

Buildings & Grounds Committee Meeting Minutes

Monday, March 16, 2026, 9:30 AM

Virtual Meeting

ACTION ITEMS:

1. **Call to Order** – Liz Callahan called the meeting to order at 9:30 AM.
2. **Roll Call** – Liz called attendance. Present were Shelby MacLeish, Andrew Marietta, Carol Phelps and Tom Pullyblank. Staff present were Liz Callahan
3. **Cobleskill Extension Center** –
 - a. Recent Work
 - Exterior lighting system timers were re-set. Nicole worked with the vendor to learn how to reset the timers in the future.
 - b. To Do
 - The building’s electrical service capacity will be evaluated, and the possibility of upgrades to the electrical service has been addressed in the draft 2026 budget.
 - The Association has received quotes for ADA compliant interior signage (approximately \$3,000). This is also addressed in the draft 2026 budget.
 - The Association needs to explore best way to prevent ice build-up issues at main entrance of the Extension Center.
 - In the past the building had heat tape. Using it, and gutters, will be explored. Andrew also suggested Heat Track mats. Carol and Tom agreed that these mats could help resolve the problem.
 - Andrew asked if there is an exterior outlet for heat tape or Heat Track mats, if there is no capacity for the installation of one of these approaches it should be addressed when the electricity is evaluated/upgraded.
 - The committee also wondered if expanding the scope of the snow removal contract is another measure to address the problem.
 - The Association’s “wish list” includes carpet replacement in CCE’s office suite (estimates of \$9,000 to \$10,000). Shelby asked if the carpet was just dated or if it’s dangerous. Liz explained that the carpet is not dangerous, however it is dated and was cleaned in Dec 2024.
4. **Cooperstown Education Center** –
 - a. Recent Work
 - An Access Point booster was installed to improve internet throughout the Education Center (lathe & plaster building).
 - “Front” office has been repainted, converted to Executive Director’s office and small conference space.

- Extensive “housekeeping” in the past few months (file, equipment and furniture purge has been cathartic)
- Ice dam on Northeast side of building; walls, ceiling, carpet damage; dehumidification.
 - Association filed an insurance claim and is in negotiation with adjuster and contractor
 - Carol asked if there is mold in MGV office? Liz said no, isolated to former ED office.
 - Andrew asked if that section is a good candidate for heat tape? Liz said yes.
- March thaw caused modest water accumulation in basement:
 - Need to evaluate sump pump, may need to be replaced
 - Clogged? Tripped Breaker? May have overheated/shot?
 - Liz will reach out to Hascup or Jim Duncan
- Monitoring cracks in walls (specifically conference room) to determine if seasonal shifts or bigger issues?
- Village of Cooperstown recommended water line replacement, Liz will seek estimate and determine process to prepare for replacement
 - Tom noted that the waterline is in a tricky spot at edge of driveway and porch
 - Andrew noted that it may require a deposit to Village
 - Carol wondered if there is a cheaper route for the line to get in (ask Village)
 - Andrew said that the Village is interested in the street line hook-up
 - Liz will talk to Bruce Hall (they can do the plumbing, bring in a third party for excavation) and to Scott Ubner (he will do the excavating and bring in plumbing contractor).
 - Determine if the sewer line is in same area? If it is determine if it makes sense to do both at the same time
- Stabilize attic access ladder (used monthly for pest inspections)
- Tree work needed on the North side of the building (Liz will follow-up w/contractors)
- Fund raising for capital improvements is ongoing, Liz recapped grant writing.

5. **Member Comments –**

- a. Tom noted that it’s not bad for a rough winter.
- b. Carol added that it could be worse.