

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:** 05/12/2021

**MEETING TIME:** 2:30 PM - 3:00 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
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
Ofe Clarke	KSQ Design	Tel: (914) 682-3700	oclarke@ksq.design	Absent
Armand Quadrini	KSQ Design	Tel: (914) 682-3700	aquadrini@ksqarchitects.com	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.

Alex Soto	KSQ Design	Tel: (914) 682-3700	asoto@ksq.design	Present
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## 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

**Description:**

**5/12/21:**

**Update on the following**

- Final deduct change order value drafted sent to District.
- District reviewing with Counsel, will confirm next steps.

**Official Documented Meeting Minutes:**

**5/12/21:**

- Final deduct change order value drafted sent to District.
- District reviewing with Counsel, will confirm next steps.
- No additional comments at this time.

**Previous Meeting Minutes:**

**04/14/2021:** *(None)*

## Change Management Updates

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

**Description:**

**5/12/21:**

**Updates**

- 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

**Official Documented Meeting Minutes:**

**5/12/21:**

- 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 - being worked on per Alex Soto.
- KSQ to send SED Forms for CE's on a weekly basis - being worked on per Alex Soto.
- DocuSign is being used for electronic signatures - SED Forms are being sent to Dr Padalino.

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.

**Previous Meeting Minutes:**  
**04/14/2021:** *(None)*

## KHS Tracking Items

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

**Description:**  
**5/12/21:**

- BBL will send in a presentation for the BOE to review at the 5/19/21 meeting.

**Official Documented Meeting Minutes:**  
**5/12/21:**

- BBL will send in a presentation for the BOE to review at the 5/19/21 meeting.

**Previous Meeting Minutes:**  
**04/14/2021:** *(None)*

3.2	Project Budget Update - Main Phase 2	Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Description:**  
**5/12/21:**

**Updates**

- Tracking changes at this time against allowance dollars - ongoing
- Tracking changes against construction contingency - ongoing
- Various changes being reviewed with KSQ and Tom Clapper

**Official Documented Meeting Minutes:**  
**5/12/21:**

**Updates reported as follows:**

- Tracking changes at this time against allowance dollars - ongoing
- Tracking changes against construction contingency - ongoing
- Various changes being reviewed with KSQ and Tom Clapper
- No issues to report

**Previous Meeting Minutes:**  
**04/14/2021:** *(None)*

3.3	Owner's Representative	Tom Clapper ( <b>Kingston City School District</b> )			Open	Old
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**Description:**  
**5/12/21:**

**Updates to be provided by Tom Clapper**

- A memorial tree was installed at the front of the school
- 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.
- Other items to report?

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.

**Official Documented Meeting Minutes:**  
5/12/21:

**Updates reported by Tom Clapper**

- A memorial tree was installed at the front of the school - the actual ceremony will be during Memorial Day.
- Rooms are being final cleaned and prepped for use.
- Carpet tile in the band area will be installed by the District at a few music wing rooms, 1 room done, the other will follow.
- Addressing District needs on a daily basis.

**Previous Meeting Minutes:**  
04/14/2021: *(None)*

3.4	Site Access and Concerns	Mike DeLima ( <b>BBL Construction Services, LLC</b> ), Dylan Bogart ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Description:**  
5/12/21:

- There are no site access concerns at this time.
- Weekly coordination meetings still being held with Vince DeCicco and Tina Montano.

**Official Documented Meeting Minutes:**  
5/12/21:

- No issues to report
- There are no site access concerns at this time.
- Weekly coordination meetings still being held with Vince DeCicco and Tina Montano.

**Previous Meeting Minutes:**  
04/14/2021: *(None)*

3.5	BOE Plaque and Tobin-Whiston Plaque	Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
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**Description:**  
5/12/21:

- No further updates or action needed at this time
  - KSQ has provided 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:
  - KSQ has sent a draft of this information direct to Tom Clapper.
  - No updates at this moment.

**Official Documented Meeting Minutes:**  
5/12/21:

- No further updates or action needed at this time
  - KSQ has provided 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:

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- KSQ has sent a draft of this information direct to Tom Clapper.
- No updates at this moment.

**Previous Meeting Minutes:**

**04/14/2021:** *(None)*

3.6	KHS Pool Leaks	Armand Quadrini <b>(KSQ Design)</b>			Open	Old
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**Description:**

**5/12/21:**

- **KSQ to provide updates for items from the 4/14 meeting**
- **BBL - Preliminary Schedule Drafted , share will all.**

**4/14/21:**

- KSQ/Weston & Sampson provided Pool Facility Audit/Summary on 3/29
  - KSQ provided highlights at Steering Meeting of report:
    - 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)
    - 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:
  - 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.

**Official Documented Meeting Minutes:**

**5/12/21:**

**The following were reported/discussed:**

- BBL - Preliminary Milestone Schedule, shared with all.
  - Finish design end of July
  - Submit to SED in August
  - Bid in late Fall
  - Commence Construction in Feb 2022, Complete by July 2022

Previous updates reported by KSQ:

- KSQ/Weston & Sampson provided Pool Facility Audit/Summary on 3/29
  - KSQ provided highlights at Steering Meeting of report:

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- 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)
  - 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:
  - 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:**

04/14/2021: (None)

3.7	Shrubbery and Logo at KHS Main Entrance	Tom Clapper (Kingston City School District)			Open	Old
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**Description:**

5/12/21:

- **KSQ to provide update**

4/14/21:

- 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.

**Official Documented Meeting Minutes:**

5/12/21:

- KSQ to provided a concept plan and reviewed with all.
- KSQ working with Eagle Scout (Glenn) on integrating Glenn's ideas into the final plan
- 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.

**Previous Meeting Minutes:**

04/14/2021: (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

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**Description:**

**5/12/21:**

2nd Floor ongoing work items:

- 2nd floor contractors are working on Arch Punch List
- 2nd floor cleaning ongoing

1st Floor ongoing work item

- 1st floor contractors are working on Arch Punch List

Music Wing ongoing work items:

- Acoustical panel installation continues
- Metal panel install complete
- MEP installations continue in the Music Wing
- Bathroom flooring replacement complete 1st floor
- Stair tread installation this month
- A/E Punch Lists to follow

Other:

- Balance of exterior site work underway

**Official Documented Meeting Minutes:**

**5/12/21:**

The following updates were provided:

2nd Floor ongoing work items:

- 2nd floor contractors are working on Arch Punch List
- 2nd floor cleaning ongoing

1st Floor ongoing work item

- 1st floor contractors are working on Arch Punch List

Music Wing ongoing work items:

- Acoustical panel installation continues
- Metal panel install complete
- MEP installations continue in the Music Wing
- Bathroom flooring replacement complete 1st floor
- Stair tread installation this month
- A/E Punch Lists to follow

Other:

- Balance of exterior site work underway

**Previous Meeting Minutes:**

**04/14/2021:** *(None)*

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

**5/12/21:**

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- Dark Room Lights:
  - Scope and pricing finalized -- work being scheduled.

**Official Documented Meeting Minutes:**  
**5/12/21:**

- Dark Room Lights:
  - Scope and pricing finalized -- work being scheduled to take place shortly.

**Previous Meeting Minutes:**  
**04/14/2021:** *(None)*

4.3	Tobin Whiston - SHPO	Armand Quadrini ( <b>KSQ Design</b> )			Closed	Old
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**Description:**  
**5/12/21:**

**Updates to be provided**

**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.

**Official Documented Meeting Minutes:**  
**5/12/21:**

**Updates provided:**

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

**Previous Meeting Minutes:**  
**04/14/2021:** *(None)*

4.4	KHS Finish Package Project - Summer 2021	Armand Quadrini ( <b>KSQ Design</b> )			Closed	Old
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**Description:**

**5/12/21:**

**Updates to be provided**

**4/14/21:**

- Finish Package Project at KHS including the following work items:
  - Re-seeding lawn areas around Salzmans 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
  - Salzmans Principal's Suite – reverse Doors Swing
  - Whiston Tobin Memorial Garden (SHPO)

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.



- 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](#)

**Official Documented Meeting Minutes:**

5/12/21:

**Updates provided:**

- Finish Package Project at KHS including the following work items:
  - Re-seeding lawn areas around Salzmans 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
  - Salzmans 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 due to the District on 5/13
- Bid award recommendation to be presented at the May 19th board meeting.

**Previous Meeting Minutes:**

04/14/2021: *(None)*

**Additional Comments**

No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Open	Old

**Description:**

5/12/21 -- Any comments?

4/14/21 - comments:

- 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.

**Official Documented Meeting Minutes:**

5/12/21

- 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.
- No other comments

**Previous Meeting Minutes:**

04/14/2021: *(None)*

**Upcoming Meetings**

No	Title	Assignment	Due Date	Priority	Status	Old/New?
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6.1	Upcoming Meetings			Open	Old
<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>The next Steering Committee meeting will be held on Wednesday, June 9th 2021, at 2:30 pm via Microsoft Teams.</li> </ul>					
<p><b>Attachments:</b></p> <p><a href="#">Steering Committee Meeting Schedule 2020-2021.pdf</a></p>					
<p><b>Previous Meeting Minutes:</b></p> <p>04/14/2021: <i>(None)</i></p>					

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