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UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

December 19, 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, Joel Mooney (Permanent Building Committee member)

Also in attendance – Gerald Boyle (Director of Facilities), Joel Bargmann (BH+A), Tom Scarlata (BH+A), Chris Rotti (BH+A), Tom O'Neil (PCI), Deborah Marai (PCI)

Call to Order: Anne Paulsen called the meeting to order at 7:40 p.m.

1. Approve Minutes of Previous UPBC Meeting

- Steve Sala made a motion to approve the minutes from the 12/05/13 Building Committee meeting; David Kane seconded the motion. All committee members in attendance at the 12/05/13 Building Committee meeting voted in favor of approving the minutes.

2. Delegated Authority

- Invoices:
 - Noreen Millane verified that the UPBC needs to approve all invoices in the committee meetings by quorum. The UPBC designates Noreen Millane, Anne Paulsen and Peter Castanino to review all invoices and make recommendations to board prior to Committee vote.
 - The Committee will establish a regular schedule for voting on invoices.
 - Peter Castanino will coordinate Purchase Orders once contracts are signed.

3. Community & Stakeholder Outreach

- **Update on Joint Meeting with Recreation Commission**
 - David Kane reported that joint meeting attendees expressed the desire for the pool not to have a "water park" feel to it, rather it be kept simple with limited water features. Ellen Schreiber said this is in keeping with the general aesthetic in Belmont, similar to Joey's Park. Noreen Millane commented that there does need to be a balance, a new pool but with consideration to the historic commission.
 - Noreen Millane asked what would happen to the staffing numbers if attendance at the new pool increased. David Kane responded that as membership and attendance increase, and revenue therefore increases, the pool may have to increase staffing. Tom Scarlata noted there is no Code requirement for the number of staff, although municipal pools often follow Red Cross recommendations for 1 lifeguard per 20 people.
 - Noreen Millane asked if the joint meeting attendees discussed public feedback regarding an expanded pool season. David Kane reported the pool staff seemed amenable to opening pool earlier; lifeguards who are college students, are available mid-May. David said there was a general receptiveness to change, making pool more family and generationally friendly, and the necessity to look at changes/increasing programming.

- David Kane reported there was consensus at the joint meeting on the idea of separate pools. If the budget allows, there was interest in having both a diving board and a slide. The pool staff expressed the desire to position a guard stand in the pool ("peninsula" concept).
 - Joint meeting attendees were amenable to the concept of separate family changing rooms; the oversight might be different but it could work.
 - Chris Rotti reported there was consensus on wanting concessions or food options, but there was no agreement on how to do this. The pool staff definitely did not want to staff any sort of concessions themselves, and there was additional concern about staff having to spend their time managing vending machines. Steve Sala said with and food options, will have to consider trash management. Anne Paulsen has concern that a snack bar will raise too many issues. Noreen Millane reported that they often only get one bidder for the concessions at the hockey rink in Belmont, and the revenue is low. David Kane said that public feedback indicated the desire for food options as part of the community aspect of the pool, but agrees there are both pros and cons to consider. Joel Mooney inquired about prepping an area for possible future concessions; Joel Bargmann indicated there are a lot of Code implications which need to be considered and scope to include up front if planning for future concessions. The option for a dedicated food truck space was also discussed. Ellen Schreiber noted that whatever happens regarding food options, most people want predictability.
 - Regarding next steps, Anne Paulsen recommended that the Recreation Commission talk to other similar municipalities with outdoor pools to see what programming works in their communities. David Kane will follow up.
 - **Update on Meeting with Planning Board**
 - Anne Paulsen approached the Planning Board about a meeting to understand the Board's concerns regarding the pool project so that these concerns could be incorporated into the design. The Planning Board declined, citing it would be better for them to have a plan to review and react to. Anne still feels they need to meet with the Planning Board as quickly as possible given the tight schedule, hopefully early January. Anne Paulsen and Tom Scarlata to follow up.
 - It was noted that the Planning Board meeting was cancelled this week due to weather.
 - **Schedule Meetings with Town Committees**
 - Historic Commission: Need further development on building size and elevations and pool shape before meeting with Historic; Joel Mooney will inquire with Mike Smith about setting a meeting up
 - Shade Tree: Tom Scarlata indicated we need a better sense of what is going on with the site plan before setting this up
 - Energy Committee: Need further development of plan
 - Traffic Advisory: To be set up in February
 - Health Department: Tom Scarlata will set up a meeting to review the plan
 - **Schedule Meeting with Conservation Commissioner**
 - Tom Scarlata will contact the Conservation Commissioner to set up an informal meeting
4. Design
- **BH+A Presentation Design Progress & Committee Discussion**

- Joel Bargmann presented site plan options (see attached)
 - ❖ Site Plan Option A:
 - Line of trees with main bathhouse on Cottage Street; residential scale, something nice to look at in all seasons
 - Parking stays where it is, possible drop off in parking area
 - Enter into complex from Cottage Street at corner closest to Concord Avenue; check in at main bathhouse
 - Will be Code requirements for fencing; actual area of fencing TBD; try to fence area so have some grass accessible on hill side
 - Slight retaining wall on hill side; need curve to catch run off
 - Line of trees parallel with Concord Avenue; vegetation to soften the edge and also nice to see from the main street
 - Secondary building located in same footprint of existing bathhouse, using same footprint and spread people across site; storage, shade opportunities, additional bathrooms
 - Pool deck parallel to Concord Avenue and depressed field area; deck on far side curves back to main bathhouse will possible concession or eating area at far end of bathhouse
 - Separate pools scheme shown; pool elevation proposed to be at elevation of entry, about 2-1/2 feet higher than it is today; not going deeper into water table
 - Family/leisure pool: oriented with zero depth to 3' (smaller kids, new swimmers) along Concord Avenue side, closest to main bathhouse, sitting area for parents; peninsula in middle with shade structure; other side of same pool is training area and water slide (activities on far side, blend into hill)
 - Competition pool and diving: lanes (fairly shallow), diving board off to one side (easy to close off), peninsula, training area for older kids
 - ❖ Site Plan Option B:
 - Potential drop off area on Concord Avenue
 - Entry from Concord Avenue to new main bathhouse at location of (but larger footprint than) existing bathhouse
 - Line of trees with secondary building (storage, shade, bathrooms) on Cottage Street
 - Parking on Cottage Street stays the same; maintain sidewalk from parking to main bathhouse
 - Similar pool deck configuration as Option A
 - Puts diving board closer to Cottage Street (potential noise issue)
 - Single pool scheme shown; same pool elevation as separate pool option, slightly more water area in this scheme
 - Family/leisure pool: similar to above; oriented with zero depth to 3' along Concord Avenue side, but away from Cottage Street to be close to main bathhouse
 - Competition pool and diving: closer to Cottage Street
 - ❖ Discussion:
 - Either option has about 4000 SF less than current pool, which is line with the study; more usable than existing; maximize uses in same or less water area
 - Variable: where entry is, 2 pools or one pool

- Joel Bargmann confirmed 3'-6" minimum depth for swimming; need shallow areas for kids to get confidence
- Joel Bargmann confirmed area for diving would only for diving when the diving board is in use
- Joel Bargmann indicated landscape architect will be reviewing plan options to determine tree layout; trees for shade, but also unshaded grassy areas
- There will be about a foot of coverage over existing culvert, so will not see concrete; trees cannot be placed over the culvert
- Anne Paulsen reminded the group that the site plan should not limit the sledding opportunities on the hill
- Ellen Schreiber inquired about retaining some of the oval shape of the existing pool; Chris Rotti indicated there are some program elements that have rectilinear requirements (lap lanes, diving); BH+A looking into using curves for deck and some of pool
- Joel Bargmann verified that the cost for either option presented is comparable.
- Joel Bargmann indicated that the proposal was to bring the grade up to the elevations at the property line on the library side; not affecting grades outside of the site
- Joel Mooney expressed concern about promoting anything on Concord Avenue; Steve Sala concurred that this could complicate things, there is a bus stop there and could result in traffic back ups
- Limiting any building on the library side to the current bathhouse footprint is an important consideration for the Conservation Commission; current bathhouse footprint is not sufficient to meet minimum Code and program requirements for the pool
- Any construction on Cottage Street will need to be residential in scale; will be longer than houses across the street, but will be lower (one story)
- Outdoor showers can be incorporated but will not lessen the Plumbing Code requirement for showers
- Chris Rotti presented options for the Bathhouse buildings (see attached)
 - ❖ Main Bathhouse Option A:
 - Control point/entry at corner, lifeguard and first aid adjacent; men's and women's gang showers and group changing areas in center of building (larger areas easier to keep clean, good for little kids so lifeguards can see what they are doing, and open space to store stuff in winter); single and family/HC toilet/changing rooms; individual toilet rooms; janitor closet; storage lockers; filter/equipment and potential concession on far end; 2 points open to deck
 - ❖ Main Bathhouse Option B:
 - Similar to Option A with 3 men's and 3 women's private changing/shower areas instead of open area
 - ❖ Satellite Bathhouse: additional single and family/HC toilet/changing rooms; storage
 - ❖ Discussion:
 - Plumbing Code requires staggering number of plumbing fixtures required for pool of this size - 20 showers, 20 toilets

- Chris Rotti verified the options are laid out with efficiency, footprint cannot get much smaller (except if program, like concessions, is omitted)
- BH+A proposes the use of sliding “barn style” doors on buildings; will provide scale
- Responding to questions about the size of the buildings (2 buildings more equal in size, a smaller building on Cottage Street), Tom Scarlata verified that it will be better to go to the Conservation Commission with a building footprint no larger than the existing bathhouse in that location; close to creek
- Noreen Millane noted that it would be good that the satellite building could be closed when not needed
- Joel Bargmann indicated that to move forward, it is important to pin down the pool concept (separate or single) and complex entry location
 - ❖ **Separate or single pool:**
 - UPBC members commented on the benefits of a separate pool scheme – can keep one pool open if there is an issue with the other one, separate different activities.
 - David Kale made a motion to move forward with the separate pool scheme, Joel Mooney seconded the motion; all voted in favor of moving forward with the separate pool scheme.
 - ❖ **Complex entry/main bathhouse location:**
 - Anne Paulsen expressed concern about the scale of the main bathhouse on Cottage Street. BH+A needs to work out the massing, but is currently 80' long; could be less if there are no concessions. Will be shorter in height than 2-story houses across Cottage Street.
 - It was agreed in concept to keep concession/eating area simple; no food prep/kitchen
 - Gerald Boyle asked about centering the entrance on the building, instead of entering at the corner. BH+A needs to study Cottage Street further, but Tom Scarlata indicated this would be difficult given the sloping nature of the street; also, corner entrance helps the linear sequence of spaces inside the building.
 - Multiple members expressed concern about the bottleneck with drop off parking. This needs to be studied further.
 - Anne Paulsen asked about making an opening in the building for a connection from Cottage Street. Chris Rotti indicated the building is very long already, will need to look at how to create scale and openness with detailing.
 - In response to concern about noise due to ventilation, it was agreed that all ventilation would take place on the pool side.
 - Many UPBC members said it was logical to have access to main building on Cottage Street, and are concerned about the Conservation Commission’s response to a larger building near the creek where the current bathhouse exists.
 - Joel Mooney made a motion to move forward with the Cottage Street entrance/main bathhouse location, understanding further study is required regarding traffic, landscaping, pedestrian access, David Kale seconded the motion and all voted in favor of moving

forward with this approach (Ellen Schreiber had left the meeting prior to this vote).

- **Schematic Design Completion Schedule:** Tom Scarlata indicated they are on schedule for 1/27/14 completion. BH+A will distribute updated plans prior to the 1/9/14 UPBC meeting for committee member review; all discussion will take place at the 1/9/14 UPBC meeting.
 - **Process and Timing for Estimates:** BH+A will put together narratives so that PCI can coordinate independent Schematic Design estimate. Estimates to start on estimate now on buildings; put together narrative; go through what budget covers (see schedule)
5. **Schedule**
 - Deborah Marai distributed a Project Schedule tracking through to Town Meeting
 6. **Budget**
 - Deborah Marai and Noreen Millane have scheduled a follow up Total Project Budget coordination meeting on 12/27/13.
 7. **Designer and OPM Contracts Status**
 - Joel Mooney has not seen anything back from Town Counsel on the most recent round of contract edits; he will follow up.
 8. **Meeting Adjourned**
 - JM made a motion to adjourn the meeting, Noreen Millane seconded the motion. The UPBC voted unanimously to adjourn the meeting at 10:02 p.m.

Adjourned: The meeting was adjourned at 10:02 p.m.

Next Meeting Date:

- Friday, December 27, 2013 @ 8:00 a.m. at the Underwood Pool (*note: this meeting was called after the 12/19/13 meeting was adjourned*)
- Thursday, January 9, 2014 @ 7:30 p.m.

Upcoming Milestones:

- TBD: UPBC Update to Planning Board
- Thursday, January 16, 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 - 12/19/13 Meeting Discussion Points, Project Schedule dated 12/19/13
- BHA – Concept Site Plans, Pool Option Plans, and Bathhouse Floor Plans

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