

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

Meeting No. 3

MINUTES

Date/Time: January 18, 2024; 6:00 PM

Place: Putnam High School/Putnam Board of Education
Joseph V. Pempek Memorial Conference Room

Attendance: Maura Higginson, Gloria Marion, and James Purdon

Absent: Steve Gagnon and Suzanne Lazarou

Others: Steve Rioux, Superintendent and Sheila Partlow, Recording Secretary

The meeting started at 6:25 PM.

1. Review of Minutes

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

2. Review Submitted Request for Proposals (RFP) - Architect Service

There were seven (7) bid proposals ranging from \$40,500 to \$198,000 submitted for the architect service. The proposals were reviewed and discussed.

Gloria Marion made a motion to accept the proposal from Hibbard & Rosa Architects, L.L.C. The motion was seconded by Maura Higginson.

Gloria Marion amended the motion to accept the proposal from Rosa Architects, L.L.C. pending acceptable references. The motion was seconded by Maura Higginson and passed unanimously.

The remaining agenda items were tabled until the next meeting.

3. Appropriate Action of Architect's Contract

4. Discussion and Appropriate Action for Clerk of the Works

5. Other

6. Next Meeting

The meeting adjourned at 6:35 PM.