

Town of Chelmsford FIRE STATION STUDY COMMITTEE Minutes
September 8, 2022
50 Billerica Road, Room 200
Chelmsford, MA 01824

- I. Call to Order
 - a) Committee Chair Timmins called the meeting to order at 4:00pm in Room 200 at 50 Billerica Road on September 8, 2022. Four members were present.

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

- III. Meeting Minutes
 - a) Review of the minutes for the July 26, 2022 meeting was deferred to the next meeting.

- IV. Public Comment
 - a) None

- V. Working Discussion
 - a) Chief Ryan reported that the Response Time Study being performed by Criterion Associates was still in process.
 - b) Manager Cohen reported that the requested property appraisal has been completed. He distributed proposals from Weston & Sampson Engineering to estimate the cost of constructing a new station and from Daigle Engineering to perform a structural assessment of South Station #5 located at 295 Acton Road.
 - c) Manager Cohen summarized the approximate investments required for these efforts:

SUPPLIER TASK	APPROXIMATE \$	STATUS
Appraisal of Property of Interest (Minute Man Appraisals)	1,400	Appraisal completed.
Response Time Study (Criterion Associates)	5,500	Study in process.
Fire Station Construction Cost Estimate (Weston & Sampson)	6,800	Proposal received; no action yet. Working on getting 2 nd estimate.
Structural Assessment of South Fire Station #5 (Daigle Engineering)	7,900	Proposal received; no action yet.

- d) The participants discussed whether it is worth the investment at this time to get a Structural Assessment for Station #5 when it is known from previous data that there are issues with renovation and expansion due to building condition and lot size.
- e) The participants discussed getting a second proposal for estimating the cost of a new fire station. Chief Ryan will provide Manager Cohen with a contact for the Westford new fire station design and construction.
- f) Should the Committee want to open informal discussions with the owner of the property for which the appraisal was obtained, the next step would be to request a Select Board Executive Session for Select Board review of the appraisal and for Select Board approval to engage with the property owner to ascertain interest.
- g) The meeting participants decided to defer further discussion and decisions until the next meeting when it is expected that more Committee members will be present.

VI. Public Comment

- a) Michael Young, 15 Janet Road and Chelmsford Fire Fighter: Informed the Committee that when the Town of Bedford acquired land for a new fire station from a commercial property owner, a neighboring property owner provided an offer exceeding that from the town. The commercial property owner had an obligation to take the offers to their shareholders. The acquisition of the property by the Town ultimately went back to the Town Meeting and was approved.

VII. Set next meeting date

- a) The Committee had previously set next meeting dates of September 20 and September 27, 2022.

VIII. Adjournment

- a) Chief Ryan motioned to adjourn at 4:13pm. Ms. O'Donnell seconded the motion. Motion carried 4-0.

Submitted by: Virginia Crocker Timmins, Committee Chair

Supporting documents:

- a) Weston & Sampson Engineers, Inc. proposal dated August 14, 2022 for a Conceptual Cost Estimate for a new Fire Station
- b) Daigle Engineers, Inc. proposal dated August 17, 2022 for a Structural Assessment of the existing South Fire Station #5 located at 295 Acton Road

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