

BELMONT UNDERWOOD POOL PROJECT 2015 JUN 29 PM 3: 04  
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE  
MINUTES OF MEETING  
April 2, 2015  
Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

*Action items are highlighted.*

Attending:

**Underwood Pool Building Committee (UPBC):** Anne Paulsen (Chair), Ellen Schreiber (Secretary and Warrant Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), Bob Phillips, Kristi Armstrong

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

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:39 p.m.

2. **Minutes of previous meetings**

- Approval of the minutes from the 3/5/15 UPBC meeting is deferred to the next UPBC meeting scheduled for 5/7/15.

3. **Invoices and Contractor's Application for Payment**

- **March 2015 Invoice Package:** Treasurer Stephen Sala has reviewed the March 2015 invoice package and recommended approval of the following invoices:
  - NEB Application for Payment No. 005 for the period ending 3/31/15 - \$145,924.75 requested; through Application for Payment #005, 36% of the contract value has been requisitioned (prior to retainage).
    - ❖ Kristi Armstrong made a motion to approve NEB Application for Payment No. 005 for \$145,924.75; Bob Phillips seconded the motion, and the motion carried unanimously.
  - BH+A 3/25/15 invoice #20671 for Construction Administration services for the month of February 2015 - \$5,670 (43% of Construction Administration phase invoiced to date).
    - ❖ Bob Phillips made a motion to approve BH+A invoice #20671 for \$5,670; Kristi Armstrong seconded the motion, and the motion carried unanimously.
  - PCI 3/31/2015 invoice #205228 for OPM and Clerk services - \$12,111.11
    - \$4,640.00 for Clerk services; total to date is \$29,500 (\$50,900.00 remaining in the contract)
    - \$7,446.25 for Project Management services; total to date is \$130,475 (\$48,780.00 remaining in the contract)
    - \$24.86 reimbursable expenses
    - ❖ Stephen Sala noted there should be sufficient funds for PCI fees through September 2015.
    - ❖ Kristi Armstrong made a motion to approve PCI invoice #205228 for \$12,111.11; Ellen Schreiber seconded the motion, and the motion carried unanimously.
  - UPBC members signed the invoice paperwork.

4. **Change Orders**

- No new change orders this month
- PCO #3, 4 and 5 were signed but will be held for future change order because their sum is negative.



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## 5. Budget

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 92% of project budget has been encumbered; \$426,469 as yet encumbered
  - 36% of project budget has been invoiced; \$3,593,679 remaining to be invoiced
    - ❖ Gerry Boyle reported that Builders Risk insurance was paid by the Town
- Construction Contingency Tracking
  - Original value of Owner's Construction Contingency = \$249,739
    - ❖ 7% encumbered for approved Change Orders (COs) 1 and 2
    - ❖ Construction contingency after approved COs = \$231,531
  - Signed Potential Change Order (PCOs)/not yet Change Orders
    - ❖ PCO 3 – required holding tank revisions = \$7,680
    - ❖ PCO 4 – Bulletin 002A (partial) delete trellis per DPH pool changes – (\$22,000)
    - ❖ PCO 5 – Bulletin 003 fence changes per DPH - (\$2,730)
    - ❖ Construction contingency after approved COs and PCOs = \$256,261
  - Tracking PCOs for:
    - ❖ Remove and replace unsuitable soils excavated for deep pool (wet and clay-like, not good draining material); may be up to \$40,000 depending on if the soils are able to be moved to the Town incinerator site
      - No formal PCO yet, but may need to give NEB the directive on this prior to the next UPBC meeting
      - Kristi Armstrong made a motion to approve a COR for up to \$40,000 for removal of deep pool unsuitable soils and replacement with suitable fill; Stephen Sala seconded the motion, and the motion carried unanimously
    - ❖ Bulletin 002A (remainder) – family pool changes per DPH (possible credit)
    - ❖ Bulletin 002B – flume slide and deck changes per DPH (possible small PCO)
    - ❖ Bulletin 002C – secondary family pool UV water treatment per DPH; Tom Scarlata estimates this change may be up to \$20,000
      - No formal PCO yet, but may need to give NEB the directive on this prior to the next UPBC meeting
      - Stephen Sala made a motion to approve a PCO for up to \$20,000 for secondary family pool UV water treatment; Bob Phillips seconded the motion, and the motion carried unanimously
    - ❖ Bulletin 004 - added knox box (will be small change if any)
    - ❖ Bulletin to be issued for public and staff lockers; earlier NEB estimate was \$18,000
      - No formal PCO yet, but may need to give NEB the directive on this prior to the next UPBC meeting
      - Stephen Sala made a motion to approve a PCO for up to \$20,000 for secondary family pool UV water treatment; Kristi Armstrong seconded the motion, and the motion carried unanimously
    - ❖ Tom Scarlata noted that there may be a PCO for additional toilet accessories
- Soft Cost Contingency Tracking
  - Original value of Owner's Soft Cost Contingency = \$65,466
    - ❖ Moved unused budget line items to soft cost contingency
    - ❖ Amount remaining = \$99,443
  - Soft Cost Contingency usage for tel/data - Gerry Boyle has been working on getting proposals for this work, and presented the following:
    - ❖ Tel/data part 1 – rerouting from Cottage Street pole to Library MDF (to allow for wires to run underground in conduit being provided by project instead of overhead as they currently are)

- Kristi Armstrong made a motion to approve a \$22,007 purchase order for LCN for Tel/data part 1 – rerouting from Cottage Street pole to Library; Stephen Sala seconded the motion, and the motion carried unanimously
    - Rerouting the overhead lines was considered to be part of the budget for utility back charges, however this large a cost was not anticipated
    - *PCI will move funds from soft cost contingency budget line item to utility back charge budget line item to cover this encumbrance*
  - ❖ Tel/data part 2 – Library MDF to East and West Bath Houses, Filter Building
    - Stephen Sala made a motion to approve a \$17,970 purchase order for LCN for Tel/data part 2 – Library MDF to East bath House, West Bath House and Filter Building; Bob Phillips seconded the motion, and the motion carried unanimously
    - Tel/data scope site was not included in original project budget because of budget considerations
    - *PCI will move funds from soft cost contingency budget line item to utility back charge budget line item to cover this encumbrance*
  - ❖ *Gerald Boyle will have paperwork for these purchase orders in his office for UPBC members to sign*
- Furniture Fixtures & Equipment (FF&E)
  - PCI and BHA met with DPW and Recreation Department (June Howell) for input on identifying FF&E
    - ❖ Reviewed PCI spreadsheet of potential FF&E items
    - ❖ Discussed pool and DPW operations (trash, etc.)
    - ❖ Reviewed BH+A layouts of Control, First Aid and Lifeguard rooms, as well as exterior Dining Area
    - ❖ Discussed signage
  - Follow up
    - ❖ *PCI to update FF&E spreadsheet and schedule meeting of FF&E working group*
    - ❖ *BH+A to provide narrative/specifications on FF&E items*
      - *Technology to GB next week*
      - *Pool equipment and indoor furniture the following week*
      - *Site improvements/outdoor furniture*
      - *Signage*
    - ❖ Pricing
      - Gerry Boyle to price designated items through State contract lists
      - Other items to be priced by NEB for potential inclusion in project
    - ❖ Team to review pricing and make FF&E selections
    - ❖ Procurement
      - Gerry Boyle to procure selected FF&E items through State contracts
      - NEB to procure items as directed through approved PCOs
  - Signage
    - ❖ Donor Board
      - Will be a finite number of names of donors related to this project (not added to over time); approximately 450 name; *UPBC to verify hierarchy and provide information to go on Donor Board to BH+A*
      - Will be located inside, close to entry; to be glass, etched or with graphics on back - *BH+A to forward information to UPBC on options for Donor Board*
    - ❖ Pool Rules: *BH+A is coordinating requirements with DPW*
    - ❖ Building and/or signage: *BH+A will propose signage options to UPBC*
    - ❖ Historic: *UPBC to determine if they want to pursue historic signage/display*

- Shade options
  - ❖ BH+A proposes cantilevered umbrellas at edge of deck; will be priced with FF&E
- Tel/data
  - ❖ Gerry Boyle is working on proposals for Tel/data part 3 - tel/data wiring within the buildings, equipment and devices; Tom Scarlata will provide a narrative for technology devices (phones, intercom, public address, etc.) to Gerry next week
- Security
  - ❖ Gerry Boyle distributed a draft proposal for security measures that could be implemented at the BUP site for UPBC consideration
  - ❖ The proposal is comprehensive, but not all items would need to be implemented
  - ❖ UPBC to review and consider this along with other potential FF&E expenditures

## 6. Construction Update

- Schedule:
  - Project is on schedule; NEB contractual completion date is 8/7/15
  - NEB is confident they will meet the contractual completion date and continues to try to try to finish in advance of the contractual completion date
  - Extreme cold and snow appears to be over; work on the pools has resumed
  - *The UPBC asked PCI and BH+A to discuss accelerated schedule options with NEB.*
- Progress:
  - West bath house: skylights have been installed, roofing now; underground plumbing next week
  - East bath house and filter building: roofing now; pour concrete slabs next week
  - Pool: work has resumed; preparing deep/west side pool, started shotcrete again today; grading at shallow/east pool
  - Submittal process is ongoing
  - NEB will not plant in July/August; planting that does not get done in the spring will get done in the fall. NEB is working to get some trees in during the spring.
- Finishes/color selection
  - Slide color – discussion. Grey stairs, landings and decks. Green slide.
  - Paint mock ups will be on site for review soon

## 7. Permitting and Approvals

- Belmont Board of Health and DPH comments
  - BH+A has issued Bulletins for pricing by NEB for required changes to family pool, slide and added secondary UV filtration system
  - BH+A sent a memo to Belmont Board of Health about what is being proposed the secondary UV filtration system DPH is requiring if a flume slide is to be installed. *BH+A will follow up as to whether a formal variance is required.*
- Plumbing variance
  - The Plumbing Board is allowing the use of individual unisex bath/changing rooms (as opposed to having to label the rooms male or female)
- MAAB
  - As reported last month, Glenn Clancy reported that he got a request from MAAB for the project drawings, the reason for the request is still unknown
  - *BH+A to submit variance for potential Cottage Street sidewalk inside the park fence per Planning Board request.* This sidewalk is not currently in the project.
- Planning Board
  - *UPBC needs to go back to planning Board for items as required,* including landscaping changes, Cottage Street sidewalk variance, acoustic testing results

## **8. Community Relations**

- Mr. Mallory has issued a complaint about cracks in his house foundation; he believes these cracks resulted from the pool demolition activities
- Mr. Mallory's house was included in the preconstruction condition survey, but the survey only reviewed exterior conditions; Mr. Mallory's complaints are about cracking on the interior
- Stephen Sala visited the house and photographed the cracks
- Mr. Mallory's letter has been reviewed and is being forwarded to the Town

## **9. Pool Operations**

- Coordination required with NEB for lifeguard training prior to pool opening; Recreation Department needs to operationalize pool
- *UPBC to let Recreation Commission know that the current schedule has NEB turning over the pool at the beginning of August*

## **11. Adjourn**

- Ellen Schreiber made a motion to adjourn the UPBC meeting. Bob Phillips seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:51 p.m.

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

- TBD: UPBC FF&E working group meeting
- Thursday, May 7, 2015 at 7:30 p.m. - UPBC

### **Upcoming Milestones:**

- Completion of shotcrete at west side pool, start of shotcrete at east side pool, concrete slab-on-grade at buildings

### **Attachments:**

- PCI: 4/2/15 UPBC Meeting Discussion Points
- PCI: March monthly report and attachments
- BH+A: Slide Colors and FF&E handouts

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