

UNDERWOOD POOL PROJECT
Belmont, Massachusetts

2015 DEC 16 AM 9:26

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
June 5, 2014
Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) – Adam Dash (Vice Chair & Warrant Committee member), Mike Smith (Historic District Commission), Joel Mooney (Permanent Building Committee), Bob Phillips, Stephen Sala (Treasurer & Permanent Building Committee member), Ellen Schreiber (Secretary), Kristine Armstrong

Also in attendance – Peter Castanino (Director DPW and UPBC liaison), Gerald Boyle (Director of Facilities), Kyle Zick (KZLA), Tom Scarlata (BH+A), Deborah Marai (PCI)

Call to Order: Adam Dash called the meeting to order at 7:32 p.m.

Action items are highlighted.

1. Approve Minutes of Previous UPBC Meeting

- Approval of minutes from 5/22/2014 UPBC meeting was deferred to 6/12/14 meeting.

2. Community Outreach

• Conservation Commission

- Joel Mooney, Chris Rotti and the civil engineer (Bohler) met informally with the Conservation Commission on 6/3/14; Bohler presented graphics of the project. The formal Conservation Commission hearing is set for 6/24/14.
- Action items as a result of the 6/3/14 meeting:
 - ❖ BH+A and Bohler to follow up Mary Trudeau, she was not at the meeting.
 - ❖ Design needs to slightly reduce impervious surface in wetlands buffer.
 - ❖ The project is able to use drywells instead of Cultec-type system for storm water management; this will simplify the design and should reduce costs.
 - ❖ Submit Notice of Intent prior to 6/24/14 hearing; BH+A to verify deadline.
 - ❖ Bohler is doing required notifications to abutters; BH+A to verify deadline.
 - ❖ BH+A is assuming no site visit is required as they do not need to have the wetlands flagged.

• Planning Board

- BH+A submitted application to the Planning Board; they included responses to the issues raised at the informal working meeting. Planning Board meeting is scheduled for 6/17/14.
- It was noted that Joe DeStefano came into the UPBC meeting tonight before the meeting was called to order. He wants the committee to reconsider including a "feature" at the center of the west bath house roof to break up the roof line.
- UPBC discussion:
 - ❖ The center of the west bath house is not the building entry, so something drawing attention to the center such as a gable/pediment at the center of the roof line would be visually confusing.
 - ❖ The west bath house is a background building; it is not the main building and has no administrative functions, rather it houses a room/rest area for the lifeguards, storage, and 2 group toilet/shower rooms (men's and women's).
 - ❖ The proposed buildings share a common architectural language; introducing a new element would be visually complicating and create an imbalance.

- ❖ The west bath house should not mimic the existing bath house.
- ❖ Budget – this may not add a lot of money, but many things that have been done to date to satisfy requests of the community have added cost to the project.
- ❖ UPBC again agrees on preference to the design of the west bath house as is.
- Adam Dash suggests presenting the UPBC's preference for Planning Board discussion, but have option(s) for design that breaks up the roof line. The UPBC agrees this option should not be a pediment at the center.
- Will need to present site plan to Planning Board without the proposed extension of the Cottage Street sidewalk, and contingency to include the sidewalk if allowed by the AAB.
- Will need to present contingency plan to Planning Board in the event do not have final resolution on burying overhead wires that cross the site.
- Historic District Commission
 - Mike Smith said he and Lauren Meier from the HDC support the current design.
 - BH+A will forward options for breaking up the west bath house roof line to Mike for presentation and consideration at the Tuesday 6/10/14 HDC meeting.
- Shade Tree Committee
 - No update.
 - Peter Castanino will email chairperson about meeting.
 - Shade tree committee has an advisory role. Peter said that if trees are in Underwood Park, do not have to have public hearing.
- Accessibility Commission
 - Accessibility Commission met on Friday 5/30/14.
 - Tom Scarlata, Peter Castanino and Ellen Schreiber attended walked the meeting attendees through the project; the Commission did not focus much on accessibility.
 - Chairperson, Janet MacDonald, understands that Building Commissioner reviews the project for accessibility.
 - Regarding the proposal to extend the sidewalk at Cottage Street, BH+A has not heard back from the AAB after sending an advisory opinion as to whether or not the project should seek a variance.
- Health Department Staff
 - BH+A is completing calculations needed to walk the Health Department through the project.
 - Peter Castanino will reach out to the Health Department to set up a meeting for early next week.
- Police
 - BH+A needs to get drawings from civil engineer prior to setting up a meeting with the Police Department to discuss traffic mitigation; civil drawings due tomorrow, potentially set up a meeting next week.
 - ❖ The option for having a temporary construction entrance off of Concord Avenue where the existing parking lot is now needs to be discussed.
 - As requested, Peter Castanino had a follow up conversation with the Police about the height of the fencing around the Underwood Pool.
 - ❖ The existing fence is 8', only 6' is required by code.
 - ❖ From the Police Department's perspective, 8' is preferable to 6'.
 - ❖ Concerns are the view from Concord Avenue and 8' fence will require additional cross bar and will be more expensive.
 - ❖ After UPBC discussion, it was decided that Kyle Zick will look into using a 6' fence to enhance views parallel to Concord Avenue on the north side (visible, people less likely to jump the fence there), and an 8' fence elsewhere.

- ❖ BH+A to look into cost difference for 6' and 8'. Kyle will consider if 7' fence with higher gauge would work.
 - Fire Department
 - BH+A's electrical engineer met with the Belmont Fire Department. The Fire Department prefers not to have a fire alarm system in the building. They are getting letter of confirmation on this.
 - Recreation Department
 - BH+A sent revised Pool Equipment Summary document to Recreation Department on 5/22/14; this is an update to a document created on 1/9/14.
 - A follow up meeting needs to be scheduled, should be attended by Recreation Department/Pool Staff, Peter Castanino, BH+A and PCI. To be determined:
 - ❖ What existing items can be brought to the new pool
 - ❖ What items are needed; of the needed items:
 - What items will be carried in construction contract
 - What items can be carried by the project's FF&E
 - What items the Recreation Department will need to provide
 - Recreation Commission
 - Ellen Schreiber spoke with David Kane; David reported the Recreation Commission is forming a committee to discuss programming. Ellen may be a liaison to that committee.
 - Peter Castanino will check with Recreation Commission as to who controls land in front of the pool, the "skating area". It may be beneficial to offer this as lay-down area for the General Contractor.
 - Department of Public Works
 - Peter Castanino forwarded DPW comments from 30% CD set to BHA.
 - Peter has access to new drawings. As of now, no reason to meet.
 - Belmont Electric Light
 - Chris Rotti, Peter Castanino and Steve Sala met with Belmont Electric Light earlier this week.
 - They received positive information about moving the overhead wires that cross the site and service the Library and the Hasse house and barn; alternate routes were discussed. These are cable and telephone lines; work on the pool project will not affect the power lines that service the Hasse property or the library.
 - Same group will meet again 6/10/14 at 10:30 a.m. with Verizon and Comcast.
 - Peter noted that who will cover the cost of this work has not yet been discussed; once a route has been established, this will be determined.
 - Peter noted that consideration needs to be made as to where power for the pool buildings and site come from. Peter said and pool site lighting would come from the buildings.
 - Steve Sala noted that the center pole proposed to come down has a light for the skating area.
 - Natural Gas Service
 - Peter Castanino will verify if natural gas is available from Cottage Street.
- 3. Project Schedule, Milestone Schedule & UPBC Decisions**
- Overall project schedule has not changed. Schedule is tight; the more the project is asked to do that revisits design, the less effort is being put into completing the construction documents in time for 7/7/14 bid document available date.
 - Milestone schedule: see above "Community Outreach" for important dates.
 - UPBC Required Decisions:

- Outstanding: as stated above, meeting needs to take place with Recreation Department/Pool Staff in order to present information to the UPBC as to what items need to be carried in the contract documents or purchased as FF&E.
- Outstanding: BH+A to review plumbing fixtures, toilet accessories, hardware function and light fixtures with DPW and report the UPBC.
- Outstanding: BH+A to review operability of windows with UPBC.
- Landscape presentation by Kyle Zick. Kyle handed out drawings and material options.
 - ❖ Kyle explained grading scope on L-001.
 - ❖ Kyle explained layout plan on L-002.
 - Landscape drawings show use of existing granite blocks for a short retaining wall required at the south side.
 - It was discussed to use more of these blocks as seating at the edge of the pool deck.
 - It was agreed to use the granite blocks for seating at the new Concord Avenue entry area in lieu of the new benches shown.
 - It was agreed to not use pavers at the entry area on Concord Avenue or at the entry to the east bath house; all hardscape will be Concrete.
 - Give the fencing conversation (see "Community Outreach/Police" above), changes to the proposed fencing layout were agreed to in order to keep the 6' fence away from object that could be climbed on (bike racks and benches). This would have the fence hit at the corner of the east bath house. Fencing between the east bath house and filter building is to 8' aluminum, fencing everywhere else is to be black vinyl-coated chain link. See "Community Outreach/Police" above for discussion on fence heights.
 - 2 bike racks will be shown near the east bath house entrance.
 - The DPW access to the filter building is at the south side of the filter building; there appears to be no issue with the grade, but if a small transition is needed, existing granite blocks will be used.
 - Peter Castanino will inquire with the Town Engineer about the possibility of relocating the crosswalk in the middle of Cottage Street to a location that makes more sense for the new project layout.
 - ❖ Kyle explained planting plan on L-003.
 - Trees to be removed are shown as an "x". New trees are shown along Cottage Street and Concord Avenue
 - Main planting areas are on Cottage Street at the east bath house and filter buildings, between these buildings, near the bike racks, and at the Concord Avenue entry.
 - ❖ Kyle showed images of proposed plantings, reinforced turf to be used for emergency access areas, bike rack, benches and fencing.

4. Required Board/Commission Submissions and Permitting Timeline

- See "Community Process" above.

5. Documents

- BH+A brought a set of the partial 75% Construction Document progress drawings submitted 5/30/14. Electrical and Civil drawings are still outstanding, these are due to be sent to the estimators tomorrow. PDFs of the drawings were forwarded to UPBC officers and will forward to others as requested.
- Estimate process is under way. PCI and BH+A met with the two estimators to review initial questions on 6/3/14. Conference call has been set up for 6/10/14 to review

questions on civil and electrical drawings, estimators will submit their estimates on 6/13/14, and a conference call has been set up for 6/13/14 to reconcile the estimates.

- Reconciled estimate is scheduled to be presented to the UPBC on 6/19/14.

6. Meeting Adjourned

Joel Mooney made a motion to adjourn the meeting, Bob Phillips 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, June 12, 2014
- Thursday, June 19, 2014
- Thursday, June 26, 2014

Upcoming Milestones:

- June 6, 2014: Remainder of 75% Documents submitted to estimators
- June 13, 2014: Estimate for 75% Construction Documents
- June 17, 2014: Planning Board Review
- June 19, 2014: Reconciled 75% Estimate submitted to UPBC
- June 24, 2014: Conservation Commission Hearing
- June 24, 2014: Possible Follow up discussion with Conservation Commission
- July 9, 2014: Bid Documents Available

Attachments:

- PCI: UPBC Meeting Discussion Point
- PCI: Schedule
- PCI: Milestone/Decision matrix
- PCI: permitting matrix

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