

**Town of Chelmsford FIRE STATION STUDY COMMITTEE Minutes**  
**July 12, 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, 6 members were present at 4:00 pm on July 12, 2022. The meeting was held at the Chelmsford Town Offices, 50 Billerica Road, Room 200.

**II. Attendance**

- a) The following individuals 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  
Michael Donoghue, Deputy Fire Chief (Sitting in for Chief Ryan)

**III. Move to Executive Session**

- a) Motion by R. Albon to adjourn to executive session to consider the value of real property and review the executive session minutes from June 28, 2022. The Motion was seconded by S. ODonnell. The motion passed unanimously by way of a roll call vote.
- b) The committee adjourned to executive session at 4:01 pm.

**IV. Return to Open Session**

- a) Open session was called back to order by the Committee Chair Virginia Crocker Timmins at 4:11 pm.

**V. Meeting Minutes**

- a) V. Timmins offered a friendly amendment to the meeting minutes for the previous meeting on May 18, 2022 to make note that there was a roll call vote on the motion to adjourn to executive session. G. Segnini accepted the friendly amendment.

- b) A motion was made by R. Albon to accept the meeting minutes as amended for the previous meeting on May 18, 2022. The Motion was seconded by S. ODonnell. The motion passed.

**VI. Public Comment**

- a) None

**VII. Working Discussion**

- a) The committee discussed the Billerica Fire Department study from 2018.
- b) The committee discussed what information/analysis to request from the IAFF and Criteria related to response times, population density, etc.
- c) The committee discussed seeking input from all fire department personnel via a survey to better inform the committee.
- d) The committee discussed the next steps for studying the feasibility of building a station near the intersection of Littleton Road @ Hunt Road.
- e) The committee discussed the next steps for studying the feasibility of renovating/building a station at the current Engine 5 location.

**VIII. Public Comment**

- a) None.

**IX. Set next meeting date**

- a) The committee had previously set meetings for 4:00pm on the following dates:
  - i) July 20, 2022
  - ii) July 26, 2022

**X. Adjournment**

- a) Motion to Adjourn the meeting by R. Albon. Seconded by R. Destrempe. Motion Passed.  
Chair Timmins adjourned the meeting at 5:33 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