



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees Facilities & Maintenance Committee Meeting

Monday, January 9th, 2023 – 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

Members of the public are able to attend remotely by clicking here:

[Click here to join the meeting](#)

We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

### AGENDA

- I. CALL TO ORDER/INTRODUCTIONS
- II. REVIEW OF AGENDA
- III. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- IV. REVIEW OF 12.05.22 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
  - A. Facilities Master Plan Update
  - B. Montana Business Assistance Connection Briefing on 7<sup>th</sup> Avenue Gym and Brownfields Program
  - C. Facilities Projects Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

Board of Trustees  
Facilities & Maintenance Committee

Lincoln Campus

and via Microsoft Teams

Monday, December 5th, 2022, Noon

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## MINUTES

### ATTENDEES

*Trustees: Others:*

Luke Muszkiewicz, Committee Chair  
Siobhan Hathhorn, Committee Member  
Terry Beaver, Committee Member  
Kay Satre, Committee Member

Rex Weltz, Superintendent  
Klint Fischer, SMA Architects  
Barb Ridgway, Chief of Staff  
Josh McKay, Assistant Superintendent  
Brian Cummings, Assistant Superintendent  
Gary Myers, Director of Educational Technology  
Karen Ogden, Communications Officer  
Keri Mizell, HR Director  
Jane Shawn, HEA President  
Lona Carter, School Health Grant Facilitator  
Todd Verrill, Facilities Director  
Neal Murray, Safety & Operations Manager  
Joslyn Davidson, Curriculum Administrator  
Kaitlyn Hess, Assessment and Federal Programs  
Candice Delvaux, Executive Assistant

**I. CALL TO ORDER**

Committee Chair Luke Muszkiewicz called the meeting to order at 12:01 p.m.

**II. GENERAL PUBLIC COMMENT**

No comments were offered.

**III. REVIEW OF AGENDA**

The committee determined that the agenda item *Deferred Maintenance Report Project Update* would be pulled off the agenda and would be discussed at the January Facilities and Maintenance Committee Meeting to give the Facilities team more time to gather information on this topic.

**IV. REVIEW OF MINUTES**

Minutes from the 11.07.22 Facilities and Maintenance committee meeting were reviewed and approved.

**V. NEW BUSINESS**

**A. SMA Facilities Master Plan Update**

Klint Fischer, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fischer mentioned the tasks accomplished last week. On 11.28.22 SMA met with Helena Public School Facilities Director Todd Verrill and the district facilities staff at the district facilities office to discuss facility and maintenance implications to the Master Plan. Notes from that meeting have been distributed. Klint Fisher has been coordinating with Helena Public Schools Assistant Superintendent Josh McKay to schedule a meeting with district administration to discuss enrollment trends. SMA/NAC is continuing to compile and organize provided information into a master spreadsheet for analysis. Information from recent meetings with district departments is being inputted and updated. SMA is developing a spreadsheet to document the deferred maintenance report findings by priority. SMA/NAC are developing strategies for upcoming surveys and the draft survey questions were presented at the meeting. Based on the feedback provided from the district's building administrator survey, the team is strategizing for survey audience, format and questions. The SMA/NAC team would like to schedule a couple days to tour district facilities in January. SMA will work with Todd Verrill to schedule meetings with district departments to support the Phase 1 information gathering efforts. The committee discussed it would be beneficial to schedule a Key Stakeholder Community Group meeting in January after the January Facilities and Maintenance Committee Meeting.

## **B. C.R. Anderson Roof Project Bid**

Todd Verrill, HPS Facilities Director, presented the C.R. Anderson Roof Project bid to the committee. Mr. Verrill has requested the Board of Trustees award the C.R. Anderson Middle School Roof Replacement Project to Summit Roofing. The project will replace approximately 29,250 square feet of roof in four sections with an average of 21.5 years. The facilities office received bids from four contractors, and Summit Roofing submitted the lowest proposal at \$683,870.00. Summit Roofing has a very strong history of completing quality work for the district and Mr. Verrill is confident they will continue to do so with this project. If the Board approves of this proposal, the roof project will be completed in the summer of 2023 before the start of the 23-24 school year. The Facilities and Maintenance Committee determined that this recommendation would go to the full Board for review and approval.

## **C. Facilities Projects Update**

Mr. Verrill gave a Facilities and Maintenance update and discussed projects from the last thirty days.

### Projects-Last 30 Days:

- Basketball shot clocks installed (HHS, CHS)
- Tree removal at Jefferson is complete and there will be some clean up in the spring due to snow
- C.R. Anderson roof bids opened
- Fall tree pruning
- Snow removal

Mr. Neal Murry, Safety and Operations Manager for the Helena School District, gave an update on safety and security projects in the district.

### Safety and Security Projects:

- Completed playground safety training with paraprofessionals at all elementary schools
- Tested the Interior Threat emergency response and communications system at all elementary and middle schools
- Re-tested Interior Threat emergency response systems at Jim Darcy, Rossiter, Smith, Ray Bjork, Bryant, Jefferson, Hawthorne, and Kessler
- Conducted Fire Marshal inspections at all 17 sites
- Coordinated with maintenance and HFD to lower exterior key boxes at the two high schools and installed a new box at Capital High
- Conducted Department of Labor inspections at CHS, Broadwater, and Hawthorne. Mitigation and repair workorders entered
- Organized a site-visit of Four Georgians' primary evacuation site, Montana Municipal Interlocal Authority

- Trained new dayshift custodial staff to conduct required fire, building, and playground safety inspections
- Attended and observed safety practice drills district-wide
- Continued water quality monitoring at Jim Darcy, Rossiter, and Warren indicate water is safe for consumption

Mr. Verrill discussed the November facilities and maintenance work order count, current projects in the district, and projects that will be taking place over the next 12 months.

#### NOVEMBER WORK ORDER COUNT: 476

##### Current Projects:

- Capital High School Auditorium lighting test fixture has arrived, and the team is going to try it after winter break
- Warren Elementary School water treatment system rebuild (holiday break)
- Shot clocks at Bryant and Central Elementary Schools
- Exterior security door replacement at Rossiter and Hawthorne-awaiting parts
- Four Georgians interior repainting
- Helena Middle School locker repainting

##### Projects for the Next 12 Months:

- HMS Water Main
  - Abandon current main under Vigilante
  - A new line will connect at Rodney Street
- Concession Stand Water Meter
  - Meter and backflow preventer required by city
- Broadwater Sewer Cleanout
  - Roots and debris
- CRA Sewer Cleanout
  - Roots and debris
- 4Gs Fire Lane Gate
  - As per Fire Marshall
- Hawthorne Sidewalks
  - Adjacent Harrison Ave. and Holter St.
- Water Meter at Sierra Park (Rossiter)
  - To determine groundwater usage for DEQ permitting

- Bryant Solar Panels

Discussed at November Committee Meeting

- CHS Tennis Court Rehabilitation
  - Drawings complete, specification book pending
- C.R. Anderson partial roof replacement
  - Lowest bid from Summit Roofing, \$683,870.00

**D. Secure Education Consultants (SEC) Assessment Report Update**

Mr. Verrill reviewed the Secure Education Consultants (SEC) Assessment Report with the trustees and discussed recommendations that have been completed and recommendations in progress at schools in the district.

**VI. BOARD COMMENT**

There were no further board comments.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:12 p.m.



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## PROGRESS REPORT

### Helena School District Facilities Master Plan – SMA Project #22-004

**DATE:** 2023-01-06

**T0:** Todd Verrill, Director of Facilities, Helena Public Schools  
Luke Muszkiewicz, Chair, Facilities and Maintenance Committee

**FROM:** Klint Fisher, AIA, NCARB, Principal, SMA Architecture + Design

#### Tasks Accomplished Last Week:

1. The SMA/NAC team has completed information gathering meetings with the following departments:
  - a. Special Education on 12.15.2022
  - b. Curriculum on 12.20.2022
  - c. Activities and Athletics on 12.21.2022
2. The SMA/NAC team completed tours of the districts facilities on 01.03.2023 – 01.05.2023. Our team will be compiling the information gathered and formatting for presentation to the district.
3. The SMA/NAC team has developed a Student Survey per the request of the Facility and Maintenance Committee and will share the draft at the next committee meeting on 01.09.2023
4. SMA/NAC continue compiling and organizing provided information into a master spreadsheet for analysis. Information from recent meeting with district departments are being input and updated.

#### Look Ahead:

1. SMA will be attending the 01.09.2023 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
2. Continued analysis of district enrollment history, trends and demographic information and input from recent meetings with district departments
3. The next Key Stakeholder Meeting has been scheduled for Wednesday, 01.18.2023. SMA will be coordinating with Luke Muszkiewicz and Todd Verrill to develop an agenda and presentation for the meeting.



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Schedule, Meetings, & Deliverable Status:

1. Currently in Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
  - a. Scheduled for September 2022 – January 2023
2. Upcoming Meetings:
  - a. Facilities and Maintenance Committee Meeting – 01.09.2023 @ 12:00 Noon
  - b. Key Stakeholder Meeting – 01.18.2023 – Details to be determined.
3. Meetings to be Scheduled
  - a. Transportation
  - b. CTE/Votech
4. Upcoming Deliverables:
  - a. Interim deliverable for Phase 1 to be determined.
5. Schedule Status:
  - a. The project is on schedule based on the Work Plan and Schedule presented at the 09.12.2022 Facility and Maintenance Committee Meeting.

Client Input/Action Items:

1. SMA/NAC will continue to reach out for additional data and information as needed, currently there are no outstanding requests

Other Project Updates:

1. None

## **7<sup>th</sup> Ave Gym: Timeline & Brownfields Opportunity**

The purpose of this document is to provide a brief background of Montana Business Assistance Connection, Inc. (“MBAC”) and the organization’s involvement with the 7<sup>th</sup> Ave Gym (“Gym”). Also, to describe the Brownfields’ program.

**Who?:** MBAC is a local non-profit that serves the greater Helena area. The organization has been providing services for nearly 25 years. The MBAC Board of Directors comprises public officials and private business representatives.

**What?:** MBAC is a state and federal economic development organization. The organization specializes in community development, historic building redevelopment, grant writing, and providing gap financing to businesses. We work closely with banks in the area and are required to provide our annual audit to the State of Montana, USDA, the federal Economic Development Administration, and numerous others.

**When?:** MBAC first became involved with the Gym in 2017. At the time, the Superintendent and a few board members engaged us on two fronts – 1). Applying to EPA for an Environmental Site Assessment (ESA) to identify hazardous materials 2.) seek grant funds for a Preliminary Architectural Report (PAR).

- The ESA was completed during 2017/2018. The reports identify hazardous materials such as asbestos and lead-based paints. The ESA qualifies the Gym for Brownfields funding.
- The PAR was completed in 2018. SMA Architects and Preserve Montana completed the PAR. The PAR identified constraints and possibilities for the building. However, the hazardous materials placed in the ESA documents should be addressed before any reuse.

**Why?:** The ESA documents are lengthy and technical in nature. The ESA documents culminate hundreds of samples collected from the Gym’s physical composition. A third-party lab then analyzed the tests. The ESA documents portray the different levels of hazardous materials and where they are most concentrated. Other materials and elevated levels determine the type of risk and health hazard. Resources, grants, and financing options are available to remediate threats identified in the ESA documents.

**Where?:** MBAC is a member of the Central Montana Brownfields Coalition (“CMBC”). CMBC is a grantee, or contractor, under EPA. As a result, CMBC administers a multi-million-dollar Brownfields program that provides grants and loans to eligible entities for projects – *see program info sheet*. For example, the school district could receive grant funds and consider loan funds for cleanup/remediation efforts as a public entity.

**Conclusion:** The Gym has tremendous potential. Although there are hazardous materials and some structural constraints, the Gym appears to be in sound condition. The PAR document considered several alternatives for reuse and redevelopment. Often, the Brownfields program is a great first step towards redevelopment and reuse. In addition, more funding and resources are available now than in previous years.

MBAC, as a member of CMBC, would like to partner with the school district and assist with accessing the Brownfields program. Also, pursue additional resources and funding that could improve the building’s physical condition, and lead to redevelopment.

## WHAT ARE BROWNFIELDS?

Any real property where the expansion, redevelopment, or reuse is complicated by actual or perceived contamination.

## WHY REDEVELOP BROWNFIELDS?

Cleaning up and reinvesting in Brownfields properties facilitates job growth, utilizes existing infrastructure, increases local tax bases, removes development pressures on undeveloped open land, as well as both improving and protecting the environment.

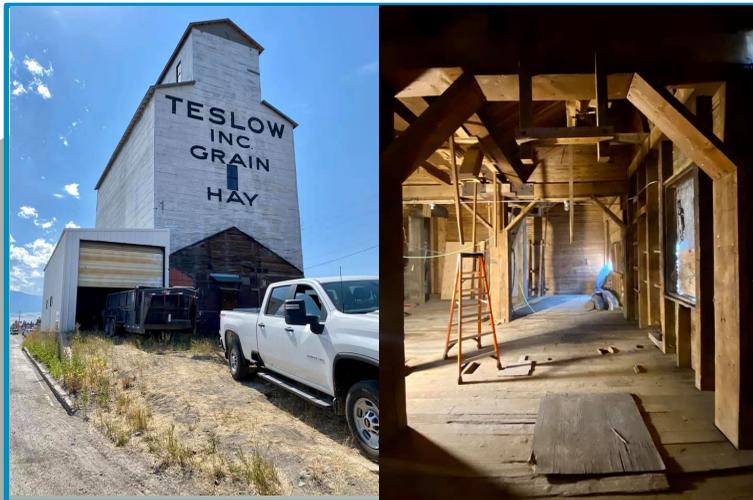
### CMBC's Brownfields Redevelopment Program –

- Creates jobs
- Promotes voluntary cleanup
- Prevents the premature development of greenspace (farmland, open space, and natural areas)
- Reduces public cost for installing infrastructure in greenspaces
- Encourages the highest and best use of blighted properties
- Minimizes or eliminates the need for environmental enforcement or state-funded cleanup
- Encourages community revitalization

Brownfield redevelopment is of great importance in Central Montana where balancing strong economic and community growth with suburban sprawl is an ongoing challenge.

### Brownfields Redevelopment Program

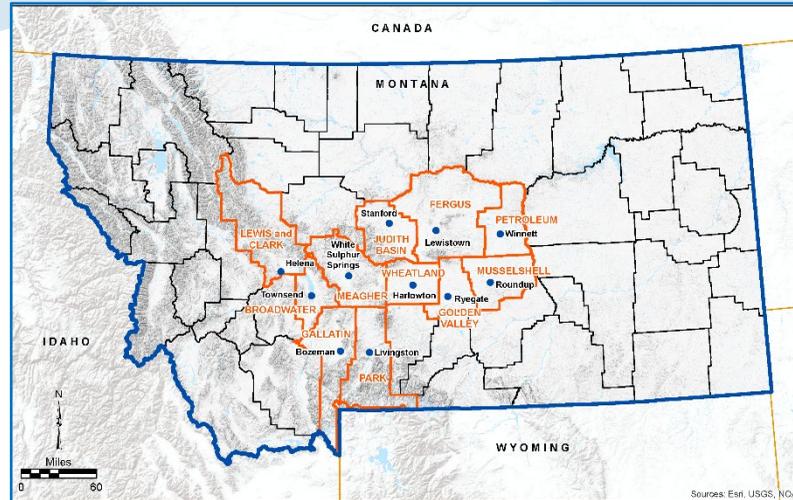
<https://www.snowymountaindevelopment.com/>



Teslow Grain Elevator, Livingston, MT

## BROWNFIELDS STAFF

**Cathy Barta, 406.535.2591 Ext. 11**  
**Brownfields Program Manager, Redevelopment Director**  
[barta@snowymountaindevelopment.com](mailto:barta@snowymountaindevelopment.com)



## REVOLVING LOAN FUND GRANT

Using the RLF Grant, the Coalition will lend money to public and private borrowers to finance cleanup at eligible Brownfields properties. Borrowers who are liable for the contamination (i.e. generated the contamination) are not eligible and cannot receive a loan. Loan terms will vary based on community support for the project and viability of the RLF portfolio. RLF funded cleanup projects must be matched with a minimum of 20% cost-share which can be in the form of cash, in-kind labor, and equipment and materials.

In addition to low interest loans, a small portion of the funds may be granted to local governments and non-profit organizations if the recipient owns the contaminated site and is not liable for the contamination. Subgrants up to \$200,000 per site may be available.

## CONTACTS

If you have questions about the Coalition's Brownfields Program or are interested in applying for funding to assess or clean up a Brownfield's commercial property, please contact the following representative in your area:

### Snowy Mountain Development Corporation

Executive Director – Sara Hudson  
507 West Main Street, Lewistown, MT 59457  
406-535-2591

[info@snowymountaindevelopment.com](mailto:info@snowymountaindevelopment.com)  
[www.snowymountaindevelopment.com](http://www.snowymountaindevelopment.com)

### Montana Business Assistance Connection

Executive Director – Brian Obert  
225 Cruse Avenue, Helena, MT 59601  
406-465-0619

[bobert@mbac.biz](mailto:bobert@mbac.biz)  
[www.mbac.biz](http://www.mbac.biz)

### City of Lewistown – City Offices

City Manager – Holly Phelps  
305 West Watson Street, Lewistown, MT 59457  
406-535-1760

[hphelps@ci.lewistown.mt.us](mailto:hphelps@ci.lewistown.mt.us)  
[www.cityoflewistown.com](http://www.cityoflewistown.com)

## ECONOMIC DEVELOPMENT CONTACTS

### Snowy Mountain Development Corporation

Executive Director – Sara Hudson  
[info@snowymountaindevelopment.com](mailto:info@snowymountaindevelopment.com)  
Business Development – Abby Majerus  
[majerus@snowymountaindevelopment.com](mailto:majerus@snowymountaindevelopment.com)  
406-535-2591

# MONTANA DEQ

The Environmental Protection Agency (EPA) defines Brownfields as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Montana Department of Environmental Quality (DEQ) addresses blighted or underutilized Brownfields properties throughout Montana by:

- Promoting the redevelopment of Brownfields sites throughout Montana
- Serving as a resource for local communities, non-profits, and economic development authorities
- Making petroleum Brownfields eligibility determinations, as delegated by the EPA. DEQ has developed their guidance document and eligibility form to maximize the number of Brownfields eligible sites in Montana, while ensuring that the federal Brownfields requirements are met.
- Ensuring that state cleanup standards are achieved to protect human health and the environment when federal Brownfields funds are spent on cleanup.

<http://deq.mt.gov/Land/brownfields>

Additional funds that may also be available –

- **Targeted Brownfield Assessment/Site-Specific Assessment (TBA/ SSA)** activities including assessment and cleanup of brownfield sites for eligible applicants
- **U.S. EPA Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants**



Draft Horse Barn, Fergus County Fairgrounds, Lewistown, MT

*On the cover:*

The former On Your Way Station historically operated as a gas station with three 4,000-gallon underground storage tanks (USTs) that contained gasoline. Soil contamination was noted during piping upgrades, and MT DEQ was notified of a petroleum release on August 19, 1999. The Site most recently operated as a restaurant and was then abandoned. Historical fueling activities conducted at the Site resulted in a release of petroleum hydrocarbons to the soil and groundwater. Several investigations into the soil and groundwater contamination date back to at least 2006.

The property was eventually donated to Fergus County who applied for a grant through the CMBC Brownfields Revolving Loan Fund to address and cleanup the contamination. The site was excavated, cleaned up and renovated to provide much needed downtown parking for the county.



Snowy Mountain Development Corporation  
in partnership with the  
Central Montana Brownfields Coalition  
Brownfields Redevelopment Program  
507 West Main Street,  
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406.535.2591

<https://www.snowymountaindevelopment.com/>



## CENTRAL MONTANA BROWNFIELDS COALITION **BROWNFIELDS** REDEVELOPMENT PROGRAM

*TRANSFORMING COMMUNITIES*



Fergus County  
On Your Way former  
Gas Station



## Facilities and Maintenance Update January 2023

### Projects Last 30 Days:

- Four Georgians interior repaint:
  - Half the hallways are complete
  - Three classrooms complete
- CR Anderson partial rough replacement contract signed
- Warren Elementary water treatment system has been rebuilt.
- Winter programs set up and tear down.
- Sanding and snow removal district-wide throughout the month

### NOVEMBER WORK ORDER COUNT: 413

### Current Projects

- Capital High School auditorium lighting test fixture has arrived going to try it after winter break
- Warren Elementary School water treatment system rebuild (holiday break)
- Shot clocks at Bryant and Central Elementary Schools
- Exterior security door replacement at Rossiter and Hawthorne
  - Awaiting parts
- Four Georgians interior repainting
  
- Jim Darcy Timberworks Park
- Kessler neighborhood walk audit

### Projects for the Next 12 Months:

- Helena Middle School locker repainting (rescheduled from winter break)
- HMS Water Main
  - Abandon current main under Vigilante
  - A new line will connect at Rodney Street
- Concession Stand Water Meter
  - Meter and backflow preventer required by city
- 4Gs Fire Lane Gate
  - As per Fire Marshall

- Hawthorne Sidewalks
  - Adjacent Harrison Ave. and Holter St.
- Water Meter at Sierra Park (Rossiter)
  - To determine groundwater usage for DEQ permitting
- Bryant Solar Panels

### **Deferred Maintenance Items Listed in 2022 Report**

#### **Complete**

CRA: Replaced LED interior lighting

Vigilante: Installed press box heater

Warren: Rebuilt chlorine injection system

PAL: Replaced domestic hot water heater

CHS: Installed new 800-amp switchgear

#### **Planned in 2023**

Broadwater: Sewer line clean-out (roots and debris)

Hawthorne: Replace exterior doors (x4)

Rossiter: Replace exterior doors (x8)

CRA: Re-roof

HHS & CHS shop roofs (TBD)

#### **DEC 2022 Extreme Weather Roll-Up**

- 21 DEC: CRA frozen and broken heater coil and minor flood
- 22 DEC: HHS frozen coil in auditorium
- 23 DEC: Jim Darcy boiler in alarm due to frost
- 23 DEC: CHS vo-tech frozen heater coil
- 24 DEC: Warren low air temp alarm
- 27 DEC: Jim Darcy frozen fire suppression sprinkler head and water leak
- 28 DEC: Kessler frozen dishwasher valve flooded teachers' lounge
  
- 20 to 25 hours of overtime for hourly employees and numerous hours of management assistance
- Jim Darcy losses: one table and one area rug
- Kessler teachers' lounge losses: TBD