

GREENWICH PUBLIC SCHOOLS

SPACE PLANNING AND PROGRAMMING REPORT

GREENWICH BOARD OF EDUCATION

ADMINISTRATION



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FINAL



SPACE PLANNING AND PROGRAMMING REPORT GREENWICH BOARD OF EDUCATION ADMINISTRATION

TABLE OF CONTENTS	PAGE
1. Introduction and Executive Summary	4
2. Project Understanding	4
3. Planning Objectives	5
4. Project Stakeholders	5
5. Methodology	6
6. Space and Design Guidelines	7
7. Key Findings and Considerations	9
8. Facility Department Strategy and Site Considerations	10
9. Potential of Parks and Recreation Relocation at Horseneck	11
10. Conclusion	12

APPENDIX

11. Space Program Matrix	15
a. Superintendent	
b. Finance & Administrative	
c. Transportation	
d. Safety & Security, Residence Verification	
e. Human Resources	
f. K-12 Curriculum and Leadership	
g. Special Education & Student Supports	
h. Communications	
i. Information Technology	
j. Food Services	
k. Conference Rooms & Common Space	
l. Facilities Department	



SPACE PLANNING AND PROGRAMMING REPORT GREENWICH BOARD OF EDUCATION ADMINISTRATION

m. Summary: Space Planning BOE Relocation w/o Facilities Department	
n. Summary: Space Planning Facilities Department Relocation	
12. Space Adjacencies Worksheet	30
13. Interviews	31
a. 4/20/2026 Minutes of Meeting	
b. 4/20/2026 Minutes of Meeting	
c. 4/20/2026 Minutes of Meeting	
14. FEMA National Flood Hazard FIRMette	45
15. FEMA's National Flood Hazard Viewer - screenshot	46
16. Parks and Recreation Department – Proposed building plan	47

SPACE PLANNING AND PROGRAMMING REPORT

Greenwich Board of Education Administration

1. Introduction and Executive Summary

Fuller & D'Angelo, P.C. was retained in March 2026 to provide a “road map”, consisting of professional architectural planning and consulting services to the Greenwich Board of Education (BoE) in support of a possible administrative relocation. The BOE is currently evaluating relocation from the Havemeyer facility due to a potential Town decree and to improve operational efficiency.

The purpose of this engagement is to evaluate spatial requirements, operational adjacencies, and long-term facility needs, culminating in a comprehensive planning report to help guide decisions in finding new office space(s). The analysis incorporates input from leadership, departmental representatives, and the design team to ensure alignment with current operations, any anticipated growth, and evolving public engagement needs.

In parallel, a review of the Facilities Department was requested to assess the suitability of relocating to the Town-owned Horseneck property, which includes a pre-engineered office building and a two-bay pre-engineered garage structure.

A focused assessment of the Horseneck site was conducted to review its ability to accommodate Facilities departmental operations, including specialized shop equipment and garage space, record and bulk material storage, and their respective municipal vehicle fleet, requirements that represent a unique combination of space needs not typically supported by standard office buildings or site configurations. Other work relating to the Horseneck property would be submitted under separate cover, by a designer engaged by the Board of Education.

2. Project Understanding

The project was initiated with a formal kickoff meeting led by the Superintendent, establishing a clear framework for the study with all the Directors, Chiefs, and Department Managers (Stakeholders) identified in Section 4.

Key components included:

- Confirmation of project goals, objectives, and expectations
- Definition of scope and methodology
- Establishment of communication and reporting protocols
- Identification of departmental representatives for project study engagement

3. Planning Objectives

The overall planning strategy is guided by the following objectives:

- Standardization of space requirements
- Determine spatial requirements and departmental adjacencies
- Support efficient and effective delivery of BoE activities and services
- Delineate a safe, secure, and welcoming environment for staff and visitors while identifying restricted or controlled access areas (departments)
- Protecting confidential information in accordance with applicable State and Federal laws and regulations.
- Promote collaboration through flexible and adaptable meeting spaces
- Enable the Facilities department to service school buildings throughout the entire district efficiently, effectively, and economically

4. Project Stakeholders

The planning and feasibility process involved collaboration with key stakeholders who provided essential insight into current and future departmental staffing, space allocations, operational requirements, adjacencies, and strategic priorities.

Stakeholders included:

- Dr. Toni Jones, Superintendent
- Ben Branyan, Chief Officer of Finance & Administrative
- Patrick Lai, Director of Finance
- Eugene Watts, Purchasing Director
- Brent Reeves, Director of Safety & Security, Residence Verification
- Dr. Jonathan Budd, Chief Human Resources Officer
- Jonathan Supranowitz, Director of Communications
- Michael Antonaccio, Confidential Communications Specialist
- Michael Ting, Chief Officer of Information Technology
- Chris DiAngelo, Technical Support Manager
- Anthony Tripodi, Instructional Tech Supervisor
- Marc D'Amico, Chief Officer of K-12 Curriculum and Leadership
- Tara Fogel, Assistant Chief Officer of K-12 Curriculum and Leadership
- Martha Ramkellawan, Director of Food Services
- Kayla Coker, Director/Manager of Transportation
- Dr. Stacey Heiligenthaler, Chief Officer of Special Education and Student Supports
- Daniel Watson, Director of Facilities

5. Methodology

The study began with a comprehensive assessment of existing space utilization and operational patterns.

This phase included:

- Documentation of current departmental layouts and usage
- Current and projected staffing, including positions by department
- Analysis of workflow efficiency and interdepartmental relationships
- Development of net square footage requirements
- Calculated the net-to-gross factor to acquire the gross square footage

Meetings were scheduled in person at Havemeyer with the Stakeholders and the discussions were recorded on unique data sheets to synthesize the information for a comprehensive space plan.

Meetings were conducted in late April over a multi-day period. These in-person sessions involved detailed assessments of existing conditions, verification of staff counts, required office types, plus evaluations of departmental workflows, spatial challenges, and adjacencies. Information from these discussions was recorded in overview-style meeting minutes, which are located in this report's appendix.

Stakeholders participated in structured interviews, space review walkabouts, and some further conversations and clarifications to validate space needs, operational workflows, and future considerations. Their input was critical in ensuring the accuracy and practicality of the proposed planning results.

The architects evaluated the current spaces, referenced industry-standard area requirements including support spaces and potential flexible work areas. We cataloged current storage areas and shelving/storage types.

The planning approach emphasizes logical adjacencies, operational efficiency, and adaptability to future organizational changes. This data-driven process informed the development of an optimized space program aligned with BoE operational needs, while maintaining slight flexibility to support future growth within a new office environment.

6. Space and Design Guidelines

Below are the various room and space requirements, including the net square footage, that is used in the Space Program Matrix, which is located in the Appendix.

Included in the Space Program Matrix are special departmental requirements, for example, a safe room, reception area, touchdown space, future employees, etc., that are not specifically listed below.

DESIGN GUIDELINES BY TITLE and/or POSITION

Superintendent, approximately 300 sf

- Large Desk, side return, and chair
- Credenza
- Side Rectangular Table
- Conference table with seating for six
- Two (2) large wall unit bookcases
- Lockable storage/wardrobe cabinet
- Three (3) lateral files
- Private restroom

Chief or Directors' Office, approximately 200 sf

- Large Desk, side return, and chair
- Round Table with seating for four to six
- One (1) large wall unit bookcase
- Lockable storage/wardrobe cabinet
- Lateral files

Supervisors' Office, approximately 180 sf

- Large Desk, side return, and chair
- Round Table with seating for four
- One (1) large wall unit bookcase
- Storage/wardrobe cabinet
- Lateral files

Administrative Assistant Offices, approximately 130 sf

- Large Desk, side return, and chair
- One (1) medium wall unit bookcase
- Lateral files

General Offices, approximately 150 sf *

- Medium Desk with return and chair
- Seating for two others
- One (1) medium wall unit bookcase
- Lateral files

* Can vary per department, including storage required.

Open Office Environment (Cubicle), approximately 130 sf

- Medium Desk /return and chair
- Seating for two others
- Acoustical wall system all sides
- One (1) medium wall unit bookcase
- Lateral files

Board Room, approximately 870 sf

- Multiple foldable Tables
- Seating for BoE
- Seating for visitors
- Separate Audio/Visual 100 sf control room with window
- Podium

Various Conference Rooms, approximately 870 sf, 1,100 sf and 200 sf (not including inner departmental conference rooms as noted).

- Multiple Tables with varying set ups
- Seating for 22-26, 44-55 and 8-10
- Seating for visitors
- Podium
- Board Room to include attached A/V room w view window

Centralized Copying, approximately 120 sf

- Large-scale copier
- Shelving and paper storage
- Supplies
- Assembly counter and work surface

Custodial Closet, approximately 150 sf

- Mop sink
- Shelving
- Supplies
- Tools (mop, broom, etc.)

7. Key Findings and Considerations

Several critical priorities emerged through stakeholder engagement and analysis:

- Enhanced building security and controlled access points
- Providing more direct public access to related areas
- Location requirements for public spaces (Board Room, Conference Rooms, and select departments)
- Other secured or restricted access environments
- Appropriately sized offices to support productivity and basic comfort
- Standardization for position-based space requirements
- Identified private offices, cubicles, touchdown appropriate areas, and quiet workspaces
- Adequate and available conference room spaces, both large group(s), departmental, and individual
- Accommodating the Facilities Department's special requirements within appropriate shop, garage, and office areas.

In addition, any new facility must be able to support specialized program areas, including adult education, special education services, and community-facing and outreach functions, all of which require thoughtful spatial planning and accessibility.

Meeting spaces repeatedly came up in the interviews as limited, especially for Special Education, Continuing Education, Staff Development, and public functions. Scheduling of the existing conference areas is difficult due to the lack of sufficient allocated spaces and to the overlapping needs of various departments, including the usage of major meeting space(s) for adult and other education/training on a regular basis.

8. Facility Department Strategy and Site Considerations

The Facilities Department presents unique challenges, including requirements for:

- Drawing and records archive storage
- Equipment storage
- Material storage, including secured storage areas
- Access for deliveries
- Staff locker rooms
- Garage bays and loading zones
- Workshop areas with special dedicated utility demands
- Parking for staff and municipal fit-up fleet vehicles
- In-house emergency response garage storage area with speedy and direct access

The Horseneck property offers a viable opportunity on a single site to accommodate all the above needs. Its available land, office space and ancillary garage structure provide flexibility for both administrative functions and maintenance operations, creating a consolidated and efficient operational environment.

The location is also very close to I-95 corridor, allowing for access to many schools west to east.

1 Horseneck Lane is in a flood zone per FEMA flood maps. See attached screenshot and associated National Flood Hazard Layer FIRMette located in the Appendix.

The office space floor is 3' above grade and the crawl space was provided with twenty-three (23) 'Floodwater Entry and Exit Openings w/ Metal Screens' on all four sides.

Water sensitive items stored in the Butler Building (garage) should be located on durable racks and kept off the floor.

The 'office space' (Dorm) area is fully sprinkled, the Butler Building (garage) is not sprinklered.

Any proposed work or modifications may require some or all of the following agencies' review and approval: Planning and Zoning, Inland Wetlands and Watercourses Agency, Environmental Health, Architectural Review Committee, and the Building Department. This would be completed by a Design Professional retained to produce Construction Documents for the buildings and related site work.

9. Potential of Parks and Recreation Relocation at Horseneck

Fuller & D'Angelo does not feel that it is feasible to combine the BoE Facilities Dept with the Greenwich Parks and Recreation Department at the Horseneck facility. One or the other should be able to fit into the Horseneck site, but not both.

As an additional component of the Board of Education (BoE) Facilities Study, Fuller & D'Angelo was requested to evaluate whether the Town of Greenwich Parks and Recreation Department could be relocated to the Horseneck site and co-located with the BoE Facilities Department.

The Town provided a Parks and Recreation (P&R) space requirements plan for review. The proposed program includes a variety of operational functions such as equipment storage, secured material storage, vehicle parking, office space, and employee support facilities. The plan consists of the following areas (see Appendix for plan):

- Indoor storage for lawn maintenance and backhoe equipment: 2,336 SF
- Secured storage for fertilizer and grounds materials: 1,330 SF
- Indoor truck parking: 1,032 SF
- Offices and lunchroom: 610 SF, plus a 20% circulation factor for a total of 732 SF
- Restroom and shower facilities (could be shared): 400 SF

Total Parks and Recreation Program Area: 5,830 SF

For comparison, the existing buildings at Horseneck provide the following areas:

- Dorm/Office Building: 5,320 SF
- Butler Building: 2,200 SF

The Parks and Recreation program requires approximately 3,368 SF of garage (Butler) and vehicle-related space, in addition to 1,330 SF of secured storage, making the overall space requirements significantly over the available building areas.

Limited information was provided regarding employee counts and parking requirements beyond the equipment and vehicles identified on the plan. As a result, a complete parking analysis could not be performed. However, based on the proposed layout, the existing on-site parking at Horseneck appears to be only marginally adequate for either department individually. If the Parks and Recreation Department were relocated to the site, the required outdoor storage and vehicle staging areas identified as "Vehicles in Yard" would further reduce available parking and maneuvering space.

The BoE Facilities Department fleet, consisting primarily of passenger vehicles and utility vehicles, appears capable of being accommodated on the site. The Parks and Recreation Department, however, has substantially greater operational and storage requirements.

While it may be possible, through careful design and space planning, to accommodate the BOE Facilities Department, the Parks and Recreation Department cannot be located at the Horseneck site. The combined space, storage, vehicle, and parking requirements of the department exceed the practical capacity of the property.

10. Conclusion

This report's data, information, and findings establish a comprehensive framework for the Greenwich Board of Education's future administrative space needs. By aligning area requirements and spatial planning with operational goals, stakeholder input, and long-term growth considerations, the study provides clear guidance for evaluating potential buildings and determining area requirements.

Please find attached the individual department spreadsheets outlining related space area requirements, staffing information, support space needs, and a dedicated remarks column intended to support and supplement discussions during individual stakeholder meetings. These spreadsheets are provided to assist with planning coordination, operational review, and the documentation of department-specific net area requirements and considerations brought up throughout the report development process. For accuracy, we have included various staff members' names relating to space notes.

For the purposes of this space requirements study, discussions with the administration confirmed that no staff growth is anticipated over the next ten years. As a result, the space program has been developed based on current staffing levels and operational needs, without the allocation of additional space for future personnel expansion.

The major various department storage areas located on the lower floor of the Havemeyer Building were reviewed with administration and identified as opportunities for reduction through a combination of record weeding, document digitization, and storage consolidation. The space requirements presented in this report reflect these anticipated efficiencies and incorporate revised, optimized storage area allocations, noted in individual department requirements. In situations where additional storage capacity may be required for archived records that must be retained (yet hardly reviewed) in accordance with governing regulations, off-site storage solutions, which were discussed as available. Such facilities can accommodate private and confidential records while meeting all applicable security, accessibility, and legal retention requirements.

Copier room allocations have also been reevaluated and reconfigured to serve entire floor areas rather than individual departments, resulting in a more efficient use of space. Exceptions have been maintained where departmental copiers are necessary to comply with privacy and confidentiality regulations.

The need for touchdown workspaces for visiting staff members who are present on a non-daily or part-time basis was also discussed with administration. It was agreed that existing open office and administrative areas can be utilized as flexible workspace to accommodate these infrequent occurrences, eliminating the need for dedicated touchdown stations within the space program.

The Administration stated that the size of the current Board Room is adequate and the size should be carried over for the future space allocations.

Any new office space will also require adequate site amenities and parking for staff and visitors.

Access to public transportation requirements also play a vital role and must be fully supported to make any relocation feasible. Any selected property must offer adequate public transportation access to support adult education and other community functions.

With thoughtful design implementation, the enclosed data and strategy will fully support the BoE's mission, improve departmental efficiency, and create the most accessible and effective environment for the full community it serves.

It should be noted that depending on a particular building being reviewed, the net to gross factor can change due to the building size, shape, percentage of available floor space (per floor) and building amenities, i.e. does the building have a cafeteria or does a cafeteria need to be included in the BoE space study synopsis.

Additionally, note that this report is not a design exercise to fit the program and various departments within a specific building. This would be part of the next phase exercise to provide a standard fit-up of the data provided in the report.

The "Total Building Area w/Circulation Factor" was calculated using an overall multiplier factor of 1.3. This calculation represents the estimated gross building square footage required to fully support the programmed interior spaces while incorporating additional building infrastructure elements, including exterior walls, structural systems, circulation cores, vertical shafts, shared/common spaces, and mechanical support areas.

Note that this grossing factor may vary. Factors influencing the net-to-gross ratio include the age and layout of the building, i.e., single-story versus multi-story configurations, the presence or absence of a cafeteria and other support service requirements, core placement and layout efficiency, structural design, and the overall size and geometry of the facility. Typically, older buildings tend to have lower space efficiency or higher ratios when compared to newer, purpose-built office buildings.

The Summary Sheet(s) identify the base "Net Area" (interior usable space) required, as determined through stakeholder interviews and the established "Design Guidelines" by Title and/or Position." To account for internal circulation and functional movement throughout the space, a "Circulation Factor" of 1.2 was applied using an industry-standard* Net-to-Gross efficiency ratio. This calculation establishes the "Total Net Area SF Required" for the proposed program.

This figure represents the minimum interior square footage necessary to accommodate the Board of Education (BoE) fit-out within a new facility. It includes only the occupiable and functional interior program areas and excludes building components such as exterior wall thicknesses, structural columns, common/shared areas, vertical penetrations, mechanical and HVAC rooms, electrical rooms, and other building support spaces.

The two Horseneck buildings represent a strong, practical "move-in" solution for the Facilities Department. They provide the capacity and flexibility, within the pre-engineered office building

and two-bay garage accommodating racked storage, shop areas, and garage functions to meet the Department's specialized needs and support delivery of services to the District's school buildings.

Parking for staff vehicles at the Horseneck site will be limited. Due to constrained parking capacity, vehicle turnover between employee cars and work trucks will be required. Based on a conceptual design, we anticipate accommodating approximately 34 vehicles in total, including some spaces arranged in a stacked or valet-style configuration.

An overall construction document design phase, by a designer, would be required to execute any transition from Havemeyer to the Horseneck site.

*BOMA -Building Owners and Managers Association, which sets industry standards for measuring commercial spaces, which helps define rentable square footage.

Gross -the total amount, everything required in rental agreements

Net -smaller portion of the total amount, usable (portion of) required space

End

Department - Superintendent

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Superintendent	1	300	300	1	300	Private	credenza, table w/ (6) seats, (2) L bookcases	Toni	Jones
Administrative Assistant	1	130	130	1	130	open	semi-private	Linda	Valentine
PT Administrative Assistant	-	0	0	-	0		None anticipated		
Restroom	-	45	45	-	45		~45 sf w/ in-swing door		
	-	0	0	-	0		Safe in Finance Dept.		
Subtotal	2	475	475	2	475				

Department - Finance & Administrative

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Chief Officer	1	200	200	1	200	Private		Ben	Branyan
Administrative Assistant	1	130	130	1	130	open	shared w/ Patrick Lai	Carrie	Jachimczyk
Director Finance	1	180	180	1	180	Private		Patrick	Lai
Financial Analyst (Budget)	1	150	150	1	150			Gloria	Amortegui
Financial Analyst (SPED & SS Business Operations Assistant)	1	150	150	1	150			Carrie	George
PT School Accounting Clerk	1	120	120	1	120	shared		Jonathan	Kalna
Accounting Coordinator	1	150	150	1	150			Jaime	Powers
Safe	-	80	80	-	80		Walk-in		
Conference Room	-	0	0	-	0		See Conference Room Tab		
Purchasing Director	1	180	180	1	180	Private		Eugene	Watts
Contracts Coordinator	1	150	150	1	150	Private	or enclosed semi-private	Karen	Tedesco
Warehouse Expediter	1	100	100	1	100			David	Dixon
Inventory Control Worker	1	100	100	1	100		touchdown, shared w/ GHS	Roger	DeBeradinis
Subtotal	11	1,690	1,690	11	1,690				

Department - Transportation

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Transportation Director / Manager	1	180	180	1	180	cubicle	semi-private w/ lockable storage cabinet w/ locking storage cabinet for trans. related badges/equip. etc.	Kayla	Coker
PT Administrative Assistant	1	130	130	1	130		shared w/ Brent Reeves Dir Safety & Security	Kency	Perard
Secure Storage	-	0	0	-	0		locking storage in mgr. office		
Subtotal	2	310	310	2	310				

Department - Safety & Security, Residence Verification

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Director	1	180	180	1	180	Private	controlled access, screens, file cabinet, wardrobe/ storage within office space	Brent	Reeves
Administrative Assistant (Shared)	-	0	0	-	0	0	Shared w/ and accounted for in Transportation	Kency	Perard
Storage	-	0	0	-	0		5' x 4' storage area		
Subtotal	1	180	180	1	180				

Department - Human Resources

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Chief HR Officer (CHRO)	1	200	200	1	200	Private		Jonathan	Budd
Director of Human Rescources	1	180	180	1	180	Private		Matthew	Salvestrini
Administrative Assistant	1	130	130	1	130	Private	confidential info	Marissa	Mazzone
HR Technician 1	1	150	150	1	150	open		Tara	Demakes
HR Technician 2	1	150	150	1	150	open		Mayra	Granja
HR Compensation Office	1	150	150	1	150	Private	confidential info	Donna	Thibault
HR Time/Coordinator Payroll Office	1	150	150	1	150	Private	confidential info	Charlene	Liu
Customer Service Representative	1	150	150	1	150			Mary	Moriarty
HR Generalist (PT)	1	130	130	1	130	open			
Conference Rooms (inner-departmental)	-	325	325	-	325	private	w monitors		
Conference Rooms (inner-departmental)	-	150	150	-	150	private	w monitors		
Touchdown space (visitors vary)	-	0	0	-	0	private	a flexible office would be used for Touchdown space		
Storage Area		200	200		200				
Copy/Fax room		60	60		60	private	confidential printing/fax area		
Subtotal	9	2,125	2,125	9	2,125				

Department - K-12 Curriculum and Leadership

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Chief Officer	1	200	200	1	200	Private		Marc	D'Amico
Administrative Assistant	1	130	130	1	130			Jason	Kim
Assistant Chief Officer	1	180	180	1	180	Private		Tara	Fogel
Conference Room /TTI		260	260		260	Private	Inner- departmental		
Program Coordinator - K-8 Science	1	150	150	1	150			Jeffrey	Beckly
Program Coordinator - K-8 Math	1	150	150	1	150			Michael	Reid
Administrative Assistant	1	130	130	1	130				
Program Coordinator - ELA K-8	1	150	150	1	150			Kimberly	Paladino
Program Coordinator - ELL/World Language	1	150	150	1	150			Geoffrey	Schenker
Administrative Assistant - ELL	1	130	130	1	130			Monica	Suarez
Program Coordinator - PreK-12 Music & Arts	1	150	150	1	150			Leah	Stillman
Administrative Assistant - Arts	1	130	130	1	130			Maricela	Gonzalez
Advanced Learning Program Facilitator	1	150	150	1	150			Bonnie	O'Regan
Administrative Assistant - ALP	1	130	130	1	130			Robyn	Byron
Storage Closet	-	200	200	-	200				
Storage -shelving	-	624	624	-	624		156' x 4'		
Future Employees	-	0	0	-	0		None anticipated		
Subtotal	13	3,014	3,014	13	3,014				

Department - Special Education & Student Supports

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Chief Officer	1	200	200	1	200	Private		Stacey	Heiligenthaler
Administrative Assistant	1	130	130	1	130	Private		Alicia	Guidorizzi
Business Operations Assistant	1	180	180	1	180	Private	Reports to Finance	John	Romano
Pupil Personnel Services Data Specialist	1	150	150	1	150	Private		Allison	Pugni
Coordinator of Student Wellness and Support	1	150	150	1	150	Private		Jessica	McEvily
Special Education Coordinator	1	150	150	1	150	Private		Eugene	Matejek
Special Education Coordinator	1	150	150	1	150	Private		Deborah	Perry
Special Education Coordinator	1	150	150	1	150	Private		Jennifer	Stewart
Special Education Coordinator	1	150	150	1	150	Private		Kathryn	Natale
Special Education Coordinator	1	150	150	1	150	Private		Kristina	Remy
Administrative Assistant	1	130	130	1	130	Private		Michele	McLaughlin
Administrative Assistant	1	130	130	1	130	Private		Olga	Mejia
District Behavioral Team	1	150	150	1	150	Private		Alina	Agiurgioaei Boie
District Behavioral Team	1	150	150	1	150	Private		Fabian	Agiurgioaei Boie
District Behavioral Team	1	150	150	1	150	Private		Heather	Martin
Evaluation Team	1	150	150	1	150	Private		Lisa	Strizver
Evaluation Team	1	150	150	1	150	Private		Danielle	Commisso
Evaluation Team	1	150	150	1	150	Private		Peri	Giella
Clerical Assistant	1	130	130	1	130	Private		Kim	Senecal
BCBA	1	150	150	1	150	Private		Deborah	Whitman
BCBA	1	150	150	1	150	Private		Lisa	Berluti
BCBA	1	150	150	1	150	Private		Shantal	Jackson
Inclusion Specialist	1	150	150	1	150	Private		Rachel	Rubin
Reading Lab Teacher	1	150	150	1	150	Private		Jocelyn	Bruchman
Pre- School Intake Team	1	150	150	1	150	Private		Lori	Costa
Pre- School Intake Team	1	150	150	1	150	Private		Sabrina	Motta
Transition Facilitator	1	150	150	1	150	Private		Jordan	Bici
Touchdown space	-	0	0	-	0	open	Per meeting, will use flex space		
Waiting space	-	100	100	-	100	open			
Testing/Conference Room (inner departmental)	-	300	300	-	300	Private	Quiet		
Storage	-	400	400	-	400		This is with select sorting		
Subtotal	27	4,850	4,850	27	4,850				

Department - Communications

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Director	1	200	200	1	200	Private		Jonathan	Supranowitz
Confidential Communications Specialist	1	150	150	1	150	open	semi-private	Michael	Antonaccio
Subtotal	2	350	350	2	350				

Department - Information Technology

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Chief Officer	1	200	200	1	200	Private	table w/ (4) seats	Michael	Ting
Administrative Assistant		130	130		130	open		Martha	D'Andrea
Technical Support Manager	1	150	150	1	150	Private		Chris	DiAngelo
Instructional Tech Supervisor	1	150	150	1	150	Private		Anthony	Tripodi
Research Manager	1	150	150	1	150			Jennifer	Lau
District Database Administrator	1	150	150	1	150			Carrie	Steers
Senior Network Specialist	1	130	130	1	130			Anthony	Brenna
Senior Network Specialist	1	130	130	1	130			Anthony	Stempien
Senior Network Specialist	1	130	130	1	130			Ganesh	Nair
Network Specialist	1	130	130	1	130			Karen	Martin
Server Room (MDF)	-	400	400	-	400		controlled access		
Telcom Closet (IDF)	-	80	80	-	80		controlled access for any second floor space		
Storage	-	200	200	-	200		This is for special items and the IT safe		
Subtotal	9	2,130	2,130	9	2,130				

Department - Food Services

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Director	1	180	180	1	180	Private		Martha	Ramkellawan
Administrative Assistant	1	130	130	1	130	open		Erika	Peters
Manager K-8	1	150	150	1	150		closet needed	Monalisa	Romano (or Adams?)
Manager HS (PT)	1	120	120	1	120		touchdown, closet needed		
Storage Room with Menu Printing Area/Copier	-	0	0	-	0		full size printer/copier (Centralized Only)		
Subtotal	4	580	580	4	580				

Department - Conference Rooms & Common Space

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Board Room	22-26	870	870	22-26	870	Public			
Board Room - Control Rm- Lighting/TV and Sound Booth	2	100	100	2	100	Soundproof			
Large sized Meeting Room (like current space divisible)	44-55	1,100	1,100	44-55	1,100	Public	higher number in CR. Format w/ Interactive board		
Medium sized Meeting Room	8-10	200	200	8-10	200	Private	Flexible style tables		
Centralized copying	-	120	120	-	120		Floorwide, except confidential copiers		
Storage General	-	0	0	-	0	Various dept.	Moved within various departments areas		
Reception	10	300	300	10	300	Public			
Subtotal	86-103	2,690	2,690	86-103	2,690				

Department - Facilities Department

Spaces	Current # Occupants	Area (SF)	Allocated SF	Proposed # Future Occupants	Proposed Future Area (gross)	Type	Notes:	First	Last
Director of Facilities	1	180	180	1	180	Private		Dan	Watson
Administrative Assistant	1	130	130	1	130	Open	Department is secured from Corridor	Elisa	Gonzalez
Assistant Director of Facilities	1	150	150	1	150	Private		Julian	De La Rosa
Project Operations Manager	1	130	130	1	130	Private	confidential info	Cordes	George
Building Operations Manager	1	130	130	1	130	Private	confidential info	Mark	Bria
Construction Manager and Plan/Spec/As built Storage	-	300	300	-	300		CM desk within space and shelves for documents		
Custodial Office	2	180	180	2	180		With storage area for goods		
							Head Custodian	Jason	Thornhill
							Custodian 2	William	Cruz
Mechanics Office	1	180	180	1	180	Private		Dominick	Franco
Tradesmen	15	150	150	15	150	open	Touchdown space with-in department	various	
							HVAC Repair/Main Mechanic	James	Clarke
							HVAC Repair/Main Mechanic	Stephen	Kilian
							HVAC Repair/Main Mechanic	John	Polcer
							HVAC Repair/Main Mechanic	vacant	
							Building Maintenance Mechanic	Ralph	Del Vecchio
							Building Maintenance Mechanic	Matthew	Kulig
							Building Maintenance Mechanic	Kirk	Mertz
							Building Maintenance Mechanic	George	Peabody
							Building Maintenance Mechanic	vacant	
Facilities Staff Break Room	-	160	160	-	160				
Loading/Warehouse Dock Staff	-	0	0	-	0	open	desk/ office inside warehouse area	Roger	De Beradinis
Warehouse Expediter	-	0	0	-	0	open		David	Dixon
Workshop Area and Rack Storage w Emergency Items Garage	-	2,700	2,700	-	2,200		Note: For fitment of required SF of shops and storage areas additional racks shall be needed for high bay storage within current 2,200 SF Warehouse area. *		
Key and Hardware shop	-	200	200	-	200		This must be a secured area		
Copy/Fax room	-	100	100	-	100	private	confidential printing/fax area		
Subtotal	23	4,690	4,690	23	4,190				

* Current Warehouse Storage Area at Horseneck is 2,200 SF

Department - Facilities Department - Vehicles & Parking

Havemeyer

Existing Facilities Fleet Parking Requirements

Sm SUVs	3
Sm Vans	2
Lg Pickups	2
Lg Vans	5
Total Facilities Vehicles	12

two (2) go home each night, leaving 10 vehicles overnight	10
Current Employee Cars	23
Max on-site (during start and finish of shift)	33

Horseneck Ave Site Parking

Staff Parking required	4
General Parking spaces 9'x18' (includes one Handicap space)	13
Stacked Fleet vehicles	12
Vehicles parked in Butler Bldg.	4
Total	33

*Note: Includes vehicles stacked in valet-style parking and would only be required when all District vehicles and all staff cars are on site at one time. Staggering shift start and stop times could address most issues.

Summary: Space Planning BOE Relocation w/o Facilities Department

Departments							
	# Current BOE Occupants	Total Proposed Square Footage	Proposed # Future Occupants	Proposed Future Area (gross)			Notes:
Superintendent	2	475	2	475			
Finance & Administrative	11	1,690	11	1,690			with Purchasing Derpartment
Transportation	2	310	2	310			
Safety & Security, Residence Verification	1	180	1	180			
Human Rescources	9	2,125	9	2,125			
K-12 Curriculum and Leadership	13	3,014	13	3,014			
Special Eduction and Student Support	27	4,850	27	4,850			
Communications	2	350	2	350			
Information Technology	9	2,130	9	2,130			with MDF, IDF (second floor)
Food Service	4	580	4	580			
Conference Rooms	0	2,690	0	2,690			
Net Area (interviews & Room Requirements)	80	18,394	80	18,394			
Circulation Factor of 1.2		3,679		3,679			Corridors within space, walls within space etc.
TOTAL Net Area SF Required		22,073		22,073			
Gross Building Area includes a Circulation Factor of 1.3 (Factor could vary) (adds shared/public spaces: Building Corridors, Stairs, Elevator, Restrooms, Cafeteria)		28,695		28,695			Lobby, Elevator Corridors, Corrdidors to Restrooms

Summary: Space Planning Facilities Department Relocation

Departments							
	# Current BOE Occupants	Total Proposed Square Footage	Proposed # Future Occupants	Proposed Future Area (gross)			Notes:
Facilities Department with Shops and Garage	23	4,690	23	4,190			Office and Shop Areas
Subtotals	23		23				
Net Area (interviews & Room Requirements)		4,690		N/A			
Circulation Factor of 1.2		938		N/A existing			
TOTAL Net Area SF Required		5,628		N/A			
Gross Building Area included at Horseneck Site		0		5,320			Storage area will require rack storage to cover square footage overage, from 'required' to 'provided' at Horseneck

Greenwich BOE Office Space Planning

6/9/2026

Department Adjacencies Planning Chart

Key: = Required 2 = Preferred 3 = Unnecessary Leave blank if not required	1	Administration 4/20 Mon	Business & Accounting 4/23 Thur	Transportation 4/23 Thur	Communications 4/23 Thur	Food Service 4/23 Thur	Human Resources 4/24 Fri	Continuing Education 4/24 Fri (HR?)	Curriculum and Leadership 4/20 Mon	Information Technology 4/20 Mon	Purchasing Office 4/23 Thur	P.O. Warehouse Operations 4/23	Special Education 4/24 Fri	Security, Residency & Safety Office 4/23 Thur	Facilities 4/24 Fri	Department/ Meeting Date
Administration 4/20 Mon			1	3	1	3	2	3	2	2	1	3	2	2	1	
Business & Accounting 4/23 Thur		1		3	2	3	3	3	3	3	1	2	2	1	1	
Transportation 4/23 Thur		3	3		3	3	3	3	3	3	3	3	2	1	3	
Communications 4/23 Thur		1	2	3		3	2	3	3	3	3	3	2	2	3	
Food Service 4/23 Thur		3	3	3	3		3	3	3	3	1	3	3	2	3	
Human Resources 4/24 Fri		2	3	3	2	3		1	3	3	3	3	1	1	3	
Continuing Education 4/24 Fri (HR?)		3	3	3	3	3	1		3	2	3	3	3	2	3	
Curriculum and Leadership 4/20 Mon		2	3	3	3	3	3	3		2	3	2	1	2	3	
Information Technology 4/20 Mon		2	3	3	3	3	3	2	2		3	3	2	2	3	
Purchasing Office 4/23 Thur		1	1	3	3	1	3	3	3	3		1	3	2	1	
P.O. - Warehouse Operations 4/23 Thur		3	2	3	3	3	3	1	2	3	1		3	2	1	
Special Education 4/24 Fri		2	2	2	2	3	1	3	1	2	3	3		3	3	
Security, Residency & Safety Office 4/23 Thur		2	1	1	2	2	1	2	2	2	2	2	3		1	
Facilities 4/24 Fri		1	1	3	3	3	3	3	3	3	1	1	3	1		
Department /Meeting Date																



JOSEPH FULLER JR., AIA
President

JOHN D'ANGELO, ARA, LEED AP
Executive Vice President

APRIL 20, 2026 (VIA EMAIL)

MINUTES OF MEETING – PLANNING MEETINGS

DATE: APRIL 20, 2026

**RE: GREENWICH PUBLIC SCHOOLS
SPACE PLANNING STUDY MEETINGS**

PRESENT: SEE INDIVIDUAL SECTIONS BELOW

THE FOLLOWING WAS DISCUSSED:

1.1 INTRODUCTION AND IMPORTANT ITEMS: CURRICULUM AND LEADERSHIP

1. All parties introduced one another
2. Present for Meeting – Curriculum and Leadership Department
3. Marc D'Amico CO of Curriculum and Leadership
4. Tara Fogel Asst. Chief of Curriculum and Leadership
5. Jason Kim – Academic Services Manager
6. Jeff Baker - Project Manager - F&D
7. Joseph Fuller AIA – Principal – F&D
8. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, confirmations, spaces required, storage requirements and the remainder of the documented items.
 - b. Staff offices reviewed by all and photographed.
 - c. Storage areas in the basement were reviewed and photographed, storage shelving lengths for various textbooks, were documented.
 - i. ELA books 60 lf x4
 - ii. Math books 36 lf x4
 - iii. Science books 36 lf x 4
 - iv. Social Studies books 24 lf x4
9. Storage needed is physical and digital
10. A diagrammatic plan was discussed.
11. No particularly important adjacencies required, the list was infilled.

1.2 INTRODUCTION AND IMPORTANT ITEMS: SUPERINTENDENT

1. All parties introduced one another
2. Present for Meeting – Superintendents Offices
3. Dr. Toni Jones - Superintendent

RE: Minutes of Meeting

4. Jeff Baker - Project Manager - F&D
5. Josph Fuller AIA – Principal – F&D
6. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, basic public visitor requirements and the remainder of the documented items.
 - b. Staff offices were reviewed by all and photographed
 - c. It was noted the Board room should be in close proximity so Director/Cabinet meetings can take place easily.
7. Storage needed are small physically.
8. A small kitchenette and restroom should also be in close proximity.
9. A diagrammatic plan was discussed.
10. The workspace adjacencies' required list was infilled.

1.3 INTRODUCTION AND IMPORTANT ITEMS: INFORMATION TECHNOLOGY

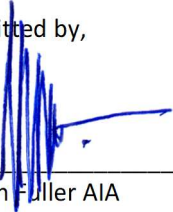
1. All parties introduced one another
2. Present for Meeting – Information Technology
3. Michael Ting – CTO
4. Tony Tripodi – Instructional Technology Supervisor
5. Chris DiAngelo – Technical Support Supervisor
6. Jeff Baker - Project Manager - F&D
7. Josph Fuller AIA – Principal – F&D
8. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, security of systems room other requirements and the remainder of the documented items.
 - b. Staff offices and storage areas were reviewed by all and photographed
 - c. The MDF Room was reviewed, special noted include dual 5-ton HVAC units, one as back-up for systems cooling.
 - d. Power management requirements
 - e. Various other spaces, an older room concept plan was shared, the architects worked with IT on a new diagrammatic version.
 - f. It was noted the MDF room should be in close proximity to the offices if possible.
 - g. MDF 12 x 20' - 3' minimum room behind and in front of racks is required.
 - h. IDF 8 x 10' 3' minimum room behind and in front of racks is required.
9. Storage needed are both physical and digital.
10. Local Storage includes WAPS, hardware, Cords, etc. Tech has 36' x 4', 42' x 4' and wiring has 24' x 4'. An offsite storage area is required for deliveries.
11. Open offices (cubicles) for staff are appropriate.
12. A safe is required for small expensive computer items – existing

RE: Minutes of Meeting

13. A small coffee counter with sink (also for IT items) and conference training room should be included.
14. A diagrammatic space plan was discussed.
15. The adjacencies' list was infilled.

It is assumed that these Minutes are a true summary of the meetings. Any corrections or omissions should be brought to the attention of the writer. If not, they will be considered correct.

Submitted by,



Joseph Fuller AIA

JB/cm

Cc:

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JOSEPH FULLER JR., AIA
President

JOHN D'ANGELO, ARA, LEED AP
Executive Vice President

APRIL 23, 2026 (VIA EMAIL)

MINUTES OF MEETING – PLANNING MEETINGS

DATE: APRIL 23, 2026

**RE: GREENWICH PUBLIC SCHOOLS
SPACE PLANNING STUDY MEETINGS**

PRESENT: SEE INDIVIDUAL SECTIONS BELOW

THE FOLLOWING WAS DISCUSSED:

1.1 INTRODUCTION AND IMPORTANT ITEMS: SECURITY

1. All parties introduced one another
2. Present for Meeting – Brent Reeves - Director of School Security and Residence
3. Ben Branyan
4. Jeff Baker - Project Manager – F&D
5. Josph Fuller AIA – Principal – F&D
6. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, basic requirements and the remainder of the documented planning sheet items were filled in.
 - b. Staff offices were reviewed and photographed
 - c. Storage areas in the basement require to store documents documented
 - d. Storage Boxes old files books 10 lf x4
7. Storage needed is physical and digital formats
8. Video replay in office on larger screen is required.
9. Adjacencies required; the list was infilled.
10. Access cards produced in office
11. Private Meetings in office 4-5 people max.
12. Storage wardrobe needed for security related items
13. Need close access to Board room and Superintendent for Emergency Operations Center (EOC) gatherings in case of emergencies.

1.2 INTRODUCTION AND IMPORTANT ITEMS: TRANSPORTATION

1. All parties introduced one another
2. Present for Meeting – Transportation
3. Kayla Coker – Director of Transportation

RE: Minutes of Meeting

4. Ben Branyan
5. Jeff Baker - Project Manager - F&D
6. Joseph Fuller AIA – Principal – F&D
7. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, basic requirements and the remainder of the documented planning sheet items were filled in.
 - b. Office and support area were reviewed and photographed
 - c. Part time administrative assistant is required to support the office functions.
 - d. Storage needed are very small physically.
8. No access to public is required, office requires to be secure.
9. A locking cabinet is required for sensitive related storage (badges etc.)
10. A diagrammatic plan was discussed, in office printer is suggested.
11. The agencies' required list was infilled.
12. A 5' wide 3 high file cabinet is needed in office.

1.3 INTRODUCTION AND IMPORTANT ITEMS: FOOD SERVICES

1. All parties introduced one another
2. Present for Meeting – Food Services
3. Martha Ramkellawan – Food Services Director
4. Ben Branyan
5. Jeff Baker - Project Manager - F&D
6. Joseph Fuller AIA – Principal – F&D
7. As noted in the pre- discussion documents:
 - a. Items discussed included staffing, required spaces, basic needs, information security, and the remaining documented matters. Planning sheet items were filled in.
 - b. Food Service has a staff of three when School is in session and four during the summers. The Director, Administrator and two Managers
 - c. Staff offices and storage areas were reviewed and photographed
 - d. One private office is required, others can be modular (open office style), with acoustic high walls is preferred.
 - e. Occasional shared meeting space is required
 - f. Records are required to be kept, with controlled access. Two (2) years of current records in office, Two (2) years stored in house elsewhere. 4 wide 3 high cabinets needed.
 - g. Storage for extra POS items needed, in case a school needs replacement.
 - h. Menu printing is currently in house, trying to digitize menu's via display boards at all schools, systems not fully implemented.
8. Storage needed are both physical and digital.

RE: Minutes of Meeting

9. A diagrammatic space plan was discussed.
10. The agencies' required list was infilled.

1.4 INTRODUCTION AND IMPORTANT ITEMS: PURCHASING AND RECEIVING

1. All parties introduced one another
2. Present for Meeting – Business Finance
3. Eugene Watts – Manager of School Procurement
4. Ben Branyan
5. Jeff Baker - Project Manager – F&D
6. Josph Fuller AIA – Principal – F&D
7. As noted in the pre- discussion documents:
 - a. Items discussed included staffing, required spaces, basic needs, information security, and the remaining documented matters.
 - b. The Purchasing Department has a Staff of four, Manager, Contracts Coordinator and two other who work mostly in the warehouse the Warehouse Expeditor and Inventory Control Worker.
 - c. Manager and coordinator should have private lockable offices, with close communication between same. Current areas were reviewed and photographed; the coordinator is currently in the open.
8. The agencies chart was filled in.
9. The manager's office should be equipped with a large monitor for reviewing documents and bids, as well as a four-person conference table for meetings.
10. The warehouse needs access to deliveries, Amazon, Fed -Ex, Ups etc.
11. The purchasing department is not accessible to the public; however, requires to be able to have bids dropped off.
12. The bid reading is needed to be performed in adequately sized conference room.
13. The warehouse staff offices can be modular (open office style), within the warehouse with acoustic high walls.
14. The warehouse requires space for deliveries and unpacking and verification of receivables.
15. A large area is needed to keep files – hard copy, for Bidding all original payment and performance bonds and insurances (Bonds) need to be kept for the duration of construction projects. (7) years sometimes.
16. For Grants for reviewable audits 10 years.
17. A stack area for bids is required in the purchasing office.
18. Grants/ Bonds need to be in safe archive room
19. Background check original files are required to be kept in file cabinets.
20. Occasional shared meeting space is required.
21. A use of a smaller conference room which could be shared is important.
22. Warehouse size is now 200 -300 SF (TBC).

RE: Minutes of Meeting

23. Storage for other deliveries must be in-house, summertime when schools are closed deliveries come to purchasing, at other time deliveries go direct to schools, and inventory personnel visit for verification of delivery.
24. Printing is currently in-house; copier is shared with others.
25. A diagrammatic space plan was discussed.
26. The adjacencies' required list was infilled.

1.5 INTRODUCTION AND IMPORTANT ITEMS: FINANCE – ADMINISTRATION

1. All parties introduced one another
2. Present for Meeting – Administration - Business
3. Patrick Lai –Director of finance BOE
4. Ben Branyan
5. Jeff Baker - Project Manager – F&D
6. Joseph Fuller AIA – Principal – F&D
7. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, security of documentation, other requirements and the remainder of the documented items.
 - b. The department consists of six staff members: a Director, an Accounting Coordinator, and two Financial Analysts. Also, there are two other members: one that works at the HS and one in the Special Ed. Department in the building.
 - c. Staff offices and storage areas were reviewed and photographed
 - d. A TV monitor and small conference table should be provided in the directors office for meetings
 - e. Principals from schools come to some meetings to review financials
 - f. No public access is required by this department
 - g. Occasional shared meeting space is required
 - h. Records are required to be kept in a "Safe" environment.
8. Storage needs are both physical and digital.
9. A diagrammatic space plan was discussed.
10. The adjacencies' required list was infilled.

1.6 INTRODUCTION AND IMPORTANT ITEMS: BUSINESS ADMINISTRATION

1. All parties introduced one another
2. Present for Meeting – Administration - Business
3. Ben Branyan –Chief Financial and Administration Officer
4. Jeff Baker - Project Manager - F&D
5. Joseph Fuller AIA – Principal – F&D
6. As noted in the pre- discussion documents:

RE: Minutes of Meeting

7. Items were discussed including staff, spaces required, and other items.
8. The department has two staff members: CFAO and an Admin Asst. shared with Finance.
9. Staff offices and storage areas were reviewed by all present and photographed
10. A TV monitor and small conference table should be provided in the CFAO's office
11. In office meetings are required, a table for six should be provided, in the CFAO office.
12. Some public access is required by this department
13. Larger shared meeting space is required
14. Close proximity to the Board Room, Security and superintendent is important.
 - a. Storage needed are mostly digital.
 - b. A diagrammatic space plan was discussed.
 - c. The adjacencies' required list was infilled.

1.7 INTRODUCTION AND IMPORTANT ITEMS: COMMUNICATIONS

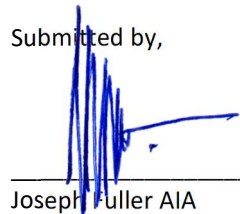
1. All parties introduced one another
2. Present for Meeting – Administration - Business
3. Johnathan Supranowitz –Director of communications and Board of Education Liaison
4. Michael Greenidge – Strategic Content Manager Digital and Website
5. Jeff Baker - Project Manager - F&D
6. Josph Fuller AIA – Principal – F&D
7. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, spaces required, space other requirements and the remainder of the documented items. Further discussions took place regarding video presentation and Bord support in the Board room and at CMs.
 - b. The department consists of two staff members: noted above, the Director requires a private office.
 - c. Staff offices and storage areas were reviewed and photographed
 - d. A TV monitor and small conference table should be provided in the Directors office for meetings to review Board Presentations and Web content
 - e. In office meetings a round a table for six should be provided.
 - f. Some public access is required by this department
 - g. Differing sized meeting space is required for various meetings
 - h. A collaboration area should be provided.
 - i. Hard-copy ("paper") files are stored in three 3-drawer, 5-foot-wide filing cabinets, with a fourth cabinet located in the warehouse. Sensitive records are required to be retained in hard copy for 4–5 years. These files are rotated out on a 4-year cycle.
 - j. Close proximity to the Board Room, Business office, Security and superintendent is important.
8. Various printing capabilities were discussed.

RE: Minutes of Meeting

9. A diagrammatic space plan was discussed.
10. The agencies' required list was infilled.
11. A discussion was undertaken With regard to any new boardroom design, it was noted that it should have a sound and digital data control room with a window to observe Board of Ed and other televised meetings and be able to control broadcast content from same, and not withing the room itself, space should be provided.
12. A board breakout room also should be considered.
13. It was noted the new boardroom design should include multiple cameras in order to be able to broadcast room overview board members and any speakers along with digital content being presented.
14. It was discussed that currently some equipment now travels and will need to be housed until the new CMS auditorium, which is planned to be the second dedicated board meeting room is complete.
15. It was disgusted on the overall the new board of Ed space should have four meeting rooms a board room, a large group gathering space, a 500 square foot conference room and a 200 square foot conference room. This is so that access to all BOE staff members can meet more effectively without the troubled current scheduling issues.

It is assumed that these Minutes are a true summary of the meetings. Any corrections or omissions should be brought to the attention of the writer. If not, they will be considered substantially correct.

Submitted by,



Joseph Fuller AIA

JB/cm

Cc:

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JOSEPH FULLER JR., AIA
President

JOHN D'ANGELO, ARA, LEED AP
Executive Vice President

APRIL 24, 2026 (VIA EMAIL)

MINUTES OF MEETING – PLANNING MEETINGS

DATE: APRIL 24, 2026

**RE: GREENWICH PUBLIC SCHOOLS
SPACE PLANNING STUDY MEETINGS**

PRESENT: SEE INDIVIDUAL SECTIONS BELOW

THE FOLLOWING WAS DISCUSSED:

1.1 INTRODUCTION AND IMPORTANT ITEMS: SPECIAL EDUCATION

1. All parties introduced one another
2. Present for Meeting:
3. Stacey Heiligenthaler – Chief Officer of Special Education and Student Supports
4. Jeff Baker - Project Manager – F&D
5. Josph Fuller AIA – Principal – F&D
6. As noted in the pre- discussion documents:
 - a. Items were discussed including staff, confirmations, spaces required, storage requirements and the remainder of the data sheet items.
 - b. Staff offices were reviewed and photographed
 - c. Storage areas on the second floor and within the basement were reviewed and photographed, storage shelving lengths for various textbooks, were documented
 - i. Overall 21 file cabinets
 - ii. 200 SF of various ADA equipment in basement
 - iii. Storage shelving 36 lf x 4
7. Storage needed is physical and digital
8. A diagrammatic plan was discussed.
9. Important adjacencies required, the list was infilled.
10. Many Staff details were discussed for the 32 employees, 2 of which are off site:
11. List of Employees: (1) Chief, (6) Coordinators, (2) Coordinators (out of house) (6) Administrative Assistants, (6) Behavioral Team Members, (3) Evaluators (physiologist, speech therapist and special ed evaluator), (2) pre- School intake Team members, (3) Specialists (Inclusion specialists, Reading Lab Teacher and Transition Facilitator), (3) Part Time Pre=School Evaluators (Phycologist, Speech and Special education (works with evaluation team)
12. A touchdown table for up to (6) people is also required.
13. Other required spaces include, waiting area, conference room for 12, private offices and open offices (with acoustic panels).

RE: Minutes of Meeting

14. Open offices are defined as cubicle style office with acoustic panels for privacy, however no locked door. Partitions are almost full height. Shelving, files, desk, pin up all-inclusive to the cubicle unit.
15. Much of Special Education information is private and confidential, documents and conversations.
16. A high degree of public interaction takes place
17. Student testing areas are required
18. Shared waiting room concept is acceptable usually 2-3 max 4-6.
19. Adult education and TT Teacher training is directed by Special Education, the meeting space needs to be larger, than the currently exists with a 40 – 45 person capacity, with adequate display boards and tables/desk for writing.
20. Teachings include hands on training, not allowable via online platforms, certifications require in person training/learning.
21. Two other conference rooms are needed, one for 10-12 and one for 6-8, both with Monitors for presentation/ work reviews.
22. Chiefs office should include- private, large Monitor required, meeting desk for 5-6.
23. (6) Coordinators: (1) Pre-K, (2) Elem, (1) MS, (1) HS, (1) Coordinator of Student Wellness and Support – All private offices, Files, Desk Meeting for 2-3 in office. No large Monitor Required
24. (2) Coordinators out of house, not affecting space program
25. (6) Administrative Assistants: (1) Chiefs assistant – private office, (1) Data Manager private office, (1) Business Operations assistant – private office, (1) Pre-School Admin Assistant – private office, (1) Legal requirements – private office, (1) Secretary for all Coordinators – open office.
26. High degrees of confidentiality is needed within department.
27. Most all records are digital. However, some student files require to be maintained in house, special student files, tests and testing protocols, the items are currently stored in 6 large 4 drawer 5' wide filing cabinets.
28. Many paper (hard) storage records, some required to be kept for 10 years are at the High school.
29. Document storage at the HS is reported as extensive.
30. A Planning hierarchy chart was developed to assist future space planning efforts.

1.2 INTRODUCTION AND IMPORTANT ITEMS: HUMAN RESOURCES

1. All parties introduced one another
2. Present for Meeting:
3. Jonathan Budd – Chief Human Resources Officer (via tel)
4. Jeff Baker - Project Manager - F+D
5. Josph Fuller AIA – Principal – F+D
6. As noted in the pre- discussion documents:

RE: Minutes of Meeting

- a. Items were discussed including staff, spaces required, basic public visitor requirements and the remainder of the data sheet items.
 - b. Staff offices were reviewed and photographed
 - c. It was noted the Board room should be in close proximity so Director/Cabinet meetings can take place easily.
7. Many Staff details were discussed for the 9 employees:
8. List of Employees: (1) Chief, (1) Executive Administrator, (2) HR Technicians, (2) Compensation & Time -Coordinator- Payroll, (6) Behavioral Team Members, (1) customer service representative – (1) during school year, HR Generalist – Scanning and Adult Ed.
 - a. Chief's office – to include desk, smaller conf. table and large wall monitor.
 - b. Exec Admin Offices – Open office – cubicle with confidentiality acoustics
 - c. HR Technicians – Open office – cubicle with confidentiality acoustics
 - d. Compensation and Time – Payroll – Private lockable offices
 - e. Customer Service Representative- currently at reception – dual role work scope
 - f. HR Generalist - Open office – cubicle with confidentiality acoustics
9. HR Requires lobby space for interior area waiting, (6) and (2-3) outer lobby area can be multi use shared with others. Inner waiting more private for sensitive personnel hearing issues.
10. Archive files in basement from many years, not in good order.
11. HR and continuing Education, as of last July, the Director of HR I snow Director of Continuing sand Adult Education w/ PT Administrative assistant – space needed is touchdown area.
12. Also for PT Instructor the Touchdown area would be useful
13. A space for Adult ESL in the building is required for classes of 20-25 with technology for learning. These classes during the school year happen 4 days a week for 3 hrs. 9am to Noon. (Cannot provide service in schools while in session) Classes performed in Staff Development Room currently.
14. Smaller conference space for HR should be dedicated, for confidential meetings with employees, attorney and HR. Also near the entrance to the building or lobby.
15. Space is needed for on-leave personnel. Touchdown space adequate.
16. Require two smaller conference rooms, now have only one.
17. Storage for personnel records, hard copy required, current employee (1,500 +/-) hard copies held in Conf. Room.
18. HR Requires for State verification
19. In the basement is former employee records, size _____.
20. A small kitchenette and restroom should also be in close proximity.
21. A diagrammatic plan was discussed.
22. The adjacencies required, the list was infilled.

1.3 INTRODUCTION AND IMPORTANT ITEMS: FACILITIES

1. All parties introduced one another

RE: Minutes of Meeting

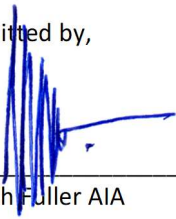
2. Present for Meeting – Information Technology
3. Dan Watson – Director of Facilities
4. Jeff Baker - Project Manager – F&D
5. Joseph Fuller AIA – Principal – F&D
6. As noted in the pre- discussion documents:
 - a. Items were discussed including staffing, spaces required, security of specialty rooms other requirements and the remainder of the data sheet items.
 - b. Staff offices, key room, shops and storage areas were reviewed and photographed
 - c. It was noted that multiple storage areas exist, supporting for various functions, basic schools support, cleaning, emergencies, and MEP infrastructure maintenance functions.
 - d. The archive Room was reviewed, special notes this space should be humidity controlled for preservation of original and sensitive (security wise) paper plan documents, plans and specs. Archive room is 200SF minimum
 - e. Door hardware and Key Room is 120 SF minimum
 - f. A 60'x4' set of shelving is used in the open storage area full access
 - g. Shops include various machinery.
 - h. Shop areas are required to include multiple locking cabinets. For various MEP items and Restroom/Kitchen spare parts storage etc..
 - i. The emergencies bay includes pumps, multiple ladders, hoses, fans, etc, it has 240 SF of items
 - j. The shops have high power requirements
 - k. A forklift is needed to reach higher shelving
 - l. A generator is needed for supporting all shop and Facilities needs for schools in times of crisis.
 - m. A cleaning flids mixing area is needed in the warehouse, with proper ventilation and drainage.
 - n. Washer and Dryer are used for workman support – towels, cloths, etc.
7. List of Employees: (1) Director, (4) Management positions, (1) Facilities Assistant (1) Custodial Office , (15) Tradesmen
 - a. All offices should be private, facilities Assistant can be open cubicle type.
 - b. All tradesman are in office in the morning and then go to their respective assignments, unless they are in shop fixing or building something required at a
 - c. school. They return end of day and store tools, sort materials and removed items from schools, a secure dumpster is needed on site etc.
 - d. Lockers for tradesmen and a changing area is appropriate
 - e. Touchdown space for all tradesmen in adequate.
 - f. Public Access is required. With a small waiting area 6 max.
 - g. Conference room is needed 12'x16'.
 - h. The facilities department has a large format plotter, copier and individual printers.

RE: Minutes of Meeting

8. Storage needed are both physical and digital.
9. A small coffee counter with sink/lunchroom for all staff should be included.
10. A diagrammatic space plan was discussed.
11. The agencies' required list was infilled.

It is assumed that these Minutes are a true summary of the meetings. Any corrections or omissions should be brought to the attention of the writer. If not, they will be considered substantially correct.

Submitted by,



Joseph Fuller AIA

JB/cm

Cc:

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Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

Legend

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)
Zone A, V, A99

**With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway**

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

**Future Conditions 1% Annual
Chance Flood Hazard Zone X**

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

Area of Minimal Flood Hazard

Effective LOMRs

Area of Undetermined Flood Hazard Zone

GENERAL
STRUCTURES

**Cross Sections with 1% Annual Chance
Water Surface Elevation**

8 — — — Coastal Transect
 ~~~~~ Base Flood Elevation Line (BFE)  
 ||| Limit of Study

--- --- Coastal Transect Baseline  
- - - Profile Baseline  
OTHER  
FEATURES  
Hydrographic Feature


  
 Digital Data Available
   
 No Digital Data Available
   
 Unmapped

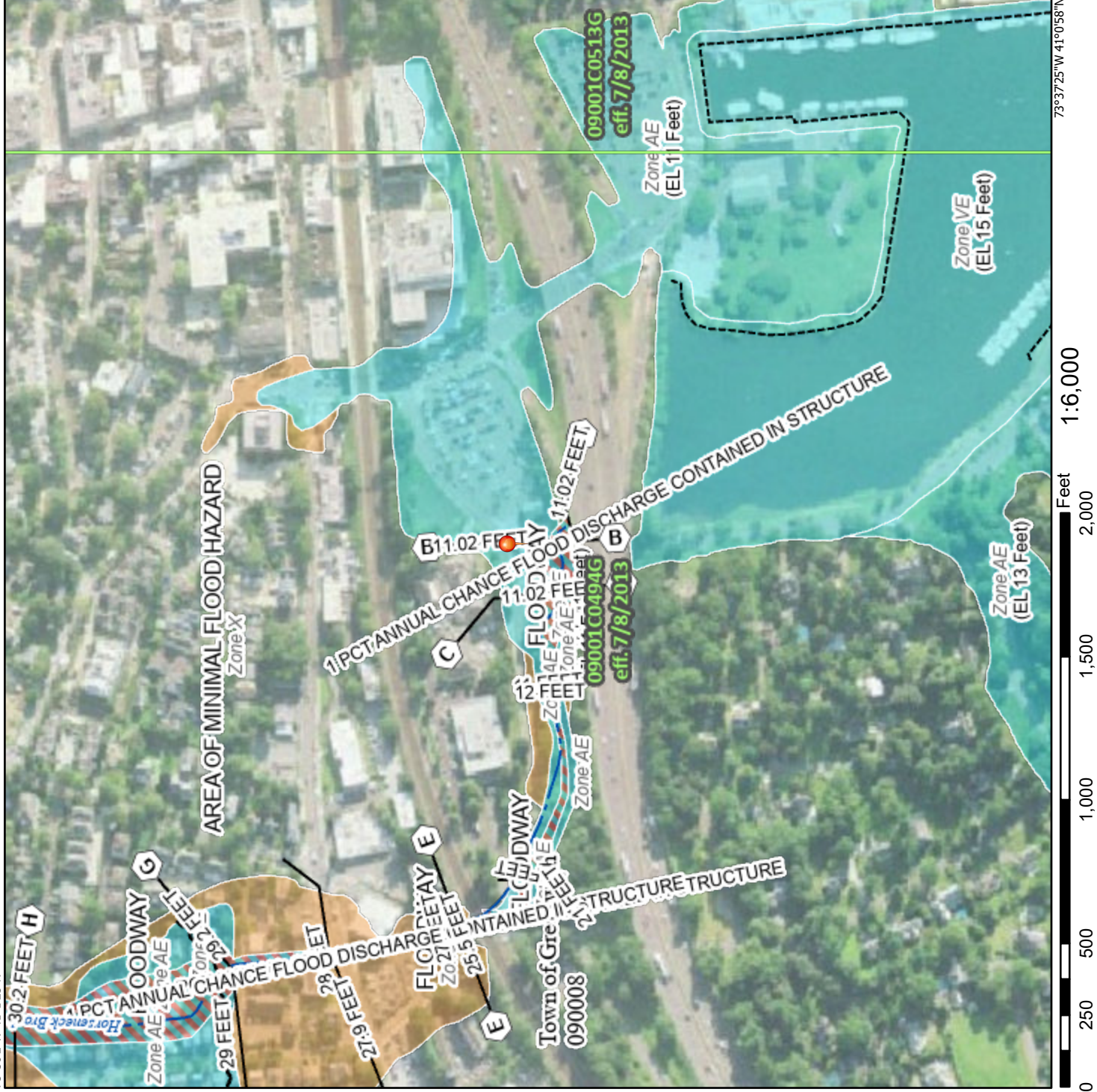


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

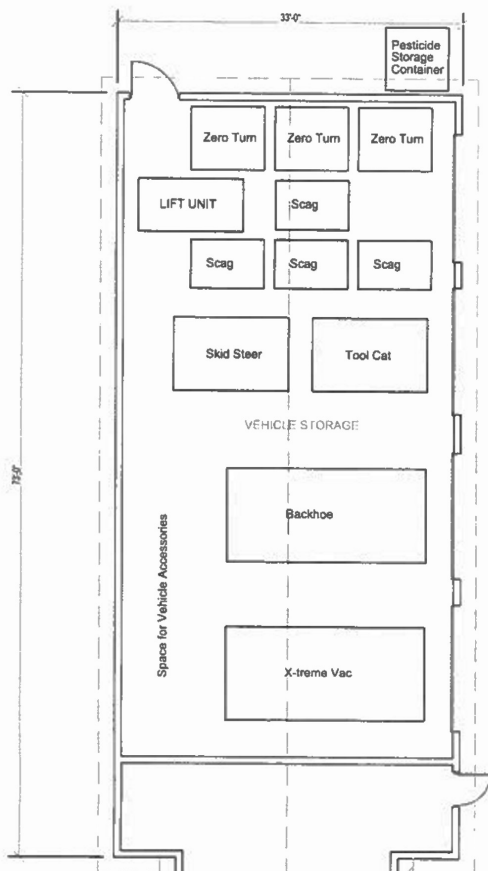
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was authored on **6/30/2026 at 6:42 PM**, and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmappped and unmodernized areas cannot be used for regulatory purposes.



Basemap Imagery Source: USGS National Map 2023





◀ Elevation 2

Vehicles in Yard  
 2 Low Boys (Diesel)  
 5 Trailers  
 1 Backhoe  
 1 Dumpster Truck

