



# DAMARISCOTTA ELECTRIC VEHICLE CHARGING GUIDE

Helping Damariscotta and the Midcoast meet their sustainable energy goals.

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**ALL VEHICLES PARKED IN THE EV  
CHARGING SPOTS MUST BE  
USING CHARGING SERVICES.**

**UPON COMPLETION OF CHARGING  
SESSION, VEHICLES MUST  
VACATE THE SPOT.**

**IDLING FEES IN EFFECT  
8AM-8PM DAILY**

**ALL VIOLATIONS OF THE EV  
CHARGING POLICY ARE SUBJECT  
TO FINES.**

**SCAN FOR EV CHARGING  
POLICY AND USER INFO:**





# SUMMARY

- Eight (8) EV chargers are available for use in the Damariscotta Municipal Lot. These are Level 2 stations, capable of charging most Battery Electric Vehicles (BEVs) and Plug-In Hybrid Electric Vehicles (PHEVs). These chargers produce 7.7kW of electricity.
- These chargers will operate based on a \$/kWh fee, determined by the market price of electricity. Users can expect to pay the amount paid by the municipality per kilowatt hour (kWh), with an addition of twenty (20) cents. This will likely fall in the range between 20 and 90 cents/kWh.
- All chargers are ChargePoint CP6K series models. For the easiest charging experience, it is recommended that users create a free ChargePoint account (available on the web or the mobile ChargePoint app). It is possible to charge without an account, but additional fees may apply.
- A vehicle may remain plugged into the charger until the desired battery capacity is reached, or until the battery capacity is full. At that point, the owner must detach the charger and move the vehicle to a non-charging location. EVs are not permitted to remain in EV spots while not utilizing the charging services.
- If the vehicle is not moved within ten (10) minutes after the aforementioned criteria has been met, an idling fee will be imposed.
- The handicap spot is designated for EV drivers with a valid handicap certificate on their vehicle. However, handicap drivers of non-electric vehicles are permitted to park in that spot as a last resort.
- For all other EV charging-related questions (account set-up, ChargePoint questions, how to use the charging station, etc.) please [visit the ChargePoint FAQ page](#).





# SAFETY INFORMATION

- Supervise children near this device.
- Do not put fingers into the electric vehicle connector.
- Do not use this product if any cable is frayed, has broken insulation, or shows any other signs of damage.
- Do not use this product if the enclosure or the electric vehicle connector is broken, cracked, open, or shows any other signs of damage.
- Do not operate the charging station in temperatures outside its operating range of -13°F to 122°F (-25°C to 50°C).
- Ensure the charging cable is positioned so it is not stepped on, tripped over, or subjected to damage or stress. Do not close a car door on the charging cable.
- While you are free to unplug your own vehicle, do not attempt to unplug the vehicles of others. Do not attempt to alter power to the chargers under any circumstances.
- If you suspect the charging cable or device has been vandalized, damaged, or put out of normal operating service in any capacity, [please file a 311 report in SeeClickFix](#). If you suspect the situation poses significant danger, please call the Damariscotta Police Department (207) 563-1909. You can also report a problem with the station through the ChargePoint network:





# SAFETY INFORMATION

## Here's how to report a problem with a station:

- If you encounter a station that isn't functioning, please open the [ChargePoint app](#) and select the relevant station. Please choose Report a Problem under Station Details.
  - Tip: For stations on partner roaming networks, call the support number posted on the station for the fastest resolution. Please choose the description that best matches your issue.
  - Tip: You must share your location and camera access to report a station problem. You can leave a [driver tip](#) under Station Details instead if you choose not to share. Please share helpful details, such as pictures of damage, so we can quickly determine and solve your issue.
- Press Submit to send ChargePoint your report.
- You can track the progress of your ticket under My Station Reports in your Account tab. ChargePoint Support will update your ticket status when the station is operational again.
  - Tip: Most stations on our network are independently owned and operated, and the station owner is responsible for maintenance. When we encounter a ChargePoint charging station that is not operating correctly or a driver notifies us that a ChargePoint station is down, we contact the owner and help facilitate the repair as quickly as possible.





# CHARGING INFORMATION

There are three ways to start a charging session at a ChargePoint station:

- **Tap to Charge** is available in North America. With the [ChargePoint app](#) installed, you can start a charging session on a ChargePoint station by holding your phone over the reader symbol on the station. Make sure you have the app installed and are signed in to your account.
- **Start charging from the app.** Choose the station and click the Start Charge button from the station details in the [ChargePoint app](#).
- **Use your ChargePoint card.** Just tap your activated ChargePoint card (make sure to activate it) on the card reader symbol on the station. Some roaming partner stations require the use of a ChargePoint card.

Connect the charging cable to your vehicle and, if necessary, to the charging station. Check to make sure that your EV is charging.

When charging is finished, just unplug the cable from your vehicle and, if necessary, the station (press the stop charging button on the station if you're fast charging). We'll send you a receipt by email, and you can view your charging history in Charging Activity in the app.

In North America, Tap to Charge is the easiest way to charge your EV at a ChargePoint station. There's no need to carry a card – all you need is your ChargePoint account and your phone! Follow the instructions on the page below to set up Tap to Charge.





# CHARGING INFORMATION

## Here's how to set up and use Tap to Charge:

- Use the [ChargePoint app](#) to sign up or log into your account.
- If you create an account for the first time, set up Tap to Charge by adding ChargePoint to your Apple Wallet (for iPhone) or turning on NFC (for Android).
- If you already have a ChargePoint account and haven't set up Tap to Charge, select Account tab at the bottom, Manage Cards, then Set it up.
- Add ChargePoint Pass as a card or to your Wallet.
- Tip: Setting up Tap to Charge is different for iPhones and Android phones, so follow the directions in your app.

Once you've set up Tap to Charge, find a station where you want to charge in the app.

After arriving at the station, hold your phone up to the station's reader to unlock the connector. Make sure NFC is turned on and your screen for Android. For iPhone, if you're not using Face ID, double-check that your finger is on the home button to use Touch ID.

Plug in your car and go about your day.

When you're notified that your EV has finished charging, move your car so others can charge.

Tip: Some EVs require you to unlock your doors to remove the charging plug and return it to the station.

## Using Tap to Charge on:

- iPhone: You'll need either an iPhone SE, 6, 6 Plus, 6S, 6S Plus, 7 or 7 Plus running iOS 10 or newer, or an Apple Watch 1st generation, Series 1 or Series 2.
- Android: You'll need an Android 8.0 or later with NFC.



# CHARGING INFORMATION

Status Light Color	Operating Defintions
Light Blue	Plugged in and waiting for capacity due to power management and scheduled charging
Blue, pulsing	Charging a vehicle
Blue, solid	Charging complete or preparing for vehicle communication after plugging a vehicle in
Green	Available and ready to charge
Orange, pulsing	Installing software
Orange, solid	Online, waiting for a reservation
Red	Out-of-service or disabled
Yellow, pulsing	Plugged in but not authorized; reported as blocked
White	Offline



# DAMARISCOTTA ELECTRIC VEHICLE MUNICIPAL CHARGING POLICY

November 19th, 2025

## **Purpose**

The purpose of this policy is to provide procedures and standards relating to the installation, operation, and maintenance of electric vehicle charging stations installed in municipal parking lots in Damariscotta.

## **Definitions**

**Electric Vehicle (EV)** – a vehicle that can be powered by an electric motor that draws electricity from a battery and is capable of being charged from an external source. An EV includes both a vehicle that can only be powered by an electric motor that draws electricity from a battery (Battery Electric Vehicle) and a vehicle that can be powered by an electric motor that draws electricity from a battery and by an internal combustion engine (Plug-in Hybrid Electric Vehicle). Under this policy, a gas-powered hybrid vehicle that does not require charging from an external source shall not be considered an electric vehicle.

**Charging Station** – the physical location that provides electric charging services to electric vehicles. The charging station is the basis of connection for individual charging ports.

**Charging Port** – the system attached to the charging station capable of supplying electricity to one vehicle. Charging ports can also be referred to as an electric vehicle supply equipment (EVSE) port. Each port contains several connectors, which work together to supply power to one car.

**Level 2 Chargers** – With the “level” of charger denoting its electrical power output capability, level 2 chargers use 240V electric outlets and produce an electric current of anywhere between 3 and 20 kW AC current. Level 2 chargers can charge a BEV to 80 percent from empty in 4-10 hours and a PHEV in 1-2 hours.

**SAE J-1772** – A North American standard for electric vehicle connectors found at each charge port. The J-1772 uses a 5-pin connector, and is also known as a “J-plug” or “Type 1” connector.

**External contractor** – A company, association, or contractor hired by the Town of Damariscotta to help plan and/or implement any facet of electric vehicle policy and infrastructure projects.

**Kilowatt hour (kWh)** – a unit of energy representing the amount of electrical energy used by a 1,000 watt appliance running for one hour.

**Battery Electric Vehicle (BEV)** – a vehicle that can only be powered by an electric motor that draws electricity from a battery

**Plug-in Hybrid Electric Vehicle (PHEV)** – a vehicle that can be powered by an electric motor that draws electricity from a battery and by an internal combustion engine

**Idling** – An electric vehicle will be considered “idling” when over ten (10) minutes has passed since the duration of a 3 hour parking period has elapsed OR when the electric vehicle’s battery has reached capacity, and the EV has not yet vacated the spot.

### **Operating Standards**

- (1) The electric vehicle charging stations will be operational and accessible for public use on a year-round basis.
- (2) The electric vehicle charging stations will be set to a three (3) hour charge/parking limit per vehicle.
- (3) Use of the electric vehicle charging stations will be open to any electric or semi-electric vehicle compatible with the provided charging infrastructure, including but not limited to Battery Electric Vehicles (BEVs) and Plug-in Hybrid Electric Vehicles (PHEVs).
- (4) Use of the electric vehicle charging stations is dependent upon presence of required connector types on both the charging station and customer vehicle. As of the adoption of this policy, all required connector types provided by the Town of Damariscotta are Level 2 chargers equipped with an SAE J1772 plug.

- (5) Use of the electric vehicle charging station requires that vehicles must unlock from the charger at the end of a charging period, or when the vehicle battery is full. This can be configured in the vehicle's settings or accomplished manually by the vehicle's owner.
- (6) Any electric vehicle parked in the designated electric vehicle charging spots must be plugged in and actively utilizing the charging features in order to make use of the space. Any electric vehicles parked but not plugged in to the charging port will be subject to penalty as outlined in this policy.
- (7) Electric vehicles left idling for longer than ten (10) minutes after the successful completion of a charge will be subject to penalty as outlined in this policy.
- (8) The Town of Damariscotta reserves the right to adjust the per kilowatt-hour (kWh) charging rate, the usage fee, and the idle fee as determined by Town staff and current local, state, or federal policy. All rates and fees are informed by the recommendation of local electric utilities, historical usage trends, and local and national averages.
- (9) Installation and maintenance of the charging stations will be accomplished by external contractors, while rate setting and policy enforcement will be conducted by the Town of Damariscotta.

**Usage Fees:**

The fee to utilize the electric vehicle chargers will be based on the market price of electricity, paid by the municipality per kilowatt hour (kWh), with an addition of twenty (20) cents. The municipality will be responsible for tracking and setting the price as necessary, with regard to state and national electricity costs.

**Required Notices**

At every charging station, the following notices will be posted:

- (1) Voltage and amperage levels of the charging station in question;

- (2) Hours of operation;
- (3) Usage fees, including both standard use fees and the rates charged per kWh of charging;
- (4) Charging policy regarding the lock status of the car and plug;
- (5) Safety information, including but not limited to location and operation of the emergency shut-off, cord placement and management, and vehicle placement.
- (6) Contact information for reports and maintenance, which must contain at minimum a service phone number (for the sake of this policy, the number will be for the Town Office).

All required notices must be updated with any changes to the aforementioned information. They also must be visible to all customers, with visibility maintained in year-round weather conditions.

Upon confirmation of a charging port's inability to operate, signage will be placed to temporarily block access to that port until the problem is resolved.

### **Accessibility Standards**

All groups of one or more electric vehicle parking spots must include wheelchair accessible, accessibility-compliant parking spaces (exact number to be determined after assessment of existing accessible parking spaces and infrastructure, in regulation with the Americans with Disabilities Act).

If the space(s) is occupied by a non-electric vehicle without a handicap placard or designation, the vehicle operator will be subject to the fines and penalties outlined in this policy.

Occupation of EV handicap spaces by a handicap-permitted electric vehicle is preferred. Non-EV handicap vehicles may only park in the spot as a "last resort" (when all other non-EV handicap spaces are filled).

**Enforcement**

All enforcement of the measures outlined in this policy will be in compliance with those found in the Town of Damariscotta’s Traffic and Parking Ordinance. Enforcement of parking time limits will be regularly enforced by the Damariscotta Police Department.

**Violation and Penalties**

Violation of this policy will result in penalties, paid in full by the violator. They are as follows:

- (1) Electric vehicles parked, but not plugged into the charging station – for fees relative to this violation, refer to the fee schedule.
- (2) Parking a non-electric vehicle in an EV parking spot – for fees relative to this violation, refer to the fee schedule.
- (3) Parking a non-handicap EV in a handicap space when it is not the last option – for fees relative to this violation, refer to the fee schedule.
- (4) Idling – Upon reaching idle status as defined in this policy, an additional idling fee of 3 \$/hour will be imposed on top of the standard kWh rate for the remainder of the time spent plugged into the charging station.

Approved by the Select Board on this 19th day of November, 2025

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Daryl Fraser, Chair

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