# KCSD Steering Committee Meeting Minutes

**Meeting Date:** 10/14/2020  
**Meeting Time:** 2:00 PM - 3:00 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:**

**Attendees:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike DeLima</td>
<td>BBL Construction Services, LLC</td>
<td>Tel: (518) 452-8200 ext. 4121</td>
<td><a href="mailto:mdelima@bblinc.com">mdelima@bblinc.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Carlee Yavaniski</td>
<td>BBL Construction Services, LLC</td>
<td>Tel: (518) 452-8200 ext. 4122</td>
<td><a href="mailto:cyavaniski@bblinc.com">cyavaniski@bblinc.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Mary Beth Bonville</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:mbonville@kingstoncityschools.org">mbonville@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Tom Clapper</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:tclapper@kingstoncityschools.org">tclapper@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Vincent DeCicco</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:vdeccico@kingstoncityschools.org">vdeccico@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Margarita Lekaj</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:mlekaj@kingstoncityschools.org">mlekaj@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Allen Olsen</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:aolsen@kingstoncityschools.org">aolsen@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Dr. Paul Padalino</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:ppadalino@kingstoncityschools.org">ppadalino@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Kristin Shufeldt</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:kshufeldt@kingstoncityschools.org">kshufeldt@kingstoncityschools.org</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Gary Tomczyk, Jr.</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:gtomczykjr@kingstoncityschools.org">gtomczykjr@kingstoncityschools.org</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Beth Woodward</td>
<td>Kingston City School District</td>
<td>Tel: (845) 339-3000</td>
<td><a href="mailto:bwoodard@kingstoncityschools.org">bwoodard@kingstoncityschools.org</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Nora Scherer</td>
<td>Kingston School Board of Education</td>
<td>Tel:</td>
<td><a href="mailto:nscherer@kingstoncityschools.org">nscherer@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>James Shaughnessy</td>
<td>Kingston School Board of Education</td>
<td>Tel:</td>
<td><a href="mailto:jshaughnessy@kingstoncityschools.org">jshaughnessy@kingstoncityschools.org</a></td>
<td>Present</td>
</tr>
</tbody>
</table>

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.
### Field House 2nd Phase

<table>
<thead>
<tr>
<th>No</th>
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</tr>
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<tbody>
<tr>
<td>1.1</td>
<td>Epoxy Replacement</td>
<td>Alex Soto <em>(KSQ Design)</em>, Carlee Yavaniski <em>(BBL Construction Services, LLC)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
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</table>

**Official Documented Meeting Minutes:**
- Project is complete.
- BBL working on closeout items with Millburn

**Previous Meeting Minutes:**
09/09/2020:
- Epoxy work is now complete.
- Substantial completion form needed from KSQ
- BBL working on closeout items with Millburn

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| 1.2 | Optimus Updates              | Allen Olsen *(Kingston City School District)* |          |          | Open   | Old      |

**Official Documented Meeting Minutes:**
- BBL is finalizing the project cost worksheet to review with Allen Olsen.

**Previous Meeting Minutes:**
09/09/2020:
- Final deduct change order amount being finalized with BBL, KSQ and KCSD.
- Added costs from Millburn are being reviewed with BBL, KSQ and KCSD.
- Once deduct is finalized, Beth Woodard will issue file closure to the State.

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### Change Management Updates

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<tbody>
<tr>
<td>2.1</td>
<td>Change Management - Main Phase 2</td>
<td>Alex Soto <em>(KSQ Design)</em>, Mike DeLima <em>(BBL Construction Services, LLC)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
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</table>

**Official Documented Meeting Minutes:**
- Various change event items being addressed as the job progresses.

**Previous Meeting Minutes:**
09/09/2020:
- Various change event items being addressed as the job progresses.
## KHS Tracking Items

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<tr>
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<tbody>
<tr>
<td>3.1</td>
<td>BOE Meeting Presentations</td>
<td>Carlee Yavaniski (BBL Construction Services, LLC)</td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
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**Official Documented Meeting Minutes:**

- BBL will send in a presentation for the BOE to review at the 10/21/20 meeting.
- KCSD noted that this meeting will be virtual.

**Previous Meeting Minutes:**

09/09/2020:

- BBL will send in a presentation for the BOE to review at the 9/16/20 meeting.

| 3.2 | BBL Budget Update - Main Phase 2           | Mike DeLima (BBL Construction Services, LLC)    |          |          | Open   | Old      |

**Official Documented Meeting Minutes:**

- No updates or changes at this time - ongoing.

**Previous Meeting Minutes:**

09/09/2020:

- No updates or changes at this time - ongoing.

| 3.3 | Owner’s Representative                      | Tom Clapper (Kingston City School District)    |          |          | Open   | Old      |

**Official Documented Meeting Minutes:**

- KCSD fixed the floor in the Orchestra room and waxed. Instruments will be moved into this space next week. The door is being modified to accept larger instruments.
- Tom Clapper is meeting with a company regarding the oil tank removal this week.
- KCSD is working on finding additional storage space to clean out the auditorium and gym for student occupancy.

**Previous Meeting Minutes:**

09/09/2020:

- KCSD continues moving furniture into the KHS Main basement
- Cleaning is ongoing throughout the building
- More storage space is needed for the remainder of the furniture left in the gym

| 3.8 | Site Access and Concerns                    | Carlee Yavaniski (BBL Construction Services, LLC) |          |          | Open   | Old      |

**Official Documented Meeting Minutes:**

- Coordination ongoing for noisy work around school hours

**Previous Meeting Minutes:**

09/09/2020:

- Coordination ongoing for noisy work around school hours

| 3.10| Carnegie Fascia Painting                    | Allen Olsen (Kingston City School District)     |          |          | Closed | Old      |

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.
Official Documented Meeting Minutes:

- Carnegie fascia painting complete. Item closed.

Previous Meeting Minutes:
09/09/2020:

- Carnegie Fascia Painting ongoing this week, to be complete in 1 week.

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<tbody>
<tr>
<td>3.11</td>
<td>Field House Dectron Unit</td>
<td>Carlee Yavaniski (BBL Construction Services, LLC)</td>
<td></td>
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<td>Open</td>
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Official Documented Meeting Minutes:

- Dectron project is complete. Closeout process is ongoing.

Previous Meeting Minutes:
09/09/2020:

- Dectron installation is complete, KSQ generating punchlist next week
- Owner training and startup was completed last week
- Final balancing done this week
- Closeout process underway

KHS Phase 2 Updates

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<tbody>
<tr>
<td>4.1</td>
<td>Phase 2 - Main Building Renovation/Tobin Whiston Demolition Project</td>
<td>Carlee Yavaniski (BBL Construction Services, LLC)</td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
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Official Documented Meeting Minutes:

- MEP rough-in ongoing on the 1st/2nd floor West and Music Wing
- Framing ongoing on the 1st/2nd floor West
- Plaster scraping and patching continues
- Masonry install continues exterior music wing
- Terrazzo replacements complete
- Bridge glazing replacement ongoing
- Tobin Whiston backfill wrapping up, new parking lot site work beginning next week
- Handrail installation end of this week
- Sidewalk installation late this week

Previous Meeting Minutes:
09/09/2020:

- KCSD moving into ground floor and this area is occupied
- MEP rough-in ongoing on the 1st/2nd floor West
- Framing ongoing on the 1st/2nd floor West
- Elevator install complete and turned over to KCSD 8/31
- Tobin Whiston demo continues - crushing of brick for backfill ongoing. Sitework to begin towards the end of this month.
- Front step repairs complete, treads being reinstalled now and handrail install this week
- Sitework is ongoing this month with new sidewalks and paving

| 4.2 | Items from the 9/21/20 Building Walkthrough | Alex Soto (KSQ Design) | Open | New |

Official Documented Meeting Minutes:

- Ice build-up on roof

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.
It was noted at the Facilities walkthrough that the ice build up on the roof could become dangerous now that the exterior canopies have been removed. KSQ is currently reviewing putting heated snow guards up there to melt any ice. KSQ is reviewing this item with Sage and will be providing an update prior to the next meeting.

- Dark Room
  - It was requested that a light be added into the darkroom so once you enter it is not dark while the lights are heating up. KSQ is looking into adding a secondary light. KSQ is reviewing this item with Sage and will be providing an update prior to the next meeting.
  - Dr. Padalino noted that the sink and cabinet will not be changed at this time.

### Official Documented Meeting Minutes:

- No additional comments were noted today.

### Previous Meeting Minutes:

**09/09/2020:**

- Jim Shaughnessy (KCSD) confirmed that the entirety of the ground floor (minus the music wing) is now turned over and occupied.
- Jim Shaughnessy (KCSD) confirmed that the guidance suite will remain in the same location on the 1st floor, layout of these offices will now be different.
- Nora Scherer (KCSD) confirmed that the main office will remain in the same location and this will be the VP office.

### Upcoming Meetings

**6.1 Upcoming Meetings**

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<tr>
<td>6.1</td>
<td>Upcoming Meetings</td>
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**Attachments:**

- [Steering Committee Meeting Schedule 2020-2021.pdf](#)

**Official Documented Meeting Minutes:**

- The next Steering Committee meeting will be held on Monday, November 9th, 2020 at 3pm via Microsoft Teams. Margarita Lekaj will be sending out the calendar reminder.

**Previous Meeting Minutes:**

**09/09/2020:**

- The next Steering Committee meeting will be held on Wednesday, October 14th, 2020 at 2pm via Microsoft Teams. Margarita Lekaj will be sending out the calendar reminder.
- Starting in November, the Steering Committee will resume meeting at Meagher. Note: the November meeting has been moved to November 9th.