



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors
12/17/18 8:00-9:30am
Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

Minutes

Attendees: Board Members: Kevin Dorn, South Burlington; Rick McGuire, Williston; Darren Adams, Milton; Steve Locke, Burlington; Aaron Frank (Chair), Colchester; and, Jessie Baker, Winooski. Others: Charlie Baker (Asst Secretary), CCRPC; Emma Vaughn, CCRPC; Erik Wells, Williston; Caroline Earle, Fraternal Order of Police – Winooski, Judy Dunn – City of Burlington Dispatch Supervisor.

- 1. Call to Order/Introductions** | A. Frank called the meeting to order at 8:03am.
- 2. Agenda Approval** | S. Locke made a motion to approve the agenda and J. Baker seconded. All in favor. Motion passed.
- 3. Public Comment** | None.
- 4. Approval of Minutes from 10/22/18** | J. Baker made a motion to approve the minutes from 10/22/18 and D. Adams seconded. All in favor. Motion passed.
- 5. Logo Finals: Emma Vaughn** | E. Vaughn provided a brief overview of potential templates, including for agendas/minutes and future business cards. S. Locke requested a memo template. It was the consensus of the group to move forward with the templates provided; E. Vaughn will provide them to the group in the appropriate formats including memos and lettersl.
- 6. Milton Update** | D. Adams noted that Milton might not renew its dispatch services with Colchester; instead, they are considering a one-year contract with St. Albans Central for a July 1 start date. This move is related to cost savings. D. Adams noted that Milton will evaluate participation in CCPSA going forward. A. Frank noted that Colchester feels strongly that their dispatch works better with a partner. Discussion ensued about the ability for Milton to participate after the one-year contract.
- 7. Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance** | R. McGuire noted there is a little over \$60k in revenue to this date, with a little over \$2k in expenses. A clarification was made on the budget: For prior year reserves, the budget showed \$111,000, but the budget distributed shows \$110,512. The correct amount is \$110,512. R. McGuire will adjust accordingly. K. Dorn made a motion to accept the financial report and D. Adams seconded. All in favor. Motion passed.
- 8. FY 19 Budget: Amendment Approval and Voluntary Contributions from Member Communities** | A. Frank read a proposed motion to amend the budget due to reduced member contributions. K. Dorn made a motion to approve and S. Locke seconded for the purpose of discussion. J. Baker asked if lowering the consultant expense is feasible; A. Frank explained the consultant was willing to reduce expenses without the Milton work. R.

McGuire asked if it was necessary to amend the budget. S. Locke indicated that he believes it needs to be adjusted to maintain transparency that we have lost a partner (Milton). A discussion ensued about what is lost from the consultant contract if it is reduced by \$10k to account for losing a partner. A. Frank noted that the consultant contract was budgeted at \$100k, but it's actually only about \$91,500 – so we are only removing about \$2,500 from the consulting contract. The only thing that will change is removing the study of Milton's services; there will be no reduction in services performed for the other members. R. McGuire noted he is not in favor of changing the budget, but is in favor of changing the contract. S. Locke noted that so long as we don't overspend our income, he is fine with that. K. Dorn withdrew the initial motion and S. Locke concurred. Motion withdrawn.

9. **IXP Contract Amendment** | S. Locke made the following motion: Shall the CCPSA Board of Directors approve the chair to negotiate and execute a contract change with IXP to: 1) reduce the consulting contract by \$2,560 in Part B to match the expected revenue for this task; and 2) reduce the study or evaluation of Milton dispatch/PSAP needs to the level of other communities in Chittenden County which are not funding this study. S. Locke made a motion and R. McGuire seconded. All in favor. Motion passed.
10. **FY 20 Estimate of Capital and Management Costs Overview** | S. Locke walked the group through the included [PowerPoint presentation outlining cost estimates](#). These estimates were prepared by S. Locke, A. Frank and representatives from each community at the request of the CCPSA board at a previous meeting. Discussion ensued about cost estimates, capital cost, and offsetting revenue. S. Locke noted a correction to the fifth sub-bullet on page 8: The revenue should read \$180,000 rather than \$184,000. A. Frank noted that these numbers are very close to what DELTAWRX came up with originally and that most were supported by estimates from vendors.
11. **FY 20 Voluntary Contributions – Discussion** | A. Frank walked the group through the included [PowerPoint presentation outlining cost allocations](#). R. McGuire noted that he had been thinking that CCPSA would initially only provide fire dispatch calls for Williston rather than also including police. It was the consensus of the group, upon reviewing the cost allocations, that IXP should begin the study and provide recommendations on how to proceed (whether that ends up being incrementally or in full). It was the consensus of the group to proceed with the existing scope of work for IXP, and that the process does not need to slow down. A. Frank noted that IXP may be present at the next meeting and that he expects to sign the notice to proceed today based upon this discussion.
12. **Board Communications and Other Matters** | None.
13. **Next Meetings:**
 - Monday January 28th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
 - Monday February 25th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
14. **Executive Session: Contract (if needed)** | None.
15. **Adjournment** | K. Dorn made a motion to adjourn and D. Adams seconded. All in favor. Motion passed. The meeting was adjourned at 9:09am.