

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: 10/13/2021

MEETING TIME: 2:30 PM - 3:30 PM

MEETING LOCATION: District Office - Meagher Board Room - Teams
MTG.

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	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	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	Absent

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.

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

Official Documented Meeting Minutes: 10/13/21:

- District Council has advised that the previously drafted final deduct change order that reconciles project costs regarding Optimus is in order.
- Final Deduct Change Order for Optimus being issued by the District
- Final SED Certification Form regarding this deduct change order will be issued after a 30 day waiting period

Previous Meeting Minutes: 09/08/2021: 9/8/21:

- Final deduct change order value sent to the District.
- District reviewing with Counsel, if no objections from Counsel the matter would be considered closed and the District would need to take no additional action.

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

Official Documented Meeting Minutes: 10/13/21:

- Balance of various change event items being addressed - look to wrap up balance of open items over the next month
- KSQ finalizing change events that need final district signature prior to going to SED
- DocuSign is being used for electronic signatures.
- Once finalized electronically, KSQ will assemble and submit to SED

Previous Meeting Minutes: 09/08/2021: 9/8/21:

- 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.
 - Alex Soto reported that a batch of CE's were recently sent to SED and that a few more are being forwarded to BBL for processing.
- DocuSign is being used for electronic signatures.
- Once finalized electronically, KSQ will assemble and submit to SED

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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
Official Documented Meeting Minutes: 10/13/21: <ul style="list-style-type: none"> BBL will provide a presentation for the next BOE Meeting on 10/20/21. BBL and KSQ do not have to attend - the District is conducting this meeting in person. 						
Previous Meeting Minutes: 09/08/2021: 9/8/21: <ul style="list-style-type: none"> BBL will provide a presentation for the next BOE Meeting on 9/14/21. BBL and KSQ will not have to attend as the District will be conducting this meeting virtually. A decision if the October board meeting will take place in person or virtually will be made in advance. 						
3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
Official Documented Meeting Minutes: 10/13/21: <ul style="list-style-type: none"> Finalizing balance of changes at this time against allowance dollars - ongoing - look to finalize over the next few months Finalizing balance of changes against construction contingency - ongoing - look to finalize over the next few months Various changes being reviewed with KSQ and Tom Clapper No issues to report. 						
Previous Meeting Minutes: 09/08/2021: 9/8/21: <ul style="list-style-type: none"> Finalizing balance of changes at this time against allowance dollars - ongoing Finalizing balance of 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
Official Documented Meeting Minutes: 10/13/21: Updates to be provided by Tom Clapper <ul style="list-style-type: none"> The balance of the shelves arrived today (4 out of the 5 pallets, tracking the last pallet). Install of the shelves to take place over the next few weeks. Addressing District needs on a daily basis - no issues to report. 						
Previous Meeting Minutes: 09/08/2021: 9/8/21: Updates provided by Tom Clapper <ul style="list-style-type: none"> Rooms have been cleaned and prepped for use. 						

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- The balance of the shelves are still on backorder, the District has received multiple revised dates of delivery - Tom will continue to look for an update on when the material can be delivered (there is a current issue nationwide with procurement and delivery of materials related to this topic)
- 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
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Official Documented Meeting Minutes:
10/13/21:

- There are no site access concerns at this time.
- A temporary cooling unit was installed in the nurses area until the replacement coil that failed - arrives. Coil is ready to ship, contractor working through shipping challenges and will provide update.
- 2nd Shift Punch List / Open Items Work being coordinated with Vince and Tina.
- Weekly coordination meetings continue to be held with Vince DeCicco and Tina Montano.

Previous Meeting Minutes:
09/08/2021:
9/8/21:

- There are no site access concerns at this time.
- A temporary cooling unit was installed in the nurses area until the replacement coil that failed under warranty arrives.
- The added sink in the music wing area will be installed this week.
- Auditorium had a cooling issue today (9/8), it was determined to be a T-Stat item which was reset - things are operating properly.
- 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 finalized.
 - Areas were cleaned and prepped for the start of school.

3.6	KHS Pool Restoration Project	Armand Quadrini (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:
10/13/21:

- Updates:
 - Technical review sign-off provided by SED.
 - KSQ will be contacting SED (Sigrid) for status of obtaining the actual building permit approval.
 - DOH approval provided, KSQ will distribute to the project team.
 - Balance of coordination items to follow prior to bidding.
 - On track to bid at beginning of November
 - Projected construction period Feb 2022 to July 2022

Previous Meeting Minutes:
09/08/2021:
9/8/21:

- Updates:
 - Documents have been submitted to SED for review/approval.
 - Balance of coordination items to follow prior to bidding.
 - On track to bid in Late Fall
 - Projected construction period Feb 2022 to July 2022
- Other:
 - The existing voids behind the pool will have to be made part of the bid documents.
 - A separate PO could not be issued to the initial grout company due to the cost of the work exceeding District procurement rules

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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: 10/13/21:

- Punch list items are substantially complete.
- A few back order items will be installed once they have arrived (example: stair tread warranty replacement)
- Items are being checked by BBL (Dylan) for verification they are complete.
- Balancing of MEP Systems are substantially complete.
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

Previous Meeting Minutes: 09/08/2021: 9/8/21:

- Punch list items are substantially complete.
- A few back order items will be installed once they have arrived (example: stair tread warranty replacement)
- Items are being checked by BBL (Dylan) for verification they are complete.
- Balancing of MEP Systems are substantially complete.
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

4.2	HS Finish Package 2021	Mike DeLima (BBL Construction Services, LLC)			Open	Old
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Official Documented Meeting Minutes: 10/13/21:

HS Finish Package Updates:

- Sitework at the Tobin-Whiston Memorial Underway:
 - Site restoration is complete
 - The TW lettering is complete
 - The TW lettering mortar repair is complete
 - District installing a few boulder around the memorial
 - The TW Building Plaque on post to be installed as the last step
- Grass area at the front of Salzmänn:
 - Reviewed by Design Team what has been installed is per project specifications
 - Contractor has reseeded.
 - Continue to monitor growth.
 - Contractor has been advised that the grass area is not accepted yet -- they will be responsible to return in Spring 2022 if needed to address.
- New terrazzo flooring at the main lobby:
 - Area is complete, including pre-punch list inspection
 - Final sealing and waxing being completed
 - KSQ to generate final punch list this Thursday
- Doors at Main Lobby:
 - Fabrication/delivery delayed once more -- projecting having doors delivered/installed by end of October
- New Acoustical wall panels at the Music Wing:
 - Next shipment this week, install next week for Rooms M032 and M032-1.
 - Balance of Shipment for Room M027 - current supplier projection is end of Nov/Early December for install

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- Industry continues to have fabric material challenges - multiple options have been explored for other material changes

Previous Meeting Minutes:

09/08/2021:

9/8/21:

HS Finish Package Updates:

- Sitework at the Tobin-Whiston Memorial Underway:
 - Finishing site restoration
 - Installing the TW lettering
 - Installing plantings
 - Letter restoration to follow
- Grass area at the front of Salzmänn to be reviewed by Design Team - contractor is planning on reseeding.
- Lobby ceiling repairs complete.
- New terrazzo flooring at the main lobby:
 - 2nd floor nearly complete.
 - 1st floor underway. Projected completion end of next week.
 - KHS Tiger Logo on site this week, install to follow.
 - Final polishing and then generating of punch list
- New Acoustical wall panels at the Music Wing:
 - Another shipment to arrive on site this week, with install to follow.
 - Balance of shipments being tracked, including fabric material challenges the industry is having.
- KSQ punch list to follow once areas are ready

4.3	A/C Topic at KHS Areas	Beth Woodard (Kingston City School District), Tom Clapper (Kingston City School District), Mike DeLima (BBL Construction Services, LLC), Armand Quadrini (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:

10/13/21:

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

- Power point presentation provided, highlights are:
 - Utilizing existing unit ventilators and introducing roof top equipment and coils.
 - Approximately 50 areas will have the coils introduced to enable cooling.
 - Air exchanges are being met per code per Armand.
 - Cost - at this current concept, the value is in the \$ 1.2 to \$ 1.5 million range -- will be finalized over the next few weeks
 - Schedule - Drawing in November, Submit to SED in December and Bid in late January -- all based on deliverables and SED review/approval
- Meeting still needs to be scheduled with Beth W, BBL and KSQ to go over MCA -- look to schedule.
- Beth W.:
 - District waiting on SED to provide update on MCA.
 - Current Referendum under budget by about \$10 million +/-.
- Presentation to be provided to the Board of Education at the 11/3 meeting.

Previous Meeting Minutes:

09/08/2021:

9/8/21:

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

- Meeting still needs to be scheduled with Beth W, BBL and KSQ to go over MCA -- look to schedule in the upcoming weeks.
- Might not need another Referendum, look at wording.
 - Jim Shaugnessy reported that an initial glance of the referendum appears to continue to allow the District to utilize any remaining funds that still align with this type of scope.
- 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 +/-.
- Nora - inquired about a range of cost for providing A/E at all areas of the HS:
 - Sage Engineering through KSQ will review the current conditions and provide input on design options
 - KSQ will set up a call with Tom Clapper, BBL and Sage to go over this topic
 - BBL to provide budget pricing once design parameter information is provided by KSQ/Sage.

4.5	Water Infiltration	Tom Clapper (Kingston City School District), Alex Soto (KSQ Design), Armand Quadrini (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:
10/13/21:

Water Infiltration at Ground Floor:

- The last significant rain event produced minimal water infiltration into the building, the Archery area was the main area.
- Existing rain gutters need to reviewed in the area of the Archery room, this may be a contributing item due to the condition of the gutters
- Camera scoping of existing plumbing lines has taken place, no broken pipes noticed, some dirt settlement observed - lines will be jetted, Tom is working on getting a contractor on aboard.
- Previously discussed potential action items:
 - An additional roof leader may have to be installed to be looked into
 - Sealing of the asphalt near the building where water infiltration has taken place
 - Possibly add caulking between the asphalt and the building
 - Waterproof foundation wall in areas where the cause is not related to piping
- Summary of findings and direction to be provided by KSQ

Previous Meeting Minutes:
09/08/2021:
9/8/21:

Water Infiltration at Ground Floor:

- Tom reported:
 - The last significant rain event produced minimal water infiltration into the building, the Archery area was the main area.
 - Existing rain gutters need to reviewed in the area of the Archery room, this may be a contributing item due to the condition of the gutters.
 - Camera scoping of existing plumbing lines has not taken place yet, will do so in the next week.
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- KSQ updates - Still looking at causes of water infiltration:
 - An additional roof leader may have to be installed -- will look into and advise
 - Possibly seal the asphalt near the building where water infiltration has taken place
 - Possibly add caulking between the asphalt and the building
 - Waterproof foundation wall in areas where the cause is not related to piping

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- Areas of percolating water may be a cause, B/L to advise
- Formal report/suggested course of action will follow shortly
- Dylan Bogart (BBL) has generated a floor plan with areas of water infiltration highlighted.
- Brinnier/Larios follow up site visit to take place, KSQ will coordinate with B/L and schedule shortly

4.6	HS Dedication Ceremony	Dr. Paul Padalino (Kingston City School District)			Open	Old
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Official Documented Meeting Minutes:
10/13/21:

- Dr. Padalino this is a work in progress, will continue to discuss next steps for the HS Building Ribbon Cutting Ceremony.
- New District Communications team member to start this upcoming week, will assist Dr Padalino.
- COVID is playing a roll if this can be done in person, all options are being reviewed.

Previous Meeting Minutes:

09/08/2021:
9/8/21:

- Dr Padalino is having initial discussions with Vince and Karen about a potential date and steps for the HS Building Ribbon Cutting Ceremony.
- This initial information will be shared shortly - COVID is playing a roll if this can be done in person
- BBL will provide progress updates to the District on the main lobby completion (as this is a potential location for a ribbon cutting).

4.7	9/11 Sculpture	Tom Clapper (Kingston City School District)			Open	Old
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Official Documented Meeting Minutes:
10/13/21:

- KSQ has a file document that provides a virtual view of the sculpture - Armand will distribute to all
- Previously, Jim Shaughnessy inquired about what is taking place/planned for the 9/11 Sculpture that was donated to the District - maybe a local group such as the Fireman's Benevolent Society would have an interest
- Discussions were held about having a plan that would provide a safe installation of the sculpture in order to avoid any liabilities regarding climbers on the sculpture or even the understanding that the sculpture has sharp edges.
- Tom Clapper has the sculpture in storage and would just need a few days notice to make it available for review.
- No further action at this time.

Previous Meeting Minutes:

09/08/2021:
9/8/21:

- Jim Shaughnessy inquired about what is taking place/planned for the 9/11 Sculpture that was donated to the District, since the 20th Anniversary is upon us.
- Discussions were held about having a plan that would provide a safe installation of the sculpture in order to avoid any liabilities regarding climbers on the sculpture or even the understanding that the sculpture has sharp edges.
- Tom Clapper has the sculpture in storage and would just need a few days notice to make it available for review.

4.8	Board Tour of the HS	Nora Scherer (Kingston School Board of Education)			Open	Old
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Official Documented Meeting Minutes:
10/13/21:

- Nora provided the following comments:
 - The building looks great, in particular the recently completed Finish Project areas.

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- Paint sheen concerns were discussed with HS custodial staff during the HS Building Inspection Tour, mainly for cleaning concerns
- Locker springs were "popping out" in the music wing -- It was reported that the contractor will be on site to replace and check all lockers.
- Board tour of the HS (the 10/7 tour did not take place due to school activities previously scheduled) - to be planned for at a later date.

Previous Meeting Minutes:

09/08/2021:

9/8/21:

- Discussions were held as to when the Board could tour the HS, a potential date of 10/7 at 3:30 was mentioned - Nora to confirm and report back to all.

4.9	MJM Memorial / Window Case Language	Tom Clapper (Kingston City School District)			Closed	Old
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Official Documented Meeting Minutes:

10/13/21:

- Local sign vendor has been contacted - order has been placed.
- District to install

Previous Meeting Minutes:

09/08/2021:

9/8/21:

- Ofe presented a slide show with 2 options for language on the MJM Memorial Window Case.
- Option 2 was the preferred version, with some minor wording modifications. Ofe will update and redistribute to all for final confirmation.
- Tom will utilize a local sign vendor for procurement
- KSQ will provide a detail for attachment

Additional Comments

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

Official Documented Meeting Minutes:

10/13/21:

Nora - Building Inspections continue to finish in November.

Previous Meeting Minutes:

09/08/2021:

9/8/21:

- Ales Soto - will look to schedule a meeting shortly with Beth Woodard and BBL to start closing out the project with SED
- Nora - Possibly look to have a tour of the HS on 10/7 at 3:30 with all Board Members - to be discussed further

Upcoming Meetings

No	Title	Assignment	Due Date	Priority	Status	Old/New?
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6.1	Upcoming Meetings				Open	Old
Official Documented Meeting Minutes: 10/13/21: <ul style="list-style-type: none">The next Steering Committee meeting will be held on Wednesday, November 10th 2021, at 2:30 pm - To be determined if in person our virtual.						
Previous Meeting Minutes: 09/08/2021: 9/8/21: <p>The next Steering Committee meeting will be held on Wednesday, October 6th 2021, at 2:30 pm - To be determined if in person our virtual.</p>						

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