

**Building Committee Special Meeting
Putnam Elementary School Roof Replacement**

Meeting No. 1

MINUTES

Date/Time: November 9, 2023; 6:00 PM
Place: Putnam High School/Putnam Board of Education
Joseph V. Pempek Memorial Conference Room
Attendance: Steve Gagnon, Maura Higginson, Gloria Marion, and James Purdon
Absent: Suzanne Lazarou
Others: Steve Rioux, Superintendent and Sheila Partlow, Recording Secretary

1. Election of Committee Chairperson

Gloria Marion made a motion to nominate James Purdon as Chair of the committee. The motion was seconded by Steve Gagnon and passed unanimously.

2. Grant Submission Requirements

A list of the grant submission requirements were included in the packet. The Superintendent reported on the status of requirements listed.

3. Architect Service – RFP

A draft copy of the RFP for architectural services was included in the packet. The Superintendent will contact the Mayor to establish the funding source for the project. The committee recommended including gutters in the RFP. The RFP will be updated and presented at the next meeting for approval.

The committee recommended issuing an RFP for a Clerk of the Works for the project.

4. Review Current Project Quotes

The committee reviewed the quotes that were included in the packet. The committee recommended specifying section D in the plans.

5. Next Meeting

The next meeting will be held on December 7, 2023 at 6:00 PM in the Joseph V. Pempek Memorial Conference Room.

Steve Gagnon made a motion to adjourn. The motion was seconded by Gloria Marion and passed unanimously. The meeting adjourned at 6:41 PM.