# KCSD Steering Committee Meeting Minutes

**MEETING DATE:** 07/15/2020  
**MEETING TIME:** 2:30 PM - 3:00 PM

**MEETING LOCATION:** Microsoft Teams

**OVERVIEW:**
Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting #63
Microsoft Teams Invite will be 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>Absent</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 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>
<th>Title</th>
<th>Assignment</th>
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<th>Priority</th>
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<th>Old/New?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Epoxy Replacement</td>
<td>Carlee Yavaniski <em>(BBL Construction Services, LLC)</em>, Alex Soto <em>(KSQ Design)</em></td>
<td></td>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
</tbody>
</table>

**Official Documented Meeting Minutes:**

- Millburn Flooring finished the underlayment for the epoxy on 7/10/20.
- Epoxy install scheduled for week of 7/20/20.
- Work is scheduled to be done by the end of July with turnover to KCSD in early August.

**Previous Meeting Minutes:**

06/10/2020:

- Demo is complete of the existing flooring system.
- Prep work ongoing with epoxy scheduled for early next week.
- Work is scheduled to be done by the end of July
- KSQ reviewed work in progress on 6/4, all items and existing conditions are in order - No issues per Alex Soto

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

**Official Documented Meeting Minutes:**

- John Osborne is reviewing options for final sign-offs regarding closing out Optimus.
  - Final change order will be sent to Optimus once finalized by next week.

**Previous Meeting Minutes:**

06/10/2020:

- John Osborne is reviewing options for final sign-offs regarding closing out Optimus.
  - A call will be set up with Allen Olsen, BBL and KSQ to resolve final items.

### Change Management Updates

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<tr>
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</tr>
</thead>
<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>
<td></td>
<td>Open</td>
<td>Old</td>
</tr>
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</table>

**Official Documented Meeting Minutes:**

- Various change event items being addressed as the job progresses. No significant issues to report.
Previous Meeting Minutes:
06/10/2020:

- Various change event items being addressed as the job progresses. No significant issues to report.

## KHS Tracking Items

<table>
<thead>
<tr>
<th>No</th>
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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>
</tbody>
</table>

**Official Documented Meeting Minutes:**

- BBL will send in a presentation for the BOE to review at the 8/5/20 meeting.

Previous Meeting Minutes:
06/10/2020:

- BBL will send in a presentation for the BOE to review at the 6/17/20 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:
06/10/2020:

- No updates or changes at this time - ongoing.

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

**Official Documented Meeting Minutes:**

- Allen Olsen noted that some additional abatement has been found in the new phase of work and this is being addressed to avoid schedule delays.

Previous Meeting Minutes:
06/10/2020:

- The maintenance staff continues moving items into KHS Main for teachers to occupy the East side of the 1st and 2nd once school reopens.

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

**Official Documented Meeting Minutes:**

- No District concerns at this time.

Previous Meeting Minutes:
06/10/2020:

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.
• No District concerns at this time.
• BBL is coordinating egress with KHS Admin as the stairwell work on the East side and Main entrance is ongoing.

### 3.9 Main Tree Removals

| Allen Olsen (Kingston City School District), Tom Clapper (Kingston City School District) |
| Open | Old |

**Official Documented Meeting Minutes:**

• Allen Olsen will provide an update on scheduling Daveys Tree Service later this week.

**Previous Meeting Minutes:**

06/10/2020:

• PO was sent to Davey's Tree Service. BBL to follow up with Tom Clapper about scheduling this work.

### 3.10 Carnegie Fascia Painting

| Carlee Yavaniski (BBL Construction Services, LLC) |
| Open | Old |

**Official Documented Meeting Minutes:**

• Pricing was received and is being reviewed with Allen Olsen.
• BBL previously noted that this is a fairly large cost...additional painting companies have been contacted. Pricing is expected the week of 7/20/20.

**Previous Meeting Minutes:**

06/10/2020:

• Pricing was received and is being reviewed with Tom Clapper.
• BBL noted that this is a fairly large cost.
• A question was raised by KCSD if this could be completed with District personnel. It was recommended that this work is not done within District personnel as there is some lead prep, flashing repair and lifts needed.

### 3.11 Field House Dectron Unit

| Carlee Yavaniski (BBL Construction Services, LLC) |
| Open | Old |

**Official Documented Meeting Minutes:**

• Dectron is expected on site late July
• Ductwork installation ongoing this week
• Work is scheduled to be complete in early August.

**Previous Meeting Minutes:**

06/10/2020:

• Dectron work began this past Monday, 6/8.
  ◦ Danforth will begin with demo and ductwork layout
  ◦ Existing decton will be removed in early July with new unit install in late-July
• Work is scheduled to be complete in early August.

### KHS Phase 2 Updates

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<thead>
<tr>
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</thead>
<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>Open</td>
<td>Old</td>
<td></td>
<td></td>
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</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.
Official Documented Meeting Minutes:
Please see the attached photos that were presented at this months meeting. Updates include the following:

- Work continues on the remainder of the ground floor with the following items:
  - Casework install ongoing
  - Painting / wood restoration continues
  - Doors and hardware install ongoing
  - VCT flooring install continues week
- Abatement continuing in the Music Wing
- Demo continuing on the 1st/2nd floor West
- Sitework continuing this month with forming of the new steps on the East elevation
- Elevator install began earlier this week
- Abatement complete in Tobin Whiston
- Interior demo continues in Whiston, building demo targeted for late-July

Previous Meeting Minutes:
06/10/2020:
- Work continues on the remainder of the ground floor, scheduled to be turned over to the District late June, with the following items:
  - Ceramic tile ongoing in bathrooms
  - Operable partition install week of 6/15
  - Wheelchair lift scheduled for week of 6/15
  - Epoxy flooring scheduled for week of 6/15
  - Painting / wood restoration continues
  - Doors and hardware install ongoing
- Sitework continuing this month with demo of the East stairwells and forming of the new steps
- Tobin-Whiston
  - Abatement continues
  - Building demo targeted for late-July
  - Paving targeted for late-Fall

<table>
<thead>
<tr>
<th>4.2</th>
<th>Auditorium</th>
<th>Carlee Yavaniski (BBL Construction Services, LLC)</th>
<th>Closed</th>
<th>Old</th>
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Official Documented Meeting Minutes:
- Pricing for the auditorium curtain / guardrail was approved and issued for signature. Item closed.

Previous Meeting Minutes:
06/10/2020:
- The general contractor submitted pricing for the added curtains / guardrail -- this is currently under review.

<table>
<thead>
<tr>
<th>4.3</th>
<th>Directional Signage</th>
<th>Alex Soto (KSQ Design)</th>
<th>Open</th>
<th>Old</th>
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</table>

Official Documented Meeting Minutes:
- KSQ unable to provide an update at this time. More info will be presented at the 8/5/20 Steering meeting.

Previous Meeting Minutes:
06/10/2020:
- Alex Soto (KSQ) noted that there may be a need for additional directional signage in Main. This will be brought up in the Admin meeting and discussed with LeShawn Parker.
### Additional Comments

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

- Jim Shaughnessy (KCSD) noted that there appears to be gaps forming in the nichiha on the East Wing on the West elevation. BBL to review this item in the field.

**Previous Meeting Minutes:**

**06/10/2020:**

- Thank you Rev. Childs for your years of service on the Steering Committee. Your participation and work has been greatly valued by all.

### Upcoming Meetings

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

**Attachments:**

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

**Official Documented Meeting Minutes:**

- The next Steering Committee meeting will be held on Wednesday, August 5th, 2020 via Microsoft Teams.
  - KCSD will be sending out the Teams invitation.
  - Please see the attached schedule for the 2020-2021 school year.

**Previous Meeting Minutes:**

**06/10/2020:**

- Steering Committee schedule will be generated once the 2020/2021 BOE schedule is finalized. This meeting will occur on the Wednesday in-between BOE meetings at 2pm.

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