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**UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
May 8, 2014**

Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) – Anne Paulsen (Chair), Mike Smith (Historic District Commission Co-Chair), Joel Mooney (Permanent Building Committee member), David Kane (Recreation Commission Vice-Chair), Stephen Sala (Treasurer & Permanent Building Committee member), Kristine Armstrong

Also in attendance – Peter Castanino (Director DPW and UPBC liaison), Gerald Boyle (Director of Facilities), Tom Scarlata (BH+A), Deborah Marai (PCI), members of the public

Call to Order: Anne Paulsen called the meeting to order at 7:38 p.m.

1. Approve Minutes of Previous UPBC Meeting

- Joel Mooney moved to approve the minutes of 4/10/14 and 4/24/14 UPBC meetings; Mike Smith seconded the motion and the motion carried unanimously.

2. Contract Amendments for BH+A and Pinck & Co.

- Anne Paulsen stated that the project now has appropriation from Town Meeting to continue with the project. The UPBC needs to consider and vote on contract extensions for both BH+A and PCI from Design Development through Construction.
- Joel Mooney review the contracts.
 - For PCI
 - For BH+A
- PCI vote: JM moved, David Kane, approved; JM said vote and recording in project minutes adequate
- BH+A vote: M moved, David Kane, approved; AP signed memo, originals distributed, PC copy and one to deliver to Town treasurer

3. Town Meeting Follow Up

- Anne Paulsen thanked everyone involved for their efforts leading up to a successful Town Meeting vote on the appropriation of funding for the BUP project. [In an email sent earlier that day, Anne had noted that “the nearly unanimous vote last night at the Town Meeting was a great tribute to the effort each of you has made to get the project to this point.”]
- Gerry Boyle thanked Anne Paulsen for her leadership and efforts on the project.

4. Community Outreach

- Conservation Commission has rescheduled the informal meeting with the Underwood Pool project for Tuesday 5/13/14 at Town Hall 7:15 p.m.; Joel Mooney will attend. Joel will inquire about the timing and process of getting on Conservation Commission's agenda – site visit, NOI, public hearing.
- Anne Paulsen has been in contact with the Shade tree committee; they will let her know once they determine when they will meet next. Tom Scarlata wants to insure this can be coordinated with the Landscape Architect.
- Planning Board: Steve Sala and Adam Dash are coordinating with Planning Board to determine process and setting up site plan review.

- Peter Castanino recommends the touching base with Community Development and Board of Health Director to keep them in the loop. Peter will coordinate who they want to meet with and when; Tom Scarlata said this can be done at any time.
- Anne Paulsen reported that the Accessibility Commission has not met for 2 years, but recently has had sufficient members appointed to it so they can meet. Anne will coordinate a meeting through David Kale.
- Gerry Boyle asked who the Town's ADA coordinator is; Peter Castanino will find out.
- UPBC agrees that there should be a plaque installed in the new building referencing the original historic pool and site. This will be an FF&E item, but BH+A needs to plan for this in the documents, so general size and location need to be determined.
- PCI will coordinate a permitting matrix with milestone schedule.

5. Project Schedule & Milestone Schedule

- Anne Paulsen met with Tom Scarlata, Chris Rotti and Deborah Marai at BH+A this week to understand how to move forward with decision making, estimates and documentation in order to keep on schedule to go to bid in July.
- Some adjustments were made to the schedule to reflect where we are at; Tom Scarlata feels BH+A can make up that time.
 - Documents were originally scheduled to go out to bid before July 4th holiday; makes sense to put off to the following week. Will go out on a Wednesday to align with when advertisements are published in the Central Register.
 - General Contractor bids due back 8/7/14. Need to determine that anyone who needs to sign the contract on the Town's side is available.
 - Notice of Award on 8/14/14.
 - Mobilize after Labor Day, 9/3/14. Gerry Boyle suggested thinking about an appropriate date for a ground breaking.
 - General Contractor will determine how work proceeds within the schedule; Tom Scarlata expects the pool tank, slabs and building frames in before winter. General Contractor will decide whether to work through the winter.
 - Gerry Boyle said Notice to Proceed date is important because linked to Substantial Completion. Tom Scarlata recommends using calendar days as opposed to hard date. Tom said that Substantial Completion will be well defined in the bid documents.
 - Regarding Liquidated Damages, again Tom Scarlata recommends setting up by calendar days to avoid claims. Liquidated damages have to be reasonable.
 - Deborah Marai indicated that construction documentation and bidding are taking place in a tight time frame; would prefer to build in time in the schedule in the event of potential bid protests.
- Construction Document Estimate
 - Deborah Marai explained the scheduled is tight, there is only time for one estimate; will be done at 75% Construction Documents 5/30/14.
 - PCI and BH+A estimators are lined up for the end of the month.
 - Tom Scarlata said there is a lot of communication between all parties during estimate; changes that happen while the estimate is being prepared will be discussed and attempts made to be incorporated; the team worked well together for Schematic Design estimate.
 - This estimate will be even more detailed.
 - Gerry Boyle suggested there is value in strategizing value engineering ahead of time so UPBC not surprised.
 - ❖ Anne Paulsen expressed her opinion that changes should not be made to the pool; good materials need to go into pool.

- Alternates need to be determined. Tom Scarlata said Alternates must be taken in order. Deborah Marai stressed keeping Alternates simple.
- BH+A will come up with a list of decisions that need to be made by the UPBC, and PCI will incorporate these into a milestone schedule tied to UPBC meetings.
 - Tom Scarlata said decisions include materials and fixtures. Som items BH+A will coordinate with Peter Castanino ahead of time because DPW will be maintaining these buildings (example: plumbing fixtures).
 - Tom reminded the UPBC that on public projects, cannot specify a proprietary item or only one option; Example: cannot specify HardiePlank only; bidders have option of which equal cementitious siding product to provide.

6. Bid Documents & Bidding

- Town Counsel involved in development of construction contract. Town Counsel involved in development of construction contract.
 - Joel Mooney will follow up with Town Counsel for Agreement and Conditions of the Contract, both General and Supplementary.
 - Deborah Marai suggested using a recent Town project as a starting point for the Supplementary Conditions – defines hours construction is allowed, deliveries, no idling trucks, etc. Tom Scarlata said these must be specific; BH+A and PCI will coordinate.
 - The contract will have been worked through with the Town's Counsel and published with the bid documents. Once successful bidder is determined, will just need to sign;
- Peter Castanino with verify with David Kale who should be managing distribution of the bid documents. BH+A will provide all documents electronically (on compact disc); only provide hard copies to those who specifically ask.
- BH+A and PCI indicated that Town's Counsel is not required at the bid opening.

7. Planning for Construction

- Clerk of Works
 - Steve Sala said could be provided by the Town or PCI.
 - Deborah Marai reminded the UPBC that the budget currently includes fee for a half-time Clerk. Tom Scarlata said this is not an issue for a project of this scale.
 - Deborah indicated the UPBC can make this decision at any point now. Deborah will send information on PCI proposed Clerk to Anne Paulsen, Peter Castanino and Gerry Boyle.
- There will be regular job meetings; typically held weekly, during the day.
 - Job meetings will be attended by the General Contractor, BH+A and PCI.
 - UPBC and Town need to determine who will attend these meetings. Tom Scarlata suggested finding a nearby space to meet so that the General Contractor will not need to have a large trailer on site; save space and money. Steve Sala suggested a meeting room in the Library.
- UPBC to consider scheduling regular monthly meetings during construction; the first week of month would be good timing in order to sign off on requisitions.
- PCI will assist the UPBC to set up Delegated Authority for the construction period – who has the authority to sign off on change order requests, change orders, etc.
- Anne Paulsen asked who decides the extent of the construction. Tom Scarlata said this will be defined in the bid documents after coordination with the Conservation Commission; construction will be focused to a limited area.
- Joel Mooney said there will also need to be a traffic management plan.

- Tom Scarlata agreed parameters for traffic and deliveries need to be clearly established in bid documents.
- Peter Castanino said Police traffic division will need to approve traffic plan.
- Peter Castanino will inquire if there are other areas nearby that can be used for staging, storage.
- Team to look into parking options for construction crew.

8. Discussion of Bathhouse Design

- Tom Scarlata said there is no further design discussion tonight.
- BH+A will email images from Town Meeting to team members as requested.
- Mike Smith noted that BH+A deserves credit for listening and responding to comments.
- Per request of Mr. McCarthy, Tom Scarlata will email a site plan showing relationship of the proposed buildings to the houses on Cottage Street, including dimensions.
- Mike Smith asked how solar applications might play into the design. Tom Scarlata said cost of solar is not in the project, but the design will plan for future solar – roofs will be structured to carry the weight; this will be a minor increase, because unheated buildings have greater structural requirements for snow loads already.

9. Meeting Adjourned

- David Kane made a motion to adjourn the meeting, Kristine Armstrong seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:29 p.m.

Adjourned: The meeting was adjourned at 9:29 p.m.

Next UPBC Meeting Dates:

- Thursday, May 15, 2014
- Thursday, May 22, 2014
- Thursday, May 29, 2014
- Thursday, June 5, 2014
- Thursday, June 12, 2014
- Thursday, June 19, 2014

Upcoming Milestones:

- Tuesday, May 13, 2014: Informal Meeting with Conservation Commission.
- May 30, 2014: 75% estimate

Attachments:

- PCI: UPBC Meeting Discussion Point
- PCI: Schedule

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