



Town of Wellesley
PERMANENT BUILDING COMMITTEE
January 8, 2026
Remote Meeting @ 7:30 PM

Staff Agenda ☐
Agenda Update ☐
Draft Minutes ☐
Final Draft Minutes ☐
APPROVED MINUTES ☒

A duly called and posted meeting of the Wellesley Permanent Building Committee was held via online mediums

MEETING ATTENDEES

PBC Members	Staff	Liaisons / Others
<input checked="" type="checkbox"/> Michael Tauer, Chair (MT)	<input checked="" type="checkbox"/> Steve Gagosian (SG)	<input checked="" type="checkbox"/> Tom Ulfelder, SB (TU)
<input checked="" type="checkbox"/> Tom Goemaat, Vice Chair (TG)	<input checked="" type="checkbox"/> Dick Elliot (DE)	<input type="checkbox"/> Jay McHale, NRC (JM)
<input checked="" type="checkbox"/> Suzy Littlefield (SL)	<input checked="" type="checkbox"/> Glenn Remick (GR)	<input checked="" type="checkbox"/> Niki Ofenloch, WSC (NO)
<input type="checkbox"/> Matt King (MK)	<input type="checkbox"/> Joe McDonough (JMD)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jose Soliva (JS)		<input type="checkbox"/>

7:30 PM CITIZEN SPEAK

- No one requested to speak.

7:35 PM TOWN HALL INTERIOR RENOVATION

Architect	Schwartz/ Silver Architects (SSA)	<input type="checkbox"/> Peter Kleiner <input type="checkbox"/> Stewart Marshall <input checked="" type="checkbox"/> Kelsey Laser <input type="checkbox"/> Ameer Musa <input type="checkbox"/> Chelsea DeCrescenzo Gozzi <input type="checkbox"/> Angela Ward Hyatt
HVAC Engineers	GGD (SSA Consultant)	<input type="checkbox"/> Frank Mortell
CM @ Risk	Consigli Construction	<input checked="" type="checkbox"/> Mark Suscovich <input checked="" type="checkbox"/> Anthony (Tony) Serrano <input type="checkbox"/> Bob Barry <input type="checkbox"/> Matthew Ward
Clerk of the Works	Liro-Hill	<input type="checkbox"/> Jack Donovan
Commissioning Agent	Stephen Turner	<input type="checkbox"/> Stephen Turner
Owner PM (OPM)	FMD	Glenn Remick
Town PM	FMD	Glenn Remick

- Project update: HVAC: MS stated that the final commissioning was completed, and the system is ready to turn over to the town, and the warranty period can begin. TU raised the concern of a few HVAC items still unresolved. TG stated there are a number of enhancements to be undertaken and discussed in items CPR 134A & B to increase the system's effectiveness.
- Reviewed CPR 134A and CPR 134B (HVAC Improvements). Looking for a head-nod on what to proceed with. Per SSA Memo, there are two subsets:
 - CPR 134A is for \$42,623.45 (CR268) + \$4,000 CA Fee and includes improvements that do not require further engineering. This work can be approved separately. TG asked if we could start on CPR 134A before CPR 134B design work is complete. MS stated yes it could. JS stated that there are a few exclusions from Consigli and the PBC was assured there would be no issues. **APPROVED.**
 - CPR 134B is for \$68,000 ROM + \$9,515 GGD Design Fee and includes other improvements (a new mechanical unit for IT and a destratification fan for Assessors) that require additional engineering. This would require PBC agreement to proceed with the design before final pricing is available. If both 134A and 134B are done together, the total cost is estimated at approximately \$120,000. TG asked if the new equipment fits on the existing

concrete pad, Consigli stated that their pricing would cover this and it shouldn't be a large impact. The larger impact is finding routing for piping. MT asked whether the system was installed as designed and if so why is the town paying more to make it work correctly. TG weighed in and stated that due to the buildings' age and its poorly insulated walls made it quite difficult to meet all design intentions and he does not believe we are paying for things twice. JS supported this premise and said that you will always find items of concern post occupancy. **APPROVED.**

7:45 PM **WARREN BUILDING HVAC**

Mechanical Engineers	IMEG	<input type="checkbox"/> Jon Brenton
Structural Engineers	Lin Associates (IMEG Consultant)	<input type="checkbox"/> Gunadi Karjadi
Architecture	CSS Architects (IMEG Consultant)	<input type="checkbox"/> Chris Clocher
Construction Manager	Tower Construction	<input type="checkbox"/> Patrick Fitzgerald <input type="checkbox"/> Shaun Manning <input type="checkbox"/> Shely Hernandez <input type="checkbox"/> Jeff Poudler (Superintendent)
Clerk of the Works	Liro-Hill	<input type="checkbox"/> Larry Gill
Commissioning Agent	Stephen Turner	<input type="checkbox"/> Jing Wu <input type="checkbox"/> Stephen Turner
OPM	FMD	Stephen Gagosian, Dick Elliott
Town PM	FMD	Stephen Gagosian, Dick Elliott

- Project update: SG provided an update on the project. Punchlist is ongoing, HVAC issues and commissioning issues are ongoing. STI will require additional fee to cover re-testing that will be required to deal with all items on the Issues Log.
- Reviewed Change Proposals as follows: SG stated that Change Proposals submitted have been previously reviewed. JS stated that all are valid as reviewed by FMD. TG brought up Change Proposal #38 regarding the requirement to spread loading to accommodate the scissor lift in the gym. SG stated he will discuss further with Tower. **All items APPROVED except item #38.**

7:55 PM **DPW RDF ADMINISTRATION BUILDING**

Architect & Engineers	SOCOTEC	<input type="checkbox"/> Wayne Larson <input type="checkbox"/> Maria Donovan
Mechanical Engineers	BLW Engineers	<input type="checkbox"/> Bill Stanton
Construction Manager	Construction Dynamics	<input type="checkbox"/> Matt O'toole
OPM	FMD	Stephen Gagosian, Dick Elliott
Town PM	FMD	Stephen Gagosian, Dick Elliott

- Project update: SG – test pier being done today and groundwork to be started next week. SL asked if traffic is an issue, DPW will review this continually and adjust as needed.
- Clerk of the Works discussion. FMD met with TG last week to review if there was a need for these services on this specific project. A discussion took place and all felt that the building was small enough that it did not require a full-time clerk of the works and would not be a good use of town funds. TG asked if we could get a proposal for part time work, SG will investigate this.

8:05 PM **NEW BUSINESS**

- School Solar Panel discussion. SG presented the budgets put together using the bid information from the Hunnewell filed sub bid. He stated that he would recommend using a roofing consultant which is not currently in the budget but will be added. The initial PV design was for a ballasted system and not an anchored system, if an anchored system is proposed then this will be a game

changer and the budgets would not be applicable. He would recommend adding this to the budget. We are heading into a very competitive time for getting PV procured and installed, everyone is trying to meet these deadlines and there is a silver shortage exacerbating the procurement of panels. TG do the numbers include any tax rebates in the budgets, SG said no. There are many different rebate programs and these numbers do not reflect any rebates and or credits, SG confirmed. TG asked if we have gotten construction costs from any solar engineers, SG said yes we just received. TG asked what cost per KW for the budget? A brief discussion took place regarding the funding of the projects. MT asked about how much money we had to spend on the project which is left over from Hunnewell and Hardy. We seem to have a little more for Hardy and a little under for Hunnewell. A brief discussion took place regarding funding of the solar projects. MT: in summary we have a little more than we need for Hardy and a little less than we need for Hunnewell and we need to determine where the shortfall for Hunnewell would come from. MT also stated that we would need a vote at Town Meeting to approve the use of those funds for the solar projects which was confirmed. The goal for this presentation was to show what funds might be available to support the solar projects on each school and whether there are additional questions for FMD. NO weighed in on the discussion and said that the School Committee will vote on this matter at a future meeting. TG asked whether this is within the PBC's authority to approve the use of these funds and SG stated that according to Town Counsel the committee did have this authority to approve this work as a Change Order to each of the projects. The committee all felt that they would like a vote from the School Committee in support of moving forward with the project. NO stated that now that we have budget information, she would take it back to the school committee for a vote. SG brought up the issue as to whether MLP is going to make up the difference in cost at Hunnewell, MT stated that this is the key question that still needs to be answered. We will not start the design of the project until we confirm we have the budget for the entire project. It is not clear on the timeline for MLP either committing to assisting in funding the project or not and until that happens all felt the project should not move forward. JS stated that the decision of the School Committee is based on whether there is funding for the projects whether by leftover funds for Hardy and Hunnewell along with supplemental funds provided by MLP or not to do the projects. TG asked how large the solar array was for Hunnewell, and we should carry at least \$3.50 to \$4.00 per watt of solar generation. DE stated that Hunnewell was a 337 KW system, SG stated that he would adjust the budgets to reflect this unit cost and resend the budgets tomorrow. TG felt we should budget at \$4.00 per watt. TU brought up that he didn't think that you could start the project until the grant has been approved but he was not sure and that we should reach out to Marybeth Martello to confirm this. TG our role is to determine the project budget costs and how it might be funded using existing money left in the two school budgets and to not be involved in the other elements of the grants and other politics of the funding.

8:15 PM MINUTES

- Review and approval of the December 18, 2025 PBC Meeting Minutes. All members were present.
Motion: Vote to approve the December 18, 2025 PBC Minutes as presented and authorize Stephen Gagosian to sign on behalf of the PBC.
Moved: By MT, 2nd by SL, and approved 4-0 via roll call vote (SL,JS,TG, and MT)

8:20 PM INVOICES

- Review and approval of the following invoices:

Project	Vendor	Invoice #	Description	Amount
DPW	Oracle	102233867	Submittal Exchange	\$205
DPW	Townsmen	0007348074	Bid Ads	\$218.88
Hunnewell	Vertex	OPM 69-83	Extended Commissioning	\$9,445.05
Warren	Diamond	5638	Base Contract Move Back	\$31,750
Warren	WM George	431	Furniture disconnect 888	\$600
Warren	Yankee Engineering	34821	Final Testing Letter	\$600
DPW	FMD Transfer		Design Review	\$319.44
Hardy	FMD Transfer		Metasys	\$3,526.70
Hunnewell	FMD Transfer		Metasys	\$673.53
THI	FMD Transfer		Metasys	\$429.54

Motion: Vote to approve the invoices as presented and authorize Stephen Gagosian to sign on behalf of the PBC.

Moved: By MT, 2nd by SL, and approved 4-0 via roll call vote (SL,JS,TG, and MT)

8:25 PM UPCOMING MEETING SCHEDULE

Date	Time	Michael	Tom	Suzy	Matt	Jose	Quorum
1/8/26	7:30 PM	X	X	X	OUT	X	YES
1/29/26	7:30 PM	X	X	X	X	X	YES
2/2/26 RETREAT	7:00 PM	X	X	X	X	X	YES
2/12/26	7:30 PM	X	X	X	X	X	YES
2/26/26	7:30 PM	X	X	X	X	X	YES
3/12/26	7:30 PM	X	X	X	X	X	YES
3/26/26	7:30 PM	X	X	X	X	X	YES

- There are no schedule updates.

8:30 PM MEETING ADJOURNMENT

The meeting was adjourned at 8:46 PM

MEETING DOCUMENTS

- Staff Summary Agenda 1-8-26
- PBC Invoice Sign Off 1-8-26.
- 1-1-26 PBC Agenda
- 2023-16 December Invoice Yankee
- DPW Oracle 102233867
- FMD Transfer DPW OT HVAC Spec review
- FMD Transfer Hardy OT Metasys
- FMD Transfer Hunnewell OT Metasys
- FMD Transfer THI OT Metasys
- Hunnewell Const.Vertex OPM 69-83
- Townsmen Invoice 0007438074
- Warren Diamond Invoice # 5638

- WM George Invoice #4341 Warren Rental Space
- PBC Minutes 12-18-25 Final Draft
- Hardy Construction Budget Solar
- HH Solar External Funding Summary 12.4.25 SHARE
- Hunn & Hardy Design-Construction
- Hunnewell Construction Budget Solar
- Hunnewell Solar Budget Hard cost backup
- 2002-Memo-023-CPR-134-2026-01-06-R3
- 2743 - CR268 CPR-134A HVAC Changes
- CP #023- RFI#46-Extending Soffit for FD access Room 102
- CP #024 - RFI #44 Mechanical Curb Attachments
- CP #025 - RFI #42 Duct Opening
- CP #026 - 2x4 Perimeter at Attic Area T&M
- CP #027 - RFI #34 Above Ceiling Existing Conditions
- CP #030 - Additional Ceiling Work Requested in Childrens Room
- CP #032 - RFI #23 - Demo Walls for Fire Smoke Dampers – Patching
- CP #036 - RFI #038 - Structural Capacity Confirmation
- CP #038 - RFI #52 Existing Masterbox New Dialer
- CP #040 - RFI #049 - Fans DF-1 & DF-2 Speed Controls (1)
- CP #041 - 8x8 Linoleum at Health Suite
- CP #042 - Brothers After Hours Elevator Testing
- Warren HVAC Construction Budget
- Warren HVAC Pending Changes