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BELMONT UNDERWOOD POOL PROJECT  
Belmont, Massachusetts

2016 MAY 18 PH 2: 34

BELMONT UNDERWOOD POOL BUILDING COMMITTEE  
MINUTES OF MEETING

March 24, 2016

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

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

**Also in attendance:** Gerald Boyle, Town of Belmont Director of Facilities; Mike Santoro, DPW; Tom Scarlata, BH+A; Deborah Marai, Pinck & Co., Inc. (PCI)

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:33 p.m.
2. **Minutes of previous meetings**
  - 12/3/15 UPBC meeting minutes
    - 4 minor typographical errors on the minutes were identified.
    - Bob Phillips made a motion to approve the minutes from the 12/3/15 UPBC meetings as amended. David Kane seconded the motion, and the motion carried unanimously; Adam Dash and Ellen Schreiber abstained.
    - PCI will make edits identified and forward final minutes for posting.
3. **Invoices and Contractor's Application for Payment**
  - November 2015 through February 2016 Invoice Package:
    - Treasurer Stephen Sala reviewed the November 2015 through February 2016 invoice package and recommended approval of the following invoices:
      - ❖ PCI 11/30/2015 invoice #171 for the month of November 2015 - \$2,537.55
        - \$2,520.00 for Project Management services
        - \$17.55 reimbursable expenses
      - ❖ PCI 12/31/2015 invoice #238 for the month of December 2015 - \$3,215.00
        - \$3,215.00 for Project Management services
        - No reimbursable expenses
      - ❖ PCI 1/31/2016 invoice #321 for the month of January 2016 - \$330.00
        - \$330.00 for Project Management services
        - No reimbursable expenses
      - ❖ PCI 2/29/2016 invoice #392 for the month of February 2016 - \$345.00
        - \$345.00 for Project Management services
        - No reimbursable expenses
    - Michael Smith made a motion to approve all invoices included in the November 2015 through February 2016 invoice package; Bob Phillips seconded the motion, and the motion carried unanimously.
  - There is just under \$18K remaining in PCI's fee.
  - New England Builders has not submitted a new Application for Payment.
4. **Furniture Fixtures & Equipment (FF&E)**
  - Gerry Boyle reported there were no new FF&E purchase orders or invoices for approval.
  - PCI reconciled FF&E encumbrances and invoicing with the Town's numbers.
  - The following was discussed:



98 Magazine Street  
Boston MA 02119  
T 617.445.3555  
F 617.445.3511  
pinck-co.com

- Gerry Boyle confirmed LCN was paid \$17,970
- Gerry Boyle will confirm if Comcast has completed their work and will track down invoice from Comcast for \$1,733.49 purchase order.
- Additional FF&E Needs
  - Additional Hooks for Changing Areas: Gerry Boyle is following up.
  - Alarm for Egress Gate: Gerry Boyle is following up.
  - Additional Stools for Shower Areas: Gerry Boyle is following up.
  - Irrigation for pool lawn: BH+A to issue performance specification for pricing.
  - Move Granite Blocks to Area by Slide: Gerry Boyle is coordinating placement of granite blocks to keep children off of the grass when they line up for the slide. BH+A has been assisting with sketches for number and placement of granite blocks. Ellen Schreiber made a motion to approve the \$4,500 purchase order for placement of granite blocks; Bob Phillips seconded the motion and the motion carried unanimously.
  - Town Network Connectivity:
    - ❖ Gerry Boyle reported that in lieu of Comcast or Verizon, the Town now wants the Underwood Pool complex's IT platform to be integrated into the Town network connectivity and wireless; this is different than the direction given previously, and Town fiber will now need to be brought into the site.
    - ❖ Gerry provided a proposal from LCN for this work - \$14,329.27
    - ❖ In addition to being used for general connectivity, the network will be used for VOIP and is needed for integration of proposed security measures (camera, card readers) and credit cards (Recreation Department will purchase credit card readers)
    - ❖ Adam Dash made a motion to approve the LCN proposal for \$14,329.27; Ellen Schreiber seconded the motion, and the motion carried unanimously.
  - Phones:
    - ❖ Given the IT platform described above, VOIP will be over the Town network
    - ❖ Gerry Boyle is researching phones/headsets
  - Security:
    - ❖ Gerry Boyle reported that the security controls and equipment scope included in the previously prepared security report was estimated at \$35K. Gerry is reviewing this scope for applicability; he will firm up scope and get revised pricing.
    - ❖ Mike Santoro indicated the approach to security at the Underwood Pool should be about protecting the asset.
    - ❖ David Kane indicated that the Recreation Department is interested in have camera coverage on the front desk, the filter room and the back room (where equipment and money are).
    - ❖ Gerry Boyle indicated cameras would record forensic purposes, no live feed
    - ❖ A general discussion followed. UPBC members generally agree that security measures should prevent theft and vandalism; deterring "fence hoppers" at non-operation hours is also a benefit. Many members expressed similar concerns as in previous meeting - security cameras on the public during hours of pool operation.

## 5. Construction Update

- Remaining punch list and change order work
  - BH+A will review outstanding punch list item and perform site visit to close out punch list once reported complete by NEB.
  - Gerry Boyle reviewed DPW's combination punch list/wish list for closed and open items.
  - PCI to request schedule for completion of punch list and change order work from NEB.
- O&M Manuals:
  - Tom Scarlata reported that O&M manuals have been submitted for the pool, HVAC, electrical and plumbing; Still to be provided for NEB/general.

- One copy should be kept on site, one with DPW and one with Facilities.
- PDFs of O&Ms still to be provided.
- PCO #27 Cottage Street Clean Up: Fencing has been installed and trees cut down. NEB to report on status of remaining work in this PCI, and to verify stumps will be cleaned up.

## 6. Potential Change Orders and Change Orders

- Change Orders:
  - Change Order (CO) No. 6: BH+A prepared CO No. 3 for UPBC review and vote; all PCI included in CO No. 6 have been previously approved,
    - ❖ PCO #027 Cottage Street Clean Up - \$15,800.00
    - ❖ PCO #028 Contract Changes: add fence, add donor sign, delete benches - \$0
    - ❖ PCO #029 Seal Concrete Floor - \$4,281.00
    - ❖ PCO #030 Shower Threshold and Floor Paint in East Bathhouse - \$5,350.00
    - ❖ PCO #031 Add Ceiling Fans - \$4,613.00
    - ❖ PCO #037 West Bathhouse Rear Light Fixtures - \$673
    - ❖ PCO #038 Measure for Pool Covers - \$1,200.00
  - Kristi Armstrong made a motion to approve Change Order No. 6 in the amount of \$31,917.00. David Kane seconded the motion and the motion carried unanimously.
- Potential COs:
  - No new PCOs for UPBC vote.
  - PCOs under discussion:
    - ❖ PCO #33 - Pool Covers: NEB issued budget number of \$53,551 – approximately \$32,131 for Lap Pool and \$21,420 for Family Pool. With pool measurement work complete, NEB to submit firm proposal for each pool cover. BH+A recommends that the lap pool cover be purchased. The family pool is out of the ground water and drains properly when empty, the cover is not needed for safety. Since it is a painted pool, the cover is needed to protect a plaster finish.
    - ❖ PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps: BH+A to revise Bulletin #21 and submit to NEB for re-pricing.
    - ❖ PCO #35 for Bulletin #20 – Additional Sidewalk on Cottage Street: NEB issued budget number of \$34,500 but back-up is needed; PCI to request NEB look at Bulletin #20 again and resubmit PCO #35 with back up.
    - ❖ PCO #36 for Hand Dryers in Bathrooms: NEB provided cost of \$1,686 per location for specified recessed Xlerator unit. BH+A recommends 4 units be installed, 2 at each of the large bathrooms. Per UPBC request, BH+A provided NEB with option for Bobrick unit not required to be recessed. NEB to provide pricing for both options.

## 7. Budget & Master Sources/Uses Lists

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 96% of project budget has been encumbered; \$209,452 unencumbered
  - 94% of project budget has been invoiced; \$329,252 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
    - ❖ Construction contingency balance after just approved CO #6 = \$103,935
  - Tracking PCOs for items indicated below in "Uses" tracking
- Owner's Soft Cost Contingency Tracking
  - Original value of Owner's Soft Cost Contingency = \$65,466
    - ❖ Soft cost contingency was moved to cover FF&E expenditure line items

- ❖ Amount remaining in Owner's Soft Cost Contingency = \$55,909
- Furniture Fixtures & Equipment (FF&E) Contingency Tracking
  - Original value of FF&E Contingency = \$6,200
    - ❖ \$6,200 of FF&E Contingency was reallocated to cover approved FF&E items
    - ❖ 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 funds, see handout.
  - PCI created Uses report to track potential additional soft cost, FF&E and COR expenditures, see handout.

## 8. Permitting and Approvals

- Certificate of Occupancy
  - Do not have permanent Certificate of Occupancy
  - Planning Board has not signed off on BUP project, Anne Paulsen to follow up
- Conservation Commission
  - BH+A to file final notification for Conservation Commission approval; protection wattles will only be addressed once grass is established.

## 9. Community Relations: No report

## 10. Pool Operations

- David Kane reported on plans for the 2016 season
  - Pool will be open to the public on 6/18/16
  - There will be no summer "blast off" event; may do member events during the season
  - There will be 3 dedicated activity staff (for programs) during the week
  - Swim lessons will be the same
  - Master swim will take place between 7-8 a.m.
  - There will be a swim team, water Zumba and scuba lessons this year (David Kane to verify if all will take place in the Underwood Pool)
- Training
  - NEB will submit video of pool training
  - Pool opening to be coordinated with NEB/SSG and the Town

## 11. Adjourn

- Adam Dash made a motion to adjourn the UPBC meeting. Michael Smith seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:32 p.m.

### Next UPBC Meeting Dates:

- Tuesday, April 19, 2016 at 7:30 p.m.

**Upcoming Milestones:** Completion of close-out documents, remaining punch list and remaining change order work; opening of pool for summer 2016 season

### Attachments:

- PCI: 3/24/16 UPBC Meeting Discussion Points
- PCI: Budget Tracking through 3/24/16 (Summary, Budget, Encumbrances, Invoicing)
- PCI: Change Order, Hard Cost Contingency and Soft Cost Contingency Tracking
- PCI: Sources and Uses
- PCI: Close out schedule

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