

RECEIVED
TOWN CLERK
BELMONT, MA

2014 JUL -1 AM 8:56

UNDERWOOD POOL PROJECT
Belmont, Massachusetts
BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
June 12, 2014
Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) – Anne Paulsen, Mike Smith (Co-Chair Historic District Commission), Joel Mooney (Permanent Building Committee), Bob Phillips, David Kane (Chair Recreation Commission), Ellen Schreiber (Secretary), Kristine Armstrong (after votes)

Also in attendance – Peter Castanino (Director DPW and UPBC liaison), Gerald Boyle (Director of Facilities), Tom Scarlata (BH+A), Chris Rotti (BH+A), Deborah Marai (PCI)

Call to Order: Anne Paulsen called the meeting to order at 7:34 p.m.

Action items are highlighted.

1. Approve Minutes of Previous UPBC Meeting

- Mike Smith moved to approve minutes of 5/22/14 UPBC meeting. Joel Mooney seconded the motion, the motion carried unanimously (Ellen Schreiber abstained).

2. Approve Invoices

- PCI previously forwarded BH+A's 4/30/14 invoice, reviewed and recommended for payment, to the UPBC; included in the package were PCI's May 31, 2014 invoice, invoice tracking spreadsheet and updated cash flow projection.
- Stephen Sala reported to Anne Paulsen prior to the meeting that he has reviewed and recommends the following invoices for approval:
 - BH+A invoice dated 4/30/14 for work through April 2014.
 - PCI invoice dated 5/31/14 through May 2014.
- Ellen Schreiber made a motion to approve the 4/30/14 BH+A invoices and the 5/31/14 PCI invoice; David Kane seconded the motion, and the motion carried unanimously.
- The two invoices were signed by the UPBC members.

3. Community Outreach

- Conservation Commission
 - Public notice is in for 6/24/14 hearing at 7:00 p.m.
 - Joel Mooney will not be able to attend the hearing
 - Chris Rotti reported the NOI needs to be submitted by 6/17/14.
 - Chris Rotti reported that the abutters notices need to go out a minimum of 5 days before the hearing; Bohler, the civil engineer, is doing this.
 - BH+A has made adjustments to the deck plan to insure the impervious surface within the 100' wetlands buffer is no more than what currently exists.
- Shade Tree Committee
 - UPBC will meet on Wednesday 6/18/14 at 5:00 p.m. with the Shade Tree Committee. Anne Paulsen, BH+A and the landscape architect will attend.
- Accessibility Commission
 - There is no update since last week.
 - It was clarified that at the 5/30/14 meeting, the Accessibility Commission was told about the sidewalk issue and BH+A's request on behalf of the UPBC for an advisory opinion from the Massachusetts Architectural Access Board (AAB). BH+A has followed up but has not heard back from the AAB.

- Health Department Staff
 - Tom Scarlata met with the Health Department Staff on Monday 6/9/14.
 - BH+A is planning to file drawings next week; the Health Department needs about a week to approve.
 - As of now, the Health Department does not intend to go to State for review or looking for approval.
 - One question was on the slide; the Massachusetts code does not address slide or diving board. BH+A told the Health Department that the design follows the guidelines of the Consumer Safety Commission.
 - Board of Health will need to meet regarding this before a permit is issued.
- Police
 - No update
- Fire Department
 - Last week, it was reported that the Fire Department prefers not to have a fire alarm system in the building. There has not been a letter issued confirming this.
- Recreation Department
 - Peter Castanino is coordinating a time for BH+A, PCI and DPW to meet with June Howell, Lorraine Benoit and the parks manager.
 - Agenda will include:
 - ❖ Any questions and concerns on the design.
 - ❖ Confirmation of any items that can be brought over from the existing pool.
 - ❖ Discussion of what items are included in the construction contract and what items need to be covered by the project's FF&E or Town budget.
- Recreation Commission
 - There is a meeting scheduled for Monday 6/16/14.
 - A working group will be formed to focus on questions regarding programming, administration (fees, payment, vending) and length of the pool season.
- Department of Public Works
 - DPW will be part of meeting with Recreation Department (see above).
 - In response to questions raised last week, Peter Castanino reported that there is no formal programming of the depressed field area; the Recreation Department does not have oversight. Peter also reported that the parks manager has no issue with the depressed field area being used as a staging area over the winter, but indicated he thought it would be difficult to use/get in and out of.
- Planning Board
 - The public notice is in for the 6/17/14 review at 7:00 p.m.
 - See below for discussion related to planning for this meeting.
- Historic District Commission
 - Mike Smith reported that he has received correspondence and images from Planning Board member Joe DeStefano (photo of open pavilion with gable at the center) and resident Bob Kennedy (Mr. Kennedy's own sketch) regarding the addition of a gable or pediment at the center of the west bath house roof facing the pool. Mr. Kennedy's email also included his assertion that the project should include stone elements.
 - The HDC met on Tuesday 6/10/14 and took up issue of roof line on west bath house. The existing design was reviewed, as well as design options from BH+A to break up the roof line – 2 variations of a shallow shed dormer with vent lovers, and a gable option. BH+A was asked to consider options, though they continue to support the west bath house roof design as is.
 - The HDC voted 6-0 to endorse the recommendation of BH+A to stay with the current design as shown on their latest drawings and as shown at the May 7 Town Meeting.

Refer to "Excerpt from Historic District Commission Minutes 6-10-14" forwarded by Mike Smith for rationale behind HDC support of the current design.

4. Planning for the Planning Board Meeting 6/17/14

- What Planning Board received was application prepared by BH+A with required drawings and BH+A responses to working group comments.
- Planning Board Chair Michael Battista sent an email regarding his support of adding a center gable/pediment at the west bath house roof; he is not speaking for the full Planning Board. [Note for clarity: gable and pediment are not the same thing.]
- In preparation for the Planning Board meeting, the UPBC took a vote to determine the committee's position regarding support of the current design for the Underwood Pool.
 - Conversation:
 - ❖ Anne Paulsen said the teams has worked towards maintaining a pool in a park and maintaining the views of the park; as such, the buildings should recede.
 - ❖ A gable at the center of the of the west bath house would indicate that there is something important, an entrance or a public space at the center of the building; there is none of these things at the center of the west bath house.
 - ❖ Ellen Schreiber noted the visual cues are already in the project; the east bath house is the entrance/control point, and the view from the pool makes that clear.
 - ❖ The west bath house is a background building and should not call attention to itself.
 - ❖ The current design is unified and cohesive; adding an element at the west will create imbalance.
 - ❖ The design appropriately reflects the era in which they are being constructed, and should not mimic the existing bath house.
 - Motion
 - ❖ Whereas the Underwood Pool Building Committee has made modifications to the design to meet the concerns expressed by Belmont residents and Committees, Whereas the concept as presented by BH+A contains a cohesive design that respects the history and the site itself, and Whereas the design was presented to the public at the May 7th 2014 Town Meeting, Joel Mooney moved, and Bob Phillips seconded, that Underwood Pool Building Committee support these plans as the most appropriate for the future of the Underwood Pool.
 - ❖ Members of the UPBC in attendance voted unanimously in support of this motion.
- Peter Castanino will post the agenda for a joint Planning Board/UPBC meeting tomorrow.
- Agenda:
 - Anne Paulsen will introduce the project.
 - BH+A will present the project design, including its development and where it is now.
 - ❖ At the start, need to note changes made to the design along the way to respond to public and Planning Board comments (building height, setbacks, drop off, fencing, security, natural siding materials, etc.). Need to go back to the initial email in February from the Planning Board and note how the questions/ comments have been addressed. There have been costs associated with addressing comments – examples: separating men's and women's room created more square footage at the west bath house; natural siding materials will cost more than fiber cement siding.
 - Address west bath house center roof gable request, including BHA, UPBC and HDC positions. BH+A will have options for breaking up the west bath house roof line to address Planning Board comments, but BH+A supports the current design as is.

- ❖ Images presented at Town Meeting received public support and set public expectation regarding what they are going to see when these buildings are built.
- ❖ BH+A will bring large perspective rendering of the site from Concord Avenue.

5. Utilities

- Belmont Electric Light
 - Chris Rotti was on site with Belmont light, Verizon and Comcast on Tuesday 6/10/14 to discuss how handle that communications currently run overhead to the Hasse barn and Library. Chris reviewed the project approach to run these lines on the south side, outside the pool fence, from existing pole to existing pole; there will be 3 conduits - Comcast, Verizon and a spare. This will allow for the middle pole on the north side to be taken down. The goal is to keep disruption to minimum - put in new lines first, take down old lines after.
 - Peter Castanino said Belmont Electric Light is looking into who owns, who pays for and if we need to keep the street light in woods that hangs over Hasse property; if it needs to be maintained, requires an additional conduit. Steve Sala said he would try to talk with owners.
 - There is a flood light for skating rink on middle pole scheduled to come down. Peter Castanino said this project does not have to cover replacing this light.
 - How to bring power to the west bathhouse was discussed,
 - Town network fiber line to the Library was discussed; the Library is hub for the Town's network.
 - Verizon and Comcast are to be in contact with Peter Castanino if they come across any issues and if they think any costs will be involved.
- Natural Gas Service
 - Peter Castanino is expecting information tomorrow regarding the availability of natural gas from Cottage Street.
- Water Service
 - Peter Castanino is tracking down information on water main.

6. Schedule & Status of Cost Estimates

- Construction cost estimates on the 75% CD set are underway by both BH+A's estimator (DG Jones) and PCI's independent cost estimator (Gerry Tortora, TCi).
 - Estimators received electrical plans and some civil drawings since last week; site drainage and utility information is are to be forwarded tomorrow.
 - Estimates were initially due on 6/13/14, however this date has been moved out to 6/17/14. The team will reconcile estimates prior to the UPBC meeting on 6/19/14.
 - Alternates will be developed once estimates are reconciled.
- Schedule
 - BH+A moved out submission of the 85% set, including technical specifications, to 6/20/14.
 - Advertisement must be posted to the Central Register by 7/1/14.

7. Permitting Timeline Update

- Permitting: see note in 3. Community Outreach above.

8. BH+A Progress Documents & Required UPBC Decisions

- Defer discussion on FF&E until after meeting with Recreation Department and DPW (see 3. Community Outreach above).
- Chris Rotti reviewed the drawings.

- Civil: Per the Conservation Commission, do not need to have the underground Cultec storm water system that project has been carrying; the design of the storm water management system is much simpler, and less expensive, now.
- Sanitary: Drawing coming tomorrow. There is a lot of underground piping crossing the site, need to determine which line to connect to, and need to make certain any active lines (such as for the Hasse property) remain active during construction; these lines will show up on the civil drawings.
- Pool deck details are developing; in general, the pool drawings are in good shape.
- Plumbing: Plumbing drawings are far along, closer to 90%; will be coordinating piping and risers over the next couple of weeks.
- Mechanical: There is minimal mechanical, limited to simple venting; vents will not face Cottage Street; BH+A will check noise levels and insure specifications call out noise level requirements, but these fans will be of low velocity and will run on timers; there is no roof top equipment.
- The changes discussed with the landscape architect last week need to be addressed, also in civil drawings.
- Roof gutters are aluminum, their profile is round, and they are on all 4 sides of buildings; downspouts discharge onto the deck (no concern with winter ice issues).
- Clocks to be included; will be on the outside walls of the buildings, and will not be permanent (come in in the winter, etc.).
- Windows: BH+A is confident all 5 manufacturers specified are equal; BH+A's concern is quality of hardware and durability, thermal performance not an issue.
- The ability to include a sidewalk on Cottage Street up towards School Street is unknown, so this scope is not on the drawings; could be included as an alternate; Tom Scarlata said estimators have been asked to price this.
- BH+A is thinking about where signage is going to be mounted on buildings - bathrooms, pool rules, etc.; will include flat mounting blocks for installation. Pool signage will be discussed with pool staff. Park sign on Concord Avenue is currently included in the landscape scope.
- If a historic plaque is to be included, will be FF&E. Need to determine where this would be mounted so that accommodations are included in contract documents. Peter Castanino suggest this be a history of the pool that is tasteful and appropriate on the inside of the building.
- Tom Scarlata reviewed BH+A's 6/12/14 Basis of Design Equipment Memo.
 - Plumbing fixtures and some accessories: wall hung toilets and urinals, flushometers, wall mounted lavatories, lavatory faucets, shower fittings, mop receptor, exterior rinse station, diaper changing station,
 - Shower stalls without doors (curtains only), hooks
 - Plastic lockers for public with padlock provision, mounted on curb; 60 at main entrance. Plastic lockers in lifeguard room as well.
 - Interior light fixtures – will be LED or fluorescent; need to consider fixtures appropriate for wet areas; surface fixtures are better in unconditioned wet spaces, more durable
 - Exterior light fixtures - not yet specified; BH+A needs to get information to estimators. Exterior lights on building can be tied to motion sensors; there will be some outside doors (emergency egress issue). There is no site lighting, but fixtures can be locate light fixtures on pool side on buildings so light goes on if intruder, but careful for light not to spill over to neighbors.

9. Progress on Bidding and Contract Documents (Front End Documents)

- Gerry Boyle reported that he, Peter Castanino, BH+A and PCI participated in a conference call about the bidding and contract documents, or the "front end" documents. Everyone is working on these.

10. Other Business

- Kristi – vacation schedule; she is collecting

11. Meeting Adjourned

- Ellen Schreiber made a motion to adjourn the meeting, Joel Mooney seconded the motion. The UPBC voted unanimously to adjourn the meeting at 10:25 p.m.

Adjourned: The meeting was adjourned at 10:25 p.m.

Next UPBC Meeting Dates:

- Thursday, June 19, 2014
- Thursday, June 26, 2014

Upcoming Milestones:

- June 13, 2014: Remainder of 75% Documents submitted to estimators
- June 17, 2014: Estimates received for 75% Construction Documents
- June 17, 2014: Planning Board Review
- June 19, 2014: Reconciled 75% Estimate submitted to UPBC
- June 24, 2014: Conservation Commission Hearing
- June 24, 2014: Possible Follow up discussion with Planning Board
- July 1, 2014: Submit Advertisement to Central Register
- July 9, 2014: Bid Documents Available

Attachments:

- BH+A: 6/12/14 Basis of Design Equipment Memo
- PCI: UPBC Meeting Discussion Point
- PCI: Schedule
- PCI: Milestone/Decision matrix
- PCI: permitting matrix

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