# KCSD Steering Committee Meeting Minutes

**Meeting Date:** 09/09/2020  
**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 #65  
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>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>
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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>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Epoxy Replacement</td>
<td>Carlee Yavaniski (BBL Construction Services, LLC), Alex Soto (KSQ Design)</td>
<td>Open</td>
<td>Old</td>
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</table>

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

**Previous Meeting Minutes:**
*08/12/2020:*
- Epoxy replacement is now complete - punchlist work to be complete in the next week.

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

**Official Documented Meeting Minutes:**
- 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.

**Previous Meeting Minutes:**
*08/12/2020:*
- Final deduct change order amount being finalized with BBL, KSQ and KCSD.
- Once deduct is finalized, Beth Woodard will issue file closure to the State.

### Change Management Updates

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<thead>
<tr>
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<tbody>
<tr>
<td>2.1</td>
<td>Change Management - Main</td>
<td>Mike DeLima (BBL Construction Services, LLC), Alex Soto (KSQ Design)</td>
<td>Open</td>
<td>Old</td>
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**Official Documented Meeting Minutes:**
- Various change event items being addressed as the job progresses.

**Previous Meeting Minutes:**
*08/12/2020:*
- Various change event items being addressed as the job progresses.

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.
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<tr>
<td>3.1</td>
<td>BOE Meeting Presentations</td>
<td>Carlee Yavaniski <em>(BBL Construction Services, LLC)</em></td>
<td></td>
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<td>Open</td>
<td>Old</td>
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<tr>
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<td><strong>Official Documented Meeting Minutes:</strong></td>
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<td></td>
<td>• BBL will send in a presentation for the BOE to review at the 9/16/20 meeting.</td>
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<td>3.2</td>
<td>BBL Budget Update - Main Phase 2</td>
<td>Mike DeLima <em>(BBL Construction Services, LLC)</em></td>
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<td>Open</td>
<td>Old</td>
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<tr>
<td></td>
<td>• No updates or changes at this time - ongoing.</td>
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<td>3.3</td>
<td>Owner’s Representative</td>
<td>Tom Clapper <em>(Kingston City School District)</em></td>
<td></td>
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<td>Open</td>
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|    | • 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 |                                                 |          |          |        |          |
| 3.9| Main Tree Removals                        | Allen Olsen *(Kingston City School District)*  
|    | Tom Clapper *(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:

• Tree trimming is now complete, item closed.

Previous Meeting Minutes:
08/12/2020:

• Tom Clapper noted that one of the trees that was in Daveys contract was split by lighting so this tree is no longer in need of removal.

3.10 Carnegie Fascia Painting

Allen Olsen (Kingston City School District)

Open Old

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:
08/12/2020:

• Carnegie Fascia Painting to be done by Frank J. Ryan & Sons Painting, the PO is being written this week by KCSD.

3.11 Field House Detron Unit

Carlee Yavaniski (BBL Construction Services, LLC)

Open Old

Official Documented Meeting Minutes:

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

Previous Meeting Minutes:
08/12/2020:

• Detron unit installed on 8/10/20
• Final connections and testing / controls underway

KHS Phase 2 Updates

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<thead>
<tr>
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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>
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<td>Open</td>
<td>Old</td>
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Official Documented Meeting Minutes:

• 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

Previous Meeting Minutes:
08/12/2020:

• Work continues on the remainder of the ground floor with the following items:
  ◦ Cleaning

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 Touchups
• Punchlist being generated within the next week by KSQ

- Abatement continuing in the Music Wing
- Demo continuing on the 1st/2nd floor West
- MEP rough in continuing on the 1st/2nd floor West
- Wall framing ongoing on the 1st floor West
- Elevator install complete this month
- Tobin Whiston bridge demo complete this week
- Tobin Whiston structural demo continues

### Official Documented Meeting Minutes:

- A change event is being issued to the General Contractor to furnish new signage as requested by Vince DeCicco and Tina Montano

### Previous Meeting Minutes:

**08/12/2020:**
- A change event is being issued to the General Contractor to furnish new signage as requested by Vince DeCicco and Tina Montano

### Additional Comments

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<tbody>
<tr>
<td>5.1</td>
<td>Additional Attendee Comments</td>
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<td>Open</td>
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#### Official Documented Meeting Minutes:

- 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.

#### Previous Meeting Minutes:

**08/12/2020:**
- Jim Shaughnessy (KCSD) previously noted that there appears to be gaps forming in the nichiha on the East Wing on the West elevation.
  - BBL / KSQ reviewed this item in the field and there does not appear to be any gaps at any nichiha locations.
  - KSQ noted that depending on the time of day there may be deeper shadow lines. Jim Shaughnessy to review with BBL in the field if necessary.

### Upcoming Meetings

<table>
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<tr>
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<tr>
<td>6.1</td>
<td>Upcoming Meetings</td>
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#### Official Documented Meeting Minutes:

- The next Steering Committe meeting will be held on Wednesday, October 14th, 2020 at 2pm via Microsoft Teams. Margarita Lekaj will be sending out the calendar reminder.

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.
• Starting in November, the Steering Committee will resume meeting at Meagher. Note: the November meeting has been moved to November 9th.

**Previous Meeting Minutes:**
**08/12/2020:**
• The next Steering Committee meeting will be held on Wednesday, September 9th, 2020 via Microsoft Teams.
• Please see the attached schedule for the 2020-2021 school year.