

2016 JUL 21 PM 2:20

BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

April 19, 2016

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Adam Dash (Vice Chair and Warrant Committee), Ellen Schreiber (Secretary and Warrant Committee), Michael Smith (Historic District Commission), David Kane (Recreation Commission), Stephen Sala (Treasurer and Permanent Building Committee); Joel Mooney (Permanent Building Committee)

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

1. Call to order: Anne Paulsen called the UPBC meeting at 7:32 p.m.

2. Minutes of previous meetings

- 3/24/16 UPBC meeting minutes
 - 2 minor typographical errors on the minutes were identified.
 - David Kane made a motion to approve the minutes from the 3/24/16 UPBC meetings as amended. Adam Dash seconded the motion, and the motion carried unanimously.
 - PCI will make edits identified and forward final minutes for posting.

3. Invoices and Contractor's Application for Payment

- March 2016 Invoice Package:
 - Treasurer Stephen Sala reviewed the March 2016 invoice package and recommended approval of the following invoices:
 - ❖ NEB Application for Payment #11 - \$54,857.00
 - ❖ PCI 3/31/2016 invoice #462 for the month of March 2016 - \$1,865.00
 - \$1,865.00 for Project Management services; no reimbursable expenses
 - There is just over \$16K remaining in PCI's fee
 - Adam Dash made a motion to approve New England Builders & Contractors Inc. Application for Payment #11 for \$54,857.00; David Kane seconded the motion, and the motion carried unanimously.
 - Adam Dash made a motion to approve PCI invoice #462 for \$1,865.00; David Kane seconded the motion, and the motion carried unanimously.

4. Furniture Fixtures & Equipment (FF&E)

- Gerry Boyle reported there were no new FF&E purchase orders or invoices for approval.
- The following was discussed:
 - Gerry Boyle will confirm if Comcast has completed their work and will track down invoice from Comcast for purchase order.
- Additional FF&E Needs
 - Additional Hooks for Changing Areas: Gerry Boyle is following up.
 - Alarm for Egress Gate: Gerry Boyle is following up.
 - Additional Stools for Shower Areas: Gerry Boyle is following up.
 - Irrigation for pool lawn: BH+A issued performance specification; Mike Santoro to get pricing for work to be done in the fall.
 - Move Granite Blocks to Area by Slide: Granite blocks have been placed. DPW to loam and seed affected areas, fence to be fixed. Mike Santoro will also have the area behind the West Bath House hydro seeded.



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

- Town Network Connectivity:
 - ❖ Gerry Boyle coordinating.
- Phones:
 - ❖ Given the IT platform described above, VOIP will be over the Town network
 - ❖ Gerry Boyle is researching phones/headsets
- Signage:
 - ❖ Donor Sign
 - Options for how names are listed on the Donor Sign were discussed.
 - Michael Smith made a motion to approve the second version of the Donor Sign, with the UPBC names on the bottom in a smaller font; Adam Dash seconded the motion, and the motion carried unanimously.
 - ❖ Historic Sign
 - Potential edits on the Historic Sign text were raised, however the sign already went into production with the text provided to BH+A.
- Security:
 - ❖ Gerry Boyle presented to proposals from Comfort Systems USA. Both options include recording for forensic purposes, no live feed.
 - \$31,249 includes 4 panoramic IP cameras, 2 fixed cameras, and network video recorder
 - \$21,975 includes 5 fixed cameras and network video recorder
 - ❖ Adam Dash made a motion to approve the smaller security scope proposal for \$21,975. UPBC discussion:
 - Ellen Schreiber's preference is that if project funds are going to be spent on security, the larger scope should be undertaken.
 - Anne Paulsen and Adam Dash prefer the smaller scope, which is more in line with the \$20K the UPBC has earmarked for security. The Town has the ability to do more if they want.
 - There was opposition to the proposal that commit \$20K from the project budget and the Town would kick in the rest in order to do the larger scope.
 - Adam Dash had checked in with David Kale on this topic; security measures like this are Town policy. Board of Selectmen indicated there should be "security in all buildings". Gerry Boyle had a study performed which suggested the amounts and types of security measures. DPW is looking for the level of coverage that would be included in a school.
 - ❖ Michael Smith re-made the motion to approve the smaller security scope proposal for \$21,975; Joel Mooney seconded the motion. Aye 5 (Stephen Sala, Michael Smith, Adam Dash, Anne Paulsen, Joel Mooney); Nay 2 (Ellen Schreiber and David Kane). The motion carried.

5. Construction Update

- Remaining punch list and change order work
 - BH+A performed site visit to review work requisitioned on NEB Application for Payment #11, including punch list and outstanding scope; BH+A reissued punch list on 4/14/16.
 - BH+A issued a memo to NEB and project team regarding the concrete warranty work.
 - PCO #27 Cottage Street Clean Up: NEB ground the stumps they could and mulched the area.
 - BH+A to coordinate landscape architect site visit/punch list.
 - Remaining scope:
 - ❖ Address sidewalk cracks
 - ❖ Address pool surface issues

- ❖ Install grit finish and lap pool targets
- ❖ Additional Change Order work NEB is directed to perform
- O&M Manuals:
 - Tom Scarlata delivered all O&M manuals to the Town.
 - As-builts still need to be submitted by NEB.
 - One copy should be kept on site, one with DPW and one with Facilities.
 - PDFs of O&Ms still to be provided.
- DPW
 - DPW is expanding and paving with asphalt the East Bath House access drive that was originally included in the project as a hard-pack. *Anne Paulsen viewed the prepared area and is concerned that the paved area will drain toward the pool, DPW to address.*
 - DPW continues to want to install on the BUP site a storage shed but has been told the Planning Board does not want this to happen. UPBC is concerned about how this would look. Mike Santoro indicated that all items do not fit in the buildings for off-season storage, but BH+A indicated there is plenty of room (need to use bathrooms, etc.).

6. Potential Change Orders and Change Orders

- Change Orders: no new Change Orders
- Potential COs:
 - PCO #33 - Pool Covers:
 - ❖ Adam Dash made a motion to approve PCO #33a for the Lap Pool Cover for \$25,356; David Kane seconded the motion, and the motion carried unanimously.
 - ❖ PCO #33b for the Family Pool cover for \$27,919 is on hold.
 - PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps: BH+A has revised Bulletin #21 and submitted to NEB for re-pricing. This work must be done; BH+A is working with NEB to find the most cost effective solution.
 - PCO #35 for Bulletin #20 – Additional Sidewalk on Cottage Street:
 - ❖ Henry Sarkis said NEB would perform the change order work if this is what UPBC wants. However, with NEB no longer mobilized on site, Henry gave no indication that the amount would be less than previously proposed (\$34,500).
 - ❖ Mike Santoro indicate that the Town currently has a vendor installing sidewalks in the area. All agree this would be a more cost effective way to do the work. Mike Santoro will coordinate to see if they can do the work.
 - ❖ David Kane made a motion to approve up to \$25,000 for DPW to coordinate the Cottage Street Sidewalk scope outline in BH+A Bulletin #20; Joel Mooney seconded the motion, and the motion carried unanimously.
 - PCO #36 for Hand Dryers in Bathrooms:
 - ❖ BH+A to coordinate final PCO with NEB for Bobrick units (metallic not white).
 - ❖ Stephen Sala made a motion to approve up to \$6,500 for 2 hand dryers to be installed in each of the Men's and Women's bathrooms (4 total); David Kane seconded the motion and the motion carried unanimously.

7. Budget & Master Sources/Uses Lists

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 97% of project budget has been encumbered; \$158,706 unencumbered
 - 95% of project budget has been invoiced; \$272,509 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 58% encumbered for approved Change Orders (COs) 1 through 6
 - ❖ Construction contingency balance after approved COs = \$103,935

- 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
 - ❖ Soft cost contingency was moved to cover FF&E expenditure line items
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$35,309
- 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 handout.
 - PCI created Uses report to track potential additional soft cost, FF&E and COR expenditures, see handout.

8. Permitting and Approvals

- Certificate of Occupancy
 - Anne Paulsen to coordinate with Glenn Clancy if a TCO is needed to open the pool
 - UPBC will need to go back before the Planning Board once the Cottage Street sidewalk work is complete
- Conservation Commission
 - BH+A to file final notification for Conservation Commission approval; protection wattles will only be addressed once grass is established.

9. Community Relations: No report

10. Pool Operations

- Pool Opening
 - Mike Santoro indicated SSG recommended replacing the pool water; Tom Scarlata reminded Mike about the well points that are to be used
- Training
 - NEB will submit video of pool training
 - Pool opening to be coordinated with NEB/SSG and the Town

11. Adjourn

- Adam Dash made a motion to adjourn the UPBC meeting. David Kane seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:14 p.m.

Next UPBC Meeting Dates:

- Thursday, May 19, 2016 at 7:30 p.m.

Upcoming Milestones: Completion of close-out documents, remaining punch list and remaining change order work; opening of pool for summer 2016 season

Attachments:

- PCI: 4/19/16 UPBC Meeting Discussion Points
- PCI: Budget Tracking through 4/19/16 (Summary, Budget, Encumbrances, Invoicing)
- PCI: 4/19/16 Change Order, Hard Cost Contingency and Soft Cost Contingency Tracking
- PCI: 4/19/16 Sources and Uses
- PCI: 4/19/16 Close out schedule

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