

Chittenden County Public Safety Authority Board of Directors

10/22/18 - 8:00AM

Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

Minutes

In Attendance: Board Members: Steve Locke, Darren Adams, Kevin Dorn, Aaron Frank, Jessie Baker, Richard McGuire; Acting Asst. Secretary, Emma Vaughn; Caroline Earle, Fraternal Order of Police (Winooski)

1. **Call to Order/Introductions** | A. Frank called the meeting to order at 8:03am.
2. **Agenda Approval** | D. Adams made a motion to approve the agenda and J. Baker seconded. All in favor. Motion passed.
3. **Public Comment** | No members of the public present at the time of this agenda item.
4. **Approval of Minutes from 9/17/18** | S. Locke made a motion to approve the minutes from September 17, 2018 and D. Adams seconded. All in favor. Motion passed.
5. **Logo Drafts: Emma Vaughn** | E. Vaughn reviewed the two logo options that were sent previously. The next step will be to create branded templates for use. K. Dorn made a motion to adopt 1B as the official CCPSA logo and D. Adams seconded. All in favor. Motion passed.
6. **Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance** | R. McGuire noted the report is identical to what we had last meeting apart from one additional bill for legal services for less than \$1,000. He noted we are waiting for the next step which is a budget. D. Adams made a motion to accept the report and K. Dorn seconded. All in favor. Motion passed.
7. **FY19 Budget: Approval and Voluntary Contributions from Member Communities** | R. McGuire noted that the biggest expense is the consultant; all others are minimal. There are estimates for insurance, liability, legal expenses, etc. A. Frank noted that there will not be a notice to proceed issued with the consultant until after FY19 contributions are received. If the budget passes, R. McGuire will send out invoices to member municipalities. The budget as proposed includes prior reserves we've already collected. The revenue that's proposed to come from member municipalities is based on population. J. Baker requested the group table official approval of the budget until after the conversation about the contract, and the group agreed.
8. **Board Communications and Other Matters** | None.
9. **Next Meetings:**
 - Monday November 26th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
 - Monday December 17th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room

10. Public Comment | Caroline Earle, FOP, requested information about the revenue proposed to come from member municipalities based on population, and asked if service calls or grand lists were taken into consideration. A. Frank noted that it's proposed to be based on population. C. Earle asked what's currently available for public consumption regarding the consultant contract and asked where the board was in the process. A. Frank noted that the board would likely decide following executive session where they were in the process, and if a contract was approved it would be made public after it is executed by both parties. C. Earle noted she would return following executive session.

11. Executive Session: Contract | Noting that premature public knowledge of the contract would substantially disadvantage the Authority because it risks disclosing its negotiation strategy if it discusses the proposed contract terms in public, **J. Baker made a motion to enter into executive session at 8:14am and D. Adams seconded. All in favor. Motion passed. K. Dorn made a motion to discuss a contract between a consulting company and the CCPSA as authorized under the Vermont Statutes and D. Adams seconded. All in favor. Motion passed.** J. Baker made a motion to leave Executive Session at 8:30am and S. Locke seconded. All in favor. Motion passed.

12. Action Item: Authorization to enter into consulting contract | A. Frank proposed to enter into a contract, which has been reviewed and approved by the CCPSA attorney, with IXP Corporation, understanding that the document will be made public once an agreement has been made by both parties. D. Adams made a motion to approve, and K. Dorn seconded. All in favor. Motion passed. Discussion: J. Baker requested an overview is provided for C. Earle, in attendance, and A. Frank gave an overview of the contract process thus far. There was a short discussion about the location of the firm (Princeton, NJ) and the timeline of the contract. A. Frank noted that the document will be publicly disclosed at the November meeting..

13. FY19 Budget: Approval and Voluntary Contributions from Member Communities | The group returned to the budget conversation as noted in Item 7. A short discussion ensued about the timeline of the contract, which A. Frank noted would be completed in FY19. C. Earle asked who will administer the services/who is the governing body? A. Frank noted that it will be CCPSA. A short discussion ensued regarding how to communicate with the public about regional dispatch costs in municipal budgets, for FY 20 A. Frank and S. Locke noted they have been working on an estimate for FY20 new costs and will have something by the next meeting. C. Earle asked if the group anticipates the consultant will evaluate whether anything else will be considered in deciding on what basis what municipalities would contribute. A. Frank noted the basis for operational funding is calls for service. A short discussion ensued regarding requirements of the consultant as related to staffing. S. Locke noted that the consultant's tasks including those related to staffing were specifically addressed in the RFP. D. Adams noted we should sit down with Sen. Leahy's office to see if there is funding available to pay for consulting work. D. Adams will work on coordinating that. J. Baker noted that during FY 20 budget conversations municipalities should remember that an absolute final budget number won't be available until the consultant provides recommendations. K. Dorn made a motion to approve the budget as presented by R. McGuire, and D. Adams seconded. All in favor. Motion passed.

14. Adjournment | S. Locke made a motion to adjourn, seconded by K. Dorn. All in favor. Motion passed. The meeting adjourned at 8:51am.

Respectfully submitted,
Emma Vaughn