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**BELMONT UNDERWOOD POOL PROJECT  
Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE  
MINUTES OF MEETING  
September 10, 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), Bob Phillips, Adam Dash (Vice Chair and Warrant Committee), David Kane (Recreation Commission), Ellen Schreiber (Secretary and Warrant Committee member, Kristi Armstrong

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

1. **Call to order:** Anne Paulsen called the UPBC meeting at 6:39 p.m.

2. **Minutes of previous meetings**

- Secretary Ellen Schreiber recommended the minutes from the 7/29/15 and 8/13/15 UPBC meeting be approved with the following amendment:
  - 8/13/15 UPBC meeting Section 5 FF&E Dunnrite Pool Products (basketball stand and hoop) – vote was for Purchase Order not for invoice payment.
- Bob Phillips made a motion to approve the minutes from the 7/29/15 and 8/13/15 UPBC meetings as amended. Joel Mooney seconded the motion, and the motion carried unanimously (Adam Dash abstained from voting on the minutes from 7/29/15).

3. **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 - none
  - BH+A 7/31/15 invoice #21132 for Construction Administration services for the month of August 2015 - \$8,380 (95% of Construction Administration phase invoiced to date)
    - ❖ Joel Mooney made a motion to approve BH+A invoice #21132 for \$58,380; David Kane seconded the motion, and the motion carried unanimously.
  - Briggs Engineering & Testing 6/13/15 invoice #78436 - \$530.50, 7/25/15 invoice #78569 - \$48, invoice #78719 - 8/1/15 \$40 and 8/8/15 invoice #78840 - \$220.
    - ❖ Joel made a motion to approve Briggs Engineering & Testing 6/13/15 invoice #78436 - \$530.50, 7/25/15 invoice #78569 - \$48, invoice #78719 - 8/1/15 \$40 and 8/8/15 invoice #78840 - \$220. Adam Dash seconded the motion, and the motion carried unanimously.
  - PCI 8/31/2015 invoice #205681 for the month of August 2015 - \$8,032.50.
    - ❖ \$1,800.00 for Clerk services; total to date is \$59,040.00 (\$21,360.00 remaining in the contract)
    - ❖ \$6,232.50 for Project Management services; total to date is \$166,127.50 (\$13,127.50 remaining in the contract)
    - ❖ No reimbursable expenses
    - ❖ Joel Mooney made a motion to approve PCI invoice #205681 August 2015 - \$8,032.50; Adam Dash seconded the motion, and the motion carried unanimously.



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#### 4. Furniture Fixtures & Equipment (FF&E)

- FF&E Purchase Orders – Gerry Boyle
  - The Living Quarters (additional umbrella bases for eating area): Joel Mooney made a motion to approve The Living Quarters purchase order for \$1,285.20; Adam Dash seconded the motion, and the motion carried unanimously.
  - Pure Aqua Solutions (2 pool vacuums): Joel Mooney made a motion to approve the Pure Aqua Solutions purchase order for \$4,790.00; David Kane seconded the motion, and the motion carried unanimously.
  - Recreation Supply (additional umbrellas for eating area): Joel Mooney made a motion to approve the Recreation Supply purchase order for \$1,136.88; David Kane seconded the motion, and the motion carried unanimously.
- FF&E invoicing – Gerry Boyle
  - Barco Products (picnic tables): Joel Mooney made a motion to approve the Barco Products invoice for \$4,819.05; David Kane seconded the motion, and the motion carried unanimously.
  - Recreation Supply (miscellaneous): Joel Mooney made a motion to approve the Recreation Supply invoice for \$2,752.94; David Kane seconded the motion, and the motion carried unanimously.
  - Recreation Supply (additional umbrellas for eating area): Joel Mooney made a motion to approve the Recreation Supply invoice for \$1,136.88; David Kane seconded the motion, and the motion carried unanimously.
  - WB Mason (bulletin boards, file cabinets): Joel Mooney made a motion to approve the WB Mason partial invoice for \$1,462.40; David Kane seconded the motion, and the motion carried unanimously.
  - Dunnrite Pool Products (basketball stand and hoop): Joel Mooney made a motion to approve the Dunnrite invoice for \$975.67; David Kane seconded the motion, and the motion carried unanimously.
  - School Outfitters (café chairs): Joel Mooney made a motion to approve the School Outfitters invoice for \$975.62; David Kane seconded the motion, and the motion carried unanimously.
  - Pure Aqua Pool Services (2 pool vacuums): Joel Mooney made a motion to approve the Pure Aqua Pool Services invoice for \$4,790.00; Adam Dash seconded the motion, and the motion carried unanimously.
  - AA Rental (café chair rental): Joel Mooney made a motion to approve the AA Rental invoice for \$165.00; David Kane seconded the motion, and the motion carried unanimously.
  - Belmont Police (Police detail for ribbon cutting): Joel Mooney made a motion to approve the Belmont Police invoice for \$353.76; David Kane seconded the motion, and the motion carried unanimously.
  - Hillside Garden Supply (pool mats): Joel Mooney made a motion to approve the Hillside Garden Supply invoice for \$460.47; David Kane seconded the motion, and the motion carried unanimously.
  - Recreation Supply (additional BB items): Joel Mooney made a motion to approve the Recreation Supply invoice for \$69.95; David Kane seconded the motion, and the motion carried unanimously.
  - Stay Safe Traffic Supply (Concord Avenue signage): Joel Mooney made a motion to approve the Stay Safe Traffic Supply invoice for \$368.00; David Kane seconded the motion, and the motion carried unanimously.

- ULINE (additional post, rope): Joel Mooney made a motion to approve the ULINE invoice for \$175.53; David Kane seconded the motion, and the motion carried unanimously.
- ClubSafe, Inc. (wireless PA system): Joel Mooney made a motion to approve the ClubSafe, Inc. invoice for \$2,110.00; David Kane seconded the motion, and the motion carried unanimously.
- Additional FF&E Needs
  - 4 additional trash and recycling bin combos, about \$2,200; Gerry Boyle to purchase
  - Consider 8 additional chairs for eating area
  - Security: UPBC directed Gerry Boyle to discuss security options with the appropriate parties in Town (Police, Recreation Department, etc.). Gerry to come to October UPBC meeting with information as to what level of security is desired and approximately how much this will cost.
  - Recreation Department wants a permanent under-counter cash box. Recreation Department to provide additional information.
  - The possibility that the Town may need a maintenance contract for the facility was discussed. No specific action.

## 5. Construction Update

- Substantial completion was reached on schedule 8/7/15. BH+A issued Certificate of Substantial Completion for 8/7/15 with punch list attached.
- Punch lists
  - BH+A issued their punch list
  - Gerry Boyle to issue Town's punch list
  - Specific punch list items discussed:
    - ❖ Pool ladders: BHA reviewing if ladders at deep end should have been 3-step instead of the 2-step ladders provided.
    - ❖ Family bathroom floors: Kristi Armstrong noted the way the floor slopes has water running to the middle of floor; BH+A will look into if NEB should fix and/or having accessible lip poured before epoxy paint.
    - ❖ Gerry Boyle reported the Town requested ceiling fans – one at the entrance area and in life guard room.
    - ❖ Gerry Boyle reported the Town has requested a "storage room"; Gerry to find out specifics as to what the needs are for this.
    - ❖ Fix puddling by the water spout features was included in BH+A punch list.
    - ❖ Muddy area by base of slide stair: BH+A to follow up; the theory is that this area will be fine next season once the sod has had time to adhere.
    - ❖ Additional grit paint at targeted areas to prevent slipping: When pool is drained, the zero depth entry will receive grit paint to 24" depth and ramp areas will receive grit paint on their full lengths.
    - ❖ Ellen Schreiber wonders if there should be a higher degree of grit in the pool paint in the targeted area. Tom Scarlata noted it is a balance, cannot be too aggressive because could start to cut feet.
    - ❖ BHA reviewed the documents and verified that some floats were not installed that
- Closing of the Pool
  - Pool closing scheduled for 9/11/15
  - DPW is supposed to be there for the pool closing, they have been informed
- Additional or clarification of scope
  - Gate at east bath house: All agree that the black chain link gate that was installed is fine; no additional action required.

- Benches: NEB owns installing two benches outside of the east bath house; NEB will provide the benches, or have offered to swap the benches for donor/historic signs and gate. UPBC discussed and agreed benches not needed with gravel blocks provided for seating. Joel Mooney made a motion to delete the benches from NEB scope in lieu of the historic signage, donor signage and gate installed at the east bath house; Adam Dash seconded the motion and the motion carried unanimously.
- Ramp rails: BHA determined additional rail at pool ramps is needed and will issue a bulletin for this work.
- Slat ceilings: BH+A will look into options for completing slat ceilings scope at the bath houses and make a recommendation.
- Family bathroom floors: BH+A to issue bulletin for installation of epoxy paint with grit on family bathroom floors.
- Cup and stanchions to prep for potential future volleyball: BH+A to issue bulletin.
- Donor and historic signage: NEB is providing as additional scope. BHA is completing scope and artwork; vendor will send back for proofing, someone from UPBC needs to proof. Ellen owns providing final names to BH+A.
- Proposed sidewalk out at Cottage Street:
  - ❖ BH+A started to lay this out; MAAB approval limits slope to 7% which Tom Scarlata reported is not possible (average slope on street in 7%, but in the middle it is 9%).
  - ❖ BH+A can go back to MAAB to see if they will allow sidewalk to follow street slope.
  - ❖ Stephen Sala suggests only doing sidewalk from the pool up to the cross walk at Spinney Terrace. Tom Scarlata confirmed this could be done within the 7% slope. UPBC members agree this is a good idea, and that this will need to be brought to planning board.
- DCAMM Evaluations: The project is required to submit DCAMM evaluations for NEB and publically bid trades; PCI to assist UPBC with this effort.

## 6. Potential Change Orders and Change Orders

- No Change Orders or Potential Change Orders to discuss/vote on.

## 7. Budget

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 95% of project budget has been encumbered; \$255,494 unencumbered
  - 89% of project budget has been invoiced; \$619,281 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
  - 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
    - ❖ Amount remaining in Owner's Soft Cost Contingency = \$71,899
- 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 fund
  - ❖ PCI created Uses report to track potential additional soft cost, FF&E and Change Order Request expenditures

## 8. Permitting and Approvals

- Certificate of Occupancy
  - Building Department has issued a Temporary Certificate of Occupancy pending close out of health and planning board items (memo from Glen Clancy).
  - Board of Health requirements will be fulfilled once pool is drained and additional targeted areas receive grit paint.
  - The requirements are either completed or being worked on. No issues foreseen.
- Planning Board
  - Anne Paulsen noted she has tried to contact Jeffrey Wheeler
  - Noise standards - 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
  - UPBC to review proposed sidewalk addition from east bath house to cross walk at Spinney Terrace
  - Gable at west bath house – done
  - Educational and enforcement parking plan – done
- BH+A will follow up with Conservation Commission regarding requirements; protection wattles will only be removed once grass is established.

## 9. Community Relations

- There has been positive feedback from community on the pool.

## 10. Pool Operations

- Pool contractor South Shore Gunitite will assist with pool closing in fall and opening in spring
- Anne Paulsen suggested that the Recreation Department will need to program activities like basketball and volleyball
- David Kane said the Recreation Department working group is getting back together; programming for next season will be reviewed
- Water usage:
  - Gerry Boyle noted that the bills for the water have been high since the pool opened.
  - There are 2 meters, one for domestic and one for the pool; pool has automatic refill. Gerry reported that it appears to be 2-3K gal loss/use per day in the pool.
  - Explanations include backwash (if happened would lose 3-4K), the hot weather during pool operations, loss with high use/people coming out of the pool.
  - Tom Scarlata agreed the amount of water usage reported seems high but not out of the norm. Gerry reported there is an additional 2-3 weeks of meter numbers to compare.

## 11. Adjourn

- Adam Dash made a motion to adjourn the UPBC meeting. Joel Mooney seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 8:30 p.m.

**Next UPBC Meeting Dates:**

- Thursday, October 15, 2015 at 7:30 p.m.

**Upcoming Milestones:** Closing pool 9/11/15; Close-out documents; Punch list completion

**Attachments:**

- PCI: 9/10/15 UPBC Meeting Discussion Points
- PCI: August 2015 Monthly Report

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