

**CLIENT:** North Shore CSD  
**PROJECT:** Steering Committee Meeting Minutes  
**Date:** Tuesday, September 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, August 18, 2020

**NEXT MEETING DATE:** Tuesday October 20, 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)
  - Mr. Piere Luigi Pancaldi (PLP)
  - Mr. Tyler Simone (TS)
  - Eric Jeter (EJ) Bohler Engineering
  - Mr. Jeremy Reiss (JR)
- Construction Managers**
- X Mr. Robert J. Firneis (RF)
  - Mr. Frank A. Szatkowski (FAS)
  - Mr. Steve Spangler (SSP)
  - Mr. Dean Sproch (DS)
- Estimator**
- X Mr. Stuart Schiller (SSH)
- Const. Steering Member**
- X MS. Joanne Liou (JL)



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Capital Construction Projects (Continued)			<p>JH reached out to Elliot Kaye. Wire installation was at 25% complete with contractors working every night. (Rev. 03.12.2019)            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)            Project on hold due to Covid 19 closure. Will resume when circumstances allow. (rev 04.14.2020)            Work at Glen Head School will start in the coming weeks. (Rev. 05.12.2020)            Glen Head slightly delayed due to more time needed for drilling. Planning to move to MS next (Rev. 6.23.2020)            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)  <b>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.</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>

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Alternative Energy / Photovoltaics Cont'd			<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><b>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 with out 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)</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> <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</p>

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			<p>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>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>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><b>Projects are completed and in Punch List/Closeout phase. Air conditioning units are being balanced. (rev 09.15.2020)</b></p>

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	May 12, 2020	District	<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)  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>Glen Head Nurse renovations are in Phase 2 (rev 09.15.2020)</b></p> <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>
Repair Reserve Projects			<b>Nothing New</b>
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><b>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)</b></p>

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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> <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>

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	Jan. 9, 2018	District	<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> <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><b>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)</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> <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>

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	Apr 16, 2019		<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><b>Bids were received additional funding is required to commence the project. (rev 09.15.2020)</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> <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><b>Project is on Hold (rev 09.15.2020)</b></p>

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	Oct 8, 2019		<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><b>JH is waiting on a reply from Eric and then project will be bid. (rev 09.15.2020)</b></p>
	Oct 8, 2019		<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 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)            On hold due to closure. Not essential. Will revisit when safe to do so (rev. 04.14.2020)            Project stalled due to Covid 19. Verizon will reach out to start project back up again (rev. 08/18/20)  <b>On Hold due to COVID 19 (rev 09.5.2020)</b></p>
	Oct 8, 2019		<p>6. 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>

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New Business cont'd			No update JH will check on restarting the committees. Site visits at other schools with field lighting will be scheduled. (rev 09.15.2020)
Next Meeting		All	<b>Virtual meeting is scheduled for Tuesday October 20, 2020 at 9am</b>