

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

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

## KCSD Steering Committee Meeting Minutes

**MEETING DATE:** 08/11/2021

**MEETING TIME:** 1:30 PM - 2:30 PM

**MEETING LOCATION:** District Office - Meagher Board Room

**OVERVIEW:**

Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

Name	Company	Phone Number	Email	Attendance
Jeff Andrews	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4270	jeffandrews@bblinc.com	Absent
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	Absent
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 ( <b>Kingston City School District</b> )			Open	Old

### Official Documented Meeting Minutes:

- Final deduct change order value drafted sent to District.
- District reviewing with Counsel. Follow up call to take place.

### Previous Meeting Minutes:

07/14/2021:

- 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.

## 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 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.
- Once finalized electronically, KSQ will assemble and submit to SED.

### Previous Meeting Minutes:

07/14/2021:

- 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.

## 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

### Official Documented Meeting Minutes:

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- BBL provided a presentation for the next BOE Meeting, 8/11/21.
- BBL and KSQ to attend in person.

**Previous Meeting Minutes:  
07/14/2021:**

- BBL will send in a presentation for the next BOE Meeting, scheduled for 8/4/21.
- BBL and KSQ to attend the 8/4/21 meeting in person.

3.2	Project Budget Update - Main Phase 2	Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- 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:  
07/14/2021:**

- 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 ( <b>Kingston City School District</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- Art Dept. has asked for additional shelving - to be discussed.
- Bringing things back from Tech City.
- Art/FACS classroom being set up.
- Shelving at Band Room pushed back to 8/26 due to delivery issues.

**Previous Meeting Minutes:  
07/14/2021:**

Mike DeLima provided the following updates on behalf of Tom Clapper:

- 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.
- Rooms are being final cleaned and prepped for use.
- Furniture being moved into many areas.
- Carpet tile and vinyl wall base installed in 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.
- Other updates.

3.4	Site Access and Concerns	Dylan Bogart ( <b>BBL Construction Services, LLC</b> ), Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- There are no site access concerns at this time.

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- Weekly coordination meetings continue to be held with Vince DeCicco and Tina Montano, some highlight topics discussed:
  - Addressing any heating/cooling issues that may arise as the balancing of the building MEP systems is being finalized.
  - Discussing plans for return of teachers for preparing rooms for the upcoming school year.
  - Discussing summer graduation plans and logistics
  - Site work underway at new entrance of Salzmänn -- coordinating/maintaining access

**Previous Meeting Minutes:  
07/14/2021:**

- There are no site access concerns at this time.
- Weekly coordination meetings continue to be held with Vince DeCicco and Tina Montano, some highlight topics discussed:
  - Addressing any heating/cooling issues that may arise as the balancing of the building MEP systems is being finalized.
  - Discussing plans for return of teachers for preparing rooms for the upcoming school year.
  - Discussing summer graduation plans and logistics
  - Site work underway at new entrance of Salzmänn -- coordinating/maintaining access

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

- High School:
  - Plaque information has been finalized and reviewed by all.
  - Location of the plaque will be on a wall near the new Salzmänn entrance.
  - District has ordered the plaque, it is anticipated to arrive in early September.
  - Armand to contact vendor for delivery info.
  - PO Has been issued.
- Tobin-Whiston Plaque:
  - KSQ has sent a draft of this information direct to Tom Clapper.
  - No further action at this moment.

**Previous Meeting Minutes:  
07/14/2021:**

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.

3.6	KHS Pool Restoration Project	Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
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**Official Documented Meeting Minutes:**

- Updates:
  - Design Status:

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

- Construction Level SED Documents previously sent to BBL

- Milestone Dates / Next Steps:

- BBL working on completing balance of front-end documents for KSQ to formally submit to SED.
- Documents to be submitted to SED within the week.
- Bid in Late Fall
- Construction period Feb 2022 to July 2022

- Other:

- The existing voids behind the pool will have to be made part of the bid documents. KSQ to update construction documents.
- A separate PO could not be issued to the initial grout company due to the cost of the work exceeding District procurement rules.

**Previous Meeting Minutes:**

**07/14/2021:**

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.

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

- Tom Clapper contacted a local nursery and has obtained a proposed layout of the new bushes.
- Work will be completed in the upcoming weeks.
- PO to be issued by District.
  
- Integrating Eagle Scout (Glenn) info into the project:

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- Vince to follow up with Glenn.

**Previous Meeting Minutes:**

**07/14/2021:**

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.

**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

**Official Documented Meeting Minutes:**

- Punch list items are nearing completion
- Site punch lists (ex: reseeding in some areas) to be completed toward the end of August once the growing season arrives.
- Items are being checked by BBL (Dylan) for verification they are complete.
- Balancing of MEP Systems continues
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

**Previous Meeting Minutes:**

**07/14/2021:**

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...)

4.2	HS Finish Package 2021	Mike DeLima ( <b>BBL Construction Services, LLC</b> )			Open	Old
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**Official Documented Meeting Minutes:**

HS Finish Package Updates:

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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- Sitework at the Tobin-Whiston Memorial Underway:
  - Concrete for TW Lettering has been poured.
  - Stamped concrete circle has been poured.
  - Next items are site restoration, installing the TW lettering and installing plantings.
- Lobby ceiling repairs continue, nearly complete.
- Lobby existing quarry tile removed.
- New terrazzo flooring at the main lobby:
  - To commence once hardener material arrives.
  - Floor patching and installation of crack suppression membrane nearly complete.
  - KHS Tiger Logo on site within the week.
- New acoustical wall panels at the Music Wing to arrive on site within the week, with install to follow.
- Window sills at bridges have been installed.
- Painting at stairways continues.
- Painting of existing corridor tile at the Music Wing continues.

**Previous Meeting Minutes:**

**07/14/2021:**

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 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.

4.3	A/C Topic at KHS Areas				Open	Old
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**Official Documented Meeting Minutes:**

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

- Nora previously inquired if funds remaining on the original bond could be allocated for providing AC at all areas of KHS.
- Meeting to be scheduled with Beth W, BBL and KSQ to go over MCA.
- Might not need another Referendum, look at wording.
- Beth W.:
  - Reminded all that last 2 projects were not aideable, after 6/1/21
  - District waiting on SED to provide update on MCA.
  - Current Referendum under budget by about \$10 million +/-.

**Previous Meeting Minutes:**

**07/14/2021:**

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.

4.5	Water Infiltration	Tom Clapper ( <b>Kingston City School District</b> ), Alex Soto ( <b>KSQ Design</b> ), Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
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**Official Documented Meeting Minutes:**

Water Infiltration at Ground Floor:

- KSQ updates: Looking at causes of water infiltration:

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- possible broken pipes.
- waterproof foundation wall.
- Areas of percolating water.
- Dylan Bogart (BBL) has generated a floor plan with areas of water infiltration highlighted.
- Tom has ordered a camera to scope the lines. Arriving soon.
- Brinnier/Larios site visit to investigate further - will be on site when camera arrives to scope line.

**Previous Meeting Minutes:**

**07/14/2021:**

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

**Official Documented Meeting Minutes:**

- Ribbon cutting ceremony to be scheduled in September/October. More info to follow.

**Previous Meeting Minutes:**

**07/14/2021:**

- 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.

**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, September 8th 2021, at 2:30 pm in person - TBD.

**Previous Meeting Minutes:**

**07/14/2021:**

The next Steering Committee meeting will be held on Wednesday, August 11th 2021, at 1:30 pm in person at Meagher.

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.