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**UNDERWOOD POOL PROJECT  
Belmont, Massachusetts**

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

**May 15, 2014**

**Belmont Town Hall – Conference Room 2**

Attending:

**Underwood Pool Building Committee (UPBC)** – Anne Paulsen (Chair), Mike Smith (Historic District Commission Co-Chair), Joel Mooney (Permanent Building Committee member), David Kane (Recreation Commission Vice-Chair), Stephen Sala (Treasurer & Permanent Building Committee member), Kristine Armstrong, Adam Dash (Vice-Chair and Warrant Committee member)

**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)

**Call to Order:** Anne Paulsen called the meeting to order at 7:41 p.m.

**Action items are highlighted.**

**1. Approve Minutes of Previous UPBC Meeting**

- **Approval of 5/1/14 and 5/8/14 UPBC meeting minutes is deferred to 5/22/14.**

**2. Approval of Invoices**

- Steve Sala reviewed and recommended PCI's April 2014 invoices for approval.
- PCI has been sending budget and invoice tracking to Steve Sala, Anne Paulsen and Peter Castanino when submitting any invoices for payment; **PCI to forward budget and invoice tracking to full UPBC.**
- Gerry Boyle asked about a draw schedule; **PCI to submit cash flow projection.**
- Kristin Armstrong made a motion to approve PCI's April 2014 invoice, Joel Mooney seconded the motion. the motioned carried unanimously

**3. Community Outreach**

- **Conservation Commission**
  - Joel Mooney attended an informal meeting with the Conservation Commission on 4/13/14. Joel provided an overall update on the pool.
  - The Commission is supportive of the project but main interest is the area under their jurisdiction.
    - ❖ Riverfront Protection: No issues because Wellington Brook is within a culvert through the site.
    - ❖ Wetlands Protection: Buffer zone 100-ft arc from headwall of culvert control structure just west of the site; an issue for the west bath house and any portions of the pool/patio within the buffer. Joe pointed out that the west bath house was being replaced in kind and the overall pool is smaller and within the same general area as the existing.
  - Notice of Intent (NOI) needs to be submitted for the project. Includes:
    - ❖ Present and future impervious surface within buffer zone
    - ❖ Design intent and project requirements
    - ❖ On-site stormwater management approach and design
    - ❖ Landscape design and plantings to limit/slow run-off

- Tom Scarlata will take the lead on coordinating his team and coordinating with landscape architect and civil engineer. "Owner" is Belmont DPW; BH+A track down other information required.
  - ❖ **BH+A to provide information to Conservation Agent by 5/26/14 to get on 6/3/14 Conservation Commission agenda.**
  - ❖ **BH+A to coordinate notice of 6/3/14 Underwood Pool hearing by certified mail to abutters and those within 100-ft.**
  - ❖ **BH+A to submit NOI in advance of 6/3/14 hearing.**
  - ❖ **BH+A to verify if Conservation Commission wants to schedule a site visit.**
  - ❖ **Attend 6/3/14 Conservation Commission hearing.**
  - ❖ **Attend 6/24/14 Conservation Commission follow up meeting/vote.**
- Shade Tree Committee will let UPBC know when they are meeting next.
- Peter Castanino reported that Glenn Clancy of Office of Community Development (OCD, Belmont's Building Department) wants prior approvals from the Planning Board and Conservation Commission before submission of final documents for Building Permit. Mr. Clancy said OCD's review will take about one week. **BH+A will meet informally with OCD beforehand to walk them through the project.**
- Peter Castanino reported that OCD reviews for ADA Compliance when it reviews documents for Building Permit.
- Peter Castanino reported that the Health Director, Stefan Russakow, wants final documents to be submitted to his office and the Belmont Health Department has 30 days to review; he understands the time constraints of the project and will try to review quickly. The Health Department may refer to the Massachusetts Department of Public Health if they feel additional review is necessary. Since it would be helpful and might speed up the process, **BH+A will meet with Health Director ahead of time and bring relevant pool and filtering system calculations at that time.**
- Peter Castanino is waiting for the official letter of approval, but reported that the Department of Public Health has provided verbal approval for a variance to open the Underwood Pool this summer; they have requested more work be done than was requested for last season's variance.
- Pool/Recreation Department: BH+A to set up meeting with Pool staff/Recreation Department; include Deborah Marai and David Kane on invitation.
- Anne Paulsen asked David Kale to set up a meeting with Accessibility Commission.
- Planning Board:
  - Steve Sala and Adam Dash are coordinating with Planning Board to determine process and setting up site plan review.
  - **Meet formally with Planning Board in June; BH+A to confirm date.**
  - Anne Paulsen reported the Planning Board will want to know:
    - 1) Existing parking and proposed parking
    - 2) Existing driving access and proposed driving access to the complex
    - 3) Proposed access/entry to the pool
- **Tom Scarlata will request a future meeting with the Police Department to review proposed traffic mitigation.**
- **Tom Scarlata said that their electrical engineer will be in contact with the Fire Department regarding Fire Alarm.**
- Mike Smith commended Adam Dash on his presentation at Town meeting.
- Peter Castanino reported that DPW is finalizing comments on the proposed project and he will forward these comments on.
  - Most comments are minor.
  - One concern is driving vehicles over pool deck to access filter building.

- **BH+A to meet with DPW to review comments/work through any issues.**
- **Peter Castanino will organize a meeting next week with Belmont Light.**

#### 4. Project Schedule and Milestone Schedule/Timeline for UPBC Decisions

- Anne Paulsen met with Tom Scarlata, Chris Rotti and Deborah Marai on Tuesday at BH+A. BH+A put together a list of decisions to be made by the UPBC; PCI put this information into a milestone schedule tied to UPBC meeting dates.
- Deborah Marai handed out the milestone schedule, which includes:
  - UPBC meetings and decisions to be made
  - Overall Construction Document, estimating and bidding milestones
  - Required meetings with and submissions to Town Committees and Departments; **PCI will break these out a separate permitting matrix for clarity.**
  - Milestone schedule will be updated each week, noting decisions yet to be made.

#### 5. Bid Documents & Bidding

- Peter Castanino confirmed with David Kale that bid documents should be available through the DPW. Peter will work with BH+A and the UPBC to determine how things are tracked. Bids are to be received by DPW and opened at Town Hall.

#### 6. Progress Documents

- Chris Rotti reviewed the 100% Design Development (bath houses)/30% Construction Document (pool) set.
  - Buildings: Reviewed development of exterior details and interior finishes.
  - Pool: Progress on the pool documentation and detailing well underway.
    - ❖ Some items need to be discussed with Peter Castanino, such as how to handle drains. For now each draining into independent surge tanks; this takes away problem of entrapment at drain. Accessible from access panels in deck; do not need to access these frequently (just open, check).
    - ❖ Pool has a painted finish. BH+A recommends white – less chalking and degradation.
    - ❖ Reviewed layout of pump room
- BH+A will be updating the narratives for 75% Construction Document estimate, no technical specifications at this point.
  - **Deborah Marai will send SD narrative to Mike Smith.**

#### 7. UPBC Discussion/Decisions

- Proposed Cottage Street sidewalk:
  - Anne Paulsen reported that Town Counsel George Hall thought it would be very difficult to get legislation through to expand right of way. Peter Castanino added that if some of the park land was taken to expand the right of way, would need to create park land to compensate; there isn't any. Although the project is making many improvements to the existing pool in terms of accessibility, George Hall also thought it would be difficult because the project is seeking to expand the right of way to create a sidewalk because it would not need to be accessible; a new sidewalk in the park would need to be accessible and this can only be done with major disruption to the existing park structure and uses.
  - Gerry Boyle said the project could seek an MAAB variance to create a new sidewalk within the park that is not accessible, but would need to demonstrate a hardship. **Tom Scarlata will draft a letter to the MAAB with the compelling reasons why the project is seeking to put a sidewalk in that would not be**

- **handicap accessible** (narrow street/right of way, existing trees, existing utility poles) in order to get feedback; he will share with UPBC prior to sending.
  - Deborah Marai suggested that UPBC consider taking the sidewalk scope out of this project, since the time line to figure out this issue may not align with tight schedule of project; the UPBC could continue to work on separately. Regardless, Deborah said there needs to be a deadline for a decision to be made.
  - Adam Dash would need to make a decision before going to Planning Board.
- Final building exterior detailing and materials:
  - Cement board vs. natural materials: Issues related to price and maintenance. BH+A has been carrying pre-finished fiber cement since Schematic Design estimate. Shingles will bring painter into finishing of the exterior siding. Fiber cement clapboard typically has 5" exposure. Mike Smith wants to look at this further, pros and cons. **BH+A needs a decision on siding material by next week.**
  - Details: BH+A working on (siding/trim at window and doors, where fence hit building, etc.). BH+A will provide update at future meeting.
  - Trim: Painted PVC trim. Does not rot.
  - Roof overhang: Concealed rafter and truss extensions with soffit material because trusses are rough lumber, rafter tails not decorative rafter tails. Tom Scarlata said this is the most economical way and prevents nesting issues.
  - Roof: 30 year architectural shingles; lighter color, light grey or tan (earth tone); keeps building cooler.
  - Sliding barn doors: BH+A is reviewing; PVC panels can move, so if do PVC cannot paint a dark colors because will see gaps. So if doors are desired to be dark, BH+A proposes stained wood. If lighter color, could use combination including PVC. BH+A to update at future meeting.
- Interior finishes:
  - Chris reviewed detailing of walls, ceilings and floors
    - ❖ Bring exterior materials (siding, concrete paving) into interior; BH+A looking at where this happens.
    - ❖ Ceilings typically open; Douglas fir wrap, exposed ductwork.
    - ❖ Wood stud walls (wood studs dry out, metal rusts/rots); finished plywood with epoxy paint.
    - ❖ Shower dividers solid surface partitions, and solid surface on walls of showers.
  - Toilet partitions & shower partitions: Solid surface.
  - Toilet accessories: BH+A will coordinate with staff; make sure get products Town can purchase; diaper changing tables in gang bathrooms as well as individual rooms. Hooks on stalls and in family changing rooms.
  - Locker selection: 4 tier plastic lockers; type that individuals can put padlock on; Tom Scarlata suggests Pool set policy that at end day locks will be cut.
  - Hardware: Function and keying to be reviewed with Pool, DPW; but in general - doors have closer; use push/pull (will be ADA compliant), lever thumb turn privacy lock with green/red occupied/unoccupied (pool staff will have key). Stainless steel.
  - Transaction counter: Solid surface material, BH+A will specify color version with flex in it; will hold up, durable.
  - Doors: Fiberglass.
  - Windows: Fiberglass. Do not have to be tempered but typically specify as tempered. Most are operable; BH+A to consider which ones to have fixed (where have electrical equip, maybe for safety, etc.). BH+A noted that there will be gable vents at ends for ventilation, don't rely on operable windows only.

- Pool:
  - Tom Scarlata showed sample of proposed code required pool and deck signage; signage proposed to be tiles set in deck and in pool, lay out with jointing pattern of concrete; economical, durable, better than painting on deck.
- Plumbing fixtures:
  - Sensors or no sensors: BH+A carried toilet, sink, urinal sensors in SD estimate. Gerry Boyle said this is standard. Tom Scarlata said in gang toilets, makes sense to do central transformer; split fixtures into 2 groups so if one transformer is down will not lose them all. At individual rooms, use local battery pack sensors.
  - Showers: Water comes from above; use hide-a-pipe system with all piping enclosed, easy to winterize and indestructible. Tom Scarlata does not recommend sensing showers; in Tom's experience, push buttons with timer are better. Shower water will be at a set temperature.
  - Hand dryers vs. paper towels. Tom only recommends hand dryers in gang bathrooms; does not make sense to put in every individual changing room. Peter Castanino thinks there are mostly paper towels used in Town buildings. The UPBC discussed pros and cons. Decision was made to use paper towels.

#### **8. Meeting Adjourned**

- Adam Dash made a motion to adjourn the meeting, Kristine Armstrong seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:55 p.m.

**Adjourned:** The meeting was adjourned at 9:55 p.m.

#### **Next UPBC Meeting Dates:**

- Thursday, May 22, 2014
- Thursday, May 29, 2014
- Thursday, June 5, 2014
- Thursday, June 12, 2014
- Thursday, June 19, 2014
- Thursday, June 27, 2014

#### **Upcoming Milestones:**

- Wednesday, May 7, 2014: Town Meeting
- May 30, 2014: 75% Construction Documents
- June 3, 2014: Conservation Commission hearing on Underwood Pool
- June 13, 2014: Estimate for 75% Construction Documents
- June 24, 2014: Follow up discussion with Conservation Commission
- July 9, 2014: Bid Documents Available

#### **Attachments:**

- PCI: UPBC Meeting Discussion Point
- PCI: Schedule & Milestone Schedule

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