

**BELMONT UNDERWOOD POOL PROJECT
Belmont, Massachusetts**

**BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING**

July 1, 2015

Belmont Town Hall - Conference Room 2

Attending:

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

Also in attendance: Cindy Papa, Administrative Coordinator Town of Belmont Facilities Department; 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 5/7/15, 6/4/15 and 6/18/15 UPBC meeting be approved with the following typos amended:
 - 5/7/15 minutes: Page 2, Item 5 Budget – change “as yet encumbered” to “unencumbered”
 - 5/7/15 minutes: Page 1 – Adam Dash reported he was in attendance
 - 6/18/15 minutes: Page 2, Item 5 Budget “Shade Structures”, misspelling of the word “either”
- Bob Phillips made a motion to approve the minutes from the 5/7/15, 6/4/15 and 6/18/5/15 UPBC meetings as amended. Adam Dash seconded the motion, and the motion carried unanimously.

3. Invoices and Contractor’s Application for Payment

- June 2015 Invoice Package: Treasurer Stephen Sala has reviewed the June 2015 invoice package and recommended approval of the following invoices:
 - NEB Application for Payment No. 008 for the period ending 6/30/15 - \$613,055.00. Through Application for Payment No. 008, 81% of the contract value has been requisitioned (prior to reduction of retainage)
 - ❖ David Kane made a motion to approve NEB Application for Payment No. 008 for \$613,055.00; Bob Phillips seconded the motion, and the motion carried unanimously.
 - BH+A 5/31/15 invoice #20830 for Construction Administration services for the month of May 2015 - \$5,670 (71% of Construction Administration phase invoiced to date)
 - ❖ David Kane made a motion to approve BH+A invoice #20880 for \$5,670; Bob Phillips seconded the motion, and the motion carried unanimously.
 - ❖ Briggs Engineering & Testing 5/30/15 invoice #77568- \$655 and 6/6/15 invoice #77716 - \$560.
 - ❖ David Kane made a motion to approve Briggs Engineering & Testing 5/30/15 invoice #77568 - \$655 and 6/6/15 invoice #77716- \$560; Bob Phillips seconded the motion, and the motion carried unanimously.



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- PCI 6/30/2015 invoice #205523 for OPM and Clerk services for the month of June 2015 - \$13,525.00.
 - ❖ \$6,200.00 for Clerk services; total to date is \$49,240.00 (\$31,160.00 remaining in the contract)
 - ❖ \$7,325.00 for Project Management services; total to date is \$152,493.75 (\$26,761.25 remaining in the contract)
 - ❖ \$0 reimbursable expenses
 - ❖ David Kane made a motion to approve PCI invoice #205523 for \$13,525.00; Bob Phillips seconded the motion, and the motion carried unanimously.

4. Furniture Fixtures & Equipment (FF&E)

- PCI provided updated 7/1/15 FF&E spreadsheet
- Cindy Papa presented FF&E Quote Form
 1. **Pool and pool deck safety equipment** – all items previously approved, ordered
 2. **Pool maintenance equipment** – all items previously approved, ordered
 3. **Signage** – BH+A returned signage submittal to NEB with mark ups per UPBC discussion.
 4. **Bathroom furnishing** - some previously approved and ordered; tonight:
 - ❖ 4-4: 2 tables from BFM Seating \$468.00 + shipping charges
 - ❖ 4-5: 12 chairs from School Outfitters \$797.88 + shipping charges
 - ❖ 4-9: 1 lockable cash drawer from Touch Dynamics \$150.00 + shipping charges
 - ❖ 4-11: 4 wire storage units from Rec Supply \$692.80
 - ❖ 4-12: 1 package of 3 small trash cans from Recycle Away \$115.71
 - ❖ 4-13.1: 1 enclosed bulletin board from WB Mason \$800.00
 - ❖ 4-21: 2 bathroom trash barrels from Recycle Away \$639.42
 5. **Site improvements / furnishings** – some previously approved and ordered; tonight:
 - ❖ 5-2: 6 shade structures from Rec Supply \$18,516.72
 - ❖ 5-3/4: 4 trash can/recycling bin combos from Recycle Away \$2,258.64
 - ❖ 5-7c: 4 48" round café tables from BFM Seating \$1,460.00 + shipping charges
 - ❖ 5-7b: 4 36" round café tables from BFM Seating \$1,212.00 + shipping charges
 - ❖ 5-8: 26 chairs from BFM Seating \$3,120.00 + shipping charges
 - ❖ 5-9: 2 standard picnic tables from Barco Products \$2,338.90 + shipping charges
 - ❖ 5-10: 2 ADA picnic tables from Barco Products \$2,338.90 + shipping charges
 - ❖ 5-12: 2 exterior clocks from In the Swim \$71.98
 - ❖ 5-14: 1 garden hose cart from Home Depot \$149.99
 - ❖ 5-14.1: 2 hose racks for janitor closet from Home Depot \$19.94
 - ❖ 5-14.2: 5 hoses (2 @100' & 3 @ 50') from Home Depot \$242.84
 - ❖ 5-17: 4 umbrellas for picnic tables from Rec Supply \$1,597.64
 6. **Technology / communication**
 - ❖ 6-2: 1 PA system with wireless microphone from Clubsafe \$2,200.00
 - ❖ 6-10: 3 WiFi access points estimated at \$3,884.69
- UPBC discussion and vote:
 - Adam Dash motioned to approve FF&E expenditure from BFM Seating in the amount of \$6,636.76; David Kane seconded the motion, and the motion carried unanimously.
 - Adam Dash motioned to approve FF&E expenditure from Recycle Away in the amount of \$3,013.97; David Kane seconded the motion, and the motion carried unanimously.
 - Adam Dash motioned to approve FF&E expenditure from Rec Supply in the amount of \$2,290.44; David Kane seconded the motion, and the motion carried unanimously.

- Adam Dash motioned to approve FF&E expenditure from Barco Products in the amount of \$5,213.45; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from Home Depot in the amount of \$412.77; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from Touch Dynamics in the amount of \$165.00; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from In the Swim in the amount of \$71.97; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from School Outfitters in the amount of \$975.62; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from WB Mason in the amount of \$800.00; David Kane seconded the motion, and the motion carried unanimously.
- 5-2 shade structures:
 - ❖ Cindy Papa reported that the quote they received was for the aluminum umbrellas; they had received no response from their request for the bamboo umbrellas.
 - ❖ UPBC asked that a quote for the bamboo umbrella shade structures be tracked down; BH+A will assist. There is general consensus that the bamboo structures are just as durable as the aluminum, but that they will look better and are less expensive. If the bamboo shade structures are not available, then the aluminum ones will be purchased.
 - ❖ Adam Dash made a motion to approve expenditure up to \$18,516.72 for the purchase of 6 umbrella shade structures; David Kane seconded the motion, and the motion carried unanimously.
- Adam Dash motioned to approve FF&E expenditure from Clubsafe in the amount of \$2,200.00; David Kane seconded the motion, and the motion carried unanimously.
- WiFi access points:
 - ❖ UPBC discussed option for 3 or 5 wireless access points; it was agreed that 3 wireless access points should be added
 - ❖ BH+A will request Change Order Proposal from NEB for 3 wireless access points
- PCI will coordinate with Anne Paulsen and Stephen Sala to reallocate FF&E and soft cost contingencies to cover FF&E expenditures.

5. Potential Change Orders and Change Orders

- There are no new Potential Change Orders or Change Orders to review/approve.

6. Budget

- Budget Summary by PCI
 - On budget; total project budget is \$5,611,000
 - 95% of project budget has been encumbered; \$293,610.33 unencumbered
 - 73% of project budget has been invoiced; \$1,510,607.73 remaining to be invoiced
- Owner's Construction Contingency Tracking
 - Original value of Owner's Construction Contingency = \$249,739
 - ❖ 37% encumbered for approved Change Orders (COs) 1, 2, 3 and 4

- ❖ Construction contingency after approved COs = \$158,353
- Approved Potential Change Order (PCOs)/not yet incorporated in to Change Order
 - ❖ COR 18 Tel Data Terminations \$9,201
 - ❖ Construction contingency after approved COs and PCOs = \$149,152
- Tracking PCOs for:
 - ❖ Bulletin 0010 – Deck Stanchion Cups
 - ❖ Bulletin 0011 – Additional Toilet Accessories
 - ❖ Additional Signage
 - ❖ Janitor Closet Shelving
 - ❖ Credit for Removing Planters
 - ❖ Shade Structure Bases
 - ❖ Sump Pump for Filter Building Pit (if needed)
 - ❖ Drainage Mat above Culvert
- Owner's Soft Cost Contingency Tracking
 - Original value of Owner's Soft Cost Contingency = \$65,466
 - ❖ No reallocations of soft cost line items or soft cost contingency this month
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$59,466
 - ❖ Some of this contingency will be reallocated for FF&E expenditures approved tonight
- Furniture Fixtures & Equipment (FF&E) Contingency Tracking
 - Original value of FF&E Contingency = \$6,200
 - ❖ There has been no usage of FF&E Contingency to date
 - ❖ Amount remaining in Owner's Soft Cost Contingency = \$6,200
 - ❖ Some of this contingency will be reallocated for FF&E expenditures approved tonight

7. Construction Update

- Schedule:
 - The project is on schedule; NEB contractual completion date is 8/7/15
 - NEB is confident they will meet the contractual completion date
- Progress:
 - New trees planted on Concord Avenue look good, of substantial caliper
 - Building painting
 - ❖ Green clapboards being painted now
 - ❖ There is still debate on the color for the shingles; there are shingles on only small areas outside the east and west bath houses, and on the east bath house the shingles wrap inside the building. Tom, Michael and Anne went out on site last week and additional samples were put up, and the team will go out again to review and decide.
 - Construction meetings are ongoing, Thursdays at 1:00 p.m.; there is a meeting tomorrow. Anne will be away the next two Thursdays.
 - Bike racks: BH+A recommended changing the specified bike rack so that the one being donated by Wheelworks and the one provided under the contract will match. They each hold 18 bikes, are galvanized and standard gauge. There may be a credit from NEB.

8. Permitting and Approvals

- MAAB Variance for Sidewalk: BH+A is submitting
- Planning board : UPBC to return to follow up on conditions, including changes in planting and sound testing
- Local approvals will be required from the Board of Health, Planning, Conservation Commission and the Building Department.

- David Kane to reach out to June Howell and DPW to insure information Belmont Board of Health is looking for is provided.

9. Community Relations

- Anne Paulsen reported that the precondition survey information will be provided to each of properties/home owners that were surveyed.
- Adam Dash reported that Maryann Ryan, the Middlesex District Attorney, called him. She loves the pool and also discussed their child protection/pool safety efforts. She dropped off handouts to Adam, who provided them to the UPBC; David Kane will bring the remainder to June Howell.
- Ribbon cutting/open house:
 - Ellen Schreiber has coordinated with David Kale; he is organizing the event.
 - The event will be 1:30 p.m. on Saturday, August 8th (rain date August 9th); the site will be open until 4:00 p.m.
 - The public, donors and special guests/dignitaries will be invited (including the Underwood family).

10. Pool Operations

- Update on Recreation Commission Programming Efforts: The pool will be open for an abbreviated season; programming efforts will be more for next year.
- June, Lorraine and the pool staff need to have access to the pool as soon as possible. Tom Scarlata said as soon as the pool decks are down, people can walk the site. Concrete decks due to be completed on 7/15/15.
- Vending machines: Recreation Department needs to coordinate. May not be any in this year because of short season.
- BH+A to coordinate with NEB to insure appropriate plumbing, HVAC and pool training of Town staff takes place.

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 9:09 p.m.

Next UPBC Meeting Dates:

- Wednesday, July 29, 2015 at 7:30 p.m. – UPBC; note change of date
- Thursday, August 13, 2015 at 7:30 p.m.

Upcoming Milestones:

- Pool deck in, pools painted
- Completion of work at buildings
- Lawns sod and seeded
- Substantial completion

Vacations:

- Anne away for next 2 Thursdays
- Deborah out next week

Attachments:

- PCI: 7/1/15 UPBC Meeting Discussion Points
- PCI: 7/1/15 Updated FF&E

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