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**UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING**

November 6, 2014

Belmont Town Hall – Conference Room 2

Attending:

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

Also in attendance – Gerald Boyle (Director Facilities), Deborah Marai (PCI)

1. **Call to Order:** Anne Paulsen called the meeting to order at 7:38 p.m.
2. **Review of Minutes from Previous UPBC Meetings**
 - Ellen Schreiber made a motion to approve
 - the minutes of the 9/3/14 meeting with the Board of Selectmen
 - the 10/14/14 UPBC meeting
 - the 10/30 meeting with the Board of Health (with the change to add Stephen Sala and delete Gerald Boyle from the list of attendees)
 - Stephen Sala second the motion and the motion carried unanimously.
3. **Budget**
 - PCI to update budget to include addition of \$411K
 - Total project budget is now \$5,611,000
4. **Construction Update**
 - The temporary fence is up
 - Tree removal has started, to be completed Tuesday
 - Some existing asphalt paving has been removed
 - Some miscellaneous items have been removed (benches, etc.)
 - New England Builders & Contractors (NEBC) has the demolition permit, may also have the building permit by now
 - NEBC will start with demolition on Monday, west bath house will be first
 - Next two weeks will involve mainly demolition
 - Full construction schedule will be updated monthly as required, 2-week look ahead schedules will be reviewed at the weekly job meetings
 - Conservation Commission was out on site to check the perimeter control
 - NEBC has the Storm Water permit
 - The preconstruction kick-off meeting was held this afternoon, job meetings will be held weekly typically Thursdays at 1:00 p.m.
 - Letter to Department of Public Health was sent on 10/31/14, they have 30 days to respond.
 - Peter Castanino has started the conversation with utilities regarding eventual moving of overhead wires underground; for now, just trying to get the lines temporarily moved a bit higher to assist with construction efforts.
 - Environmental testing showed limited hazardous materials to be abated – asbestos caulking at bath house window and filter building steps. This is being handled by NEBC.

5. Community Outreach

- Groundbreaking 8:15 a.m. on Friday 11/21/14, David Kale's office is organizing
- Letters went out to abutters regarding the start of construction
- Community meeting to update community on project Thursday 11/20/14 at 7:00 p.m.
 - Update on construction (UPBC) and programming (Recreation Commission)
 - Have NEBC in attendance to meet the Community
 - Deborah Marai cannot make it, she will find out if Tom O'Neil is available; PCI will make a presentation on update of project
 - Project schedule will be discussed, weather-dependent
 - Gerry Boyle will coordinate reservation of Library community meeting room
 - Agenda:
 - ❖ Introductions of team
 - ❖ Construction update
 - ❖ Solicitation of ideas for programming
- Recreation Commission working group
 - Make recommendations for pool programming
 - Releasing a public input survey; probably by end of next week
- Town Meeting: Adam Dash is giving an update at Town Meeting on November 17
- Gerry Boyle reported on discussions for a brighter, more active web page for projects on Town website
- Kristi Armstrong will post photographs regularly basis on the project's Facebook page
- UPBC requested that PCI design for UPBC review a sign/banner that includes project renderings and includes the message "Thank you to the Belmont Community and the Belmont Savings Bank Foundation".

6. Communication Protocol

- Deborah Marai reviewed the proposed Communication Protocol for Construction
- PCI will revise the Communication Protocol per UPBC comments

7. Delegated Authority

- Deborah Marai reviewed the proposed Delegated Authority Matrix
- PCI will revise the Delegated Authority Matrix per UPBC comments
- Anne Paulsen will delegate one of the other Change Order subcommittee members as her designee when she is away
- Ellen Schreiber made a motion to approve the Delegated Authority Matrix with changes noted and to delegate Anne Paulsen to sign Change Orders after UPBC positive vote. Bob Phillips seconded the motion, and the motion carried unanimously.

8. Schedule of Building Committee Meeting Going Forward

- UPBC meetings during construction will typically be the first Thursday of the month
- Schedule
 - UPBC Community meeting Thursday 11/20/14 7:00 pm
 - UPBC meeting Thursday 11/20/14 8:00 pm
 - UPBC meet Thursday 12/4/14 7:30 pm
 - UPBC meet Thursday 1/8/15 7:30 pm
 - UPBC meet Thursday 2/5/15 7:30 pm
 - UPBC meet Thursday 3/5/15 7:30 pm
 - UPBC meet Thursday 4/2/15 7:30 pm
 - UPBC meet Thursday 5/7/15 7:30 pm
 - UPBC meet Thursday 6/4/15 7:30 pm
 - UPBC meet Thursday 7/2/15 7:30 pm

9. Status of Pre-construction Efforts

- Condition Survey:
 - PCI has CDs/DVDs from Wolsey, individual sets per address and combined sets
 - PCI will review, back up, and forward to UPBC
 - UPBC to determine if CDs/DVDs are to be distributed to abutters
- **Environmental Testing**
 - Gerry Boyle said Axiom does not need a contract; can use their signed proposal
 - The Town has issued a Purchase order for Axiom

10. Clerk of Works

- Chet Osborn has started on site as Clerk of Works
- PCI was asked to forward to Gerry Boyle the amendment to PCI's contract to include the Clerk of Work's scope of work; Gerry will forward to Town Counsel for review

11. Meeting Adjourned

- Joel Mooney made a motion to adjourn the meeting, Ellen Schreiber seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:19 p.m.

Adjourned: The meeting was adjourned at 9:19 p.m.

Next UPBC Meeting Dates:

- Thursday, November 20, 2014 - 7:00 p.m. Community Meeting & 8:00 pm UPBC meeting

Upcoming Milestones:

- Start of Demolition Monday, November 17, 2014

Attachments:

- PCI: UPBC Meeting Discussion Point
- PCI: Communication Protocol during Construction
- PCI: Delegated Authority Matrix

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