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**BELMONT UNDERWOOD POOL PROJECT**  
**Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**  
**July 21, 2016**

**Belmont Town Hall - Conference Room 2**

REPRESENTING OWNERS FROM CONCEPT TO CLOSEOUT

Attending:

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

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

**1. Call to order:** Adam Dash called the UPBC meeting at 7:30 p.m.

**2. Minutes of previous meetings**

- 6/23/16 UPBC meeting minutes
  - David Kane made a motion to approve the minutes from the 6/23/16 UPBC meetings as amended by Ellen Schreiber. Michael Smith seconded the motion, and the motion carried unanimously.
  - PCI will forward final minutes for posting.

**3. Potential Change Orders and Change Orders**

- Change Orders:
  - Change Order No. 7
    - ❖ PCO #036R Hand Dryers \$13,158.00
    - ❖ PCO #039 Pool Paint Lap Pool \$7,875.00
    - ❖ PCO #040 Additional Landscaping \$5,811.00
    - ❖ Michael Smith made a motion to approve Change Order No. 7 for \$26,151.00; David Kane seconded the motion, and the motion carried unanimously.
  - Change Order No. 8
    - ❖ PCO #042 for Lap Pool Safety Cover \$26,273.00
    - ❖ Michael Smith made a motion to approve Change Order No. 8 for \$26,273.00; David Kane seconded the motion, and the motion carried unanimously.
- Potential COs:
  - PCO #34 for Bulletin #21 – Additional Railing Required at Pool Ramps:
    - ❖ New railing with mid-rail not yet installed

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

- June 2016 Invoice Package:
  - Treasurer Stephen Sala reviewed the June 2016 invoice package and recommended approval of the following invoices:
    - ❖ NEB Application for Payment No. 12 for \$57,711.00. With this payment, there would be \$28,773 remaining in NEB's contract which represents the value of the change order for the Lap Pool Cover and money held for touch-up paint on family room floors, touch-up work of pool wall targets, and as-built drawings.
    - ❖ Michael Smith made a motion to approve NEB Application for Payment No. 12 for \$57,711.00; David Kane seconded the motion, and the motion carried unanimously.



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- PCI 6/30/2016 invoice #642 for the month of June 2016 \$4,215.94 - \$4,210.00 for Project Management services, and \$5.94 for Reimbursable Expenses. There is just under \$8K remaining in PCI's fee.
  - ❖ Michael Smith made a motion to approve PCI 6/30/2016 invoice #642 for the month of June 2016 for \$4,215.94; David Kane seconded the motion, and the motion carried unanimously.
- Amendments:
  - PCI Contract Amendment No. 2 proposal for additional services by the independent cost estimator increases PCI's overall fee by \$3,320.00. Michael Smith made a motion to approve PCI's Contract Amendment No. 2 increase of \$3,320.00; David Kane seconded the motion, and the motion carried unanimously.

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

- Gerald Boyle presented updates of FF&E.
- PO/invoicing follow up
  - Town is now waiting for Comcast invoice, work is complete.
  - Phones: Gerald Boyle indicated phone installation and integration work was done prior to pool opening; waiting for the invoice, holding \$2,000 estimated for work.
- 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.
  - Additional mulch and Landscape Clean Up: Michael Smith made a motion to approve the C&P Carbone, Inc. Landscaping invoice for 3 invoices totaling \$2,100 for hydro seeding and mulching of beds; David Kane seconded the motion and the motion carried unanimously.
  - Starting blocks: David Kane will coordinate with the Recreation Department. BH+A put out a memo on the type of starting blocks that should be purchased if the Recreation Department wants to purchase, they are about \$3K each.
  - Post meter gate valve: Michael Santoro reported Water Department resolved this; waiting for an invoice, approximately \$1000.
  - Fence/gate at Spinney Terrace: Hold/wait and see if this is still a concern.
  - Panic Bar and Additional Camera: Gerald Boyle indicated Angela Braun from Health Department is requiring emergency phone or connectivity available 24/7 from the pool; need exterior mounted phone or panic button. Gerry Boyle got pricing for a panic button and an additional camera requested by Recreation Department/DPW. Michael Smith made a motion to approve the BCM Controls Panic Button and additional camera purchase order for \$2,469.00; David Kane seconded the motion and the motion carried unanimously.
  - Bulletin Board: Gerald Boyle knows this arrived but its location is currently unknown; he is tracking this down.
  - Wet area to the south of the diving board: BH+A recommend adding small area of concrete to slope to drain (see BH+A 7/17/16 memo). Michael Smith made a motion to encumber up to \$5,000 for the DPW to coordinate Option 2 installed; David Kane seconded the motion and the motion carried unanimously.
  - Drainage at south side of west bathhouse: BH+A provided recommendations in their 7/17/16 memo. Michael Smith made a motion to encumber up to \$10,000 for the DPW to coordinate resolution of the drainage issue at the south side of the west bathhouse per BH+A's recommendations; David Kane seconded the motion and the motion carried unanimously.

## 6. Construction Update

- Concrete Paving/Flatwork

- BH+A produced a 7/17/16 memo recommending corrective work
  - ❖ Fix some of area but not ones that touch gutters; concrete is cast into gutter, do not want to subject gutter to damage
  - ❖ Replace where depression is
  - ❖ Does not recommend addressing areas with only subjective finish issues
  - ❖ Need to stay away from areas that have pipes under them, may make things worse
- Tom Scarlata reviewed memo with NEB and they agree with this scope
- Mike Santoro expressed his displeasure with the concrete flatwork
  - ❖ Mike Santoro believes the issues, particularly the finish issues, are the fault of the clerk of work because the clerk approves the work.
  - ❖ Deborah Marai and Gerald Boyle corrected this misconception; it is not the role of the clerk of work to approve work.
  - ❖ Michael Smith said the concrete flatwork finish is inconsistent in appearance, but there are no structural issues and the fix could be worse than the problem.
- Michael Smith made a motion to approve the architect's recommendation, Bob Phillips seconded the motion, and the motion carried unanimously.

- Closeout Items

- BH+A produced a 7/17/16 memo with status/recommendations for closeout items:
  1. Pool cover for lap pool: Has been ordered, to be installed after close of season
  2. Additional/modified landscape: BHA reviewed installed landscaping; counted plants and they were all there, all good
  3. 24-hour emergency call: Gerald Boyle is coordinating
  4. As-built drawings: NEB to submit to BH+A for review
  5. Gutter transitions: Shallow pool condition complete; other condition done after season
  6. Solid plastic wall panels at showers: NEB to have these replaced after season; this would be an opportunity to move shower curtains to help keep water in shower
  7. Faucets: Replaced prior to pool opening; units must be completely drained and batteries removed for winterization
  8. Soap dispensers: Winterization requires removal of liquid soap, removal and cleaning of pump valves
  9. Urinal at men's toilet west bathhouse: NEB to have fixed after close of season
  10. Fan at control desk: Unit is properly installed; Town should contact manufacturer if necessary, unit is under warranty
  11. Gutter discoloration: To be addressed after season
  12. Paint finish: NEB to address after season
  13. Pool Cracks along Ramp Wall – Ramp Pool: NEB/SSG to address after season
  14. Wood Skirt Board at Sliding Door: NEB to address after season
  15. Family Changing showers NEB/Bello to address after season
  16. Pool water level: Town staff was notified to take corrective action
  17. Safety gate at east bathhouse: Town should tightened
  18. Deck transition: BHA provided 2 options; Bob Phillips made a motion to have Option 2 installed; Michael Smith seconded the motion and the motion carried unanimously
  19. Construction joints at parking lot sidewalk: NEB to extend joint to parking lot
  20. Wet area to the south of the diving board: See FF&E above
  21. Drainage at south side of west bathhouse: See FF&E above

- O&M Manuals:
  - As-builts still need to be submitted by NEB; BH+A to follow up with NEB.
- Signage:
  - Donor Sign: Has been finalized and being fabricated now. NEB to install.
  - Historic Sign: Has been fabricated; PCI to follow up with NEB. NEB to install.
- Handicap ramps & handrails:
  - Re-submittal yesterday, finalized.

## 7. Budget & Master Sources/Uses Lists

- Budget Summary by PCI
  - On budget; total project budget is \$5,611,000
  - 99% of project budget has been encumbered; \$57,970 unencumbered
  - 98% of project budget has been invoiced; \$137,433 remaining to be invoiced
- Owner's Construction Contingency Tracking
  - Original value of Owner's Construction Contingency = \$249,739
    - ❖ 88% encumbered for approved Change Orders (COs) 1 through 8 (assuming change orders approved tonight) and funds transferred to FF&E
    - ❖ Construction contingency balance = \$29,536
  - 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 = \$1,235
  - 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 \$24K remaining/unencumbered. With current anticipated needs, including unknown amount needed for 24/7 emergency phone/alarm, estimate about \$8K remaining/unencumbered.

## 8. Permitting and Approvals

- Certificate of Occupancy
  - There appears to be no reason why the project should not receive Permanent Certificate of Occupancy. Gerald 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:

- No update

**11. Adjourn**

- Michael Smith made a motion to adjourn the UPBC meeting. David Kane seconded the motion, and the motion carried unanimously.
- The UPBC meeting was adjourned at 9:34 p.m.

**Next UPBC Meeting Dates:**

- TBD; Anne Paulsen will send an email

**Upcoming Milestones:** Close out of pool after Labor Day; completion of close-out documents, remaining punch list and remaining change order work

**Attachments:**

- PCI: 7/21/16 UPBC Meeting Discussion Points
- PCI: Budget Tracking through 7/21/16 (Summary, Budget, Encumbrances, Invoicing)
- PCI: 7/21/16 Sources and Uses, Hard & Soft Cost Contingency Tracking

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