

**Bristol Town Administrator**

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**From:** Michael Perpall <mp@cushmandesign.com>  
**Sent:** Friday, August 18, 2023 11:27 AM  
**To:** Bristol Town Administrator  
**Cc:** Jamie Simpson; Milford Cushman; 'Craig Jennings'  
**Subject:** RE: Bristol Police Department Feasibility Study  
**Attachments:** Bristol Police Department\_Opinion of Project Costs Report\_2023-08-17.pdf; Bristol Police Department\_SD Set\_2023-03-17.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Valerie,  
 Please find attached the requested project cost comparison of the two Police Department Building Options that I presented at the 3/27/2023 Select Board meeting. I'm available to present the Opinion of Project Costs Report at the 8/28 Select Board meeting, or another subsequent meeting.

The 3/17/2023 drawing set of the two building options is also attached, representing all the current documents produced for this Feasibility Study.

*Michael Perpall / Architect*  
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**From:** Michael Perpall  
**Sent:** Monday, March 20, 2023 11:57 AM  
**To:** Brett LaRose Fire Chief <[bristolfiredepartment@gmail.com](mailto:bristolfiredepartment@gmail.com)>; Nason, Bruce <[Bruce.Nason@vermont.gov](mailto:Bruce.Nason@vermont.gov)>; Valerie Capels <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Cc:** Jamie Simpson <[jsimpson@led-vt.com](mailto:jsimpson@led-vt.com)>; Eric Cota <[bristolhighway@gmavt.net](mailto:bristolhighway@gmavt.net)>; Milford Cushman <[mbc@cushmandesign.com](mailto:mbc@cushmandesign.com)>; Larry Dean <[ld@cushmandesign.com](mailto:ld@cushmandesign.com)>  
**Subject:** RE: Bristol Police Department Feasibility Study

Attached is the updated Schematic Drawing Set for this project that I plan to present at next week's Selectboard Meeting. There are two Site Plan Options and Building Floor Plans for each option. The goal of the Floor Plans is to confirm that the building options hold all the necessary program spaces, and not to finalize the layout of the new Police Department, except as it relates to the Site Plan.

The "One-Story Option" is a 4,050 square foot building. It is currently shown as a separate building from the existing Firehouse, with only a roof connecting them at the existing south entry to the Firehouse. There are offices and desks shown for nine people. I believe that this would be the most economical option for building the new Police Department because it leaves the Firehouse mostly untouched and there are no stairs or second floor space to construct at the new

Police Station. The trade-off is that this option uses more of the property, so the stormwater and septic design have less site area.

The “Two-Story Option” has 5,575 square feet total, and connects to the existing Firehouse with a second floor “bridge connector” corridor. There are offices and desks shown for 12 people. Added costs for this option include; construction alterations to the Firehouse south entry area, second story area generally costs more than ground level area due to structure and stairs. This option uses less of the property, so there is more flexibility for parking, fenced-in storage areas, stormwater, and septic design.

Both options maintain the current access that allows Firefighters to park along the one-way west driveway and enter the Firehouse at the door near the generator.

Some discussion topics that may be useful during the Selectboard Meeting might be:

1. Is the increase from 2,500 square feet (existing Police Department) to 4,050 or 5,575sf seem right for current needs and future growth?
2. Is there an issue with having Police Department staff on two floors?
3. Is maintaining the current Firefighter access (parking area to entry door) important?

I’m available to discuss these drawings this week if there are comments or edits anyone would like to pass along.

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**From:** Michael Perpall

**Sent:** Monday, March 13, 2023 11:15 AM

**To:** Brett LaRose Fire Chief <[bristolfiredepartment@gmail.com](mailto:bristolfiredepartment@gmail.com)>

**Cc:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>; Jamie Simpson <[jsimpson@led-vt.com](mailto:jsimpson@led-vt.com)>; Nason, Bruce <[Bruce.Nason@vermont.gov](mailto:Bruce.Nason@vermont.gov)>; Eric Cota <[bristolhighway@gmavt.net](mailto:bristolhighway@gmavt.net)>

**Subject:** RE: Bristol Police Department Feasibility Study

I’m not planning to join the Select Board meeting tonight, but I should be able to make the 3/27 meeting to present the Site Plan Options, and Preliminary Floor Plans for the Police Department.

Brett,

Thanks for your comments. I agree that the fuel tank is an important site feature, so we’re not proposing any changes to that area or the vehicle entrance/driveway. I’ll add that to the Site Plans.

Bruce,

In the next couple of days, I’ll forward the Police Department Preliminary Floor Plans to you that I developed to support the proposed Site Plans for your review, and we can set a time to discuss any edits you’d suggest.

*Michael Perpall / Architect*

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**From:** Brett LaRose Fire Chief <[bristolfiredepartment@gmail.com](mailto:bristolfiredepartment@gmail.com)>

**Sent:** Wednesday, March 8, 2023 10:57 AM

**To:** Michael Perpall <[mp@cushmandesign.com](mailto:mp@cushmandesign.com)>

**Cc:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>; Jamie Simpson <[jsimpson@led-vt.com](mailto:jsimpson@led-vt.com)>; Nason, Bruce <[Bruce.Nason@vermont.gov](mailto:Bruce.Nason@vermont.gov)>; Eric Cota <[bristolhighway@gmavt.net](mailto:bristolhighway@gmavt.net)>

**Subject:** Re: Bristol Police Department Feasibility Study

I have reviewed the site plan with my Deputy and Assistant Fire Chief. We have no concerns with the two proposals. I know we spoke about the fire department's diesel fuel tank that is on-site at the November 10, 2022 meeting with the Cushman Design Group. I make mention of this as it is not shown on the drawing. Considering the amount of work and hassle the location of this tank has made for me personally since the Firehouse Apartment project was initiated, I think it's important to show the location of the tank because it is strategically placed and cannot be moved. Speaking of the diesel fuel tank, I just received word a few minutes ago that the tank is being replaced today with a double walled tank to comply with the setback requirements for the apartment project. The Firehouse Apartment project paid for a replacement tank to meet fire department requirements.

Happy to meet on site again prior to a presentation to the Selectboard if needed. I know Michael previously proposed several dates for a meeting which I acknowledge have all passed.

Thank you,  
-Brett

Brett LaRose  
Chief  
Bristol Fire Department  
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*Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).*

On Wed, Feb 22, 2023 at 2:01 PM Michael Perpall <[mp@cushmandesign.com](mailto:mp@cushmandesign.com)> wrote:

Valerie,

I think a meeting with Fire/Police/DPW is the right next step. Depending on the feedback from this group, we could then plan on a Selectboard Meeting date (most likely 3/13).

Possible meeting times for this group:

Friday 2/24, 9am-5pm

Monday 2/27, 8am-2:30pm

Tuesday 2/28, 11:30am-5pm

Wednesday 3/1, 8am-1:30pm

I can suggest other later dates too

Multiple meetings might work best if everyone is not available at the same time.

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**From:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>

**Sent:** Wednesday, February 22, 2023 1:30 PM

**To:** Michael Perpall <[mp@cushmandesign.com](mailto:mp@cushmandesign.com)>

**Cc:** Jamie Simpson <[simpson@led-vt.com](mailto:simpson@led-vt.com)>; Brett LaRose <[bristolfiredepartment@gmail.com](mailto:bristolfiredepartment@gmail.com)>; Nason, Bruce <[Bruce.Nason@vermont.gov](mailto:Bruce.Nason@vermont.gov)>; Eric Cota <[bristolhighway@gmavt.net](mailto:bristolhighway@gmavt.net)>

**Subject:** RE: Bristol Police Department Feasibility Study

Hi Michael,

I apologize! Somehow I did not find your email until today.

On the one hand, it would be good if the Fire Dept, Police Dept, and DPW folks (copied) could review the plans before going to the Selectboard to help ensure they reflect their input. (Set up a Zoom meeting?) The next Selectboard meetings are this Monday, Feb. 27 and then March 13. On the other hand, I know peoples' time is at a premium, if available at all, and if Brett, Bruce, and Eric are not available until the Selectboard meeting, then I suppose all can review the plans at the same time.

Let me know your thoughts.

--Valerie

Valerie Capels, Town Administrator

Town of Bristol

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Tw: @BristolTownAdm

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**From:** Michael Perpall <[mp@cushmandesign.com](mailto:mp@cushmandesign.com)>

**Sent:** Thursday, February 16, 2023 5:07 PM

**To:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>

**Cc:** Jamie Simpson <[jsimpson@led-vt.com](mailto:jsimpson@led-vt.com)>

**Subject:** Bristol Police Department Feasibility Study

Valerie,

Jamie and I have collaborated on the attached Site Plan Options for this project, and we're interested in presenting these and getting feedback.

Would the Select Board be the appropriate group to present these to, along with the Police and Fire Chiefs? Maybe the Public Works Department should be included too, for site maintenance feedback.

Please let us know your preferred meeting date/time.

Thank you!

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