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UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

November 5, 2013

Belmont Town Hall – Conference Room 4

Attending:

Underwood Pool Building Committee (UPBC) – Anne Paulsen (Chair), Joel Mooney (Permanent Building Committee member), Stephen Sala (Secretary & Permanent Building Committee member), David Kane (Recreation Commission Vice-chair), Adam Dash (Vice-chair & Warrant Committee), Ellen Schreiber, Kristine Armstrong

Also in attendance – Peter Castanino (Director DPW & liaison to UPBC), Gerald Boyle (Facilities Manager), Joel Bargmann (BH+A), Chris Rotti (BH+A), Tom O’Neil (PCI), Deborah Marai (PCI), Jacob Knowles (community member/Energy Committee)

Call to Order: Anne Paulsen called the meeting to order at 7:13 p.m.

1. Anne Paulsen welcomed the Designer (BH+A) and Owner’s Project Manager (OPM) to the team, and she looks forward to working together on this project.
2. **Agenda**
 - PCI had distributed a breakout of agenda items in advance of the meeting and distributed copies at the meeting.
3. **Meeting Minutes**
 - The UPBC agreed that Pinck & Co. (PCI) will take the minutes of the meetings going forward. Deborah Marai took the minutes of the meeting.
4. **Introductions of Meeting Attendees**
 - Attendees, including members of the UPBC, Town Officials, the Design Team (BH+A) and OPM (PCI), introduced themselves.
5. **Overview of the Project**
 - Design Goals: UPBC discussion - Pool
 - Joel Mooney stated that the pool needs to be programmed
 - Stephen Sala stated there is nostalgia for the pool; many UPBC members agree there needs to be consideration of historic integration
 - Adam Dash indicated that the Underwood Pool galvanizes people, and some may be resistant to change; the new pool should echo the feel of the current pool; many people will not want a project that is extravagant
 - Ellen Schreiber indicated many people have abandoned the pool in its current condition, and also emphasized the increased younger/family population
 - Anne Paulsen said the project needs to look to the future
 - Adam Dash suggested that lengthening the time the pool/complex can be utilized would be a positive step; perhaps add elements that don’t need lifeguards (lifeguards are typically students and season follows academic calendar)
 - Anne Paulsen wants to make sure the size of pool is revisited; the feasibility study indicated the new pool should be smaller, but a

new pool may draw even more people; Joel Bargmann indicated the footprint may stay the same but the volume may be carved out due to programming (less water) – this will be revisited

- Design Goals: UPBC discussion – Site Considerations
 - Many UPBC members expressed interest in blending the project into the larger Underwood site, with connection to the playground and other site uses; Joel Bargmann agreed and indicated that the area inside the pool area fence should be increased
 - Joel Mooney indicated the area between the pool and the Concord Avenue should be on the table; Joel Bargmann asked the question if the way the current pool is open to the road is a good or bad thing. UPBC members generally agreed that this openness is a positive aspect of the current pool – visibility, activity, part of an important street in Town
- Design Goals: UPBC discussion - Bathhouse
 - Regarding siting of the bathhouse, Joel Bargmann proposed that it made sense programmatically to site the bathhouse to the Cottage Street side of the pool.
 - Various members of the UPBC raised concerns about the size and aesthetics of the bathhouse, particularly since there are homes directly across Cottage Street. Joel Bargmann indicated the bathhouse would need to have two fronts (Cottage Street and pool sides) and be scaled appropriate to the neighborhood; he added that the required plumbing fixture count would be a major factor in determining the size of the bathhouse.
- Design Goals: UPBC discussion - Logistics
 - The amount of parking spaces required needs to be investigated by the design team; currently, parking program is not covered by the project, with a small lot and most people arriving by car parking on the street. Moving the bathhouse to Cottage Street also makes sense in terms of where the current limited parking spaces are and where parking will most likely be in the end; BH+A will review inclusion of a drop-off area for people parking remotely.
 - Design team to review current cross walks and propose any changes.
- Design Goals: UPBC discussion – Energy Use
 - Joel Bargmann proposed that the use of solar for bathhouse hot water is the best use of solar energy on this project.
- Permits & Approvals: to be discussed later

6. Schedule

- PCI is working on a project schedule that will milestones, deliverables and meetings.
- Joel Mooney noted that there is limited time between the upcoming Community Meetings and when Schematic Design scope and budget will need to be established. Peter Castanino will follow up after the meeting with a schedule of important milestone dates related to Debt Exclusion and Town Meeting timeline.
 - Early January Finalize budget and scope; provide information (images and budget) to Citizens Group

- 1/27/2014 Official presentation to Board of Selectmen
- 2/24/2014 Hard deadline
- TBD Warrant open, Board of Selectmen vote
- 4/1/2014 Debt Exclusion
- 5/5/2014 Town Meeting
- Building Committee meetings:
 - Will typically be held on Thursdays
 - Next meeting is scheduled for 11/14/13
- Working & information gathering meetings (Design Team, OPM +/- Stakeholders):
 - Team to verify what meetings are required and schedule
- Public meetings:
 - Community meeting scheduled for Thursday 11/21/13 7:30 at the Chenery Middle School
 - Community meeting scheduled for Saturday 11/23/13 1:30-3:30, Underwood Pool site visit then meet in the Library

7. Community Outreach

- UPBC considering options for routine community contact: newsletter, website, etc.
- Town meeting:
 - Anne reported to Town meeting last night on this project
 - Town meeting vote 5/5/2014
- Community meetings 11/21/13 and 11/23/13:
 - Team to work on agendas, goals, presentation materials. This will be discussed further at the 11/14/2013 UPBC meeting.
 - Joel Mooney expressed interest in there being before and after "models"; Joel Bargmann indicated this can be done with computer-generated images/rendering showing multiple perspectives of the site.
 - The Committee agreed that given the schedule, team will go in with options for community feedback. Joel Bargmann said the presentation will include the ingredients and vision for the project, and the case will be made for why Belmont should have a new pool.
 - BH+A will propose a series of questions to focus the attendees.
 - Saturday 11/23/2013 is for those who cannot come on Thursday 11/21/2013 and is seen as a more interactive meeting including a site visit and potential input from families and children.
 - Joel indicated there should be another community meeting scheduled before project is launched (tentatively 1/8/2014).
- Online survey:
 - Ellen Schreiber proposed reaching out to the community with a short online survey so everyone will have a voice even if they cannot come to the Community meetings; UPBC agreed.
 - Ellen will draft survey questions and forward to the team; BH+A to assist with questions. Ellen will launch the online survey on 11/14/2013, and it will close before Thanksgiving.
- Citizen's Group

- UPBC needs to get a group of people together to run the campaign for Debt Exclusion vote

8. Stakeholder Outreach

- Recreation Program Supervisor June Howell will be invited to the 11/14/2013 UPBC meeting
- Joint meeting with police, fire, health and building inspection, etc. to be scheduled further on in the project (tentative for second week in December)
- BH+A (with landscape architect) to reach out to Town Boards and Commissions; coordinate with PCI and Peter Castanino. List to be verified:
 - Health and Building Inspection (Community Development)
 - Energy Committee
 - Library
 - (Board of Selectmen first official presentation is schedule for January, it was discussed that they will attend Community Meetings, including the one proposed for the first week in January
 - Conservation Commission (Peter Castanino to report on Conservation Commission meeting dates)
 - Council on Aging
 - Disability Access Commission
 - Historic District Commission
 - Recreation Commission (do not need approval)
 - Shade Tree Committee
 - Abutters
- Joel Bargmann will provide contact information for BH+A pool projects in San Angelo, TX, Holden, MA and Windsor, CT so that the UPBC can contact to discuss the community outreach and programming done for those projects.

9. Budget

- PCI is working on Master Total Project Budget
- Belmont is working on OPM and Design contracts
 - PCI to submit fee proposal
 - BH+A has submitted fee proposal; PCI assisting UPBC with verifying all required designer scope is included
- BH+A agreed that they will include the following required professional services, all which need to be undertaken very soon:
 - Site Survey – Joel indicated that for the Feasibility Study, Feldman supplemented an existing site survey; more needs to be done
 - Wetlands Survey – wetlands and setbacks need to be flagged and on survey; coordination required with Conservation Commission to verify process of wetlands delineation
 - Geotech/Subsurface Investigation – BH+A will coordinate with DPW to do test pits
 - Abatement Survey – Joel said that it is known there will be diatomaceous earth (DE) in the pump house

- It was stated that a Phase 1 Environmental assessment would not be required
- Peter Castanino indicated that the Town has flow tests if required
- Community Preservation Act Funds
 - Project has requested Community Preservation Act Funds
 - The decision as to whether or not the project receives Community Preservation Act Funds will happen after the debt exclusion and therefore will not affect the amount of the debt exclusion (just potentially the amount of the bond)

10. Communication Protocol

- PCI will put together a Communication Protocol document for Meetings, Agendas, Minutes, Distribution, etc.
- PCI will take meeting minutes and forward draft version to Peter and Anne, and BH+A for review
- Peter and Anne are the points of Contact for OPM and Design Team

11. Adam Dash made a motion to adjourn the meeting, motion was seconded and the Committee voted unanimously to adjourn the meeting at 8:53 pm.
 Committee voted unanimously to adjourn the meeting at 8:53 p.m.

Upcoming Milestones:

- Thursday, November 14, 2013 Building Committee Meeting
- Thursday, November 21, 2013 Community Meeting
- Saturday, November 23, 2013 Community Meeting
- December 17, 2013 Building Committee Meeting
- December 31, 2013 Substantial Completion

Adjourned: The meeting was adjourned at 8:53 p.m.

Next Meeting Date:

- Thursday, November 14, 2013 @ 7:30 pm

Attachments:

- PCI – agenda breakout
- PCI – draft work plan

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