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**UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

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

December 4, 2014

Belmont Town Hall – Conference Room 2

Attending:

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

Also in attendance – Tom Scarlata (BH+A), Deborah Marai (PCI)

Action items are highlighted.

1. **Call to Order:** Anne Paulsen called the meeting to order at 7:37 p.m.
2. **Review of Minutes from Previous UPBC Meetings**
 - No meeting minutes to review/vote on; defer to 1/8/15 UPBC meeting
3. **Invoices**
 - No new vendor/consultant invoices to review
 - PCI contract amendment for Clerk of Works was voted on at the 11/20/14 UPBC meeting, but paperwork has not been finalized; Gerry Boyle is processing. Anne Paulsen will follow up with Gerry, and inform the UPBC when it is ready for signatures.
4. **Contractor's Application for Payment**
 - PCI and BH+A provided and overview and explanation of NEBC's Belmont Underwood Pool Application for Payment No. 1 for the period ending 11/26/14. NEBC is requisitioning for \$442,700, approximately 10% of the construction contract value. The amount requisitioned for comes mainly from the following categories: Insurance and Bonds, General Conditions, Demolition, Mobilization and Erosion Control, Site Clearing, Earthwork and Excavation.
 - Application for Payment No. 1 draft was issued to the team for review on 11/26/14.
 - BH+A and PCI reviewed NEBC's draft Application for Payment No. 1 and provided comments to NEBC. NEBC edited and issued final Application for Payment No.1
 - BH+A and PCI recommend Application for Payment No. 1 for approval. BH+A has certified.
 - Stephen Sala reviewed Application for Payment No. 1 and recommends for approval by the UPBC.
 - David Kane made a motion to approve NEBC Application for Payment No. 1 for the amount of \$442,700; Kristie Armstrong seconded and the motion carried unanimously.
 - Gerry Boyle is not at the meeting with the required paperwork; Anne Paulsen will coordinate with UPBC to sign the appropriate documents.
5. **Change Orders**
 - PCI reviewed the process for submission and review of Potential Change Orders and Change Orders.
 - Potential Change Order No. 1 is for the replacement of 237 cubic yards of unsuitable soils for the preparation of the foundation at the West Bathhouse. This PCI is based on a unit price included with NEBC's bid; NEBC unit price bid amount was \$100/cubic yard.

However, NEBC received a lower unit price from the subcontractor, and they are passing on the savings to the Town.

- Potential Change Order No. 1 was reviewed by BH+A, PCI and the UPBC Change Order Subcommittee. NEBC was directed to proceed with the work.
- Prime Contract Change Order No. 1 incorporates PCO No.1 only. BH+A, PCI and the UPBC Change Order Subcommittee recommend the approval of Change Order No. 1.
- Ellen Schreiber made a motion to approve NEBC Prime Contract Change Order No. 1 for the amount of \$14,931. David Kane seconded and the motion carried unanimously.
- Anne Paulsen signed Change Order No. 1; NEBC needs to execute.

6. Budget Summary

- Deborah Marai walked the UPBC through the PCI's revised project budget format for BUP (hand out).
 - Format includes project budget, encumbrances and invoiced/balance to fund.
 - Project budget summary will be included with the monthly OPM reports; back up for budget line item changes, encumbrances and invoices provided to Treasurer Stephen Sala and Chair Anne Paulsen.
 - Project is on budget; 19% of project budget has been invoiced.
- Deborah explained Owner's construction contingency tracking (handout).
 - \$14,931 of Owner's construction contingency of \$250,062 has been allocated (Change Order No. 1); \$235,131 remains in Owner's construction contingency.
 - Project is tracking a Potential Change Order for unsuitable soils at the Filter Building (unknown amount).
- Deborah explained Owner's soft cost contingency tracking (handout).
 - \$3,523 of Owner's soft cost contingency of \$65,466 has been previously allocated (Change Order No. 1); \$61,943 remains in Owner's soft cost contingency.
- Deborah explained Owner's FF&E contingency tracking.
 - No FF&E contingency has been allocated to date; FF&E contingency remains at \$6,200.

7. Construction Update

- Schedule
 - NEBC 2 week look ahead – foundations west and filter, start east, South Shore Gunite to start Monday; did water tap today (in street); email to committee going forward
 - Updated full schedule to be submitted with each application for payment; overall schedule has not changed
- Progress
 - West and filter buildings foundations prepped, digging for deep end of first pool
 - As part of cold weather construction for pool, NEBC is bringing in for boiler for heating ground for gunite at pool; the heat is intended to keep frost from getting into ground. Boiler will be set as far away from Cottage Street as possible, baffles will be erected if noise is an issue; NEBC contacting police to establish base line noise readings.
- Soils removed for deep end cannot be used to build up shallower pool
 - Potential to keep on site, dry out and potentially use for fill, but may need to be amended.
 - BH+A to comment on reuse of these soils.
 - GB to verify if soils can be removed to town incinerator site.

8. Permitting and Approvals

- Board of Health variance was declined
 - Drop slide not allowed

- ❖ Tom Scarlata recommendation – plumb for water for slide; change order to delete slide and pumps; prepped in case allowed to do a slide in future
- ❖ Tom Scarlata said flume slides are a water park elements, meant for shallow water; BH+A to consider if flume slide can be used with pool as designed or with minor modifications.
- ❖ Tom Scarlata suggested legislation would need to be passed that allows for drop slide. Anne Paulsen will follow up.
- Benches at island will not be allowed
 - ❖ BH+A will soften the edges edges/smooth off return, still keep it thinner in the middle
 - ❖ BH+A to research if Code allows for installation of a stainless steel bar so people have something to hold on to
 - ❖ BH+A to issue Potential Change Order to remove bench, change shape
- Deck signage
 - ❖ BH+A to issue Potential Change Order to add required deck signage
- BH+A to file variance for sidewalk up the hill along Cottage Street
- Project to Planning Board to report on landscaping, sidewalk and sound readings

9. Community Relations

- UPBC reviewed banner/sign reviewed and directed PCI to order banner
- Anne Paulsen shared with photographs sent from a former resident in Oregon, images from when his father was a lifeguard in 1915 and when he was a lifeguard in 1959. He sent a contribution for the pool as well. Anne will send a thank you note and ask if he could scan images for potential use in pool building.
- There was a good summary of the November community meeting in the paper.

10. Pool Operations

- David Kane reported that there is a meeting scheduled for Tuesday 12/9; the committee is reviewing programming from other Towns.
- There have been over 400 responses to survey
- Lorraine Benoit brought up the schedule to get lifeguards in place for the summer; will need to report to her in a couple of months once there is a better sense of the project's schedule.

11. Meeting Adjourned

- Mike Smith made a motion to adjourn the meeting, Bob Phillips seconded the motion. The UPBC voted unanimously to adjourn the meeting at 8:56 p.m.

Adjourned: The meeting was adjourned at 8:56 p.m.

Next UPBC Meeting Dates:

- Thursday, January 8, 2015 at 7:30 p.m.

Upcoming Milestones/Items of Note:

- Anne Paulsen will be away 12/16 to 1/6

Attachments:

- PCI: UPBC Meeting Discussion Point
- NEB: Construction full and 2-week look ahead schedule
- PCI: Budget Summary
- PCI: Owner's Construction Contingency Tracking
- PCI: Owner's Soft Cost Contingency Tracking

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