



Dukes County Sheriff's Office

MVPSCS

(Martha's Vineyard Public Safety Communications System)



MVPSCS COMMUNICATIONS FINANCIAL ADVISORY BOARD

Meeting Minutes

The regular meeting was called to order by Peter Graczykowski at 1205 Hours on December 17, 2019 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568.

In Attendance

Wendy Brough, Assistant Town Administrator, Town of Oak Bluffs
Timothy Carroll, Town Administrator, Town of Chilmark
Peter Graczykowski, Assistant Superintendent, Dukes County Sheriff's Office
James Hagerty, Town Administrator, Town of Edgartown
Jeffrey Madison, Town Administrator, Town of Aquinnah
Jennifer Rand, Town Administrator, Town of West Tisbury
Jon Snyder, Finance Director, Town of Tisbury

Absent

Anthony Gould, Director of Technical Operations, Dukes County Sheriff's Office
Robert Whritenour, Town Administrator, Town of Oak Bluffs

Public Comment

There were no members of the public in attendance.

Approval of Minutes

Since this was the first regular meeting of the Board, there were no prior minutes to approve.

New Business

- The Board discussed its role under the Cooperative Agreement for Emergency Communications and Dispatch Services between the Dukes County Sheriffs Office and Towns of Aquinnah, Chilmark, Edgartown, Oak Bluffs, Tisbury and West Tisbury. The purpose of the Board is codified in Section 3(c) of the Agreement.
- The Board discussed the applicability of the Open Meetings Law, while the legal opinion on this issue was pending. A legal opinion was provided on November 26, 2019 by Atty. Michael Goldsmith of Reynolds, Rappaport, Kaplan & Hackney, LLC, in consultation with Atty. Liz Carnes-Flynn of the Open Meeting Law (OML) Division of the Attorney General's Office. The opinion determined that the advisory committees should follow the OML. The reasoning is that the committees are created using statutory provisions and, in some cases, make recommendations to public bodies governed by the OML (finance committee). The agenda for this meeting was posted on December 10, 2019.
- The Board reviewed Maintenance Orders # 1-2 for FY 2020, as recommended by the MVPSCS Public Safety Communications Advisory Board at its November 26, 2019 meeting. The issue of making the estimates more accurate between the categories of projected expenditures was discussed. The progress on this issue is anticipated starting with FY 2021, as the surveys and engineering of the sites becomes available after Phase 1 of the upgrades.



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Mr. Carroll requested that a comparison of FY 2020 to FY 2021 estimates and variances be prepared for presentation to Finance Committees. Dukes County Sheriff's Office staff was asked to prepare such comparison. The issue of prior purchase of the service monitor / analyzer due to limited time savings opportunity was addressed. The issue of full funding limitation of FY 2020 costs due the Town of Aquinnah passing a partial amount at its Town Meeting was discussed. Of \$22,778.10 requested, due to a clerical error, only \$13,789.00 was presented and approved at the Town Meeting, which represents only 60% of FY 2020 funding allocation. Until such time the Town of Aquinnah is able to secure a quorum for the Special Town Meeting to approve the remaining \$8,990.00; other Towns are only authorized to release 60% of their funding allocation for FY 2020. As part of the discussion, the potential FY 2020 liability for the Verizon License Agreement at 60 Pennywise Path, Edgartown, MA 02539 was addressed. The Board agreed that the current offer from Verizon was unreasonable and more suited to a commercial rather public safety application, and recommended that the Sheriff's Office continue to negotiate for a more reasonable lease, such lease a subject of further approval from Towns, if they funds its terms. Ms. Rand made a motion, Mr. Madison seconded, and the Board voted unanimously, with Ms. Brough voting present, to recommend to their respective Towns the authorization of payment for Order # 1 – FY 2020 – Existing Towers' Modification at \$124,341.00, and Order # 2 – FY 2020 – Service Monitor / Analyzer Purchase at \$30,045; for the total of **\$154,386.00**, provided that only 60% of the funding will be released until the Town of Aquinnah approves the remaining funds for FY 2020, subject to invoices for work performed and goods received by vendors, as administered by the Sheriff's Office.

- The Board reviewed Maintenance Order # 1 for FY 2021. The Board discussed known costs of Essential Plus Warranty Service and System Upgrade Agreement II, at \$107,056.00; as well remaining projections for Essentials Plus exclusions, grant ineligible development costs, development contingency reserve, grant ineligible management costs and RECC maintenance; with more accurate details to be provided to the Finance Committees during the FY 2021 budget process. Mr. Carroll made a motion, Ms. Rand seconded, and the Board voted unanimously, with Ms. Brough voting present, to take under advisement and forward to their respective Towns the FY 2021 spending limit under the Agreement of **\$300,000.00**, such ceiling including Order # 1 – FY 2021 – Warranty and System Upgrade agreements.
- The Board invited Mr. Graczykowski to attend Finance Committee meetings during the FY 2021 budget process and asked the Sheriff's Office to provide additional detail for each estimate line item, as well as the updated FY 2019 call volume statistics per Town. For working purposes, until the settlement of the formula by all Towns, the Board reiterated the use of the 50/50 formula, with each Town's share based on 50% call volume per Town and 50% 1/6th equal share of the total request for each fiscal year.

Old Business

Since this was the first regular meeting of the Board, there was no old business.

Next Meeting

The next regular meeting is scheduled at 1200 Hours on January 15, 2020 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568; unless announced and posted otherwise.



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Motion to adjourn was made by Ms. Rand at 1305 Hours, seconded by Mr. Madison, and passed unanimously.

Prepared by:

A handwritten signature in blue ink, appearing to read "Peter Graczykowski", written over a horizontal line.

Peter Graczykowski, Assistant Superintendent