

**CLIENT:** North Shore CSD  
**PROJECT:** Steering Committee Meeting Minutes  
**Date:** Tuesday, April 14, 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:** Wednesday, February 26, 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**
- X 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)
  - X Piere Luigi Pancaldi Garcia (PLP)
  - X Eric Jeter (EJ) Bohler Engineering
- 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**
- X Mr. Max Buschfrers (MB)
  - MS. Joanne Liou (JL)

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Victorian House	Feb. 14, 2017	District	1.
Capital Construction Projects	Mar. 22, 2016	BBS	<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.  19/20 budget has \$85,000, possibly donation from PTO. See new business item 3 for additional information. (rev 1.22.2019)  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)  <b>(JH) will work on putting documents together to put the project out to bid. (rev 04.14.2020)</b></p>
Capital Construction Projects (Continued)	May 3, 2016	District	<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 &amp; MS in the 19-20 budget. Smart bond funding is approved.</p> <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>

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			<p>Sea Cliff School is complete, switch over during the summer. High School in progress 10-15%. (rev 04.16.2019)            Sea Cliff &amp; 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)            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)            High School is complete waiting for switchover. Glen Head is commencing (rev 02.26.2020)  <b>Project on hold due to Covid 19 closure. Will resume when circumstances allow. (rev 04.14.2020)</b></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 &amp; 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> <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.</p>

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Alternative Energy / Photovoltaics Cont'd			<p>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 3<sup>rd</sup> Party Review/Owner's Rep. Meeting scheduled with Ecosystems at 10am (rev 03.26.2020)</p> <p><b>Comprehensive Energy Audit was completed and submitted to the district. District working on Contract with Ecosystem. MR requested a copy of the contract. JH &amp; OB will select owner's representative and have documentation for approval at a BOE Meeting. BOE members asked us to look into installing solar at GWL &amp; SC. Ecosystem report that cost vs. gain to install solar is not feasible. (rev 04.14.2020</b></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 6<sup>th</sup>. (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</p>

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			<p>scheduled. Dr. Giarrizzo &amp; 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> <p>On December 10, 2019 there was a successful Bond Vote. (Rev 01.07.2020)</p> <p>Design of Phase 1 Projects; MS design meetings with Stakeholders, commencing on ES Designs and site investigations. Working on Schematic Design for submission on 3.20.2020            There is a concern on SHPO review of exterior for ramps providing ADA access.            Scheduling/phasing and coordination with EPC and Capital Reserve Projects (rev 2.26.2020)            Phasing; Phase 1 ES Security and MS All work. Phase 2 ES balance of scope and HS all work.</p> <p><b>Memasi sent schematic drawings to the district JH reviewed and sent comments back. Savin reviewed them as well. Others reviewed and had no comments. Memasi asked if others will review. BOE members asked for drawings to be placed in Dropbox folder and we will gauge response to drawings to guide the next steps for the BOE. Memasi &amp; District busy with project related meetings with stakeholders. More to follow, including Security. (rev. 04.14.2020)</b></p>
Capital Reserve (Future)	Aug. 1, 2017	Savin	<p>1. At the H.S., it has been observed that the cafeteria ceiling is significantly deteriorated and should be replaced. Work will be completed with Capital Reserve and general funding. BBS is moving forward with design, and completing SED submission package to go up to SED at the end of Nov. 2018 Ceiling sample board dated 6/5/18 was approved by Steering Committee at the 9/18/18 meeting. Armstrong Woodworks Linier Veneered Panel ceiling system was approved at 9/18/18 meeting. Color TBD.</p> <p>Project will be done in conjunction with Capital Reserve Ceiling Project (rev 10.30.2018)</p> <p>JH / PG requests that Robert Firneis look into possibility to Bid this project now so it can be worked on this summer 2019. (Rev. 03.12.2019)</p> <p>Project is out to bid, bids due April 30<sup>th</sup> @ 11am. Colors for ceiling and painting in review. (rev 04.16.2019)</p> <p>No bids were received for this work in Spring 2019. Project was re-packaged and we will open new bids on November 6, 2019 (Rev. 10.08.2019)</p>

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	<p>April 25, 2017</p> <p><b>Memasi</b></p>	<p>District</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>2. HS Duct work replacement: Project funding was approved in 18-19 budget. BBS working on design. Ceiling sample board dated 6/5/18 was approved by Steering Committee at the 9/18/18 meeting. Armstrong Woodworks Linier Veneered Panel ceiling system was approved at 9/18/18 meeting. Color TBD. Project will be done in conjunction with Capital Reserve Ceiling Project HS Cafeteria ceiling product was provided to John Hall by BBS. (rev 12.11.2018) see Capital Reserve item #2.</p> <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 3<sup>rd</sup> 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 30<sup>th</sup> @ 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> <p><b>District, BBS &amp; Savin continue to meet with contractors to prepare for summer construction. Savin informed us that School Construction is essential and can continue utilizing Social Distancing practices. (rev 4.14.2020)</b></p> <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>

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			<p><b>Project design is ongoing in conjunction with Capital project scope. Memasi conducting user group meetings to inform design. Vote to expend funds will occur on new budget vote date TBD (rev 04.14.2020)</b></p>
Repair Reserve Projects	Memasi		<p><b>Nothing New</b></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> <p>The Viking Foundation has a meeting on 11/19/2019, foundation is working on mini grant programs. (Rev 11.19.2019)</p> <p><b>Foundation working on grant program, focusing on teacher Grants (rev. 04.14.2020)</b></p>
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&amp;F immediately to take appropriate action against contractors Copeland and LandTek. (Rev. 03.12.2019)</p>

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	Jan. 9, 2018	Memasi	<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 &amp; 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><b>A meeting was held with Copeland Rep and they will be replying to John Hall's letter. John to follow up with Copeland. (rev 02.26.2020)</b></p> <p><b>No new information from Copeland. JH will follow up with them again. Frazer &amp; Feldman will send another letter. (rev 04.14.2020)</b></p> <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>





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	<p data-bbox="327 669 472 699">Oct 8, 2019</p> <p data-bbox="327 1219 472 1250">Oct 8, 2019</p>		<p data-bbox="753 277 2022 396">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 data-bbox="753 428 1545 459">Cracks in the court surfacing are to be monitored (Rev 11.19.2019)</p> <p data-bbox="753 492 1551 522">Cracks in the court surfacing are being monitored (Rev 01.07.2020)</p> <p data-bbox="753 555 1671 586"><b>JH staff did not report any changes in condition to date (rev. 04.14.2020)</b></p> <p data-bbox="709 646 2022 850">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)        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 data-bbox="753 883 2022 1003">PG spoke with the mayor. Mayor suggested district engineer should review the condition with their engineer. (Rev 01.07.2020)  <b>Control Point preparing Survey, Plan is to camera the piping and construction documents by Mid-March. (rev 02.26.2020)</b></p> <p data-bbox="753 1036 2022 1187"><b>JH engaged services of a pipe inspection firm to investigate piping. Investigation occurred on 3.16.2020. Found pipe from catch basin to field to be clear. Pipe terminates in a below grade manhole. A second visit to expose the manhole and continue pipe inspection is needed. It is assumed that piping goes across field. Goal of follow up investigation is to determine where piping goes. (rev. 04.14.2020)</b></p> <p data-bbox="709 1219 2022 1338">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 the backstop. CS Arch and Bohler Engineering are working on the design for the proper pole footings, poles &amp; netting, to address this. (Rev. 10.08.2019)</p>

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	Oct 8, 2019		<p>Design is in progress to be bid in the Spring. (rev 01.07.2020)  <b>Discussion with Don Lange, DL is revising the backstop and netting. )rev 02.26.2020)</b></p> <p><b>JH shared estimates for netting options that included foul ball netting and backstop netting. JH was instructed to move forward with bidding out foul ball netting only. (rev. 04.14.2020)</b></p> <p>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)</p> <p>JH waiting on Dates from FIOS (rev 01.07.2020)  One Building at a time (rev 2.26.2020)  <b>On hold due to closure. Not essential. Will revisit when safe to do so (rev. 04.14.2020)</b></p>
	Oct 8, 2019		<p>8. Vaping Detection Systems: District is looking into a pilot program for installing detectors. JH is collecting detector location information from the MS &amp; 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)</p> <p>Three locations to be implemented at MS &amp; HS (Rev 01.07.2020)</p> <p>High School is wired Middle School is next (rev 02.26.2020)</p> <p><b>On hold due to closure. Not essential. Will revisit when safe to do so (rev. 04.14.2020)</b></p>
	Oct 8, 2019		<p>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)</p>

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			Keying is 99% complete (rev 02.26.2020)  <b>JH Project is 100% complete (rev 04.14.2020)</b>
<b>New Business</b>	11.19.2019           01.07.2020	Memasi/ Bohler	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  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)  Bohler preparing revised plans to lower cost to \$750,000. Consultant stated exit at Kissam needs to be included. Consider MS entry widening with a no left turn? (rev 02.26/.2020)  <b>Bohler EJ outlined the three plans for the site and the costs. Discussion about the plans, cost, handicap parking spaces and parking occurred. Full BOE discussion is needed.</b>  2. A Stadium 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)  <b>Task force is in place, but due to closure, committee work is suspended for now. We will start back up when conditions allow. (rev 04.14.2020)</b>
Next Meeting		All	<b>Virtual meeting is scheduled for Tuesday May 12, 2020 at 9am</b>