20 minutes
Driscoll School	6 ports/Level 2 (7 kW)	\$0.25/kWh	\$5/hr overstay fee after 20 minutes; teachers only 7am-5pm M-F,

<u>Address</u>	<u>Number /Type of Stations</u>	<u>Charging Cost</u>	<u>Site Specific Rules & Regulations</u>
			available to the public outside of these hours
Webster Street Lot	2 ports/Level 3 (62.5kW)	\$0.35/kWh	\$10/hr overstay fee after 20 minutes
Eliot Recreation Center	2 ports/Level 2 (7kW)	\$0.35/kWh	\$10/hr overstay fee after 30 minutes
Soule Playground (under construction)	4 ports/Level 2 (7kW)	\$0.35/kWh	\$10/hr overstay fee after 30 minutes
Skyline Park (under construction)	4 ports/Level 2 (19kW)	\$0.35/kWh	\$10/hr overstay fee after 30 minutes
Larz Anderson Park	4 ports/Level 2 (19kW)	\$0.35/kWh	\$10/hr overstay fee after 30 minutes
Fisher Hill Reservoir Park	4 ports/Level 2 (19kW)	\$0.35/kWh	\$10/hr overstay fee after 30 minutes
51 Fuller Street (Greenspot)	20 ports/Level 2 (8kW)	\$0.40/kWh (12-8am) \$0.41/kWh (8am-12pm; 9pm-12am) \$0.45/kWh (12-9pm)	\$3/hr overstay fee after 15 minutes
16 Kent Street (Greenspot)	14 ports/Level 2 (10kW)	\$0.40/kWh (12-8am) \$0.41/kWh (8am-12pm; 9pm-12am) \$0.45/kWh (12-9pm)	\$3/hr overstay fee after 15 minutes
1361 Beacon Street (Greenspot)	2 ports/Level 3 (120kW)	\$0.40/kWh (12-8am) \$0.45/kWh (8am-12pm; 9pm-12am) \$0.49/kWh (12-9pm)	\$19/hr overstay fee after 15 minutes

Massachusetts Electric Vehicle Incentive Program

Recently, the Town applied for and received grant funding through MassEVIP (Massachusetts Electric Vehicle Incentive Program) to support the installation of EV charging stations at the Baker, Runkle, and Lincoln Schools.

<u>School</u>	<u>Project Cost</u>	<u>MassEVIP Funding</u>	<u>Remaining Balance</u>
Baker	\$82,980	\$48,493	\$34,487
Runkle	\$29,336	\$16,708	\$12,628
Lincoln	\$105,867	\$50,000	\$55,867

In total the Town was awarded \$115,201 for these three sites, leaving a deficit of \$102,980 to fully fund the projects. The remaining project costs will utilize reimbursements from previous MassEVIP-funded EV charging projects and an earmark for EV charging infrastructure through the Executive Office of Energy and Environmental Affairs. DPW has worked to ensure the installation of these stations come at no cost to the School Department.

Expansion of EV Charging Infrastructure at Brookline Schools

DPW conducted site visits at Baker School, Runkle School, New Lincoln School and Hayes School with each school principal. After reviewing project budgets and proximity to other EV charging stations, Town staff have prioritized installation of EV stations at Baker, Runkle, and

New Lincoln Schools. Based on our discussions with each principal, they have agreed to follow the Driscoll School access model and have the stations available for school staff-only usage from 7:00am to 5:00pm, Monday to Friday. Outside of those days and times, the stations would be available for public access. Pricing policies will remain consistent with the Driscoll School: \$0.25/kWh and a \$5/hour overstay fee 20 minutes after charging is completed.

Anticipated Construction Schedule

If funding is accepted, work would commence by the end of July. All major construction activities will be completed by the start of the school year. However, final electrical work and station activation will not be completed until after the school year has started. The actual completion date for each site is dependent on Eversource's schedule.

Recommendation

DPW respectfully requests the School Committee and Select Board accept the MassEVIP grant of \$115,201 to support the installation of EV stations at the Baker, Runkle, and Lincoln Schools.

**COMMONWEALTH OF MASSACHUSETTS
AGREEMENT BETWEEN MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND TOWN OF BROOKLINE**

The Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace and Fleet (WPF) program is funded through various sources including, but not limited to, the Climate Protection and Mitigation Expendable Trust (CMT), the Energy Demand Reduction Program Trust, and the Natural Resource Damages Trust. These funds support programs or projects that reduce greenhouse gas emissions to mitigate the impacts of climate change, to support adaptation to the impacts of climate change, reduce energy demand and for the administration of the program.

This Agreement is entered into by the Commonwealth of Massachusetts, acting through MassDEP, and Town of Brookline (Grantee) for the purpose of reducing NOx and greenhouse gas emissions in Massachusetts, and to electrify the Massachusetts transportation network. MassDEP is charged with the implementation of and oversight for the MassEVIP WPF Program. Through MassEVIP WPF, \$115,201.40 shall be allocated to Grantee for the procurement and deployment of five Level 2 MassEVIP-funded electric vehicle (EV) charging station(s) (“EV charging station(s)”), ten ports. The funding consists of:

- An amount to not exceed \$48,493.20 for four ports and installation at 205 Beverly Road, Brookline, MA; and
- An amount to not exceed \$50,000.00 for four ports and installation at 19 Kennard Rd, Brookline, MA; and
- An amount to not exceed \$16,708.20 for two ports and installation at 50 Druce St, Brookline, MA.

Terms and Conditions

1. Agreement Duration/Timeline

- a) Grantee has up to 6 months after the effective date of this Agreement to make the EV charging station(s) operational.
- b) If Grantee wishes to make any changes to the information provided in Grantee's application regarding the EV charging station(s), Grantee shall notify MassDEP in writing and receive written approval from MassDEP prior to execution of any amended purchase agreement with the vendor(s) for the EV charging station(s).
- c) Grantee shall request MassDEP's approval of any extension of the 6 month timeframe by notifying MassDEP in writing at least 7 days prior to the end of the 6 month timeframe if the EV charging station(s) will not be operational within 6 months following the effective date of this Agreement. Grantee shall include documentation in any such request to show the reason for the delay, the efforts made by Grantee to avoid the delay, and a timeline by which the EV charging station(s) will be in service. Grantee's request for an extension will not be deemed granted unless approved in writing by MassDEP.
- d) Grantee shall operate and maintain the EV charging station(s) for a minimum of 3 full consecutive years following the date the EV charging station(s) are operational.

2. Hardware and Location Requirements

- a) Grantee shall install EV charging station(s) that:
 - i. are hard-wired Level 1 or Level 2 EV charging station(s);
 - ii. are UL listed (certified to Underwriters Laboratories, Inc. standards);
 - iii. for AC charging stations only, are Energy Star certified or certifiable in compliance with 225 CMR 9.00, the Massachusetts Appliance Energy-Efficiency Standards, Testing and Certification Program and are listed in the [State Appliance Standards Database](#);
 - iv. can charge EVs produced by multiple manufacturers;
 - v. for charging stations that are equipped to accept payment, enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login); and
 - vi. are new installations, and not ordered until after an approval letter is received from MassDEP.
- b) Grantee shall limit use of the EV charging station(s) to grantee-owned or leased EV use only
- c) At the time the payment request form is submitted, Grantee shall have purchased, leased, or ordered at least one electric vehicle that can use the EV charging station(s).
- d) Grantee shall have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (e.g., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
- e) The location at which the EV charging station(s) are installed shall be a non-residential place of business.

3. EV Charging Station Costs

- a) The grant amount listed on the first page of this Agreement will cover 60% of the cost of the EV charging station(s), including:
 - i. a console wired into the electrical supply;
 - ii. a cable and connector to plug into the EV;
 - iii. cable management strategy (e.g., coil, retractable, etc.);
 - iv. mounting hardware, either pedestal or wall (Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.);
 - v. separate payment module; and
 - vi. shipping/freight for covered costs
- b) Only for locations where MassEVIP will fund infrastructure installation costs, the grant amount listed on the first page of this Agreement will cover 60% of the cost of the EV charging station(s) up to \$50,000 per address, including the items listed in Paragraph 3(a) above and
 - i. upgrading the electrical supply;
 - ii. construction costs related to installation (including accessible ADA EV parking space); and
 - iii. signage and pavement painting.
- c) Grantee shall provide funds, either directly from Grantee or another source, to cover the remaining cost of the EV charging station(s), all the installation costs, and operating and maintenance costs for a minimum of 3 full consecutive years after EV charging station(s) are operational.
- d) Costs not covered include:
- e) shipping/freight for items not included in Paragraph 3.a) or Paragraph 3.b) and/parking space purchase or lease;
 - i. software subscription;
 - ii. warranty;
 - iii. taxes;
 - iv. internet connection or cell signal;
 - v. planning or permitting for the project;
 - vi. bollards, curbs, wheel stops, setbacks, bumper guards;
 - vii. electricity consumption and demand charges;
 - viii. preventative and corrective maintenance on EV charging station(s); and
 - ix. any other costs not listed in Paragraph 3.a) or Paragraph 3.b) above as applicable.
- f) Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station.
- g) Funding from MassDEP EVIP programs cannot be combined with grants from the Massachusetts Green Communities Division for a single EV charging station and installation.
- h) MassEVIP grant combined with funding from other sources shall not exceed 100% of the cost paid for the EV charging station(s).

4. EV Charging Station(s) Parking Requirements

- a) For each port installed, one parking space shall be designated for grantee-owned plug-in EV use only and marked clearly through visible signage, examples of which are provided

in Attachment B. Grantee shall actively enforce this requirement. Grantee is encouraged to paint the pavement of the parking area to indicate the parking space is designated for plug-in EVs.

- b) The parking space(s) and EV charging station(s) shall be located such that the connector from each EV charging station can easily reach a plug-in EV parked in the associated parking space.
- c) The EV charging station(s)' location shall be designed to protect the EV charging station(s) from physical damage. Such protective measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.
- d) The EV charging station(s) parking space(s) and area around the EV charging station(s) shall be maintained for a minimum of 3 full consecutive years following the date the EV charging station(s) are operational, including, without limitation, painting, signage, snow removal and general cleaning.

5. Payment Requests

Grantee shall submit the *Payment Request Form* no later than 60 days after the date the EV charging station(s) are operational. In general, payment should be requested one time, after the charging station(s) are operational and all required signage and pavement marking is complete, but Grantee may need to submit a Payment Request Form before the charging station is operational due to a Massachusetts State Fiscal Year (FY) deadline. The Massachusetts State FY is from July 1st to June 30th and Grantee shall submit the Payment Request Form no later than July 15th following the end of the FY in which equipment was delivered and/or installation work occurred even if the EV charging station(s) are not yet operational. No payment for equipment delivered or installation work completed through June 30 can be made if the payment request is received after July 15. The grant payment will be based on the final invoice(s) for the EV charging station(s) and installation, as applicable, submitted by Grantee. The grant payment may be less than the total grant amount listed on page 1 of this Agreement and will not exceed the per street address grant amount listed on page 1 of this Agreement. MassDEP reserves the right to refuse payment if Grantee fails to submit timely documentation. Grantee may submit multiple payment requests if receiving a grant for multiple EV charging stations and the EV charging stations become operational at different times. Information required by *Payment Request Form* includes, without limitation:

- a) the dollar amount that is the subject of the payment request for the EV charging station(s) and infrastructure installation costs, if applicable;
- b) detailed cost invoices for the EV charging station(s) and infrastructure installation costs, if applicable, that are the subject of the Payment Request;
- c) photographs of all installed and operational EV charging station(s) that are the subject of the payment request, if applicable;
- d) date(s) when EV charging station(s) were operational, if applicable;
- e) photographs of relevant signage and pavement markings, if applicable; and
- f) address where payment should be mailed.

When a *Payment Request Form* is submitted before an EV charging station is operational, Grantee shall provide photographs of the installed station(s) once operational as well as photographs of the relevant signage and pavement markings. All required photographs shall be submitted within 60 days after the charging station(s) are operational.

Grantee agrees to provide MassDEP with any additional information requested by MassDEP as may be necessary to support a funding request.

If Grantee is subject to state public contracting laws, Grantee shall include with any payment request the following certification, “I hereby certify under the pains and penalties of perjury that Grantee has complied with all laws, regulations and other requirements applicable to the procurement and acquisition of the EV charging station(s) that are the subject of this Payment Request.”

6. Promotion of EV Charging Station(s)

- a) Grantee agrees to promote the EV charging station(s) to employees, visitors, and the general public (if applicable) via various marketing strategies throughout the minimum period of 3 full consecutive years specified in Paragraph 1. Availability of Workplace Charging shall be made known to employees through signage and email messaging in the first month of the 3-year period. Other marketing strategies may include but are not limited to: Ride and Drive events, education for interested employees on the proper operation of the EV charging station(s), flyers, internal/external newsletters and webpages, etc. Grantee shall provide proof of such promotion to MassDEP upon request.
- b) If EV charging station(s) are available for public use, register each on the United States Department of Energy’s (DOE) Alternative Fuels Data Center Station Locator http://www.afdc.energy.gov/fuels/electricity_locations.html. Grantees are also encouraged to submit the location to other EV charging websites such as www.PlugShare.com.
- c) Grantee is encouraged to conduct an EV “Ride and Drive” event at its location to provide consumers with the opportunity to test out EVs and to also demonstrate how EVs function like traditional vehicles, and can reduce oil consumption, pollution, and fuel and maintenance expenses. Grantee is encouraged to utilize the following on-line resource when conducting a Ride and Drive event: <https://driveelectricweek.org/resources.php>.

7. Insurance Coverage for EV Charging Station(s)

Adequate property and casualty insurance coverage for each EV charging station shall be provided by Grantee through third party coverage or self-insurance. Grantee shall provide proof of such coverage to MassDEP upon request.

8. Training on the Operation and Maintenance of EV Charging Station(s)

Upon installation of the EV charging station(s), Grantee agrees to require all pertinent personnel to attend a training session on the operation and maintenance of the equipment.

9. MassDEP Verification of EV Charging Station(s)

Grantee agrees to allow MassDEP access to the EV charging station(s) during normal business hours to verify the installation, maintenance, and use of the EV charging station(s).

10. Data Reporting and Recordkeeping Requirements

For a minimum of 3 full consecutive years after the EV charging station(s) are operational, Grantee shall collect data on the operation, maintenance, and usage, e.g., hours of

use, number of sessions, number of unique users, kilowatt hours charged, downtime, and maintenance costs, if available. Upon request by MassDEP and within a reasonable time, Grantee shall prepare and submit such data or records to MassDEP, in a format specified by MassDEP.

11. EV Charging Station(s) and Electrical Infrastructure Maintenance Requirements

Grantee shall maintain the EV charging station(s) and land-based electrical infrastructure in order to provide proper electrical supply for the operation of the EV charging station(s) for the duration of the 3 full consecutive year in-service period. Grantee shall maintain such EV charging station(s) and infrastructure in accordance with the manufacturer's recommended procedures and specifications and agrees that it is responsible for any maintenance and repair work that is not covered under the scope of the manufacturer's warranty. If the electrical infrastructure fails such that proper electrical supply required for the operation of the EV charging station(s) is not provided, Grantee shall contact either the vendor that performed the installation of the EV charging station(s), if such vendor also performed work on the electrical infrastructure, or another vendor/electrician of Grantee's choice. Grantee shall ensure that all necessary repairs to EV charging station(s), electrical infrastructure and electrical supply are completed within 14 calendar days of Grantee having knowledge of failure. Grantee shall keep records of its maintenance efforts and will make those records available to MassDEP upon request.

12. Noncompliance

In the event Grantee fails to comply with any requirements in this Agreement, the Commonwealth of Massachusetts and MassDEP shall, without limitation, have the right to require Grantee to return all or a portion of the CMT Funds, such portion to be calculated *pro rata* based on the remaining portion of the required 3 full consecutive year in-service period.

The provisions of this paragraph shall in no way be construed to limit or prohibit the Commonwealth of Massachusetts or MassDEP from pursuing any other legal or equitable right, remedy, action or claim available under applicable federal or state laws and regulations for the failure of Grantee to meet any of its obligations under this Agreement.

13. Notices, Submissions and Requests

Except as otherwise provided in this Agreement, all notices, submissions, and requests by Grantee shall be sent to MassEVIP.MassDEP@mass.gov.

14. Effective Date

The "Effective Date" of this Agreement is the date MassDEP signs this *Agreement*. The sequence of signing will be Grantee followed by MassDEP.

16. Transfer

Grantee agrees that it may not transfer the EV charging station(s), except as follows. In the event of an unforeseen circumstance that requires Grantee to transfer ownership of one or more EV charging station(s), Grantee may request written pre-approval from MassDEP to transfer such ownership. The decision to approve such a request shall be in MassDEP's sole and exclusive discretion, and Grantee shall provide MassDEP with all requested information and

comply with all conditions imposed by MassDEP in connection with such approval. The Commonwealth of Massachusetts and MassDEP reserve all of their rights, remedies, actions and claims available under state and federal laws and regulations in the event of any inaccurate, misleading or fraudulent information provided by Grantee in connection with a request hereunder.

By accepting the grant funding, Grantee expressly agrees, through the execution of this Agreement, to be bound by the following Terms and Conditions. Grantee agrees that, from time to time as deemed necessary by MassDEP, to effectuate the goals and purposes of MassEVIP, MassDEP and Grantee shall amend this Agreement.

If signing electronically, I understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

IN WITNESS THEREOF, the parties hereby execute this Agreement.

TOWN OF BROOKLINE

By:

Print Name:

Print Title:

Date:

COMMONWEALTH OF MASSACHUSETTS

By:

Glenn Keith, Director of Air and Climate Programs
Massachusetts Department of Environmental Protection

Date:

Attachment A

Example Parking Signage

