

Minutes – Fire Station Study Committee

Tuesday, September 8, 2026 6:30 PM

(subcommittee of WFD Prudential Committee)

Members Present:

Joyce Bacchiocchi, John Kelley, Mark Rogers, Matt Bennett, Alan Slavin, Catherine Giannelli, Chris McIntosh

Also present: Retired FF Ralph Braley, FF Evan Moretti, FF Treavor Robidoux

Not Present: Dean Decas, Alex Estes, Roger Blank

6:32 pm Open Meeting

6:32 pm Review options for RFP, including proposed RFP from previous meeting

- Chief Kelley has been in touch with Todd Costa from KBA. Todd advises that our best option is to prepare an RFQ, and he is happy to assist with that.
- He has provided a sample to Chief Kelley, and he distributed copies to the committee.
- An RFQ is best when it is known what services are needed, as opposed to an RFP. The RFQ would narrow down the qualifications that we are looking for.
- Alan Slavin noted that we don't necessarily have to take the lowest bid.
- Matt Bennett did more research on his proposed RFP, and provided the committee with an updated hard copy. He noted that he added a section labeled "conceptual design".
- The consensus is that we review both drafts and at our next meeting we will edit the RFQ to reflect anything from the RFP that we find necessary.
- It was noted by Capt Chris McIntosh that the link from KBA with the 2012 study had expired. Joyce will share the files if they are saved and if not will reach out to Todd for a new link.
- John Kelley will share the RFQ draft by email, and Matt will share his updated document by email also.
- Chief Kelley will also share drafts from similar towns that may be helpful.

6:35 pm Mark Rogers entered the meeting.

7:06 pm Minutes - Vote

- Minutes from 08/25/26 meeting – Motion to approve with changes (date submitted was incorrect) by Alan Slavin, second by Catherine Giannelli. Joyce Bacchiocchi - yes, John Kelley - yes, Mark Rogers - yes, Matt Bennett – yes, Alan Slavin - yes, Catherine Giannelli - yes, Chris McIntosh – yes 7-0-0

7:08 pm Discussion – next meeting date

- The next meeting is Tuesday October 13, 2026 at 6:30 PM
- Joyce will resend the notice regarding the opening on the Committee

7:09 pm Adjourn

- Motion to approve by Alan Slavin, second by Catherine Giannelli. Joyce Bacchiocchi - yes, John Kelley - yes, Mark Rogers - yes, Matt Bennett – yes, Alan Slavin - yes, Catherine Giannelli - yes, Chris McIntosh – yes 7-0-0

Document List:

Sample RFQ

Sample RFP

Minutes of 08/25/2026

Respectfully Submitted by Joyce Bacchiocchi, Chairperson 09/15/2026

Chair

Joyce Bacchiocchi

Vote Date

10/13/26

Clerk

Joyce Bacchiocchi

Approve

5

Disapprove

0

Abstain

1