

RECEIVED
TOWN CLERK
BELMONT, MA

2015 JUN 29 PM 3:04

BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING

March 5, 2015

Belmont Town Hall - Conference Room 2

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Action items are highlighted.

Attending:

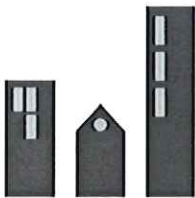
Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Ellen Schreiber (Secretary and Warrant Committee member), Stephen Sala (Treasurer and Permanent Building Committee member), David Kane (Recreation Commission), Bob Philips, Mike Smith (Historic District Commission), Kristi Armstrong, Joel Mooney (Permanent Building Committee, not present for votes on invoicing)

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 7:31 p.m.

2. **Invoices and Contractor's Application for Payment**

- **February 2015 Invoice Package:** Treasurer Stephen Sala has reviewed the February 2015 invoice package and recommended approval of the following invoices:
 - NEB Application for Payment No. 004 for the period ending 2/26/15 - \$28,439.20 requested; through Application for Payment #004, 33% of the contract value has been requisitioned (prior to retainage).
 - ❖ Mike Smith made a motion to approve NEB Application for Payment No. 004 for the amount of \$28,439.20; David Kane seconded the motion, and the motion carried unanimously.
 - BH+A 2/25/15 invoice #20599 for Construction Administration services for the month of January 2015 - \$5,670 (33% of Construction Administration phase invoiced to date)
 - ❖ Mike Smith made a motion to approve BH+A invoice #20539 for the amount of \$5,670; David Kane seconded the motion, and the motion carried unanimously.
 - Briggs Engineering and Testing Services 1/24/15 invoice #75952 for testing and inspection services - \$40.00
 - ❖ Mike Smith made a motion to approve the following Briggs Engineering and Testing Services invoice #75952 for the amount of \$40.00; David Kane seconded the motion, and the motion carried unanimously.
 - PCI 2/28/2015 invoice # 205121 for OPM and Clerk services - \$10,549.95
 - \$3,520.00 for Clerk services; total to date is \$24,860 (\$63,540 remaining in the contract)
 - \$6,903.73 for Project Management services; total to date is \$123,029 (\$56,226 remaining in the contract)
 - \$126.20 reimbursable expenses
 - ❖ Mike Smith made a motion to approve PCI invoice #205121 for the amount of \$10,549.95; David Kane seconded the motion, and the motion carried unanimously.
 - UPBC members signed the invoice paperwork.



PINCK & CO

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

3. Minutes of previous meetings

- Secretary Ellen Schreiber recommended the minutes from the 2/5/15 UPBC meeting be approved with the following typos amended:
 - Page 1, item 3 – NEB is misspelled NEW
 - Page 3, item 6 near the bottom of the page, Tel/Data is misspelled Tel/Date
- Joel Mooney made a motion to approve the minutes from the 2/5/15 UPBC meetings as amended. Bob Phillips seconded the motion, and the motion carried unanimously.
- *PCI to forward approved, amended minutes to Gerry Boyle.*

4. Construction Update

- Schedule:
 - 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. The weather conditions prevent them from making progress on the pools and from providing an estimate for possible early completion. NEB will have a better estimate on completion once extended cold temperatures and snow accumulation are behind us; a very wet spring could also affect progress.
- Progress:
 - West bath house: skylights are being installed now, roofing to start Monday
 - East bath house: starting to frame
 - Pool: resume work when snow/cold weather breaks; aiming to resume work on the east side pool by April 1st.
 - Submittal process is ongoing
- Finishes/color selection
 - Tom Scarlata reviewed color board
 - Keep inside colors neutral
 - There will eventually be mock ups of paint colors on site for review

5. Change Orders

- No new change orders this month

6. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 92% of project budget has been encumbered; \$426,469 as yet encumbered
 - 33% of project budget has been invoiced; \$3,759,479 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
 - ❖ Secondary water treatment required by DPH in order to have a slide
 - ❖ Other pool changes per DPH
- Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ Moved unused budget line items to soft cost contingency
 - ❖ Amount remaining = \$99,443
- Furniture Fixtures & Equipment (FF&E)
 - Identifying FF&E needs

- ❖ UPBC FF&E working group met before tonight's UPBC meeting to review FF&E needs and budget: PCI (OPM), BH+A (Architect), Anne Paulsen (Chair UPBC), Stephen Sala (Treasurer UPBC), Ellen Schreiber (as a member of the Recreation Commission task force), Gerry Boyle (Facilities)
- ❖ Steps/roles
 - FF&E items are being identified by interested parties (UPBC, Recreation Commission task force, Recreation Department/pool staff, DPW)
 - BH+A will make recommendations/provide specifications or narratives
 - Ellen Schreiber and David Kane will coordinate Recreation Commission task force involvement
 - the Town will price and eventually procure (Gerry Boyle)
 - UPBC will make choices
 - PCI assist with coordination
- ❖ *PCI to coordinate meeting with UPBC FF&E working group, Recreation Commission task force, Gerry Boyle, DPW/Recreation Department/Pool Staff to review FF&E*
- Shade options
 - ❖ With deletion of the island at the east pool (see below), the trellis will also be gone; UPBC feels having some shade is important
 - ❖ Tom Scarlata handed out shade options for pool deck or lawn – fixed, removable, larger, smaller
 - ❖ Deck
 - If shading near the pool, pool deck needs to be clear 4' from the edge of the pool; any shade structure would need to be cantilevered
 - Could be fabric or metal covering; fabric would be taken down off season
 - If installing in deck, need to know soon to coordinate with underground piping and to prep prior to pouring of deck
 - ❖ Lawn
 - Need to coordinate with culvert location
 - UPBC prefers providing shade at lawn or edge of deck, but dot have structure going into deck; does not require an immediate decision
 - Tom Scarlata showed umbrella option on stationary pole but adjustable positioning; each about \$4K installed; these would be removed off season
 - Tom Scarlata will review other options
- Tel/date
 - ❖ *Gerry Boyle is reviewing the option to use Town vendors to provide tel/data.*
 - ❖ There is still the question of how this gets paid for.
- Security
 - ❖ Gerry Boyle is working with a consultant to review security issues Town-wide. The consultant is making recommendations about what sites can use.
 - ❖ *Gerry will share with committee recommendations on the BUP site for consideration.*

7. Permitting and Approvals

- Members of the UPBC met with Department of Public Health and Angela Braun of Belmont Board of Health in Belmont this morning
 - DPH will allow the revised flume slide at the east side pool but requires a secondary filtration system, UV or charcoal filter, a formal variance needs to be submitted to DPH

- The island at the east side pool is considered a projection and is not allowed; DPH proposes using rope/floaters to separate the 2 sides of the pool
- BH+A is revising the drawings per DPH approvals, and will send Bulletins to NEB request change proposals
- BH+A will research secondary filtration systems, get pricing from NEB, and submit variance for the slide
- Plumbing variance
 - BHA submitted plumbing variance to State Plumbing Board for family changing rooms
 - Variance is required because although the project has enough fixtures, some of these are in individual rooms not intended to be male or female
 - If not granted a variance, family changing rooms will need to be labeled male or female
- MAAB
 - Glenn Clancy reported that he got a request from MAAB for the project drawings, the reason for the request is unknown
- Planning Board
 - UPBC needs to go back for acoustic testing results, landscaping and sidewalk

8. Community Relations

- No update

9. Pool Operations

- Recreation Commission task force is reviewing operationalizing of pool
- Warrant committee has inquired about the pool opening as it relates to the budget for the pool – what staff is hired, etc.
- Recreation Department needs to determine hiring of lifeguards, memberships, etc.
- UPBC to provide information on the schedule, Town to make decisions

11. Adjourn

- Mike Smith made a motion to adjourn the UPBC meeting. Joel Mooney seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 8:55 p.m.

Next UPBC Meeting Dates:

- TBD – FF&E meeting with DPW and Recreation Department/pool staff
- Thursday, April 2, 2015 at 7:30 p.m. - UPBC

Upcoming Milestones:

- Restart of pool work and completion of shotcrete at west side pool

Attachments:

- PCI: February monthly report and attachments

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