

Holmdel Township Board of Education  
BOE Buildings and Grounds Committee

Meeting Notes

October 26, 2009 – 10:30 a.m.

Central Office Conference Room

Present

Board Members: Mike Collins, Robin Wetmore, Jim Shelton, Jerry Burke (by phone)

Administrators: Michael Petrizzo, Bill Balicki, Barbara Duncan

Professionals: Brian Friedlich – Omni Environmental LLC, Jeremiah Bergstrom – AECOM

Watershed Project – The committee met with two representatives from engineering firms to discuss Ramanessin Watershed projects at both the HHS/Satz complex and Village School complex.

The projects are meant to address water runoff issues stemming from our facilities. The projects are being funded by the Monmouth County Planning Department, and the bidding processes will be executed independent of the Holmdel Board of Education.

The Board will need to enter into a Memorandum of Agreement (MOA) with the county to allow county access to our property to make the improvements. The committee will recommend entering the MOA when the engineering recommendations are complete and to satisfaction.

At the HHS/Satz complex, there are two runoff problems that would be addressed under the current proposal:

- (1) There is substantial erosion to the east of the HHS tennis courts, and a pipe currently directing runoff to the Ramanessin Brook is partially broken. The proposal would create a new bioretention basin between the tennis courts and basketball courts. This would control rain discharge and stabilize the discharge outlets for the water runoff. Fencing is needed to protect the bioretention basin, and the committee recommended this aspect be addressed for both aesthetics and to ensure quality access to the tennis and basketball facilities.
- (2) There is inadequate piping to accommodate the water runoff at the west side of the Satz complex. The proposal would create a diversion pipe leading into a basin at the front of Satz, west of the exit driveway and adjacent to Crawfords Corner Road.

At the Village School complex, there is one proposal to create better usage of water runoff:

- (1) The courtyard located across from the Old Gymnasium would be overhauled to absorb rooftop runoff from across the complex. Pocket rain gardens would be created, as well as diversions for the water runoff. This would all be contained in landscape beds with newly planted trees, grasses, and other plants.

The area would be designed for an exterior classroom, where classes could incorporate the site into environmental curricula. Such amenities would come as a

Board expense. A committee member recommended that similar academic incorporations occur with the HHS/Satz improvements.

Construction for the project, if approved, would take place during the summer.

Both proposals are still in draft form. The representatives from Omni Environmental LLC and AECOM will continue to work with the Monmouth County Planning Department as well as Bill Balicki. When a firm proposal is in-hand, it will be formally presented to the Board at a public meeting likely in early 2010.

Comprehensive Maintenance Plan and M-1 Form – The committee reviewed the Comprehensive Maintenance Plan and M-1 Form which are required to be completed on an annual basis by state code and NJ QSAC requirements.

The Comprehensive Maintenance Plan shows past district expenditures for maintenance and projections for future years. The committee recommends this plan for adoption, and it will likely be on the Board agenda for approval at the November 17, 2009 meeting.

The M-1 Form reviews the district's buildings and estimates the minimum cost for maintenance required in each building. This form ensures compliance with state code.

School Bus Emergency Evacuation Drill – Bill Balicki informed the committee that there was a district-wide School Bus Emergency Evacuation drill completed on Friday October 23, 2009. The drill went smoothly at all four schools. Such drills are required by state administrative code on a bi-annual basis.

The next meeting is scheduled for November 23<sup>rd</sup>, 10:30 a.m., Central Office Conference Room.

Respectfully submitted,  
Mike Collins