

Buildings & Grounds Committee Meeting Minutes

Thursday, July 16, 2026, 3:00 PM

Cobleskill Extension Center, Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

1. **Call to Order** – Liz Callahan called the meeting to order at 3:02 PM.
2. **Roll Call** – Liz Callahan called attendance. Members present were Shelby MacLeish, Andrew Marietta, Carol Phelps and Tom Pullyblank. Jerry Hughes was absent. Staff present were Liz Callahan and Nicole Thompson.
3. **Safety Manual:**
 - a. The committee reviewed the draft Safety Manual. Nicole explained that the document, which is based on a CCE template, was revised to reflect the complexities of a dual county association with three office locations (Cobleskill, Cooperstown, Oneonta). After approval by committee, the Safety Manual will be reviewed by PW Wood. After the PW Wood review it will be shared with the Board.
 - b. Carol noted that one statement is in error. CCESO will ask PW Wood for clarification of the statement under heading 12 on page 7 (only CCE EEs can operate) – what about authorized volunteers.
 - c. Carol made the motion to forward the document to PW Wood for review, Tom seconded. Approved unanimously.
4. **Facilities Use-related documents:**
 - a. The committee reviewed the current “Use of CCE Facilities Agreement” which is based on the requirement of CCE FORM Code 1501, and CCESO’s current “Extension Center Use” document, which are being reviewed for updates.
 - b. We are exploring better ways to manage building key access by 4-H groups and community organizations.
5. **Cobleskill Extension Center:** The rodent mitigation has been completed, and a prioritized list of work is in process, including electrical service evaluation/potential, interior signage (ADA compliant) – estimated. We are seeking contractors to install heat mats at the main entrance, repair the faux-brick/ground level façade (siding) deterioration, and funding permitting, carpet replacement. CCESO shredded and disposed of 750 pounds of documents.
6. **Cooperstown Education Center:** Liz is working with the contractor to prioritize the work to be done with insurance claim, seeking estimates for water line replacement.

Adjournment: Meeting adjourned at 3:50 PM.