



**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), Greg Jager (SBPD), Rick Hebert (Winooski PD), Tim Gerry (Williston Fire), Pat Foley (Williston PD, Rick Hebert (Winooski PD) Phoebe Townsend (Winooski), Caroline Earle (FOP), Patrick Foley (Williston PD), and Michaela Foody.

1. **Call to Order/Welcome** - Dorn called the meeting to order at 8:04am.
2. **Agenda Approval** – Baker move to move Item 6 to after Item 3, Wells seconded. All in favor. Motion carried.
3. **Public Comment** – None.
4. **Board discussion regarding beginning fit-up of CCPSA facility at 19 Gregory Drive, South Burlington** – Dorn reported that he will be having a discussion with the other tenant to see what their needs are. It may open up more space. Regarding the fit-up, Dorn offered that South Burlington could lead the fit-up process. Dorn, Frank, Baker, Wells, and Locke reported that they have allocated funding in their proposed budgets for fit-up. These allocations are dependent on budget approval processes this spring. Should have a good idea of the ability to move forward after Town Meeting Day. Baker suggested entering into a lease agreement with South Burlington that would include managing the fit-up. Frank made suggestions about committing capital for telecommunications as well as fit-up, noting that this process could take some time. Wells agreed. Dorn offered to start working on the lease agreement that would include details about how the project will move forward. No funds will be spent until there is assurance of the funds after municipal budget approvals. There was clarification that the fit-up would be the physical space, but not the technology.
5. **Treasurers Report** - Erik reported \$950 of expenses for VLCT PACIF. About \$8,000 is the fund balance as of December 31, 2020.
6. **Update on potential grant funding** – Locke reported that the technology investments might be eligible for grant funding from the Homeland Security Committee. Locke is continuing to explore this for about \$800,000. The grant window is anticipated to open by the end of February.
7. **Other business** – none.
8. **Set meeting schedule** – March 22, 2021 at 8am.
9. **Adjourn** – Baker moved, Locke seconded motion to adjourn. All in favor. Meeting adjourned at 8:21.

Respectfully submitted,
Charlie Baker

Assistant Secretary