

# Memo

To: Board of Education  
From: Stephen Falcone  
Date: 9/20/2011  
Re: Central Office Move

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At the last Board of Education meeting, Norm Guimond (Chair of the Building Committee) and Rusty Malik (Architect) presented architectural drawings and an overview of plans to move the Board of Education offices to 35 Leroy Avenue. As part of the Board of Education specifications, there is an expressed need for space to serve the district's maintenance department, currently housed at the Board offices at 2 Renshaw Road. However, the needs of maintenance are not covered in the scope of the Building Committee for the 35 Leroy/Senior Center project.

During our meeting on September 13<sup>th</sup>, First Selectman Campbell shared that there was a plan for the Board of Education's maintenance department to be housed primarily at the Town Garage on Ledge Road. The Board outlined its specifications and is committed to ensuring that those specifications are met.

In working with the Selectmen's Office, the following space assignments were made: There is currently an area that house the High Water Rescue Vehicle that is approximately 31' x 42' or 1,300 square feet with about 1,200 available that is usable space. This could house the Carpentry Shop. A second floor would be constructed which would house the Maintenance lunch room (345), Supervisor's Office (150), Key/Plan Room (300) and some storage (400). There is also a need to occupy a long, narrow bay on the northeastern side of the garage that is approximately 1,200 square feet. The bays to the west (currently occupied by the BOE) would be reconfigured so some machines, trucks, and equipment would be stored in the narrow bay, and the freezer/dry goods/paper storage would be in the existing BOE bays.

There was a need for storage and just over 400 square feet would be on the second floor of the renovated bay on the southwest side of the garage. The additional storage space, needed especially for IT, would be located at 35 Leroy Avenue. There is 571 square foot of storage for IT that reflects the storage needs outlined in the educational specifications.

First Floor -- High Water Vehicle Area (to be Carpentry Shop)	1,200
Second Floor - HWVA (to be offices, lunch room, storage)	1,195
Narrow Bay -- (to be assigned for freezer, dry goods, paper storage)	1,200
35 Leroy -- Storage for IT formerly in Maintenance (to be IT storage)	571
<b>Total</b>	<b>4,166</b>

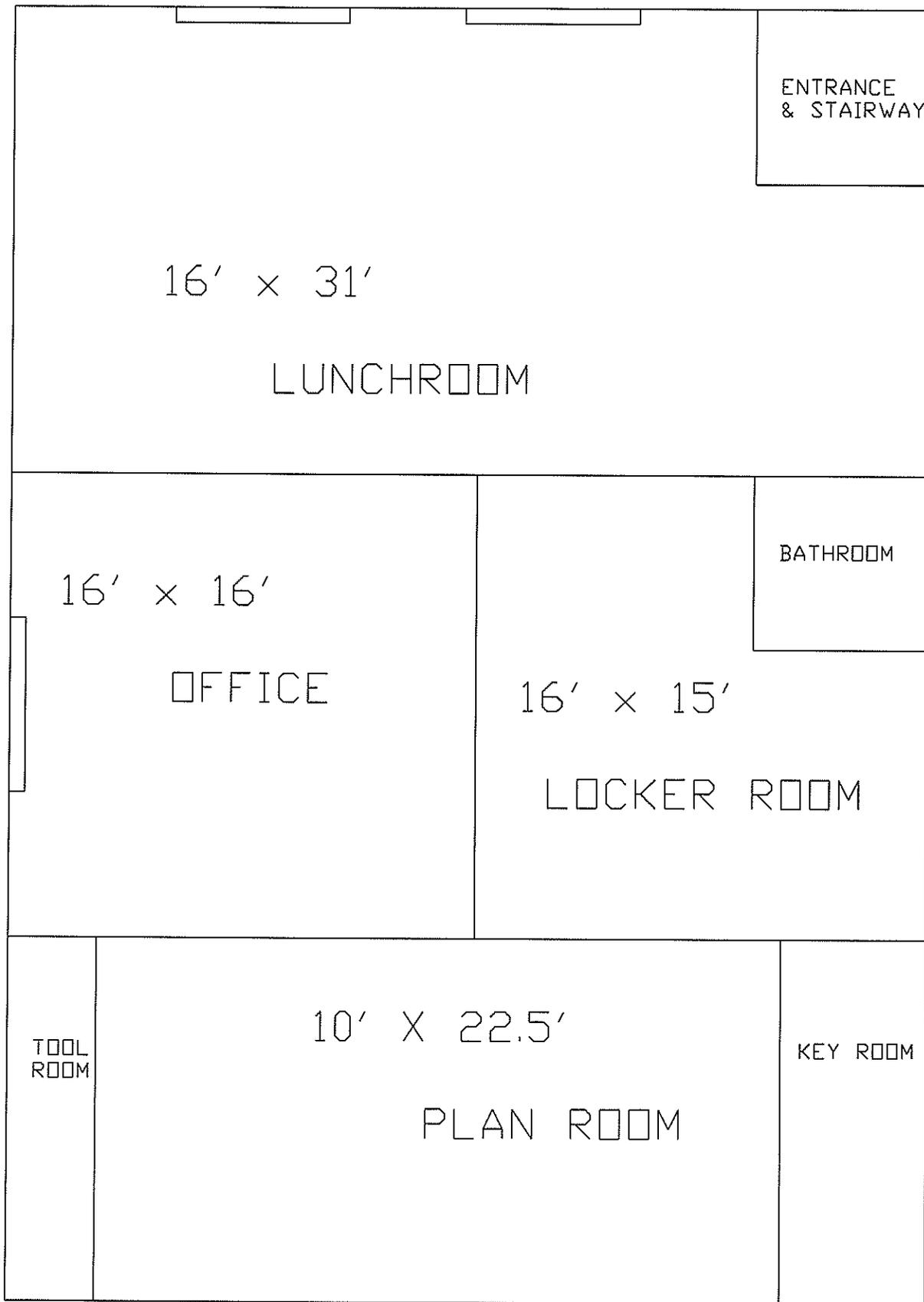
**CURRENT SPACE**

Carpentry Shop	1188
Tool Storage	77
Maintenance Director's Office	256
Cafeteria/Lunch Room	345
Plan Room/Key Room	288
Freezer	384
Store Room with Freezer	768
Dry Storage Room	216
Store Room	576
<b>Total</b>	<b>4098</b>

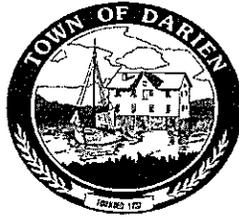
**PROPOSED SUPPORT SPACE**

(1) Maintenance/Carpentry Shop	Carpentry shop with table saws, shelving, and work areas. Work areas and storage for plumbing, electrical and painting trades	1200
(1) Maintenance lunch room	Sink, refrigerator, stove, counter and seating for 10-15	345
(1) Central freezer & Dry Goods/Paper Storage	Minimum of 1200 cubic feet of storage	1200
(1) Storage room - Equipment Storage	1000 square feet minimum	1000
(1) Supervisor's Office		150
(1) Plan Room/Key Room		300
<b>Total</b>		<b>4195</b>





TITLE: BOARD OF EDUCATION 2nd FLOOR  
AT TOWN GARAGE  
TOWN OF DARIEN BOARD OF SELECTMAN



## MEMORANDUM

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FROM: David M. Campbell  
SUBJECT: Public Works Garage Remodeling Costs  
DATE: 10/14/11

The costs to renovate the Town's Public Works garage are:

Freezer: \$30,000

Construction: \$100,000