



*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, March 6th, 2023, Noon

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## MINUTES

### ATTENDEES

*Trustees: Others:*

Luke Muszkiewicz, Committee Chair  
Siobhan Hathhorn, Board Chair  
Terry Beaver, Committee Member

Rex Weltz, Superintendent  
Klint Fisher, SMA Architects  
Barb Ridgway, Chief of Staff  
Josh McKay, Assistant Superintendent  
Brian Cummings, Assistant Superintendent  
Todd Verrill, Facilities Director  
Janelle Mickelson, Business Manager  
Candice Delvaux, Executive Assistant  
Lona Carter, School Health Grant Facilitator  
Gary Myers, Director of Educational Technology  
Karen Ogden, Communications Officer  
Jane Shawn, HEA President  
Keri Mizell, Human Resources Director  
Kaitlyn Hess, Assessment and Federal Programs  
Chelsea Culpon, Guest of the Public

**I. CALL TO ORDER**

Committee Chair Luke Muszkiewicz called the meeting to order at 12:04 p.m.

**II. GENERAL PUBLIC COMMENT**

Ms. Chelsea Culpon gave general public comment. Ms. Culpon stated that she believes there are significant public safety concerns for the children, staff, and parents of Kessler Elementary School. The public safety concerns relate to the proposed subdivision to the southwest of the school, called Westside Woods. Ms. Culpon stated that the proposed subdivision would eventually hold 92 single family homes and 80 condos. Traffic studies for this proposed subdivision predict between 1,100 and 3,000 additional vehicle trips per day on Hauser and Granite. Human nature dictates that most traffic is going to follow the path of least resistance and travel down past Kessler. Ms. Culpon stated that the Helena Non-Motorized Travel Advisory Council conducted a walk audit in January which included participants from the Lewis and Clark Health Department, some Kessler staff, and concerned parents. After the walk audit the Helena Non-Motorized Travel Advisory Council provided several specific recommendations to the city of Helena. Ms. Culpon noted that these recommendations were nonbinding and were simply this group of experts offering their expertise and informed recommendations to the city. Ms. Culpon shared the recommendations that she said have to do with safety at Kessler. The first recommendation was to install a 15-mile per hour feedback sign on Granite Avenue for downhill traveling vehicles. Another recommendation was that all nearby streets are brought up to complete street standards. The third recommendation is to create a new bulb-out at the crosswalk of Knight and Granite Avenue. The fourth recommendation is to add rapid flashing beacons to the new bulb-out at Knight and Granite. The fifth recommendation is to add rapid flashing beacons to the existing bulb-out at Overlook and Granite. The sixth recommendation was to condition the annexation of the Westside Woods on the feasibility of a western access road which the city of Helena is now in possession of. The walk audit also brought up the issue of accessibility to Kessler elementary playgrounds and play fields. Ms. Culpon concluded by stating that she is hoping to receive some constructive collaboration from the Board of Trustees to move these essential public safety and accessibility recommendations from being only recommendations to become absolute requirements and that they would be required in the very first phase of development.

**III. REVIEW OF AGENDA**

The committee reviewed the agenda, and no changes were requested.

**IV. REVIEW OF MINUTES**

Minutes from the 02.06.23 Facilities and Maintenance committee meeting were reviewed and approved.

## V. NEW BUSINESS

### A. Master Plan Update

Klint Fisher, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fisher discussed tasks accomplished over the last two weeks. SMA coordinated logistics of District Administration and Board, staff, student, and community surveys. All surveys will be active from March 6<sup>th</sup>- March 24<sup>th</sup>. SMA/NAC continues to compile and organize provided information into a master spreadsheet for analysis. Information from recent meetings with district departments and facility site visits are being inputted and updated. The SMA/NAC team have begun Phase 2 preliminary master planning based on the input, feedback, and information gathered in Phase 1. Mr. Fisher and the Facilities and Maintenance Committee discussed organizing a Facilities Key Stakeholders meeting in April.

### B. Capital High School Tennis Court Rehabilitation Project

Todd Verrill, Facilities Director for Helena Public Schools, discussed the Capital High School Tennis Court Rehabilitation Project. Mr. Verrill is requesting the Board of Trustees award the Capital High School Tennis Court Rehabilitation Project to Helena Sand and Gravel, Inc. The project will replace approximately 2,810 square yards of asphalt pavement and base course, and 635 linear feet of fencing. The facilities office received bids from two contractors, and Helena Sand and Gravel submitted the lowest proposal at \$223,269.00. Trustee Muszkiewicz, Trustee Hathhorn, and Trustee Beaver were in favor of sending the Capital High School Tennis Court Rehabilitation Project bid requesting Helena Sand and Gravel to the full Board of Trustees for review and action.

### C. Facilities and Maintenance Update

Facilities Director, Todd Verrill, gave a Facilities and Maintenance update to the committee. Mr. Verrill reviewed projects from the last thirty days, the February work order count, current projects, projects for the next twelve months, and other projects.

#### Projects Last 30 Days:

- Installed additional automated ADA doors at CHS and HHS
- Winter tree trimming
- Smith Elementary School sewer clean-out
- Work orders....

#### FEBRUARY WORK ORDER COUNT: 341

### Current Projects

- Four Georgians interior repaint 80% complete

### Projects for the Next 12 Months:

- Entryway doors at Hawthorn and Rossiter (spring break)
- Replacement LED lights at CHS theater (spring break)
- Capital High School tennis courts
- HHS and CHS shop roof coating.
  - Will contract to coat both roofs

### Other Projects

- Timberworks Park (adjacent to Jim Darcy)
  - Gathering stakeholders to advise landscape architect
- Department of Energy – Energy Improvements at Public K-12 Schools
  - Application not selected for full submission

### Safety and Security Update

DISTRICT FACILITY USE (Since 1 JAN 2023): 2,524 events

### Safety and Security Projects Last 30 Days:

- Coordinated with LCC public works on safety upgrades (signage) on Grand Valley Loop
- MT Department of Labor inspections at Central, Bryant, and Facilities Maintenance Shop. On-going mitigation
- Valley schools (JMD, ROS, WAR) monthly water tests indicated safe levels for nitrates and bacteria
- New employee general safety and emergency procedures training with HR at Lincoln Center for full-time and substitute hires
- Attended LEPC (Local Emergency Planning Committee) for LCC. Learning about planning and funding resources
- Participated in the LEPC sponsored Lewis and Clark County Flood Tabletop Exercise at St. Peter's Hospital
- Successfully evacuated Warren Elementary to the Helena Valley Community Center for suspected natural gas leak
- Working on Liberty Mutual Insurance recommendations report. On-going
- Playground safety inspections for icy conditions and other hazards at Central, Jim Darcy, Kessler, Warren, Broadwater

### Custodial Update:

- Analyzing potential custodial supply cost savings. Comparing costs between the current supplier (MT Broom and Brush) and competitor out of Bozeman (Hillyard)
  - Hillyard is connected to Montana Cooperative Services

- Conducting a floor assessment to determine which schools need replacement flooring this summer

Custodial Staff:

- Three employees hired to fill vacancies.
  - New daytime custodians at HHS and CRA
  - New evening custodian at HHS
- Current # vacancies: 5

Mr. Verrill discussed the Capital High and Helena High shop roofs. The roofs do not need to be replaced, but rather can be covered with new elastomeric coating. Elastomeric coatings are fluid-applied roofing membranes with elastic properties that allow them to expand and contract with the substrate. This will be the least expensive solution to fix our roofs and comes with a twenty-year warranty.

Mr. Verrill concluded his presentation by discussing air purifiers and filters. There is a DPHHS grant program to replace air purifiers in classrooms and we put in a request for 3,714 filters and 143 units. Mr. Verrill stated that this is a huge benefit to Helena Public Schools.

**VI. BOARD COMMENTS**

Trustee Muszkiewicz thanked Mr. Verrill for his outstanding Facilities and Maintenance Report. Trustee Beaver asked Mr. Verrill about the potential of a shed roof versus elastomeric coating, and Mr. Verrill stated that elastomeric coating for the shop roofs would be the least expensive option.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:01 p.m.