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BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

June 18, 2015

Belmont Town Hall - Conference Room 2

Action items are highlighted.

Attending:

Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Joel Mooney (Permanent Building Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), Mike Smith (Historic District Commission), Ellen Schreiber (Secretary and Warrant Committee member), Bob Philips, Kristi Armstrong, David Kane (Recreation Commission), Adam Dash (Vice Chair and Warrant Committee member)

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 7:31 p.m.

2. Minutes of previous meetings

- Approval of the minutes from the 5/7/15 and 6/4/14 UPBC meeting deferred to the next UPBC meeting

3. Budget

- Furniture Fixtures & Equipment (FF&E)
 - PCI provided updated 6/18/15 FF&E spreadsheet
 - ❖ Spreadsheet has actual costs for items already purchase and estimated for the remainder
 - ❖ Overall, doing well on FF&E budget; should have the funds to purchase all identified FF&E items
 - BH+A provided narratives for Gerry Boyle to get pricing
 - Pool and pool deck safety equipment & Pool maintenance equipment
 - ❖ Town issued purchase orders and Gerry Boyle placed orders per decisions at 6/4/15 UPBC meeting
 - Signage
 - ❖ Donor Board
 - Ellen Schreiber handed out proposed language for top of sign; UPBC members discussed and all agree to proposed language
 - *Ellen is tracking down final 9 donor names*
 - *Ellen Schreiber will make discussed changes to text and send to BH+A; BH+A will lay out and send out for pricing; final artwork and all final names can follow once sign and price are approved by UPBC*
 - ❖ Additional Pool signage is being added to NEB contract via change order; it is estimated additional signage will be +/- \$4,600
 - UPBC members had a discussion regarding the language on the Underwood Pool Rules and Regulations signage and reached consensus
 - *BH+A will finalize comments and return submittal package to NEB*
 - ❖ Building/Underwood Pool sign
 - Anne Paulsen said the UPBC needs to decide if want any building/Underwood Pool identification signage other than on the top of the exterior covered bulletin board

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- Tom Scarlata identified some options
 - UPBC came to consensus that there would be no additional building/ Underwood pool sign at this time; can reconsider later
- ❖ Historic
 - Tom Scarlata said a sign could be made in a similar manner as the donor board from a clean historical photograph; *Mike Smith will follow up on this opportunity*
- Bath house furniture & Site improvements/outdoor furniture
 - ❖ BHA circulated a revised memo specifying these items (attachment)
 - ❖ Gerry Boyle had solicited pricing and received limited responses, most with major substitutions; Tom Scarlata indicated the substitutions are not acceptable
 - ❖ Gerry Boyle received the following quotes:
 - WB Mason
 - ↳ \$1,734.38 for items 4-10a 3-foot lateral file cabinet, 4-10b typical file cabinets, 4-13 bulletin boards and 4-14 white boards
 - ↳ Adam Dash made a motion to approve purchasing of the above-reference items from W.B. Mason for the amount of \$1,734.38. Joel Mooney seconded the motion, and the motion carried unanimously.
 - Home Depot
 - ↳ \$672 for items 4-8a small refrigerator, 4-8 small refrigerator and 4-22 open shelving
 - ↳ Adam Dash made a motion to approve purchasing of the above-reference items from Home Depot for the amount of \$672. Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - ULine Shipping Supply
 - ↳ \$877.72 for items 4-20 access control rope and 5-15 temporary trash storage
 - ↳ David Kane made a motion to approve purchasing of the above-reference items from W.B. Mason for the amount of \$1,734.38. Joel Mooney seconded the motion, and the motion carried unanimously.
 - ❖ *Gerry Boyle will have the Town issue purchase orders and will place orders for the above item; he is chasing down quotes for the remainder of FF&E items in these categories*
 - ❖ Shade structures: UPBC reached consensus to move forward with having NEB install the footings in for 6 shade structures; NEB will provide a potential change order for this work. Shade structures can be purchased either now or in the future.
- Technology / communication: report remains same as 6/4/15 UPBC meeting
 - ❖ Remaining: WiFi, phones, PA system
 - ❖ PA system: wireless, about \$3,000; *Gerry Boyle will get quote for 2 units*
 - ❖ Phones – *Gerry Boyle is getting quotes*
 - ❖ WiFi – *Gerry Boyle is getting quote for WiFi for the 3 buildings*
- Security
 - ❖ Hold; UPBC to review and consider this along with other potential FF&E expenditures

4. 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

- Tom Scarlata provided overview of construction progress:
 - Pool gutter complete
 - Interior sign-off on building mechanical, electrical and plumbing
 - Siding installation almost complete
 - Painting inside of east bath house is ongoing
 - Next week, start pool decks
 - Site grading commencing
 - Concord Avenue trees are due in next week
- Finishes/color selection
 - UPBC has agreed on trim and shingles colors
 - Attendees went outside to review alternate green color options for the clapboard; *one additional green color for the clapboard is going to be mocked up on the building, and UPBC members will be informed when so they can go view*

5. Community Relations

- Belmont Savings Bank
 - Ellen Schreiber reported that Belmont Savings Bank offered to put a banner on the fence to announce the opening of the pool
 - UPBC members discussed and agreed to a banner announcing something to the effect of "Coming in August"; *Ellen Schreiber will follow up with the Bank*
- Donor party
 - Ellen Schreiber said that original intent was to have an donor party in advance of the opening of the pool
 - Given the timing of the pool opening, the suggestion was made instead to have a tour open to the community
- Ribbon cutting
 - UPBC discussed and agreed ribbon cutting will be Saturday August 8, 2015
 - Public will be invited; special invitations will be sent to the Underwood family, Belmont Savings Bank, and other dignitaries
 - *Ellen Schreiber to coordinate with David Kale and the Board of Selectmen*
 - Event will include ribbon cutting and tours of the facility

11. Adjourn

- Joel Mooney made a motion to adjourn the UPBC meeting. Bob Phillips seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:07 p.m.

Next UPBC Meeting Dates:

- Wednesday, July 1, 2015 at 7:30 p.m. – UPBC; note change of date

Upcoming Milestones:

- Complete pool decks and bath house finishes; site grading; installation of Concord Avenue trees; painting of buildings and pool

Attachments:

- PCI: 6/18/15 UPBC Meeting Discussion Points
- PCI: 6/18/15 Updated FF&E
- BH+A: Bath House and Site Improvement Furniture and Accessories Memo Rev 6/9/15

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