

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

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

## KCSO Steering Committee Meeting Minutes

**MEETING DATE:** 09/08/2021

**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	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	For Distribution Only
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	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.

Armand Quadrini	KSQ Design	Tel: (914) 682-3700	aquadrini@ksqarchitects.com	Absent
Alex Soto	KSQ Design	Tel: (914) 682-3700	asoto@ksq.design	Present

## 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:**  
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.

**Previous Meeting Minutes:**  
08/11/2021:

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

## 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

**Official Documented Meeting Minutes:**  
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

**Previous Meeting Minutes:**  
08/11/2021:

- 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.

## KHS Tracking Items

No	Title	Assignment	Due Date	Priority	Status	Old/New?
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3.1	BOE Meeting Presentations	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p><b>Official Documented Meeting Minutes:</b>  <b>9/8/21:</b></p> <ul style="list-style-type: none"> <li>BBL will provide a presentation for the next BOE Meeting on 9/14/21.</li> <li>BBL and KSQ will not have to attend as the District will be conducting this meeting virtually.</li> <li>A decision if the October board meeting will take place in person or virtually will be made in advance.</li> </ul>						
<p><b>Previous Meeting Minutes:</b>  <b>08/11/2021:</b></p> <ul style="list-style-type: none"> <li>BBL provided a presentation for the next BOE Meeting, 8/11/21.</li> <li>BBL and KSQ to attend in person.</li> </ul>						
3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p><b>Official Documented Meeting Minutes:</b>  <b>9/8/21:</b></p> <ul style="list-style-type: none"> <li>Finalizing balance of changes at this time against allowance dollars - ongoing</li> <li>Finalizing balance of 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>  <b>08/11/2021:</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>						
3.3	Owner's Representative	Tom Clapper (Kingston City School District)			Open	Old
<p><b>Official Documented Meeting Minutes:</b>  <b>9/8/21:</b></p> <p><b>Updates provided by Tom Clapper</b></p> <ul style="list-style-type: none"> <li>Rooms have been cleaned and prepped for use.</li> <li>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)</li> <li>Addressing District needs on a daily basis.</li> </ul>						
<p><b>Previous Meeting Minutes:</b>  <b>08/11/2021:</b></p> <ul style="list-style-type: none"> <li>Art Dept. has asked for additional shelving - to be discussed.</li> <li>Bringing things back from Tech City.</li> <li>Art/FACS classroom being set up.</li> <li>Shelving at Band Room pushed back to 8/26 due to delivery issues.</li> </ul>						
3.4	Site Access and Concerns	Mike DeLima (BBL Construction Services, LLC),			Open	Old

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		Dylan Bogart ( <b>BBL Construction Services, LLC</b> )			
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**Official Documented Meeting Minutes:**  
**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.

**Previous Meeting Minutes:**  
**08/11/2021:**

- 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> )			Closed	Old
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**Official Documented Meeting Minutes:**  
**9/8/21:**

- High School:
  - Plaque has been installed on a wall near the new Salzmänn entrance.
  - A few finish screws were missing, Tom has contacted the vendor to supply.
- Tobin-Whiston Plaque:
  - No further action at this moment.

**Previous Meeting Minutes:**  
**08/11/2021:**

- 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.

3.6	KHS Pool Restoration Project	Armand Quadrini ( <b>KSQ Design</b> )			Open	Old
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**Official Documented Meeting Minutes:**  
**9/8/21:**

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- 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

**Previous Meeting Minutes:**  
**08/11/2021:**

- Updates:
  - Design Status:
    - 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.

3.7	Shrubbery and Logo at KHS Main Entrance	Tom Clapper (Kingston City School District)				Closed	Old
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**Official Documented Meeting Minutes:**  
**9/8/21:**

- Work has been completed, shrubs and surrounding ground cover have been installed and looks great.
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- Integrating Eagle Scout (Glenn) info into the project:
  - Vince/Tom to follow up with Glenn about future opportunities
  - This topic will be closed and removed from the agenda

**Previous Meeting Minutes:**  
**08/11/2021:**

- 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:
  - Vince to follow up with Glenn.

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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:**  
**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...)

**Previous Meeting Minutes:**  
**08/11/2021:**

- 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...)

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

**Previous Meeting Minutes:**  
**08/11/2021:**

HS Finish Package Updates:

- Sitework at the Tobin-Whiston Memorial Underway:

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- 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 are bridges have been installed.
- Painting at stairways continues.
- Painting of existing corridor tile at the Music Wing continues.

4.3	A/C Topic at KHS Areas				Open	Old
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**Official Documented Meeting Minutes:  
9/8/21:**

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.

**Previous Meeting Minutes:  
08/11/2021:**

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 +/-.

4.5	Water Infiltration	Armand Quadrini ( <b>KSQ Design</b> ), Alex Soto ( <b>KSQ Design</b> ), Tom Clapper ( <b>Kingston City School District</b> )			Open	Old
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**Official Documented Meeting Minutes:  
9/8/21:**

Water Infiltration at Ground Floor:

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- 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.
- 
- 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
  - 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

**Previous Meeting Minutes:**

**08/11/2021:**

Water Infiltration at Ground Floor:

- KSQ updates: Looking at causes of water infiltration:
  - 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.

4.6	HS Dedication Ceremony	Dr. Paul Padalino ( <b>Kingston City School District</b> )			Open	New
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**Official Documented Meeting Minutes:**

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

**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 ( <b>Kingston School Board of Education</b> )			Open	New
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**Official Documented Meeting Minutes:**

**9/8/21:**

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- 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	Ofe Clarke ( <b>KSQ Design</b> ), Armand Quadrini ( <b>KSQ Design</b> )			Open	New
<b>Description:</b>						
<b>Official Documented Meeting Minutes:</b> <b>9/8/21:</b>						
<ul style="list-style-type: none"> <li>• Ofe presented a slide show with 2 options for language on the MJM Memorial Window Case.</li> <li>• Option 2 was the preferred version, with some minor wording modifications. Ofe will update and redistribute to all for final confirmaiton.</li> <li>• Tom will utilize a local sign vendor for procurement</li> <li>• KSQ will provide a detail for attachment</li> </ul>						

<b>Additional Comments</b>						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Open	Old
<b>Official Documented Meeting Minutes:</b> <b>9/8/21:</b>						
<ul style="list-style-type: none"> <li>• Ales Soto - will look to schedule a meeting shortly with Beth Woodard and BBL to start closing out the project with SED</li> <li>• Nora - Possibly look to have a tour of the HS on 10/7 at 3:30 with all Board Members - to be discussed further</li> </ul>						
<b>Previous Meeting Minutes:</b> <b>08/11/2021:</b>						
<ul style="list-style-type: none"> <li>• Ribbon cutting ceremony to be scheduled in September/October. More info to follow.</li> </ul>						

<b>Upcoming Meetings</b>						
No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old
<b>Official Documented Meeting Minutes:</b> <b>9/8/21:</b>						
The next Steering Committee meeting will be held on Wednesday, October 6th 2021, at 2:30 pm - To be determined if in person our vitalur.						
<b>Previous Meeting Minutes:</b> <b>08/11/2021:</b>						
<ul style="list-style-type: none"> <li>• The next Steering Committee meeting will be held on Wednesday, September 8th 2021, at 2:30 pm in person - TBD.</li> </ul>						

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