

**UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

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**BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
October 28, 2014
Belmont Town Hall – Conference Room 1**

Attending:

Underwood Pool Building Committee (UPBC) –Anne Paulsen (Chair), Adam Dash (Vice Chair and Warrant Committee member), Ellen Schreiber (Secretary and Warrant Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), David Kane (Chair Recreation Commission), Bob Phillips, Mike Smith (Historic District Commission), Joel Mooney (Permanent Building Committee member), Kristi Armstrong

Also in attendance – Peter Castanino (Director of DPW), Gerald Boyle (Director Facilities), Chet Osborn (PCI), Deborah Marai (PCI), Henry Sarkis (New England Builders & Contractors), Ernie Ramie (New England Builders and Contractors), Bob Guarino (South Shore Gunite)

1. **Call to Order:** Chair Anne Paulsen had informed the UPBC that she would be a few minutes late to the meeting, so Vice Chair Adam Dash called the meeting to order at 7:30 p.m.
2. **Introductions**
 - Introduction of meeting attendees
3. **Review of Minutes from Previous UPBC Meetings**
 - David Kane motioned to approve the minutes of the 9/11/14 UPBC meeting. Ellen Schreiber seconded, and the motion passed unanimously.
4. **Review of PCI and BH+A Invoices**
 - Treasurer Stephen Sala recommended approval of PCI's September invoice in the amount of \$6,010.19, and approval of BH+A's August invoice in the amount of \$14,800.
 - Bob Phillips made a motion to approve PCI's September invoice and BH+A's August invoice. Ellen Schreiber seconded the motion, and the motion passed unanimously. Members of the UPBC signed off on the invoices.
5. **Status of Preconstruction Efforts**
 - **Preconstruction existing condition survey**
 - Vendor Wolsey Associates performed exterior existing condition survey of the Belmont Public Library yesterday and of the adjacent residences today.
 - The owners of the Hasse barn did not respond to the request for condition survey; as their neighbor, Stephen Sala took photographs and will provide to the team.
 - **Environmental Testing**
 - Axiom will be on site Friday to perform environmental testing.
 - Testing of bulk samples taken during the site visit will be expedited.
 - The result of the testing should be back Tuesday 11/4/14 at the latest.
6. **Construction**
 - **Status of Construction Contract and Notice to Proceed**
 - Gerry Boyle has the executed contracts for distribution.
 - Gerry Boyle has the Notice to Proceed for Anne Paulsen to sign tonight; this is legal notification to the General Contractor to start work; the clock starts ticking in terms of the schedule to complete the work defined in the contract documents.

- **Construction Schedule**
 - New England Builders (NEB) handed out a construction schedule, which includes a breakdown of the schedule for the pool construction. Henry Sarkis explained that this schedule represents the best-case scenario. Schedule will be affected by how much snow falls and how cold it gets early in the winter.
 - NEB plans to mobilize on Monday 11/3/14. Waiting to start based on Health Department sign off on permit (see below).
 - NEB wants site clearing, demolition and most of excavation completed by 12/1/14. South Shore Gunite (SSG) plans to start on one of the pools while NEB prepares the second pool and starts on the bath houses. NEB is meeting Tuesday with demo contractor; whatever is easiest for them is how the pool work will follow.
 - Bob Guarino of South Shore Gunite said December fits well into their schedule, and that historically they work up to the end of the year shooting shockcrete. The intention is to start and finish one pool before the end of the year. Extended temperatures below freezing could affect the schedule, though they have the resources to deal with everything else.
 - Discussion:
 - ❖ In response to a question from Ellen Schreiber, Bob Guarino said that they can stop in the process of shotcreting and pick up later.
 - ❖ In response to a question from Mike Smith as to whether the specifications are clear on what temperatures need to be for shotcrete, Bob said yes, there are ACI standards, and there are additional provisions that can be taken for lower temperatures. The Architect needs to agree on what they are going to do, and the Clerk confirms temperatures.
 - ❖ Chet Osborne added that temperature readings are routine; also must pay attention to microclimates around the pool (shade, sun). Mr. Osborn has a lot of experience working with winter conditions, there are plenty safeguards.
 - ❖ In response to a question from Deborah Marai, Bob Guarino noted most of pool submittals, including for shotcrete, are underway.
 - ❖ Chet Osborn noted precautions must be taken during winter construction to keep water out of pipes so that it does not get trapped, freeze and pipes crack; Bob Guarino noted when the pool plumbing goes in, the pipes are capped then air tested so no water is left in place.
- **Permit Status (Trench, Demo, Storm Water)**
 - Demolition Permit
 - ❖ Ernie Ramey said the Health Department is looking for the environmental testing reports to sign off on the demolition permit; their main concern appears to be the potential of asbestos in the buildings. Deborah noted testing is being expedited.
 - ❖ NEB will be performing their own testing for the presence of lead on the pool paint. The pool is scraped and painted every year.
 - ❖ Ernie speak with the building inspector tomorrow, to see if a partial demo permit is an option (for the pool only)
 - Storm Water Permit
 - ❖ NEB has the permit and sign off from Conservation Commission; all set
 - Trench Permit
 - ❖ NEB procuring trench permit
- **Coordination re: Overhead Tel/Data Lines**
 - Peter Castanino said that DPW is meeting with IT and Belmont Electric Light to sort out issues with what needs to be disconnected by them. Conduit needs to be put in first before take lines down. Comcast and Verizon signed off on this already.

- Ernie Ramey said there are a few wires that are low; concerned about equipment hitting them and wondering if they can be raised up so they are out of the way. Peter Castanino will follow up on this.
- **Pre-Construction Kick Off Meeting**
 - Thursday 11/6/14 1:00 p.m.
 - Anne Paulsen will reserve a room in the Library from 1:00-3:00 p.m.
 - PCI coordinating meeting agenda with BH+A and UPBC; mainly logistics
- **Weekly Job Meetings During Construction**
 - Thursdays at 1:00 in the job trailer (once on site)
- **Other**
 - Protection of the culvert
 - ❖ Ernie Ramey said they will bring steel plates to span the culvert
 - ❖ Peter Castanino reminded the UPBC that the culvert runs under the existing parking lot and under Concord Avenue; it is a little deeper under the road, but is a substantial structure
 - ❖ Inspection by NEB is specified before construction; Peter Castanino can help with this
 - Traffic
 - ❖ Anne Paulsen asked if NEB had a sense of logistics such as staging, deliveries, etc. so UPBC members can answer questions from the Community; the traffic issue is the most important
 - ❖ NEB needs to follow all local ordinances
 - ❖ NEB will enforce deliveries before 7 a.m. or after 9 a.m. to coordinate with the restriction on School Street at that time (related to school drop off); Ernie Ramie does not anticipate a lot of truck traffic
 - ❖ Ernie Ramie said there will be a police detail if the projects work crosses street - for example, when doing the tree work, but not for regular truck traffic
 - ❖ The parking lot going away during construction, part of the construction site
 - ❖ Ernie Ramey said the most difficult time will be during demolition
 - ❖ Anne Paulsen will coordinate with the school
 - Community Relations
 - ❖ Gerry Boyle will check the zoning bylaws for requirements of notification to the abutters of the start of construction
 - ❖ Regardless, Anne Paulsen will write a letter regarding the start of construction to all Cottage Street and Spinney Street residences, as well as to the two neighbors School Street and to St. Josephs
 - ❖ Peter Castanino said that all Town projects go on website with a schedule. Peter will coordinate with Kristi Armstrong for posting on the project's Facebook page
 - ❖ Chet Osborn will be taking photographs of the progress; Kristi Armstrong can use these for the project's Facebook page

7. Clerk of Works

- Anne Paulsen reported that PCI is putting forward Chet Osborn as the potential Clerk of Works for the project.
- Mr. Osborn introduced himself, provided background information and described the role of the Clerk.
 - Deliverables include daily reports, photos, input on PCI monthly reports
 - Impact: keeping everyone doing their jobs including architect, contractor, owners
 - UPBC included a budget for a half-time Clerk throughout the duration of the project; the intent is that the Clerk's scheduled time on site would be flexible so he can be there when needed.

- Questions:
 - In response to a question from Adam Dash, Mr. Osborn responded that he has worked on a pool project. Mr. Osborn added that pool projects differ from typical construction projects in that there are water treatment issues and gunite (which is like concrete but some unique aspects) to consider. Dealing with trades and insuring a quality product is the same for any project.
 - In response to a question from Adam Dash as to whether the contractor's proposed best case scenario schedule is realistic, Mr. Osborn responded that the schedule seems doable but will need close attention.
 - Adam Dash expressed concern about quality control and not cutting corners in attempt to meet the schedule; Mr. Osborn responded that he will be looking for this.
- Discussion: After Mr. Osborn left the meeting, the UPBC discussed the Clerk position.
 - Anne Paulsen had shared information and positive feedback she received when she called references for Mr. Osborn.
 - Mike Smith: References were helpful; based on those and what the UPBC has heard tonight, he recommends bringing Mr. Osborn on board as Clerk of Works.
 - Anne Paulsen noted that concrete is an important part of this project, and Mr. Osborn is a certified concrete tester and will keep close watch over the concrete work.
 - Adam Dash said he had talked with people on Town concerned that the Clerk of Works have pool experience. Bob Phillips noted the level of detail required in other positions Mr. Osborn has held during his career. Joel Mooney added what matters is that the Clerk understand elements of construction and how they get arranged. Stephen Sala noted we are not in a climate where there are a large number of pool experts.
- Vote:
 - Mike Smith moved to bring Mr. Osborn of PCI on as the Clerk of Works for the Belmont Underwood Pool Replacement Project. David Kane seconded the motion and the motion passed unanimously.

8. Discuss 10/29/14 7:00 p.m. Meeting with the Board of Health Meeting

- Tom Scarlata responded to the comments on the project from the Massachusetts Department of Public Health. Two issues remain:
 - Bench
 - ❖ Massachusetts regulations speak to having no underwater projections.
 - ❖ Tom Scarlata said the bench as designed is safe; it is carved out of the island, and therefore is not an underwater projection.
 - Slide
 - ❖ Massachusetts regulations do not comment on drop slides, therefore DPH is saying that drop slides cannot be installed.
 - ❖ Tom Scarlata said the slide as designed is safe; in the absence of State regulations, meets international standards and is therefore an appropriate design.
- There is also something in the State regulation about "innovation" which presumably is to cover potential design elements not explicitly covered by State regulations
- Local Board of Health Director and Assistant Director are relying on State
- UPBC wrote to the local Board of Health asking for a meeting; the UPBC thinks these 2 elements of the new Underwood Pool are safe and are asking for the Board of Health support as the UPBC seeks a variance from the State.
- BH+A's response includes examples of other pool design elements that exist in pools in the Commonwealth.

9. Schedule Next Meeting to Discuss UPBC Roles During Construction

- UPBC will meet Thursday, November 6, 2014 at 7:30 p.m. to discuss UPBC roles during construction and schedule UPBC meetings going forward.
- Contractor will not typically be at monthly meetings; can request them to be there, take care of related agenda items first

10. Meeting Adjourned

- Ellen Schreiber made a motion to adjourn the meeting, Kristi Armstrong seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:46 p.m.

Adjourned: The meeting was adjourned at 9:46 p.m.

Next UPBC Meeting Dates:

- Thursday, November 6, 2014 at 7:30 p.m.

Upcoming Milestones:

- Start of Construction TBD

Attachments:

- PCI: UPBC Meeting Discussion Point

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