**KCSD Steering Committee Meeting Minutes**

**MEETING DATE:** 05/13/2020  
**MEETING TIME:** 3:00 PM - 3:30 PM

**MEETING LOCATION:** Conference Call

**OVERVIEW:**
Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting #61  
Call in #: 1-800-391-2548  
Passcode: 63931320

**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>Absent</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 Woodard</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>Present</td>
</tr>
<tr>
<td>James Childs Sr</td>
<td>Kingston School Board of Education</td>
<td>Tel:</td>
<td><a href="mailto:jchilds@kingstoncityschools.org">jchilds@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>
</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.
<table>
<thead>
<tr>
<th>No</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
<th>Old/New?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Epoxy Replacement</td>
<td>Tom Clapper <em>(Kingston City School District)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
<tr>
<td></td>
<td><strong>Official Documented Meeting Minutes:</strong></td>
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<tr>
<td></td>
<td>• A meeting is being held today with Millburn Flooring to review material procurement and schedule.</td>
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<td></td>
<td>□ Work is scheduled to begin on 6/1. KCSD is working on removing items from these locker rooms.</td>
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<td></td>
<td>• Work is scheduled to be done by the end of July</td>
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<tr>
<td></td>
<td>• The pool has been emptied by KCSD.</td>
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<tr>
<td>1.2</td>
<td>Optimus Updates</td>
<td>Allen Olsen <em>(Kingston City School District)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
<tr>
<td></td>
<td><strong>Official Documented Meeting Minutes:</strong></td>
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<tr>
<td></td>
<td>• John Osborne is reviewing options for final sign-offs regarding closing out Optimus.</td>
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</tr>
<tr>
<td>2.1</td>
<td>Change Management - Main Phase 2</td>
<td>Mike DeLima <em>(BBL Construction Services, LLC)</em>, Alex Soto <em>(KSQ Design)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
<tr>
<td></td>
<td><strong>Official Documented Meeting Minutes:</strong></td>
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</tr>
<tr>
<td></td>
<td>• Misc change event items being addressed as the job progresses. No significant issues to report.</td>
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</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.
- Misc change event items being addressed as the job progresses. No significant issues to report.

### KHS Tracking Items

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<thead>
<tr>
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<th>Old/New?</th>
</tr>
</thead>
<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>
</tbody>
</table>

**Official Documented Meeting Minutes:**

- BBL will send in a presentation for the BOE to review at the 5/20/20 meeting.
  - Dr. Padalino requested a quick call prior to the BOE meeting to review the presentation as he will be reviewing it with KCSD BOE.
- BBL offered to attend all virtual Board meetings if needed by the District.

**Previous Meeting Minutes:**

04/15/2020:

- BBL will send in a presentation for the BOE to review at the 4/22/20 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:**

04/15/2020:

- 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:**

- The maintenance staff continues moving items into KHS Main for teachers to occupy the East side of the 1st and 2nd once school re-opens.
- The maintenance staff is also working on moving items out of the West side and music area of KHS Main as this is the next area for construction.

**Previous Meeting Minutes:**

04/15/2020:

- The maintenance staff continues cleaning out Tobin-Whiston and is currently moving classrooms over into Main on the 1st and 2nd floors and waxing classroom floors.

| 3.4 | MJM Windows                                 | Tom Clapper (Kingston City School District)    |          | Open    | Old    |

**Attachments:**

- MJM Plaque Presentation 6-12-19.pdf
- MJM Window Presentation 6-12-19.pdf

**Official Documented Meeting Minutes:**

- Window is complete and with KCSD.

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.
Case is complete but the business is closed until May 19th. Following re-opening the ship date can be arranged with KCSD.

Previous Meeting Minutes:
04/15/2020:
- Tom Clapper has noted that the final payment needs to be issued from KCSD to the case company in order to pick up the case.

<table>
<thead>
<tr>
<th>3.5</th>
<th>MJM Plaque</th>
<th>Carlee Yavanski (BBL Construction Services, LLC)</th>
<th>Closed</th>
<th>Old</th>
</tr>
</thead>
</table>

Attachments:
[Completed MJM Plaque Photos.pdf]

Official Documented Meeting Minutes:
- MJM plaque work is complete. Item closed.
- See attached photos.

Previous Meeting Minutes:
04/15/2020:
- MJM plaque work is being completed this week by the General Contractor.

<table>
<thead>
<tr>
<th>3.8</th>
<th>Site Access and Concerns</th>
<th>Carlee Yavanski (BBL Construction Services, LLC)</th>
<th>Open</th>
<th>Old</th>
</tr>
</thead>
</table>

Official Documented Meeting Minutes:
- No District concerns at this time.

Previous Meeting Minutes:
04/15/2020:
- No District concerns at this time.

<table>
<thead>
<tr>
<th>3.9</th>
<th>Main Tree Removals</th>
<th>Tom Clapper (Kingston City School District)</th>
<th>Open</th>
<th>Old</th>
</tr>
</thead>
</table>

Official Documented Meeting Minutes:
- Currently waiting for favorable weather to complete the tree trimming. PO is currently with KCSD

Previous Meeting Minutes:
04/15/2020:
- A contract was issued to Daveys Tree Service from KCSD - currently waiting for favorable weather to complete the tree trimming.

<table>
<thead>
<tr>
<th>3.10</th>
<th>Carnegie Fascia Painting</th>
<th>Carlee Yavanski (BBL Construction Services, LLC)</th>
<th>Open</th>
<th>Old</th>
</tr>
</thead>
</table>

Official Documented Meeting Minutes:
- This work is scheduled to be complete this spring.
- Pricing was received and is being reviewed with Tom Clapper.

Previous Meeting Minutes:
04/15/2020:
- Pricing was received from the general contractor for this work - this item is currently under review.
- This work is scheduled to be complete this spring.
Danforth is continuing to send in submittals in preparation for work to be completed this summer.

Assignment
2nd Floor and 1st floor East, Nurses area and ground floor are at the substantial completion point for turnover to the District.

Sheetrock and taping continuing in bathrooms and classrooms
Casework installation ongoing
Painting and wood restoration ongoing
Sitework continuing this month at the courtyard stairwells, exterior wall parging and masonry work
Tobin-Whiston abatement is scheduled to begin this week

Previous Meeting Minutes:
04/15/2020:
• Punchlist for 2nd floor and 1st floor issued and work is being completed.
• 1st floor is ready for A/E punchlist.
• The maintenance staff continues cleaning out Tobin-Whiston and is currently moving classrooms over into Main on the 1st and 2nd floors and waxing classroom floors.
• Work continues on the remainder of the ground floor, scheduled to be turned over to the District in June, with the following items:
  - Floor leveling complete
  - MEP rough in in the four bathrooms complete this month
  - Sheetrock and taping following rough in completion and continuing in classrooms
  - Painting and wood restoration ongoing

Prior to District.

Official Documented Meeting Minutes:
• Punchlist for 2nd floor and 1st floor issued and work is being completed.
• 1st floor is ready for A/E punchlist.
• The maintenance staff continues cleaning out Tobin-Whiston and is currently moving classrooms over into Main on the 1st and 2nd floors and waxing classroom floors.
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Prior to District.

Official Documented Meeting Minutes:
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• 1st floor is ready for A/E punchlist.
• The maintenance staff continues cleaning out Tobin-Whiston and is currently moving classrooms over into Main on the 1st and 2nd floors and waxing classroom floors.
• Work continues on the remainder of the ground floor, scheduled to be turned over to the District in June, with the following items:
  - Floor leveling complete
  - MEP rough in in the four bathrooms complete this month
  - Sheetrock and taping following rough in completion and continuing in classrooms
  - Painting and wood restoration ongoing

Prior to District.

Official Documented Meeting Minutes:
The general contractor is currently pricing up the work for the added curtains in the auditorium.

Previous Meeting Minutes:
04/15/2020:
• The general contractor is currently pricing up the work for the added curtains in the auditorium.
• The electrical contractor has provided pricing for the light circuits and this is currently under review with BBL and KSQ.

Additional Comments

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>5.1</td>
<td>Additional Attendee Comments</td>
<td></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
</tbody>
</table>

Official Documented Meeting Minutes:

• No additional comments

Previous Meeting Minutes:
04/15/2020:
• Please email or call Carlee Yavaniiski with any comments / questions regarding the updated provided.
  ◦ cyavaniiski@bblinc.com or (518) 275-7141

Upcoming Meetings

<table>
<thead>
<tr>
<th>No</th>
<th>Title</th>
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<tbody>
<tr>
<td>6.1</td>
<td>Upcoming Meetings</td>
<td></td>
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<td></td>
<td>Open</td>
<td>Old</td>
</tr>
</tbody>
</table>

Official Documented Meeting Minutes:
The next meeting will be held on June 10, 2020 at 2:30pm via Conference Call.
Call in #: 518-640-6360
Conference ID: 264122#

Previous Meeting Minutes:
04/15/2020:
The next meeting will be held on May 13, 2020 at 2:30pm at Meagher - pending COVID-19 closures.