



Monday, November 28, 2022  
8:30 AM

## FINAL 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), Patrick Foley (Williston Police), Aaron Collette (Williston Fire). Jeff Barton (Colchester Police), Alex Caron (Essex), Jessie Baker (south Burlington), Mike Nosek (Colchester Police dispatch), Richard Weinsch (Burlington), Lee Krohn (Shelburne)

### 1. Call to Order/Welcome

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

### 2. Agenda Approval

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

### 3. Public comment

none.

### 4. Approve meeting minutes for October 24, October 31, and November 7, 2022

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

### 5. Update on State grant process

Locke provided an update as per the memo included in the packet. About \$750,000 is expected.

### 6. CCPSA Timeline and Process

Frank reviewed the basic outline of the schedule. Expecting to begin in October 2023 with Burlington and South Burlington and other members joining as soon thereafter as possible in FY2024. Reviewed items 7 and 8 to see if there any implications.

### 7. CCPSA Remaining Voluntary Capital Contributions – FY23

Frank reviewed funding available. An additional \$1.43 million will be needed. He reviewed the allocations based upon the formula. Frank noted that borrowing will not be needed due to grants and fund raising. Frank asked if the CCPSA Board would Approve an Additional FY 23 Voluntary Capital Match Allocation of \$1,143,000 as outlined in a November 18, 2022 memo on this topic including allocations to the five communities participating in capital funding based on the CCPSA calls for service formula, understanding that each community shall provide these funds to CCPSA no later than January 15, 2023. Wells thanked everyone for raising the funds. Baker asked clarifying questions about the table on page 9. Technology costs are broken out to reflect different grants. Wang moved, Wells seconded. No further discussion. All in favor. Motion passed.

### 8. CCPSA Operating Budget – FY24

Frank provided some background noting the successful capital raising effort. He briefly reviewed the operating costs noting that this reflects 75% of the annual cost due to starting up in October 2023. He noted that Williston Police dispatch will be delayed until FY25. Williston Fire dispatch will likely start in November 2023. Williston Fire cost is based upon what they are currently paying Shelburne. He reviewed Tables A and B only one of which will be in effect depending upon when services will start. This is proposed to be updated in March. Frank outlined the process for updating the cost sharing MOU. Wang thanked Frank and Locke for their efforts on this.

Baker appreciated the breakout tables of management versus dispatch operating. Looking for more commitment from all members regarding their joining the service. Frank noted that members will need to

express their commitment to join via their budget decisions. Wang noted her intention for Winooski to join as soon as possible and budget appropriately. Frank noted that paying the management costs is an incentive to join as quickly as possible.

Frank offered language for a motion: "Shall the CCPSA Board allow an alternative budget process as provided for in section 16 (a) of the voter approved "Agreement to Create the Chittenden County Public Safety Authority? Wells moved, Wang seconded. All in favor. Motion passed.

Frank offered language for a motion: Shall the CCPSA Board approve an FY 24 Operating Budget of \$ \$2,891,379, understanding that CCPSA has not budgeted and does not plan to provide dispatch services until October 1, 2023, and that communities need to budget for initial dispatch operations for a three month period (i.e., from July 1, 2023 to September 30, 2023) in their municipal budgets, in addition to providing for CCPSA funds for FY 24Locke moved, Libby seconded. All in favor. Motion passed.

Discussion about what happens if a municipal budget fails. Will need to come back to the CCPSA table to discuss. Frank outlined a section of one of the memos which the board agreed to do to share intentions to budget and ratify the CCPSA funding agreement.

Evidence of Firm Commitment Make FY 24 CCPSA Operating Contributions. CCPSA's members have different local methods for funding CCPSA, some of which require voter approval and some of which do not. In order to have certainty that all members agree to fund CCPSA as described generally in Table 1 and, more specifically, in Tables A and B, the following is proposed for those communities who wish to receive Police, Fire and Rescue dispatch services in Fiscal Year 2024:

A) Communities where the municipal budget is approved by the public on Town Meeting Day (March 6 or 7, 2023):

1) By December 31, 2022, the Chief Executive of each community shall submit a memo to the CCPSA Chair, copied to that community's legislative body, explaining specifically how the FY 24 CCPSA operating funding is planned to be funded by that community, citing public budget documents to the extent possible.

2) The legislative body shall ratify the MOU on funding no later than March 15, 2023

B) Communities where the municipal budget is approved after Town Meeting Day 2023:

1) By December 31, 2022, the Chief Executive of each such community shall submit a memo to the CCPSA Chair, copied to that community's legislative body, explaining specifically how the FY 24 CCPSA operating funding is planned to be funded by that community.

2) The legislative body shall ratify the MOU on funding no later than January 15, 2023

Wells will send out invoices for FY23 voluntary contributions. There was discussion about the importance of hiring an Executive Director.

## **9. Consider changes to Cost Sharing MOU**

Frank reviewed some sections of the Cost Sharing MOU that needs to be updated. There were no questions.

Frank read a motion, Shall the CCPSA Board amend the Appendix A to Agreement to Create the Chittenden County Public Safety Authority MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING as is authored in those agreements to remove two no longer necessary sections on “Initial Contributions” and a “Smoothing Formula,” prior to requesting ratification by member communities who we expect to receive CCPSA Police, Fire and Rescue dispatch services in FY 24Wang moved, Wells seconded. All in favor. Motion passed.

**10. Executive Session- Contracts and Personnel**

Frank read a motion to enter executive session for these purposes, the premature public disclosure of which would substantially disadvantage CCPSA. Wang moved, Wells seconded. All in favor. Motion passed.

**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*