

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: 12/15/2021

MEETING TIME: 2:30 PM - 3:00 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	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	Absent
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	For Distribution Only

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	Present

Field House 2nd Phase

No	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	Optimus Updates	Alex Soto (KSQ Design)			Open	Old
<p>Description: KSQ to provide Final SED Certification Form regarding this deduct change order - issue week of 11/15 -- Status?</p>						
<p>Official Documented Meeting Minutes: KSQ to furnish Final SED Certification Form regarding deduct change order.</p> <p>Nothing has been received from Mr. John Osborn.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <ul style="list-style-type: none"> • KSQ to provide Final SED Certification Form regarding this deduct change order - Alex will issue week of 11/15 						

Change Management Updates

No	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	Change Management - Main Phase 2	Jeff Andrews (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC), Alex Soto (KSQ Design)			Open	Old
<p>Description:</p> <ul style="list-style-type: none"> • Balance of various change event items being addressed - look to wrap up balance of open items over the next few months • KSQ working on 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 						
<p>Official Documented Meeting Minutes: Jeff Andrews (BBL) will work with Beth Woodard (KCSD) to ensure she has everything she needs.</p> <p>It was confirmed in the meeting that all executed change orders on Main PH2 have been incorporated into SED forms by KSQ. Dr. Padalino (KCSD) is working through those in his court.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <ul style="list-style-type: none"> • Balance of various change event items being addressed - look to wrap up balance of open items over the next few months • KSQ working on 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 						

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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), Armand Quadrini (KSQ Design)			Open	Old
<p>Description:</p> <ul style="list-style-type: none"> The next BOE Meeting is on 1/5/22. BBL and KSQ will be attending the 1/19/22 Board Meeting 						
<p>Official Documented Meeting Minutes:</p> <p>It was discussed that KSQ anticipates providing information to BBL regarding the 5 Year Plan Proposal. There would be a meeting before the break scheduled which would determine if the presentation could be made at the January 5th Board Meeting. This would be the preference of the board.</p> <p>It was also decided that based on the conclusion impending related to the Second Century Project that construction topics would be rolled into the Facilities Meeting and that the Steering Committee Meeting would be concluded with the distribution of these minutes.</p>						
<p>Previous Meeting Minutes:</p> <p>11/10/2021: 11/10/21:</p> <ul style="list-style-type: none"> BBL and KSQ attended the 11/3/21 Board Meeting - provided a presentation on the HS A/C Main Project. <ul style="list-style-type: none"> District BOE provide direction to proceed with the Design/Bidding of the Project. KSQ targeting early part of December for completion of documents The next BOE Meeting is on 11/17/21 						
3.2	Project Budget Update - Main Phase 2	Alex Soto (KSQ Design), Jeff Andrews (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Description:</p> <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. 						
<p>Official Documented Meeting Minutes:</p> <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 						
<p>Previous Meeting Minutes:</p> <p>11/10/2021: 11/10/21:</p> <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. 						
3.3	Owner's Representative	Tom Clapper (Kingston City School District)			Open	Old

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<p>Description:</p> <ul style="list-style-type: none"> • Updates to be provided by Tom Clapper 						
<p>Official Documented Meeting Minutes: Tom was unable to attend the meeting due to some issues he was dealing with at Edson.</p> <p>BBL confirmed that installation of M032 and M032-1 acoustical wall panels was complete and materials were to be delivered for the small practice rooms related to M027. it is anticipated that this work will be complete by the end of the year.</p> <p>Grass on the south side of Salzmann has not been accepted by the school. Responsibility will be maintained by the contractor until established per contract when KHS will take over responsibility in 2022.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <p>Updates to be provided by Tom Clapper</p> <ul style="list-style-type: none"> • Shelves have been installed. • Heat improvements underway. • General building maintenance items being addressed - no issues to report. 						
3.4	Site Access and Concerns	Dylan Bogart (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC), Jeff Andrews (BBL Construction Services, LLC)			Open	Old
<p>Description:</p> <ul style="list-style-type: none"> • Replacement Coil for Nurse's area -- still waiting for part to arrive. • Any remaining open items being coordinated with Vince and Tina, taking place on 2nd shift. • Weekly coordination meetings continue to be held with Vince and Tina. 						
<p>Official Documented Meeting Minutes: Replacement Coil in Nurse's area continues to be an issue with tracking. Coil shipped in September and never arrived. Contractor indicated they would have an update by Friday (12/17).</p> <p>Weekly coordination meetings continue to be held with Vince and Tina.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <ul style="list-style-type: none"> • There are no site access concerns at this time. • A temporary cooling and heating units are installed in the nurses area until the replacement coil that failed arrives. Coil is ready to ship, coming out of Mexico, contractor working through shipping challenges -- update to follow once shipping is confirmed. • Any remaining open items being coordinated with Vince and Tina, taking place on 2nd shift. • Weekly coordination meetings continue to be held with Vince and Tina. 						
3.6	KHS Pool Restoration Project	Armand Quadrini (KSQ Design)			Open	Old
<p>Description:</p> <ul style="list-style-type: none"> • Updates: <ul style="list-style-type: none"> ◦ SED building permit approval provided 12/14 ◦ Bid Documents available to bidders. ◦ Addendum issued with a revised bid date of 1/7/22 ◦ Bid recommendations to BOE at the 1/19/22 Meeting 						

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- Projected construction period March/April 2022 to November 2022

Official Documented Meeting Minutes:

Bid date shifted to January 7th as required to award after SED approval. SED permit was approval was provided December 14th. Technical review was complete in October and it took an additional 10 weeks for the PM to issue approval.

Based on approval by SED pushing out as late as it has a new schedule was issued. Projected construction period from March/April 2022 to November 2022.

Review with the school will be required to coordinate when the pool will be accessible to the school and its impact.

Previous Meeting Minutes:

11/10/2021:

11/10/21:

- Updates:
 - Technical review sign-off provided by SED.
 - KSQ will be contacting SED (Sigrid) for status of obtaining the actual building permit approval - no update
 - Bid Documents available to bidders.
 - Pre-Bid Tour is scheduled for 11/16
 - Bid recommendations to BOE at the December Board Meeting.
 - Projected construction period Feb 2022 to July 2022

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), Jeff Andrews (BBL Construction Services, LLC), Alex Soto (KSQ Design)			Open	Old

Description:

- KSQ working on providing balance of SED Certification Forms - status?
- Continuing to gather close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

Official Documented Meeting Minutes:

KSQ confirmed all executed change orders have been incorporated into SED forms. Dr. Padalino (KCSD) is working through those that are in his court.

BBL continues to gather close out documents and work with the contractors to complete this task.

Previous Meeting Minutes:

11/10/2021:

11/10/21:

- KSQ working on providing balance of SED Certification Forms - goal is to be completed within the next 2 weeks.
- Continuing to gather close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

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

HS Finish Package Updates:

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- **Grass area at the front of Salzmann:**
 - Revisit in Spring 2022 to address areas that did not establish growth.
- **Doors at Main Lobby:**
 - Have been installed
- **New Acoustical wall panels at the Music Wing:**
 - Majority of rooms complete
 - Balance of areas to arrive next week with install to follow.

Official Documented Meeting Minutes:

- Grass area at the front of Salzmann:
 - Revisit in Spring 2022 to address areas that did not establish growth.
- Doors at Main Lobby:
 - Have been installed
- New Acoustical wall panels at the Music Wing:
 - Majority of rooms complete
 - Balance of areas to arrive next week with install to follow.

Previous Meeting Minutes:

11/10/2021:

11/10/21:

HS Finish Package Updates:

- Grass area at the front of Salzmann:
 - Reviewed by Design Team what has been installed is per project specifications
 - 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 to address.
- Doors at Main Lobby:
 - Have been installed
- New Acoustical wall panels at the Music Wing:
 - Recent shipment received and items installed.
 - Balance of areas to arrive at end of November (current projections from contractor)

4.3	A/C Topic at KHS Areas	Jeff Andrews (BBL Construction Services, LLC), Tom Clapper (Kingston City School District), Mike DeLima (BBL Construction Services, LLC), Armand Quadrini (KSQ Design)				Open	Old
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Description:

- **KSQ to provide update on design status**
- **Next Steps to Discuss:**

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- Design
- Costs
- SED Submission
- Schedule

Official Documented Meeting Minutes:

Original plan incorporated into the Main Mechanical Upgrade was for the Unit Ventilators (UV) manufactured by Daikin to utilize their capacity for adding a cooling 'cassette' to upgrade the UVs to allow for cooling.

Since this original installation Daikin no longer supports the installation of the cassettes into their units. This has required the design team to specify separate cassette installation. Space constraints below the window sills require that floor mounted units in some rooms be replaced with wall/ceiling mounted units. There may be some cost offsets between the new units and refurbishing the existing units.

The system is still using Variable Refrigerant Flow and all rooftop equipment remains consistent.

KSQ to provide BBL with revised plans Thursday (12/16) for review with estimating to determine how the value shakes out. The original order of magnitude of \$1.5M is the bar that we are shooting for.

Based on current design progress and review required by the Board it is anticipated that these documents would not go into SED until late January 2022. With lead times on equipment the team will need to review the best way to go about installation.

It was requested and KSQ agreed to provide photos of the each type of cassette (floor mount and wall/ceiling mount) for review along with a sketch/rendering of how this would appear in the field.

Previous Meeting Minutes:

11/10/2021:

11/10/21:

- BOE provided direction to proceed at the 11/3/21 Meeting
- Project 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 KSQ.
 - Cost - at this current concept, the value is in the \$1.5 million range.
 - Schedule - Develop Design Documents - KSQ to provide update on milestone date, currently in early December as a goal.

4.5	Water Infiltration	Alex Soto (KSQ Design), Armand Quadrini (KSQ Design)			Open	Old
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Description:

Water Infiltration at Ground Floor:

- **Camera scoping of existing plumbing lines has taken place, no broken pipes noticed, some dirt settlement observed - lines have been jetted.**
- **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**
 - **Adding catch basin at low spot of the HS near the Field House**
- **Summary of findings and direction to be provided by KSQ - Status?**

Official Documented Meeting Minutes:

Brinnier and Larios (BL) have completed their site survey related to the courtyards.

Rich Ruth (BL) provided an updated concept plan. This provides for increased flow toward the center of each courtyard and out. This asphalt work would not be able to be undertaken until the asphalt plants reopen in spring 2022.

Based on the implementation of strategies provided by BL most of the water infiltration has been resolved with the exception of the archery area.

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<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <p>Water Infiltration at Ground Floor:</p> <ul style="list-style-type: none"> • Camera scoping of existing plumbing lines has taken place, no broken pipes noticed, some dirt settlement observed - lines have been jettied. • Previously discussed potential action items: <ul style="list-style-type: none"> ◦ 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 ◦ Adding catch basin at low spot of the HS near the Field House • Summary of findings and direction to be provided by KSQ 						
4.6	HS Dedication Ceremony	Dr. Paul Padalino (Kingston City School District)			Open	Old
<p>Description: Any updates to discuss at this time?</p>						
<p>Official Documented Meeting Minutes: No dedication was discussed. It was indicated that the Facilities Meeting, today, would include a video related to all the high school work.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21: Options for a Dedication Ceremony are being discussed by District Leadership, info to follow.</p>						
4.7	9/11 Sculpture	Armand Quadrini (KSQ Design)			Open	Old
<p>Description:</p> <ul style="list-style-type: none"> • Any updates to discuss at this time? • KSQ to issue virtual view of sculpture - status? 						
<p>Official Documented Meeting Minutes: KSQ indicated they sent slides to Jim Shaughnessy.</p> <p>This item will no longer be tracked.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <ul style="list-style-type: none"> • KSQ has a file document that provides a virtual view of the sculpture - Armand will distribute to all • No further updates or action at this time. 						
4.8	Board Tour of the HS	Nora Scherer (Kingston School Board of Education)			Open	Old
<p>Description: Any updates to discuss at this time?</p>						
<p>Official Documented Meeting Minutes: It was indicated that the Facilities Meeting, today, would include a video related to all the high school work.</p>						
<p>Previous Meeting Minutes: 11/10/2021: 11/10/21:</p> <p>The building tour will take place on 12/1/21.</p>						

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Additional Comments

No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Closed	Old
Description:						
Official Documented Meeting Minutes: Mike DeLima (BBL) indicated that an opportunity came up that he will be taking advantage of that includes his moving on from BBL. He was thanked for his time and efforts and will be missed.						
Previous Meeting Minutes: 11/10/2021: 11/10/21: Building tours will finish in November.						

Upcoming Meetings

No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old
Description: Next Steering Meeting on 1/12/22.						
Official Documented Meeting Minutes: Next meeting will be part of the Facilities Meeting in the future.						
Previous Meeting Minutes: 11/10/2021: The next Steering Committee meeting will be held on Wednesday, December 15th 2021, at 2:00 pm - in person.						

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