

Buildings & Grounds Committee Meeting Minutes

Tuesday, April 21, 2026, 2:00 PM

Zoom Virtual Meeting

ACTION ITEMS:

1. **Call to Order** – Liz Callahan called the meeting to order at 2:00 PM.
2. **Present** – Members present were Andrew Marietta, Carol Phelps, and Tom Pullyblank. Staff present was Liz Callahan.
3. **Cobleskill Extension Center** – Committee prioritized the use of the \$35,000 budgeted:
 - a. Estimated \$15,000 for necessary electrical service evaluation/potential upgrades. The work will include making sure the service supports the heat mats/heat tape and responds to late 2025 feedback/issues, including:
 - Older wiring that may need to be replaced, not directly connected to the service box, breaker box not laid-out correctly
 - Need to determine if this is overall re-wiring or targeted, and how to address it, and the benefits of upgrading the breaker box
 - Investigate overload when space heaters are on (per Mike Gray, Mike’s Electric)
 - b. Estimated \$1,500 to address ice issues at main entrance (heat mats, electric service)
 - Andrew reported that Heat Trak website offered savings on bundles, this requires standard electrical service. Problem area would probably need at least 4 “walkway mats.”
 - c. Estimated \$2,500 for rodent mitigation, specifically addressing the woodchucks tunneling under the building, including exterminator removal, and filling with cement or rocks (not dirt).
 - d. Estimated \$2,500 to address faux-brick/ground level façade (siding) deterioration
 - e. Estimated \$3,250 for interior signage that complies with ADA (Rob North’s bid)
 - f. Depending on remaining funding, the office suite carpet replacement will cost approximately \$10,000. Tom asked if the current carpet is dangerous (ripping, tripping?). Liz confirmed that it is not. Carol suggested that we determine if the carpets can be replaced piecemeal if we can’t afford the entire project.
4. **Cooperstown Education Center** – Committee discussed the use of the \$15,000 budgeted, agreed that it is harder to evaluate and prioritize this work.
 - a. Liz will work on getting estimates for the water line replacement
 - b. Liz will follow up with the contractors regarding prioritizing the tree work needed on the North side of the building
 - c. Liz will find a contractor to stabilize attic access ladder (for monthly pest inspections)
 - d. The integrity of the floor in the first-floor women’s room will be evaluated

- e. Foundation/Basement: Exploring if cracks in walls (conference room) are seasonal shifts or bigger/cascading issues? A priority will be to determine if the water in the basement and cracks in the conference room are connected and addressed accordingly.
 - Basement work includes evaluating sump pumps and electrical issues.
 - Seek estimates for rodent mitigation (Putnam Pest or Jim Duncan)
- f. Funds from insurance claim will address damage from ice dam on Northeast wing

Adjournment: Meeting adjourned at 2:55 PM.