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UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

December 5, 2013

Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) – Anne Paulsen (Chair), Noreen Millane (Treasurer), Stephen Sala (Secretary & Permanent Building Committee member), David Kane (Recreation Commission Vice-chair), Ellen Schreiber, Kristine Armstrong, Adam Dash (Vice-chair & Warrant Committee)

Also in attendance – Peter Castanino (Director DPW & liaison to UPBC), Gerald Boyle (Director of Facilities), Tom Scarlata (BH+A), Chris Rotti (BH+A), Tom O'Neil (PCI), Deborah Marai (PCI); Franklin Tucker (member of the press)

Correction from 11/14/13 UPBC Meeting Minutes: Tom Scarlata from BH+A was in attendance, not Joel Bargmann

Call to Order: Anne Paulsen called the meeting to order at 7:39 p.m.

1. Introductions

- Introductions by meeting attendees

2. Approve Minutes of Previous UPBC Meeting

- PCI will prepare meeting minutes for distribution minimum 2 days prior at to UPBC for review. Items distributed at the meetings will be included as attachments.
- After UPBC meeting minutes are approved, Steve Sala will send to the Town Clerk.
- Noreen Millane made a motion to approve the minutes from the 11/14/13 Building Committee meeting; David Kane seconded the motion. All committee members in attendance at the 11/14/13 Building Committee meeting voted in favor of approving the minutes; Adam Dash abstained.

3. Pre-Construction Communication Protocol Review

- Deborah Marai handed out s revised Communication Protocol document (attached).
- Anne Paulsen had previously requested that Steve Sala, as Secretary of the UPBC, be added to receiving draft agendas and meeting minutes
- Anne Paulsen had previously requested that Noreen Millane (as Treasurer of the UPBC), Peter Castanino, and Anne Paulsen be included on all budget-related matters.

4. Delegated Authority

- Invoices – Noreen Millane will determine the process for approval of project invoices.

5. Project Directory

- Deborah Marai handed out Project Directory document (attached).
- All comments of the project directory should be directed to Deborah Marai.

6. Community & Stakeholder Outreach

- **Online Survey Update**
 - Ellen Schreiber prepared a document with information received from the survey (attached).
 - 513 respondents, more than responded to the survey for Joey's Park
 - Ellen Schreiber provided highlights of the survey and responses:
 - ❖ Age of youngest member of the household was asked

- ❖ Questions were asked on prior membership and use of the Underwood Pool, use of other pools, and likelihood of using a new Underwood Pool in the future. Responses suggest:
 - Reasons for loss of membership include children aging out, loss of diving board and safety/condition of the pool
 - Likely increase in membership with a new pool
- ❖ Some contradictions in the responses to questions related to what people like and dislike about the existing Underwood Pool
 - Likes: many comments about community, gathering, memories, friends; like that it is relaxed, non-commercial, good for young kids, has grass area (want more); location and affordability are important; some like/some dislike hard separation, pond like, zero entry; like area for adults just to hang out
 - Don't like: does not serve entire community; not appropriate for very young (under 2), others say not appropriate for older (boring for older kids); if can't pass swim test, need parents in there/no place for emergent swimmers; no diving board; no swimming for adults; for many members who did not visit the pool often, expressed great dissatisfaction; many comments about the poor condition of the pool (especially the bottom), mud slides during heavy rains.
 - Comments about the Bathhouse: too few toilets; showers are unisex; lots of negative comments
 - Surroundings: not enough seating; uncomfortable seating; not enough shade; no good options for eating/snacks
- ❖ Desires for a New Facility
 - People mentioned other pools/features they like
 - Some want to fix old pool, but most want modern pool with modern features
 - Outdoor community center; energy efficient, solar
 - Many asked for larger bigger pool, a lot of commenting about shape – most people like something about the shape of the pool
 - Separate vs. one pool: many want diapered kids out of big pool (closings due to accidents)
 - Want to meet needs of all ages
 - Much praise for zero entry
 - Practice area for emergent swimmers
 - Teens and tweens want things for them, someone suggested getting feedback from them
 - Diving board(s) and slides mentioned a lot; better deep end
 - Heated water (early morning/when not as hot out, to extend season)
 - Lighting to allow for later hours
 - Hours operation is an issue; currently, morning is for lessons, kids can't use it; many people mentioned later hours for working families and adults
 - Bathhouse - more toilets, showers, lockers; outdoor showers; showers with warm water; some talked about keeping historic character; family changing rooms
 - Surroundings - more comfortable shaded seating, more grass, place to eat
- Statistical questions: handout shows result of statistical questions

- Ellen indicated that people wrote a lot and she has done her best to summarize; Anne Paulsen thanked Ellen for her efforts, it was clearly a lot of work to analyze all of this data
- Anne Paulsen asked what the design team takes from the survey results
 - ❖ Tom Scarlata said there appears to be recurring themes – looking for same size of pool area but looking for 2 pools
 - Could do 2 pools - one for small children and emergent swimmers, zero depth to 4'; the other 3'6" to deep
 - ❖ Cannot satisfy everyone, and do the best they can based on the data received from Public Comments/Questions, results of Online Survey and project budget
 - ❖ BH+A will review and consider comments moving forward with design
- UPBC discussion
 - ❖ Budget
 - Adam Dash concerned that while incorporating public comments, design continue to reflect the budget. Noreen Millane concurred; the estimate from the Feasibility Study is public, and the project needs to reflect that estimate.
 - Tom Scarlata understands the budget constraints and knows what was included in the Feasibility Study budget. There are items that will push the project over the budget (example – 2 diving boards); BH+A has a sense of what people are looking for (example, in addition to a diving board, a slide also seems popular), and many of these things were in the Feasibility Study estimate.
 - Adam Dash reported that the project will not get a positive response from the Warrant Committee if operating costs go up; he is particularly concerned about the design increasing the need staffing needs. Tom Scarlata had conversations with Lorraine Benoit during the Feasibility Study, and will confirm assumptions again now. The Pool currently has a lot of staff, the goal is not to increase staff but to use the same number of staff more efficiently. Tom Scarlata explained that the Code does not dictate the number of lifeguards required; Red Cross makes recommendations, but the Pool ultimately decides how to best operate/staff.
 - BH+A will come to the next UPBC meeting with design options that have been tested against the budget; Tom Scarlata is comfortable with the budget.
 - Noreen Millane indicated that the CPA money may come, and if it does may help taxpayers make decision.
 - ❖ Bathhouse
 - Adam Dash expressed concern about neighbors' opposition to a bathhouse on Cottage Street.
 - Anne Paulsen understands concern, but does not think this should be ruled out if it can be made appealing; there are potential benefits to having it on Cottage Street
 - Tom Scarlata said the pool's presence is not very appealing as it is, and there are ways to reduce scale of the bathhouse to fit in with the street's residential scale. Only had diagrams for recent Public Meetings; will have images for next round of outreach showing what the bathhouse will look like on Cottage Street.

- Tom Scarlata said the Code requirements of the Bathhouse will not fit in the current footprint; one building will be larger and there are advantages to splitting the building into 2; could help with expanded area on far side while keeping main entrance control point on near side.
 - Ellen Schreiber suggested that the design team will need to communicate clearly to the Community why changes are necessary
- ❖ Depressed Field Area
 - Tom Scarlata asked if having part of the building in the depressed area be a problem.
 - Steve Sala thinks there will be opposition from people who want the field to stay way it is -- keeping the pool open to Concord.
 - Noreen Millane suggested maybe in future the issues with the field could be addressed, but there are so few open spaces in Belmont she feels it should be kept the way it is.
 - Ellen Schreiber suggested have something temporary there that is used in the summer.
 - Tom Scarlata agreed that the creating some engagement between the two areas would be beneficial.
- ❖ Drop Off on Cottage Street
 - Adam Dash expressed concerned about there being a new main drop off area on Cottage Street; neighbors have concern with traffic and congestion. This may be a great design solution, but if there is significant opposition, will not have a project if project fails at the polls. May make less sense, but might be only way to do it.
 - Counterintuitive to have entry to pool where it is now, but drop off on Cottage Street may not be the answer. Committee generally agrees that the drop off is potentially the biggest issue, where people approach and enter the pool. Anne Paulsen said the 2 comments she hears from neighbors are keeping the line of mature trees on Cottage Street and concern over a drop off
 - Drop off on Concord Avenue to be considered. Tom Scarlata indicated this could work if drop off on Concord is practical. Peter Castanino indicated this might involve moving MBTA stop, which is a process and could have opposition; otherwise, he doesn't see any reason why not to pursue this option. Anne Paulsen will set up a meeting with MBTA to find out what process is.
- ❖ Pool Features
 - Ellen suggested the idea of a little slide for smaller kids.
 - Chris Rotti said there was feedback from children wanting diving board, sprays, and slides, but none of the other "fancier" features.
 - Tom Scarlata indicated the Feasibility Study estimate included a slide, diving board and other features.
- **Public Presentation/Comments meetings on 11/21/13 and 11/23/13**
 - PCI provided notes from both meetings notes (handout); these highlight the questions that were asked by the community
 - BH+A provided notes from both notes (handout); Tom Scarlata reviewed some of the common themes from public comments and questions
 - Like the Survey results, comments and questions from these meetings will be considered as the design moves forward
- **Coordinate Meetings with Town Committees**

- Recreation Commission: Tom Scarlata said it would be useful to hear from the Recreation Commission in light of the survey results, particularly regarding the pool operations; Commission is meeting on Monday 12/16/13 at 7:00 p.m.; David Kane to verify with Commission and insure posted as joint meeting; UPBC to forward public comments to Recreation Commission
- Planning Board: There will eventually be a site plan review by the Board, and parking needs to be discussed to insure it is not an issue; Tom Scarlata agreed this should be done as soon as possible; Peter Castanino will coordinate to get on their agenda as early as 12/17/13.
- Warrant Committee: After meeting with Board of Selectmen on 1/27/14
- Internal Belmont Departments: Peter Castanino will coordinate 1 or 2 meetings with Health, Safety and Community Development once design has progressed, potentially late December
- Traffic Advisory Committee: Coordinate meeting once have some options to present to them
- Conservation Commission: Tom Scarlata was in contact with CC Coordinator during study phase; he will set up informal follow-up meeting with Coordinator once there are options to present; Coordinator will let him know when is the best time to get on Conservation Commission agenda, possibly early to mid-January.
- Other Town Committees: Tom Scarlata wants to have some options to present before meeting with other Committees (Historic, Shade Tree, Energy, etc.), wait until after next UPBC meeting; Peter Castanino will assist BH+A to set meeting(s) up.

7. Design

- See conversation above related to Online Survey results
- BH+A will come to next UPBC meeting with design options

8. Schedule

- Upcoming milestone schedule prepared by Peter Castanino was distributed and reviewed (see attached)
- The next UPBC meeting was changed from 12/17/13 to 12/19/13

9. Budget

- BH+A will confirm budget numbers against design options presented at next UPBC meeting
- Deborah Maral met with Noreen Millane and Anne Paulsen on 11/25/13 to coordinate the Total Project Budget; Peter Castanino is assisting as well
- Deborah will revise and meet again with Anne and Noreen

10. Contracts

- Tom O'Neil and Joel Mooney are finalizing the OPM and Designer contracts.
- Contracts need to go through town counsel to review any changes

11. Meeting Adjourned

- Adam Dash made a motion to adjourn the meeting, Noreen Millane seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:27 p.m.

Adjourned: The meeting was adjourned at 9:27 p.m.

Next Meeting Date:

- Thursday, December 19, 2013 @ 7:30 p.m.

Upcoming Milestones:

- Monday, December 16, 2013: Joint Meeting with Recreation Commission
- Tuesday, December 17, 2013: UPBC Update to Planning Board
- Thursday, December 19, 2013: UPBC Meeting
- Thursday, January 9, 2014: Public Comment Meeting
- Friday, January 24, 2014: Schematic Design and Estimates to BOS
- Monday, January 27, 2014: Public Presentation by UPBC to Joint Town Committees
- Monday, February 3 or February 10, 2014: BOS Vote of Debt Exclusion Language
- February 17-21, 2014: School Vacation Week
- Tuesday, April 1, 2014: Town Election Day / Debt Exclusion Vote
- Monday, May 5, 2014: Town Meeting

Attachments:

- PCI – Draft Agenda Breakout, notes from 11/21/13 and 11/23/13 Public Meetings, communication protocol, project directory
- BHA – Compilation of Comments from 11/21/13 and 11/23/13 Public Meetings
- UPBC – Upcoming Milestone Schedule revised 11/19/13

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.