



# *Town of Shelburne, Vermont*

## **FIRE/RESCUE PROPERTY STEERING COMMITTEE MEETING AGENDA**

**Monday, June 3, 2019**

**7:00 P.M.**

**Shelburne Town Offices, 5420 Shelburne Road, Shelburne, Vermont**

- 1. Call to Order, introductions**
- 2. Approve agenda**
- 3. Approve minutes of May 6, 2019**
- 4. Public comment on items not on the agenda**
- 5. Update on process, strategy, and timeline for site analyses and permitting**
- 6. Next steps**
- 7. Adjourn**

## Fire/Rescue Property Steering Committee

5/6/19 meeting

Present: Cat Collette, Chris Boyd, Jacob Leopold, Doug Merrill, Devin Major, Joe Weith, Lee Krohn.

The meeting was called to order at 7:00 P.M. Members were introduced; there were no comments from the public on items not on the agenda.

Joe Weith (of White and Burke, representing Healthy Living) presented and discussed a proposed 'roadmap' and sequence for site analysis and permitting, with the goal being that the parties (and here, especially the Town) have sufficient information leading up to a potential Town Meeting ballot vote whether to purchase the property. Time is of the essence for work needing to be done, with the goal being a 12/31/19 deadline to "know what we need to know" to determine if the site is suitable for the intended uses.

Work includes various aspects of due diligence including but not limited to civil engineering and site design, local and state permitting, selection of the third party developer, environmental analyses... Background reports were distributed on due diligence conducted to date.

Hope to start sketch plan review soon. An RFP had been distributed to prospective site developers; pursuant to the Purchase and Sales Agreement, the Town will be involved in that decision.

The Williston Fire/Rescue station is considered as a conceptual model for building size and needs looking out 30-50 years. Fire/Rescue services will be visiting recent combined facilities in Vermont as examples and for lessons learned. Apparatus size fairly well known, but flexible space is likely needed internally for training/housing/possible eventual career services.

The question was raised as to how much each party may need to propose or learn in the permitting process. Healthy Living may seek full and complete permitting; Fire/Rescue might only want or need more conceptual permitting at this point, as it may be premature to spend time and money on fully detailed site planning when we can't yet know if the site is suitable and if so, if the Town would vote to purchase the property.

Discussion ensued regarding overall amendments to other lot lines on the Carroll properties, and considering shifting the access road to provide shared access to these and the adjoining property.

Other process matters were discussed – the Committee's purpose, conformance with the open meeting law, being careful about communications and conflicts of interest.

Although a next meeting date was not set, it was agreed that another meeting before a sketch plan application is submitted would be prudent.

With no other business, the meeting was adjourned at 8:20 P.M.

Respectfully submitted by Lee Krohn, Chair.