

Fire Facility Site Selection Committee  
Minutes of August 5, 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, Liz Herrmann, Shawn Oxford, Brett LaRose, Kevin LaRose and Alan Huizenga. Also present was Administrative Assistant Jen Stetson, Town Administrator Bill Bryant, Neale Schuman, Porter Knight, Naomi Drummond, Randall Freeman, Assistant Fire Chief of Middlebury Fire Department David Shaw, and Mary Arbuckle filming for NEAT TV.

Diane Cushman moved to approve the minutes for July 23, 2013 Liz Herrmann seconded. All were in favor, (8-0).

Shawn Oxford began the meeting by displaying a spreadsheet that he and Brett LaRose had created with the list of 31 criteria along with an interpretation for each one. The board discussed each individual criterion that they would be weighting for each site.

- #1-Location of Intersection-Diane suggested they change location of intersection to reflect access and egress, where the site has the least amount of impact on the site intent for traffic.
- #2-Access to station for responders-Remain as stated.
- #3-Room for moving vehicles-Remain as stated.
- #4-Village Location-The village was defined as being attached to the water system, omit sites 2, 20, 14, 32, and 30 and those do not currently have access to the village water system
- #5-Access to village water system-defined in criteria 4.
- #6-Parking dedicated- It was discussed that there be a minimum of at least 15 parking spaces with potential of off street parking assuming overflow could go to street parking, 50 being maximum. With any questions regarding parking, the committee would have to refer to the Town's parking ordinance.
- #7-Consider Village parking dilemma-Diane suggested to leave the criteria and consider the intention of the parking area alleviating some of the parking problems for the Town of Bristol. Does this have a positive or negative affect on the village parking in Bristol.
- #8-One Location-Remain as stated
- #9-Size, 10,000 square feet-13,000 square feet- Alan explained to the group that this size building could fit on any of the sites listed, for people who weren't sure. Shawn Oxford reminded the group that the building shape could vary to accommodate different lots.
- #10-Historic Village Pattern (architectural design)- Kevin LaRose suggested that it might be too early in the process to decide this. He also mentioned that this could vary depending on the site chosen and an architect could design this to be site specific so it fit in architecturally. The committee discussed combining with criteria 18: siting within the neighborhood. Chris Griggs thought 18 took into consideration the surrounding neighborhood while criteria 10 was specific to the building design. The committee decided to keep them both.
- #11-Legacy Project-Shawn said they should leave this on the criteria list making this a legacy project would mean that it was visible and central to the community.

- #12-Phases-Alan said they should keep on list knowing that the answer would be yes to all of the sites.
- #13-Objective Analysis for siting-How geographically the site will impact response times for responders.
- #14-Co-Location with other services buy separate facilities-The committee discussed whether this related to the size based criteria, but this related to whether this could house another town entity.
- #15-Regional Role in the 5-Town-The committee decided to have this remain on the list because the answer would be yes for all of the sites.
- #16-Promote Collaboration with Local Schools-Brett LaRose recalled the public meeting from May and it was important to the public to have access to schools for educational value and community interaction.
- #17-Serve as a shelter-Brett LaRose reminded the group that this was already defined by red cross and all sites do not meet this criteria as it could not be used for public shelter.
- #18-Siting within neighborhood-refer to discussion from criteria #10
- #19-Safe Sidewalks-The committee discussed why this was an important factor. Chris Griggs referred to the importance of safety for pedestrians when responders are responding to the call and when vehicles are leaving the station.
- #20-Look at Big Concepts of Existing Buildings-Brett LaRose referred to the minutes from the May public meeting and this specific criteria was discussed regarding the Town maintaining another building.
- #21-Impact on Neighbors-Remain as stated.
- #22-Impact on Historic Homes-The committee wanted to define historic homes using the Historical Society as a resource. Diane said she would contact the historical society about this.
- #23-Preservation of Fire Station-The committee discussed moving the current building to another site. Where the building could potentially be moved to and would it fit in within the neighborhood?
- #24-Cost-The committee decided that this was a subjective but there were many things to consider, two homes to demolish, empty land that has to be built on, removing a building from the grand list etc.
- #25-Visibility and Public Presence-Remain as stated.
- #26-Insurance costs to residents-Remain as stated. This particular criterion might not impact the village but would change some home owners who live outside the village.
- #27-Future growth/population need-Brett LaRose referred to the minutes from the May public meeting to find that this criterion spoke specifically about thinking potentially where Bristol's growth might be.
- #28-Septic 300 Gallons per day-Remain as stated.
- #29-Compatibility with Town Plan-The committee discussed assuming that all of these sites would be rated that they do, but once they narrow the site selections down they would then meeting with the planning commission to see if the sites chosen fit within the new Town Plan adopted in November.
- #30-Landowner willingness-Remain as stated.
- #31-Historic Preservation of 1897 Fire Station-Remain as stated.

On the spreadsheet will only answer yes or no. Chris reminded the group that this wouldn't distinguish a top five, but certainly eliminate some sites and narrow the discussion to the sites that were weighted higher. Shawn distributed a handout that they could make once they narrow down the sites by showing the lot and a picture of the current site so they could visually look at it.

Brett suggested that the people who were responsible for contacting site owners, if they could try contacting the owners that they didn't get a hold of before the last meeting to see if it can't be eliminated. Conjoining properties where one property owner said yes but were waiting for the other owner's response.

Kevin asked if everything can be done electronically verses paper. The group decided which-porter knight was concerned with the phrasing of the criteria so that yes was universally positive and no being universally negative. She also was concerned with criteria 13, complete an objective analysis so removed this criteria, but remove it from the criteria list, as it is not relevant to weighting sites. Liz Herrmann volunteered to contact someone at Middlebury College to find a group of students to complete an objective analysis.

David Shaw commented that he was interested to see how this worked out, because Middlebury worked the opposite by defining the building design then choosing the site.

Shawn would define what yes would mean and no would mean when ranking the site to make sure everyone was understanding of what was done.

Neale Schuman spoke with the Chief of the Winooski Fire Department regarding their design.

Brett motioned to adjourned the meeting Alan seconded. So voted. meeting was adjourned at 9 pm

- 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 24<sup>th</sup>
- 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.