



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY  
Board of Directors Meeting  
**October 19, 2020, 8:00am**  
Electronic meeting via GoToMeeting

**DRAFT  
MINUTES**

**Attendees: Members:** Kevin Dorn (Chair – South Burlington), Aaron Frank (Vice Chair – Colchester), Jessie Baker (Winooski), Erik Wells (Treasurer – Williston), and Steve Locke (Secretary – Burlington). **Others present:** Charlie Baker (Assistant Secretary – CCRPC), Justin Couture (BPD), Aaron Collette (Williston Fire), Caroline Earle (FOP), Patrick Foley (Williston PD), and Jon Murad (BPD).

1. **Call to Order/Welcome** - Dorn called the meeting to order at 8:03am.
2. **Agenda Approval** – Aaron moved to amend the agenda with the approval of the minutes as item 4, Baker seconded. All in favor. Motion carried.
3. **Public Comment** – None.
4. **Approval of Minutes from 7/10/20** – Locke moved to approve the minutes and Baker seconded. All in favor. Motion carried.
5. **Treasurers Report** - Erik reported \$53 of expenses for VLCT membership. PACIF is pending. A budget needs to be adopted for FY21. There is This will be an item for the next meeting. Just under \$8,000 is the current fund balance.
6. **Update on 19 Gregory Drive office availability** – Dorn reported that the building is a condominium with ownership by South Burlington and Bobby Miller. Bobby Miller’s heirs would like to transfer ownership to South Burlington soon. This will allow this space to remain an option for CCPSA going forward. The Millers had started to do some work towards fit-up, without cost to CCPSA.
7. **Update on preliminary discussions related to grants that may be available to support capital investments** – Dorn reported having discussions with Commissioner Schirling about potential grants. The technology piece might have an opportunity for funding. This is about 1/3 of the cost. Earle asked about hiring a grant consultant. There has been no action on this idea yet.
8. **Board discussion related to funding the approximately \$2.1 million Capital Budget** – Dorn noted that decisions may need to be made soon about including costs in FY22. Frank reviewed the options: cash, bonds, or lease purchase. Cash is the lowest cost. Bonds work well for large purchases (\$5m+) with low interest rates and high transaction costs. Lease purchase can be flexible with a slightly higher interest rate, but lower transaction costs. CCPSA could make cash capital purchase with voluntary contributions from members. Members could voluntarily establish a dispatch capital reserve fund. Members could also enter into a funding agreement by 12/31/2020 if we want to move to operating by FY22. Dorn asked if it may be possible to mix some of these options. Frank responded yes. Dorn expressed a view that bonding is less desirable. Baker noted that bonding may

not make sense now, but might be good into the future. Locke noted that FY22 budget may be even tougher than FY21 he is hoping that there might be an option to receive dispatch services a year or two down the road. He does not see Burlington's full contribution being an option in FY22. Dorn asked about the lease purchase option annual costs. Frank noted that this would spread the costs over up to 10 years. Dorn suggested coming up with cash for the fit-up with lease purchase/grant for the equipment. Frank noted that this is possible, but it might be good to use some cash on the facility; probably for FY22. Dorn suggested reviewing the capital budget to see which items might be paid for with cash versus using lease purchase. Wells noted that he didn't think Williston would be ready for a commitment by the end of December. Baker expressed concerns if something happened to dispatch centers now and is more interested in moving ahead sooner. \$350,000 for facility upgrade in the budget, but with only three communities this number might be lower. Radio system upgrades may decrease also as long as it is expandable – current estimate is about \$720,000. Frank will review current estimated costs to see what they might be with a smaller center if all five communities are not interested in participating. Locke will assist. Dorn asked if we should move forward with a funding agreement. Frank thinks we can do a different funding agreement just for facilities. Dorn asked that work be done on this and we get back together in three weeks. Baker suggested a side agreement with Burlington noting the increment will be done at a later date. Locke suggested that Burlington might be in if its \$100-200,000. Frank asked if Williston might be willing to contribute about 10%. Wells wanted to review the options to see if that is possible. Frank and Locke will review the capital budget and see what start-up costs might be like if just three communities (South Burlington, Colchester, and Winooski) were to start it up. Dorn asked that everyone discuss this with their municipality and be prepared to make decisions at the next meeting. Frank suggested that this will work for the facilities side and that the technology side would follow. Earle asked when this would mean operations would start. Dorn responded that the earliest would be FY22, but would need to be refined after considering input gained at the next meeting.

**9. Set meeting schedule** – November 9 at 8am.

**10. Adjourn** – Baker moved, Locke seconded motion to adjourn. All in favor. Meeting adjourned at 9:03.

Respectfully submitted,

*Charlie Baker*

Assistant Secretary