

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: 04/14/2021

MEETING TIME: 2:30 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
Jeff Andrews	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4270	jeffandrews@bblinc.com	Present
Mike DeLima	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4121	mdelima@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 ext. 3701	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	Absent

Field House 2nd Phase

No	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	Optimus Updates	Allen Olsen (Kingston City School District)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> Final deduct change order value drafted sent to District. District reviewing with Counsel, will confirm next steps. 						
Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						

Change Management Updates

No	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	Change Management - Main Phase 2	Mike DeLima (BBL Construction Services, LLC), Alex Soto (KSQ Design)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> 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. KSQ to send SED Forms for CE's on a weekly basis. DocuSign is being used for electronic signatures 						
Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						

KHS Tracking Items

No	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	BOE Meeting Presentations	Mike DeLima (BBL Construction Services, LLC)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> BBL will send in a presentation for the BOE to review at the 4/21/21 meeting. 						
Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						

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3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Description: 4/14/21:</p> <ul style="list-style-type: none"> Tracking changes at this time against allowance dollars - ongoing Tracking changes against construction contingency - ongoing Various changes being reviewed with KSQ and Tom Clapper 						
<p>Previous Meeting Minutes: 03/10/2021: <i>(None)</i></p>						
3.3	Owner's Representative	Tom Clapper (Kingston City School District)			Open	Old
<p>Description: 4/14/21:</p> <p>Per Tom Clapper:</p> <ul style="list-style-type: none"> A memorial tree will be installed at the front of the school within the next few weeks to replace a tree that was damaged during a recent storm. Rooms are being final cleaned and prepped for use. Carpet tile in the band area will be installed by the District. Addressing District needs on a daily basis. 						
<p>Previous Meeting Minutes: 03/10/2021: <i>(None)</i></p>						
3.4	Site Access and Concerns	Dylan Bogart (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Description: 4/14/21:</p> <ul style="list-style-type: none"> There are no site access concerns at this time. Weekly coordination meetings still being held with Vince DeCicco and Tina Montano. 						
<p>Previous Meeting Minutes: 03/10/2021: <i>(None)</i></p>						
3.5	BOE Plaque and Tobin-Whiston Plaque	Armand Quadrini (KSQ Design)			Open	Old
<p>Description: 4/14/21:</p> <ul style="list-style-type: none"> KSQ will send concept info to BBL week of 3/15: <ul style="list-style-type: none"> Update - KSQ has provided this initial information to Dr Padalino Final determination of the details on the plaque and location will be addressed toward the end of the project in August/September No further action needed at this moment. Tobin-Whiston Plaque: <ul style="list-style-type: none"> KSQ has sent a draft of this information direct to Tom Clapper. No further update at this moment. 						

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Previous Meeting Minutes: 03/10/2021: (None)						
3.6	KHS Pool Leaks	Armand Quadrini (KSQ Design)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> • KSQ/Weston & Sampson provided Pool Facility Audit/Summary on 3/29 <ul style="list-style-type: none"> ◦ KSQ provided highlights at Steering Meeting of report: <ul style="list-style-type: none"> ▪ Existing gutter system is over 2 inches out of plumb ▪ Mechanical systems are outdated and beyond their useful life cycle ▪ Construction with material procurement is in the 4 to 6 month range - to be finalized further with the Pool Consultant and BBL. ◦ Report noted two options with initial cost range of \$ 2.15 million and \$ 1.6 million (excluding various soft costs and required contingencies beyond what is noted on the report) <ul style="list-style-type: none"> ▪ A standard cement pool system is in the \$ 1.6 million range, but has a 6 year warranty/life expectancy. ▪ The full replacement "liner system" in the \$ 2.15 million range, has a 20 year warranty. • Next Steps: <ul style="list-style-type: none"> ◦ Reviewed budget info that has been provided by KSQ/Weston & Sampson ◦ Reviewed Summary Report and recommendations by KSQ/Weston & Sampson ◦ The new liner system is the preferred path. ◦ District to provide direction - move toward the new liner system, final BOE will follow ◦ Finalize Documents to submit to SED, Bid upon SED approval. ◦ Construction Start (Coordinate with District Pool Use -- follow up with Tom) – duration dependent on extent of findings in the Pool Facility Audit. Look to limit impact on school swim program (PE and Athletic Competition). ◦ KSQ to review impact on the Maximum Cost Allowance as it relates to aide and report back to the District. A call will be set up with Beth Woodard next week. 						
Previous Meeting Minutes: 03/10/2021: (None)						
3.7	Shrubbery and Logo at KHS Main Entrance	Tom Clapper (Kingston City School District)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> • KSQ presented a concept plan with pavers • Discussions held about possibly having a "buy a brick program" • Vince D mentioned that a student would like to integrate a "memorial wall for vets" -- KSQ to look at this further and will coordinate with Vince. • Updated Concept Plan to be presented in the next few weeks. 						
Previous Meeting Minutes: 03/10/2021: (None)						

KHS Phase 2 Updates						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	Phase 2 - Main Building Renovation/Tobin Whiston Demolition Project	Mike DeLima (BBL Construction Services, LLC)			Open	Old
Description: 4/14/21:						

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2nd Floor ongoing work items:

- 2nd floor contractor punch lists ongoing
- 2nd floor cleaning ongoing
- Architectural and Mechanical/Electrical/Plumbing Punch Lists to be scheduled shortly

1st Floor ongoing work items:

- Wood restoration continues
- VCT flooring installation continues
- Remainder of carpet install to follow VCT
- Tackboard resurfacing ongoing
- Stair tread installation this month

Music Wing ongoing work items:

- Acoustical panel installation continues
- Metal panel installation ongoing
- MEP installations continue in the Music Wing
- Bathroom flooring replacement ongoing 1st floor
- Wall lamination ongoing 1st floor
- Stair tread installation this month

Other:

- Exterior site work underway
- Cleaning of Bridge Glazing underway

Previous Meeting Minutes:

03/10/2021: *(None)*

4.2	Items from the 9/21/20 Building Walkthrough	Tom Clapper (Kingston City School District), Alex Soto (KSQ Design), Mike DeLima (BBL Construction Services, LLC)			Open	Old
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Description:

4/14/21:

- Ice Melt System at Entrances:
 - Pricing received under review to determine if intent of scope vs District need is being met
 - Alternate/modified suggestions are being discussed
- Dark Room Lights:
 - Scope and pricing finalized -- work being scheduled.

Previous Meeting Minutes:

03/10/2021: *(None)*

4.3	Tobin Whiston - SHPO	Armand Quadrini (KSQ Design)			Open	Old
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Description:

4/14/21:

- KSQ updated concept plan, reviewed at the meeting.
- This is currently included within the finish bid package.
- Work would be completed this summer.

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Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						
4.4	KHS Finish Package Project - Summer 2021	Armand Quadrini (KSQ Design)			Open	Old
Description: 4/14/21: <ul style="list-style-type: none"> • Finish Package Project at KHS including the following work items: <ul style="list-style-type: none"> ◦ Re-seeding lawn areas around Salzman Main Entrance ◦ 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 (including contingencies and soft costs) • Bid documents recently provided to BBL by KSQ, under review. • Bid this month, at this point the May 19th board meeting is the date for received bids to be provided 						
Attachments: KCSO-KSQBBL KHS SUMMER 2021 Final Projects (Rev 02).pdf						
Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						

Additional Comments						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Open	Old
Description: <u>Additional comments:</u> <ul style="list-style-type: none"> • Nora - A Virtual Tour of the Kingston High School Campus is being planned for 5/12. Details are still being worked on, final info will follow shortly. • All is well at JFK Elementary • All is well at Miller Middle School 						
Previous Meeting Minutes: 03/10/2021: <i>(None)</i>						

Upcoming Meetings						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old
Description: <ul style="list-style-type: none"> • The next Steering Committee meeting will be held on Wednesday, May 12th 2021, at 2:30 pm via Microsoft Teams. 						
Attachments: Steering Committee Meeting Schedule 2020-2021.pdf						

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Previous Meeting Minutes:

03/10/2021: *(None)*

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