KCSD Steering Committee Meeting Minutes

MEETING DATE: 12/09/2020
MEETING TIME: 2:30 PM - 3:00 PM

OVERVIEW:
Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting
Microsoft Teams Invite sent from KCSD.

NOTES:

ATTACHMENTS:

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:vdecicco@kingstoncityschools.org">vdecicco@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>Absent</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:glomczykjr@kingstoncityschools.org">glomczykjr@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>
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<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>
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</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>
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<tbody>
<tr>
<td>1.1</td>
<td>Epoxy Replacement</td>
<td>Alex Soto (KSQ Design), Carlee Yavaniski (BBL Construction Services, LLC)</td>
<td></td>
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<td>Open</td>
<td>Old</td>
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**Official Documented Meeting Minutes:**
- Project is complete and closeout documents have been received.

**Previous Meeting Minutes:**
**11/09/2020:**
- Project is complete.
- BBL is waiting on closeout items from Millburn

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<tr>
<td>1.2</td>
<td>Optimus Updates</td>
<td>Allen Olsen (Kingston City School District)</td>
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**Official Documented Meeting Minutes:**
- BBL drafted up the deduct Optimus change order and this is being finalized with KCSD and legal council.

**Previous Meeting Minutes:**
**11/09/2020:**
- BBL is finalizing the project cost worksheet to review with Allen Olsen.
- A new proposal for repainting the handrails was received and is being processed by KCSD. This work is expected to be complete this week. KCSD is signing a PO today.
- A new proposal for resetting the capstones will be submitted this week.
- Final deduct change order to then be sent to John Osborne for review and forwarding to Optimus’ council.
- Beth Woodard to finalize SED requirements as of this month.

## Change Management Updates

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<tbody>
<tr>
<td>2.1</td>
<td>Change Management - Main Phase 2</td>
<td>Alex Soto (KSQ Design), Mike DeLima (BBL Construction Services, LLC)</td>
<td></td>
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<td>Open</td>
<td>Old</td>
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**Official Documented Meeting Minutes:**
- Various change event items being addressed as the job progresses.
- KSQ continues to submit executed change events to SED.
- Allen Olsen confirmed that there are currently no change events in need of BOE approval.

**Previous Meeting Minutes:**
**11/09/2020:**
- 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.
• Various change event items being addressed as the job progresses.
• KSQ noted that change events are being issued to SED.

### KHS Tracking Items

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

- BBL will send in a presentation for the BOE to review at the 1/20/21 meeting.

**Previous Meeting Minutes:**

11/09/2020:

- BBL will send in a presentation for the BOE to review at the 11/18/20 meeting.
- KCSD noted that this meeting will be virtual.

| 3.2 | Project 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:**

11/09/2020:

- 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 is catching up on painting and moving while students are not in the building.
- A pool company is coming in January 2021 to review the leak in the pool.

**Previous Meeting Minutes:**

11/09/2020:

- KCSD continues moving furniture throughout KHS
- First day of school today went smoothly.
- Tom Clapper noted that there is a leak in the pool, a pool company is coming to inspect on 11/10/20
- Tom Clapper reached out to Johnson Controls for new cables for the pool cover.

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

**Official Documented Meeting Minutes:**

- There are no site access concerns at this time.

**Previous Meeting Minutes:**

11/09/2020:

- There are no site access concerns at this time.

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:

- Project is being closed out this month including finalizing money for final payment.

### Previous Meeting Minutes:

#### 11/09/2020:

- Closeout process is ongoing, binders received from Danforth.

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### 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 <em>(BBL Construction Services, LLC)</em></td>
<td></td>
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**Attachments:**

- [Steering Photos 12-9-20.pdf](#)

**Official Documented Meeting Minutes:**

Please see attached photos for reference.

- Plaster scraping and patching continues
- Wood restoration ongoing
- MEP installations continue
- Door and hardware installation ongoing
- 2nd floor FACS casework delivered
- Bridge glazing replacement complete
- New parking lot paving complete
- KHS front entrance lighting and handrails complete
- KSQ noted that a historical sign will be placed at Tobin Whiston for SHPO.

**Previous Meeting Minutes:**

#### 11/09/2020:

- Bathroom tile and epoxy complete in the 2nd and 1st floor bathrooms
- Bathroom partition install next week, fixtures to follow
- Plaster scraping and patching continues
- Wood restoration ongoing
- Bridge glazing replacement ongoing
- Site work for the Tobin Whiston parking lot ongoing
- Paving complete at the front loop
- Site lighting ongoing at the main entrance, site lighting is on a photocell timer.

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### 4.2 Items from the 9/21/20 Building Walkthrough

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<td>Alex Soto <em>(KSQ Design)</em></td>
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**Official Documented Meeting Minutes:**

- Ice build-up on roof
  - KSQ is working with Sage for a snow melt heat trace. Currently waiting on input from the manufacturer.
- Dark Room
  - KSQ is working with Sage to add a red bulb light for when the dark room is entered so it is not dark.

**Previous Meeting Minutes:**

#### 11/09/2020:

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.
• Ice build-up on roof
  ◦ KSQ noted that a product has been found that would be installed at the roof eave and gutters to reduce ice build up at the roof. KSQ is putting together details with Sage and will be sending to BBL the week of 11/16/20.

• Dark Room
  ◦ KSQ is putting together details with Sage to add a red bulb into the dark room and will be sending to BBL the week of 11/16/20.

Additional Comments

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Official Documented Meeting Minutes:

• Tom Clapper noted that the oil tank has been removed per DEC requirements. Currently KCSD is cleaning the area for storage and paperwork has been submitted to DEC.
• KCSD is addressing the heat complaints throughout Salzmann. Only 1/3 boilers were firing but this is being addressed.

Previous Meeting Minutes:
11/09/2020:
• Nora Scherer (KCSD) requested an update on the water infiltration in the Orchestra and Adaptive PE rooms:
  ◦ It was noted that the water infiltration has been mitigated by the new paving in the courtyards. BBL/KSQ will continue to monitor these areas for any changes.
  • It was noted that there are 36 new parking spaces being added at the Tobin Whiston parking lot with 10 existing spaces across from the Nurses office.

Upcoming Meetings

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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 Wednesday, January 13th, 2020 at 2:30pm. Location TBD.

Previous Meeting Minutes:
11/09/2020:
• The next Steering Commitee meeting will be held on Wednesday, December 9th, 2020 at 2:30pm.
• It will be discussed one week prior whether this meeting should be in person or on teams.