

Site Selection Matrix – Scoring Instructions

It is strongly recommended that the evaluator(s), individual or committee, seek input from appropriate 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 provide clarifications when questions arise on the scoring process.

1. Location Max 8 Points

Location may be assigned a set value as shown on the sheet. The two matrix descriptors provide a range of examples to illustrate how point assignments may be made – e.g. from a (5) for easy access to a major roadway (defined as Rt 20, 27, 30, or 126), to a (0) for poor access to local roads. 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.

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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 a (5) if no specialty permit(s) are required, to a (0) if excessive permitting is required. 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 a (5) if no negative impacts, to a (0) if there are excessive impacts. 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 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, Permanent Municipal Building Committee, Facilities Director, and/or Building Department.

10. Cost of Construction

Max 5 points

Cost of Construction 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 a (5) for no special construction costs, to a (0) for significant special construction costs. Such special costs could include waterproofing, special foundation work, unusual architectural costs or other. The user is allowed to make a judgement-based value assignment and should seek fact-based input from the DPW, Permanent Municipal Building Committee, Facilities Director, and/or Building Department.