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BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
August 13, 2015
Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

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, Adam Dash (Vice Chair and Warrant Committee)

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

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:30 p.m.

2. **Construction Update**

- Substantial completion was reached on schedule 8/7/15. BH+A to issue Certificate of Substantial Completion for 8/7/15 with punchlist attached. BH+A will be on site tomorrow to complete punch list.
- Anne Paulsen invited Henry Sarkis to give construction update to the UPBC, address the pool painting issue and report on remaining contract scope.
- Slippery conditions
 - Anne Paulsen reported that in the haste to complete the pool, some areas of the pool did not have as much sand/grit in the paint as needed to prevent slippery conditions. Angela Braun from Belmont Board of Health shut down the pool until slippery conditions are addressed.
 - Henry Sarkis reported the shallow pool was drained down 1' and the zero depth entry was repainted with heavier grit paint. At the deep pool, the stair landing was also repainted with the heavier grit paint. Diamond plated metal covers on the pool deck will also be painted with grit paint. The ramp at the deep pool will have mats temporarily in place. The pool can be reopened Saturday morning.
 - At the end of the season, when the pool is drained, the ramp areas can be repainted with the heavier grit paint.
 - BH+A determines more is the arbiter of determining where the heavier grit paint needs to be applied. If more areas are required, this can be done once the pool is closed and drained.
- Gate
 - A gate required by Board of Health at doorway from east bath house to pool; entry control point is not sufficient. BH+A specified a gate that has been approved by DPH and installed on other projects – pickets, 4' high. Angela Braun is requiring 6' high gate, no gap in any direction more than 3" (which lends itself to be chain link), 3' wide gate, and needs to be in by next Friday. The recommendation is to put in chain link for now, BH+A will go to State DPH to review other options.
- Close out
 - Close out documents for the pool from South Shore Gunitite (SSG) have been submitted; BH+A to review close out documents, copies should be kept at the pool and with the Board of Health



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- SSG will close the pool in September, and will open it again in the spring
- SSG recommends draining the pool for the off season and power washing before refilling in the spring, just as was done with the previous pool; if the pool is not drained, a safety cover would be required (expense, maintenance and storage issues)
- NEB to submit and BH+A to review close out documents and warranty for Electrical, HVAC, Plumbing and the Buildings
- Training
 - Training took place with SSG and DPW. SSG will provide a training video.
 - NEB to schedule the plumber's winterizing training with DPW in the fall
- Outstanding scope
 - Permanent signs are due in this week
 - The few permanent screens that have not yet been installed at louvers will be installed once the pool closes
 - Hydro seed was put down in specified area to prevent disturbance of the prepped loam areas; hydro seed does not do well in the heat, landscaper will apply again in the fall; project specifications call out what NEB owns for watering
 - Granite blocks and bike racks to be moved further away from fence so bike rack can be used from both sides and granite blocks are not used for jumping the fence
- Potential additional NEB scope
 - BH+A to put together a performance spec for irrigation, NEB will price; options for a well were discussed
 - BH+A will issue a bulletin for the replacement of the fence and pruning of the trees south of the filter building
 - BH+A is will issue a bulletin for the sidewalk along Cottage Street (see 8. Permitting)
 - BH+A to issue a bulletin for volleyball for NEB pricing
 - Donor and historic board – BH+A will issue bulletin to NEB
- Other
 - The floors in the family changing rooms are getting very wet, puddling water. Could put mats down but this creates maintenance issue. The decision was made to observe for now. BH+A recommends getting a couple of squeegees.
 - DPW staff should secure windows outside pool fence (e.g., back side of west bath house).
 - The project is required to submit DCAMM evaluations for NEB and publically bid trades; PCI to assist

3. Minutes of previous meetings

Approval of minutes from the 7/29/15 UPBC meetings deferred to next meeting

4. Invoices and Contractor's Application for Payment

- July 2015 Invoice Package: Treasurer Stephen Sala has reviewed the July 2015 invoice package and recommended approval of the following invoices:
 - NEB Application for Payment No. 009 for the period ending 8/3/15 - \$826,502.85. Through Application for Payment No. 009, 94% of the contract value has been requisitioned (including reduction of retainage)
 - ❖ Joel Mooney made a motion to approve NEB Application for Payment No. 009 for \$826,502.85; Mike Smith seconded the motion, and the motion carried unanimously.
 - BH+A 6/30/15 invoice #20914 for Construction Administration services for the month of June 2015 - \$5,670 (81% of Construction Administration phase invoiced to date)
 - ❖ Joel Mooney made a motion to approve BH+A invoice #20914 for \$5,670; Adam Dash seconded the motion, and the motion carried unanimously.

- ❖ Briggs Engineering & Testing 6/13/15 invoice #77830 - \$10, 6/27/15 invoice #78155 - \$540 and 7/4/15 invoice #78213 - \$450.
- ❖ Joel made a motion to approve Briggs Engineering & Testing 6/13/15 invoice #77830 - \$10, 6/27/15 invoice #78155 - \$540 and 7/4/15 invoice #78213 - \$450; Adam Dash seconded the motion, and the motion carried unanimously.
- PCI 7/31/2015 invoice #205670 for the month of July 2015 - \$15,416.57.
 - ❖ \$8,000.00 for Clerk services; total to date is \$57,240.00 (\$23,160.00 remaining in the contract)
 - ❖ \$7,401.25 for Project Management services; total to date is \$159,895.00 (\$19,360.00 remaining in the contract)
 - ❖ \$15.32 reimbursable expenses
 - ❖ Joel Mooney made a motion to approve PCI invoice #205670 for July 2015 - \$15,416.57; Adam Dash seconded the motion, and the motion carried unanimously.

5. Furniture Fixtures & Equipment (FF&E)

- Gerry Boyle reported that most everything is in and invoiced.
 - GB: received exterior bulletin board but no attachments or Underwood Pool sign
 - Picnic tables due to arrive tomorrow; bases in but waiting for umbrellas
- FF&E invoicing – Gerry Boyle
 - Aquatic Technology (pool safety and maintenance equipment): Joel Mooney made a motion to approve the Aquatic invoice for \$12,222.25; Adam Dash seconded the motion, and the motion carried unanimously.
 - Barco Products (picnic tables): items not delivered yet
 - BFM Seating/Hospitality Design Associates (café tables and seats):
 - ❖ Gerry Boyle reported that split of additional shipping cost increased the Purchase Order by \$43.03 to \$6,679.79
 - ❖ Joel Mooney made a motion to approve the BFM Seating invoice for \$6,679.79; Adam Dash seconded the motion, and the motion carried unanimously.
 - Home Depot (miscellaneous): invoice under review
 - In the Swim (exterior clocks): Joel Mooney made a motion to approve the In the Swim invoice for \$71.98; Bob Phillips seconded the motion, and the motion carried unanimously.
 - Recreation Supply (miscellaneous): order incomplete
 - Recycle Away (trash/recycling combo bins): Joel Mooney made a motion to approve the Recycle Away invoice for \$3,013.97; Adam Dash seconded the motion, and the motion carried unanimously.
 - Robert Santos/Touch Dynamics (lockable cash drawer): Joel Mooney made a motion to approve the Touch Dynamics invoice for \$165.00; Adam Dash seconded the motion, and the motion carried unanimously.
 - School Outfitters (office chairs): items are still outstanding
 - ULINE (utility truck for trash): Joel Mooney made a motion to approve the ULINE invoice for \$975.62; Adam Dash seconded the motion, and the motion carried unanimously.
 - WB Mason (partial, bulletin boards and interior clocks): Joel Mooney made a motion to approve the partial WB Mason invoice for \$271.98; Adam Dash seconded the motion, and the motion carried unanimously.
 - Dunnrite Pool Products (basketball stand and hoop): Joel Mooney made a motion to approve the Dunnrite purchase order for \$967.18; Bob Phillips seconded the motion, and the motion carried unanimously.

- ClubSafe, Inc. (wireless PA system): Ellen Schreiber suggests holding off paying this invoice because staff is saying that it is not loud enough and if turn up is too loud the sound is distorted; Gerry Boyle agreed to wait to hear reports over the next week.
- Shea Brothers (printing programs for ribbon cutting): Joel Mooney made a motion to approve the Shea Brothers invoice for \$325.00; Adam Dash seconded the motion, and the motion carried unanimously.
- AA Rental (cooler rental for ribbon cutting): Joel Mooney made a motion to approve the AA Rental invoice for \$144.00; Adam Dash seconded the motion, and the motion carried unanimously.
- Star Market (ribbon cutting refreshemnts): Joel Mooney made a motion to approve the Star Market invoice for \$162.38; Adam Dash seconded the motion, and the motion carried unanimously.
- Belmont School Department (custodial overtime for ribbon cutting): Joel Mooney made a motion to approve the Belmont School Department invoice for \$504.16; Adam Dash seconded the motion, and the motion carried unanimously.
- Ellen Schreiber (postage reimbursement): Joel Mooney made a motion to approve the Ellen Schreiber invoice for \$22.54; Adam Dash seconded the motion, and the motion carried unanimously.
- Gerry Boyle reported there will be a credit for chair rental because it ended up only being a one week rental
- Ellen Schreiber noted that the FF&E procurement was a monumental task; the UPBC thanked Gerry Boyle and asked to extend their thanks to Cindy Papa
- Potential additional FF&E
 - UPBC getting pricing to cable split pine tree adjacent to new BUP building
 - Planning Board has asked UPBC to coordinate installation of white pines being provided by a developer who did work in town; BHA working with KZLA on locations and budget numbers, town arborist discussed possible location with Anne Paulsen
 - UPBC is looking into the removal of the broken bench on Concord Avenue and defunct drinking fountain on the hill
 - BH+A will specify small shower stool for all shower rooms
 - BH+A to specify (3) additional free standing umbrellas for seating areas
 - Have not been able to get desired shade structure umbrellas quoted by Bambrella; Gerry Boyle will order the shade structure umbrellas already approved by UPBC
 - Gerry Boyle reported that the east bath house will need another rope stanchion
- Signage:
 - Donor and historic board – BHA completing scope and artwork; vendor will send back for proofing, someone from UPBC needs to proof; will be added to NEB scope

6. Potential Change Orders and Change Orders

- Change Order No. 5 totals \$22,501 and includes approved Potential Change Orders listed below. Joel Mooney made a motion to approve Change Order No. 5 for \$22,501, Adam Dash seconded the motion and the motion carried unanimously.
 - PCO 18 for additional IT work
 - PCO 19 for additional signage
 - PCO 20 for added stanchion sockets
 - PCO 21 for Wi-Fi access points
 - PCO 22 for sump pump in filter pit
 - PCO 23 for drainage matting added to culvert
 - PCO 24 for base for shade structure posts
 - PCO 25 for shelving in janitor closet
 - PCO 26 for deletion of 2 planters (credit)

- The list of Potential Change Orders was reviewed
- Joel Mooney suggested the UPBC consider requesting BH+A issue a Bulletin to complete the ceilings in the bath houses (removed during value engineering)

7. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 95% of project budget has been encumbered; \$269,467 unencumbered
 - 88% of project budget has been invoiced; \$663,019 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 46% encumbered for approved Change Orders (COs) 1, 2, 3, 4 and 5
 - ❖ Construction contingency after approved COs = \$135,852
 - No approved Potential Change Order (PCOs)/not yet incorporated in to CO
 - Tracking PCOs for:
 - ❖ Gate required by Belmont Board of Health \$2,200
 - ❖ Lower handrail at pool ramps, if required (BH+A to determine)
 - ❖ Replace fencing and thin trees along Cottage Street
 - ❖ Sidewalk along Cottage Street
 - ❖ Donor and historic signage
 - ❖ Lawn irrigation system
- Owner's Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ \$6,000 was reallocated from soft cost contingency to cover approved FF&E items
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$53,466
- Furniture Fixtures & Equipment (FF&E) Contingency Tracking
 - Original value of FF&E Contingency = \$6,200
 - ❖ \$6,200 of FF&E Contingency was reallocated to cover approved FF&E items
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$0
 - ❖ There are unencumbered funds remaining in FF&E budget line items.
- PCI will coordinate with Anne Paulsen and Stephen Sala to reallocate unused budget line items to Soft Cost Contingency to determine amount available
- PCI will report on remaining contingency and unencumbered FF&E budget line items at the next UPBC meeting, once unused budget line items are reallocated. Deborah estimates \$200K+ remaining unencumbered funds.

8. Permitting and Approvals

- Tom Scarlata reported MAAB administratively approved the variance for Cottage Street sidewalk, conditional at 7% slope. BH+A is working with KZLA on a bulletin for this work.
- Belmont Board of Health reviewed the fixes for the slippery paint issues and is allowing the pool to reopen; Anne Paulsen will call David Kale to verify nothing more is required for the pool to reopen. Angela Braun is requiring that a gate be installed between the east bath house and the pool by next Friday (see above).
- BH+A will follow up with Conservation Commission regarding requirements; protection wattles will only be removed once grass is established.
- Building Department has issued a Temporary Certificate of Occupancy pending close out of health and planning board items.
- Planning board:
 - Sound tests have been completed and submitted
 - UPBC to present revised landscaping plan; revised plan is less crowded, less expensive and requires less maintenance than the plan originally presented

- With MAAB variance approval, UPBC needs cost estimate for the proposed sidewalk along Cottage Street and then present this to the Planning Board

9. Community Relations

- UPBC has not heard anything further on the Mallory's damage claim.
- The ribbon cutting was a successful community event.
- The pool will re-open on Saturday after slippery paint fixes are in place.

10. Pool Operations

- Anne Paulsen said the lifeguards did a great job during the pool opening
- Anne Paulsen asked Gerry Boyle to express the gratitude of the UPBC to the DPW and the Recreation Department for their hard work to get the open.
- The pool will be open through 9/7/15; there will be reduced hours on the days school is in session.
- Ellen Schreiber reported that there may be a special program on Wednesday night 9/2/15; the details are being worked out.

11. Adjourn

- Mike Smith made a motion to adjourn the UPBC meeting. Adam Dash seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:15 p.m.

Next UPBC Meeting Dates:

- Thursday, September 10, 2015 at 7:30 p.m.

Upcoming Milestones:

- Reopening of pool on Saturday
- Permanent Certificate of Occupancy
- Pool closing
- Completion of punch list

Attachments:

- PCI: 8/13/15 UPBC Meeting Discussion Points
- PCI: 8/13/15 Updated FF&E

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