

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:** 07/14/2021

**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	Absent
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	Absent
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	Present
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:**

**7/14/21:**

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

**Official Documented Meeting Minutes:**

- Final deduct change order value drafted sent to District.
- District reviewing with Counsel, Allen Olsen will confirm next steps.
- No additional action needed at this moment.

**Previous Meeting Minutes:**

**06/09/2021:**

**Update reported:**

**6/9/21:**

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

## 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:**

**7/14/21:**

- 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.
- KSQ to send SED Forms for CE's on a weekly basis.
- DocuSign is being used for electronic signatures - Hard copies then sent to District for final signature.

**Official Documented Meeting Minutes:**

- Various change event items are 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 - Hard copies then sent to District for final signature.

**Previous Meeting Minutes:**

**06/09/2021:**

**6/9/21:**

**Update:**

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.

- 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

## 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><b>Description:</b> 7/14/21:</p> <ul style="list-style-type: none"> <li>• BBL will send in a presentation for the next BOE Meeting - confirm if this will be for 8/4/21.</li> <li>• BBL and KSQ to attend the 8/4/21 meeting - reconfirm</li> </ul>						
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• BBL will send in a presentation for the next BOE Meeting, scheduled for 8/4/21.</li> <li>• BBL and KSQ to attend the 8/4/21 meeting in person.</li> </ul>						
<p><b>Previous Meeting Minutes:</b> 06/09/2021: 6/9/21:</p> <ul style="list-style-type: none"> <li>• BBL will send in a presentation for the BOE to review at the 6/6/21 meeting</li> <li>• BBL and KSQ do not need to attend this meeting as this will still be done virtually</li> <li>• In person board meetings to be revisited next month</li> </ul>						
3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p><b>Description:</b> 7/14/21:</p> <p><b>Updates</b></p> <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> <li>• No issues to report</li> </ul>						
<p><b>Official Documented Meeting Minutes:</b></p> <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> <li>• No issues to report</li> </ul>						
<p><b>Previous Meeting Minutes:</b> 06/09/2021: 6/9/21:</p> <p><b>Updates</b></p> <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> <li>• No issues to report</li> </ul>						

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3.3	Owner's Representative	Tom Clapper ( <b>Kingston City School District</b> )			Open	Old
<p><b>Description:</b> 7/14/21:</p> <p><b>Updates to be provided by Tom Clapper</b></p> <ul style="list-style-type: none"> <li>• Rooms are being final cleaned and prepped for use.</li> <li>• Furniture being moved into many areas.</li> <li>• Carpet tile and vinyl wall base installed in the band area by the District.</li> <li>• Addressing all shelving needs, will continue to install over the summer weeks.</li> <li>• Moving items from Carnegie into the HS.</li> <li>• Addressing District needs on a daily basis.</li> <li>• Other updates.</li> </ul>						
<p><b>Official Documented Meeting Minutes:</b> Mike DeLima provided the following updates on behalf of Tom Clapper:</p> <ul style="list-style-type: none"> <li>• Building Custodial Staff at the High School reacted quickly in cleaning the recent water infiltration on the ground floor due to the heavy rains recently encountered.</li> <li>• Rooms are being final cleaned and prepped for use.</li> <li>• Furniture being moved into many areas.</li> <li>• Carpet tile and vinyl wall base installed in the band area by the District.</li> <li>• Addressing all shelving needs, will continue to install over the summer weeks.</li> <li>• Moving items from Carnegie into the HS.</li> <li>• Addressing District needs on a daily basis.</li> <li>• Other updates.</li> </ul>						
<p><b>Previous Meeting Minutes:</b> 06/09/2021: 6/6/21:</p> <p><b>Updates provided by Tom Clapper</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• A plaque was provided for the memorial tree.</li> <li>• Rooms are being final cleaned and prepped for use.</li> <li>• Furniture being moved into many areas.</li> <li>• Carpet tile installed the band area by the District.</li> <li>• Addressing all shelving needs, will continue to install over the summer weeks.</li> <li>• Moving items from Carnegie into the HS.</li> <li>• Addressing District needs on a daily basis.</li> <li>• Things are going very well.</li> </ul>						
3.4	Site Access and Concerns	Mike DeLima ( <b>BBL Construction Services, LLC</b> ), Dylan Bogart ( <b>BBL Construction Services, LLC</b> )			Open	Old
<p><b>Official Documented Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• There are no site access concerns at this time.</li> <li>• Weekly coordination meetings continue to be held with Vince DeCicco and Tina Montano, some highlight topics discussed:             <ul style="list-style-type: none"> <li>◦ Addressing any heating/cooling issues that may arise as the balancing of the building MEP systems is being finalized.</li> <li>◦ Discussing plans for return of teachers for preparing rooms for the upcoming school year.</li> <li>◦ Discussing summer graduation plans and logistics</li> <li>◦ Site work underway at new entrance of Salzmann -- coordinating/maintaining access</li> </ul> </li> </ul>						

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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**Previous Meeting Minutes:**

**06/09/2021:**

**6/9/21:**

- 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.

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

**7/14/21:**

- High School:
  - 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:
  - KSQ has sent a draft of this information direct to Tom Clapper.
  - No further action at this moment.

**Official Documented Meeting Minutes:**

Further discussions were held on building plaques, in part:

- High School:
  - Discussions held about moving forward with a Project Dedication Plaque, details to follow for all to review/comment.
  - Final location of the plaque needs to be determined.
  - Reminder provided that currently there is a 4 to 8 week delivery time frame once an order is placed. An order should be placed by the beginning of August to have the plaque arrive in early September.
  - Nora has a design in mind and will distribute to all - provide comments on names and formatting.
  - BBL and KSQ to advise if individual names will be provided or just company names.
  
- Tobin-Whiston Plaque:
  - KSQ has sent a draft of this information direct to Tom Clapper.
  - No further action at this moment.

**Previous Meeting Minutes:**

**06/09/2021:**

**6/6/21:**

- High School:
  - 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:
  - KSQ has sent a draft of this information direct to Tom Clapper.
  - No further action at this moment.

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

**7/14/21:**

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.

- Provide updates:
  - Design Status:
    - Abatement Testing is underway by the District's Consultant (Quest).
    - KSQ's Structural Engineer Report - summary of findings and next steps.
    - Construction Level SED Documents sent to BBL
  
- Milestone Dates / Next Steps:
  - Construction Level SED Documents sent to BBL.
  - BBL working on completing balance of front-end documents for KSQ to formally submit to SED.
  - KSQ to submit to SED toward the latter part of July.
  - KSQ to provide updated projection on current SED review time frames.
  - Bid in Late Fall
  - Construction period Feb 2022 to July 2022
  
- Other:
  - Addressing voids behind existing pool - provide update/next steps.

**Official Documented Meeting Minutes:**

## Updates provided:

- Design Status:
  - Abatement Testing is underway by the District's Consultant (Quest). KSQ will integrate the findings into the project documents, Quest will do the same if it is determined abatement of materials is required.
  - KSQ's Structural Engineer Report - determined that there voids under the pool surface that have contributed to the setting of the pool over time. Next steps are being reviewed to determine the best course of action.
  - Construction Level SED Documents have been sent to BBL.
  
- Milestone Dates / Next Steps:
  - Construction Level SED Documents have been sent to BBL.
  - BBL working on completing balance of front-end documents for KSQ to formally submit to SED.
  - KSQ to submit to SED toward the latter part of July/early August
  - KSQ reported that current SED review time frames are in the 8 to 12 week range depending on the Architectural and or MEP components of the project.
  - On track to bid in Late Fall upon receipt of SED approval.
  - Construction period Feb 2022 to July 2022
  
- Other:
  - Addressing voids behind existing pool:
    - Tom Clapper has obtained information from a grout company that could fill the voids behind the pool. This needs to be done prior to the new system being installed.
    - A submittal on the technical grout information has been provided to KSQ.
    - The grout process involves drilling holes into the pool system and varying distances and filling with grout until the void is full.
    - Discussions were held if a PO could be awarded to the grout company or if it would need to be bid - in order to follow established procurement procedures per Allen Olsen. Pricing initially received exceeds the thresholds established by the District.

**Previous Meeting Minutes:****06/09/2021:****6/9/21:**

- KSQ provided the following updates:

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- 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

3.7	Shrubbery and Logo at KHS Main Entrance	Tom Clapper ( <b>Kingston City School District</b> ), Armand Quadrini ( <b>KSQ Design</b> )				Open	Old
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**Description:**  
**7/14/21:**

**Provide updates:**

- Pricing received from contractor based on current design approximately \$ 100k.
  - Discuss next steps/direction to take.
  - BBL evaluating pricing received.
  - Discuss projected time frames to complete.
- 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.

**Official Documented Meeting Minutes:**

The following updates were discussed:

- Pricing received from contractor based on current design is approximately \$ 100k.
  - Pricing is being evaluated, but at this current value it exceeds the District's intent -- it was decided to NOT proceed with the current design.
- The District would like to keep the front of the building "clean" and avoid overcrowding, current project efforts has helped restore the view of the building.
- The District would like to install new bushes at the front in the KHS logo.
  - A sketch will be required depicting the layout, type and size of bushes.
  - This information is needed asap to ensure it is completed toward the end of August.
- Integrating Eagle Scout (Glenn) into the project:
  - Vince will reach out to Glenn to provide these updates and see what opportunities may still exist for Glenn to achieve his goal.

**Previous Meeting Minutes:**

**06/09/2021:**  
**6/9/21:**

**Updates reported:**

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.

- 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.

**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 ( <b>BBL Construction Services, LLC</b> )			Open	Old

**Description:**

**7/14/21:**

2nd Floor, 1st Floor and Music Wing work items:

- 2nd floor - contractors are working on Arch Punch List - nearly complete.
- 1st floor - contractors are working on Arch Punch List - nearly complete.
- Music Wing - contractors are working on Arch Punch List - nearly complete.
- Items are being checked by BBL (Dylan) for verification they are complete.

Other:

- Site Punch List just generated - contractor to review and address items
- Balancing of MEP Systems continues
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

**Official Documented Meeting Minutes:**

Project updates provided, in part:

2nd Floor, 1st Floor and Music Wing work items:

- 2nd floor - contractors are working on Arch Punch List - nearly complete.
- 1st floor - contractors are working on Arch Punch List - nearly complete.
- Music Wing - contractors are working on Arch Punch List - nearly complete.
- Items are being checked by BBL (Dylan) for verification they are complete.

Other:

- Site Punch List just generated - contractor to review and address items
- Balancing of MEP Systems continues
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

**Previous Meeting Minutes:**

**06/09/2021:**

**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:

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.



- 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

4.2	HS Finish Package 2021	Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Description:**  
7/14/21:

HS Finish Package Updates:

- Sitework at the Tobin-Whiston Memorial Underway -- concrete to be poured within the next few weeks.
- Lobby ceiling ceiling repairs underway.
- Lobby existing quarry tile removed.
- New terrazzo flooring at the main lobby to commence toward the end of July
- New acoustical wall panels at the Music Wing to arrive on site early August with install to follow.
- Window sills are bridges removed - prepping for install of new sills.
- Painting at stairways underway.

**Official Documented Meeting Minutes:**

HS Finish Package updates provided, in part:

- Sitework at the Tobin-Whiston Memorial Underway -- concrete to be poured within the next few weeks.
- Lobby ceiling ceiling repairs underway.
- Lobby existing quarry tile removed.
- New terrazzo flooring at the main lobby to commence toward the end of July
- New acoustical wall panels at the Music Wing to arrive on site early August with install to follow.
- Window sills at bridges removed - prepping for install of new sills.
- Painting at stairways underway.

**Previous Meeting Minutes:**

06/09/2021: *(None)*

4.3	A/C Topic at KHS Areas				Open	New
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**Description:**  
7/14/21:

- Air-Conditioning at all areas of KHS - discussion

**Official Documented Meeting Minutes:**

Discussion held regarding Air-Conditioning at all areas of KHS:

- Nora inquired if funds remaining on the original bond could be allocated for providing AC at all areas of KHS.
- What areas can this easily be achieved - KSQ to report back.

4.4	HS Plaques	Vincent DeCicco ( <b>Kingston City School District</b> ), Nora Scherer ( <b>Kingston School Board of Education</b> )			Closed	New
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**Description:**  
7/14/21:

- HS Plaques at corridors - themed approach or other -- update?

**Official Documented Meeting Minutes:**

HS Plaques at Corridors:

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.

- Per Nora and Vince, the plaques have all been sorted and tagged.
- Ready to install when the time is appropriate.
- No further action at this time.

4.5	Water Infiltration	Armand Quadrini ( <b>KSQ Design</b> ), Alex Soto ( <b>KSQ Design</b> )			Open	New
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**Description:**  
Water Infiltration

**Official Documented Meeting Minutes:**  
Water Infiltration:

- Dr Padalino stressed the importance of addressing this issue asap.
- Vince echoed the same concerns and would like an update on the progress.
- Water infiltration has been an issue at the HS Ground Floor - with the recent historic rain events, many more areas at the ground floor experienced water infiltration.
- Dylan Bogart (BBL) has generated a floor plan with areas of water infiltration highlighted:
  - This has been shared with KSQ for their use.
  - This will be updated if additional areas are discovered.
- A team call (BBL, KSQ and Tom Clapper) took place on 7/14 to determine the next steps:
  - KSQ is coordinating to have Brinnier/Larios on site to investigate further and report back.

**Additional Comments**

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

**Description:**  
**7/14/21:**  
Any comments?

**Official Documented Meeting Minutes:**

- Vince - commented on the extent of water infiltration that continues on the ground floor (see separate section of the meeting minutes for more info) - would like to see this addressed asap.
- Dr Padalino - commented as well on the water infiltration, he would like to see this reviewed as soon as possible and a plan developed to resolve.

**Previous Meeting Minutes:**  
**06/09/2021:**  
**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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Upcoming Meetings						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old
<p><b>Description:</b>  <b>7/14/21:</b></p> <ul style="list-style-type: none"> <li>The next Steering Committee meeting will be held on Wednesday, August 11th 2021, at 2:30 pm in person - CONFIRM.</li> </ul>						
<p><b>Official Documented Meeting Minutes:</b></p> <p>The next Steering Committee meeting will be held on Wednesday, August 11th 2021, at 1:30 pm in person at Meagher.</p>						
<p><b>Previous Meeting Minutes:</b>  <b>06/09/2021:</b>                      The next Steering Committee meeting will be held on Wednesday, July 14th 2021, at 2:30 pm via Microsoft Teams.</p>						

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