# Site Selection Matrix – Scoring Instructions

**It is strongly recommended that the evaluator(s), individual or committee, seek input from Town Departments and other subject matter experts during the evaluation process and assignment of values for various categories.**

**It is further recommended that the evaluator(s) keep notes on how each element was scored – this contemporaneous record will be provide clarifications when questions arise on the scoring process.**

**1. Location** Max 8 Points

Location may be assigned a set value of as shown on the sheet. The two matrix descriptors provide a range of examples to illustrate the how point assignments may be made – e.g. from easy access to a major roadway (defined as Rt 20, 27, 30, or 126) (5) to poor access to local roads (0). The user is allowed to make a judgement based value assignment and should seek input from the DPW, Police, Fire, and Planning Departments.

**2. Physical Site Features** Max 18 points

Physical Site Features may be assigned any value from 0 or 3 points for each of the six descriptors. Five of the six matrix descriptors need to be evaluated against specific project requirements and may require input from planning and engineering professionals based on the characteristics of the proposed facility. The ability to allow for future expansion is also to be considered. The user is allowed to make a judgement based value assignment for condition of access roadway item. Size of site and shape of site are to be evaluated using Planning and Building Dept requirements. Soils suitability and depth to groundwater are to be evaluated as a function of both proposed construction type (foundation vs slab) and need for septic disposal and / or possible potable water well development.

**3. Site History** Max 10 points

Site History may be assigned a set value as shown on the sheet. Two of the three matrix descriptors need to be evaluated against specific project requirements and may require input from planning and engineering professionals based on the characteristics of the proposed facility. The user is allowed to make a judgement based value assignment for these items, however Hazardous Materials issue determinations should be coordinated with the Health Department or other cognizant Town Department.

**4. Zoning Consistency** Max 5 points

Zoning Consistency may be assigned a value of 0, 3 or 5 points based on the three conditions indicated.

**5. Environmental Impacts** Max 20 points

Environmental Impacts descriptors may be assigned a set value as shown on the sheet. Four of the five matrix descriptors are essentially yes / no responses and should have input from the Conservation Administrator. The user is allowed to make a judgement based value assignment for evaluation of Historic / Archaeological Sensitivity; this should be done with fact based input from the Historical Commission.

# Site Selection Matrix – Scoring Instructions

**6. Access to Utilities** Max 15 points

Access to Utilities descriptors may be assigned a set value of 0 or 3 points. The five matrix descriptors need to be evaluated against specific project requirements of the proposed facility and may require fact based input from the Building Department. The user is allowed to make a judgement based value assignment for distance to the point of connection (such as frontage vs site interior), available capacity (such as pressure, volume, kVA availability, etc.), and other considerations. The cost of utilities should not be included in this category, but below under "9. Cost of Site Development".

**7. Permitting** Max 5 points

Permitting may be assigned a value of 0, 3 or 5 points. The three matrix descriptors provide a range of examples to illustrate how the point assignments may be made – from no specialty permit required (5) to excessive permitting required (0). The user is allowed to make a judgement based value assignment and should seek fact based input from the cognizant local, state, or federal agency.

**8. Traffic Impacts** Max 5 points

Traffic Impacts may be assigned a value of 0, 3 or 5 points. The three matrix descriptors provide a range of examples to illustrate how the point assignments may be made – from no negative impacts (5) to excessive impacts (0). The user is allowed to make a judgement based value assignment and should seek fact based input from the DPW, Police, Fire, and Planning Departments.

**9. Cost of Site Development** Max 9 points

Cost of Site Development descriptors may be assigned 0 or 3 points for each of the three descriptors. The three matrix descriptors provide a range of examples to illustrate the how point assignments may be made – from minimal activity to excessive activity. In all cases proportionality should be considered based on the overall size and estimated cost of the project. Utility related costs should include installation, connection fees, etc. The user is allowed to make a judgement based value assignment and should seek fact based input from the DPW, Permeant Municipal Building Committee, Facilities Director, and/or Building Department.

**10. Cost of Construction** Max 10 points

Cost of Construction may be assigned a value of 0, 3 or 5 10 points. The three matrix descriptors provide a range of examples to illustrate how the point assignments may be made – from no special construction costs (5) to significant special construction costs (0). Such special costs could include waterproofing, special foundation work, unusual architectural costs or unusual systems (e.g. geothermal heating, etc.) The user is allowed to make a judgement based value assignment and should seek fact based input from the DPW, PMBC, Facilities Director, and/or Building Department.

**Site Selection Matrix** **Project:**_____ **Worksheet 3**

| Criteria | Factors | Weighing Factors | Score |
|---|---|---|---|
| **1. Location** (Max 8 Points) | Easily accessible to service area via major roadway | 5 | |
| | Reasonably accessible to service area via secondary roadway | 3 | |
| | Poor accessibility via local roadway | 0 | |
| | | | |
| | Favorable to adjacent schools, daycare, elderly uses, healthcare | 3 | |
| | Unfavorable to adjacent schools, daycare, elderly uses, healthcare | 0 | |
| **2. Physical Site Features** (Max 18 points) | Condition of access roadway favorable | 3 | |
| | Condition of access roadway poor | 0 | |
| | | | |
| | Size of site adequate | 3 | |
| | Size of site limiting | 0 | |
| | | | |
| | Shape of site adequate | 3 | |
| | Shape of site limiting | 0 | |
| | | | |
| | Soils suitable | 3 | |
| | Soils limiting | 0 | |
| | | | |
| | Groundwater deep | 3 | |
| | Groundwater shallow | 0 | |
| | | | |
| | Potential for Future Expansion favorable | 3 | |
| | Potential for Future Expansion unfavorable | 0 | |
| **3.Site History** (Max 10 points) | Past use favorable | 3 | |
| | Past use unfavorable | 0 | |
| | | | |
| | Existing use favorable | 3 | |
| | Existing use unfavorable | 0 | |
| | | | |
| | No hazardous materials issues | 4 | |
| | Unresolved hazardous materials issues | 0 | |
| **4. Zoning Consistency** (Max 5 points) | Approved use or special permit in place | 5 | |
| | Special permit required | 3 | |
| | Use not allowed | 0 | |
| **5. Environmental Impacts** (Max 20 points) | No NHESP area | 3 | |
| | NHESP area on or adjacent to site - | 0 | |
| | | | |
| | No ACEC area | 3 | |
| | ACEC on or adjacent to site | 0 | |
| | | | |
| | No Zone II area | 4 | |
| | Zone II on or adjacent to site | 0 | |
| | | | |
| | No wetland area | 5 | |
| | Wetland area on or adjacent to site | 0 | |
| | | | |
| | No Historic/Archaeological Sensitivity | 5 | |
| | Suspected Historic/Archaeological Sensitivity | 3 | |
| | Confirmed Historic/Archaeological Sensitivity | 0 | |

**Site Selection Matrix** **Project:**_____ **Worksheet 3**

| Criteria | Factors | Weighing Factors | Score |
|---|---|---|---|
| **6. Access to Utilities** (Max 15 points) | Sewer or septic available | 3 | |
| | No sewer or septic available | 0 | |
| | | | |
| | Electric available | 3 | |
| | No electric available | 0 | |
| | | | |
| | Telecom available | 3 | |
| | No telecom available | 0 | |
| | | | |
| | Water available | 3 | |
| | No water available | 0 | |
| | | | |
| | Gas service available | 3 | |
| | No gas service available | 0 | |
| **7. Permitting** (Max 5 points) | No specialty permits required | 5 | |
| | Minimal specialty permitting required | 3 | |
| | Excessive specialty permitting required | 0 | |
| **8. Traffic Impacts** (Max 5 points) | No negative impacts | 5 | |
| | Minimal impacts | 3 | |
| | Excessive impacts | 0 | |
| **9. Cost of Site Development** (Max 9 points) | Minimal cut and fill | 3 | |
| | Excessive cut and fill | 0 | |
| | | | |
| | Minimal clearing | 3 | |
| | Excessive clearing | 0 | |
| | | | |
| | Minimal Utilities Costs | 3 | |
| | Excessive Utilities Costs | 0 | |
| **10. Cost of Construction** (Max 10 points) | No restrictions impacting cost | 5 | |
| | Some restrictions impacting cost | 3 | |
| | Significant restrictions impacting cost | 0 | |

TOTAL SCORE (maximum is 100):

**Scoring Notes:**

**Capital Improvements – Decision Criteria Matrix** **Project: _____** **Worksheet 1**

| | Factors | Applicable to Project? | Factor weighting |
|---|---|---|---|
| 1. Public Health & Safety | a. Project addresses an immediate, continual safety hazard or public health and/or safety need | | 4 x ___ = ___ |
| 2. Compliance with Mandates or Other Legal Requirements | a. Project required for compliance with local, state, or federal laws/regulations<br>b. Project required by court order, judgment, [or inter-municipal agreement] | | 3 x ___ = ___ |
| 3. Stated Community Goals & Policies | a. Project conforms to adopted program, policy, or plan<br>b. Asset preservation<br>c. Required to maintain acceptable standard of service<br>d. More efficient/improved standard of service | | 2 x ___ = ___ |
| 4. Public Perception of Need | a. Sustained change in demographics<br>b. Improve sustainability of the environment<br>c. Does it make the community desirable? | | 1 x ___ = ___ |
| | | **Total =** | |

**Capital Improvements – Decision Criteria Matrix** **Project: _____** **Worksheet 2**

| | Information about the project's characteristics |
|---|---|
| **Describe any relationships and / or impacts to other projects.**<br><br>**Does the project addresses multiple needs / multiple stakeholders ?** | |
| **Are there alternatives to the project?** | |
| **Year requested to be on-line** | |
| **Projected capital cost of project** | |
| **Availability of grants / other non-local tax dollar funds** | |
| **Annual fiscal O&M impact (increase / decrease including staffing)** | |
| **Projected fiscal impact per household of capital expenditure (per $1,000 valuation)** | |

## Instructions to Preparer

**Purpose**: Develop objective methodology by which to measure projects and selection appropriate location for projects. **Decision Criteria Worksheet 1** lists four characteristics in order of importance. For each there are factors to consider that may contribute to understanding how each of the four is affected by the proposed project.

| | Factors | Instructions |
|---|---|---|
| 1. Public Health & Safety | a. Project addresses an immediate, continual safety hazard or public health and/or safety need | *a. A specific reason(s) must be cited along with identification of the cognizant Town Official (Facilities Director, Building Inspector, DPW Director, Health Director, Police Chief, Fire Chief) confirming the need.* |
| 2. Compliance with Mandates or Other Legal Requirements | a. Project required for compliance with local, state, or federal laws/regulations<br>b. Project required by court order, judgment, [or inter-municipal agreement] | *For Factors "a." and "b.":*<br>• *Identify the statute, law or regulation requiring compliance.*<br>• *Identify the document (order, specific regulation, etc.) requiring performance and attach a copy hereto.* |
| 3. Stated Community Goals & Policies | a. Project conforms to adopted program, policy, or plan<br>b. Asset preservation<br>c. Required to maintain acceptable standard of service<br>d. More efficient/improved standard of service | *a. Identify the program, policy or plan and attached specific section or citation*<br>*b. Describe the asset and state the reasoning that it is appropriate to maintain and preserve the asset*<br>*c. Explain the "acceptable standard of service" and how the project will maintain the "acceptable standard"*<br>*d. Describe the current baseline standard of service, and quantify how the project will increase efficiencies, or improve on the baseline standard.* |
| 4. Public Perception of Need | a. Sustained change in demographics<br>b. Improve sustainability of the environment<br>c. Does it make the community desirable? | *a. Describe the demographic(s) the project is to address. Provide a description of the trend that has been identified as a need. Identify the source data and analysis methodology.*<br>*b. Describe the sustainability characteristic addressed by the project. Quantify the projected improvement. Cite source data and analysis methodology.*<br>*c. Identify the aspect of desirability planned to enhance the community. Identify the segment of the community desirous of the project.* |