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**UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

BELMONT UNDERWOOD POOL BUILDING COMMITTEE

MINUTES OF MEETING

October 14, 2014

Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) –Anne Paulsen (Chair), Adam Dash (Vice Chair and Warrant Committee member), Ellen Schreiber (Secretary), Stephen Sala (Treasurer and Permanent Building Committee Member), David Kane (Chair Recreation Commission), Bob Phillips, Mike Smith, Kristi Armstrong

Also in attendance – Gerald Boyle (Director Facilities), Tom O'Neil (PCI), Deborah Marai (PCI), Ralph Jones

Call to Order: Adam Dash called the meeting to order at 7:14 p.m.

Action items are highlighted.

1. Review of Minutes from Previous UPBC Meetings

- Approval of the minutes of the 9/11/14 UPBC meeting deferred to next meeting.

2. Review of PCI and BH+A Invoices

- Defer approval of PCI's September invoice and BH+A's August invoice until next meeting.
- General discussion of consultant fees
 - BH+A has invoiced for all phases through Bidding; they have just under \$60K to cover their fee for Construction Contract Administration.
 - There is over 50% of PCI's total fee remaining going into the Construction phase.
 - Stephen Sala feels the architect and OPM fees are where they should be.

3. Result of Fundraising

- Fundraising
 - The UPBC has raised sufficient funds to gift \$411K to the Board of Selectmen at their meeting tonight. There are sufficient funds to award a contract for the Base Bid and Alternate #1 to the low bidder, New England Builders & Contractors.
 - Anne Paulsen noted that Ellen Schreiber was the driving force behind this successful fundraising campaign. Ralph Jones stepped forward to assist with fundraising and provided a significant donation. Bob Mahoney and Belmont Savings Bank stepped forward to insure the success of the fundraising campaign. Ellen Sullivan and Mary Lewis assisted with fundraising and are helping now with the "thank you" process.
 - Ellen Schreiber noted the Belmont Savings Bank Foundation is responsible for the matching grant. There were also approximately 450 individual contributions. Thank you notes are being sent to all, and there will be a plaque hung at the BUP with all contributors' names on it.
- Ellen Schreiber reported that some checks are still coming in.
 - Any additional donations need to be used for the Underwood Pool.
 - UPBC agreed any additional donations will be held as Owner's Construction Contingency. Once construction has proceeded sufficiently to uncover the major unknowns (site work and demolition), some remaining Owner's Contingency could potentially be used for FF&E. Anne Paulsen said it makes sense to hold any

additional money as contingency; having sufficient Owner's Contingency has been a concern raised by some of BOS

4. Preparation for Meeting with Board of Selectmen

- Anne Paulsen will make introductory comments
- Ellen Schreiber will make a brief statement about the fundraising process gifting
- \$411K will be gifted to the Board of Selectmen
- PCI prepared talking points regarding project Contingency funds for the UPBC meeting with the BOS
- The UPBC meeting took a recess for the UPBC to join the Board of Selectmen meeting. When the UPBC meeting resumed, it was reported that the BOS accepted gift and offered congratulations to the UPBC.

5. Construction Contract

- A Notice of Award needs to be sent to New England Builders & Contractors so that the contract amount is known, the bonds can be prepared, the contract can be executed and the contractor can mobilize. The Notice of Award letter was reviewed by the Committee.
- Adam Dash made a motion to send the Notice of Award to New England Builders & Contractors noting the contract amount of \$4,573,000 (base bid of \$4,550,000 and Alternate #1 \$23,000), contingent on the Board of Selectmen accepting and appropriating the \$411K gift from the UPBC. Bob Phillips seconded the motion, and UPBC members voted unanimously in favor of the motion.
- If the Board of Selectmen accept and appropriate the \$411K gift, Anne Paulsen will sign the Notice of Award and it will be sent to New England Builders & Contractors.
- UPBC requested New England Builders & Contractors be at the next UPBC meeting.

6. Schedule

- To be completed for construction to begin
 - Notice of Award sent to New England Builders & Contractors
 - Contractor secures bonds, sends required documents to Town
 - Town to prepare form of contract for signing; terms are not negotiable, just need to fill in specific information from contract documents to the form of contract, have Town Counsel review and then send to Contractor for execution
 - New England Builders and Contractors signs 2 copies of contract and returns to Town; UPBC members go to Peter Castanino's office to sign both copies
 - Anticipated Notice to Proceed approximately November 1, 2014
- Building permits – BH+A reported they already delivered stamped drawings and affidavits to Town; New England Builders & Contractors to submit permit application
- Construction contract stipulates 284 from Notice to Proceed to Substantial Completion; Contractor will contractually have until sometime in August (dependent on date of Notice to Proceed) to reach Substantial Completion, although Henry Sarkis from New England Builders has stated his intention is to try to complete the project as close to the original completion date as possible; the winter weather will be a factor
- The Community is aware that winter weather conditions will affect construction and when the pool will open, but the fact that it will be opening at some point is what's important; will want a firm date by April so decisions can be made about membership, programming, etc. David Kane noted the Recreation Commission has been looking at the Underwood Pool programming.
- Regarding moving the tel/data lines that cross overhead of the pool site, Peter Castanino indicated Verizon, Comcast and Belmont Light are all involved, and he will forward

emails from earlier conversations on the topic. There may be fees from these companies to do their portion of the work.

7. Clerk of Works

- PCI is proposing Chet Osborn to be the Clerk of Work; Chet was part of PCI's original proposal response. Deborah Marai handed out an updated resume for Chet and had previously provided contact information to Anne Paulsen for reference checking.
- Adam Dash asked Chet has experience working on pool project; Deborah Marai said Chet has not worked on a pool project with Pinck, she can check if he had prior to coming to Pinck. Tom O'Neil said the Clerk of Works' site work and concrete experience are the most crucial for this project.
- Deborah reminded the UPBC that the budget carries funds for a half time Clerk. The idea is that the Clerk can be on site as needed – may be a full day if concrete is being poured, and less hours other days when less critical work is taking place. The Clerk works on behalf of the Town; some responsibilities include construction observation, testing agency supervision, attendance at job meetings and production of daily reports.
- If the UPBC decides to bring Chet on as Clerk, PCI's contract will be amended.
- UPBC requested that Chet Osborn attend the next meeting.

8. Condition surveys

- Preconstruction condition survey of abutters
 - PCI solicited proposals for preconstruction exterior only condition surveys of direct abutters to the Underwood Pool - 5 houses on Cottage Street, the Hasse Barn and Belmont Public Library. Three vendors were sent a request for proposal, two responded.
 - The contract is being awarded to Wolsey Associates; Anne Paulsen signed Wolsey's proposal, and PCI sent the Town's standard services contract to Wolsey for execution.
 - Wolsey will perform this work over two days during the last week of the month.
 - Letters will go out to the abutters by both certified mail and regular first class requesting permission for the preconstruction exterior survey. UPBC will do follow up calls for abutters who do not respond.
- PCI verified after the meeting that the specifications call for the General Contractor to inspect the culvert prior to the start of construction.

9. Board of Health

- BH+A responded to 11 comments from Massachusetts Department of Public Health via Belmont Board of Health.
- There are 2 sticking points – the slide and the underwater bench.
 - The letter says that since the State regulations only reference flume slides, the proposed drop slide is not allowed.
 - The letter says there can be no underwater projections.
- BH+A prepared a response:
 - In the absence of State regulations on drop slides, International standards are being followed. There are many drop slides in pools in the Commonwealth.
 - The underwater bench is not a projection, it is carved out of the island. It is safe as designed.
 - BH+A references CMR 435.37 New and Innovative Equipment and Procedures; discusses reasonable safety for new projects
- BH+A to send letter to Belmont Board of Health.

10. Upcoming UPBC Meetings

- UPBC meet in 2 week; meet the contractor and PCI's proposed clerk of works
- UPBC will meet monthly during construction, schedule in order to approve construction applications for payment
- Construction kick off and weekly job meetings to be determined
- UPBC to schedule ceremonial ground breaking with BOS and others for early November

11. Meeting Adjourned

- Adam Dash made a motion to adjourn the meeting, Stephen Sala seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:10 p.m.

Adjourned: The meeting was adjourned at 9:10 p.m.

Next UPBC Meeting Dates:

- Tuesday, October 28, 2014

Upcoming Milestones:

- Start of Construction TBD

Attachments:

- PCI: UPBC Meeting Discussion Point
- PCI: Milestone Schedule

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