



*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  
Friday, April 7th, 2023, Noon

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## MINUTES

### ATTENDEES

*Trustees: Others:*

Luke Muszkiewicz, Committee Chair	Todd Verrill, Facilities Director
Siobhan Hathhorn, Board Chair	Klint Fisher, SMA Architects
Terry Beaver, Committee Member	Barb Ridgway, Chief of Staff
Kay Satre, Committee Member	Josh McKay, Assistant Superintendent
	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
	Rob Brewer, Maintenance Manager
	Kaitlyn Hess, Assessment and Federal Programs

#### I. CALL TO ORDER

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

#### II. GENERAL PUBLIC COMMENT

There was no general public comment.

### **III. REVIEW OF AGENDA**

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

### **IV. REVIEW OF MINUTES**

Minutes from the 03.06.23 Facilities and Maintenance committee meeting were reviewed and approved.

### **V. NEW BUSINESS**

#### **A. Facilities Master Plan Update**

Klint Fisher, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fisher reviewed tasks that have been accomplished over the last two weeks. SMA coordinated and managed the district administration and board, staff, student, and community online surveys and all surveys were active through March 24<sup>th</sup>. They received 644 responses for the community survey, 630 responses for the student survey, 241 responses for the staff survey, and 15 responses for the board and administration survey. The SMA/NAC team continues Phase 2 of the Master Plan. Their team is exploring Master Planning options for district facilities at the elementary, middle school, and high school levels. The team is developing different planning scenarios to present to the Facilities and Maintenance Committee and at the Key Stakeholder meeting to get feedback and develop a list of pros and cons to each scenario. The Key Stakeholder Meeting will take place Wednesday, April 26<sup>th</sup> at 4:00 p.m. at the Lincoln Center.

Trustee Kay Satre stated that she has heard some concern from a few community members about the Key Stakeholder group not being diverse enough, and she is wondering if that has been addressed. Trustee Luke Muszkiewicz stated that there are parents, business members, and Helena Public Schools staff members represented in the group. We have made a real attempt to try and make the group as diverse as possible, and if anyone identifies someone who would be another important voice, they can bring it forward and we can discuss adding them to the Facilities Master Plan Key Stakeholder group.

#### **B. Facilities and Custodial Update**

Todd Verrill, Facilities Director for Helena Public Schools, gave a facilities and custodial update to the Facilities and Maintenance Committee and reviewed projects over the last thirty days, the March work order count, current projects, other project updates, and a custodial update. Mr. Verrill also reviewed the summer facilities and transportation projects that would be taking place in the district.

### Projects Last 30 Days:

- Jim Darcy pavilion roof installation
- Hawthorne drain
- District-wide: sumps pumped
- Hawthorne exterior door installation (x4)
- CHS auditorium LED light installation
- HMS basement storm drain
- Replace and install light pole banners at HHS
- Tune up panic hardware on exterior doors CHS VO-TEC
- Site glass work on the boiler system CHS
- District-wide: Boiler circulation pump inspections
- 4-Georgians painting
- Install rubber base in photo Room CHS
- Decorative flag work (world flags) Bryant hub

MARCH WORK ORDER COUNT: 658 (as of 22 March)

### Current Projects

- District-wide: elevator phone line work
- Prepare vigilante stadium for track season
- District-Wide: air handler filter replacement
- Basketball hoop work at CHS
- Sweep parking lots of sand and winter debris

### Other Project Updates

- CHS/HHS Vo-Tec roof resurfacing (Bids opened 5 April 2023)
- Timberworks Park design ongoing
- Bryant solar project
- NW Energy grant for \$52,000
- Solar Montana is developing a design for the project
- Estimated cost = \$150,000

### Custodial Update

- Analyzed custodial supply costs. Compared costs between current supplier (MT Broom and Brush) and competitor out of Bozeman (Hillyard / MT Cooperative Services)
- Used actual costs from supplies ordered during the week of 8 March 2023
- Cost of supplies from Broom and Brush = \$5,777.09
- Cost of similar items from Hillyard = \$7,853.63
- Savings realized from using Broom and Brush = 2,076.54 (35% less)
- Floor assessments ongoing to determine replacement plan

Custodial Staff:

- One employee hired to fill float vacancy at CRA. Previous substitute custodian.
- Current # vacancies: 5

**C. CHS and HHS CTE Roof Re-Coating Bid Results**

Mr. Verrill is requesting the Board of Trustees award the Capital High School and Helena High School Shop Roof Coating and Repair Projects to Driear Painting, Inc. The projects will involve the following:

Capital High Shop

- Repair previously coated 8,471 square feet (sf) of roof
- Clean, prime, and coat 15,563 sf of roof
- Cost: \$99,161.80 Helena High Shop
- Clean, prime, and coat 22,076 sf of roof
- Cost: \$141,360.00

The application of the new liquid acrylic elastomeric coating system will include a 20-year manufacturer's warranty. The facilities office received a bid from Driear, Inc. with a proposal of \$240,521.80. Another bid arrived after the 11:00 a.m. deadline but we could not consider it as an acceptable submittal. Driear Painting, Inc. will complete this roof project in the summer of 2023 before the start of the 23-24 school year.

The members of the Facilities and Maintenance Committee requested that when this is presented to the full Board of Trustees, they would appreciate greater information about Driear, Inc. since the members of the Facilities and Maintenance Committee are unfamiliar with this company.

**VI. BOARD COMMENTS**

Board Chair Siobhan Hathorn stated that Facilities Director Todd Verrill did a great job presenting at Hometown Helena this week. Trustee Kay Satre expressed her appreciation for all the work that goes into keeping our facilities running, and she appreciates the thoroughness of the facilities and custodial update.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 12:56 p.m.