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**BELMONT UNDERWOOD POOL PROJECT**  
**Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**

**February 5, 2015**

**Belmont Homer Building - 3<sup>rd</sup> Floor Art Gallery**

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Action items are highlighted.

Attending:

**Underwood Pool Building Committee (UPBC):** Anne Paulsen (Chair), Ellen Schreiber (Secretary and Warrant Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), Bob Phillips, Mike Smith (Historic District Commission), Joel Mooney (Permanent Building Committee)

**Also in attendance:** Ernest Ramey, New England Builders (NEB), Tom Scarlata, Bargmann Hendrie + Archetype (BH+A); Deborah Marai Pinck & Co., Inc. (PCI)

**1. Call to order:** Anne Paulsen called the UPBC meeting at 7:39 p.m.

**2. Minutes of previous meetings**

- Secretary Ellen Schreiber recommended the minutes from the 12/4/14 and 1/8/15 UPBC meetings be approved.
- Mike Smith made a motion to approve the minutes from the 12/4/14 and 1/8/15 UPBC meetings. Bob Phillips seconded the motion, and the motion carried unanimously.

**3. Construction Update**

- Schedule: Project is on schedule; NEB contractual completion date is 8/7/15.
- Ernest Ramey, Site Superintendent for NEB, provided an update on construction progress and schedule.
  - NEB updated construction schedule
    - ❖ NEB's original best-case accelerated construction schedule showed construction completion for pool opening near the start of July 2015. NEB has said from the start that weather factors could affect their accelerated schedule, specifically extended cold temperatures and significant snow; the past few weeks have brought both, and the upcoming weather forecast shows this weather continuing.
    - ❖ Revised NEB schedule shows completion 2 weeks out from last schedule with construction activities into the first week of July
  - Pool
    - ❖ Cannot perform shotcrete efforts when there is significant snow fall and extended cold temperatures
    - ❖ The revised schedule assumes South Shore Gunitite will not show up for the next 2 weeks due to below freezing temperatures and snow
  - Buildings
    - ❖ Need for snow removal might slow progress, but NEW will continue on building framing
    - ❖ Tomorrow NEB will start erecting trusses on the west bath house roof; there will be a crane on site
    - ❖ Next week NEB will start plywood at west bath house; close up building
    - ❖ Move on to framing east bath house and filter



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- Submittals: *BH+A to return all outstanding submittals; NEB waiting on information*
  - Door hardware/keying: *BH+A to report on need to meet with staff to discuss keying*
  - UPBC discussion
    - Revised schedule appear to be pointing to an opening later in July
    - *PCI to identify budget available for potential premium time to make up schedule once weather breaks*
    - *PCI to set up a conference call with Henry Sarkis and Tom Scarlata to identify opportunities for schedule recovery*
- 4. Contract's, Contractor's Application for Payment and Invoices**
- January 2015 Invoice Package: Treasurer Stephen Sala has reviewed the January 2015 invoice package; he recommended approval of the following invoices:
    - NEB Application for Payment No. 003 for the period ending 1/30/15 - \$365,359.55 requested; through Application for Payment #003, 32% of the contract value has been requisitioned.
      - ❖ Joel Mooney made a motion to approve NEB Application for Payment No. 003 for the amount of \$365,359.55; Stephen Sala seconded the motion, and the motion carried unanimously.
    - BH+A 1/30/14 invoice #20539 for construction administration services - \$5,670
      - ❖ Joel Mooney made a motion to approve BH+A invoice #20539 for the amount of \$5,670; Stephen Sala seconded the motion, and the motion carried unanimously.
    - Briggs Engineering and Testing Services: 3 invoices for testing and inspection services
      - ❖ Joel Mooney made a motion to approve the following Briggs Engineering and Testing Services invoices:
        - Briggs Engineering and Testing Services 12/27/14 invoice #75615 for testing and inspection services - \$357
        - Briggs Engineering and Testing Services 1/3/15 invoice #75730 for testing and inspection services - \$78
        - Briggs Engineering and Testing Services 11/10/15 invoice #75817 for testing and inspection services - \$260
      - ❖ Stephen Sala seconded the motion and the motion carried unanimously.
    - PCI 1/3/2015 invoice #205121 for OPM and Clerk services - \$12,615
      - \$7,260 is for Clerk services; total to date is \$19,435.
      - Project management services \$5,355 and \$0 reimbursable expenses
      - ❖ Joel Mooney made a motion to approve PCI invoice #205121 for the amount of \$12,615; Mike Smith seconded the motion, and the motion carried unanimously.
    - UPBC members signed the invoice paperwork.
  - Builder's Risk Insurance
    - There is \$20,000 in the budget for this item. Builder's risk is mainly for severe events beyond the Contractor's liability.
    - Gerry Boyle solicited proposals for Builder's Risk Insurance. Gerry recommended the UPBC consider the proposal from Cabot Risk Strategies LLC for coverage by Hanover insurance Company. Gerry distribute copies of the policy provided by Cabot. The premium is \$5,311 for coverage that carries for the duration of construction and the coverage will start tomorrow.
    - Gerry Boyle responded to questions from the UPBC regarding Builder's Risk Insurance and the proposals he received.
    - Mike Smith moved to approve the Hanover Insurance Company policy for the premium of \$5,311; Bob Phillips seconded and the motion carried unanimously. Anne Paulsen signed documents provided by Gerry Boyle.

## 5. Change Orders

- No new change orders this month

## 6. Budget

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 92% of project budget has been encumbered; \$431,780 as yet encumbered
  - 32% of project budget has been invoiced; \$3,804,178.64 remaining to be invoiced
- Construction Contingency Tracking
  - Original value of Owner's Construction Contingency = \$249,739
    - ❖ 7% encumbered for approved Change Orders 1 and 2
    - ❖ Amount remaining = \$231,531
  - Tracking Potential Change Order for additional unsuitable soils excavated for pool.
- Soft Cost Contingency Tracking
  - Original value of Owner's Soft Cost Contingency = \$65,466
    - ❖ 5% encumbered; no change from last month
    - ❖ Amount remaining = \$61,943
  - *PCI will set up a call with Treasurer Stephen Sala and Chair Anne Paulsen to move unused budget line items to soft cost contingency*
- Furniture Fixtures & Equipment (FF&E)
  - Identifying FF&E needs
    - ❖ UPBC established a working group to review FF&E needs and budget: PCI (OPM), BH+A (Architect), Anne Paulsen (Chair UPBC), Stephen Sala (Treasurer UPBC), Ellen Schreiber (as a member of the Recreation Commission task force), Gerry Boyle (Facilities)
    - ❖ *PCI will forward the following information to the working group*
      - FF&E budget line items based on BH+A identified FF&E needs (specifically related to safety, maintenance issues, pool function)
      - Notes from a meeting with project team members, DPW, Pool Staff and Recreation Division Programs Supervisor June Howell prior to completion of BUP contract documents to review the project, including FF&E needs
      - BH+A memorandums regarding FF&E
    - ❖ *Ellen Schreiber will circulate list of identified needs from Recreation Commission task force*
    - ❖ In addition to the budget line item for FF&E needs, there are unused soft costs/contingency that could be moved to FF&E, and also additional funds from the earlier fundraising efforts
    - ❖ The working group will meet prior to the next UPBC meeting 3/5/15 at 6:30 PM
      - Tom Scarlata indicated no long lead time FF&E items have yet been identified
      - The working group will identify needs, BH+A will prepare specifications and the team will get budget numbers
      - Items procured with public funds must be done so using the proper public procurement policies
      - *Gerry Boyle will research if there are state contract lists for pool and park equipment*
  - Tel/date
    - ❖ Deborah Marai reminded the UPBC that the project only covers providing conduit and back-boxes for tel/data, and there is not a budget line item for this. It was previously discussed that the UPBC would coordinate with the Town IT department to determine the best way to get tel/data service to the pool.

- ❖ *Gerry Boyle will review the option to use Town vendors to provide tel/data.*  
There is still the question of how this gets paid for.
- ❖ Ellen Schreiber reported changes to the pool operation; they plan to now take cash and use computers, which was not the case previously.
- Security
  - ❖ Gerry Boyle is working with a consultant to review security issues Town-wide. The consultant is making recommendations about what sites can use.
    - *Gerry will share with committee recommendations on the BUP site for consideration.*
    - Joel Mooney noted it is good for UPBC to understand what security elements are recommended even if all proposed work is not done with the project; prepping for any required additional underground conduit would be something to incorporate with the project for future needs.
  - ❖ Ellen Schreiber said the Recreation Commission task force has been discussing security procedures now that the Pool will be accepting cash. A safe may be required for any cash left on site overnight.

## 7. Permitting and Approvals

- Proposed Pool Slide
  - Anne Paulsen spoke with Health Department Director Angela Braun about UPBC's desire to go directly to Massachusetts Department of Public Health (DPH). Director Braun suggested that the appropriate process is for UPBC to share and discuss information with the local Board of Health (BoH) ahead of going to DPH
  - BH+A sent drawings and information for redesigned slide option to Director Braun this morning; Director Braun indicated she does not have significant time to review and bring to the BoH for their meeting on 2/11/15
  - BUP is not on the BoH agenda for 2/11/15, however Anne Paulsen and Tom Scarlata will bring up the redesigned slide during the public participation portion of the meeting; no decision will be made
  - BoH Chair Donna David told Anne Paulsen the Town sent a letter to the BoH last year indicating the variance requested to open the BUP for the 2014 summer season would be the last variance requested for the pool. Although the intent of the wording could be presumed to indicate it was the last variance being requested to open the current BUP, this is not the BoH's interpretation.
  - Chair David also indicated she thought a 2 filtration systems are required, one for the slide with 1-hour turn over; Tom Scarlata does not believe the code says this
  - Anne Paulsen will ask State Senator Will Brownsberger's office to set up meeting with DPH; she and Tom Scarlata will attend this meeting.
- Fire Department Chief Pizzi Questions
  - Tom Scarlata has left a voice message with Chief Pizzi in attempt to respond to his questions; *Tom will follow up with Captain Pizzi*
  - Specific to the question about fire protection, Tom noted the following:
    - ❖ The design team did not recommend not installing a fire alarm system. During a meeting on 4/10/14 with members of the project team and Belmont public safety, the type of equipment required for the unheated seasonal structures at BUP was discussed. Chief David Frizzell was going to review the need for the system, taking into account potential off-season problems with the devices.
    - ❖ Tom noted that some fire departments prefer not to have fire alarms in unheated seasonal buildings due to problems with the devices.

- ❖ Tom reported that when completing design, BH+A's electrical engineer spoke with the building department and the fire department, and it was determined that the fire alarm was not needed.
- Plumbing Inspector Questions
  - Plumbing Inspector has questioned the plumbing fixtures; the number of fixtures is sufficient, but that the family changing rooms are not called out Male or Female per Code requirements.
  - Will require a variance to call these Unisex instead of Male and Female (State Plumbing Board). TS will file a variance.

#### **8. Community Relations**

- Project is on schedule but not able to accelerate schedule for earlier opening as previously hoped due to weather.
- As discussed from the start, when the pool will actually be able to open is not known/ dependent on weather conditions.
- Recent weather conditions have been discouraging, if cold and snow continues will impact when the pool is able to open.

#### **9. Pool Operations**

- Ellen reported on the Recreation Commission task force
  - Task force is interested to know when the pool will be able to open. Affects hiring of lifeguards (they need to be hired for full season), memberships, camps, budget.
  - Task forces has made progress on how to operationalize the pool – pool itself, site (where food can be, etc.)
  - It was determined that the fee schedule will stay same as last year; if season is abbreviated, this might change

#### **11. Adjourn**

- Mike Smith made a motion to adjourn the UPBC meeting. Bob Phillips seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:17 p.m.

#### **Next UPBC Meeting Dates:**

- Thursday, March 5, 2015 at 6:30 p.m. – FF&E working group
- Thursday, March 5, 2015 at 7:30 p.m. - UPBC

#### **Upcoming Milestones:**

- Completion of shotcrete at west side pool

#### **Attachments:**

- PCI: UPBC Meeting Discussion Point
- PCI: January monthly report and attachments

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