



Monday, October 24, 2022
8:30 AM

DRAFT MINUTES

Board Members: Steven Locke (Chair – South Burlington), Aaron Frank (Vice Chair – Colchester), Erik Wells (Williston), Derek Libby (Burlington), and Elaine Wang, (Winooski).

Attendees: Others present: Charlie Baker (CCRPC – Acting Secretary), Shawn Burke (South Burlington Police), John Audy (Winooski), Brian LaBarge (Burlington Police), Patrick Foley (Williston Police), Aaron Collette (Williston Fire).

1. Call to Order/Welcome

Locke called the meeting to order at 8:30am.

2. Agenda Approval

Frank moved the agenda as presented. Wells Seconded. All in favor. Motion carried.

3. Public comment

none.

4. Approve September 26, 2022, meeting minutes

Wang moved acceptance of the minutes as presented; Libby seconded. All in favor. Motion carried.

5. Update on State grant process

Received preliminary notification of a grant of more than \$757,000 for equipment. This will be going to Joint Fiscal in early November. This will be one of five projects recommended for funding. The Department plans to go out with new grant rounds every four months. Frank noted that we also received a final state grant award of over \$250,000 for three consoles.

6. Update on Federal grant award/grant process

Frank reported that the person he was hoping to have work on this grant has left for another position. Locke asked if people would be good continuing with the same contracting arrangement as was previously approved. All still in agreement.

7. Architect design for 19 Gregory Drive (motion requested)

Locke discussed that we had previously discussed using a local architect. Unfortunately, the firm we were talking does not have the capacity. We have found another firm and have met with them. We are working on a contract with the firm, but timing will be a challenge. We need a design for the fit-up to proceed. More detail is in the packet seeking for authorization for a design-build contract. This work is needed for the final cost estimate for capital costs. Wang moved CCPSA to enter into a contract for design of the space at 19 Gregory Drive for up to \$125,000. Frank seconded. All in favor.

8. Treasurer's Report – Libby reported that FY22 and FY23 payments from Burlington are in process. Frank reported that we are 2/3 of the way to capital funding. He is thinking that operations may start in October 2023. Could use a group of three people to develop the FY24 budget within the next month. Frank volunteered, Locke agreed to have one South Burlington rep, Libby agreed to serve.

9. Other Items – None.

10. Next meeting - The next meetings are scheduled for November 28th and December 19th at 8:30am in South Burlington City Hall. Baker confirmed that we hope to approve FY24 budget on November 28.

11. Executive Session, Executive Director benefits and compensation

Locke invited any of the public safety chiefs to join executive session to discuss executive director search. Motion to enter executive session to discuss personnel and contracts. All in favor.

12. Adjourn

Wells moved, and Frank seconded, to adjourn the meeting at 10:10 am. All in favor. Motion carried.

Respectfully submitted,

Charlie Baker

Acting Secretary