



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY  
Board of Directors Meeting

Monday, October 24, 2022, 8:30AM  
South Burlington City Hall  
180 Market Street  
Conference Room 301

Join Zoom Meeting

<https://us06web.zoom.us/j/87608280570?pwd=VWxubzQ0T2Y3eDV3RC9BSzMrRGVfFdz09>

Meeting ID: 876 0828 0570

Passcode: 578409

## AGENDA

1. **Call to Order/Welcome**
2. **Agenda approval**
3. **Public comment**
4. **Approve meeting minutes**
  - **September 27, 2022**
5. **Update on State grant process**
6. **Update on Federal grant award/grant process**
7. **Architect design for 19 Gregory Drive (motion requested)**
8. **Treasurers Report**
  - **FY 22 & FY 23 assessment payments**
9. **Budget Work Group for FY24 operations**
10. **Other business**
11. **Next meeting**
12. **Executive Session**
  - **Real Estate**
  - **Executive Director Search**
  - **Service Contracts**
  - **Personnel**
13. **Adjourn**



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY  
Board of Directors Meeting

To: CCPSA Board of Directors

From: Steven Locke, Chair  
Aaron Frank, Vice Chair

Date: October 12, 2022

RE: Potential motion for next meeting

At our next regular Board meeting on October 24, we will be considering a potential motion to authorize hiring an architect. If you have any questions, please let me know.

**Information:** It is necessary to design and construct the open and unfinished space for regional dispatch before installing and testing equipment, hiring, and training employees, and starting up operations. There are special design consideration for a dispatch center including: lighting, electrical, telecom, internet, noise, training, and space for breaks.

The Chair and Vice Chair have been working to identify an experienced and qualified architect to do this work including the electrical, mechanical, plumbing and telecom. The goal is to develop plans to the point that they can be used to solicit a design build quote to upfit the space. The design build contractor would then create working drawings to provide more specific input to their workforce and subcontractors. This is a modified design build approach and will likely result in completion of the building project more quickly than a design then build approach. It will also likely be less costly as the plans under this approach are not completed to the level of detail that they are in a design, then build approach.

Multiple architects have been contacted; many are busy. This is sole source procurement as we did not develop bid/RFP documents to retain the architect understanding lack of staffing to do so and the need to complete the design and construction as soon as possible. We believe we have found an experienced architect that will allow us to meet our goals.

We have neither state or federal grants for the design or build phase of this project, so it is our own discretion to allow sole source procurements for the design and build part of this process.

**Requested Motion:** The CCPSA Board of Directors moves to Authorize the CCPSA Board Chair to enter into a contract with an architect to develop a design of the approximately 3,300 square feet of space identified for a regional dispatch center at 19 Gregory Drive for up to \$125,000.

**From:** [DPS - HSU](#)  
**To:** [Frank, Aaron](#); [Steve Locke](#)  
**Cc:** [DPS - HSU](#)  
**Subject:** "EXTERNAL"Regional Communications Conditional Approval - Town of Colchester  
**Date:** Tuesday, September 27, 2022 11:11:49 AM

---

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Dear Town of Colchester,

This email serves as notification that your 2022 Regional Communications grant application *was* conditionally and tentatively approved, in part or in full, as indicated below pending further approval by the Vermont Joint Fiscal Office, for the following item(s):

**CONDITIONALLY APPROVED:**

**Funds will be used to purchase:**

|  |  |
|--|--|
| Dispatch workstations                    | 9 Mercury standard dispatch workstations with 42" screens, adjustable height, built in ports for data, power and voice, dimmable LED lighting, technology cabinet, and personal storage drawer   |
| Personal storage lockers                 | 20, two -zone personal storage lockers for dispatcher possessions. This will allow enough storage for 40 personnel.  |
| Office furniture                         | Office furniture for both the executive director and the on duty supervisor. This includes two desks, two chairs, two round conference tables with three chairs each and two lateral file storage cabinets as well as a multi-function printer/copier/scanner and furnishing for the break room. |
| Dispatcher chairs                        | Nine chairs for dispatchers including shipping   |
| Dispatch wall display screens            | 2 video display walls, each consisting of five 50" monitors. These will be used to monitor activities on video cameras in each community/public safety facilities. Price includes, monitors, computers and installation  |
| Base Stations for Fire & Police Agencies | Base stations needed in the new center to allow dispatching of the fire and police agencies  |
| Antenna Systems                          | Antennas needed in the new dispatch center   |
| Logging recorder                         | Logging/recording system used in the new center to retain log of all phone and radio communications  |
| Computers, monitors and backup storage   | Workstation computers and monitors for all nine console positions as well as two administrative positions as well as CAD backup storage device   |
| Wall Clocks                              | 2 timer/wall clocks to be mounted on the walls in the  |

|                                     |  |
|-------------------------------------|--|
|                                     | center to allow easy line of site for the dispatchers  |
| Installation services               | Installation services including freight for the base stations, antennas, logging recorder, computers and wall clocks |
| Phone system and cable installation | Business phone system to support the communications center. Includes all needed components including all wiring.     |
| Servers and storage                 | Data servers with redundancy and offsite storage of data for disaster recovery. Includes firewalls and networking    |

**The conditionally approved total of the award is: \$757,729.02**

**DO NOT ORDER OR PURCHASE** the item(s) listed above at this time. This is email serves only as a conditional approval and a sub-grant agreement is not in place to cover the expenditure; thus, the Department of Public Safety will not be able to reimburse for the purchase prior to grant execution.

**Next Steps and General Information:**

The DPS Commissioner will provide a report to the Joint Fiscal Office (JFO) in November 2022. Within the report, all submitted communications projects will be outlined, along with funding recommendations.

All projects are subject to review and final approval by the JFO. If funding is approved for release to applicants, you will be sent an email with your grant agreement attached and ready for signature. This agreement will outline your responsibilities and will require your signature and that of the Commissioner or designee from the Department of Public Safety PRIOR to any item being ordered or purchased.

**Please keep in mind that no funding can be released until applicants have satisfactorily met the requirements set forth within the grant application and/or Request for Proposal. This includes the funding eligibility requirement that applicants must clearly demonstrate and define their governance or contracting structure. Examples of adequate proof include a government charter, contract, Memorandum of Understanding or Agreement, etc.**

Please contact the Homeland Security Unit ([DPS.HSU@vermont.gov](mailto:DPS.HSU@vermont.gov)) if you have questions regarding your award or if you are no longer interested in receiving funds for the item.

Thank you,  
The Homeland Security Unit