

BBL Construction Services, LLC  
 302 Washington Ave Extension  
 Albany, New York 12203  
 Phone: (518) 452-8200

**Project:** 111032 - KCSD-2nd Century HS Addition  
 Kingston High School Campus  
 Kingston, New York 12401

## KCSD Steering Committee Meeting Minutes

**MEETING DATE:** 03/10/2021

**MEETING TIME:** 3:00 PM - 3:30 PM

**MEETING LOCATION:** Microsoft Teams

**OVERVIEW:**

Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting  
 Microsoft Teams Invite sent from KCSD.

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

Name	Company	Phone Number	Email	Attendance
Mike DeLima	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4121	mdelima@bblinc.com	Present
Carlee Yavaniski	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4122	cyavaniski@bblinc.com	Present
Mary Beth Bonville	Kingston City School District	Tel: (845) 339-3000	mbonville@kingstoncityschools.org	Present
Tom Clapper	Kingston City School District	Tel: (845) 339-3000	tclapper@kingstoncityschools.org	Present
Vincent DeCicco	Kingston City School District	Tel: (845) 339-3000	vdecicco@kingstoncityschools.org	Present
Margarita Lekaj	Kingston City School District	Tel: (845) 339-3000	mlekaj@kingstoncityschools.org	Present
Allen Olsen	Kingston City School District	Tel: (845) 339-3000	aolsen@kingstoncityschools.org	Present
Dr. Paul Padalino	Kingston City School District	Tel: (845) 339-3000	ppadalino@kingstoncityschools.org	Present
Kristin Shufeldt	Kingston City School District	Tel: (845) 339-3000	kshufeldt@kingstoncityschools.org	Absent
Gary Tomczyk, Jr.	Kingston City School District	Tel: (845) 339-3000	gtomczykjr@kingstoncityschools.org	Absent
Beth Woodard	Kingston City School District	Tel: (845) 339-3000	bwoodard@kingstoncityschools.org	Present
Nora Scherer	Kingston School Board of Education	Tel:	nscherer@kingstoncityschools.org	Present
James Shaughnessy	Kingston School Board of Education	Tel:	jshaughnessy@kingstoncityschools.org	Present

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact BBL Construction Services if there are any discrepancies or questions with the content of these minutes.

Ofe Clarke	KSQ Design	Tel: (914) 682-3700	oclarke@ksq.design	Present
Armand Quadrini	KSQ Design	Tel: (914) 682-3700	aquadrini@ksqarchitects.com	Present
Alex Soto	KSQ Design	Tel: (914) 682-3700	asoto@ksq.design	Present

## Field House 2nd Phase

No	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	Optimus Updates	Allen Olsen ( <b>Kingston City School District</b> )			Open	Old

### Official Documented Meeting Minutes:

- Documents are being finalized with KCSD and legal coucil.
- Final deduct change order value drafted – clarifying language and steps to issue with District Council

### Previous Meeting Minutes:

02/10/2021:

- Documents are being finalized with KCSD and legal coucil.

## Change Management Updates

No	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	Change Management - Main Phase 2	Mike DeLima ( <b>BBL Construction Services, LLC</b> ), Alex Soto ( <b>KSQ Design</b> )			Open	Old

### Official Documented Meeting Minutes:

- Various change event items being addressed as the job progresses.
- KSQ to finalize multiple change events that need final district signature prior to going to SED
- Docusign is being used for electronic signatures

### Previous Meeting Minutes:

02/10/2021:

- Various change event items being addressed as the job progresses.
- KSQ is working on finalizing executed change events that need to go to SED.

## KHS Tracking Items

No	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	BOE Meeting Presentations	Carlee Yavaniski ( <b>BBL Construction Services, LLC</b> )			Open	Old

### Official Documented Meeting Minutes:

- BBL will send in a presentation for the BOE to review at the 3/17/21 meeting.

### Previous Meeting Minutes:

02/10/2021:

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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- BBL will send in a presentation for the BOE to review at the 2/17/21 meeting.

3.2	Project Budget Update - Main Phase 2	Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• Tracking changes at this time against allowance dollars - ongoing</li> <li>• Tracking changes against construction contingency - ongoing</li> <li>• Various changes being reviewed with KSQ and Tom Clapper</li> </ul>						
<b>Previous Meeting Minutes:</b> <b>02/10/2021:</b> <ul style="list-style-type: none"> <li>• Tracking changes at this time against allowance dollars - ongoing</li> <li>• Tracking changes against construction contingency - ongoing</li> <li>• Various changes being reviewed with KSQ and Tom Clapper</li> </ul>						
3.3	Owner's Representative	Tom Clapper ( <b>Kingston City School District</b> )			Open	Old
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• KCS D is working with the music department and Admin on items such as added shelving and data drops</li> </ul>						
<b>Previous Meeting Minutes:</b> <b>02/10/2021:</b> <ul style="list-style-type: none"> <li>• KCS D is working with the team at KHS getting the Main Phase 2 project completed.</li> <li>• Oil tank removal is complete and area is being used for mechanical storage.</li> <li>• See section 3.6 for pool leak update</li> </ul>						
3.4	Site Access and Concerns	Carlee Yavaniski ( <b>BBL Construction Services, LLC</b> )			Open	Old
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• There are no site access concerns at this time.</li> <li>• Weekly coordination meetings still being held with Vince DeCicco and Tina Montano.</li> </ul>						
<b>Previous Meeting Minutes:</b> <b>02/10/2021:</b> <ul style="list-style-type: none"> <li>• There are no site access concerns at this time.</li> <li>• Weekly admin meetings are held with Vince DeCicco and Tina Montano.</li> </ul>						
3.5	BOE Plaque	Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• KSQ noted that they will be sending a template plaque design to BBL by 3/19/21 prior to reviewing with Dr. Padalino, Allen Olsen and Tom Clapper.</li> <li>• The same design from Carnegie will be followed.</li> </ul>						
<b>Previous Meeting Minutes:</b> <b>02/10/2021:</b> <ul style="list-style-type: none"> <li>• At the 1/13/21 meeting it was brought up that KSQ will be providing ideas for a BOE member plaque to be placed in Salzm ann.</li> <li>• KSQ will be providing a design update at the 3/10/21 meeting.</li> </ul>						

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3.6	KHS Pool Leaks	Armand Quadrini (KSQ Design)			Open	Old
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• KSQ has selected Weston &amp; Sampson as their pool consultant</li> <li>• Pool Consultant conducted a site visit on 3/8</li> <li>• Pool Facility Audit/Summary to be completed by 3/29 – KSQ to distribute info at that time</li> <li>• Next Steps:             <ul style="list-style-type: none"> <li>◦ Construction Start (District goal is Sept 2020) – duration dependent on extent of findings in the Pool Facility Audit</li> </ul> </li> </ul>						
<p><b>Previous Meeting Minutes:</b> <b>02/10/2021:</b></p> <ul style="list-style-type: none"> <li>• KSQ is working with a specialized consultant for pool leaks in the field house, 3 consultants provided pricing to KSQ.</li> <li>• KSQ is recommending using Weston &amp; Sampson (as their consultant) was recommended as they took the time to visit the site and provide a detailed proposal.</li> <li>• KSQ noted it would take approx 3 weeks for analysis then a plan and budget can be developed.</li> </ul>						
3.7	Shrubbery at KHS Main Entrance	Tom Clapper (Kingston City School District)			Open	New
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• At the 2/10/21 meeting shrubbery at the KHS Main front entrance was discussed and no decision has been made for the letters on the front lawn. Tom Clapper recommended stones as they are low maintenance. The shrubs that are currently there are dead and if cut down anymore they would just be sticks.</li> <li>• BBL and KSQ to gather with Brinnier and Larios for recommendations and will have an update for the April meeting</li> </ul>						

<b>KHS Phase 2 Updates</b>						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	Phase 2 - Main Building Renovation/Tobin Whiston Demolition Project	Carlee Yavaniski (BBL Construction Services, LLC)			Open	Old
<p><b>Official Documented Meeting Minutes:</b></p> <p>2nd Floor ongoing work items:</p> <ul style="list-style-type: none"> <li>• 2nd floor contractor punchlist ongoing</li> <li>• 2nd floor cleaning ongoing</li> </ul> <p>1st Floor ongoing work items:</p> <ul style="list-style-type: none"> <li>• Wood restoration continues</li> <li>• VCT flooring installation continues</li> <li>• Remainder of carpet install to follow VCT</li> <li>• Tackboard resurfacing ongoing</li> <li>• Stair tread installation this month</li> </ul> <p>Music Wing ongoing work items:</p> <ul style="list-style-type: none"> <li>• Acoustical panel installation continues</li> <li>• Metal panel installation ongoing</li> <li>• MEP installations continue in the Music Wing</li> <li>• Bathroom flooring replacement ongoing 1st floor</li> <li>• Wall lamination ongoing 1st floor</li> <li>• Stair tread installation this month</li> </ul>						
<p><b>Previous Meeting Minutes:</b> <b>02/10/2021:</b> Project Updates:</p>						

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- Wood restoration continues
- MEP installations continue
- Casework installation complete
- VCT flooring installation continues
- Ceiling installation ongoing
- Music Wing acoustical panel installation ongoing

Jim Shaughnessey confirmed the following items have been completed since the 1/13/21 meeting:

- Patching/painting complete
- Locker installation complete

4.2	Items from the 9/21/20 Building Walkthrough	Tom Clapper ( <b>Kingston City School District</b> ), Alex Soto ( <b>KSQ Design</b> ), Carlee Yavaniski ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- Ice build-up on roof
  - Pricing received and is under review for the ice melt system with BBL/KSQ/Sage
- Dark Room
  - Pricing received and is under review for added lighting

**Previous Meeting Minutes:  
02/10/2021:**

- Ice build-up on roof
  - ASI received and is out for pricing for the ice melt system
- Dark Room
  - Pricing received and is under review for added lighting

4.3	Tobin Whiston - SHPO	Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- KSQ updating concept plan, will share with team, this will be included within the finish package.

**Previous Meeting Minutes:  
02/10/2021:**

- KSQ noted that a concept plan has been developed and sent to BBL for budgeting.
- Design includes a historical plaque and bench incorporating letters from Tobin Whiston building.

4.4	KHS Finish Package Project	Armand Quadrini ( <b>KSQ Design</b> )			Open	New
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**Attachments:**

[KCSO-KSQBBL KHS SUMMER 2021 Final Projects \(Rev 02\).pdf](#)

**Official Documented Meeting Minutes:**

- KSQ/BBL reviewed the attached presentation for a Finish Package Project at KHS including the following work items:
  - Re-seeding lawn areas around Salzmann

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- Main lobby upgrades including tile replacement, painting and replacing auditorium doors
  - New Solid Surface Window Sills at Bridges
  - Finishes at Building Exit Stairs including painting, finishing existing brick and refinishing wood
  - New Acoustical (upper) Wall Panels at Music Wing Instruction Spaces
  - Paint Ceramic Tile Wainscot at Music Wing
  - Salzman Principal's Suite – reverse Doors Swing
  - Whiston Tobin Memorial Garden (SHPO)
- Total Project Budget Allocation is roughly \$841,000
  - Design would need to be complete early April, project bid in April with Board approval on bids by Mid-May at the latest for a Summer 2021 project

**Additional Comments**

No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Open	Old
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• No additional comments</li> </ul>						
<p><b>Previous Meeting Minutes:</b> <b>02/10/2021:</b></p> <ul style="list-style-type: none"> <li>• Shrubbery at the KHS Main front entrance was discussed and no decision has been made for the letters on the front lawn. Tom Clapper recommended stones as they are low maintenance. The shrubs that are currently there are dead and if cut down anymore they would just be sticks. BBL and KSQ to gather with Brinnier and Larios for recommendations.</li> </ul>						

**Upcoming Meetings**

No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old
<p><b>Attachments:</b> <a href="#">Steering Committee Meeting Schedule 2020-2021.pdf</a></p>						
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• The next Steering Committee meeting will be held on Wednesday, April 14th 2021, at 2:30 pm via Microsoft Teams.</li> </ul>						
<p><b>Previous Meeting Minutes:</b> <b>02/10/2021:</b></p> <ul style="list-style-type: none"> <li>• The next Steering Committee meeting will be held on Wednesday, March 10th 2021, at 3:00 pm via Microsoft Teams.</li> </ul>						

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