



TOWN OF WELLESLEY
WELLESLEY FIRE DEPARTMENT MASTER PLAN RFQ

**Designer Selection Committee
Finalist Interview Meeting Minutes**

Monday, 5 May 2025 @ 10:00 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)
- **Context Architecture Team-** Emily Mowbray, Charles Jennings, Chris Logan, Jeff Shaw

Meeting Minutes:

- There was a Call to Order at 10:10 AM.
- There was a request for Citizen Speak. No one from the public chose to attend and/or speak.
- Context Architecture Interview-
 - The Selection Committee introduced themselves.
 - The Context Architecture 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.
- Each Committee member shared their overall scoring of each of the interviewed Firms, followed by a discussion of the strengths and weaknesses of each.
- Based on the Committee's scores and discussion, the Committee unanimously agreed on the following ranking of the Firms:
 1. Context Architecture (with 647 total points)
 2. HKT Architects (with 571 total points)
 3. Wendel Companies (with 411 total points)
- The Committee then voted unanimously to recommend to the Select Board that FMD begin contract negotiations with the top-ranked firm, **Context Architecture**.
- The meeting was adjourned at 11:50 AM.

Respectfully Submitted,

Glenn Remick
FMD Project Manager