

BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts**BELMONT UNDERWOOD POOL BUILDING COMMITTEE**
MINUTES OF MEETING

June 23, 2016

Belmont Town Hall - Conference Room 2

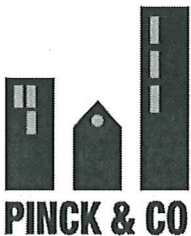
REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

Underwood Pool Building Committee (UPBC): Anne Paulsen (Chair), Ellen Schreiber (Secretary and Warrant Committee), Michael Smith (Historic District Commission), David Kale (Recreation Commission), Bob Phillips, Stephen Sala (Treasurer and Permanent Building Committee), Kristi Armstrong, Adam Dash (Vice Chair and Warrant Committee)

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

1. **Call to order:** Anne Paulsen called the UPBC meeting at 7:30 p.m.
2. **Minutes of previous meetings**
 - 5/19/16 UPBC meeting minutes
 - Bob Phillips made a motion to approve the minutes from the 5/19/16 UPBC meetings. Michael Smith seconded the motion, and the motion carried unanimously.
 - PCI will forward final minutes for posting.
3. **Invoices and Contractor's Application for Payment**
 - May 2016 Invoice Package:
 - Treasurer Stephen Sala reviewed the May 2016 invoice package and recommended approval of the following invoices:
 - BH+A \$704.00 invoice (physical invoice to be submitted) for KZLA additional landscape service.
 - ❖ Michael Smith made a motion to approve BH+A invoice for \$704.00; David Kane seconded the motion, and the motion carried unanimously.
 - Briggs Engineer & Testing 5/16/2015 invoice #77336 for \$745 for testing and inspection was never processed.
 - ❖ Michael Smith made a motion to approve Briggs 5/16/2015 invoice #77336 for \$745; David Kane seconded the motion, and the motion carried unanimously.
 - PCI 5/31/2016 invoice #591 for the month of May 2016 - \$1,895.00 for Project Management services, no Reimbursable Expenses. There is just over \$12K remaining in PCI's fee.
 - ❖ Michael Smith made a motion to approve PCI May 2016 invoice #591 for \$1,895.00; David Kane seconded the motion, and the motion carried unanimously.
 - Amendments:
 - BH+A submitted contract amendment proposal for additional services performed by the Landscape Architect for additional plantings, \$704.00. Gerry Boyle indicated a purchase order increase is required but no UPBC vote is required.
 - A purchase order increase is also required for Reimbursable Services allowed by BH+A's contract and incurred earlier in the project to allow them to be paid the remainder of their fee.
 - PCI Contract Amendment No. 2 proposal for additional services by the independent cost estimator to be revised and resubmitted.
 - A purchase order increase is required for Reimbursable Services allowed by PCI's contract and incurred throughout the project.



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

4. Furniture Fixtures & Equipment (FF&E)

- GB presented updates of FF&E.
- PO/invoicing follow up
 - Gerry Boyle confirmed with Comcast that the one wire remaining over the site for a year : one wire remaining over site for year was not live; Comcast took it down and Belmont media center lost connection. Connectivity is now fixed. Town is now waiting for the invoice, work is complete.
 - Gerry Boyle confirmed LCN \$22,007 utility back charge has been paid.
- Additional FF&E Needs
 - Irrigation for pool lawn: Mike Santoro confirmed irrigation work for north side of pools and gardens outside east bath house will be performed in the fall; UPBC previously approved up to up to \$6,000.00 for this work.
 - Landscaper clean up – Mike Santoro confirmed work complete, no invoice yet.
 - Additional mulch – Mike Santoro confirmed work complete, no invoice yet.
 - Additional hand dryers – This work will be incorporated into NEB COR 36.
 - Starting blocks – David Kane will coordinate with the Recreation Department.
 - Post meter gate valve – Michael Santoro to verify if this is still a concern
 - Fence/gate at Spinney Terrace – Hold/wait and see if this is still a concern.
 - Signage – Mike Santoro reported that signs ordered; invoice will be tracked down.
 - Alarm for Egress Gate: Have been holding \$100, purchase order and invoice presented by Gerry Boyle \$987.00. Michael Smith made a motion to approve the BCM Controls PO and invoice for exit alarm and installation; David Kane seconded the motion and the motion carried unanimously.
 - Exit Alarm Core to Match System – Gerry Boyle indicated a core is needed to match the alarm for the egress gate. Michael Smith made a motion to approve the Kelly Brothers purchase order for \$106.34 for the exit alarm core for the BCM Controls egress gate exit alarm; David Kane seconded the motion and the motion carried unanimously.
 - Town Network Connectivity: Michael Smith made a motion to approve the LCN invoice for network integration on previously approved purchase order for \$14,329.27; David Kane seconded the motion and the motion carried unanimously.
 - Camera Installation: Michael Smith made a motion to approve the BCM Controls invoice for camera installation on previously approved purchase order for \$21,975.00; David Kane seconded the motion and the motion carried unanimously.
 - Phones: Gerry Boyle indicated phone installation and integration work was done prior to the pool opening; Gerry Boyle is waiting for the invoice.
 - Security: Gerry Boyle presented a BCM burglar alarm system. Michael Smith made a motion to approve the BCM Controls purchase order for \$7,425.00 for a burglar alarm system; David Kane seconded the motion and the motion carried unanimously.
 - New – Gerry Boyle indicated Town is requiring emergency phone or connectivity available 24/7 from the pool; need exterior mounted phone or panic button. Gerry will be looking into this.

5. Construction Update

- There was a meeting on site 6/10/16 to review various items
 - NEB, BHA, members of UPBC, GB, DPW were in attendance
 - Tom Scarlata is publishing a memo of punch list and warrantee items that NEB is to address, most of these need to be addressed after the pool season has ended
 - Will also include any items brought up tonight
 - When issues come up – Anne Paulsen, BH+A PCI and NEB to be informed
- Mike Santoro Items

- Cracks family bathroom showers: Solid surface wall material – Tom Scarlata indicated NEB is aware and will address
- Cracks in wood building trim by door stop, especially in west bath house: Trim is cracking; Tom Scarlata indicated NEB is aware and taking care of; issue is with stop of door; trim will be replaced and connection elongated. Gerry Boyle said this is also an operational issue, need some awareness.
- Batteries in faucets for sensor: Plumber changed faucets out, but Mike Santoro concerned will happen again. Tom Scarlata said that the faucets need to be drained and batteries removed in the off season.
- Soap dispensers: Mike Santoro said the same thing happened with soap dispensers. Similarly, these need to be drained and their batteries removed in the off season.
- Concrete finish in flatwork around pool.
 - ❖ Mika Santoro feels this is poor workmanship; he brought in a third party who said the quality is fine but the finish is poor. What can we do to get it taken care of?
 - ❖ Tom Scarlata suggested reaching out to NEB for extended warranty on areas fixed. Anne Paulsen suggested an extended warranty on all the flatwork; Tom Scarlata said this could be requested.
 - ❖ UPBC can direct NEB to replace, but there may be some push back.
 - ❖ PCI said the UPBC has all Clerk reports, Gerry Boyle has these and also has Briggs concrete testing and inspection reports.
 - ❖ Low spot in concrete in front of vending area, holds water
- Rumors of pool cracking: How to address? Pool is not cracking.
- Run off on west side: Water from hill w/ good size rain going into women's bathroom at west bath house/door. Tom Scarlata indicated that the area was not graded as designed, potentially due to utilities. BH+A to review and make a recommendation.
- Lap lane targets peeling: Targets that were just painted are peeling; the non-skid is what appears to be peeling.
- Stainless steel gutter discolored: Stephen noted this is also at the cold joints. NEB to be notified. Tom Scarlata indicated that the manufacturer needs to make recommendation.
- Vertical lines appeared at toe of wall deep pool: NEB aware and need to address. Coming from behind wall.
- Urinal in men's bathroom: Crooked.
- Pooling water at family bathrooms
 - ❖ Mike Santoro still indicated that despite the new "berms" installed in the family bathrooms, DPW still anticipates issues with water pooling in the center from when people come out of showers. Mike asked if floor drains could be installed.
 - ❖ BH+A noted this would involve a lot of work,
 - ❖ Concerned floor mats will promote mildew
- Kristi's list
 - Family bathrooms pooling water:
 - ❖ Need temp solution; mats for summer? Mike Santoro indicated cleaners using wet/dry vacs
 - ❖ Tom Scarlata suggests less of a gap between curtain and ground; lower rail or extensions on hook; Mike Santoro to try this
 - Paper towel holders: Mike Santoro said they have been removed from all bathrooms
 - Floor in west bath house: Corner slippery when gets wet
 - One of the showers in women's bathroom: Temperature and weak stream
 - Muddy area near diving board
- Landscaping: issues with what has been installed

- Stainless steel grating: Drain in gutter with slits is sharp and there is a lot of concern about injury; BH+A to review this issue, possibly direct NEB/SSG to correct this (file down)
- O&M Manuals:
 - As-builts still need to be submitted by NEB; BH+A to follow up with NEB.
 - PDFs of O&Ms still to be provided; BH+A giving to Town as these come in.
 - NEB close out still needed; Tom Scarlata to touch base with Henry

6. Potential Change Orders and Change Orders

- Change Orders: no new Change Orders
- Potential COs:
 - PCO #33 - Pool Covers:
 - ❖ NEB to issue revised COR for Lap Pool Cover to include their mark up
 - ❖ NEB to be released to have the pool cover installed for the fall
 - ❖ Revised COR to be included in the next Change Order
 - PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps:
 - ❖ Anne Paulsen indicated the Disability Commission is okay with waiting for handrails to be refabricated.
 - ❖ Lorraine alerted to fact that lifeguards stand ready for those who may need assistance until railings are replaced.
 - ❖ Tom Scarlata indicated that BH+A and South Shore Gunitite are working through some dimensional issues on the submittal for the new railing with mid-rail.
 - ❖ NEB will submit revised price once submittals are set, anticipate lower cost.
 - PCO #36 for Hand Dryers in Bathrooms:
 - ❖ Hand dryers are installed, need revised COR for additional units.
 - Additional landscaping – BHA to review if all work was done.
 - Signage:
 - ❖ Donor Sign: Has been finalized and being fabricated now.
 - ❖ Historic Sign: Has been fabricated; PCI to follow up with NEB.

7. Budget & Master Sources/Uses Lists

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 98% of project budget has been encumbered; \$120,367 unencumbered
 - 96% of project budget has been invoiced; \$237,522 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 68% encumbered for approved Change Orders (COs) 1 through 6 and funds transferred to FF&E
 - ❖ Construction contingency balance = \$81,960
 - Tracking PCOs for items indicated in attached "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 = \$10,309
 - Tracking for additional Soft Cost items indicated in attached "Uses" tracking
- 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 FF&E Contingency = \$0
 - ❖ There are unencumbered funds remaining in FF&E budget line items.
 - Tracking for additional FF&E items indicated in attached "Uses" tracking
- 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.
- Prior to this meeting, projections were just under \$50K remaining beyond current anticipated needs. Given additional needs brought up at this meeting such as 24/7 emergency phone/alarm and burglar alarm, the amount of remaining funds is unknown.

8. Permitting and Approvals

- Certificate of Occupancy
 - The project has a Temporary Certificate of Occupancy.
 - There appears to be no reason why the project should not receive Permanent Certificate of Occupancy. Gerry Boyle is to inquire with the Town permitting officials.
- 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 opened on 6/18/16
- Pool passes
 - 674 resident family passes, believe the total number of passes will exceed 800
 - Number of non-resident passes was lowered to 100
- Issues
 - Pool Rules: pool managers and lifeguards getting push back on pool rules
 - Trash: a lot of trash, consider implementing "carry in carry out" policy
 - Pool hours: Recreation Department is working on posting pool hours; exterior bulletin board has not been posted on fence, Gerry Boyle to locate
 - Pool closing: David Kane to ask June Howell what policy is for notification if there are issues with the pool and it has to close
 - WiFi: change password so does not say "Underwood guest"; UPBC made a conscious decision not to have public WiFi
- Cameras: on at night, record; motion operated
- Training: NEB will submit video of pool training; BH+A to follow up

11. Adjourn

- Adam Dash made a motion to adjourn the UPBC meeting. Kristi Armstrong seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:50 p.m.

Next UPBC Meeting Dates:

- Thursday, July 21, 2016 at 7:30 p.m.

Upcoming Milestones: Completion of close-out documents, remaining punch list and remaining change order work

Attachments:

- PCI: 6/23/16 UPBC Meeting Discussion Points
- PCI: Budget Tracking through 6/23/16 (Summary, Budget, Encumbrances, Invoicing)
- PCI: 6/23/16 Sources and Uses, Hard & Soft Cost Contingency Tracking

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