

Fire Facility Site Selection Committee
Minutes of July 23, 2013

The meeting was called to order at 7:00 p.m. at the Town Office. Present were committee members PJ Ryan, Diane Cushman, Chris Griggs, Gerry Slager, Liz Herrmann, Shawn Oxford and Alan Huizenga. Brett LaRose and Kevin LaRose were on conference call. Also present was Administrative Assistant Jen Stetson, Porter Knight, Neale Schuman, Peter Meyer, and Joanna Etko filming for NEAT TV.

Shawn Oxford introduced Administrative Assistant Jen Stetson who would be the minute taker for the committee. They discussed the procedures for future meetings along with mailings prior to each meeting.

Alan moved to approve the minutes from July 8, 2013 meeting, PJ Ryan seconded. All were in favor. (9-0).

Public Forum: Porter Knight asked if the minutes and agendas would be posted on the Town website. Jen Stetson confirmed that they would.

Liz Herrmann read the mission statement created for the Fire Facility Site Selection Committee: "To review potential facility sites for the Bristol Fire Department and arrive at a final selection to present to the Selectboard for further analysis. Using the criteria set forth in a May 4th public meeting, it is the goal of this committee to select a site that meets Bristol Fire Department needs, is affordable, promises safe and appropriate development and has a potential for a lasting, positive community impact." The committee discussed questions and concerns regarding the mission statement. Liz was unclear about what the committee was actually recommending to the Selectboard. Alan Huizenga's understanding was they would rank the sites through the criteria and then recommend a list of sites to the Selectboard through their findings.

Porter Knight suggested that the mission statement reference the reason this committee was created because past committees that were created must have also had a similar statement. Chris Griggs stated that the mission statement of the previous site selection committee was to seek the feasibility of remaining at 32 North Street. PJ Ryan stated that mission statement prior to that was to review different feasible sites that could possibly host the Fire Department. The committee adopted the following revised mission statement: "To review and rank potential facility sites for the Bristol Fire Department and arrive at a final recommendation to present to the Selectboard for further analysis." Alan moved to approve this mission statement, Chris Griggs seconded, all were in favor (9-0). So voted.

Shawn began the discussion of the site list and the research that had been done through contacting property owners. The following is what was determined:

- Site #1: Shawn spoke to David Adams Superintendent, he would have to bring it in front of the school board who won't meet again until August 24th
- Site #2: Town Property on Stoney Hill

- Site #3: Shawn spoke to Troy Paradee regarding the Rec Club property on West Street would need to go in front of the board which typically meets once a month.
- Site #4: Ed & Sue Shepard want to leave their property on the list, Shawn thought it might be contingent on the Rec Club response.
- Site #5: Thad's Automotive-Removed
- Site #6: Horse Rink, Town owned
- Site #7: Martin's Hardware would like to remain on the list for the back lot
- Site #8: Corner of Pine and Liberty, old Lawson Hammond Property-Removed
- Site #9: Waitsfield and Champlain Valley Telecom Building on Munsill Ave
- Site #10: Corner of Pine & Maple, Bristol Works!, LLC would like to remain on the list
- Site #11: Francis & Diane Heffernan, Plank Road Property, keep on the list
- Site #12: Rosamond Shepard 125 North Street, removed
- Site #13: Bouvier House at 128 North Street and 130 North Street, Remain on the list
- Site #14: Bristol Rescue Squad, Alan spoke to Sharon Compagna who said there wasn't enough room on the lot, remove from the list
- Site #15: Matt Mancini 52 North Street, owner requested removal
- Site #16: Champlain Farms 3 West Street, owner requested removal
- Site #17: Ed & Val Hanson 67, North Street, remain on the list. Alan tried to get a hold of 65 North Street Adam Tanych but couldn't and would continue to try.
- Site #18: Nancy Dike 72 North Street, would like to remain on the list for just the corner lot of North Street and Fitch Avenue.
- Site #19: Bristol Fire Department 32 North street, would like to remain on the list.
- Site #20: Tommy Lathrop's property on the corner of Routes 116 and 17, would like to remain on the list.
- Site #21: Carl & Charlotte Nelson West Street, would like to remain on the list for the back of the property
- Site #24: Rite Aid Parking Lot the corner of North Street and Main Street, removed.
- Site #25: Hogback Heaven, LLC three properties on North Street, removed
- Site #26: George & Louise Vince 38 North Street, would like to remain on the list.
- Site #27: North Street between Hazel Devino and Billy Bouvier, removed
- Site #28: Bryden's at 98 North Street, removed
- Site #29: Town Garage and Landfill Property on Pine Street would remain on the list
- Site #30: Doug Boehm's property on the corner of North Street & Plank Road, would like to remain on the list.
- Site #31: Old Roy's Automotive, removed
- Site #32: Champlain Valley Plumbing and Heating, would like to remain on the list.
- Site #33: Dwight & Lee Bilson 2 Garfield Street, Bill was supposed to contact them (he was absent), but they would remain on the list.

Brett LaRose emphasized that when speaking to land owners regarding their property the price would be a certain percentage higher than the grand list value. When property owners are considering remaining on the list we should be sure to relay the message that the Selectboard is considering what they feel the town and the voters can afford.

The committee discussed what the optimal acreage would be referring to the 2 acres mentioned in the public meetings. Kevin LaRose was concerned that they were limiting themselves when only looking for sites with 2 acres, because there are not many 2 acres lots in the Town of Bristol. Kevin LaRose didn't think there was an ideal acreage size for the facility to be on because they proved they can be on .5 acres, but they could easily be on 2 acres. Liz Herrmann retrieved information on sites, and received the tax map from Kevin LaRose and wanted to single out each parcel being considered and create an individual map to scale and while also adding setback into each parcel showing the workable space. Liz Herrmann distributed a list of the parcels with information researched through the grand list and reviewed all of these.

Shawn posed the question of how the committee would begin to rank these sites. He also suggested doing site visits within the next two weeks. Chris Griggs suggested creating a priority of location either using the water system, a radius, a street preference, or something else that the committee thought was valuable. Shawn read the criteria from the public meetings. Diane suggested that they weigh each property by having each member rate each site for all of the criteria on the list using the 1 for not important, 2 for important and 3 for very important.

The committee agreed this would be valuable to do. Alan Huizenga suggested that a spreadsheet be created and distributed to each member to fill out on their own, to then submit their ratings to be compiled. Chris Griggs suggested the committee determine which sites meet the criteria and then weight the property. PJ Ryan showed an example of what the first committee did to determine which sites met the criteria and what each member did to determine this. The committee discussed the village water lines. Chris Griggs discussed the importance of being in the village and he felt the response time was important information. PJ Ryan also stated that you can't predict where fires are going to happen based on past information. Brett LaRose said that Peter Coffey completed an information sheet containing data regarding the geographical location of incidents the Fire Department responded to since 2007. He will distribute that information to the committee members for the next meeting.

Jen Stetson and Shawn Oxford would create a spreadsheet with all of the remaining sites on the list to rate whether the sites meet the criteria. They would send this to the committee members by Friday July 26th and the committee would return their responses to Jen by Wednesday night July 31st. Jen will compile the information to send out in packets for the meeting on August 5th.

Diane Cushman wanted to clarify the meaning of the criteria location to the intersection.

Alan Huizenga moved to adjourn the meeting at 8:45 PM, Chris Griggs seconded. So voted.

Respectfully Submitted,

Jen Stetson
Administrative Assistant