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**BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

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

December 3, 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), David Kane (Recreation Commission), Michael Smith (Historic District Commission), Kristi Armstrong, Bob Phillips

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

1. Call to order: Anne Paulsen called the UPBC meeting at 7:40 p.m.

2. Minutes of previous meetings

- A correspondence from the Town Clerk went out to all Town committees regarding submission of outstanding of public meeting minutes. Anne Paulsen and Ellen Schreiber sent all missing UPBC meeting minutes that had been previously approved.
- A number of minutes had not yet been voted on and were reviewed and approved. Anne Paulsen will forward these final approved minutes to the Town Clerk:
 - Joel Mooney made a motion to approve the minutes from the 10/3/13 UPBC meeting. Kristi Armstrong seconded the motion, and the motion carried unanimously.
 - Joel Mooney made a motion to approve the minutes from the 11/5/13 UPBC meeting. David Kane seconded the motion, and the motion carried unanimously.
 - Joel Mooney made a motion to approve the minutes from the 11/21/13 public meeting. David Kane seconded the motion, and the motion carried unanimously.
 - Joel Mooney made a motion to approve the minutes from the 11/23/13 public meeting and tour of the Underwood Pool. David Kane seconded the motion, and the motion carried unanimously. (There was not a quorum of the UPBC at this meeting.)
 - It was noted that the 6/5/14 minutes had already been approved on 6/19/14.
 - Joel Mooney made a motion to approve the minutes from the 9/3/14 meeting with the Board of Selectmen. David Kane seconded the motion, and the motion carried unanimously.
- PCI will add Michael Smith to the list of attendees to the 10/15/15. Joel Mooney made a motion to approve the minutes from the 10/15/15 UPBC meetings as amended. Bob Phillips seconded the motion, and the motion carried unanimously.

3. Invoices and Contractor's Application for Payment

- October 2015 Invoice Package: Treasurer Stephen Sala previously forwarded an email to the UPBC indicating he had reviewed the October 2015 invoice package and recommended approval of the following invoices:
 - PCI 10/31/2015 invoice #128 for the month of October 2015 - \$5,222.50.
 - ❖ No Clerk services; total to date \$59,040.00 (\$21,360.00 remaining in contract)
 - ❖ \$5,222.50 for Project Management services; total to date \$176,247.50 (\$3,000.50 remaining in contract)
 - ❖ No reimbursable expenses
 - ❖ Joel Mooney made a motion to approve PCI invoice #128 for the month of October 2015 for \$5,222.50; David Kane seconded the motion, and the motion carried unanimously.



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4. Furniture Fixtures & Equipment (FF&E)

- Gerry Boyle presented FF&E purchase orders and invoices for approval.
 - Recreation Supply for large shade structures: Joel Mooney made a motion to approve a purchase order for an increase in the purchase order approve previously (additional \$931.73) and to approve the invoice for \$18,516.72; Bob Phillips seconded the motion and the motion carried unanimously.
 - Hartney Greymount for tree stabilization work: Joel Mooney made a motion to approve a \$3,277 invoice for pine tree and oak tree stabilization; David Kane seconded the motion and the motion carried unanimously.
 - Reimbursement to Belmont Facilities Department for additional café chairs: Joel Mooney made a motion to approve a purchase order and invoice for \$849.28 for 6 additional café chairs; David Kane seconded the motion and the motion carried unanimously.
 - DPW Expenditures for miscellaneous and police details: Joel Mooney made a motion to approve a fund transfer for DPW for \$2,575.38; David Kane seconded the motion, and the motion carried unanimously.
- Gerry Boyle and PCI to reconcile FF&E encumbrances and invoicing.
- Additional FF&E Needs
 - Security: Gerry has been meeting with various Town staff on this. The plan is for the Underwood Pool to be connected to the Town's security network. Discussion:
 - ❖ Gerry Boyle indicated there is interest in footage as forensics for potential incidents.
 - ❖ Anne Paulsen expressed her opposition to security cameras during hours of pool operation and that cameras should be only at entrances and exits.
 - ❖ Mike Smith asked how a decision like this is made, to have cameras running during pool operation hours. Gerry Boyle said the Recreation Department requested UPBC provide security as part of project. Also, Belmont has a securities protocol advisory group; a Town-wide study previously completed looked at incorporating security into every town building; the Town is in year 2 of a 5-year plan.
 - ❖ Anne Paulsen made a motion to approve security cameras limited to entrances and non-operational hours, Mike Smith seconded the motion. Gerry Boyle will have the DPW director come in and discuss this matter with UPBC. Motion withdrawn.
 - ❖ Gerry will continue his effort to get pricing for security measures.
 - Move Granite Blocks to Area by Slide to Address Drainage Issue: Gerry Boyle will look into having Belmont DPW drop in place granite blocks to help direct the where children line up for the slide and therefore solve the drainage issue problem on the new grass. A small piece of equipment (Bobcat) should be sufficient Anne Paulsen expressed concern that the concrete deck not be damaged.
 - Town Network Connectivity: Gerry Boyle is looking into this.
 - VOIP Phone: Gerry Boyle is looking into this.
 - Cover for Slide: Options were presented by BH+A and discussed. There are no existing accessories that can be purchase. Town could create a barrier for top if there is concern. This items closed.
 - Additional Hooks for Changing Areas: Gerry Boyle is looking into this.
 - Alarm for Egress Gate: Gerry Boyle is still researching; he estimates \$100.
 - Irrigation for pool lawn: BH+A coordinating options with Town vendors.
 - Additional Stools for Shower Areas: Gerry Boyle to verify count and order.
- Pool floats and life guard chairs are still outside; Gerry Boyle to inquire about these items.

5. Construction Update

- Punch list and change order work took place during the fall.
 - Punch list: Some work complete, the remainder is slated for the spring.

- Change order work: Some work complete, the remainder is slated for the spring.
- BH+A and PCI will review completed punch list and change order work prior to recommending NEB requisition payments.
- O&M Manuals: BH+A gave the one copy they had for review back to Gerry Boyle.
 - One copy should be kept on site, one with DPW and one with Facilities.
 - PDFs of O&Ms still to be provided.
- PCO Cottage Street - 3 additional trees that were cut down; NEB waiting for new fence to take old fence down and complete clean up and mulch. NEB will do this work, weather permitting, before end of year if they can get the fencing.
- Donor sign: BH+A thinks we are waiting for 2 names from Ellen Schreiber; Anne Paulsen to follow up because think they were sent.
- Pool floats and life guard chairs are still outside; Gerry Boyle to inquire about these items.

6. Potential Change Orders and Change Orders / Master "Sources/Uses" Lists

- Change Orders: No new Change Orders.
- Potential Change Orders are being tracked on Contingency tracking log. See votes for PCOs below under Sources and Uses Tracking.

7. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 96% of project budget has been encumbered; \$218,571 unencumbered
 - 93% of project budget has been invoiced; \$368,483 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 balance after approved COs = \$135,852
 - Tracking PCOs for items indicated below in "Uses" tracking
- Owner's Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$67,109
- 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.
- Sources and Uses Tracking: to assist UPBC make decisions about additional scope
 - PCI created Sources report to track unencumbered project funds, see attached meeting handout.
 - PCI created Uses report to track potential additional soft cost, FF&E and COR expenditures, see attached meeting handout.
 - ❖ PCO #33 - Pool Covers: NEB issued budget number of \$53,551 – approximately \$32,131 for Lap Pool and \$21,420 for Family Pool. On hold until firm numbers are established.
 - ❖ PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps: BH+A indicated that with feedback from the construction folks, they will review their Bulletin and submit to NEB for re-pricing.
 - ❖ PCO #35 for Bulletin #20 – Additional Sidewalk on Cottage Street: NEB issued budget number of \$34,500 but back-up is needed; this PCO is tabled until have firm figure, it is anticipated that if this work is done it will not be until the springtime.

- ❖ PCO #36 for Hand Dryers in Bathrooms: NEB provided cost of \$1,686 per location for specified recessed Xlerator unit. BH+A to provide NEB with option for Bobrick dryer that does not need to be recessed, proposed by Kristi Armstrong; BH+A is concerned about durability of Bobrick unit. BH+A recommends 4 units be installed, 2 at each of the large bathrooms. NEB to provide pricing.
- ❖ PCO #37 for West Bath House Exterior Light: COR was submitted by NEB for \$673. It is still being reported that someone walking behind the West Bath House has to be very close to the light before it will go on. This COR is for something with a wider range. UPBC all agree to proceed (no vote required).
- ❖ PCO #38 - Pool Cover Design Estimate: UPBC agree (no vote required) on the \$1,200 expenditure to have the design work completed so that a firm cost for the pool covers can be established. If the UPBC decides to move forward with the pool covers, the \$1,200 will be deducted from the cost of the covers. BH+A noted that survey of the gutters already exists, which will help with the design efforts.

8. Permitting and Approvals

- Certificate of Occupancy
 - Requirements for final Certificate of occupancy have been satisfied
 - Planning Board requirements have been satisfied
 - Board of Health requirements have been satisfied
- Conservation Commission
 - BH+A to file final notification for Conservation Commission approval; protection wattles will only be removed once grass is established.

9. Community Relations

- No report

10. Pool Operations

- Training
 - NEB will submit video of pool training
 - Pool close out training has been completed
 - Plumbing close out training has been completed

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 9:30 p.m.

Next UPBC Meeting Dates:

- Thursday, March 24, 2016 at 7:30 p.m.

Upcoming Milestones: Close-out documents; Punch list completion

Attachments:

- PCI: 12/3/15 UPBC Meeting Discussion Points
- PCI: October/November 2015 Monthly Report

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