



**FITCHBURG GAS AND ELECTRIC LIGHT COMPANY
READY2CHARGE INFRASTRUCTURE PROGRAM FOR
MASSACHUSETTS BUSINESS CUSTOMERS**

TERMS & CONDITIONS

The Site Host agrees to participate in the Fitchburg Gas and Electric Light Company Ready2Charge Infrastructure Program for Massachusetts Business Customers pursuant to these Terms and Conditions.

1. Definitions.

- (a) “Affiliate” means any Person controlling, controlled by, or under common control with, any other Person; “control” shall mean the ownership of, with right to vote, 50 percent or more of the outstanding voting securities, equity, membership interests, or equivalent, of such Person.
- (b) “Agreement” means the Application to participate in the EV Ready2Charge Make-Ready Program for Massachusetts Business Customers, these Terms and Conditions and any exhibits and attachments which are incorporated and made a part of the Agreement.
- (c) “Application” means the application document that a potential Site Host fills out and submits to Unitil for a determination of eligibility and approval for participation in the Program.
- (d) “Customer-Side Facilities” means Equipment and facilities installed past the metering point, including the meter socket.
- (e) “DCFC” means Direct Current Fast Charging EVSE that is electrified by three phase 277 Volts AC.
- (f) “Equipment” means the EVSE, Site Host’s Electric Upgrade, and any other work necessary for the installation of the EVSE.
- (g) “EV” means both battery electric vehicles and plug-in hybrid electric vehicles.
- (h) “EVSE Activation Date” means the date on which all of the following three actions are complete: (1) all required local or municipal inspections have been completed; (2) Unitil has installed the service meter; and (3) the EVSE is fully operational. The EVSE Activation Date must occur on or before April 30, 2027.
- (i) “EVSE” means a UL listed qualifying product that charges EVs and appears on the Qualified Manufacturers List.
- (j) “EVSE Utilization Data” means EVSE utilization information provided by the Manufacturer of the EVSE, a Network Provider, or the Site Host to Unitil which may include, but is not limited to, EVSE kWh usage, time of day usage, and number of unique drivers.
- (k) “Infrastructure Upgrade” means the upgrades to Unitil’s Primary Electric Distribution System that are necessary for the installation of Equipment, and which may include, but are not limited to, wiring, transformers, panels, meter sockets, and related permits.
- (l) “Infrastructure Upgrade Credit” means the credit that reduces the Site Host’s cost of the Infrastructure Upgrade.
- (m) “Level 2” means EVSE that are electrified by three phase 208 Volts AC.
- (n) “Manufacturer” means an organization that produces and supplies the EVSE.

- (o) “Network Provider” means the organization that supplies software connecting the EVSE to the Network Provider’s network to enable payment, access management, usage monitoring, and the transmission of EVSE Utilization Data.
- (p) “Person” means any natural person, individual, firm, corporation, company, partnership (general or limited), limited liability company, business trust, joint venture, consortium, government or political subdivision, or any agency, instrumentality, or authority of any government or political subdivision, or other entity or association.
- (q) “Port” means the SAE J1772 plug for Level 2 EVSE and the CCS1 plug (also known as J1772 combo) and the CHAdeMo plug for DCFC EVSE. A Port consists of a chord and a plug.
- (r) “Primary Electric Distribution System” means the network of wires, poles, sub-stations, and other equipment owned and operated by Unitil that delivers electricity to customers.
- (s) “Program” means Unitil’s Ready2Charge Infrastructure Program for Massachusetts Business Customers authorized by the Massachusetts Department of Public Utilities.
- (t) “Project” means the installation of the EVSE at the Site Host’s Site including, the Infrastructure Upgrade, and the Site Host’s Electric Upgrade.
- (u) “Qualified Manufacturers List” means a list of Manufacturers and the EVSE that are eligible for an Infrastructure Upgrade Credit.
- (v) “Qualified Network Providers List” means a list of Network Providers that must be utilized by the Manufacturer and/or the Site Host for the EVSE to be eligible for an Infrastructure Upgrade Credit.
- (w) “Site” means the property owned or occupied by the Site Host where the Infrastructure Upgrade will occur and Equipment will be installed.
- (x) “Site Host” means the non-residential customer, who satisfies the Site Host eligibility requirements below.
- (y) “Site Host’s Electric Upgrade” means an electric upgrade the Site Host must complete for the installation of the EVSE.
- (z) “Term” means the Term of the Agreement as set forth in Section 2 below.
- (aa) “Third Party Funding” means money paid or credited to the Site Host from sources other than Unitil that reduce the cost of the Project. For purposes of these Terms and Conditions, Tax credits, tax abatements, and tax deductions are not considered Third-Party Funding.
- (bb) “Unitil” means Fitchburg Gas and Electric Light Company and its employees, consultants, contractors, agents, representatives, and Affiliates.
- (cc) “Utility-Side Facilities” means the Primary Electric Distribution System and all equipment and facilities installed from the Primary Electric Distribution System to the metering point.

2. **Term.** The term will commence on the date the Site Host signs these Terms and Conditions and continue for five (5) years (the “Term”) unless terminated earlier pursuant to the terms of this Agreement. The Site Host shall provide notice of the EVSE Activation Date to Unitil.

3. **Site Host Eligibility Requirements and Representations and Warranties.**

- (a) The Site Host is (i) a non-residential electrical customer of Unitil in Massachusetts, and (ii) the owner of the Site or has the right or express written authority to install the Equipment on the Site. Site Host

shall obtain any required approvals from property owners, landlords, and/or authorized corporate officers.

- (b) The Site Host agrees to install two or more qualified EVSE, perform the required Site Host's Electric Upgrade, and establish any necessary electric service orders with Unitil for the scheduling of the Infrastructure Upgrade.
- (c) The Site Host agrees to install Equipment in compliance with all federal, state, and local laws and/or codes, and to follow all applicable electrical codes and standards.
- (d) The Site Host agrees to operate and maintain the EVSE at the Site for the Term and participate in the Program for the Term.
- (e) The Site Host represents and warrants that the information submitted on its Application for Program participation is true, complete, and accurate.
- (f) For a Project with only Level 2 EVSE, there must be at least two Level 2 EVSE and at least two Ports per EVSE.
- (g) For a Project with DCFC or a combination of DCFC and Level 2 EVSE, there must be at least two EVSE and at least one Port per EVSE.
- (h) For a Project with DCFC or a combination of DCFC and Level 2 EVSE, the Project must include at least one CCS1 plug and at least one CHAdeMO plug.
- (i) The EVSE must appear on the Qualified Manufacturers List and the Manufacturer must use a Network Provider on the Qualified Network Providers List.
- (j) The following networking requirements must be met: (i) the EVSE must connect to a network via Wi-Fi or cellular using multiple carriers; and (ii) the network must be configured to display real-time operational status on a smartphone application or web-based application either through a Network Provider or a third-party aggregator.
- (k) Site Host has the power and authority to enter into and perform the Agreement in accordance with its terms. There are no claims or actions pending or, to Site Host's knowledge, threatened against the Site Host or the Site that would prevent or interfere with the performance of this Agreement. To the best of the Site Host's knowledge, there are no known or suspected conditions (including environmental conditions) at the Site that would prevent or impede the installation of the Infrastructure Upgrade by Unitil.
- (l) Site Host acknowledges and agrees that Unitil has no responsibility for the ownership, operation, maintenance, or management of the Site or any Customer-Side Facilities, which are the responsibility of the Site Host.

4. Site Host Obligations. The Site Host shall:

- (a) Obtain all necessary approvals, permits, and licenses for the installation and operation of EVSE and for the Site Host's Electric Upgrade.
- (b) Notify Unitil promptly when Site Host becomes aware of any condition or conditions that may impact the Project schedule and provide a description of such condition or conditions.
- (c) Notify Unitil of any vandalism, malfunction, or suspected malfunction of the EVSE or the Site Host's Electric Upgrade.
- (d) Rectify any and all issues identified during inspections conducted by Unitil or its contractor.

- (e) Complete a survey or surveys regarding the performance of the EVSE as requested by Unitil, from time to time.
- (f) Not cause or permit the Equipment to become subject to any mortgage, lien, security interest or other encumbrance.
- (g) Perform the Site Host's Electric Upgrade required to support the activation and operation of the EVSE on the Site.
- (h) Maintain all Equipment in a safe manner pursuant to Section 7 below.
- (i) Maintain the EVSE parking area with a minimum of four spaces that are paved or hard packed.
- (j) Ensure EVSE on the Site is visible and publicly accessible for use pursuant to Section 9 below.
- (k) Comply with insurance requirements set forth under Section 16 below.
- (l) Provide the required documentation and invoices to Unitil pursuant to Section 8 below.
- (m) Pay the electricity costs for EVSE.
- (n) Submit an Interconnection Application Form (<https://unitil.com/ways-to-save/solar-private-generation/apply-interconnection>) if the Site Host installs a bi-directional EVSE and/or in some other way EVSE has, at the time of installation, or will have the capability to discharge the EV batteries into Unitil's Primary Electric Distribution System.
- (o) Use the services of a Massachusetts active licensed electrician for all electrical work on the Project.

5. Unitil Obligations. Unitil or its contractors shall:

- (a) Provide an Infrastructure Upgrade from the Primary Electric Distribution System up to the EVSE for Level 2 Projects or up to the AC/DC converter for DCFC Projects.
- (b) Maintain the Utility-Side Facilities.

6. EVSE Utilization and Reporting. Site Host agrees to allow Unitil to have access and use of certain Site Host data and information, including energy usage and consumption data. Site Host shall require the Manufacturer and/or Network Provider, by written agreement, to supply Unitil with EVSE Utilization Data on a monthly basis for the Term of this Agreement. Data must be provided to Unitil in accordance with the EVSE Utilization Data Requirements as defined in Exhibit A.

7. EVSE Installation and Maintenance. The Site Host shall purchase and own all rights, title and interest in the EVSE, which the Site Host shall install on the Site. Except as otherwise provided in the Agreement, neither Unitil nor its contractors or agents shall be responsible for performing any work in connection with the installation of EVSE. The Site Host understands and agrees that after the EVSE is installed, the Site Host shall operate and maintain the EVSE in a safe manner and in accordance with the Manufacturer's recommendations and these Terms and Conditions. The Site Host shall repair and replace the EVSE and/or replace any necessary parts of the EVSE at the Site Host's sole expense. The Site Host shall maintain the Customer-Side-Facilities.

8. Infrastructure Upgrade Credit.

- (a) **Maximum Infrastructure Upgrade Credit.** The maximum Infrastructure Upgrade Credit available for a Project deploying only Level 2 EVSE is \$77,000. The maximum Infrastructure Upgrade Credit available for a Project deploying DCFC or a combination of DCFC and Level 2 EVSE is \$143,000.
- (b) For Projects with an estimated Infrastructure Upgrade cost that is higher than the Maximum Infrastructure Upgrade Credit, the Site Host must pay Unitil the difference between the estimated Infrastructure Upgrade cost and the Maximum Infrastructure Upgrade Credit prior to the commencement of the Infrastructure Upgrade work.
- (c) After the Infrastructure Upgrade has been completed, Unitil will reconcile the final Infrastructure Upgrade cost and the Infrastructure Upgrade Credit. If the Site Host is entitled to any refund, Unitil will send such refund to the Site Host within forty-five (45) days. If there is an amount due and owing to Unitil, the Site Host will send the amount owed to Unitil within forty-five (45) days.
- (d) The Site Host shall provide Unitil with documentation and invoices evidencing the installation of the Equipment.

9. Site Access and Signage.

- (a) Site Host shall allow Unitil or its contractor access to the Site to: (i) perform verification of the installation and activation of EVSE during the Term; and (ii) to prepare the Site for work required in connection with the Program including, without limitation, the installation of Infrastructure Upgrade, inspection (post and periodic) of the EVSE, and emergency or maintenance issues relating to the Infrastructure Upgrade. The Site Host shall cooperate in good faith with Unitil to obtain easement(s), as necessary, including promptly signing any required applications.
- (b) Site Host shall allow users access to the Site to use the EVSE and shall ensure: (i) the EVSE is visible and accessible for use by the general public 24 hours per day, 7 days per week except that Site Host may, in its sole discretion, for safety, emergency or maintenance purposes, temporarily restrict access to and use of the EVSE (note: if the Site has access restrictions, then the hours of access can be reduced, upon express written approval by Unitil, but not below a minimum of 12 hours per day, 7 days per week); (ii) parking spaces are reserved and visible by way of signage for users to park EVs and use the EVSE; and (iii) parking area around the EVSE is maintained including, without limitation, snow removal and general cleaning of the area around the EVSE on the Site; (iv) the EVSE is installed in a well-lit location with dusk-to-dawn area lighting and adequate ingress/egress; and (v) the Site shall be designed to protect the EVSE from physical damage and protective measures which may include curbs, wheel stops, setbacks, bumper guards, and bollards.
- (c) Site Host shall ensure that the following signage requirements are met: (i) onsite signage must be provided that identifies the availability of the EVSE and the location of the EVSE on the site; and (ii) all signage must comply with any applicable Commonwealth of Massachusetts, federal, and/or local, ordinances, regulations and standards.

10. Monitoring and Inspection.

- (a) Unitil or its contractor may access the Site to perform an initial site assessment, as well as verification of installed Equipment.
- (b) The Site Host shall address and resolve any and all issues discovered by Site Host or identified during an inspection by Unitil and communicated to the Site Host by Unitil.

- (c) Unitil may monitor the use of the EVSE and periodically inspect the same in order to verify Site Host's compliance with the Agreement and to obtain certain information, including, without limitation, usage information and Site Host's compliance with its obligations and duties under this Agreement.
- (d) Site Host shall cooperate in good faith with Unitil and/or its contractor and provide any requested information in connection with Unitil's monitoring and inspections of the EVSE Infrastructure Upgrade.
- (e) Site Host understands and agrees that Unitil and its contractor shall not perform any kind of safety, code, or other compliance review of the EVSE or the Site.

11. Modification. Unitil retains the right, in its sole discretion, to modify the Program and these Terms and Conditions upon reasonable prior notice to the Site Host.

12. Termination.

- (a) Unitil may, in its sole discretion, at any time and without notice, terminate for convenience or cause this Agreement.
- (b) If Unitil terminates this Agreement for cause or the Site Host terminates the Agreement before the end of the Term, the Site Host shall be solely responsible for reimbursing Unitil for the straight-line depreciated (over 5 years) installation costs for the Infrastructure Upgrade Credit.

13. Name and Logo Use. The Site Host shall not use Unitil's name or logo without express written authorization from Unitil. Any authorized use of Unitil's name and logo must be reviewed and approved by Unitil and such use must strictly adhere to Unitil's specific name and logo use/branding requirements.

14. Publicity of Site Host Participation in the Program. Unitil reserves the right to use and reference for promotional and regulatory purposes information about the Site Host's participation in the Program, including, but not limited to, the Site Host's name, the Project location, usage data, and a description of the EVSE installed at the Site.

15. Third Party Funding.

- (a) **Site Host shall apply for all available Third-Party Funding, to the extent that the Third-Party Funding is available and aligned with the Infrastructure Upgrade Credit, and report to Unitil any such Third-Party Funding that Site Host receives.** A list of Third-Party Funding sources has been provided as Exhibit B. Exhibit B, which may not be exhaustive, is being provided for **informational purposes only** and does not necessarily reflect all available Third-Party funding.
- (b) Third-Party Funding received by the Site Host for the Project shall be netted against the Infrastructure Upgrade Credit provided by Unitil. The combined Third-Party Funding and Infrastructure Upgrade Credit cannot exceed the total Project cost.
- (c) Site Host shall wait at least two months after applying for Third-Party Funding for a response. If a response is not received, or the Third-Party Funding is otherwise not awarded to the Site Host after two months, Site Host can request that Unitil move forward with the Infrastructure Upgrade.
- (d) If a Site Host is eligible for Third-Party Funding but chooses not to apply or accept the Funding, the amount the Site Host would have received shall be deducted from the Infrastructure Upgrade Credit.

- (e) If a Site Host determines it is ineligible for a particular Third-Party Funding source and will not apply for such funding, Site Host must describe the reasons for its ineligibility to Unitil in writing.
- (f) If Third-Party Funding is received by the Site Host before the final Infrastructure Upgrade Credit is applied, Unitil shall reduce the Infrastructure Upgrade Credit by the amount of the Third-Party Funding.

16. Insurance.

- (a) Site Host shall either self-insure or obtain insurance through third party insurer(s), coverage as follows:
 - (i) **Commercial General Liability (CGL)** insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate covering liability for bodily injury and property damage arising from premises, operations, independent contractors, personal injury/advertising injury, blanket contractual liability, sudden and accidental pollution, and products/completed operations liability. Deductible or self-retention amounts must be shown on the certificate of insurance;
 - (ii) **Excess/Umbrella Liability** insurance coverage written on a follow form and occurrence basis following any applicable Employers' Liability, CGL, Automobile Liability, and Pollution policies with a limit of not less than \$10,000,000 per occurrence and per project or per location aggregate; and
 - (iii) **Workers Compensation/Employers Liability and Disability Insurance.**

Liability limits under this section may be met with any combination of primary, excess or umbrella insurance.

- (b) Site Host shall name Unitil Corporation, its direct and indirect parents, subsidiaries and Affiliates, Subcontractors, coventurers, and their directors, officers, members, managers, as well as the employees and/or agents of each as Additional Insureds under Commercial General Liability insurance and if applicable, Umbrella policies on a primary and non-contributory basis with a waiver of subrogation in favor of the Additional Insureds under all required policies.
 - (i) Should Site Host self-insure any of the required coverages outlined above, Site Host agrees to indemnify and hold harmless Unitil for any liability that would have otherwise been covered, had such insurance policy(s) been in effect.
 - (ii) Waiver of Subrogation. Each party hereby waives all liability of, and all right to recovery and subrogation against, and agrees that neither it nor its insurers will sue the other party, for any loss of or damage to property arising out of fire or casualty to the extent insured, and each party agrees that all insurance policies aforementioned must contain waivers of such liability, recovery, subrogation and suit.
 - (iii) Should Site Host utilize Contractor(s) to perform installation work or maintenance services to the Equipment, Site Host shall require Contractors to carry the minimum Commercial General Liability (CGL) and Excess/Umbrella Liability insurance specified above as well as Workers Compensation/Employers Liability and Disability Insurance even if not required for the Contractor by the Commonwealth of Massachusetts. Further, Site Host shall require Contractor to name Site Host and Unitil Corporation, its direct and indirect parents, subsidiaries and Affiliates, Subcontractors, co-venturers, and their directors, officers, members, managers, as well as the employees and/or agents of each, as Additional Insureds under Contractors General Liability and if applicable, Excess/Umbrella policies on a primary and non-contributory basis with a waiver of subrogation in favor of the Additional Insureds under all required policies.

- (iv) Certificate(s) of Insurance. Prior to execution of this Agreement, Site Host and Contractors (if any) shall promptly provide Unitil with Certificate(s) of Insurance or, if applicable, a self-insurance letter evidencing all coverages required in this Agreement. Such certificate or self-insurance letter must be sent directly from the Site Host's insurance agent to the following address:

Unitil Corporation
325 West Road
Portsmouth, New Hampshire 03801
Attn: Carol Connery, Associate Buyer

- 17. Liability.** The Site Host shall be liable for any claims, liability, losses, damages and costs to the extent arising from any act of omission on the part of the Site Host or its contractors, employees or any Person for whom the Site Host is legally responsible who causes injury to persons (including death) or damage to property. The Site Host shall not be responsible for any claims, liability, losses, damages or costs to the extent that such results from the negligence of Unitil. This Section shall survive the termination or expiration of the Agreement.
- 18. Indemnification.** The Site Host shall indemnify, defend and hold harmless Unitil, its Affiliates and their respective contractors, officers, directors, employees, agents, representatives from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees and costs incurred to enforce this indemnity) brought by or for third parties (collectively, "Loss") to the extent arising out of or resulting from the Site Host's participation in Program or the Site Host's acts or omission under this Agreement. The Site Host shall not be responsible for indemnifying Unitil under this section to the extent that such Loss results from the negligence of Unitil. This Section shall survive the termination or expiration of the Agreement.
- 19. Disclaimer of Warranties.** Except as expressly stated herein, Unitil makes no representations, warranties or guarantees in connection with the Agreement. Unitil does not make any representations of any kind regarding the benefits, adequacy or safety of the EVSE. The Site Host understands and agrees that Unitil is not a manufacturer of, or regularly engaged in the sale, distribution, installation, maintenance of, or an expert with regard to EVSE or any related work. The Site Host further understands and agrees that neither Unitil nor its contractor shall perform any kind of safety, code or other compliance review of the EVSE or Site. This Section shall survive the termination or expiration of the Agreement.
- 20. Limitation of Liability.** With the exception of the Site Host's indemnity obligations hereunder, neither the Site Host nor Unitil shall be liable under this Agreement for any special, indirect, incidental, penal, punitive or consequential damages of any nature. With the exception of third party claims for personal injury or property damage, Unitil's liability to the Site Host under this Agreement, regardless of the amount of claims, shall not exceed to the total amount of the Infrastructure Upgrade Credit. The provisions of this Section shall survive the termination or expiration of the Agreement.
- 21. Removal of Equipment.** The Site Host understands and agrees that as a condition of participation in the Program to properly remove and dispose of or recycle or de-energize the EVSE in accordance with all applicable laws and regulations. This Section shall survive the termination or expiration of the Agreement.
- 22. Compliance with Laws.** The Site Host shall, and shall require its subcontractors, agents and employees to, comply with all applicable Federal, state and local directives, requirements, rules, regulations, laws and ordinances, whether the same are in force upon the execution of the Agreement or may in the future be

passed, enacted or directed, including without limitation, compliance with the safety rules and regulations and standards adopted under the Occupational Safety and Health Act of 1970 (OSHA), as amended from time to time.

- 23. Notice.** All notices, requests, approvals and other communications which may or are required to be given by either party to the other under this Agreement shall be deemed to have been sufficiently given for all purposes hereunder when delivered personally or mailed by registered or certified mail (i) if to Unitil at 325 West Road, Portsmouth, NH 03801, Attention: Thomas Palma; and (ii) if to the Site Host, at the address of the Site Host set forth in the Application.
- 24. Governing Law.** The Agreement shall be interpreted and enforced according to the laws of the Commonwealth of Massachusetts without regard to its conflicts of law principles. Any controversies arising out of the Agreement shall be submitted only to the courts of the Commonwealth of Massachusetts. The Site Host hereby submits to the courts of the Commonwealth of Massachusetts for the purposes of interpretation and enforcement of this Agreement.
- 25. Assignment.** Subject to the exceptions below, Site Host may not assign or delegate any of its rights or obligations hereunder without first obtaining the written consent of Unitil.
- (a) If Site Host is the Owner of the Site and proposes to transfer title to the Site to another entity during this Agreement, Site Host will provide Unitil with at least sixty (60) days advance written notice of such transfer. Such notice will include the name and address of the prospective transferee. During the sixty-day period following Unitil's receipt of such notice, Unitil shall, in its sole discretion, either (i) terminate the Agreement, or (ii) permit all of Site Host's rights and obligations under this Agreement to be assigned to the prospective transferee, such assignment to be effective on the date title to the Site is transferred to such transferee.
 - (b) If at any time during this Agreement, the Site Host proposes to terminate its occupancy of the Site, the Site Host will provide Unitil at least sixty (60) days prior written notice of such termination. If the Site Host intends that other Persons will become occupants of the Site, then such notice will include the name and address of such Persons. Upon receipt of such notice, Unitil may either (i) terminate the Agreement, or (ii) continue Site Host's participation in the Program under this Agreement subject to the condition that the new occupants execute a written agreement satisfactory to Unitil in which such occupants agree to the applicable terms and conditions contained herein. Notwithstanding anything to the contrary under this Section, the Site Host will be responsible and liable under this Agreement. Termination by Unitil under this Section shall be termination for cause.
- 26. No Third-Party Beneficiaries.** This Agreement does not grant any rights to any third parties.
- 27. No Partnership.** Nothing contained in this Agreement shall create or be construed as creating a partnership, agency, or joint venture relationship between Unitil and Site Host.
- 28. Entire Agreement.** This Agreement constitutes the entire agreement between Unitil and the Site Host with respect to the subject matter hereof, and any and all previous representations or agreements with respect to such subject matter, either oral or written, are hereby annulled and superseded. In the event of any conflict or inconsistency between the Agreement and any other Program Materials, the Agreement shall be controlling.



SITE HOST HAS READ, UNDERSTANDS, AND AGREES TO THESE TERMS AND CONDITIONS.

SITE HOST:

Name of Site Host: _____

By (signature): _____

Printed Name: _____

Title: _____

Date: _____

Exhibit A. EVSE Utilization Data Requirements

Data File Format Details

The Program requires that EVSE collect information related to each plug-in event. The data collection requirements have been modeled on those used in the Department of Energy EV Project. Definitions of key data parameters and file requirements are provided following. Data files shall be provided in comma separated variable (CSV) format electronic files.

Definitions:

Charge Station – electric vehicle supply equipment; a charge station may have multiple ports where a port is defined as a cable and connector that can simultaneously charge a vehicle

Charge Station ID – a unique identifier for a charge station. For multiport stations, each port should have a unique identifier; numeric or alpha-numeric value

Driver – consumer requesting charging

Driver ID – a unique identifier for a particular driver or network account; numeric or alpha-numeric value. Where the charging access method does not allow identification of a driver or account, the value should be 0 or NULL. CSV file column heading: DRID

Plug-in Event – a complete charging session that includes the time from the vehicle being plugged in until the vehicle is unplugged

Plug-in Event ID – a unique numeric value assigned to a Plug-in Event. CSV file column heading: PIEID

Charge Event – during a plug-in event, the period when power is actively transferred to the vehicle; note that there may be multiple charge events during a single plug-in event.

Charge Event ID - a unique numeric value assigned to each Charge Event. CSV file column heading: CEID

Vehicle Connect Time – Time in UTC (or local time with time zone) when the vehicle was plugged in. This represents the start of a Plug-in Event. CSV file column heading: VCTime

Vehicle Disconnect Time – Time in UTC (or local time with time zone identified) when vehicle was un-plugged. This represents the end of a Plug-in Event. CSV file column heading: VDTIME

Charge Start Time – Time in UTC (or local time with time zone identified) when a charge event started. CSV file column heading: CSTIME

Charge End Time – Time in UTC (or local time with time zone identified) when a charge event ended. CSV file column heading: CETIME

Average Power Per Charging Event – the average power for a charge event in kW. CSV file column heading: CEKW

Total Energy Per Plug-in Event – the total energy transferred in a Plug-in Event in kWh. Where a Plug-in Event has multiple Charge Events, this would be the sum of all energy transferred during all Charge Events. CSV file column heading: PEKWH

Cumulative Energy – Running total of energy provided by a charge station port over its lifetime in kWh. CSV file column heading: CUEKWH

15-Minute Interval Start Time - Time in UTC (or local time with time zone) for the start of a 15-minute energy data interval. This time is equal to the Charge Start Time for the first interval and following Start Times in the plugin event are on the 15's of the hour i.e. 1:00 1:15 1:30 1:45). The first interval may be less than 15-minutes. CSV file column heading: 15MSTA

15-Minute Interval Stop Time - Time in UTC (or local time with time zone) for the end of a 15-minute energy interval. This time is on 15's of the hour except the last time which is equal to the Charge End Time. The last interval may be less than 15-minutes. CSV file column heading: 15MSTO

Rolling 15-Minute Average Power in AC kW for the 15-minute interval from 15MSTA to 15MSTO. CSV file column heading: RAVGP

Rolling 15-Minute Peak Power in AC kW for the 15-minute interval from 15MSTA to 15MSTO. CSV file column heading: RPP

Fee – Optional parameter – only required if payment is collected at the charging station; this would be the total cost of a Plug-in Event. CSV file column heading: FEE

File Structure

Data files shall contain the following previously defined parameters in separate columns in the column order presented. The first row of the CSV file shall be labeled with the abbreviations provided for each variable:

- Plug-in Event ID (PIEID)
- Charge Station ID (CSID)
- Driver ID (DRID)
- Charge Event (CEVID)
- Vehicle Connect Time (VCTime)
- Vehicle Disconnect Time (VDTime)
- Charge Start Time (CSTime)
- Charge End Time (CETime)
- Average Power per Charge Event in kW (CEKW)
- Total Energy per Plug-in Event in kWh (PEKWH)
- Cumulative Energy over life time of charge station port in kWh (CUEKWH)
- 15-Minute Interval Start Time (where the first 15-Minute Interval Start Time is equal to the Charge Start Time and following Start Times in the plugin event are on the 15's of the hour i.e. 1:00 1:15 1:30 1:45) (15MSTA)
- 15-Minute Interval End Time (where the end time is on the 15's of the hour, the last 15-Minute Interval End Time is equal to the Charge End Time; and the first and last intervals may not last the full 15 minutes) (15MSTO)
- Rolling 15-Minute Average Power (RAVGP)
- Payment collected for Plug-in Event (FEE) (this parameter is only required if a payment is collected at the charging station)

All time entries shall be presented as MM/DD/YYYY HH:mm:ss. Time should be presented as local time.

Following is a sample data file with graphic of a Plug-in Event structure. The example does not include the FEE parameter.

Sample file structure:

PIEID	CSID	DRID	CEVID	VCTime	VDTIME	CSTime	CETime	CEKW	PEKWH	CUEKWH	15MSTA	15MSTO	RAVGP	RPP
723	CE794T	kb32421	1	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 01:40:09	5/15/2017 02:40:03	7.01	10.87	10.87	5/15/2017 01:40:09	5/15/2017 01:44:59	5.80	6.30
723	CE794T	kb32421	1	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 01:40:09	5/15/2017 02:40:03	7.01	10.87	10.87	5/15/2017 01:45:00	5/15/2017 01:59:59	7.01	7.14
723	CE794T	kb32421	1	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 01:40:09	5/15/2017 02:40:03	7.01	10.87	10.87	5/15/2017 02:00:00	5/15/2017 02:14:59	7.04	7.10
723	CE794T	kb32421	1	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 01:40:09	5/15/2017 02:40:03	7.01	10.87	10.87	5/15/2017 02:15:00	5/15/2017 02:29:59	7.10	7.11
723	CE794T	kb32421	1	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 01:40:09	5/15/2017 02:40:03	7.01	10.87	10.87	5/15/2017 02:30:00	5/15/2017 02:40:03	6.50	6.80
723	CE794T	kb32421	2	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 03:41:01	5/15/2017 04:39:00	3.89	10.87	10.87	5/15/2017 03:41:01	5/15/2017 03:44:59	3.60	3.61
723	CE794T	kb32421	2	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 03:41:01	5/15/2017 04:39:00	3.89	10.87	10.87	5/15/2017 03:45:00	5/15/2017 03:59:59	3.90	3.90
723	CE794T	kb32421	2	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 03:41:01	5/15/2017 04:39:00	3.89	10.87	10.87	5/15/2017 04:00:00	5/15/2017 04:14:59	3.91	3.93
723	CE794T	kb32421	2	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 03:41:01	5/15/2017 04:39:00	3.89	10.87	10.87	5/15/2017 04:15:00	5/15/2017 04:29:59	3.88	3.90
723	CE794T	kb32421	2	5/15/2017 01:21:10	5/15/2017 05:13:26	5/15/2017 03:41:01	5/15/2017 04:39:00	3.89	10.87	10.87	5/15/2017 04:30:00	5/15/2017 04:39:00	3.30	3.50
724	CE794T	rcg923	1	5/20/2017 17:33:05	5/20/2017 18:29:20	5/20/2017 17:33:30	5/20/2017 18:29:20	6.54	6.16	17.03	5/20/2017 17:33:30	5/20/2017 17:44:59	5.00	5.30
724	CE794T	rcg923	1	5/20/2017 17:33:05	5/20/2017 18:29:20	5/20/2017 17:33:30	5/20/2017 18:29:20	6.54	6.16	17.03	5/20/2017 17:45:00	5/20/2017 17:59:59	6.60	6.62
724	CE794T	rcg923	1	5/20/2017 17:33:05	5/20/2017 18:29:20	5/20/2017 17:33:30	5/20/2017 18:29:20	6.54	6.16	17.03	5/20/2017 18:00:00	5/20/2017 18:14:59	6.63	6.70
724	CE794T	rcg923	1	5/20/2017 17:33:05	5/20/2017 18:29:20	5/20/2017 17:33:30	5/20/2017 18:29:20	6.54	6.16	17.03	5/20/2017 18:15:00	5/20/2017 18:29:20	6.00	6.02

Exhibit B. Third-Party Funding Sources Known to Unitil

For all Sites: MassEVIP Public Access Charging Incentives.

<https://www.mass.gov/how-to/apply-for-massevip-public-access-charging-incentives>

For Municipal Sites: Massachusetts Green Communities Division funding.

<https://www.mass.gov/info-details/green-communities-grants#:~:text=the%20green%20communities%20division%20provides,local%20support%20from%20regional%20coordinators>.

For Sites located on the property of state agencies, public colleges, and public universities: Leading by Example (LBE) funding. <https://www.mass.gov/orgs/leading-by-example>