



TIMESHEET REPORT

PROJECT NO.	EMPLOYEE	DATE	CCC Project 202409 Ossining Public Library - Renovation
202409	David Chen	11/3/2025	Schedule for Neighbor's access agreements. Update budget for Phase 1 Project & Added Lothrop's + OLA's fees for Main Building Renovation Project.
202409	David Chen	11/10/2025	Bid Opening for RTU-6 Project.
202409	David Chen	11/12/2025	Interview Zoom meetings with Contractors for RTU-6 Project. Letter of Recommendation and Letter of Intent for RTU-6 Project and sent to OPL.
202409	David Chen	11/19/2025	Zoom Meeting with Phil, Karen, Noah, Molly - Discuss meeting with Ossining UFSD for BAN and need to submit Phase 1 Cash Flow Analysis for review by the OUFSD. Revised and updated the project Cash Flow Analysis for Phase 1 project.
202409	David Chen	11/20/2025	Continue revised and updated the project Cash Flow Analysis for Phase 1 project.
202409	David Chen	11/21/2025	Finishe and sent revised and updated Cash Flow Analysis for Phase 1 project to Ossining PL.
202409	David Chen	11/24/2025	Google Meet with Lothrop and SGH - Discuss the Phase 1 project for NYSED submission. Zoom Meeting with OPL, BSK, Munistat - Discuss the payment requests and process for contractotors and consultants go to Ossining UFSD.
202409	David Chen	12/4/2025	Zoom Meeting with SGH & LAA - Discuss the MSE wall 100% design documents for NYSED submission. Work on "Agenda" for B&G Meeting on December 8, 2025 @ 12:00 noon and sent to Karen for review, revised and resent .
202409	David Chen	12/5/2025	Revise the PM Schedule as requested by LAA and sent to Phil Rice for review.
202409	David Chen	12/8/2025	Zoom Meeting - B&G Committee Meeting with BSK, SGH & LAA - Discuss the Neighbor's access agreements for Phase 1 Project Construction Phase; Agreement with Ossining UFSD for Payment (Financial); BAN Borrowing; MSE wall 100% design documents for NYSED submission; NYSED Submission for Phase 1 Project; Design Development for Phase 2 Project; RTU-6nProject and Project Milestone Schedule.
202409	David Chen	12/9/2025	Interview Meeting for Dorain with Phil Rice
202409	David Chen	12/17/2025	Meeting at the Library for HVAC ALT RTU-6 - Kickoff Meeting. Continue meeting with Phil Rice & LAA with regard to new site lighting for the pedestrian walkway.
202409	David Chen	12/22/2025	Meeting with OPL and Calgi -- interim meeting
202409	David Chen	1/2/2026	Budget estimate for MSE Wall Repairs and Parking Lot Reconfiguration



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202409	David Chen	1/12/2026	Google Meet with OPL meeting with Michael Pincus / VANTAGE re: IT-DATA SECURITY-AV Zoom Meeting with OPL - Ramp - Lothrop Proposal Zoom Meeting - B&G Committee Meeting with SGH & LAA - Discuss the Neighbor's access agreements for Phase 1 Project Construction Phase; Agreement with Ossining UFSD for Payment (Financial); BAN Borrowing; MSE wall 100% design documents for NYSED submission; NYSED Submission for Phase 1 Project; Design Development for Phase 2 Project; RTU-6nProject and Project Milestone Schedule. Google Meet OPL - IT-DATA-SECURITY-AV site visit with Robert Manea of Frontline Setup Ossining Public Library - Project Documents "Files Share" FTP Site and sent link to OPL
202409	David Chen	1/13/2026	Zoom Meeting with OPL meeting with PTS re: IT-DATA SECURITY-AV
202409	David Chen	1/14/2026	Zoom Meeting - OPL Project weekly Schedule Meeting
202409	David Chen	1/15/2026	Zoom Meeting with OPL meeting with CMTA re: IT-DATA SECURITY-AV
202409	David Chen	1/21/2026	Zoom Meeting - OPL Project weekly Schedule Meeting
202409	David Chen	1/22/2026	Google Meet with OPL and LAA - Discuss proposals received from CMTA, PTS and Vantagere: IT-DATA
202409	David Chen	1/26/2026	Meeting Agenda for B&G Meeting scheduled for February 2, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	1/27/2026	Zoom Meeting with OPL and LAA - Discuss REVISED proposal received from Vantagere: IT-DATA
202409	David Chen	1/28/2026	Zoom Meeting - OPL Project weekly Schedule Meeting
202409	David Chen	2/2/2026	ALT - Zoom Meeting - B&G Committee Meeting with SGH & LAA - Discuss the Neighbor's access agreements for Phase 1 Project Construction Phase; Agreement with Ossining UFSD for Payment (Financial); BAN Borrowing; MSE wall 100% design documents for NYSED submission; NYSED Submission for Phase 1 Project; Design Development for Phase 2 Project; RTU-6 Project and Project Milestone Schedule.
202409	David Chen	2/4/2026	ALT - Zoom Meeting - OPL Project weekly Schedule Meeting
202409	David Chen	2/10/2026	ALT - Zoom Meeting with Karen & Molly for scheduled Page/turn and cost estimate meeting with Lothrop
202409	David Chen	2/12/2026	ALT - Google Meet with Rand & OPL - Discuss the parking needs and temp. library space needs. Review Lothrop's invoices with credit balance on Lothrop's account
202409	David Chen	2/12/2026	RW - Review SGH's invoices dated February 9, 2026
202409	David Chen	2/13/2026	RW - Review SGH's Front End Specs. for Phase 1 - MSE wall Project
202409	David Chen	2/17/2026	RW - Review Front End Specs. And add comments to the SGH's REVIEW Sheets and sent to SGH for MSE Wall Project.



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202409	David Chen	2/19/2026	ALT - Google Meet with Rand & OPL - Discuss the parking needs and temp. library space needs with PPT and upload to FTP Site
202409	David Chen	2/24/2026	ALT - Meeting Agenda for B&G Meeting scheduled for March 2, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	2/25/2026	ALT - Zoom Meeting - Schedule Update Meeting. ALT - Zoom Meeting - LAA DD Design Phase "Page Turn" review meeting.
202409	David Chen	2/27/2026	RW - Review Invoices from SGH and sent email to Karen. RW - DRAFT "Notice to Bidders" and "Instructions to Bidders" in preparation for bidding the MSE Wall Repairs and Parking Lot Reconfiguration project
202409	David Chen	3/2/2026	ASLT - Zoom Meeting - B&G Committee Meeting with SGH & LAA - Discuss the Neighbor's access agreements for Phase 1 Project Construction Phase; Agreement with Ossining UFSD for Payment (Financial); BAN Borrowing; MSE wall 100% design documents for NYSED submission; NYSED Submission for Phase 1 Project; Design Development for Phase 2 Project; RTU-6 Project and Project Milestone Schedule.
202409	David Chen	3/4/2026	ALT - Zoom Meeting - OPL Project weekly Schedule Meeting
202409	David Chen	3/6/2026	ALT - Review CMTA's invoice for IT, Security & AV design services.
202409	David Chen	3/11/2026	ALT - Schedule Meeting
202409	David Chen	3/13/2026	ALT - Google Meet with Rand & OPL - Discuss the parking needs and temp. library space needs with PPT and upload to FTP Site
202409	David Chen	3/23/2026	ALT -Progress Update Preliminary Milestone Schedule Dated March 24, 2026
202409	David Chen	3/24/2026	ALT - Progress Update Preliminary Milestone Schedule Dated March 24, 2026
202409	David Chen	3/25/2026	ALT - Schedule Meeting Progress Update Preliminary Milestone Schedule Dated March 24, 2026, Revision 1
202409	David Chen	3/26/2026	ALT - Progress Update Preliminary Milestone Schedule Dated March 24, 2026, Revision 1
202409	David Chen	3/27/2026	ALT - Meeting Agenda for B&G Meeting scheduled for April 6, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	3/31/2026	RW - Review and sent reply email to Phil Rice with regard to NYSED Submission Budget vs. current levels for fuel costs. Preliminary Milestone Schedule Dated April 8, 2026, for the front end specification
202409	David Chen	4/1/2026	ALT - Schedule Meeting
202409	David Chen	4/6/2026	RW - (7 Hours) Front Emd Specifications and sent to SGH. ALT - (1 Hour) B&G Meeting



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202409	David Chen	4/7/2026	RW - (5 Hours) Review SGH invoice and Set up FTP site for Bidding Documents uploading and for bidders to download.
202409	David Chen	4/8/2026	RW - MSE Wall & Parking Project Bid Documents and upload to FTP site. RW - MSE Wall & Parking Project Sent link for FTP Site to bidders to download Bid Documents.
202409	David Chen	4/14/2026	RW - Call and sent Email to contractors to promote interest for the MSE Wall & Parking Project.
202409	David Chen	4/15/2026	RW - Pre-Bid Meeting for the MSE Wall & Parking Project. RW - Continue calling and sent Email to contractors to promote interest for the MSE Wall & Parking Project.
202409	David Chen	4/22/2026	ALT - (0.5 Hour) - Weekly Schedule Meeting with OPL, SGH, LAA and Calgi. RW - (3 Hour) - RFP for Material Testing and Special Inspections Services & Proposal Form and sent to proposers. RW - (3.5 Hour) - RFP for Geotechnical Instrumentation and Monitoring Services and sent to proposers.
202409	David Chen	4/28/2026	ALT - Meeting Agenda for B&G Meeting scheduled for May 4, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	4/29/2025	ALT - (0.5 Hour) - Weekly Schedule Meeting with OPL, SGH, LAA and Calgi.
202409	David Chen	5/4/2026	RW - (6 Hour) - Follow RFI responses with SGH for issuing Addendum #1 to bidders. Issued Addendum #1.
202409	David Chen	5/6/2026	RW - (5 Hour) - Bid Opening with follow up meeting with OPL - discuss ELQ's bid and next steps.
202409	David Chen	5/8/2026	RW - (2 Hour) - Schedule interview Zoom Meeting for Monday, May 11, 2026 at 10:00 AM - 11:00 AM
202409	David Chen	5/11/2026	RTU-6 - (1 Hour) - Review LAA's invoices for RTU - 6 Project. ALT - (1 Hour) - Review LAA's invoices for DD Phase and CD Phase services. ALT - (1 Hour) - Review CMTA's invoice for IT design. RW - (1 Hour) - Interview meeting with ELQ and follow up meeting with OPL - discuss Rebid and next steps.
202409	David Chen	5/12/2026	RW - (4 Hour) - Bid Rejection Recommendation Letter and Rebid Notice to Bidders and sent to Karen -OPL.
202409	David Chen	5/13/2026	ALT - (1 Hour) - Weekly Schedule Meeting. RW - (3 Hour) - Revised Notice to Bidders and sent to Karen - OPL. Bid Rejection Letter to ELQ and sent.
202409	David Chen	5/14/2026	RW - (6 Hour) - Revised Bid Documents for Rebid MSE Wall and Parking Project. Zoom meeting with SGH for drawings needed for the Deduct Alternate #1 - Asphalt Rehabilitation - Upper Parking Lot.



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202409	David Chen	5/18/2026	RW - (1 Hour) - Review proposal received from Tectonic for Geotechnical Instrumentation and Monitoring Services. Sent STL the RFP for proposal.
202409	David Chen	5/19/2026	RW - (8 Hour) - Revised Bid Documents for Rebid MSE Wall and Parking Project.
202409	David Chen	5/20/2026	RW - (4 Hour) - Sent Email to bidders for Rebid Bid Documents for Rebid MSE Wall and Parking Project. Call new bidders and sent link to download Rebid Documents.
202409	David Chen	5/26/2026	ALT - Meeting Agenda for B&G Meeting scheduled for June 1, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	5/27/2026	ALT - Update New Topics items on Meeting Agenda for B&G Meeting scheduled for June 1, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	6/3/2026	ALT - (1 Hour) - Weekly Schedule Meeting with OPL, SGH, LAA and Calgi. Zoom Meeting with OPL for 127 Main Street - Discuss code issues for library.
202409	David Chen	6/29/2026	ALT - Meeting Agenda for B&G Meeting scheduled for July 6, 2026 @ 12:00 noon and sent to Karen for review.
202409	David Chen	6/8/2026	RW - (2 Hour) - Received RFI response from SGH and completed and issuing Addendum #2 to bidders.
202409	David Chen	6/11/2026	RTU-6 - (1 Hour) - Review LAA's invoices for RTU - 6 Project. ALT - (1 Hour) - Review LAA's invoices for DD Phase and CD Phase services.
202409	David Chen	6/12/2026	ALT - (1 Hour) - Review CMTA's invoice for IT design.
202409	David Chen	6/24/2026	ALT - (1 Hour) - Weekly Schedule Meeting with OPL, SGH, LAA and Calgi.
202409	David Chen	7/8/2026	ALT - (1 Hour) - Weekly Schedule Meeting with OPL, SGH, LAA and Calgi. ALT - (1.5 Hour) - Review LAA invoice for DD Phase and CD Phase services - Invoice # 2602-02-5. RTU-6 - (1.5 Hour) - Review LAA invoices for RTU - 6 Project - Invoice # 2602-31.
202409	David Chen	7/9/2026	RW - (1 Hour) - Review SGH invoice for MSE Wall Project - Invoice No: 0411936. RW - (2 Hour) - Revise Bid Rejection Letter to ELQ for Rebid MSE Wall Project and sent.
202409	David Chen	7/15/2026	ALT - (1 Hour) Zoom Meeting B&G Meeting rescheduled for July 15, 2026 @ 10:30 AM
202409	David Chen	7/22/2026	ALT - (7 Hour) Review NYSED Submission form FP-D and FP-F. On call with Kathleen - Discussed the "Budget" costs for filing with NYSED on FP-D and FP-F forms. Sent revised numbers for Item: h. \$2,268,622.00; Item: i. \$938,000.00; Item: j. \$185,230.00; Item: K. \$98,500.00; •Swing Space \$650,000.00; •Other Costs \$1,315,218.00; Item: l. \$45,000.00 (No Change); Item: p. \$75,000.00 and Item: r. \$5,575,570.00.



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202409	David Chen	7/27/2026	ALT - (2 Hour) Review NYSED submission set received from Lothrop and combine them into a set and sent to FTP site for printing. ALT - (1 Hour) - Review Updated LAA invoice for DD Phase and CD Phase services - Invoice # 2602-02-5.