

**CLIENT:** North Shore CSD  
**PROJECT:** Steering Committee Meeting Minutes  
**Date:** Tuesday, December 15, 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, November 17, 2020

**NEXT MEETING DATE:** Tuesday January 19, 2021

**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)
  - Mr. Piere Luigi Pancaldi (PLP)
  - Mr. Tyler Simone (TS)
  - Eric Jeter (EJ) Bohler Engineering
  - Mr. Jeremy Reiss (JR)
- Construction Managers**
- Mr. Robert J. Firneis (RF)
  - Mr. Frank A. Szatkowski (FAS)
  - Mr. Steve Spangler (SSP)
  - X Mr. Oscar Hinkle (OH)
  - X Mr. Dean Sproch (DS)
- Estimator**
- X Mr. Stuart Schiller (SSH)
- Const. Steering Member**
- Mr. Max Buschfrers (MB)
  - X MS. Joanne Liou (JL)

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Subject	Date of Origin	Action	Items
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)  (JH) will work on putting documents together to put the project out to bid. (rev 04.14.2020)  (JH) Putting project out to bid was transferred to Memasi (Rev. 08.18.20)  Memasi and District working with Legal Counsel on General Conditions for a base document that will be used for future projects. (DL) asked that this project is added to a list of projects to consider putting on hold, due to COVID 19 costs (rev. 09.15.20)  MR not in favor of delaying this project, donations were made in 2016. BOE to discuss further. (rev 10.20.20)  BOE has decided to move forward with the HS entry. Final documents are being prepared by Memasi &amp; Bohler for bidding. Bidding to be scheduled. Sports Achievement signs will be moved to another location. JH discussing entire project with Don Lang &amp; Eric Contreras. (11.17.20)</p> <p><b>We are looking good with the drawings, the specifications are in process and not yet completed. Foul ball netting will be included (looking for installation as soon as practical). (12.15.20)</b></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 &amp; MS in the 19-20 budget. Smart bond funding is approved.</p>

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Capital Construction Projects (Continued)	May 3, 2016	District	<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 &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)</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> <p>Project on hold due to Covid 19 closure. Will resume when circumstances allow. (rev 04.14.2020)</p> <p>Work at Glen Head School will start in the coming weeks. (Rev. 05.12.2020)</p> <p>Glen Head slightly delayed due to more time needed for drilling. Planning to move to MS next (Rev. 6.23.2020)</p> <p>All buildings re-wired with the exception of the Middle School &amp; Transportation. Need to tour MS with BOCES as their original tour was conducted before the planned construction. (Rev. 9.9.20)</p> <p>MS and Transportation remain, next MS tour with BOCES. (rev 09.15.20) (DL) asked that the Phone System replacement project was added to a list of project to consider putting on hold, due to COVID 19 costs.</p> <p>No update from Eliot, still on the same schedule, need contractor to tour the MS building. (rev 10.20.20)</p> <p>JH, Elliot and Daryl met to discuss Technology as a whole; Bond, Security and General work. Another meeting to be scheduled with Security Consultant to finalize direction with scope and bidding. RF to be included in the meeting. (rev 11.17.20)</p> <p>PG shared that there was a discussion about bandwidth capacity and the ability to support tech heavy instruction. Requested an assessment by Elliot Kaye or an outside firm. JH will follow up with Elliot. (11.17.20)</p> <p><b>Middle school and transportation building are the two remaining. The LOI has been signed to move forward. JH outlined how the work will be coordinated with contracts including BOCES. No update on the bandwidth question at this time. OB brought up the need to bring the switching into the projects to improve issues with streaming (12.15.20).</b></p>
Alternative Energy / Photovoltaics	Apr. 12, 2011	District	<ol style="list-style-type: none"> <li>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.</li> </ol>

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Alternative Energy / Photovoltaics Cont'd			<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. 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>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)</p> <p>Contract is in review. Edits and changes coming from Memasi &amp; District. Contract going off to Frazer &amp; Feldman for review. 3<sup>rd</sup> party reviewer form in place M/E Engineering and they will review contract as well. (rev. 05.12.2020)</p> <p>EPC kick-off meeting to follow contract approval (rev. 6.23.20)</p>

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Alternative Energy / Photovoltaics Cont'd			<p>Memasi working with Ecosystems to obtain information for drawings. Planning to fast track drawings to submit with Bond. 3<sup>rd</sup> Party Review in November 2020. Olivia will work on financing as needed (Rev. 08.18.20)</p> <p>The EPC original design used MERV 8 &amp; 4 Filters. Updated design will be using MERV 13 filters. An RFP is in process for a company to test and balance the existing ventilation units to determine if a MERV 13 filter could be used without affecting the ventilation unit operation.            Adding air purifiers to every spaces assists with the ventilation system.            DM is researching options with EcoSystems. (rev 09.15.2020)</p> <p>EPC working through Design, classrooms will have ceiling mounted cassette units. Looking at solar panels at Glen Head, Middle School and High School.            In process with verifying if exiting HVAC units can use MERV 13, balancing of existing units using MERV 13 filters and seeing if there is a drop in unit performance (rev 10.20.20)</p> <p>Memasi working on documents for the SED filing, there are still some verifications required at some schools. Anticipated date for filing is 11/25 or after Thanksgiving.            MS Main Electric upgrade is being funded through the EPC (partially) and Bond. The initial Capital Bond Review did not discover an increase in power requirements and an upgraded electric service early on, due to lack of information from various sources. Final check showed an increase in loading requiring electric service upgrade. Construction estimates carried electrical work costs, but they are not enough. District was made aware of information and shared it with the Steering Committee meeting. Concern was voiced by some committee members about the service upgrade not being discovered sooner and reported sooner. (rev. 11.17.20)</p> <p><b>PG asked that the general EPC discussion be on HOLD until some of the open issues are discussed at the BOE meeting. Some of the issues above were addressed. (12.15.20)</b></p> <p>MERV 13 filter upgrades. A PO was issued to B&amp;L Testing \$138,000 to balance ventilation units to accept Merv 13 Filters, Cardinal Controls will be required to operate the systems during testing at a cost of \$51,000. Additional funds for unit repairs may be needed, if there are any issues with the units, found during testing. (11.17.20)</p> <p><b>MERV 13 filter delivery expected (XX?). Air purifiers (HEPA filters) are scheduled to arrive 12/16, 9:00am, and will be distributed as soon as practical (noted these units do not have carbon filters for odors such as cigarette and vaping smoke). Units are to be placed as close as they can to the center of the space with consideration to power cords posing a tripping hazard. There will</b></p>

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			<p><b>be further consideration of filtration of air in larger spaces and TM agreed to provide input in the future. (12.15.20)</b></p> <p>Discussion turned to supporting outdoor learning and doing all we can to extend outdoor learning into the colder months. JH &amp; Memasi were asked to follow up on the following.</p> <p>Space Heaters inside the classrooms (Memasi)            Space heaters for outside leaning areas (Memasi)            Relaxing min indoor air temp (Memasi)            Canopy sides (JH)            Wind screens to cut down on wind chill (JH)</p> <p><b>After reviewing the use of space heaters in the classrooms, it does not seem practical to use this measure to supplement the building heating system. There has been minimal from parents and the teachers regarding temperatures in the classrooms. JL suggested the possibility of instructing occupants in dressing appropriately. Recent weather has made use of the canopies for outdoor learning a challenge. Conditions will require canopies to be put away for winter. It was noted that outdoor learning does not require canopies. There was a discussion of arrangements for students and faculty eating at lunch break to consider implementation of best practice for social distancing. (12.15.20)</b></p>
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 scheduled. Dr. Giarrizzo &amp; Olivia are meeting with many as many outside groups as possible. (Rev. 10.08.2019)</p>

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			<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>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)</p> <p>Memasi gave a summary of schematic design to date. Many meetings with stakeholders yielded input to inform design. GH, Nurse, GWL, Nurse /Service provider, GH Security booth, SC Exterior ramp, project estimates, MS parking and general updates occurred (rev. 05.12.2020)</p> <p>Memasi submitted Design Development Drawings to district. District to review and comment. Memasi updated us on the design work completed to date. (rev 6.23.20)</p> <ul style="list-style-type: none"> <li>• There was a request to follow up with the Library stakeholders to ensure they are fully aware of the latest design.</li> <li>• During the review of the plans for the MS, it was noted that we have to outline the usage for the new bathroom by the assembly new assembly space.</li> <li>• Review of the three options for the MS assembly space. Option two appeared to be the option that was the best.</li> <li>• It was requested that a main BOE discussion regarding design occur at the Re-Org meeting.</li> </ul> <p>Memasi is transitioning from Design Development Drawings to Construction Documents. Memasi shared the following (rev 08.18.20)</p> <ul style="list-style-type: none"> <li>• Sea Cliff Front Entrance. Showed floor plan and basic finishes to get the feel of the space.</li> <li>• Glen Head Front Entrance. Showed floor plan and basic finishes to get the feel of the space.</li> <li>• Glenwood Front Entrance. Showed floor plan and basic finishes to get the feel of the space.</li> <li>• Middle School Front Entrance and other spaces. Showed floor plan and basic finishes to get the feel of the spaces.</li> <li>• Memasi said they need the completed D&amp;D Estimates. (SS) Elem schools are done, MS 80% completed</li> </ul>

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			<p>Construction Documents for Phase 1 projects; a meeting was held in August to review interior finishes. A presentation will be scheduled to a group that includes the facilities committee and building committee to review options. The meeting will be scheduled for some time in Mid-October. Elementary schools will be separate from middle school. (rev 09.15.2020)</p> <p>There is a meeting scheduled for Friday 10/23 to review interior finishes. Phase 1 was sent to SED on Friday 10/16, there is an initial review to make sure all documents are submitted, this review usually takes 2-3 weeks. Currently Arch review is 4-6 weeks and MEO review is 6-8 weeks. We should use 10-14 week time period for approval. (rev 10.20.20)</p> <p>Additional meetings have been held on interior finishes with Principals and Department Heads. A presentation will be made by Memasi to the BOE on Thursday November 19, 2020  Continue review on "Front End" of the Project Manual  Memasi has commence start of design for Phase 2  (11.17.20)</p> <p>JH shared that DOH is requiring a survey of the site septic system at the Middle School. Bohler &amp; Memasi are working with DOH to supply information. Depending on findings and DOH review, there may be additional costs to upgrade septic system to DOH requirements. (rev 11/17/20)</p> <p><b>Bohler is assisting with the above report on the current sanitary and storm water systems as required by DOH.</b></p> <p><b>TM gave update that engineering review has been picked up at SED, architectural review should begin in the coming weeks. OH mentioned that Savin's review of the Middle School will be completed in the coming week. TM further updated on Phase 2 progress, reviewing scope of work with department heads. JH updated regarding Phase 1 work and the effort to locate a third party to assist with integration, locating a replacement for IntraLogic Solutions. Efforts continue to confirm that design adds security camera coverage inside and outside the buildings. DL expressed concern over the failure of current cameras to provide clear imaging. JH noted that all older cameras will be replaced and better technology be in place. JH updated on the offer of BTC Bill Hooley) including attendance at project meetings and performing tests on the entire security camera / system installation. There is an additional cost for this (12.15.20)</b></p>
Capital Reserve (Future)	Aug. 1, 2017	Savin	<ol style="list-style-type: none"> <li>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</li> </ol>

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	April 25, 2017	District	<p>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> <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>Contractor began mobilization and demo work on 6/15/20. JH states that entire ceiling was removed rev. 6.23.20</p> <p>Project is in substantial completion and moving into punch list phase. Contractor installed units with AC in them. It appears we will have AC in HS café when project is finished. (Rev. 8.18.20)</p> <p>Projects are completed and in Punch List/Closeout phase. All spaces are occupied and AC is in operation. (rev 09.15.2020)  Projects still in Punch List/Closeout. rev 10.20.20</p> <p>Final walk through with Contractor, A/E &amp; CM and sub mission of O&amp;M's (rev 11.17.20)</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>

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	May 12, 2020	District	<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>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)</p> <p>Ceiling duct work demo will be done in conjunction with the ceiling demo (rev 6.23.20)</p> <p>Project is in substantial completion and moving into punch list phase. Contractor installed units with AC in them. It appears we will have AC in HS café when project is finished. (Rev. 8.18.20)</p> <p>Projects are completed and in Punch List/Closeout phase. Air conditioning units are being balanced. (rev 09.15.2020)  Projects still in Punch List/Closeout. rev 10.20.20  Final walk through with Contractor, A/E &amp; CM and sub mission of O&amp;M's (rev 11.17.20)</p> <ol style="list-style-type: none"> <li>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)  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)  Glen Head Nurse renovations are in Phase 2 (rev 09.15.2020)</li> </ol> <p>There was a discussion about the projects to be funded by the CR and a reminder that funds can only be used for the projects they are allocated for. MR suggested that we look into establishing a new CR fund to fund future project. BOE will discuss this. (rev. 5.12.2020)</p> <ol style="list-style-type: none"> <li>MS Electric Service; an upgrade to the existing electric service at the Middle School will be required due to the addition and AC. Funding Source to be the Capital Reserve. An additional feeder will be required to be installed in</li> </ol>

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			existing empty conduit and larger transformer with new switchgear in the boiler room. (rev 10.20.20) <b>See EPC notes as well</b>
Repair Reserve Projects			<p>JH: District will confirm with attorney, if Repair Reserve funds can be used to make repairs to HVAC systems that were discovered during the Testing &amp; Balancing. (rev 11.17.20)</p> <p><b>JH as we formulate the 21-22 budget, we may remove items. We will work with our attorneys to determine if projects can be completed using Repair Reserve funds. (12.15.20)</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>Foundation working on grant program, focusing on teacher Grants (rev. 04.14.2020)</p> <p>A project under consideration by the Viking Foundation is raising funds for the purchase of Air Purifiers. 255 units at approx. \$130,000.00. (rev 09.15.2020)  Viking foundation is prepared to present to the BOE a check in the amount of \$112,000 for the Air Purifiers. (rev 10.20.20)</p> <p>Total Funding was received and units are on order. District has an end of December delivery date. PG asked Memasi to work with us to identify the best location to place air purifiers in each room. (rev.11.17.20)</p> <p><b>Locations for air purifiers has been determined. As noted above, delivery is scheduled for tomorrow, 12/16. Units will be placed in center of spaces where used. It was suggested that</b></p>

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			<p><b>photos be taken of offloading and shared with the VF and public. Shipment of all units will be received at the Middle School truck dock. (12.15.20)</b></p>
	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> <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>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)</p> <p>No new information from Copeland. JH will follow up with them again. Frazer &amp; Feldman will send another letter. (rev 04.14.2020)</p> <p>Copeland sent a letter stating that the blisters were not a track surface issue and could be the result of a sub-surface issue. MR Suggested that the district commence with a lawsuit, DL &amp; SJ agreed. (rev. 05.12.2020)</p>

# North Shore Central School District

**CLIENT:** North Shore CSD  
**PROJECT:** Steering Committee Meeting Minutes  
**Date:** Tuesday, December 15, 2020

Subject	Date of Origin	Action	Items
	Jan. 9, 2018	District	<p>District hired a new law firm recommended by Frazer &amp; Feldman. (JH) is providing them with requested documentation. (Rev. 08.18.20)</p> <p>A meeting was held with the new law firm. Additional investigations will occur to determine the cause of the blisters. District will look into partnering with Copeland on the investigation of the asphalt and subsurface, in tandem with investigative firm chosen by district. (rev 09.15.2020)</p> <p>JH to reach out to Copeland. Copeland to provide a cost for the repairs to the blisters and consultant will be on site during the repairs to review condition of subsurface. (rev 10.20.20)</p> <p>JH at the direction of counsel the district sent an email asking Copeland to review original repair proposal for a better cost and to work with the subsurface consultant/contractor to get the best out of the repairs. Looking at a 5 year repair contract. We await their response. There is a tentative December 8<sup>th</sup> meeting to discuss further (rev. 11.17.20)</p> <p><b>Request was made for Copeland to allow subsurface testing at the time of patching of blistered portions of the track coating. Copeland was not agreeable to this stating possible affect testing would have on subsequent coating repair. Currently considering only performing repairs without testing and waiting until track has reached end of its useful life, then removing surface and checking the overall condition of the subsurface. Legal counsel will be asked if the current situation is acceptable or if additional steps are recommended to keep things moving forward and best protect the District's interests in this matter. (12.15.20)</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> <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>

# North Shore Central School District

**CLIENT:** North Shore CSD  
**PROJECT:** Steering Committee Meeting Minutes  
**Date:** Tuesday, December 15, 2020

Subject	Date of Origin	Action	Items
	Apr 16, 2019		<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> <p>JH Bid documents coming along (rev. 05.12.2020)</p> <p>JH Documents were completed and sent out to installers on a bid. Estimates that were returned show project is over budget. JH reminded the group that this started as a different project. District will look at options for additional funding (Rev. 08.18.20)</p> <p>Bids were received additional funding is required to commence the project. (rev 09.15.2020)  Purchase order is issued, JH meeting with project manager to commence project with shop drawings (rev10.20.20)  Exterior Freezer; footings and slab have been installed. JH working with Food Service to finalize shelving and layout. Exterior color for unit was approved. Fabrication is 8-12 weeks, then brought to the site and installed. (rev 11.17.20)</p> <p><b>The installation of the slab is complete. Color for the unit was approved by PG and factory production has begun on the new exterior freezer at the High School. The unit should be completed in the coming weeks and it is simply a matter of setting the unit on the slab, making the electrical connections, and the unit is ready for use. (12.15.20)</b></p> <p>3. 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>PG spoke with the mayor. Mayor suggested district engineer should review the condition with their engineer. (Rev 01.07.2020)  Control Point preparing Survey, Plan is to camera the piping and construction documents by Mid-March. (rev 02.26.2020)</p>

# North Shore Central School District

**CLIENT:** North Shore CSD  
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Subject	Date of Origin	Action	Items
	Oct 8, 2019		<p>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)</p> <p>JH Second pipe investigation occurred. Pipes enter drainage system under the field. Memasi/ Bohler need information from investigation to inform design. Geotech work needs to be completed. (rev. 5.12.2020)</p> <p>Memasi is working with Bohler engineering to finalize design and put together bid documents. DL asked if due to the present climate, this project should be rolled back. Then the funds could be used to offset Covid 19 costs. OB reminded everyone that \$250,000 of the budget is grant money that would be lost. Plus the district expensed funds for design, surveys etc. (rev. 8.18.20)</p> <p>Project is on Hold (rev 09.15.2020)          Look at Drainage while waiting, the budget funding will not be lost due to postponement of the project. (11.17.20)</p> <p><b>DM gave an update on the storm water study with Bohler noting that the results are under review. (12.15.20)</b></p> <p>4. 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)          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>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)</p> <p>JH is waiting on a reply from Eric and then project will be bid. (rev 09.15.2020)          JH received information and is setting up bid dates, construction to be in the spring. (rev 10.20.20)</p> <p>Ready for bidding, to be bundled with the front entrance. (11.17.20)</p> <p>5. 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</p>





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			<p>meeting recordings. JH shared that the performing Arts Dept. is working on sound system upgrades for future [performances and was sensitive to addressing BOE needs as well. (rev. 11.17.20)</p> <p><b>DL provided an update on a meeting 12/14 looking at improvements to be made. A decision was made to create board meeting set up that is portable but will remain within the High School. The goal is to have three cameras in use. Elliot is seeking quotes for the production and post production components. It was also clarified that this system cannot be created to be used for theater or sports. (12.15.20)</b></p>
New Business	12.15.20		<p><b>1. Update was given on the status of the current Annual Visual Inspection (AVI). The inspection and the initial review of the reports has been completed. Reports will receive final edits in the near future and be submitted to SED. The next AVI will be in 2022 followed by the 2024 Building Conditions Survey (BCS). Moving forward after 2024 there will only be need for BCS inspections on a five year rotation.</b></p>
Next Meeting		All	<p><b>Virtual meeting is scheduled for Tuesday January 19, 2021 at 9am</b></p>