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BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
May 19, 2016

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Ellen Schreiber (Secretary and Warrant Committee), Michael Smith (Historic District Commission), Stephen Sala (Treasurer and Permanent Building Committee); Kristi Armstrong

Also in attendance: Cindy Papa, Town of Belmont 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 8:00 p.m.

2. Minutes of previous meetings

- 4/19/16 UPBC meeting minutes
 - Michael Smith made a motion to approve the minutes from the 4/19/16 UPBC meetings. Stephen Sala seconded the motion, and the motion carried unanimously.
 - PCI will make edits identified and forward final minutes for posting.

3. Invoices and Contractor's Application for Payment

- April 2016 Invoice Package:
 - Treasurer Stephen Sala reviewed the April 2016 invoice package and recommended approval of the following invoices:
 - ❖ BH+A invoice #2124 - \$2,960.00 for A/E Construction Contract Admin. Services
 - \$20 remaining in BH+A base contract.
 - ❖ PCI 3/31/2016 invoice #530 for the month of April 2016 - \$2,035.00
 - \$2,035.00 for Project Management services; no reimbursable expenses
 - There is just over \$14K remaining in PCI's fee
 - Michael Smith made a motion to approve BH+A invoice #2124 for \$2,960; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - Michael Smith made a motion to approve PCI invoice #530 for \$2,035.00; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Amendments
 - BH+A to submit a contract amendment proposal for additional services performed by the Landscape Architect for additional plantings, estimated to be around \$700.
 - PCI to submit a contract amendment proposal for additional services by the independent cost estimator overage during the Schematic Design phase.

4. Furniture Fixtures & Equipment (FF&E)

- Cindy Papa presented updates of FF&E.
- PO/invoicing follow up
 - Gerry Boyle to confirm if Comcast has completed their work and will track down invoice from Comcast for purchase order.
 - PCI to ask Gerry Boyle if LCN \$22,007 utility back charge has been paid
- Additional FF&E Needs
 - Additional Hooks for Changing Areas: Michael Smith made a motion to approve the \$168.00 invoice for 8 additional hooks for changing areas. Ellen Schreiber seconded the motion, and the motion carried unanimously.



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- Additional Stools for Shower Areas: Michael Smith made a motion to approve the \$211.12 invoice for additional stools for shower area Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Irrigation for pool lawn: Mike Santoro got pricing for north side of pools and gardens outside east bath house - \$4,380.00, but will be more to add water connection; work to be done in the fall. Ellen Schreiber made a motion to approve up to \$6,000.00 for irrigation Michael Smith seconded the motion, and the motion carried unanimously.
- Move Granite Blocks to Area by Slide: Michael Smith made a motion to approve FE French Construction's \$4,500.00 invoice for additional granite blocks to the area by the slide; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Sidewalk cottage street - Mike Santoro coordinated work completed done by Town vendor. Michael Smith made a motion to approve N Sacca's \$6,237.00 invoice for additional granite blocks to the area by the slide; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Landscaper clean up – UPBC and DPW want to do a landscape clean up before season starts. Michael Smith made a motion to approve up to \$5,000.00 for landscape clean up; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Additional mulch – Additional mulch is required prior to the start of the pool season. Ellen Schreiber made a motion to approve up to \$200.00 for additional mulch; Michael Smith seconded the motion, and the motion carried unanimously.
- Tree bags - Michael Smith made a motion to approve SiteOne Landscape Supply's \$281.13 invoice for tree watering bags at the new trees; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Additional hand dryers – Mike Santoro reported that DPW wants hand dryers in every bathroom, including the individual bathrooms at the East Bath House and Filter Building, and no paper towels. They requested funding to procure and install these hand dryers. For now, paper towel dispensers will remain installed. Ellen Schreiber motioned to approve up to \$10,000 for 6 additional hand dryers; Michael Smith seconded the motion, and the motion carried unanimously.
- Starting blocks – Ellen Schreiber recommended that the UPBC consider purchasing starting blocks if there are remaining funds as there is a swim team this year. Anne Paulsen suggested that the Recreation Department take the lead on specifying and procurement, and make a recommendation to UPBC to fund. Ellen Schreiber will coordinate with the Recreation Department.
- Post meter gate valve – DPW water division requests an isolation valve before the meter. DPW to coordinate with BH+A to determine if this can be done.
- Fence/gate at Spinney Terrace – A recommendation has been made to install a gate at the gap from the new fence to the sidewalk; this would make the area look more complete but a gate would still allow access. UPBC discussed and the decision was made to wait and see how things go this season and then revisit this matter.
- Signage – Mike Santoro is looking into additional signage needs at the and pool area.
- Alarm for Egress Gate: Gerry Boyle is following up.
- Town Network Connectivity: Gerry Boyle coordinating.
- Phones: VOIP over the Town network. Gerry Boyle is researching phones/headsets.
- Town Network: Gerry Boyle coordinating network
- Security: Gerry Boyle coordinating security

5. Construction Update

- Remaining punch list and change order work
 - BH+A issued updated punch list after last site visit 3/14/16
 - BH+A performed site visit today; work under way:

- ❖ Umbrella plates have been installed in the lawn area
- ❖ Interior punch list painting being completed
- ❖ Family pool has been drained, South Shore Gunite is applying epoxy product to surface irregularities; NEB will have Bello come back and paint
- ❖ Bello to paint grit finish at lap pool targets
- ❖ 2 cracked concrete panels to be replaced next week
- Pooling water at family bathrooms
 - ❖ Mike Santoro indicated that despite the new “berms” installed in the family bathrooms, DPW still anticipates issues with water pooling in the center from when people come out of showers. Mike asked if floor drains could be installed.
 - ❖ BH+A noted this would involve a lot of work, including jack hammering the existing slabs.
 - ❖ DPW will try using floor mats this summer.
- Landscaping
 - ❖ Landscape Architect performed a site visit and reviewed the landscape punch list.
 - ❖ A memo was sent out regarding plants that are to be replaced under warranty.
 - ❖ Memo also included information on additional plantings being requested as a change order; additional plantings are being implemented to address the access drive near the Filter Building which DPW has enlarged and paved.
- O&M Manuals:
 - As-builts still need to be submitted by NEB; BH+A to follow up with NEB.
 - PDFs of O&Ms still to be provided; BH+A giving to Town as these come in.

6. Potential Change Orders and Change Orders

- Change Orders: no new Change Orders
- Potential COs:
 - PCO #33 - Pool Covers:
 - ❖ PCO #33a for the Lap Pool Cover was previously approved for \$25,356; UPBC needs to vote for an additional 10% for NEB bond, etc. since this will be procured through NEB. Michael Smith made a motion to approve up to \$2,500 for NEB mark-up on the pool cover change order proposal; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - ❖ Work will be done in the fall
 - ❖ PCO #33b for the Family Pool cover for \$27,919 is on hold.
 - PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps:
 - ❖ BH+A has revised Bulletin #21 and submitted to NEB for re-pricing. This work must be done; BH+A is working with NEB to find the most cost effective solution.
 - ❖ BH+A is proposing fittings using fittings, but it appears South Shore Gunite does not want to install the railings this way; SSG proposed cutting, grinding, and welding, a change order proposal in excess of \$34K.
 - ❖ Tom Scarlata suggested BH+A have a final conversation with South Shore Gunite regarding this, and will authorize work based on the outcome of this discussion.
 - ❖ Michael Smith made a motion to approve up to \$34,238.00 for additional granite blocks to the area by the slide; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - PCO #35 for Bulletin #20 – Additional Sidewalk on Cottage Street:
 - ❖ This PCO is rejected as the work was procured directly by the Town.
 - PCO #36 for Hand Dryers in Bathrooms:
 - ❖ NEB submitted Bobrick (metallic not white) hand dryers for BH+A review; hand dryers have been ordered and are 2 weeks out – 2 each in the men’s and women’s bathrooms at the West Bath House.

- ❖ DPW wants additional hand dryers in individual bathrooms, see 4. FF&E.
- Additional landscaping – Additional landscaping coordinated by the Landscape Architect was priced by at \$4,875.00. Michael Smith made a motion to approve up to \$4,875.00 for additional landscaping; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Signage:
 - ❖ Donor Sign
 - Ellen to review and respond to BH+A a.s.a.p.; NEB to put up
 - ❖ Historic Sign
 - Sign already went into production with the text provided to BH+A; NEB to put up

7. Budget & Master Sources/Uses Lists

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 98% of project budget has been encumbered; \$111,731 unencumbered
 - 96% of project budget has been invoiced; \$251,278 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 68% encumbered for approved Change Orders (COs) 1 through 6 and funds transferred to FF&E
 - ❖ Construction contingency balance after approved Cos and funds moved for additional Soft Cost needs = \$81,960
 - Tracking PCOs for items indicated in attached "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 = \$10,309
 - Tracking for additional Soft Cost items indicated in attached "Uses" tracking
- 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 FF&E Contingency = \$0
 - ❖ There are unencumbered funds remaining in FF&E budget line items.
 - Tracking for additional FF&E items indicated in attached "Uses" tracking
- 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
 - Anne Paulsen to coordinate with Glenn Clancy to see if the BUP can get permanent Certificate of Occupancy now that sidewalk work is complete
- 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:

- Town Meeting
 - Anne Paulsen will be presenting on the pool for 3 minutes at the April Town Meeting
 - Anne will report that the UPBC will close out in fall after pool season

- To be determined what to do with any extra funding (from donations), potentially a fund could be set up for capital expenses

10. Pool Operations

- Pool will open on 6/18/16
- DPW is working with South Shore Gunite to prepare for pool opening
- Training
 - NEB will submit video of pool training; BH+A to follow up

11. Adjourn

- MS made a motion to adjourn the UPBC meeting. ES seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:28 p.m.

Next UPBC Meeting Dates:

- Thursday, June 23, 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: 5/19/16 UPBC Meeting Discussion Points
- PCI: Budget Tracking through 5/19/16 (Summary, Budget, Encumbrances, Invoicing)
- PCI: 5/19/16 Hard Cost Contingency and Soft Cost Contingency Tracking
- PCI: 5/19/16 Sources and Uses

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