

**HOLMDEL TOWNSHIP BOARD OF EDUCATION**  
**BUDGET & FINANCE COMMITTEE MEETING NOTES**  
**DECEMBER 11, 2019 AT 6:30 PM**

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| Board Members Present:  | J. Collins, Chair   V. Flynn   E. Briamonte   T. Wall  |
| Administrators Present: | R. McGarry, Superintendent   M. Petrizzo, BA   D. Mancuso, ABA  <br>K. Stromsland, Dir. Plant, Ops & Maint |
| Guests:                 | None   |
| Meeting Location:       | Village School – Central Office Conference Room  |

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The following are the notes from the December 11, 2019 meeting of the Budget & Finance Committee.

1. **Holmdel 2020 (Referendum) Update:** The Committee met with Administration to review progress of the interior and exterior alterations and additions financed by the Holmdel 2020 referendum. They welcomed discussions with the Committee and received feedback regarding various items.

- a. **Field Reconstruction (Satz/High School):**

- Close-out Documents are being prepared by the Contractor for submission to the Architect. Once the Close-out Documents are received, a Final Payment Application will be expected from the Contractor, to allow for the Closing of the project.

- b. **Interior Renovations and Exterior Site Renovations (Village & Indian Hill School):**

- At both Village and Indian Hill Elementary Schools, all work is completed with the following notations.

1. The As-Built Survey previously conducted by M & M was forwarded to Edwards Engineering for their review and response.
      2. Edwards Engineering conducted a site visit and generated a Punch List which was forwarded to the Contractor.
      3. The Contractor is addressing the Punch List Items.
      4. The Contractor is in the process of preparing the Close-out Documents.

- A Certificate of Substantial Completion has been issued to M & M with a date of 9/4/19.

- c. **Exterior Site Additions & Renovations and Interior Alterations (Satz & High School):**

- a. **Satz**

- Locker Rooms**

- i. The work inside the Locker Rooms and Bathrooms has been completed.
          1. The Architect, Greyhawk and Ken Stromsland have performed a walk-through for a Punch List which has been forwarded to the Contractor.

### **Cafeteria**

- ii. The new lighting fixtures for the new space that were to be installed last month, were postponed until this week.

### **Music Rooms 204 & 205**

- iii. Final inspections for both rooms have been done and approved.

### **Link**

- iv. The structural steel has been completed and the decking is being installed.
  - 1. Preparations are being made for the pouring of the slab.

### **New Entrance**

- v. The structural steel has been completed and the decking is being installed.

## **b. High School**

### **Engineering Wing**

- i. The work within the Engineering Wing is complete. Punch List has been generated by Greyhawk and Ken Stromsland, along with that prepared by the Architect. Both have been forwarded to the Contractor
  - 1. The new Exterior Doors and Storefront have been installed.

### **PE Wing**

- ii. The installation of the slab flooring is in place and erection of the masonry block walls has commenced.
  - 1. The metal roof decking is complete and parapet wall framing is being installed.

## **D. Successfully Completed Projects:**

Land Acquisition, Pkg. D-Gym HVAC (VS, IH & WRS), Pkg. H-High School Roof, Pkg. C-Roggy Field Stadium Lighting Replacement and Pkg.B-Interior Door and Hardware Replacement.

## **2. 2018/2019 Comprehensive Annual Financial Report (CAFR) Update:**

Administration is working with the district auditors, PFK O'Connor Davies, to complete the 2018/2019 CAFR and ensure compliance with the 12/23/19 submission deadline. PFK O'Connor Davies will be presenting the results of the 2018/2019 CAFR audit at the 1/29/20 Board meeting.

## **3. Approval of General Services Contract with Camden County Educational Services Commission (CCESC):**

The CCESC provides school districts with affordable public relations services. The Committee reviewed the contract and discussed the public relations issues facing the district, such as school rankings, social media and other matters. This topic was also discussed at the Community Relations Committee and the applicable resolution will be on the 12/18/19 agenda for approval.

4. **Approval of Tuition Contract with Mt. Olive Township Public Schools as per the McKinney-Vento Act:** Dr. McGarry explained the district's responsibility as it applies to the McKinney-Vento Act and noted this contract is required to ensure compliance with the state statute. The applicable resolution will be on the 12/18/19 agenda for approval.

**Date and Time of Next Committee Meeting: TBD**