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**BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

BELMONT UNDERWOOD POOL BUILDING COMMITTEE

MINUTES OF MEETING

January 8, 2015

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Action items are highlighted.

Attending:

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

Also in attendance: 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

- Secretary Ellen Schreiber recommended the minutes from the 10/28/14, 11/6/14 and 11/20/14 UPBC meetings be approved.
- David Kane made a motion to approve the minutes from the 10/28/14, 11/6/14 and 11/20/14 UPBC meetings. Adam Dash Seconded the motion, and the motion carried unanimously (Joel Mooney was absent).

3. Contracts and Invoices

- PCI Amendment for Clerk of Works
 - Mike Smith made a motion to approve PCI's contract amendment for the addition of a part-time Clerk of the Works for a not-to-exceed amount of \$80,400. Ellen Schreiber seconded the motion, and the motion carried unanimously.
- November 2014 Invoice Package
 - Treasurer Stephen Sala has reviewed the November 2014 invoice package; he recommended approval of the following invoices:
 - ❖ BH+A 11/24/14 invoice #20379 for services through bidding - \$2,500
 - ❖ Axiom Partner's Inc. 11/18/14 invoice #12474 for hazardous materials inspection services - \$3,840
 - ❖ Briggs Engineering and Testing Services 11/22/14 invoice #75032 for testing and inspection services - \$545
 - ❖ PCI 11/30/2014 invoice # 205029 for OPM and Clerk services - \$14,158.89
 - 54 hours or \$4,320 is for Clerk services
 - Project management services just under \$10K; Deborah Marai noted that project management services declined for December, and are anticipated to stay lower through the rest of the project; fee should be sufficient if the project is closed out by August per PCI's original fee proposal
 - Adam Dash made a motion to approve the 4 invoices listed above. Kristie Armstrong seconded the motion, and the motion carried unanimously.
- December 2014 Invoice Package
 - Treasurer Stephen Sala has reviewed the December 2014 invoice package; he recommended approval of the following invoices:



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- ❖ BH+A 12/31/14 invoice #20498 for construction administration services - \$5,670
- ❖ Briggs Engineering and Testing Services 12/6/14 invoice #75340 for testing and inspection services - \$531.50
- ❖ Briggs Engineering and Testing Services 12/20/14 invoice #75430 for testing and inspection services - \$321
- ❖ PCI 12/31/2014 invoice #205059 for OPM and Clerk services - \$16,866.25
 - 122 hours or \$9,760 is for Clerk services; total to date is \$14,080.
 - Stephen noted that the Clerk was on site a good amount during the month of December, which aligns with the amount of work going on that would benefit from Clerk observation
 - Deborah noted the Clerk time for the next two weeks will be less as the construction activities do not warrant the higher level of attention.
 - Project management services just over \$7K
- David Kane made a motion to approve the 4 invoices listed above. Bob Phillips second the motion, and the motion carried unanimously.
- The goal is for PCI to pull together invoice packages for the previous month a couple days in advance of the monthly UPBC meetings to give Stephen time to review.

4. Contractor's Application for Payment

- New England Builders & Contractors (NEBC) draft Application for Payment No. 002 for the period ending 12/29/14 was reviewed by members of the project team. The amount requested is \$589,324.90; through Application for Payment No. 002, 24% of the contract value has been requisitioned.
- BHA, PCI and Stephen Sala recommend approval of Application for Payment No. 002.
- Kristie Armstrong made a motion to approve NEBC Application for Payment No. 002. David Kane seconded the motion, and the motion carried unanimously.

5. Change Orders

- Potential Change Order No. 2 is for replacement of unsuitable soils for preparation of the east bath house and filter building foundations. This issue is the same as PCO No. 001 at the existing bath house demolition and preparation for the new west bath house. As with PCO No. 1, The contractor has provided a significant reduction from the contractual unit cost price to the Town,
- Potential Change Order No. 2 was reviewed by BH+A, PCI and the UPBC Change Order Subcommittee. NEBC was directed to proceed with the work.
- Prime Contract Change Order No. 2 incorporates PCO No.2. BH+A, PCI and the UPBC Change Order Subcommittee recommend the approval of Change Order No. 2.
- Adam Dash made a motion to approve NEBC Prime Contract Change Order No. 2 for the amount of \$3,600. David Kane seconded and the motion carried unanimously.

6. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 92% of project budget has been encumbered; \$435,380 as yet unencumbered
 - 25% of project budget has been invoiced; \$4,193,922 remaining to be invoiced
- Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 7% encumbered for approved Change Orders 1 and 2
 - ❖ Amount remaining = \$231,531
 - Tracking Potential Change Order for additional unsuitable soils excavated for pool
 - ❖ Removed soil is saturated clay, not good draining material

- ❖ Tom Scarlata stated the Contract documents are clear - processed gravel shall be used as base for concrete pavement and backfill of pool walls and buildings.
- ❖ Tom Scarlata reported it would have been reasonable for NEBC to assume reuse of excavated materials on site; however, BH+A recommends that this material be used under planting beds only (not to build up the site or under lawns). BH+A requested a PCO from NEBC to remove and bring in clean ordinary borrow for the site.
- ❖ Existing borings showed clay but saturated and plastic condition could not necessarily be anticipated.
- Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ 5% encumbered; no change from last month
 - ❖ Amount remaining = \$61,943
 - ***PCI will coordinate with Treasurer Stephen Sala and Chair Anne Paulsen to move unused budget line items to soft cost contingency***

7. Construction Update

- Schedule & Progress: project is on schedule
 - Did not work today, first day lost
 - Have been working 6-7 days a week (quiet work on Sundays)
 - West side pool
 - ❖ Completed shotcrete at bottoms of deep end and lap/general area
 - ❖ Will complete shotcrete at west side pool in February
 - ❖ Cold weather construction - protect, tent, heating soils (boiler on site)
 - ❖ Rest of January will be forming/rebar for west side pool walls
 - East side/family pool
 - ❖ Cannot start excavation now that ground is frozen
 - ❖ Probably start late winter/early spring; unsuitable soils pile needs to be moved
 - Ahead of anticipated schedule on buildings
 - ❖ Foundations are in and back filled
 - ❖ Underground plumbing and electrical in place and inspected
 - ❖ Framing will start Monday 1/12/15
 - ❖ Slabs will be poured once buildings are framed, tented and have temp heat
 - Start on utility work (electrical and plumbing lines)
 - By mid-February, buildings should be framed and west side pool should be done
- ***PCI forward weekly reports to all UPBC members going forward***
- Soils: See information on Change Orders and Potential Change Orders above
- Submittals
 - Project submittals in general are near completion
 - Tom Scarlata reviewed finish/color selection memo and samples brought to meeting
 - ❖ BH+A color selections based on renderings previously reviewed by UPBC; building paint colors can be revisited during paint selection
 - ❖ Roofing: architectural shingles, BH+A proposes "weathered wood" - approved
 - ❖ Windows: BH+A proposes brown and tan – approved.
 - ❖ Outdoor shower column: specified as stainless steel, but BH+A proposes painted polyester finish (silver could be shiny in sun) - green approved
 - ❖ Ceramic tile at top of islands and peninsulas: BH+A proposed matte galaxy (blue) with white joint line – approved (Tom said he does not need to know now)
 - ❖ Pool is going to be painted white; white does not chalk, has a longer life span and is easier to touch up
 - ❖ Hardware to be brushed aluminum

8. Permitting and Approvals

- Anne Paulsen reported on the Massachusetts Department of Public Health variance
 - Call took place before the holidays; DPH shot down use of a drop slide but message was that they want to work with the Town to come up with a resolution
 - ❖ BH+A working on flume slide option; there are specific configuration requirements, and BH+A sketch design works with the physical criteria
 - ❖ Code requires 1-hour water turn-over for flumes; this is a flume but not a pool Code requirement, which is the result of shallow water flume/flume parks where water often stagnates. Code for pools requires 8-hour turn-over, BUP designed for 4 hour turn-over. BUP cannot do 1-hour water turn-over with equipment designed, would require illogical increase of pumps and filters.
 - ❖ **UPBC directed BH+A to formally draw up the revised flume slide**
 - ❖ **Adam Dash will pursue an appointment with Town of Belmont Board of Health and then with DPH**
 - BH+A revised the island design to omit the bench; trellis is the same. Tom reported that a rail is not allowed in public pool (this was an idea speculated on last month).

9. Community Relations

- Ellen Schreiber raised concern about safety of pedestrians to and from the pool given the speed of vehicles traveling down Cottage Street
 - Vehicles travel fast and road is bumpy. Can Cottage Street be repaved with a raised crosswalk?
 - There is a process for street repaving. Moving it up in the queue would require coordination with Glenn Clancy and the Traffic Advisory Committee.
 - Stephen Sala said Glen Clancy has been against speed bumps and raised sidewalks in the past. Tom Scarlata indicated this would not put one on a hill.
 - **UPBC agree Ellen should pursue options.**

10. Pool Operations

- Update on Recreation Commission Programming Efforts
 - David Kale reported the task force needs to set up meetings
 - BUP will need to hire lifeguards and make decisions on memberships/camps; the earlier they know when the pool should open the better.
 - Will probably be March by the time a date can be pinned down. All indications are that will open in early July.
 - Adam Dash said this unknown is also hard for Warrant Committee budget efforts

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 9:22 p.m.

Next UPBC Meeting Dates:

- Thursday, February 5, 2015 at 7:30 p.m.

Upcoming Milestones:

- Completion of gunite at west side pool

Attachments:

- PCI: UPBC Meeting Discussion Point
- PCI: December monthly report and attachments

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