



**TOWN OF WELLESLEY  
WELLESLEY FIRE DEPARTMENT MASTER PLAN RFQ**

**Designer Selection Committee  
Finalist Interview Meeting Minutes**

**Friday, 2 May 2025 @ 9:00 am**  
FMD Conference Room  
888 Worcester Street, Suite 370

**Meeting Attendees:**

- **Selection Committee**- Meghan Jop (Select Board), Chief Steve Mortarelli (Fire Chief), Chief David Soar (Former Fire Chief), Joseph McDonough (Director of Facilities), Glenn Remick (FMD Project Manager), Eric Arbeene (Planning Director), Brian DuPont (IT Director)
- **HKT Architects Team**- Bill Hammer, Paula Claridge, Chris Webber, Amy Dunlap, Jeffrey Blanchard
- **Wendel Companies Team**- Robert Mitchell, Michael McQuillen, Nicholas Mundo

**Meeting Minutes:**

- There was a Call to Order at 9:00 AM.
- There was a request for Citizen Speak. No one from the public chose to attend and/or speak.
- HKT Architects Interview
  - The Selection Committee introduced themselves.
  - The HKT Architects Team introduced themselves.
  - The Team made a presentation of their qualifications to the Committee.
  - The Selection Committee followed the presentation with questions.
- After the Presentation and Q&A, the Selection Committee had a brief discussion.
- Wendel Companies Interview
  - The Selection Committee introduced themselves.
  - The Wendel Companies Team introduced themselves.
  - The Team made a presentation of their qualifications to the Committee.
  - The Selection Committee followed the presentation with questions.
- After the Presentation and Q&A, the Selection Committee had a brief discussion.
- The meeting was adjourned at 11:20 AM.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Glenn Remick".

Glenn Remick  
FMD Project Manager