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BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts
BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
May 7, 2015
Belmont Town Hall - Conference Room 2

Action items are highlighted.

Attending:

Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Joel Mooney (Permanent Building Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), Mike Smith (Historic District Commission), Ellen Schreiber (Secretary and Warrant Committee member), Bob Philips, Kristi Armstrong, David Kane (Recreation Commission)

Also in attendance: Gerry Boyle, Town of Belmont Director of Facilities; Tom Scarlata, Bargmann Hendrie + Archetype (BH+A); Deborah Marai Pinck & Co., Inc. (PCI)

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:34 p.m.

2. **Minutes of previous meetings**

- Approval of the minutes from the 3/5/15 UPBC meeting
 - ❖ Joel moved, Steve Sala seconded
- Approval of the minutes from the 4/7/15 UPBC meeting
 - ❖ Joel moved, Steve Sala seconded

3. **Invoices and Contractor's Application for Payment**

- **April 2015 Invoice Package:** Treasurer Stephen Sala has reviewed the April 2015 invoice package and recommended approval of the following invoices:
 - NEB Application for Payment No. 006 for the period ending 4/30/15 - \$450,371.00 requested; through Application for Payment #006, 46% of the contract value has been requisitioned (prior to retainage).
 - ❖ Bob Phillips made a motion to approve NEB Application for Payment No. 006 for \$450,371.00; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - BH+A 3/31/15 invoice #20746 for Construction Administration services for the month of March 2015 - \$5,670 (52% of Construction Administration phase invoiced to date).
 - ❖ Kristi Armstrong made a motion to approve BH+A invoice #20746 for \$5,670; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - Briggs Engineering & Testing 4/4/15 invoice #76692 for testing and inspection services for \$232 and 4/18/15 invoice #76862 for \$473.
 - ❖ Dave Kane made a motion to approve the 2 above-noted invoices from Briggs Engineering & Testing; Ellen Schreiber seconded the motion, and the motion carried unanimously.
 - PCI 4/30/2015 invoice #205347 for OPM and Clerk services - \$14,552.50
 - \$6,640.00 for Clerk services; total to date is \$36,140 (\$44,260.00 remaining in the contract)
 - \$7,912.50 for Project Management services; total to date is \$138,387.50 (\$40,867.50 remaining in the contract)
 - \$0 reimbursable expenses

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- ❖ David Kane made a motion to approve PCI invoice #205347 for \$14,552.50; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- A Comcast invoice in the amount of \$1,733.49 was received by Gerry Boyle as a utility back-charge for dropping the existing Comcast line that crosses the site to the new underground conduit.
 - ❖ Kristi Armstrong made a motion to approve the Comcast invoice for \$1,733.49; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- A National Grid invoice in the amount of \$2,605 was received by Gerry Boyle as a utility back-charge for the new gas service.
 - ❖ David Kane made a motion to approve the Comcast invoice for \$2,605; Kristi Armstrong seconded the motion, and the motion carried unanimously.

4. Change Orders

- Change Order No. 003 includes PCO #3, 4, 5, 6, 7, 8, 9, 10, 11 and 12; all PCO's have been previously approved by UPBC or UPBC Change Order Subcommittee per the agreed delegated authority (except for re-vote required for COR #9, see below)
 - PCO #3: RFI 008 - Revised Backwash Holding Tanks = \$7,680
 - PCO #4: Bulletin 002A (partial) - Delete Island Trellis = (\$22,000)
 - PCO #5: Bulletin 003 - Change Picket Fence to Chain Link between East Bathhouse and Filter Building = (\$2,730)
 - PCO #6: Bulletin 002A (partial) Family Pool Changes & Bulletin 002B Flume Slide and Deck Changes - Deletion of Island in Family Pool, Additional Pool Paint and Gutter Modification = (\$6,705)
 - PCO #7: Lockers (public and staff) = \$17,000
 - PCO #8: Bulletin 6 - Add Bottle Filler to East Bathhouse Water Cooler = \$840
 - PCO #9: Bulletin 002C - Add UV Water Treatment System to Family Pool = \$26,852
 - PCO #10: Unsuitable Soils Excavated from Below Deep Pool = \$36,000
 - PCO #11: Slide Modifications for DPH approval = \$3,444
 - PCO #12: Add Outdoor Drinking Fountain = \$7,271
- Approval of PCO #9
 - At the 4/2/15 UPBC meeting, UPBC approved up to \$20K estimated for pending PCO #9. PCO #9 value is \$26,852.
 - Ellen Schreiber moved to approve PCO #9 for \$26,852 for additional UV water treatment system to the family pool (Department of Public Health requirement in order to have the slide); Joel Mooney seconded the motion, and the motion carried unanimously.
- Approval of CO No. 003.
 - Mike Smith motioned to approve CO No. 003 for \$67,654 for the above noted CORs; Joel Mooney seconded the motion, and the motion carried unanimously.

5. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 93% of project budget has been encumbered; \$400,123.51 unencumbered
 - 44% of project budget has been invoiced; \$3,117,069.13 remaining to be invoiced
- Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 35% encumbered for approved Change Orders (COs) 1, 2 and 3
 - ❖ Construction contingency after approved COs = \$163,879
 - Tracking PCOs for:
 - ❖ Bulletin 004 - added knox box (will be small change if any)

- ❖ Unforeseen drainage issues/water coming down hill
- ❖ Tom Scarlata noted that there may be a PCO for additional toilet accessories
- Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ Previously reallocated unused soft cost budget line items to Soft Cost Contingency
 - ❖ Reallocated soft cost contingency for two LCN tele/data purchase orders
 - Tele/data part 1 – LCN \$22,007 purchase order for rerouting from Cottage Street pole to Library (dropping overhead lines below ground)
 - Tele/data part 2 - LCN \$17,970 purchase order for bringing tele/data from Library MDF to East bath House, West Bath House and Filter Building
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$59,446
- Furniture Fixtures & Equipment (FF&E)
 - PCI updated FF&E spreadsheet and schedule meeting of FF&E working group
 - BH+A has provided narratives/specifications on FF&E items
 - Pool equipment and maintenance equipment
 - ❖ BH+A's memo was reviewed
 - ❖ *PCI to update FF&E spreadsheet with budget numbers provided*
 - ❖ *Gerry Boyle to procure pricing from vendors on State contract lists*
 - Bath house furniture
 - ❖ BH+A's memo was reviewed
 - ❖ *BH+A to make changes and provide budget numbers*
 - ❖ *Gerry Boyle to procure pricing from vendors on State contract lists*
 - Site improvements/outdoor furniture
 - ❖ BH+A's memo was reviewed
 - ❖ *BH+A to make changes and provide budget numbers*
 - ❖ *Gerry Boyle to procure pricing from vendors on State contract lists*
 - ❖ *BH+A to provide color samples for umbrellas*
 - Signage
 - ❖ Pool Rules sign: To be coordinated with Recreation Department/Pool staff; *Deborah to coordinate with Ellen Schreiber and pool staff*; Pool Rules sign and other additional signage required by Recreation Department/Pool staff will be added to NEB's signage package, additional cost is expected
 - ❖ Building sign: *BH+A to propose location for "Underwood Pool" sign on East Bath House*
 - ❖ Donor board:
 - Ellen Schreiber is working on the donor list, there will be about 450 names; *Ellen Schreiber to propose how names are listed and all sign contents*
 - UPBC consensus on location of donor sign in east bath house across from entry
 - When information is received (content, quantity of names, how big/hierarchy of names), *BH+A will propose a sign*
 - Tele/data
 - ❖ *Gerry Boyle is working on proposals for Tele/data part 3 - tele/data wiring within the buildings, equipment and devices*
 - ❖ Tom Scarlata provided a narrative for technology devices (phones, intercom, public address, etc.)
 - ❖ Gerry Boyle showed option for wireless PA system – not to exceed \$3,000; *Gerry Boyle to find out lead time and track record of proposed item*

6. Construction Update

- Schedule:
 - Project is on schedule; NEB contractual completion date is 8/7/15

- NEB is confident they will meet the contractual completion date and continues to try to try to finish in advance of the contractual completion date
- Gunite will be shot for Family/east side pool next week
- Pool gutter material is on site and installation will commence next week; NEB gained permission from the Town to work through the weekend
- Sod will be in before the pool open, but planting will take place in the fall
- Finishes/color selection
 - Paint mock ups were on site, Tom asked for one different color; larger samples to be put up; will let UPBC know

7. Permitting and Approvals

- Belmont Board of Health and DPH comments
 - Tom Scarlata presented the proposed changes/variance request to the Board of Health last Thursday; *BH+A will submit a formal variance request to the Department of Public Health*
- Planning Board
 - 3 trees along Concord Street have been changed because the originally specified species are not available; this has been approved through Planning Board administrative review
 - *UPBC needs to go back before the Planning Board for items as required, including landscaping changes, Cottage Street sidewalk variance, acoustic testing results*
- MAAB
 - *UPBC again requested that BH+A submit variance for potential Cottage Street sidewalk inside the park fence per Planning Board request.* This sidewalk is not currently in the project; if MAAB grants a variance, UPBC will review cost options to see if the work is feasible.

8. Community Relations

- Mr. Mallory's complaint has been turned over to NEB's insurance company.
- Cottage Street is being repaved by the Town after end of pool season
- Concord utility work is underway now; Concord Avenue will be repaved

9. Pool Operations

- Given the abbreviated time the pool will be open for this summer, David Kane said the Recreation Commission is working on programming for the next summer season

10. Adjourn

- David Kane made a motion to adjourn the UPBC meeting. Joel Mooney seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:56 p.m.

Next UPBC Meeting Dates:

- Thursday, June 4, 2015 at 7:30 p.m. - UPBC

Upcoming Milestones:

- Shotcrete at east side pool, pool gutters

Attachments:

- PCI: 5/7/15 UPBC Meeting Discussion Points
- PCI: March monthly report and attachments
- BH+A: FF&E memos

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