

2015 JUL -7 PM 2:46

**BELMONT UNDERWOOD POOL PROJECT**  
Belmont, Massachusetts

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

June 4, 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), Stephen Sala (Treasurer and Permanent Building Committee member), Mike Smith (Historic District Commission), Ellen Schreiber (Secretary and Warrant Committee member), Bob Phillips, 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 7:30 p.m.
2. **Minutes of previous meetings**
  - Approval of 5/7/15 UPBC meeting minutes is deferred to the next UPBC meeting
3. **Potential Change Orders and Change Orders**
  - Change Order No. 004 for previously-approved PCO #13, 14, 15, 16 & 17
    - Total value of Change Order No. 004 = \$5,526
    - Tom Scarlata reviewed the PCOs included:
      - ❖ PCO #13 for Revised Slide Pan \$1,613
      - ❖ PCO #14 Divert Leaking Pipes to Drain \$675
      - ❖ PCO #15 Electrical for Urinal Flush-O-Meters \$2,073
      - ❖ PCO #16 Knox Box for Keys \$765
      - ❖ PCO #17 Relocate Existing Drain Assembly at "Skating Area" \$400
    - Mike Smith made a motion to approve NEB Change Order No. 004 for \$5,526. Joel Mooney second the motion, and the motion carried unanimously.
  - There are no new CORs that require UPBC approval.
4. **Invoices and Contractor's Application for Payment**
  - May 2015 Invoice Package: Treasurer Stephen Sala has reviewed the May 2015 invoice package and recommended approval of the following invoices:
    - ❖ NEB Application for Payment No. 007 for the period ending 5/31/15 - \$953,645.15 Through Application for Payment #007, 67% of the contract value has been requisitioned (prior to reduction of retainage)
    - ❖ Bob Phillips made a motion to approve NEB Application for Payment No. 007 for \$953,645.15; Joel Mooney seconded the motion, and the motion carried unanimously.
  - BH+A 4/30/15 invoice #20830 for Construction Administration services for the month of March 2015 - \$5,670 (62% of Construction Administration phase invoiced to date)
    - ❖ Joel Mooney made a motion to approve BH+A invoice #20830 for \$5,670; Ellen Schreiber seconded the motion, and the motion carried unanimously.
  - Briggs Engineering & Testing 4/25/15 invoice #76991 - \$608

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT



98 Magazine Street  
Boston MA 02119  
T 617.445.3555  
F 617.445.3511  
pinck-co.com

- ❖ Joel Mooney made a motion to approve Briggs Engineering & Testing invoice #76991 for \$608; Ellen Schreiber seconded the motion, and the motion carried unanimously.
- PCI 5/31/2015 invoice #205436 for OPM and Clerk services - \$13,681.25
  - \$6,900.00 for Clerk services; total to date is \$43,040 (\$37,360.00 remaining in the contract)
  - \$6,781.25 for Project Management services; total to date is \$145,168.75 (\$34,086.25 remaining in the contract)
  - \$0 reimbursable expenses
- ❖ Joel Mooney made a motion to approve PCI invoice #205436 for \$13,681.25; Ellen Schreiber seconded the motion, and the motion carried unanimously.

## 5. Budget

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 94% of project budget has been encumbered; \$332,471.51 unencumbered
  - 62% of project budget has been invoiced; \$2,143,464.27 remaining to be invoiced
- Owner's Construction Contingency Tracking
  - Original value of Owner's Construction Contingency = \$249,739
    - ❖ 37% encumbered for approved Change Orders (COs) 1, 2, 3 and 4
    - ❖ Construction contingency after approved COs = \$158,353
  - Approved Potential Change Order (PCOs)/not yet incorporated in to Change Order
    - ❖ COR 18 Tel Data Terminations \$9,201
    - ❖ Construction contingency after approved COs and PCOs = \$149,152
  - Tracking PCOs for:
    - ❖ Bulletin 0010 – Deck Stanchion Cups
    - ❖ Bulletin 0011 – Additional Toilet Accessories
    - ❖ Additional Signage
    - ❖ Sump Pump for Filter Building Pit (if needed)
- Owner's Soft Cost Contingency Tracking
  - Original value of Owner's Soft Cost Contingency = \$65,466
    - ❖ No reallocations of soft cost line items or soft cost contingency this month
    - ❖ Amount remaining in Owner's Soft Cost Contingency = \$59,466
- Furniture Fixtures & Equipment (FF&E) Contingency Tracking
  - Original value of FF&E Contingency = \$6,200
    - ❖ There has been no usage of FF&E Contingency to date
    - ❖ Amount remaining in Owner's Soft Cost Contingency = \$6,200
- Furniture Fixtures & Equipment (FF&E)
  - PCI updated FF&E spreadsheet after May UPBC meeting
  - BH+A has provided narrative/specifications on FF&E items
  - Pool and Pool Deck Safety Equipment & Pool Maintenance Equipment
    - ❖ Gerry Boyle solicited quotes from State contracts list vendors (handout). There are variations as to which vendor provided lowest quote for the different items, however only one vendor, Aquatec, provided quotes for all items with no changes to specifications. Aquatec provided the lowest quote overall.
    - ❖ Adam Dash made a motion to approve Aquatec's \$12,222.25 quote for all Pool/Pool Deck Safety Equipment and Pool Maintenance Equipment items. Ellen Schreiber seconded the motion, and the motion carried unanimously.
- Signage
  - ❖ Donor Board
    - BH+A sent options to UPBC for donor board

- Glass panel with screen on back is quickest to procure and is preferred by the UPBC
- *Ellen Schreiber to forward for UPBC comment proposed language for the top of the sign*
- *Once finalized, Tom Scarlata will create specifications for the sign that can be sent to vendors for pricing*
- *Ellen Schreiber said the names for the board are close to being finalized*
- ❖ Additional Pool signage
  - Ellen Schreiber put together initial signage information
  - BH+A, June Howell, DPW, PCI, Ellen Schreiber and Anne Paulsen met to coordinate signage requirements and verbiage
  - Tom Scarlata forwarded signage package to UPBC for review (attachment)
  - UPBC discussed the signage package
  - *BH+A will put together a Bulletin for NEB to provide and install Additional Pool Signage*
- ❖ Building sign
  - BH+A was asked to look at options for "Underwood Pool" signage on the east bath house building as opposed to the previously proposed free-standing sign at the corner of Cottage Street and Concord Avenue
  - BH+A sent option to UPBC for review
  - UPBC Discussion
    - ↳ Mike Smith expressed his opinion that signage on the bath house distracts from the architecture/details of building
    - ↳ Adam Dash expressed concern about need to have any signage changes reviewed by Planning Board
    - ↳ UPBC agreed to have "Underwood Pool" at the top of the covered bulletin board at the entrance to the east bath house in lieu of other signage
- ❖ Historic signage
  - *UPBC to consider having a sign made that discusses the history of the Underwood Pool; could be done in the same manner as the donor board*
- Bath House Furniture & Site Improvements/Outdoor Furniture
  - ❖ BHA circulated a memo for these items (attachment); UPBC reviewed items
  - ❖ *PCI to update FF&E spreadsheet with estimated costs provided by BH+A*
  - ❖ Shade Structures
    - Anchorage/footings are required (additional cost); *BH+A to coordinate with NEB for 6 locations*
    - These are relatively expensive items; the UPBC will consider cost of rest of FF&E items before deciding on purchase of shade umbrellas
  - ❖ Crowd Control Barrier at Food Area vs. Planters
    - Tom Scarlata reported that 6 planters are already in base contract; planters are elevated and long
    - UPBC discussed the pros and cons of planters: the planters heavy and don't move, and the cost is already in the project, but there is concern about maintaining plants and dirt on patio
    - Tom Scarlata said that even though 6 planters are in the project, he proposes to use only 4 and get a credit from NEB for 2
    - *Tom Scarlata will get the value of the planters from NEB, decision can be made at the next UPBC meeting*
- Technology/Communication
  - ❖ Remaining: WiFi, phones, PA system

- ❖ PA system: wireless, about \$3,000; Gerry Boyle will get quote for 2 units
- ❖ Phones: *Gerry Boyle will get quotes for phones*
- ❖ WiFi – *Gerry will get quotes for WiFi to 3 buildings only*
- Security
  - ❖ Hold; UPBC to review and consider this along with other potential FF&E expenditures
- Other
  - ❖ Ellen Schreiber requested that the UPBC consider replacing fence that goes up Cottage Street if there are remaining funds at the end of the project

## 6. Construction Update

- Schedule:
  - The 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; however, NEB's schedule still shows a completion date of 8/7/15
- Progress:
  - Gunite complete at the pool; pool gutters complete at west side pool and ongoing at east side pool
  - Siding is underway and finish work is starting at the east bath house
  - Preparations for pool decks is underway
- Finishes/color selection
  - Revised paint color mock-ups are on site and UPBC members have reviewed
  - UPBC members agree on preference for a greyer green than what is currently mocked-up, a green that blends more with landscape
  - *BH+A to instruct NEB for a revised mock-up of the green paint color*
  - *UPBC to review revised green paint color once mocked-up*
  - *BH+A will coordinate with NEB what elements receive wall vs. paint color to insure wall color carries around the buildings*

## 7. Permitting and Approvals

- Belmont Board of Health and DPH: variance has been received
- Massachusetts Architectural Access Board (MAAB)
  - BH+A sent around for review a draft of a variance request to the MAAB for a potential Cottage Street sidewalk inside the park fence per Planning Board request. A variance would be required because the sidewalk is inside the pool fence and would exceed the maximum slope allowed by MAAB.
  - If a variance is granted by the MAAB, the work will not necessarily be done; this scope is not currently in the project. Budget and other coordination issues would need to be reviewed in order to make a decision about adding the sidewalk scope.
  - *BH+A will submit the variance application after UPBC comments are received.*
- Planning Board
  - *UPBC needs to go back to planning Board for items as required, including: landscaping changes, Cottage Street sidewalk variance, acoustic testing results.*

## 8. Community Relations

- Anne Paulsen suggested to start planning the pool opening in July
- Ellen Schreiber suggested a donor reception prior to the pool opening
- Recreation Department has been indicating the pool will be open on August 10<sup>th</sup>

## 9. Pool Operations

- No update

**11. Adjourn**

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

**Next UPBC Meeting Dates:**

- Thursday, June 18, 2015 at 7:30 p.m. – UPBC
- Wednesday, July 1, 2015 at 7:30 p.m. - UPBC

**Upcoming Milestones:**

- Construction: complete pool gutters, concrete pool decks, bath house finishes

**Attachments:**

- PCI: 6/4/15 UPBC Meeting Discussion Points
- PCI: May monthly report and attachments (previously forwarded to UPBC)
- GB: pool deck safety and maintenance equipment quotes
- BH+A: signage memos
- BH+A: donor board memo
- BH+A: FF&E memo

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