



Monday, June 28, 2021  
8:00 AM

## FINAL MINUTES

**Attendees:** Kevin Dorn (Chair – South Burlington), Erik Wells (Treasurer – Williston), Aaron Frank (Vice Chair – Colchester), Steven Locke (Secretary – Burlington), John Audy (Winooski FD). Others present: Jessie Baker (South Burlington), Pat Foley (Williston PD), Aaron Collette (Williston FD), Judy Dunn, Emma Vaughn, Gregg Jager

### 1. Call to Order/Welcome

K. Dorn called the meeting to order at 8:05am.

### 2. Agenda Approval

S. Locke moved the agenda as presented. A. Frank seconded. All in favor. Motion carried.

### 3. Approve March 22, 2021, meeting minutes

A. Frank moved to approve the March 22, 2021 minutes. S. Locke seconded. All in favor. Motion carried.

### 4. Public comment

None.

### 5. Consideration and possible action on a FY 22 CCPSA budget

E. Wells provided an update on the FY22 budget and asked that members verify the numbers are correct for municipalities. A. Frank clarified that the \$350k for capital reserve is for capital only, not staffing or future expenses. S. Locke and K. Dorn agreed. S. Locke noted that the City of Burlington's budget is scheduled for adoption tonight (6/28/21) and that while Burlington's contribution is in there, it is pending City Council approval. A. Frank made a motion to adopt the FY22 budget, S. Locke seconded. Motion carried.

### 6. Discussion on Capital Funding Contributions totaling \$300,000 for FY21

S. Locke asked if Burlington's budget passes, won't we need to have an agreement with S. Burlington in place before an investment is made in the facility? K. Dorn noted that the lease rate is generally figured out at \$10-\$11/square foot, and that a lease can begin to be built around that preliminary knowledge. Details can be added in later, but we should begin to work on the lease now. K. Dorn agreed to talk to the S. Burlington City Attorney about getting started. A. Frank agreed we would like to get moving as well, but a plan to get the rest of the \$1.8M is needed. He proposed this is discussed under agenda item 8. The group agreed to advance to agenda item 8 to continue the discussion.

### 7. Report and discussion on grant opportunities

S. Locke noted that the State Homeland Security grant was declined due to lack of funding. Discussion ensued regarding how communities will need to come up with financing individually or collectively. J. Baker noted she is not an active Board member but recalled from previous discussions that the \$1.8 or \$2.1M would include a 10-year lease of technology to purchase at the end and would be built into the operations cost. A. Frank agreed that was discussed and remains a possibility. It was noted that if communities commit to the lease and capital, it indicates a commitment to engage. Discussion ensued about communities being able to address financing in different ways that work for them – whether a one-time cash contribution or financing spread out over years. E. Wells asked if it makes sense to set a deadline with regards to acquiring additional funding, and A. Frank noted that a year from now we want access to capital, but this goes in tandem with municipal budgets; we need to figure out the approach to this and get commitments from municipalities. K. Dorn noted that it shouldn't have to take another year; A. Frank noted that the timeline of another year might be realistic. Discussion continued. Regarding funding, it was agreed that a call to Congressman Welch's office would be helpful as C. Baker submitted letters of support but no one has heard back. S. Locke noted that if federal funding is received and the amount needed decreases to approximately \$1M vs. \$1.8, it would bring Burlington's contribution down to \$500k which becomes easier. K. Dorn noted that this was a matter to discuss at the July or August meeting. Discussion continued under item 9.

### 8. Future Capital Funding of \$1,800,000, Willingness and Timelines

A. Frank noted that one of CCPSA's major challenges is lack of host government, which typically would provide many services – IT, technology, etc. The current arrangement makes sense for CCPSA, but creates challenges. A. Frank proposed CCPSA is broken into steps: First, amassing capital. There are many opportunities for a number of towns to obtain funds over the next year, such as through ARPA. Once we have capital in hand, operational implementation is easier. A. Frank noted that Burlington's service calls have decreased over the last three years; J. Dunn confirmed. A. Frank noted that this shifts funding for other communities. A. Frank offered to prepare a spreadsheet to address proposed steps. K. Dorn asked if there are other thoughts on where communities will come up with funding – ARPA funds, grants, etc.? The group agreed to go back to agenda item 7 to get an update from members.

**9. Board discussion about potential funding from federal and/or state sources.**

Discussion ensued about the status of potential funding opportunities. It was agreed again that a call to Congressman Welch's office would be helpful. K. Dorn agreed to call for an update. K. Dorn noted that this is a perfect COVID-related investment and that working with the Governor's office in the next couple months might be useful. E. Wells volunteered to reach out to the Governor's office regarding opportunities for additional funding sources.

**10. Board discussion regarding hiring a Project Manager and/or Executive Director**

There was consensus to put this discussion on hold.

**11. Board discussion about gaining City/Town governing board approval of fee structure**

S. Locke noted that he and A. Frank would work together to put together perceived steps and timeline for consideration at the next meeting.

**12. Other business**

None.

**13. Elect new Board Chair**

A. Frank nominated S. Locke for CCPSA Board Chair. E. Wells seconded. Motion carried. S. Locke will appoint a secretary at the next meeting.

**14. Set meeting schedule**

The next meeting was scheduled for July 19, 2021 at 8:00am. The Board thanked K. Dorn and wished him a happy retirement. The Board congratulated S. Locke on becoming Chair.

**15. Adjourn**

The meeting was adjourned at 8:36am.

Respectfully submitted,  
*Emma Vaughn*