

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: 06/09/2021

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
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	Absent
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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

Official Documented Meeting Minutes:

Update reported:

6/9/21:

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

Previous Meeting Minutes:

05/12/2021:

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.

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:

Official Documented Meeting Minutes:

6/9/21:

Update:

- 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 - on going per Armand, will gather with Alex to check on status.
- KSQ to send SED Forms for CE's on a weekly basis.
- DocuSign is being used for electronic signatures - sent to District

Previous Meeting Minutes:

05/12/2021:

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.

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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
<p>Official Documented Meeting Minutes: 6/9/21:</p> <ul style="list-style-type: none"> BBL will send in a presentation for the BOE to review at the 6/6/21 meeting BBL and KSQ do not need to attend this meeting as this will still be done virtually In person board meetings to be revisited next month 						
<p>Previous Meeting Minutes: 05/12/2021: 5/12/21:</p> <ul style="list-style-type: none"> BBL will send in a presentation for the BOE to review at the 5/19/21 meeting. 						
3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Official Documented Meeting Minutes: 6/9/21:</p> <p>Updates</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 No issues to report 						
<p>Previous Meeting Minutes: 05/12/2021: 5/12/21:</p> <p>Updates reported as follows:</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 No issues to report 						
3.3	Owner's Representative	Tom Clapper (Kingston City School District)			Open	Old
<p>Official Documented Meeting Minutes: 6/6/21:</p> <p>Updates provided by Tom Clapper</p> <ul style="list-style-type: none"> A memorial tree was installed at the front of the school - ceremony took place last weekend (initial ceremony date was rescheduled due to all the rain over the Memorial Day weekend). A plaque was provided for the memorial tree. Rooms are being final cleaned and prepped for use. Furniture being moved into many areas. Carpet tile installed the band area by the District. Addressing all shelving needs, will continue to install over the summer weeks. Moving items from Carnegie into the HS. Addressing District needs on a daily basis. Things are going very well. 						

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<p>Previous Meeting Minutes: 05/12/2021: 5/12/21:</p> <p>Updates reported by Tom Clapper</p> <ul style="list-style-type: none"> • 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. 						
3.4	Site Access and Concerns	Dylan Bogart (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Official Documented Meeting Minutes: 6/9/21:</p> <ul style="list-style-type: none"> • Nurses area cooling issue being reviewed/addressed with Johnson Controls. • 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: 05/12/2021: 5/12/21:</p> <ul style="list-style-type: none"> • 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. 						
3.5	BOE Plaque and Tobin-Whiston Plaque	Armand Quadrini (KSQ Design)			Open	Old
<p>Official Documented Meeting Minutes: 6/6/21:</p> <ul style="list-style-type: none"> • High School: <ul style="list-style-type: none"> ◦ KSQ has provided initial information direct 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 ◦ Signage is anticipated to be in the 4 to 8 week delivery time frame once an order is placed - District to discuss internally next steps. • Tobin-Whiston Plaque: <ul style="list-style-type: none"> ◦ KSQ has sent a draft of this information direct to Tom Clapper. ◦ No further action at this moment. 						
<p>Previous Meeting Minutes: 05/12/2021: 5/12/21:</p> <ul style="list-style-type: none"> • No further updates or action needed at this time <ul style="list-style-type: none"> ◦ 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: <ul style="list-style-type: none"> ◦ KSQ has sent a draft of this information direct to Tom Clapper. 						

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- No updates at this moment.

3.6	KHS Pool Leaks	Armand Quadrini (KSQ Design)			Open	Old
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Description:

**Official Documented Meeting Minutes:
6/9/21:**

- KSQ provided the following updates:
 - Design Status:
 - Abatement Testing is underway by the District's Consultant (Quest).
 - KSQ's Structural Engineer Report is anticipated to be provided today. Initial findings indicate that the pool has settled which has contributed to the gutter becoming out of line and contributing to the water leakage that has been observed.

- Milestone Dates:
 - Finish design anticipated to be complete by end of June.
 - Construction Level Documents to BBL by end of June for completing balance of front-end documents for SED submission.
 - Submit to SED toward the latter part of July.
 - Bid in Late Fall
 - Construction period Feb 2022 to July 2022

**Previous Meeting Minutes:
05/12/2021:
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:
 - 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:

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- 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.

3.7	Shrubbery and Logo at KHS Main Entrance	Armand Quadrini (KSQ Design), Tom Clapper (Kingston City School District)			Open	Old
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Official Documented Meeting Minutes:
6/9/21:

Updates reported:

- KSQ's initial plan provided has been sent to the HS Finish Package Contractor for pricing - Funding Source to be determined by the District.
- Integrating Eagle Scout (Glenn) info into the project:
 - Glenn will shadow with Dylan Bogart (BBL) on site to help him develop a good understanding of the construction process.
 - In addition, when Alex Soto (KSQ) is on site, Glenn will shadow with Alex to gain a perspective from the A/E side of things.
- At project conclusion, Glenn will work with the District in planting shrubs in this area.

Previous Meeting Minutes:

05/12/2021:
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.

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

Official Documented Meeting Minutes:
6/9/21:

2nd Floor ongoing work items:

- 2nd floor contractors are working on Arch Punch List - nearing completion.
- Items are being checked by BBL (Dylan) for verification they are complete.

1st Floor ongoing work item

- 1st floor contractors are working on Arch Punch List - on going.

Music Wing ongoing work items:

- Arch Punch List generated this week - once KSQ summarizes it will be sent to contractors to complete

Other:

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- Balance of exterior site work touch-up underway by contractors.
- Balancing of MEP Systems underway
- Balance of boiler room clean-up/removal of piping nearly complete

Previous Meeting Minutes:

05/12/2021:

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

4.2	HS Finish Package 2021	Mike DeLima (BBL Construction Services, LLC)			Open	New
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Description:

6/9/21:

HS Finish Package Updates:

- Submittals are being provided by the contractor.
- Field measurements of existing areas/items (such as new handrails and areas for the new acoustical sound panels are underway).
- Contractor planning to mobilize in the next few weeks.

Additional Comments

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

Official Documented Meeting Minutes:

6/6/21:

- A Virtual Tour of the Kingston High School Campus took place on 5/12, video posted on District website.
- Nora to distribute the Steering Committee Schedule for the upcoming year.
- Nora - At the HS Auditorium entrance the existing ceiling is flaking, will this be addressed?
 - Yes - this work will be taken care of during the HS Finish Package this summer.
- Vince - will revisit the HS Plaques and "corridor themes" concept previously discussed.

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Previous Meeting Minutes:

05/12/2021:
 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

Upcoming Meetings

No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old

Official Documented Meeting Minutes:

The next Steering Committee meeting will be held on Wednesday, July 14th 2021, at 2:30 pm via Microsoft Teams.

Previous Meeting Minutes:

05/12/2021: *(None)*

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