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**UNDERWOOD POOL PROJECT**  
Belmont, Massachusetts  
**BELMONT UNDERWOOD POOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**  
January 30, 2014  
Belmont Town Hall – Conference Room 2

**Attending:**

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

**Also in attendance** – Peter Castanino (Director DPW and UPBC liaison), Gerald Boyle (Director of Facilities), Chris Rotti (BH+A), Tom Scarlata (BH+A), Deborah Marai (PCI), Tom O'Neil (PCI), Franklin Tucker (press), Robert Phillips (neighbor), Phil Cunningham

**Call to Order:** Anne Paulsen called the meeting to order at 7:06 p.m.

**1. Design**

- Chris Rotti handed out graphics of design progress, same images as 1/28/14.
- Pool deck:
  - Reduced the size of the pool deck/amount of concrete. Design maintains minimum of 12' to 14' deck width but relates more specifically to the shape of the pools.
  - Equalize space between the pools and each bathhouse. Moved west bathhouse m away from property line. Anne Paulsen expressed concern that this might make the pool area feel too tight/congested; BH+A will review.
  - Pulled fence line in 5'-6'.
- Pool:
  - Bathhouse size based mostly on plumbing fixture requirement, which is directly related to the size of the pool. BH+A looked at how to reduce the size of the pool area without reducing practical use (functionality) of the pool. Proposing: lap area same (regulation 6 lane lap area). Revised design proposes the following:
    - ❖ Lap area remains the same (regulation 6 lane lap area).
    - ❖ Diving area was oversized before for the needs of diving board; proposing to reduce width from 30' to 25'; still fairly sizable area, still usable or other activities when there is no diving.
    - ❖ Family pool, proposing to reduce 4' along the curve. Trellis and bench slightly smaller, but still about 30'.
  - Previous design 11,480 SF (capacity 702) reduced to 10,530 SF (capacity 645 - not that you would ever have 645 bathers in at once, however this is the Code capacity calculation per SF).
- Bathhouse plans:
  - Proposed reductions in pool size allows reduction from 20 showers and 20 toilets to 16 showers and 16 toilets. Design is able to gain some efficiencies on bathhouses.
    - ❖ West Bathhouse: Given comments made at recent meetings, keep noisier activities in West Bathhouse; revised design maximizes efficiency

of layout – more grouped vs. individual bathrooms; also beneficial when have teams or groups. West bathhouse also slightly reduced length; maintains toilet rooms and family changing rooms right off deck.

- ❖ Cottage Street Bathhouse: The size has been reduced fairly considerably. Eliminated some of the single shower rooms and also reduced length. Looked hard at how the Control Area will be used; there is no overwhelming need to have First Aid be such large separate space (the reality is first aid area is mostly for emergencies), so combined it with the Control Area using a partial wall with curtain for privacy. The entry has been moved back to end of building due to comment that if door on Cottage Street, it may become a de facto drop off area. Concession area is still somewhat unresolved (vending or area with counter). Combined janitor with other spaces.
- Overall, Chris Rotti feels the proposed changes are all for better and nothing has been compromised; the design is distilled down to what is necessary. Those in attendance Tuesday agreed.

## 2. Budget

- Schematic Design estimates
  - SD estimates we prepared by BH+A estimator, DG Jones, and an independent estimator procured by PCI, Tortora Consulting, Inc. The current estimates are based on the revised drawings Chris Rotti just reviewed. There was insufficient time for a formal reconciliation process, but the team has been working together since the initial SD estimate, and there have been many scope clarifications as well as agreements on mark-ups. The estimates are within \$65,000 of each other; there are some anomalies, but the bottom line is similar.
  - Chris Rotti and Tom Scarlata walked the UPBC through the DG Jones estimate. They explained the estimates are both completed in a typical estimating format - summary is up front, major categories listed, breakdown after that; items will be noted as "not required" so it is clear what the estimator did not include in the estimates.
  - Site
    - ❖ Peter Castanino asked if the dewatering system included. BH+A confirmed it is. Dewatering during construction is a separate line item to be carried by the contractor. A NPDES permit will be covered; BH+A to verify if cost covered in estimate.
    - ❖ Storm water management is a separate system from dewatering; 2 areas of storm water management included in design.
    - ❖ The fence along the edge of the field/skating rink depression was discussed. Site elevation is being raised; the culvert – the top of which form a sidewalk currently – will be covered over/grass planted atop. This allows for more grass area inside the pool fence. Slope at edge of culvert changes slightly. Anne Paulsen concerned that even if the walkway is not replicated, the ability to walk on a level area outside of the pool fence should be maintained. BH+A will look into moving the pool fence in slightly to allow for this, if the pool fence can be anchored into the culvert.
    - ❖ Fencing is proposed to be heavy-gauge black, 6'.
    - ❖ Design calls for some trees, including small saplings, to be removed. Supplemental trees are shown along Cottage and Concord.

- ❖ SD estimates cover the relocation of the utility poles, dropping of the lines (electric and phone) into an underground duct bank; will need approval from utility companies, they will have input on the design. Also running power and telephone from Cottage Street bathhouse to West bathhouse.
- ❖ Pool deck is concrete, finish is specified so will not be rough. Design includes a percentage of lampblack in concrete mix; gives the concrete a greyer, more neutral color. Can consider tinting as an alternate; want it to be integral with mix (not topical). Peter Castanino recommends to keep neutral, will need to like it for a long time. Tom Scarlata agrees, use earth tones.
- **Pool specialties**
  - ❖ BH+A provided the estimate for the swimming pool numbers. Numbers are based on bids just in from a similar East Longmeadow project.
- **Buildings**
  - ❖ Estimates break out numbers for each bathhouse.
  - ❖ Sloped roof 30 year architectural asphalt shingles with membrane; flat roof have membrane roofing.
  - ❖ Roof water runoff goes directly to storm water management system.
  - ❖ There is nothing in the estimate for solar panels.
  - ❖ Exterior wall cladding proposed to be factory finished fiber cement clapboards and/or panels.
  - ❖ Day lighting is provided by windows, clerestory and light tubes. Operable and clerestory windows proposed to be fiberglass or composite. Swinging doors also proposed to be factory finished fiberglass (will not rot). Factory finished aluminum louvers are included in scope, include screens.
  - ❖ Concrete curb proposed to keep wall panel material up off ground level.
  - ❖ Proposed interior wall finish: bring exterior clapboards finish into some exterior spaces, also use exterior grade plywood panel painted with epoxy paint; BH+A will provide images of proposed products. Epoxy paint is good for maintenance – can be hosed down simple to repair/replace. Would be about \$50K add for plastic paneling.
  - ❖ Floors are proposed to be concrete with heavy-duty hardener/sealer; can be easily. Epoxy paint finish would be more expensive, but can look at using in some limited areas or including as an alternate. Control joints are used to help prevent cracking.
  - ❖ Where ceilings are called out, propose 1x4 cedar with gaps (air flow).
  - ❖ Code required building signage included in construction budget.
  - ❖ Bath accessories carried in construction budget.
  - ❖ Proposing plastic fiberglass lockers, 2 tier and 4 tier; 60 total.
  - ❖ Plumbing - wall mounted toilet units; water sensors on faucets; plumbing runs above ceiling (no piping buried in walls), comes down to each shower single button operation (set temperature, mixing valve – BH+A will look into circulation pump); system can be drained down and winterized; sanitary through floor slab; floor drains.
  - ❖ Fire protection not required due to size of buildings.
  - ❖ Satisfying minimum ventilation requirements. Anne Paulsen is concerned about noise from mechanical ventilation. Tom Scarlata said this is not going to be like a typical building, these are not heated or air conditioned. Ventilation will be on timers and will be off in the evenings.

Design will direct any noise from ventilation away from Cottage Street; and BH+A will research quietest and energy efficient options.

- ❖ Per code, fire alarm is required; design team will coordinate with local Fire Department, heat detectors will probably be required. Fire alarm needs to run year round, so panels are conditioned (box with little heater).
- ❖ Public bidding requirements: It is expected that this project will have filed sub bids required for HVAC, Plumbing, Electrical and Painting.
- ❖ It is expected that buildings will require more maintenance than the existing bathhouse – increased size, bathrooms and quality.

- Contingencies:

- Tom O'Neil explained the different contingencies included in the budget
- Design/estimating contingencies reduce to zero in the budget as the design develops; design contingency was higher in Feasibility Study than it is now. The number goes away but is often absorbed into the project cost.
- Owner's Construction, Soft Cost and FF&E contingencies are moneys set aside by the Owner for changes (unforeseen conditions, added scope, design coordination issues) during construction. These numbers remain in the budget.
- Escalation reduces to zero once project is bid. For SD estimate, escalation projects costs out to the mid-point of construction.

- Total Project Budget:

- PCI distributed draft Total Project Budget (TPB)
- **Hard Costs:** Construction costs; TPB includes average of 2 SD estimates.
- **Soft Costs:** Deborah Marai reviewed the soft cost for the project.
  - ❖ Some of these are hard numbers (designer and OPM fees), some are allowances or estimates (clerk of works, testing, abatement, etc.). Some were included in the Feasibility Study estimate, some were not
  - ❖ Hazardous Materials/HazMat: Allowance included for inspection and testing. Tom Scarlata has direct knowledge of the pool and buildings; he thinks there will be limited HazMat found - lead paint on old steel will require lead awareness for demo, ballasts that will need to be deposed of separately. Testing will determine what is there, and if HazMat specifications are required from an outside spec writer.
  - ❖ There are some allowance line items that may end up not being necessary, but the amount of potential savings does not substantially affect the current budget.
  - ❖ There is a soft cost contingency included.
- **FF&E:** Deborah Marai reviewed Furniture Fixtures & Equipment.
  - ❖ The numbers listed are all allowances or estimates. Some were included in the Feasibility Study estimate, some were not.
  - ❖ Deborah reviewed the categories.
  - ❖ UPBC needs to determine what, if anything, should be included in this project for site furnishings (picnic tables, benches).
  - ❖ Other FF&E allowances need to be coordinated with Recreation Department to verify assumptions of needs are correct.
  - ❖ David Kane spoke with the Recreation Department about having a system in place for computer – to maintain database for passing test or for collecting money. Peter Castanino said there is Town fiber at the adjacent library. BH+A documents can provide conduit and back boxes where computers might be wanted.

- Differences between SD Estimates and Feasibility Study Estimate

➤ Differences:

- ❖ Feasibility Study was limited to existing footprint in existing site; the current design extends beyond and raises the grade.
- ❖ Feasibility Study did not address existing parking lot.
- ❖ Feasibility Study did not do anything on Concord Avenue.
- ❖ Feasibility Study did not address utility poles/ power lines.
- ❖ Feasibility Study included minimal pruning for landscaping.
- ❖ SD design has one additional filter and added length of gutter because of second pool.
- ❖ Feasibility Study was based on cost first quarter 2013 and did not include escalation; SD estimate through midpoint of construction escalation.

➤ Discussion:

- ❖ Adam Dash asked if the scope of tree work could be limited or if the parking lot work is necessary. He would rather have a functional pool than all of the other scope around the edges. Tom Scarlata said the value of the sidewalk, tree work and parking lot improvements is about \$80K.
- ❖ Anne Paulsen thinks if we are going to do a project of this size, should try as much as possible to have a complete finished project.
- ❖ Anne Paulsen feels attempts must be made to see if scope can get below \$5M; given the soft costs not in the Feasibility Study estimate, certainly cannot get back to that number.
- ❖ Noreen Millan is concerned that input from Town departments we have not talked to will affect bottom line. Anne Paulsen said she had a preliminary conversation with Planning Board members, and feels they are not going to require the project to include things not currently in the scope or that the project will not be able to take care of. Tom Scarlata concurs, adding that some of the scope elements that have pushed the estimates above the Feasibility Study estimate were added to appeal to Planning Board. Anne Paulsen said the project has no setback or zoning issues but will require a site plan review.
- ❖ Adam Dash asked if the fact that there is now two pools and two buildings is a budget problem. Tom Scarlata said the value of the additional filter and gutter is about \$150K.
- ❖ Gerry Boyle recommended a side-by-side comparison of the Feasibility Estimate with the current estimate would be helpful. Tom Scarlata said this can be done in broad terms.
- ❖ Tom O'Neil said that there has to be a reduction in scope to get the number down further; team has been through the estimates a number of times.
- ❖ Noreen Millane inquired if the UPBC thinks there is a place for private fundraising. Anne Paulsen thinks there is a difference from this project to the other parks that relied heavily on fundraising for their projects; Joey's Park had private aspect from beginning, and this is a 100-year old Town of Belmont. Anne thinks this project should be encouraged to be thought of as a Town project. Ellen Schreiber said the fundraising piece should be further considered, particularly for elements like site furnishings and landscaping.
- ❖ Adam Dash suggested two scenarios – as designed, then another that shows no scope outside of the pool area, no utility pole work, one pool. Tom Scarlata said the framework would be the same for one

- pool, could save approximately \$125K, plus the savings from not doing some of the site work. BH+A will look other options. Savings will also have a downward ripple on mark ups, contingencies, escalation.
- ❖ Kristine Armstrong said it is important to understand what the higher cost of the project means in terms of actual tax dollars per household. Noreen Millane said the UPBC needs to be careful about perception; even if not a huge effect on per household tax dollars, it may still be seen as "over budget".

### 3. Next Steps

- Board of Selectmen
  - Anne Paulsen said the project is now scheduled to go before the Board of Selectmen on 2/10/14. It would be difficult to postpone this any further; the question on ballot language needs to be in hands of Town Clerk on 2/24/14.
  - Maybe have 2 scenarios in hand.
  - Ellen Schreiber said it is important to speak to how the new pool is addressing the needs of the whole community – families, little kids, older kids, adults.
  - Adam Dash said at a Warrant Committee meeting, Mark Paolillo said the BOS is in favor of the BUP project and bringing it to Town in April.
  - Everyone who wants to should attend the BOS meeting on 2/10/14 at 7:00 p.m.
- Anne Paulsen: next steps
  1. BH+A to show scheme with one pool with no work outside of fence
  2. BH+A to look at option for 2 pools and nothing beyond fence
  3. Everybody should continue to think about what can be done
- Anne Paulsen will attend 2/5/14 Warrant Committee meeting; CPA funds coming up
- Next UPBC meeting 2/6/14: by end of meeting, need to be clear what is going to be presented to the BOS.
- Kristine Armstrong asked what post on Facebook page:
  - Project presented to BOS on 2/10/14
  - UPBC meeting next on 2/6/14

### 4. Invoices:

- PCI invoices
  - Noreen Millane and Anne Paulsen reviewed the November and December invoices for PCI; these were emailed to Committee previously. The UPBC needs to sign all invoices.
  - Joel Mooney moved to approve the November 2013 and December 2013 PCI invoices, David Kane seconded the motion; all UPBC members present voted in favor of approving the invoices.
  - UPBC present signed the invoices; invoices were given to Peter Castanino.

### 5. Other

- "Bubble" over pool
  - In response to questions brought up at the 1/16/14 Public Comment Meeting regarding infrastructure for a potential "bubble" (air supported structure) to cover the pool other than in the summer season, Tom Scarlata handed out a memorandum he prepared.
  - The memo provides an estimate for the foundation that would be required.

- The memo lays out all of the changes that would be required to the bathhouse buildings, which are currently not designed to be year-round, tempered buildings.
- Other issues, things UPBC need to think about:
  - ❖ Have to be able to "sell" the pool, look at as investment
  - ❖ What will members to a pool like that expect?
  - ❖ Biggest issue is going to be parking; Planning Board will certainly look differently at a year-round, day/night pool
  - ❖ In a neighborhood, not the place for it, no place for parking
- Anne Paulsen will forward memo to interested parties.

#### **6. Meeting Adjourned**

- Ellen Schreiber made a motion to adjourn the meeting, Kristine Armstrong seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:54 p.m.

**Adjourned:** The meeting was adjourned at 9:54 p.m.

#### **Next Meeting Date:**

- Thursday, February 6, 2014 @ 7:00 p.m. UPBC Meeting

#### **Upcoming Milestones:**

- TBD: UPBC Update to Planning Board
- Thursday, February 6, 2014 @ 7:00 p.m. UPBC Meeting
- Monday, February 10, 2014: Schematic Design and Estimates to BOS
- TBD: BOS Vote of Debt Exclusion Language
- TBD: Public Presentation by UPBC to Joint Town Committees
- February 17-21, 2014: School Vacation Week
- Tuesday, April 1, 2014: Town Election Day / Debt Exclusion Vote
- Monday, May 5, 2014: Town Meeting

#### **Attachments:**

- PCI - 1/30/14 Meeting Discussion Points, Total Project Budget Draft 1/30/14. TCi 1/29/14 Revised SD Estimate, DG Jones 1/29/14 revised estimate
- BHA – progress design graphics from 1/28/14, BH+A "bubble" memo 1/30/14

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