

**Holmdel Board of Education**  
**Budget & Finance Committee**  
Meeting Notes – September 24, 2020 - 5:00 p.m.

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**Board Members Present:** B. Foster, Chair | M. Sockol

**Administrators Present:** M. Petrizzo, BA | K. Stromsland, Dir Plant Ops & Maint | L. Carducci, Dir of Com Prog & Stu Tranp  
| J. DeWysockie, ABA

**Guests:** Greyhawk Construction Manager, Spiezle Architects,

**Meeting Location:** Zoom meeting

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1. Holmdel 2020 (Referendum) Update:

- Interior Renovations and Exterior Site Renovations (Village & Indian Hill School): The Contractor has provided several documents relative to the Close-Outs required by the Contract. Several Punch List items remain outstanding. Finalizing and closing-out of the project will be pending the completion of the Punch List and receipt of the complete Close-out Package
- Exterior Site Additions & Renovations and Interior Alterations (Satz & High School):
  - i. With the exception of the Media Center and the HVAC of the Old Gym at the High School, which are scheduled for completion on September 25<sup>th</sup>, the other areas as part of Package 2 through-out the Complex including the new Entrance and Canopy at the High School along with the PE Wing, the Link and New Main Office at Satz, the Renovated Science Labs, the installation of the Satz Lockers and landscaping throughout, have been completed with the most recent delivery and placement of the furnishings in spaces. Inspections of the above referenced completed areas were scheduled with and conducted by the local building department, after which a Certificate of Occupancy was issued for each. A walk-through for Punch List of the completed areas was scheduled for September 11 by the team and attended by Spiezle, Greyhawk, Facilities Dept. and the Contractor. A sampling of that Punch List included items such as Broken Sidewalk, Bent Air Conditioning Diffusers, Broken Projection Screen Cover along with less significant items and general items such as Paint Touch-up, Door Closer adjustments and the like. A walk-through for Punch List for the Sitework and MEP (mechanical, electrical & plumbing) will be scheduled by Spiezle with their Consultants. With the scheduled completion of the High School Media Center for September 25<sup>th</sup>, the delivery and placement of the furnishings for that space is scheduled to commence on September 28<sup>th</sup> and the process completed within that week.

2. Readiness Planning for School Reopening Update:

As part of the Readiness Plan for the District-wide Re-occupancy, and based on the Assessment previously performed, certain aspects of that Assessment were implemented as follows:

- The Retro-Commissioning of HVAC equipment at Indian Hill and Village Elementary Schools now includes the High School and Middle School Complex. Information that continues to be gathered, is shared with the Facilities Depts'. in-house HVAC team in real time for immediate modification and improvement of the existing conditions.
- The implementation of Bi-Polar Ionization Filtration for our 53 Roof-top HVAC Units was completed before the start of school and continues to be in operation.
- Due to the overwhelming demand, the acquisition and installation of UV-C (Ultra-violet) lighting in each classroom and office has been delayed. As a result, the project will not commence until the end of September and is anticipated to be completed by mid-October.
- The installation of walkthrough infra-red body temperature detectors have been installed at all school entrances and are currently in full operation.
- Isolation Rooms were put in place before the start of school for the purpose of isolating individuals showing symptoms of the virus. These spaces are ready should that need arise.
- The installation of Antimicrobial Coating Tape throughout the district was applied to all door handles, push bars, railing and areas that are handled on a regular basis.
- Prior to the opening of schools, the District's Buildings and Grounds team completed a refresher training course on the use of PPE, chemicals and the cleaning/disinfecting process. With that in hand, the team was better equipped and continues to perform the daily routine of detail cleaning and disinfecting the various facilities.
- All outdoor playground equipment had gone through a rigorous cleaning process and continues to be monitored.
- As part of the CDC recommendations for the start of school, PPE equipment such as gloves, masks, face shields and other applicable supplies and materials have been acquired, along with signage and placement of same.

3. Transportations Services Update:

The start of the school year went well. Several logistical changes had to be made to accommodate the increased vehicle and foot traffic due to parent drop offs and the need to stagger student traffic entering the buildings for temperature taking. The Holmdel police assisted at each building the first couple of days. Buses have been able to properly social distance with no issues. After the first week, the district received several requests from families who would like to start riding the bus, which we believe has to do with increased confidence in the safety measures that were implemented.

4. Parent Group Donation:

The committee reviewed the proposed donation and the applicable resolution will be included on the September 30, 2020 agenda for approval.

5. 2019/2020 Comprehensive Annual Financial Report (CAFR) Audit Update:

The auditors will begin performing fieldwork for the 2019/2020 Audit on October 5, 2020 and the committee will receive an update regarding the status at the October committee meeting.

6. Date and Time of next Committee Meeting: October 22, 2020 at TBD.