KCSD Steering Committee Meeting Minutes

MEETING DATE: 03/10/2021
MEETING TIME: 3:00 PM - 3:30 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:

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>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>Present</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>
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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>
<th>No</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Optimus Updates</td>
<td>Allen Olsen <em>(Kingston City School District)</em></td>
<td></td>
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<td>Open</td>
<td>Old</td>
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**Official Documented Meeting Minutes:**
- Documents are being finalized with KCSD and legal council.
- Final deduct change order value drafted – clarifying language and steps to issue with District Council

**Previous Meeting Minutes:**
02/10/2021:
- Documents are being finalized with KCSD and legal council.

### Change Management Updates

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<thead>
<tr>
<th>No</th>
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<tbody>
<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>
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<td>Open</td>
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**Official Documented Meeting Minutes:**
- Various change event items being addressed as the job progresses.
- KSQ to finalize multiple change events that need final district signature prior to going to SED
- Docusign is being used for electronic signatures

**Previous Meeting Minutes:**
02/10/2021:
- Various change event items being addressed as the job progresses.
- KSQ is working on finalizing executed change events that need to go to SED.

### KHS Tracking Items

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<tr>
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<tr>
<td>3.1</td>
<td>BOE Meeting Presentations</td>
<td>Carlee Yavaniski <em>(BBL Construction Services, LLC)</em></td>
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**Official Documented Meeting Minutes:**
- BBL will send in a presentation for the BOE to review at the 3/17/21 meeting.

**Previous Meeting Minutes:**
02/10/2021:

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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.
• BBL will send in a presentation for the BOE to review at the 2/17/21 meeting.

### 3.2 Project Budget Update - Main Phase 2

| Mike DeLima (BBL Construction Services, LLC) | Open | Old |

**Official Documented Meeting Minutes:**

- Tracking changes at this time against allowance dollars - ongoing
- Tracking changes against construction contingency - ongoing
- Various changes being reviewed with KSQ and Tom Clapper

**Previous Meeting Minutes:**

**02/10/2021:**

- Tracking changes at this time against allowance dollars - ongoing
- Tracking changes against construction contingency - ongoing
- Various changes being reviewed with KSQ and Tom Clapper

### 3.3 Owner’s Representative

| Tom Clapper (Kingston City School District) | Open | Old |

**Official Documented Meeting Minutes:**

- KCSD is working with the music department and Admin on items such as added shelving and data drops

**Previous Meeting Minutes:**

**02/10/2021:**

- KCSD is working with the team at KHS getting the Main Phase 2 project completed.
- Oil tank removal is complete and area is being used for mechanical storage.
- See section 3.6 for pool leak update

### 3.4 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.
- Weekly coordination meetings still being held with Vince DeCicco and Tina Montano.

**Previous Meeting Minutes:**

**02/10/2021:**

- There are no site access concerns at this time.
- Weekly admin meetings are held with Vince DeCicco and Tina Montano.

### 3.5 BOE Plaque

| Armand Quadrini (KSQ Design) | Open | Old |

**Official Documented Meeting Minutes:**

- KSQ noted that they will be sending a template plaque design to BBL by 3/19/21 prior to reviewing with Dr. Padalino, Allen Olsen and Tom Clapper.
- The same design from Carnegie will be followed.

**Previous Meeting Minutes:**

**02/10/2021:**

- At the 1/13/21 meeting it was brought up that KSQ will be providing ideas for a BOE member plaque to be placed in Salzmann.
- KSQ will be providing a design update at the 3/10/21 meeting.
3.6 KHS Pool Leaks

**Official Documented Meeting Minutes:**

- KSQ has selected Weston & Sampson as their pool consultant
- Pool Consultant conducted a site visit on 3/8
- Pool Facility Audit/Summary to be completed by 3/29 – KSQ to distribute info at that time
- Next Steps:
  - Construction Start (District goal is Sept 2020) – duration dependent on extent of findings in the Pool Facility Audit

**Previous Meeting Minutes:**

02/10/2021:

- KSQ is working with a specialized consultant for pool leaks in the field house, 3 consultants provided pricing to KSQ.
- KSQ is recommending using Weston & Sampson (as their consultant) was recommended as they took the time to visit the site and provide a detailed proposal.
- KSQ noted it would take approx 3 weeks for analysis then a plan and budget can be developed.

3.7 Shrubbery at KHS Main Entrance

**Official Documented Meeting Minutes:**

- At the 2/10/21 meeting shrubbery at the KHS Main front entrance was discussed and no decision has been made for the letters on the front lawn. Tom Clapper recommended stones as they are low maintenance. The shrubs that are currently there are dead and if cut down anymore they would just be sticks.
- BBL and KSQ to gather with Brinnier and Larios for recommendations and will have an update for the April meeting

### KHS Phase 2 Updates

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<thead>
<tr>
<th>No</th>
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<tr>
<td>4.1</td>
<td>Phase 2 - Main Building Renovation/Tobin Whiston Demolition Project</td>
<td>Carlee Yavaniski (BBL Construction Services, LLC)</td>
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Wood restoration continues
MEP installations continue
Casework installation complete
VCT flooring installation continues
Ceiling installation ongoing
Music Wing acoustical panel installation ongoing

Jim Shaughnessey confirmed the following items have been completed since the 1/13/21 meeting:
- Patching/painting complete
- Locker installation complete

| 4.2 | Items from the 9/21/20 Building Walkthrough | Tom Clapper (Kingston City School District),
Alex Soto (KSQ Design),
Carlee Yavaniski (BBL Construction Services, LLC) |
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**Official Documented Meeting Minutes:**

- Ice build-up on roof
  - Pricing received and is under review for the ice melt system with BBL/KSQ/Sage
- Dark Room
  - Pricing received and is under review for added lighting

**Previous Meeting Minutes:**
02/10/2021:
- Ice build-up on roof
  - ASI received and is out for pricing for the ice melt system
- Dark Room
  - Pricing received and is under review for added lighting

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<thead>
<tr>
<th>4.3</th>
<th>Tobin Whiston - SHPO</th>
<th>Armand Quadrini (KSQ Design)</th>
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**Official Documented Meeting Minutes:**

- KSQ updating concept plan, will share with team, this will be included within the finish package.

**Previous Meeting Minutes:**
02/10/2021:
- KSQ noted that a concept plan has been developed and sent to BBL for budgeting.
- Design includes a historical plaque and bench incorporating letters from Tobin Whiston building.

<table>
<thead>
<tr>
<th>4.4</th>
<th>KHS Finish Package Project</th>
<th>Armand Quadrini (KSQ Design)</th>
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**Attachments:**


**Official Documented Meeting Minutes:**

- KSQ/BBL reviewed the attached presentation for a Finish Package Project at KHS including the following work items:
  - Re-seeding lawn areas around Salzmann

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Main lobby upgrades including tile replacement, painting and replacing auditorium doors
New Solid Surface Window Sills at Bridges
Finishes at Building Exit Stairs including painting, finishing existing brick and refinishing wood
New Acoustical (upper) Wall Panels at Music Wing Instruction Spaces
Paint Ceramic Tile Wainscot at Music Wing
Salzmann Principal's Suite – reverse Doors Swing
Whiston Tobin Memorial Garden (SHPO)

- Total Project Budget Allocation is roughly $841,000
- Design would need to be complete early April, project bid in April with Board approval on bids by Mid-May at the latest for a Summer 2021 project

### Additional Comments

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**Official Documented Meeting Minutes:**

- No additional comments

**Previous Meeting Minutes: 02/10/2021:**

- Shrubbery at the KHS Main front entrance was discussed and no decision has been made for the letters on the front lawn. Tom Clapper recommended stones as they are low maintenance. The shrubs that are currently there are dead and if cut down anymore they would just be sticks. BBL and KSQ to gather with Brinnier and Larios for recommendations.

### Upcoming Meetings

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<td>6.1</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 Wednesday, April 14th 2021, at 2:30 pm via Microsoft Teams.

**Previous Meeting Minutes: 02/10/2021:**

- The next Steering Committee meeting will be held on Wednesday, March 10th 2021, at 3:00 pm via Microsoft Teams.

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Please contact BBL Construction Services if there are any discrepancies or questions with the content of these minutes.