



# PUTNAM PUBLIC SCHOOLS

Administrative Offices

152 Woodstock Avenue

Putnam, CT 06260-1890

Phone: 860-963-6900 \* Fax: 860-963-6904

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## Putnam Board of Education Facilities Committee Special Meeting Minutes

<p><b>DATE:</b> <i>Wednesday, January 3, 2024</i></p> <p><b>TIME:</b> <i>6:00 PM</i></p> <p><b>PLACE:</b> <i>Superintendent's Office</i></p>
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### 1. Call to Order

Meeting called to order at 6:00 p.m.

Present: Chad Neal, Mike Morrill, Jamie Purdon

Guest: Steve Rioux, Marc Coderre

### 2. Gordian Presentation: Facility Study

Mr. Paul Brown presented a PowerPoint remotely. The presentation reviewed the facility audit findings and the structure of the report. The committee will review the report, which contains many files. Mr. Brown will be available in the future for any questions.

### 3. Discussion regarding maintenance services in district

The committee reviewed the job descriptions of the ABM facility director and assistant director.

### 4. Review updates regarding current facility projects

The committee discussed the current issues with the high school bell and intercom system.

### 5. Adjourn

Meeting adjourned at 7:30 p.m.