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BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

October 15, 2015

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

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

Also in attendance: Gerald Boyle, Town of Belmont Director of Facilities; Deborah Marai Pinck & Co., Inc. (PCI); press

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:30 p.m.

2. **Minutes of previous meetings**

- Secretary Ellen Schreiber recommended the minutes from the 9/10/15 UPBC meeting be approved with minor typos amended from the draft version sent out previously.
- Adam Dash made a motion to approve the minutes from the 9/10/15 UPBC meetings as amended. David Kane seconded the motion, and the motion carried unanimously.

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

- September 2015 Invoice Package: Treasurer Stephen Sala has reviewed the September 2015 invoice package and recommended approval of the following invoices:
 - NEB Application for Payment No. 010 for the period ending 10/1/15 - \$214,886.45. Through Application for Payment No. 010, all of the construction contract value has been requisitioned with the exception of \$57,000 in retainage.
 - ❖ Adam Dash made a motion to approve NEB Application for Payment No. 010 for \$214,886.45; Bob Phillips seconded the motion, and the motion carried unanimously.
 - Briggs Engineering & Testing 8/15/15 invoice #78883 - \$80.00.
 - ❖ Adam Dash made a motion to approve Briggs Engineering & Testing 8/15/15 invoice #78883 - \$80.00. Joel Mooney seconded the motion, and the motion carried unanimously.
 - PCI 8/31/2015 invoice #205765 for the month of August 2015 - \$4,897.50.
 - ❖ No Clerk services; total to date \$59,040.00 (\$21,360.00 remaining in contract)
 - ❖ \$4,897.50 for Project Management services; total to date \$171,025.00 (\$13,127.50 remaining in contract)
 - ❖ No reimbursable expenses
 - ❖ Adam Dash made a motion to approve PCI invoice #205765 for the month of August 2015 for \$4,897.50; David Kane seconded the motion, and the motion carried unanimously.

4. **Furniture Fixtures & Equipment (FF&E)**

- Gerry Boyle presented purchase orders and invoices to be voted on
 - Adam Dash made a motion to approve a purchase order for Rec Supply for large shade structures for \$17,585; Joel Mooney seconded the motion and the motion carried unanimously.



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- Adam Dash made a motion to approve a purchase order and invoice for Recycle Away for additional trash/recycling for \$2,311.00; Joel Mooney seconded the motion and the motion carried unanimously.
- Adam Dash made a motion to approve a purchase order and invoice for Home Depot for mats and stools for \$1,211.27; Joel Mooney seconded the motion and the motion carried unanimously.
- David Kane made a motion to approve an invoice for the Living Quarters for additional umbrella bases for the eating area for \$1,285.20; Joel Mooney seconded the motion and the motion carried unanimously.
- Gerry Boyle and PCI to reconcile FF&E budget tracking
- Additional FF&E Needs
 - Consider 8 additional chairs for eating area; Gerry Boyle to price
 - Security: UPBC directed Gerry Boyle to discuss security options with the appropriate Town entities and send information to the UPBC before next meeting (holding \$20K).

5. Construction Update

- Substantial completion was reached on schedule 8/7/15. BH+A issued Certificate of Substantial Completion for 8/7/15 with punch list attached.
- Punch lists
 - BH+A issued their punch list; NEB working on, BHA to follow up
 - ❖ Grit paint has been installed to 24" deep on the floor of the family pool and at the full length of both ramps.
 - Gerry Boyle distributed the Town's punch list/additional scope requests.
 - ❖ UPBC reviewed list and BH+A comments added.
 - ❖ Gerry Boyle to break out punch list vs. additional scope items.
- Closing of the Pool
 - Pool closed for the season on 9/11/15
- DCAMM Evaluations
 - The project is required to submit DCAMM evaluations for NEB and publically bid trades; PCI and Anne Paulsen met before UPBC meeting and reviewed the evaluations. PCI to finalize, PCI and Anne Paulsen to sign, and PCI to send to subcontractors and DCAMM
 - The project is required to submit DCAMM evaluation for BH+A. Anne Paulsen is preparing BH+A evaluation.

6. Potential Change Orders and Change Orders / Master "Sources/Uses" Lists

- Change Orders: No new Change Orders.
- Potential Change Orders are being tracked on Contingency tracking log. See votes for PCOs below under Sources and Uses Tracking.

7. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 96% of project budget has been encumbered; \$224,583 unencumbered
 - 93% of project budget has been invoiced; \$378,493 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 46% encumbered for approved Change Orders (COs) 1, 2, 3, 4 and 5
 - ❖ Construction contingency balance after approved COs = \$135,852
 - 2 approved Potential Change Order (PCOs) not yet incorporated in to CO:
 - ❖ PCO #28 \$0 for Additional Gate and Donor Sign, Deletion of Benches
 - ❖ PCO #29 \$4,281 for Sealing Bathroom Floors per Plumbing Inspector

- Tracking PCOs for items indicated below in Potential Uses
- Owner's Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$67,109
- Furniture Fixtures & Equipment (FF&E) Contingency Tracking
 - Original value of FF&E Contingency = \$6,200
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$0
 - ❖ There are unencumbered funds remaining in FF&E budget line items.
- Sources and Uses Tracking: to assist UPBC make decisions about additional scope
 - PCI created Sources report to track unencumbered project fund
 - ❖ Just over \$220K unencumbered before approval of potential "Uses" items below.
 - PCI created Uses report to track potential additional soft cost, FF&E and COR expenditures:
 - ❖ PCO #27 for Bulletin #19 – Additional Cottage Street Clean-up and Fencing: Michael Smith made a motion to approve a not-to-exceed amount of \$15,800 for PCO #27; Joel Mooney seconded the motion and the motion carried unanimously.
 - ❖ PCO #35 for Bulletin #20 – Additional Sidewalk on Cottage Street: NEB issued budget number of \$34,500 but back-up is needed; this PCO is tabled until have firm figure, it is anticipated that if this work is done it will not be until the springtime.
 - ❖ Irrigation for Underwood Pool Lawns and Gardens: Adam Dash will follow up with David Kale to verify the Town wants to take on the cost of maintenance of an irrigation system; PCI to set up and conference call with BH+A, Gerry Boyle, Joel Mooney and Anne Paulsen to discuss the option of installing a well and how best to move forward.
 - ❖ PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps: The number submitted by NEB seems high; BH+A to review to confirm correct scope.
 - ❖ Additional Stools for Showers: Gerry Boyle to review procurement as FF&E.
 - ❖ Security: Gerry Boyle is reviewing with appropriate Town entities; UPBC has tentatively held \$20K for this.
 - ❖ PCO #30 for Bulletin #23 – Epoxy Paint at Family Bathroom Floors: David Kane made a motion to approve a not-to-exceed amount of \$5,350 for PCO #30; Bob Phillips seconded the motion and the motion carried unanimously.
 - ❖ PCO #31 for Bulletin #22 – Ceiling Fans at Entrance Area and Lifeguard Room: Joel Mooney made a motion to approve a not-to-exceed amount of \$4,613 for PCO #30; David Kane seconded the motion and the motion carried unanimously.
 - ❖ PCO #33 - Pool Covers: NEB issued budget number of \$53,551; need firm number from NEB; PCI to ask NEB to provide separate number for each pool because may only end up doing one pool.
 - ❖ PCO #32 for Bulletin #10R – Cups and Stanchions for Volleyball: UPBC has decided to hold on making this decision.
 - ❖ Hand Dryers in Bathrooms: BH+A to provide input on optimal locations and sufficient information to NEB to get formal PCO; holding \$10,000.
 - ❖ Additional Trash/Recycling Combinations: See FF&E above
 - ❖ Stabilizing Pine Trees: Adam Dash made a motion to approve \$3,200 Purchase Order for pine tree stabilization work; Kristi Armstrong seconded the motion, and the motion carried unanimously.
 - ❖ Alarm for Emergency Exit Gate: Gerry Boyle to review procurement of battery-powered exit alarm as FF&E.
 - ❖ Slippery Wall Surface at Lap Turn Areas: BH+A to determine if there is an issue
 - ❖ Additional Hooks for Changing Areas: Gerry Boyle to review procurement as FF&E.

- ❖ Pool Cover for Slide: BH+A to weigh in on whether or not this is worth pursuing.
- ❖ Additional Chairs for Food Area: Gerry Boyle to review procurement as FF&E.
- ❖ Move Granite Blocks to Area by Slide to Address Drainage Issue: UPBC is not convinced the drainage issue will be resolved once turf is established. BH+A to address if moving granite blocks to this area is necessary or a good idea.

8. Permitting and Approvals

- Certificate of Occupancy
 - Building Department has issued a Temporary Certificate of Occupancy pending close out of health and planning board items (memo from Glen Clancy).
 - Board of Health requirements should be fulfilled now that pool is drained and additional targeted areas receive grit paint.
 - All requirements are either completed or being worked on. No issues foreseen.
- Planning Board
 - Anne Paulsen and Gerry Boyle attended a Planning Board meeting.
 - The revised option for a potential Cottage Street sidewalk addition as allowed by MAAB was discussed at the Planning Board meeting; this additional work is being priced and not yet approved.
 - Karl Haglund is to review final landscaping; no work if this is approved.
 - Planning Board has accepted the noise study.
 - Regarding the 3 white pines, Anne Paulsen gave the Planning Board the information on pricing and reported that the arborist had picked out a potential location for the trees; no information has been received back from the Planning Board.
- Conservation Commission
 - BH+A will follow up with Conservation Commission regarding requirements; protection wattles will only be removed once grass is established.

9. Community Relations

- It is anticipated that the UPBC will be together at least until spring to see through punch list work and completion of additional scope.

10. Pool Operations

- Water usage:
 - Gerry Boyle sent final data out
 - Winterization postponed because issue with water main on Cottage Street which needed to be resolved; will be done this week.
 - Transition in responsibility to DPW is ongoing.

11. Adjourn

- Ellen Schreiber made a motion to adjourn the UPBC meeting. Adam Dash seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:48 p.m.

Next UPBC Meeting Dates:

- Thursday, December 3, 2015 at 7:30 p.m.

Upcoming Milestones: Close-out documents; Punch list completion

Attachments:

- PCI: 10/15/15 UPBC Meeting Discussion Points
- PCI: September 2015 Monthly Report

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