

RECEIVED
TOWN CLERK
BELMONT, MA.

BELMONT UNDERWOOD POOL BUILDING COMMITTEE Initial Meeting

Aug 19 11 15 AM '13

Date: Mon. Aug. 19, 2013 7 PM

Held at Belmont Town Hall Conference Rm 1

Attendance: Pat Brusch – Stephen Sala – Ann Paulsen – Joel Mooney – David Kale - Peter Castanino– John Owens – Ellen Schreiber – Floyd Carmen -- James Smith - Noreen Millane Belmont Citizen Herald – Evan MacDonald

Not present: Adam Dash

Minutes by Stephen J. Sala

GENERAL The group met between 7:00 PM and 8:45 PM

INTRODUCTION The various members of the group introduced themselves

ROLE OF PERMANENT BUILDING COMMITTEE

The PBC acts as an advisory to the committee

COMMITTEE INFORMATION Addresses and phone numbers were gathered

MEMBERSHIP The membership of the committee includes members from the Warrant, Permanent Building, Finance, and Recreation committees etc. as well as a attorney, neighbors, users, etc.

ELECTIONS The following Officers were elected

Anne Paulsen: Chairman

Secretary: Stephen Sala

Treasurer: Noreen Millane

INITIAL TASKS

- Develop a RFP for the Project Manager and hire first
- Develop a RFP for the Architect/Engineer/Prime and hire
- Develop an overall project timeline
- Set up subcommittees

LEGAL INFORMATION

The committee consists of 9 appointed members. A quorum for a meeting is 5. The open meeting law was discussed. Attorney Dave Hawkins at Morrissey, Hawkins, and Lynch is our counsel.

DEBT EXCLUSION

A debt exclusion override provision was discussed for April 2014

GENERAL The Pool project is not in the building "queue"

The MA Board of Health is currently waiving operational requirements on the pool

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INTERFACE

The committee will interface with the following groups:
Warrant – CBC – Board of Selectmen – ADA -- Shade Tree – Community
Conservation- Planning

STAFF LIAISON David Kale to appoint

BUDGET The budget is as follows

The total design budget is \$298,000 allocated from CPA funds with \$44,700 to be used for schematic design.

OPM of \$150,000 with about \$23,000 allocated for schematic design

The construction budget is \$4.3 million and does not include legal, OPM, committee costs, advertising, etc (assume \$200,000)

The budget is based on no changes to the field and playground

TIMELINE

Sept 2103: Advertise for OPM and architect
Oct 2013: Choose OPM and architect/engineer. Public meeting to occur.
Dec 2013/Jan 2014: Complete Schematic Design
2 weeks for independent cost estimate
Debt exclusion to occur in April 2014
Jan–June 2014: Complete Design and Construction Documents
Site Plan Review
June/July 2014: Bid project
August: 2014: Open bids and award project
Sept 2014: Start construction
Winter 2014/2015 : Complete Interior of Pool House
Spring 2015: Complete pool and do landscaping
June/July 2015: Open pool

MEETING SCHEDULE

Thur. Sept 5 7 PM Thur Sept 12 7 PM
Thur Oct 10 7 PM Thur Oct 24 7 PM

SEPT 5, 2013 AGENDA

Develop RFP for OPM and ARCHITECT/ENGINEER

Respectfully submitted, Stephen J. Sala Secretary

