

Buildings & Grounds Committee Meeting Minutes

Thursday, September 17, 2026, 4:30 PM

Cooperstown Education Center & Virtual Meeting

ACTION ITEMS:

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1. **Call to Order** – Liz Callahan called the meeting to order at 4:35 PM.
2. **Present** – Tom Pullybland, Carol Phelps and Jerry Hughes; staff Liz Callahan and Nicole Thompson.
3. **Facilities Use-related**

Nicole Thompson presented the information she has gathered and based on her research recommended the best option for a lock box to manage key access for the groups who use the Cobleskill Extension Center in the evenings and on weekends (including 4-H clubs, community organizations and the cleaning crew). Staff will finalize the plan for implementation.
4. **Cobleskill Extension Center**
 - a. Liz reviewed the prioritized list of work that is in the process of planning, estimates/bidding, and execution at the Cobleskill Extension Center including: electrical repairs and an evaluation of the electrical service; and the repair of the deteriorating faux-brick siding and ground level material on the building's façade. New ADA compliant interior signage has been ordered. After the electrical service evaluation CCE will undertake the installation of heat mats at the main entrance. Much of this work has been undertaken by a handy man and helper who were also generous with their time and skills during the installation and breakdown of the 4-H exhibit area in Progressland at the Schoharie County Fair.
 - b. Funding permitting, after these items have been completed the staff will re-visit the feasibility of carpet replacement in the office suite.
5. **Cooperstown Education Center**
 - a. Liz reported that there has been a delay in the insurance claimed-funded roof work at the Cooperstown Education Center because the contractor could not secure commercial liability insurance (they are a residential contractor). The roof work will be re-bid.
 - b. Liz met with staff from the Village of Cooperstown Water Department and it was determined that CCE does not need to replace the water line between the street and the building.
 - c. Several large branches have fallen from trees near the parking lot into the parking lot. Bids for proactive tree work on the hill next to the parking lot will be sought, and new parking patterns will be established to prevent damage.
6. **Draft Safety Manual**
 - a. The draft will be sent to PW Wood for review. PW Wood will be asked to clarify the statement under heading 12 on page 7 (noting "only CCE EEs can operate"), they will be asked to address this in the context of authorized volunteers. After the PW Wood review the Draft Safety Manual will be returned to the Committee for recommendation to the Board.