

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

Meeting No. 2

MINUTES

Date/Time: December 7, 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. Review of Minutes

Maura Higginson made a motion to accept the minutes as presented. The motion was seconded by Gloria Marion and passed unanimously.

2. Architect Service – RFP

Gloria Marion made a motion to accept the Architect Service RFP as presented. The motion was seconded by Steve Gagnon and passed unanimously.

4. Other

5. Next Meeting

The next meeting will be held on January 18, 2024 at 6:00 PM in the Joseph V. Pempek Memorial Conference Room.

The meeting adjourned at 6:17 PM.