

Buildings & Grounds Committee Meeting Minutes

Monday, September 15, 2025, 6:30 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

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1. **Call to Order** – Carol Phelps called the meeting to order at 4:00 PM.
2. **Roll Call** – Members present were Carol Phelps, Tom Pullyblank, and Steve Sinniger. Staff present were Liz Callahan.
3. **Schoharie Extension Center (Cobleskill):**
 - a. **Parking Lot:**
 - Liz reported that the milling, paving and striping (painting) completed by Cobleskill Stone Products, looks great!
 - b. Items that are currently being addressed next include:
 - Engaging with a new contract “handyman”
 - Evaluating current snow removal services, including seeking bids for snow removal from sidewalks and entryways. The Committee agreed that contracting snow removal from the sidewalks and entryways is imperative for the safety of our staff, tenants and the public. Carol quoted a trusted lawyer: “The owner always loses in slips and falls.”
4. **Otsego Education Center (Cooperstown):**
 - a. **Exterior Rehabilitation Measures at the Otsego Education Center**
 - Liz reported that, to get work done while the weather is still mild, CCESO needed to commit to a contract before the Buildings & Ground Committee and Board were meeting, so the Executive Committee met to consider a proposal for Otsego Education Center for work to begin September 15 so work could be completed before weather becomes prohibitive.
 - The work will include: targeted wood siding/trim repair, when possible, replacement if necessary; spot scraping; and power washing, priming and painting the exterior of the structure. The proposal for labor and materials is \$16,000. There is approximately \$20,000 designated to the rehabilitation of 123 Lake Street in CCESO’s 2025 budget.
 - After the Executive Committee discussed nuances of the planned work and estimates, the Committee voted unanimously to approve the work.
 - b. **Demonstration Garden Gazebo & Pergolas**
 - Liz reported that the installation of the gazebo and pergolas was completed in August. Carol Phelps thanked Marcie Foster and Carol Kennedy for the work they have done in the demonstration garden this summer.
 - CCESO is seeking quotes for the re-installation of the sections of the fence that needed to be removed for the installation of the structures, and the addition of a gate in the fence and structural supports for/screening of proximate water and utility infrastructure in the garden.
 - c. Items that will be addressed next include estimates for tree work; evaluating current snow removal services and bidding; water testing and follow-up related to 2024 Village of Cooperstown testing.