

**BELMONT UNDERWOOD POOL PROJECT**  
**Belmont, Massachusetts**

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

**July 29, 2015**

**Belmont Town Hall - Conference Room 4**

Attending:

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

**Also in attendance:** Gerry Boyle, Town of Belmont Director of Facilities; Tom Scarlata, Bargmann Hendrie + Archetype (BH+A); Tom O'Neil Pinck & Co., Inc. (PCI)

**1. Call to order:** Anne Paulsen called the UPBC meeting at 7:30 p.m.

**2. Minutes of previous meetings**

- Secretary Ellen Schreiber recommended the minutes from the 7/01/15 UPBC meeting be approved with the following typos amended:
  - Section 7, 2<sup>nd</sup> to last bullet. The meeting was on a Thursday, not a Wednesday. The date of the meeting is correct.
- Anne Paulsen made a motion to approve the minutes from the 5/7/15, 6/4/15 and 7/01/15 UPBC meetings as amended. Mike Smith seconded the motion, and the motion carried unanimously.

**3. Invoicing**

- There are no invoices to review for this meeting.

**4. Construction Update**

- Schedule:
  - The project is on schedule; NEB contractual completion date is 8/7/15
  - NEB is confident they will meet the contractual completion date
- Progress:
  - Sod is being installed, Paving is underway.
  - Louvers are installed and the trim is being finished.
  - The lifeguard stands are installed.
  - All of the FF&E needed to open the pool is on site except the defibrillator, which will be received this week.
  - Some of the trees have been installed out of the specified timeframe and will require additional watering (by NEB).
  - Tom Scarlata to have the landscape architect come out to look at the plantings
  - No update on the additional tree work on Cottage Street
  - Three additional trees will be donated. Tom Scarlata noted that in a meeting with Tom Walsh (tree warden) Mr. Walsh suggested White Fir trees but the Committee would rather have White Pine trees.
    - Tom Walsh also recommended that the twin trunk pine to the north of the project be cabled
  - No update on the additional tree work on Cottage Street



98 Magazine Street  
Boston MA 02119  
T 617.445.3555  
F 617.445.3511  
pinck-co.com

- The existing bench near the sidewalk on Concord Ave is not in this project and will be left as 'existing to remain'. New or replacement benches at this location will be handled by other if needed
- The noise study will be conducted next week.
- The lawn in the recessed area will be cut by the contractor prior to the opening, after which it will become the responsibility of the town.

## 5. Permitting and Approvals

- MAAB Variance for Sidewalk: BH+A has submitted but has not received confirmation as of yet.
- 12 non-illuminated exit signs will be added. 3 to the east bathhouse and 9 to the west bathhouse

## 6. Furniture Fixtures & Equipment (FF&E)

### 1. Furniture

- a. Gerry Boyle furnish an updated FF& Spreadsheet and provided an update.
- b. Chairs are back-ordered and temporary chairs will be provided.
- c. The sun shades will not be available for this season.
  - i. The design is still being finalized.
- d. Some tables are not shipping until September 7 – the town will consider rentals if needed.

### 2. Signage

- a. Tom Scarlata has the information and graphics for the signage
- b. Working on a design for the Donor sign.
- c. Paper copies will be provided for the ribbon cutting

### 3. Technology / communication

- a. Voice over internet protocol (VOIP) will not work with the existing Verizon FIOS set-up.
- b. Verizon will provide a wireless (basically a cell phone) for use at the pool
- c. No point of purchase date will be needed as Credit Cards will not be accepted due to data security concerns.
- d. The WiFi access points will be installed tomorrow (7/30).

- UPBC discussion on new items:
  - a. Ellen Schreiber updated the committee on Volleyball, Basketball and Water Polo equipment that is being considered.
  - b. Several options on equipment were reviewed
  - c. The UPBC is willing to purchase this equipment but the programs must be implemented by the Recreation Department
  - d. Mike Smith motioned to approve FF&E expenditure from Dunrite Splash and Slam in the amount of \$980; Bob Phillips seconded the motion, and the motion carried unanimously.
  - e. The UPBC recommends that the Recreation Committee weigh-in on the Volleyball and Water polo equipment.
  - f. Tom Scarlata will generate a specification for the Volleyball net, poles and location.

## 7. Community Relations

- Ribbon cutting/open house:
  - The Underwood family and specifically Mrs. Baker have been contacted and they do not wish to participate in the ribbon cutting ceremony. She did note that the pool looked 'wonderful'.

- The event will be 1:30 p.m. on Saturday, August 8<sup>th</sup> (rain date August 9<sup>th</sup>); the site will be open until 4:00 p.m.
- The public, donors and special guests/dignitaries will be invited (including the Underwood family).
- The UPBC will pay for the food for the open house.
- Publicize the event:
  - Anne Paulson will notify the press of the event
  - Ellen Schreiber will update the website
  - Kristi Armstrong will put a notice on Facebook

#### **8. Pool Operations**

- South Shore Gunitite owns the startup of the pool. The Town will observe the startup procedures
- The town is taking responsibility for the police details for the first three days.
- The Recreation Department will be responsible for directing the police details

#### **9. Schedule of Future Meetings**

- The next UPBC meeting is scheduled for Thursday, August 13, 2015.

#### **10. Adjourn**

- Joel Mooney made a motion to adjourn the UPBC meeting. David Kane seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:00 p.m.

#### **Attachments:**

- PCI: 7/29/15 UPBC Meeting Discussion Points

Respectfully Submitted, Tom O'Neil, Pinck & Co. Inc.