

# Meeting Agenda / Minutes

**Project:** Greenwich Public Schools  
 Riverside School Study  
 90 Hendrie Avenue  
 Riverside, CT 06878  
 State Project No.

**Meeting No.:** (FS-02)

**Meeting Date:** 10/1/2024

**Job No.:** 24051

**Meeting Time:** 4:00 PM

**Author:** Lisa Yates, AIA, LEED AP

**Location:** Riverside School

**E-mail:** [lyates@antinozzi.com](mailto:lyates@antinozzi.com)

**Overview:**

A project kick-off meeting was held to initiate the Feasibility Study for the Greenwich Riverside Project

**Attendees:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dr. Toni Jones, Superintendent of Schools, Greenwich Public Schools (GPS)</li> <li><input checked="" type="checkbox"/> Ben Branyan, Chief Financial &amp; Admin. Officer, Greenwich Public Schools (GPS)</li> <li><input checked="" type="checkbox"/> Jason Martin, Principal, Riverside School (RS)</li> <li><input checked="" type="checkbox"/> Fran DiFiore, Construction Solutions Group (CSG)</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Paul Lisi, Antinozzi Associates (AA)</li> <li><input checked="" type="checkbox"/> Michael LoSasso, Antinozzi Associates (AA)</li> <li><input checked="" type="checkbox"/> Lisa Yates, Antinozzi Associates (AA)</li> <li><input checked="" type="checkbox"/> Patti McKeon, Antinozzi Associates (AA)</li> </ul> <p>See also: SIGN-IN SHEET for full list of committee members.</p> |
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**ROLES AND RESPONSIBILITIES**

Item	Origin	Description	Action by
1.5	FS-02	INTRODUCTION OF DESIGN TEAM & ROLES  <i>10/1/2024 Minutes: Team introductions were made; refer to attached sign-in sheet.</i>	
1.1	FS-01	PROJECT STAKE HOLDERS – INTRODUCTION OF FEASIBILITY COMMITTEE MEMBERS  <i>10/1/2024 Minutes: Team introductions were made; refer to attached sign-in sheet.</i>  <i>08/06/2024 Minutes: Superintendent Jones will remain the primary point of contact. Project information will be sent to Superintendent Jones for posting. Access to Riverside will be coordinated through Principal Martin. Typically, Eugene Watts will not remain involved with a project after its award.</i>	Record

**STUDY PROCESS**

Item	Origin	Description	Action by
2.1	FS-01	GENERAL – GPS STUDY PROCESS  <i>10/1/2024 Minutes: AA introduced the overall study process, and CSG as educational specialist spearheading Educational Specifications.</i>	

		<p><i>08/06/2024 Minutes: GPS stated that Greenwich utilizes a unique process in the planning and development of schools. The first stage, specific to this project, involves the development of Educational Specifications that build from general planning informed by the Master Plan. The following stage of development reflects what is more commonly understood as the project design for a grant application. The second stage may be completed by the Design Team that generated the Educational Specifications and conceptual planning or by a different team. Conceptual studies developed for the school during the first stage are utilized to support the development of the Educational Specifications but not are necessarily representative of how the actual school building project will appear.</i></p>	
2.4	FS-02	<p><b>EDUCATIONAL SPECIFICATIONS – PROCESS</b></p> <p><i>10/11/2024 Minutes: Fran DiFiore of CSG introduced herself as a retired administrator, CREC Assistant Superintendent, construction experience. Writer of Educational Specifications. The process relies heavily on interviewing and listening. The Ed Specs are coordinated with the Building Program.</i></p> <p><i>Various questions and ideas were discussed, as briefly noted below:</i></p> <ul style="list-style-type: none"> <li>• <i>What is the role of the Committee? Per Dr. Jones, the Committee should provide feedback and input on design options and feedback on the development of the Ed Spec.</i></li> <li>• <i>In 2017 – District improvement plan – what is the plan with that? This is a fresh start. Understand that the final design produced after the study may not resemble the conceptual layouts the study uses to test the parameters of the project.</i></li> <li>• <i>A goal of the interview and fact-gathering process is to find out what you want – not just what you have.</i></li> <li>• <i>How is flexibility addressed when sections move around? It helps to keep classroom design modular so uses can be swapped out. Additionally, providing a variety of differently sized resource rooms is helpful. Sometimes the larger spaces provide flex space for classrooms.</i></li> <li>• <i>Enrollment projections are needed to determine the size of the building allowed for State reimbursement. Per Dr. Jones, this year is difficult due to movement between schools.</i></li> <li>• <i>Would love a sensory room (SPED). Currently in a hub in the media center – not enough privacy, no acoustical privacy.</i></li> <li>• <i>Meeting spaces are lacking.</i></li> <li>• <i>Front door safety / security.</i></li> <li>• <i>Not enough staff bathrooms – there is no passing time.</i></li> <li>• <i>Music – Band and music are upstairs too close to classrooms.</i></li> <li>• <i>Cafeteria is too small. Cafeteria is extremely loud. Grade levels range from 60 – 88. Lunch served to one grade at a time. Lunch takes from 10:30 – 1:30...six lunch waves. No heating/cooling in serving line and very tight. Also, bad circulation, no place for queueing.</i></li> <li>• <i>Maintaining the character of the building; maintaining the woodwork.</i></li> <li>• <i>Keep younger kids close to cafeteria and other areas they frequent.</i></li> </ul>	

## WORK TO DATE

Item	Origin	Description	Action by
7.1	FS-01	<p>SITE VISIT. A site visit was conducted by the Design Team on 9/18/24; the school was not available prior to the first week of school.</p> <p><i>10/1/2024 Minutes: Highlights of the site visit included lack of sprinklers, position of main electrical gear in heavily used area, understanding that disturbance of established trees is to be minimized.</i></p>	AA
7.3	FS-01	<p>EXISTING DRAWINGS: Dan Watson has indicated that AA should go to 290 Greenwich Avenue (BOE) to look through whatever is available in terms of historical drawings. Meanwhile, Antinozzi has reconstructed existing floor plans in CAD based on AA's 1995-97 addition/renovation work.</p> <p><i>10/1/2024 Minutes: No new minutes.</i></p> <p><i>08/06/2024 Minutes: AA will coordinate with Facilities Director Dan Watson to locate existing drawings for Riverside School.</i></p>	AA

## SCHEDULE

Item	Origin	Description	Action by
6.1	FS-01	<p>SCHEDULE: Dr. Toni Jones set the following meeting dates on 9/17/24. Note that administrative and staff interviews are set for October 25, 2024; review any associated schedule impacts.</p> <p><b>October 1st-</b> Kick off in person at Riverside 4:00-5:00  <b>October 15-</b> In Person at Riverside 4:00-5:00  <del><b>October 22-</b> Virtual Follow Up 4:00-5:00 REMOVE</del>  <b>October 29-</b> In Person at Riverside 4:00-5:00  <del><b>November 5th - 4:00- 5:00 Virtual or In Person TBD</b></del> Note this is Election Day. Meeting will be rescheduled or cancelled. Reschedule  <b>November 12<sup>TH</sup> ADDED.</b>  <b>November 19th - 4:00- 5:00 Virtual or In Person TBD</b>  <b>December 3rd-</b> If Needed  <b>December 12<sup>th</sup> -</b> Present Educational Specification to the Board of Education, 7:00 pm</p> <p><i>10/1/2024 Minutes: The 10/15 meeting is eliminated since we don't need two more meetings prior to the interviews on 10/25. November 5<sup>th</sup> shifts to November 12 to accommodate Election Day.</i></p> <p><i>08/06/2024 Minutes: There was general consensus among the attendees that a mid-September deadline to prepare the study was not feasible. August will be used to review the existing building. September and October will be used to interview stakeholders and obtain enrollment projections for the Educational Specification's development. A forecasted delivery in November prior to Winter Break is acceptable. The goal is completion of the study for use in Capital Planning that occurs in December / January.</i></p> <p><i>Board of Education meeting dates will dictate timeline. Agendas for meeting need to post on the preceding Friday. Board meetings occur twice monthly during the school year.</i></p>	AA

# Meeting Agenda / Minutes

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The above represents our interpretation of the discussions that took place at the meeting. Please notify the undersigned in writing within five (5) days of receipt with clarifications, additions and/or supplemental information, or it will be assumed that these minutes have been accepted by all attendees as a correct understanding of the meeting.

Respectfully submitted,



ANTINOZZI ASSOCIATES, P.C.

XC: FILE, INVITEES/ATTENDEES

RIVERSIDE ES

PROJECT KICK-OFF MEETING

10/1/2024

<u>NAME</u>	<u>REPRESENTING</u>	<u>EMAIL</u>
PAUL LISI	ANTINOZZI ASSOC	PLISI@ANTINOZZI.COM
LISA YATES	" "	lyates@antinozzi.com
<del>Some Karen</del> BOE		
Betsy McIntyre	PTA	betsy.s.mcintyre@gmail.com
Virginia Lockhart	PTA	virginia.b.lockhart@gmail.com
Jason Martin	BOE	jason.martin@Greenwich.k12.ct.us
Mary Dejan Collette	BOE (RV)	mary-ddejan-collette@greenwich.k12.ct.us
Jessica Punctatz	BOE	jessica.punctatz@greenwich.k12.ct.us
Carey Bisbee	PTA	Carey.starno@gmail.com
Ben BRANYAN	GPS	ben-branyan@greenwich.k12.ct.us
DAN WATSON	GPS	DANIEL_WATSON@greenwich.k12.ct.us
Toni Jones	GPS	toni_jones@
Lynn Sterner	GPS Riv	lynn-sterner@greenwich.k12.ct.us
Pam Kelly	GPS RIV	pam-kelly@greenwich.k12.ct.us
Kiesha Neitzell	GPS Riverside	Kiesha_neitzella@greenwich.k12.ct.us
Alex Popp	GPS RV	alex.popp@greenwich.k12.ct.us
Jessica Rosa	GPS RIV	jessica-rosa@greenwich.k12.ct.us
Fran DiFiore	CSG	fdifiore61@gmail.com
Patti McKeon	ANTINOZZI ASSOC	pmckeon@antinozzi.com