

**Town of Chelmsford FIRE STATION STUDY COMMITTEE Minutes**  
**June 28, 2022**  
**50 Billerica Road, Room 200**  
**Chelmsford, MA 01824**

**I. Call to order**

- a) The meeting of the Fire Station Study Committee was called to order by the Committee Chair Virginia Crocker Timmins, 7 members were present at 4:00 pm on June 28, 2022. The meeting was held at the Chelmsford Town Offices, 50 Billerica Road, Room 200.

**II. Attendance**

- a) The following members were present at the meeting:
  - Virginia Crocker Timmins, Committee Chair
  - Sheryl ODonnell, Committee Vice Chair
  - Gregory Segnini, Committee Clerk
  - Robert Albon, Firefighters' Union Representative
  - Paul Cohen, Town Manager
  - Robert Destrempe, Resident Representative
  - Gary Ryan, Fire Chief

**III. Move to Executive Session**

- a) Motion by R. Albon to adjourn to executive session to consider the purchase of real property. The Motion was seconded by G. Ryan. The motion passed unanimously by way of a roll call vote.
- b) The committee adjourned to executive session at 4:02 pm.

**IV. Return to Open Session**

- a) Open session was called back to order by the Committee Chair Virginia Crocker Timmins at 4:15pm.

**V. Meeting Minutes**

- a) A motion was made by R. Albon to accept the meeting minutes for the previous meeting on May 18, 2022. The Motion was seconded by G. Ryan. The motion passed.

**VI. Public Comment**

- a) None

**VII. Working Discussion**

- a) G. Segnini discussed the status of the IAFF GIS study which is still pending with no definite timeframe.
- b) P. Cohen discussed a proposal by Weston & Samson to conduct an engineering/feasibility survey for renovating Engine 5 at the current location. He discussed looking into less expensive options for the survey.
- c) R. Destrempe discussed the implementation of Scenario 3 and the importance of ensuring that all of the critical success factors identified by the committee would be accounted for in the process.
- d) The committee created a Scenario 3 to-do-list to identify steps to further study its viability.
- e) The committee discussed reviewing the recent study conducted by the Town of Billerica of its fire department operations.
- f) The committee discussed a list of needs for a new station that would be built per Scenario 3.

**VIII. Public Comment**

- a) None.

**IX. Set next meeting date**

- a) The committee set meeting for 4:00pm on the following dates:
  - i) July 12, 2022
  - ii) July 20, 2022
  - iii) July 26, 2022

**X. Adjournment**

- a) Motion to Adjourn the meeting by R. Albon. Seconded by G. Ryan. Motion Passed.

Chair Timmins adjourned the meeting at 5:43 pm.

Submitted by: Gregory Segnini, Committee Clerk

Supporting documents:

- a) Work Session Flip Charts

\*All supporting documents are uploaded and recorded to a shared cloud drive