Minutes – Fire Station Study Committee

Tuesday, August 25, 2026 6:30 PM

(subcommittee of WFD Prudential Committee)

Members Present:

Joyce Bacchiocchi, Dean Decas, John Kelley, Mark Rogers, Alex Estes, Matt Bennett, Roger Blank, Alan Slavin, Catherine Giannelli, Chris McIntosh

6:30 pm Open Meeting – Joyce Bacchiocchi will act as Secretary.

6:30 pm Review of RFP process and next steps

- There was discussion regarding and RFP vs an RFQ.
- We reviewed Article 8 from SDM April 2026, funding for feasibility study.
- Discussion – what are the expectations of the committee? Chief Kelley spoke of an RFP from the Easton Fire Department that may be similar and helpful. We need a road map of the process in order to take the steps in order.
- We must study the renovation of existing stations prior to discussing replacement.
- Capt Chris McIntosh stated that it is best to create the RFP around the existing buildings.
- FF Matt Bennett has found a fillable RFP that we may be able to use.
- Chief Kelley noted that we should also consult with KBA. They did the study in 2012 and have a lot of information about the District.
- Roger Blank stated that it makes sense to do an RFP because we would like to know the prices of the studies we will need. Joyce stated that we drafted the article with the prices from KBA in mind.
- Chief Kelley will reach out to KBA to see if they have the RFP from 2012.
- FF Matt Bennett stated that we need someone to tell us if the stations are useable.
- John Kelley stated that the response study is outdated, and must be updated. Also, if they put in a rotary at Depot St., we may lose property at Station 4. We need to know the best locations based on response times. Alan Slavin asked if we had that information.
- FF Matt Bennett brought copies for everyone of the generic RFP and passed them out. Chief Kelley said that it might be helpful to incorporate some items from the Easton RFP.
- Alan Slavin asked if there was another Chief that has gone through this process who might be able to help with direction.
- Chief Kelley will reach out to the Easton FD and also Todd Costa from KBA.
- FF Bennett will share the RFP in an email. We will review and discuss at our next meeting.

7:21 pm Minutes – Vote

- Motion by Alan Slavin to approve meeting minutes from 05/12/2026. Second by Roger Blank. Joyce Bacchiocchi -yes, Dean Decas-yes, John Kelley-yes, Mark Rogers-yes, Alex Estes-yes, Matt Bennett-yes, Roger Blank-yes, Alan Slavin-yes, Catherine Giannelli-yes, Chris McIntosh-yes. 10-0-0

7:25 pm Discussion – next meeting date

- We will post the opening to replace one member who has resigned. When that new member is approved, we will reorganize the committee.
- Brief discussion about recording meetings – there was a suggestion that CoPilot be used. It was noted that meetings recorded in that manner must still be stored.
- Our next meeting date is Tuesday, September 8 at 6:30 PM.

7:31 pm Adjourn Meeting

- Motion by Alan Slavin to adjourn, second by Catherine Giannelli. Joyce Bacchiocchi -yes, Dean Decas-yes, John Kelley-yes, Mark Rogers-yes, Alex Estes-yes, Matt Bennett-yes, Roger Blank-yes, Alan Slavin-yes, Catherine Giannelli-yes, Chris McIntosh-yes.
  10-0-0

9/8/26.

Respectfully Submitted by Joyce Bacchiocchi, Chairperson ~~01/13/2026~~

Chair Joyce Bacchiocchi **Vote Date** 9/8/26

Clerk Joyce Bacchiocchi **Approve** 7

Disapprove 0

Abstain 0