

CLIENT: North Shore CSD
PROJECT: Steering Committee Meeting Minutes
Date: Wednesday, February 26, 2020

Subject: Construction Steering Committee Meeting

MTG. INITIATED BY: North Shore CSD / BOE / MEMASI Architects / Savin Engineers / Construction Program Solutions
PURPOSE: To Discuss all open or new business

PREVIOUS MEETING DATE: Tuesday, January 7, 2020

GENERAL NOTES:

The following represents our understanding of the items discussed. All participants are requested to review these items and notify our office, in writing, of any errors or omissions. The meeting comments are provided in bold italic text under 'Design Approval/Notes'.

ATTENDEES:

North Shore CSD
X Dr. Peter Giarrizzo (PG)
X Ms. Olivia Buatsi (OB)
X Mr. John Hall (JH)
Dr. Chris Zublionis (CZ)

North Shore Board of Education
Ms. Sara Jones (SJ)
X Mr. David Ludmar (DL)
X Ms. Marianne Russo (MR)

Architect
X Mr. Daryl Mastracci (DM)
X Ms. Tina Mesiti-Ceas (TM)
Piere Luigi Pancaldi Garcia PLP

Construction Managers
X Mr. Robert J. Firneis (RF)
Mr. Frank A. Szatkowski (FAS)
Mr. Steve Spangler (SSP)

Estimator
X Mr. Stuart Schiller (SSH)

Const. Steering Member
Mr. Max Buschfrers (MB)
MS. Joanne Liou (JL)

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Victorian House	Feb. 14, 2017	District	<p>1. Program needs and interest in program has diminished since the inception of the Victorian House as a TV Studio. Future use of Victorian House (In the long term) will be considered in the Bond Process. (Rev. 04.16.19) Brief discussion about future use for space. One option may be to use the space as a science research space, as current location is too small. More discussion is needed. (Rev. 10.08.2019) There were issues with the heating unit but unit was repaired and is operational (Rev 11.19.2019) The building will remain overflow meeting space (rev 2.26.2020)</p>
Capital Construction Projects	<p>Mar. 22, 2016</p> <p>May 3, 2016</p>	<p>BBS</p> <p>District</p>	<p>1. High School Entry: BBS plan has been revised and accepted by District. Project estimate is around \$71,000. The PTO requested a copy of the updated plan. District to move forward with concrete walkway, removal of bushes and extending sidewalk/ irrigation. Project on hold. Stu Schiller will revise estimate to only include bush removal and sidewalk installation. Dr. Giarrizzo would like the balance of the project to be budgeted in the 19-20 Budget. Revised estimate \$16,000 for walkway and bush removal, full scope \$75,000.</p> <p>19/20 budget has \$85,000, possibly donation from PTO. See new business item 3 for additional information. (rev 1.22.2019)</p> <p>PG to review with PTO to see if there is support for the proposed signage. PG indicated that CSArch can get involved to review current BBS design. (Rev. 03.12.2019)</p> <p>Budgeted in 2019/20 budget. (Rev. 04.16.2019)</p> <p>Two drafts of front entrance drawings received from Memasi. JH has comments to send back. Final draft will be shared with Committee. (Rev. 10.08.2019) JH will send comments to Memasi. TM to check with Bohler Engineering on revised drawings. (Rev 11.19.2019) Bohler provided drawings that were ok. Revised Landscape drawings need to be provided. This work will be scheduled for Spring/Fall for appropriate plating season. (01/07/2020) Landscape drawings have been received and will be reviewed by the BOE (rev 02.26.2020)</p> <p>2. Technology Director Elliot Kaye presented his plan for completing a phased DW replacement of the network cabling in each building. Using the district's smart bond funds. District will include funding to rewire GH, GWL & MS in the 19-20 budget. Smart bond funding is approved.</p>

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Capital Construction Projects (Continued)			<p>Investigation is in progress, installation planned for February break.(rev 1.22.2019)</p> <p>JH reached out to Elliot Kaye. Wire installation was at 25% complete with contractors working every night. (Rev. 03.12.2019)</p> <p>Sea Cliff School is complete, switch over during the summer. High School in progress 10-15%. (rev 04.16.2019)</p> <p>Sea Cliff & High School wiring complete, waiting for full switchover. Central Office wiring is 90% complete and contractor is moving to start Glenwood School (Rev. 10.8.19)</p> <p>Sea Cliff School is 100% complete, High School in progress, Central Office was completed 11/8, Glenwood Landing School is in progress. (Rev 11.19.2019)</p> <p>High School in 99% complete, Glenwood Landing School is in progress, 90% wiring. Glen Head to be last, MS may be during the bond phase. (Rev 01.07.2020)</p> <p>High School is complete waiting for switchover. Glen Head is commencing (rev 02.26.2020)</p>
Alternative Energy / Photovoltaics	Apr. 12, 2011	District	<p>1. District directed BBS to start drafting the RFP for an EPC. District sent BBS all info needed to input within RFP and forwarded to the district's attorney. Comments have been received by District attorney, Frazer & Feldman. BBS revised as per attorney comments. EPC is on hold.</p> <p>EPC will be reviewed with the new Bond study. (Rev. 1.22.2019)</p> <p>MR questioned, why were recently installed univents at several schools installed without A/C? How do we justify this to the School District if questions come up? JH indicated that this did not come up during the discussions when planning the uninvent replacement years ago. OB questioned if the univents could be retrofitted. DM indicated no and this also was not part of the discussions. DM to meet with JH after this meeting in regards to EPC and air conditioning. (Rev. 03/12/2019)</p> <p>Proposals for EPC have been received from three companies, Noresco, Ecosystems and Honeywell. Approximately 4-6 mil. CS Arch is in the process of reviewing the Proposals. (rev 04.16.2019)</p> <p>District reviewed proposals and scored them. District received a FOIL request from one of the companies to review other proposals. Working with attorneys and companies to determine what information can be shared. Ecosystems was granted permission to begin the comprehensive energy audit. (Rev. 10.08.2019)</p>

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Alternative Energy / Photovoltaics Cont'd			<p>Kickoff meeting was held on 11/8/2019. Discussion of task responsibilities, Energy company has requested energy bills and additional information. This will be a 3 month process of assembling information. JH mentioned on the last EPC project the school district used Celtic Energy to review the EPC plan. Their proposal for this EPC is \$68,000, JH trying to negotiate their fee. JH Requested Savin to provide alternate companies to provide this service and for Savin to review if they were interested in providing the service. JH would like to complete this part in the next 2 weeks. (rev 11.19.2019)</p> <p>Energy bills were provided by JH to Ecosystems. Follow-up meeting to be schedule possibly 1/13/2020, time TBD. DM to send floor plans showing spaces with new lighting. Recommendation to move forward with Celtic Energy. Celtic Energy cost \$57,000 which is from Start to Contract Start. (Rev 01.07.2020)</p> <p>RFP issued for 3rd Party Review/Owner's Rep. Meeting scheduled with Ecosystems at 10am (rev 03.26.2020)</p>
Bond Referendum Capital Projects	Mar. 22, 2016	District	<p>1. District vote to take place in Fall 2019. Bond to be around \$20 - \$30 Million, but subject to final scope of work that is selected. Architect and CM RFP's have been reviewed by district. A separate Bond Steering Committee was established to move this process along.</p> <p>Surveys are being issued next week. Next bond steering committee meeting is February 6th. (rev 1.22.2019)</p> <p>MR concerned that SS is estimating without a clear scope of work. Bond Steering Committee Meeting are "chipping" away at scope, PG reviewing. CSArch to provide options for review. PG indicates that all options should be scoped and priced to review and cut where required and show the school district where cuts occurred. (Rev. 03.12.2019)</p> <p>Review of preliminary estimate for the project scope. Further review is required and breakdown of estimates to specific scoping. (rev 04.16.2019)</p> <p>Bond scope is set. Bond vote is scheduled for December 10, 2019. District has begun a series of public information meetings to share information with as many people as possible. Building tours, bus tours are scheduled. Dr. Giarrizzo & Olivia are meeting with many as many outside groups as possible. (Rev. 10.08.2019)</p> <p>Community meetings are being held along with tours of the facilities. (Rev 11.19.2019)</p>

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			<p>Balance of projects have been submitted to SED and accepted. Next step is to request independent review of the projects. (rev 1.22.2019)</p> <p>JH indicates that the 3rd party review for this project is in final stages. (Rev. 03/12/2019)</p> <p>Project have received SED approval and are presently out to bid. Bids are Due April 30th @ 11am (rev 04.16.2019)</p> <p>HS ceiling project and duct work project bid out in Spring 2019. No contractors bid at that time. Project will be re-packaged and put back out on the street. We are opening new bids on 11/6/19. (Rev. 10.08.2019)</p> <p>Bids for the HS project were received and are in review by BBS and Savin and discussion with School District. (Rev 11.19.2019)</p> <p>Bids were opened and letters of recommendation to award were sent to the School District by BBS and Savin. Award of the projects will be January 9, 2020. (Rev 01.07.2020)</p> <p>Construction meetings are in progress. Construction scheduled for this summer. School District would like light fixtures from cafeteria saved and turned over to school district. (rev 02.26.2020)</p>
Repair Reserve Projects	Memasi		<p>1. Glen Head Nurse and MS Locker room are included in the May 2020 Vote and will be phased with the Capital projects (Rev 01.07.2020)</p>
Viking Foundation	Dec. 1, 2015	District	<p>1. Foundation is interested in supporting the development of a Science, Technology, Engineering and Mathematics classroom at each school. Fundraising goal of \$1.6 mil. For 'Classrooms of the Future.'</p> <p>Olivia requested lists from the department heads and is also working with Rob on a list of items for the Victorian House. (Rev. 10.30.18)</p> <p>OB indicated no change. (Rev. 03.12.2019)</p> <p>Viking Foundation has a meeting on October 15, 2019, new members are eager. Dr. Giarrizzo suggested that a list of potential projects the VF could fund would be helpful to the foundation. The HS Science Research room was a good first suggestion for the list. (Rev. 10.08.2019)</p>

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			The Viking Foundation has a meeting on 11/19/2019, foundation is working on mini grant programs. (Rev 11.19.2019)
Old Business / Other	June 20, 2017	District	<p>1. Blisters were identified on track surface. Suspect cause is from oil leaks that are now pushing up the surface. Track warranty runs through Sept. 2020. District to have track representative view track twice a year. Copeland has repaired 23 areas. Track has now been subject to two years of repairs. District to contact attorney to discuss. Information was sent to attorney, follow up is needed.</p> <p>Atty is reviewing the warranty (12.11.2018)</p> <p>JH indicates that no issues have been reported recently and will review track at this time with coaching staff. It is expected that after the spring thaw (April/May) blister issues may occur again. MR indicates that if the track blisters again then the School District should alert F&F immediately to take appropriate action against contractors Copeland and LandTek. (Rev. 03.12.2019)</p> <p>JH mentioned there are 46 spots of blisters. This is year 3 of the replacement track. District will contact Ron Tetelman to visit and review the site conditions. (rev 04.16.2019)</p> <p>JH shared information about reaching out to Ron Tetelman. Ron was responsive, but couldn't offer information as to a cause of the blisters. He stated he could be of no further assistance. CS Arch recommended contacting Mike Herzog (Another sports surface consultant) Mike visited the site and offered some possible causes of the blisters, but nothing definitive. Members left off with us contacting Copeland Coatings to report the blisters and have them addressed under the warranty. (Rev. 10.08.2019)</p> <p>JH to notify Copeland of the blisters as there is still a warranty on the track installation. JH was directed to reach out to Frazer & Feldman to draft a letter to Copeland. Rev 11.19.2019)</p> <p>Letter has been drafted and will be sent to Copeland (new Company) requesting them to come to the site and review and schedule repairs for the Spring 2020. (Rev 01.07.2020)</p> <p>A meeting was held with Copeland Rep and they will be replying to John Hall's letter. John to follow p with Copeland. (rev 02.26.2020)</p>

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	Jan. 9, 2018	Memasi	<p>2. District has received approval from committee to move forward on installation of char broilers at Glen Head, Glenwood and Sea Cliff Elementary Schools. Project on hold due to insufficient funds. Stu Schiller is working with BBS on a revised estimate for Glen Head. The addition of make-up air will impact cost. Cost is \$240/ bldg.... \$50,000 grant from Dormitory Authority, \$190,000 district cost. District will check if changing scope is possible</p> <p>Project scope is changing but will be for kitchen related items (rev 1.22.2019)</p> <p>OB indicates she is putting together options for the equipment and it is evolving. PG indicated to check list of kitchen related items. (Rev. 03.12.2019)</p> <p>The project scope is 3 compartment sink and misc kitchen items (rev 04.16.2019)</p> <p>Project scope changed again. Funding is approved to be used for the installation of a large outdoor freezer at the HS. Due to the structure of food service bids and the food requirements for the lunch program, we need to store more food onsite and need a larger freezer. (Rev. 10.08.2019)</p> <p>Memasi is preparing documents for installation of an exterior freezer at the HS. (Rev 11.19.2019)</p> <p>Memasi provided 2 options, Option 1 was selected, drawings shall be prepared for bidding. (Rev 01.07.2020)</p> <p>Drawings have been sent by MEMASI to John Hall and John Hall reviewing and preparing to bid. (rev 2.26.2020)</p>
	Jan. 9, 2018	District	<p>3. In the recent past, PTO, boosters, and community members have brought to the attention of Dr. Giarrizzo the idea that they would like an electronic sign at the Entry of the High School. Steering Committee will bring electronic sign to the BOE.</p> <p>Installation should include conduits for power, data and irrigation. See Capital Projects #2 for additional information (Rev. 01.22.2019)</p> <p>Previous Steering committee / safety committee discussions indicated that conduit/power route should be considered near Victorian Building as this should not be at great cost. (Rev. 03.12.2019)</p> <p>A conduit for the future sign will be installed when the landscaping at entry is installed. (rev 04.16.2019)</p>

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	Apr 16, 2019		<p>An electric line will be installed when the front entry is constructed (Rev 11.19.2019)</p> <p>Bohler to include the conduit for the electric line in their drawings. (Rev 01.07.2020)</p> <p>4. JH mentioned cracking at the tennis court surface was observed. This project was completed more than 2 years ago and is not covered by warranty. JH to have Ron Tetelman review when he visits the HS to review track. (new 04.6.2019)</p> <p>It was determined that the cracks are not impacting play and do not pose a trip hazard at this time. JH shared that simple filling the cracks would not last. PG agreed. JH shared that there is a repair that bridges the cracks, but requires the entire court to be resurfaced. JH was asked to keep an eye on the cracks. (Rev. 10.08.2019)</p> <p>Cracks in the court surfacing are to be monitored (Rev 11.19.2019)</p> <p>Cracks in the court surfacing are being monitored (Rev 01.07.2020)</p>
	Oct 8, 2019		<p>5. MS Softball Field Drainage: It was observed that water from Cross Street is overflowing the catch basin and flooding the MS softball field. Drainage maps were provided by the Village of SC. This issue will have to be resolved or the water accounted for in the design of the field drainage. It was determined the Dr. Giarrizzo would reach out to the SC Mayor to discuss this issue. (Rev. 10.08.2019)</p> <p>A meeting is to be scheduled with the Village to review the conditions. Survey and borings are to be scheduled. Committee members asked JH to reach out to Athletic Director Don Lang, to see if softball play can occur elsewhere in the district. (Rev 11.19.2019)</p> <p>PG spoke with the mayor. Mayor suggested district engineer should review the condition with their engineer. (Rev 01.07.2020)</p> <p>Control Point preparing Survey, Plan is to camera the piping and construction documents by Mid-March. (rev 02.26.2020)</p>
	Oct 8, 2019		<p>6. HS Foul ball netting: previously installed foul ball netting is unable to stop foul balls from baseball field. Taller poles and higher netting are needed to address the foul ball issues. As well as addressing foul balls hit over</p>

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	<p data-bbox="331 423 470 451">Oct 8, 2019</p> <p data-bbox="331 727 470 755">Oct 8, 2019</p> <p data-bbox="331 1032 470 1060">Oct 8, 2019</p>		<p data-bbox="758 277 2018 391">the backstop. CS Arch and Bohler Engineering are working on the design for the proper pole footings, poles & netting, to address this. (Rev. 10.08.2019) Design is in progress to be bid in the Spring. (rev 01.07.2020) Discussion with Don Lange, DL is revising the backstop and netting.)rev 02.26.2020)</p> <p data-bbox="709 427 2018 699">7. DW Verizon Phone Upgrade to FIOS: JH Verizon will no longer support old copper POTs lines. We have to upgrade to FIOS lines. We are coordinating with Verizon for this work. In tandem with this work, we will use an inside phone company to trace and label all existing Verizon lines and eliminate phone lines that are sharing lines. (Rev. 10.08.2019) Fios lines are up and running at District office and Sea Cliff. At other buildings the POTS lines are being traced. (Rev 11.19.2019) JH waiting on Dates from FIOS (rev 01.07.2020) One Building at a time (rev 2.26.2020)</p> <p data-bbox="709 732 2018 971">8. Vaping Detection Systems: District is looking into a pilot program for installing detectors. JH is collecting detector location information from the MS & HS Principals. Then he will price out the installations. (Rev. 10.08.2019) A pilot program has been implemented at Toilets (Rev 11.19.2019) Three locations to be implemented at MS & HS (Rev 01.07.2020) High School is wired Middle School is next (rev 02.26.2020)</p> <p data-bbox="709 1008 2018 1195">9. Central Office interior door lock replacement was removed from the scope of the bond and funded now. JH identified doors that need new locks. Bid contractor was notified and supplied a proposal. Work will commence shortly. (Rev. 10.08.2019) JH is working a schedule to complete the replacement of locks at the District office (Rev 11.9.2019) Keying cores is in progress (Rev 01.07.2020) Keying is 99% complete (rev 02.26.2020)</p>
New Business	11.19.2019		<p data-bbox="758 1235 1955 1295">1.Traffic Study at MS is in progress. A meeting is scheduled for December 3, 2019 at 9am to review the traffic study and prepare for BOE meeting on 12/12</p>

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	01.07.2020	Memasi/ Bohler	<p>Meeting was held. An estimate was provided by Bohler \$810,737 base construction cost, Stu's estimate \$1.28 mil. An estimate reconciliation needs to be scheduled. A follow-up meeting needs to be scheduled with Bohler to review options and reduce cost. (Rev 01.07.2020)</p> <p>Bohler preparing revised plans to lower cost to \$750,000. Consultant stated exit at Kissam needs to be included.</p> <p>Consider MS entry widening with a no left turn? (rev 02.26/.2020)</p> <p>2. A Lighting task force needs to be established to review lighting options for the Stadium. A task force meeting and sub-committees are in planning (rev 02.26.2020)</p>
Next Meeting		All	<p>Wednesday March 25, 2020 at 9:00 a.m. meeting was cancelled due to Social Distancing. New virtual meeting is scheduled for Tuesday April 14, 2020 at 9am</p>