

City Manager..... (802) 334-5136
City Clerk / Treasurer..... 334-2112
Public Works..... 334-2124
Zoning Adm. / Assessor..... 334-6992
Recreation / Parks..... 334-6345
Fax..... 334-5632



City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Newport City Council Meeting
Regular Meeting Agenda
Monday, November 20, 2017, beginning at 6:30 p.m.
Council Room

City Council: Paul Monelle, Mayor
John Wilson, President
Denis Chenette
James Merriam
Julie Raboin

Laura Dolgin, City Manager
James D. Johnson, City Clerk/Treasurer

Public Hearing on the Amendment to the Municipal Plan

1. Call the Regular Council Meeting to Order
2. Approve Minutes of the November 6, 2017, and November 13, 2017 Special Meeting
3. Comments by Members of the Public
Public Comments will be generally limited to no more than two (2) minutes per person. All participants must sign in and clearly state their name and the topic of the comment. No action will be taken on items raised until a subsequent meeting (if warranted).
4. Municipal Plan; Vote
5. Efficiency Vermont Services in Newport Presentation, Michelle McCutcheon-Schour, Senior Analyst, & Hillary Orsini, Project Manager
6. Brokerage Services, Vote
7. Newport Ambulance FY18-19 Presentation, Charlie Pronto and Michael Paradis
8. NVDA Intersection Study & AARP Walk Audit Report Acceptance, Vote
9. Old Fire Truck Removal & Equipment Trade, Jamie LeClair, Vote
10. Executive session to discuss real estate purchase options.
11. New Business
12. Old Business
13. Set next meeting: Regularly Scheduled Council Meeting, December 4, 2017, Centennial Planning Committee: November 21, 2017 at 5:00 - 7:00, Special Budget Meeting November 27, 2017, at 6:30 p.m.
14. Adjourn

Non-confidential materials pertaining to this agenda are available for inspection at the City Clerk's office commencing at 8:00 a.m., the morning of the meeting.

Newport City Council Meeting Participation Guidelines

Newport City Council meetings are for the purpose of allowing Council members to conduct City business. Distinct from public hearings or town meetings, City Council meetings are held in public, but are not meetings of the public. City Council meetings are the only time the City Council members have to discuss, deliberate and decide upon City matters. In an effort to conduct orderly and efficient meetings, the Mayor kindly requests your cooperation and compliance with the following guidelines per the policy adopted on December 21, 2015 and ratified on January 23, 2017:

1. Please be respectful of each other, Council members, city staff, and the public.
2. Please raise your hand to be recognized by the Mayor. Once recognized, please state your name and address or affiliation.
3. Please address only the Mayor and not members of the public, staff, or presenters.
4. Please abide by any time limits. Time limits will be used to insure everyone is heard and that there is sufficient time for the Council to complete their agenda within a reasonable timeframe.
5. The Mayor will make a reasonable effort to allow everyone to speak once before speakers address the Council a second time per the limits adopted on January 23, 2017.
6. Once public comment has been heard, discussion will be limited to the City Council members.
7. Please do not interrupt or mock other speakers or otherwise exhibit disruptive behavior during the City Council meeting.
8. Please do not repeat the points made by others, except to indicate agreement or disagreement with other views.
9. Please use the hallway for side conversation. It is difficult to hear speaker remarks when side conversations are occurring in the Council Chamber.
10. Presentations to the Council are not open to public comment. However, per the policy adopted on December 21, 2015, matters on the agenda requiring a vote are open to public comment immediately prior to the Council vote.
11. Individuals who do not abide by these procedures will be asked to leave the Council Chamber.

COPIED TO COUNCIL

Council Minutes
November 6, 2017

DRAFT

A duly warned meeting of the Newport City Council was held on Monday, November 6, 2017 in the council room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President John Wilson, Council Members Julie Raboin, Denis Chenette, James Merriam, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Police Chief Seth DiSanto, Fire Chief Jamie LeClair, PW Director Tom Bernier, Jacques Roberge, Mary Butler, Kelly Stoddard Poor, Doug Morton, members of the Press and Public.

Mayor Monette called the meeting to order at 6:30 PM.

Approval of Minutes

Mr. Wilson moved to approve the minutes of October 16, 2017. Seconded by Mr. Merriam, motion carried unanimously.

Comments

Mayor Monette stated he was in Montpelier and received a Grant check for NCRC in the amount of \$25,000 to enhance the seasonal walking path.

Comment by the Public

Anne Chiarello commented on Jim Condos Transparency Tour meeting held at the library.

AARP Walk Audit Results and NVDA Intersection Study Presentation

Kelly Stoddard Poor and Mary Butler updated the council on the AARP Walk Audit final results.

Doug Morton gave the council an update on the NVDA Intersection Study and its recommendations.

Monument Bench Placement.

Mr. Wilson noted that an anonymous donation had been received for two granite benches, one at Pomerleau Park and one at Gardner Park. Mr. Wilson moved to accept the two benches. Seconded by Ms. Raboin, motion carried unanimously.

Proposal for Brokerage Services for Benefits

Jacques Roberge presented a proposal for brokerage services to the City at a cost of \$20.00 per employee per month.

USDA Grant Application Authorization

Chief LeClair stated that this grant for \$30,000 would be to replace old Fire Dept. gear. Ms. Raboin moved to authorize the USDA grant application. Seconded by Mr. Wilson, motion carried unanimously.

Budget Schedule

The council will meet on off Monday's starting with November 13th & 27th.

New Business

The council signed a liquor license for Walgreens Eastern Co.

Mr. Merriam thanked Pedro for the tour of the Sewer Plant.

Mr. Wilson asked if there was a firm date for the Veterans Day ceremony. The GYM will be set up and ready for Friday.

Old Business

None

Next Meeting dates

Special budget meeting November 13, 2017, Regular Council meeting November 20, 2017, Centennial meeting November 21, 2017.

Executive Session Real Estate Purchase or Lease Options 1 VSA 313 (A)(2)

Mr. Merriam moved to enter executive session for real estate purchase or lease options and that for the board's specific finding that premature public knowledge of the subject of the anticipated executive session tonight would clearly place the board and /or persons involved at a substantial disadvantage. Seconded by Mr. Chenette, motion carried unanimously.

No action.

Executive Session to Discuss Contracts and Confidential Attorney Client Communications Made for Providing Legal Service to the Council.

Mr. Merriam moved a motion for the board's specific finding that premature public knowledge of the subject of the anticipated executive session tonight would clearly place the board and/or persons involved at a substantial disadvantage and moved to enter executive session with counsel, for confidential attorney client communications concerning contracts and pending litigation. Seconded by Mr. Wilson, motion carried unanimously.

No action.

Adjournment

Mr. Chenette moved to adjourn at 8:40 PM. Seconded by Mr. Merriam, motion carried unanimously.

Attested: _____ This _____ Day of November, 2017

Mayor

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Council Minutes

DRAFT

November 13, 2017

A duly warned meeting of the Newport City Council was held on Monday, November 13, 2017 in the Council Room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President John Wilson, council members Julie Raboin, Denis Chenette, James Merriam, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Department Heads Jessica Booth, Seth DiSanto, Jamie LeClair and Tom Bernier, Stacey Therrien, Becky Therrien, members of the Press and Public.

Mayor Monette called the meeting to order at 6:30 PM.

Public Comment

Anne Chiarello commented on the Grand list and the amount proposed in the FY 2018-19 budget for NCRC.

Review of the Proposed FY 2018-19 Budget

The council reviewed with Dept. Heads the proposed FY 2018-19 budgets for the Fire Dept., Recreation Dept. and the Public Works Dept.

Possible Executive Sessions with department Heads

None.

Special Event Request at the Tasting Center

Mr. Merriam moved to approve the special event at the Tasting Center on November 18, 2017. Seconded by Mr. Wilson, motion carried unanimously.

Sign Loan Documents for Recreation Vehicle

The council signed loan documents for a new Recreation Dept. vehicle. (2018 Ford F-150)

Next Meeting Dates

Council Meeting November 20, 2017, Centennial Meeting November 21, 2017, Budget Meeting November 27, 2017

COPIED TO COUNCIL

DRAFT

Adjournment

Mr. Chenette moved to adjourn at 8:03 PM. Seconded by Mr. Merriam, motion carried unanimously.

Attested _____ **This** _____ **Day of** _____ **2017**

Mayor

November 15, 2017

Mayor, Council Members and City Manager,

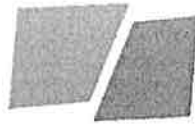
I'm sure you're all aware of the out of service fire truck out back of the station. I've been working for over a year to sell the truck with very little success. Unfortunately it's not a hot item that the average person wants to buy. Some other departments were interested in the truck but wanted it for little or no money.

As you all know we're in need of new fire gear as I've told you time and time again. I've spoke to New England Fire Equipment , they've sold us our last four trucks, and they've offered us \$5000.00 for the out of service truck. I know they sell fire gear and so I counter offered three sets of gear, which equals a little over \$6000.00. They agreed to my counter offer as long as the council approved. This would include them coming up and sizing the firefighters and driving the old truck back. We'd have no fuel expenses or time involved. They're well aware of the issues with the truck and understand this would be an as-is sale.

I'd like to see the truck gone before we get a large amount of snow and have the truck out back being an eye sore for another year. I'd recommend the council approve this transaction as quickly as possible because I feel this is a great deal and doesn't take budget money from the department. Thank you for your time in this matter.

Respectfully,

Jamie LeClair - Chief



white + burke

REAL ESTATE INVESTMENT ADVISORS

Founded in 1990

NOV 13 2017

November 7, 2017

Laura Dolgin
City Manager
City of Newport
222 Main Street
Newport, VT 05855

Dear Laura,

Joe and I continue to enjoy working with you and everyone else in Newport. We also continue to be confident that among all the efforts underway things will look very different in Newport in the coming years.

As you know, we ran out of budget under the original contract between the City and W+B in August. But for your records, I've enclosed the invoices for September and October. These show \$16,000+ of time spent, but as we have discussed, we do not expect this to be paid.

We are committed to providing our best service to our clients, regardless of contract maximums.

We look forward to continuing to work together and creating robust economic development for Newport through our new contract with NVDA.

Best Regards,

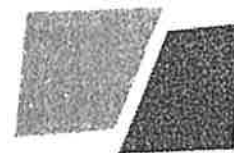

David

White + Burke
Real Estate Investment Advisors, Inc
40 College Street, Suite 100
P.O. Box 1007
Burlington, VT 05402-1007

NOV 13 2017

NOV 13 2017

CITY OF NEWPORT
NEWPORT, VERMONT



white + burke
REAL ESTATE INVESTMENT ADVISORS
Founded in 1990

Invoice submitted to:

Laura Dolgin, City Manager
City of Newport
222 Main Street
Newport, VT 05855

November 03, 2017

In Reference To: Newport - Main St.

Invoice # 13098

Professional Services

		<u>Hours</u>	<u>Amount</u>
09/01/17	JJW Telephone call w/client; consult w/White; contact appraisers.	2.17	\$368.90
	DGW Call w/Weith. Conf. call w/Dogin and Monette.	0.83	\$228.25
09/05/17	JJW Telephone call and email correspondence w/appraisers.	0.50	\$85.00
	DGW Call w/reporter Robin Smith.	0.67	\$184.25
09/06/17	JJW Coordinate new appraisal.	0.67	\$113.90
09/07/17	JJW Coordinate new appraisal; email correspondence w/client regarding funding for hotel feasibility study.	0.92	\$156.40
09/08/17	JJW Coordinate new appraisal; email correspondence w/client.	0.25	\$42.50
09/11/17	DGW Call w/Larry Martin, appraiser.	0.58	\$159.50
	JJW Telephone call w/Martin Appraisal; consult w/White; telephone call w/client.	0.50	\$85.00
09/12/17	JJW Coordinate funding for hotel feasibility study; email correspondence w/client, NCIC and Preservation VT.	1.50	\$255.00
09/13/17	DGW Project mtg w/Weith.	0.42	\$115.50

			<u>Hours</u>	<u>Amount</u>
09/13/17	JJW	Coordinate hotel feasibility study; consult w/White regarding expanded scope of services.	2.17	\$368.90
09/14/17	JJW	Prepare proposal for expanded scope.	3.75	\$637.50
09/15/17	JJW	Telephone call w/client; prepare expanded scope and send to client.	1.17	\$198.90
09/18/17	JJW	Prepare final report.	5.50	\$935.00
09/20/17	JJW	Prepare final report.	5.67	\$963.90
09/21/17	JJW	Prepare final report; telephone call w/Bruhn.	6.67	\$1,133.90
09/22/17	JJW	Prepare final report; email correspondence w/client.	3.33	\$566.10
09/25/17	JJW	Prepare final report; prepare letter of support for hotel feasibility study funding.	3.67	\$623.90
09/26/17	DGW	Review revised draft report and proformas. Mtg w/Weith.	0.67	\$184.25
	JJW	Prepare final report; prepare financial proformas; consult w/White; send final report to client.	1.42	\$241.40
09/27/17	DGW	Conf call w/Dolgin, Geraghty and Weith.	1.33	\$365.75
	JJW	Telephone w/client; revise final report.	3.75	\$637.50
09/28/17	JJW	Complete final report and send to client; prep for presentation to City Council.	3.83	\$651.10
09/29/17	JJW	Research remediation and site prep cost for appraiser; prep for City Council meeting.	2.08	\$353.60
10/02/17	JJW	Prep for City Council meeting; attend and present final report at City Council meeting.	11.50	\$1,955.00
	DGW	Mtg w/City Council to present final report and public Q&A.	6.50	\$1,787.50
10/10/17	DGW	Conf call w/Dolgin, Geraghty, Weith re: funding for various uses.	1.17	\$321.75
	JJW	Telephone call w/client and White regarding expanded scope and funding sources.	1.50	\$255.00
10/13/17	JJW	Review and comment on revised expanded grant letter.	0.75	\$127.50
10/16/17	JJW	Review appraisal; email correspondence w/Geraghty.	1.75	\$297.50
10/17/17	DGW	Review draft appraisal. Mtg w/Weith to discuss.	1.33	\$365.75

		<u>Hours</u>	<u>Amount</u>
10/17/17	JJW Review appraisal report; email correspondence w/users of appraisal report.	2.50	\$425.00
10/18/17	JJW Review appraisal and draft comments and questions; telephone call w/Bruhn; prepare proposal for NVDA.	3.33	\$566.10
10/19/17	JJW Prepare proposal for NVDA.	0.67	\$113.90
10/20/17	JJW Coordinate sending comments on appraisal to appraiser.	0.50	\$85.00
10/23/17	JJW Telephone call w/Martin regarding appraisal; distribute final appraisal to client and users.	0.67	\$113.90
10/25/17	JJW Downtown master plan telephone calls w/Dolgin and Cleveland.	0.92	\$156.40
10/26/17	JJW Consult w/White; finalize and execute contract w/NVDA; telephone call and email correspondence w/Snedeker.	2.33	\$396.10
For professional services rendered		89.44	\$16,622.30
Additional Charges :			
09/30/17	B/W copies and prints for September.		\$19.80
	Color copies and prints for September.		\$7.00
	Phone charges for September.		\$6.22
10/31/17	B/W copies and prints for October.		\$21.90
	Color copies and prints for October.		\$9.00
	Phone charges for October.		\$9.11
	Mileage for October.		\$90.95
Total additional charges			\$163.98
Total amount of this bill			\$16,786.28
Previous balance			\$10,026.56
Accounts receivable transactions			
9/18/2017	Payment - thank you. Check No. 18167		(\$10,026.56)

	<u>Amount</u>
10/31/2017 Discount.	<u>(\$16,786.28)</u>
Total payments and adjustments	<u>(\$26,812.84)</u>
Balance due	<u><u>\$0.00</u></u>

Payment Terms: 10 days

Please make check payable to: White + Burke Real Estate Investment Advisors, Inc.

City of Newport
REQUEST FOR PROPOSALS
Waterfront and Downtown Master Plan
Newport City, Vermont
Issued November 15, 2017

PROJECT DESCRIPTION

Project Summary

On behalf of the City of Newport, White + Burke Real Estate Investment Advisors, Inc. (“W+B”) seeks a community planning consultant (or consultant team) to prepare a master plan focused on the waterfront and designated downtown of Newport (see Appendix A for boundaries of designated downtown). **The goal of this waterfront and downtown master plan is to identify opportunities, public facility and infrastructure improvements, land uses, and other physical enhancements that will generate increased activity, excitement and economic vitality in downtown Newport.** This project will involve engagement of the community, creation of a unified vision for downtown and waterfront revitalization, and establishment of a clear implementation plan to further this vision. The resulting plan will identify implementable public facility and infrastructure improvements, multi-modal transportation enhancements, redevelopment opportunities, and land use related projects and strategies that will guide Newport into making smart investments. The Newport City Waterfront and Downtown Master Plan (the “Master Plan”) should address, at a minimum, the following elements:

- Opportunities to increase activity and excitement in the downtown – attract more people, businesses and tourists throughout the year.
- Enhance access to and enjoyment of Lake Memphremagog.
- Improve connections throughout downtown, between Main Street and the lake, and between Main Street and surrounding neighborhoods.
- Identify infrastructure improvements that are needed to attract more people and encourage and support private investment.
- Streetscape enhancements.
- Opportunities to expand public green space and hard space, and provide other interesting places for the public to gather.
- Pedestrian and bicycle facility improvements.
- Opportunities to leverage recreational amenities in the region.
- Enhance gateways and improve wayfinding.
- Evaluate downtown parking needs and formulate strategies.

Context and Background

Since the fallout of the EB-5 controversy, which left Newport with a razed downtown city block, the City has been working diligently and pro-actively to reverse its fortunes for the better. The

City and other stakeholders have undertaken several initiatives in recent months to promote community engagement and economic revitalization including expansion of its lakeside bicycle and recreation path, construction of a new downtown boat access and dock, sidewalk reconstruction, establishment of a Wednesday night concert series near the waterfront, and securing the Vermont Council on Rural Development to conduct its Community Visit Process starting this fall. The City also hired W+B to conduct a downtown development strategic analysis and market assessment. One of the recommendations that grew from the strategic analysis was to prepare a downtown master plan designed to generate more activity and excitement, and foster both public and private reinvestment in the downtown.

Detailed Project Work Plan

The Master Plan should include, but is not limited to, the following tasks:

Task 1: Existing Conditions Analysis

- Review and build upon relevant plans and studies produced to date including, but not limited to, the City's Municipal Plan, the Newport R/UDAT studies by AIA Communities by Design, the Age Friendly Community Action Plan and studies by AARP, and the Newport City Downtown Development Strategic Analysis and Market Assessment by W+B. These studies can be viewed at:
https://drive.google.com/drive/folders/1hvkuSKzFQ_EL8Gg2DeKHvvxVH62O-tB-
- Analyze existing conditions including identification of strengths, weaknesses, opportunities and threats related to making the waterfront and downtown Newport more vibrant and economically secure. Review and build upon previous opportunities and constraints analyses prepared to date including the Opportunities and Constraints Plan prepared by W+B in 2017, which can be viewed at:
https://drive.google.com/drive/folders/1hvkuSKzFQ_EL8Gg2DeKHvvxVH62O-tB-

Task 2: Community Engagement

- Engage the community including residents of Newport and local business owners to obtain their thoughts, desires and ideas related to making downtown Newport more exciting and interesting.
- Coordinate with the Vermont Council on Rural Development Community Visit Process, and address, where appropriate, the results of the community visit process in the Master Plan. The consultant should describe how it proposes to coordinate a Master Plan public engagement process with the Vermont Council on Rural Development Community Visit process which will be conducted from December 2017 – February/March 2018. A description of the community visit process is attached as Appendix B. More information on the Newport Community Visit process can be obtained by contacting Jenna Koloski, Community and Policy Manager, at (802) 225-6091.

- Development of this Master Plan should involve an open and transparent public process. The consultant should address how it proposes to promote an open and transparent process within the allowable budget.

Task 3: Newport City Waterfront and Downtown Master Plan

- Identify physical improvements such as enhanced public connections, streetscapes, waterfront amenities, expanded or new public facilities, pedestrian and bicycle paths, utilities, parking, green space, children spaces, wayfinding, gateways, and other improvements that address the elements presented above and promote increased activity and excitement.
- Consider the Complete Streets and Smart Growth principals promulgated by the State of Vermont.
- Develop site plan sketches for several select properties recommended for specific improvements (e.g. public plazas, expanded green space, event spaces, improved lake access, parking facilities, new specifically recommended public/private buildings, etc.).
- Develop illustrations or three-dimensional sketch up models for key locations throughout the downtown and waterfront.
- Develop conceptual streetscape, gateway and/or wayfinding plans/illustrations for several priority locations in the downtown.
- An objective of this Master Plan is to build upon previous “broad” planning efforts (e.g. R/UDAT and AARP studies) by providing more detailed conceptual design plans and illustrations for several high priority projects to be identified through this downtown master planning process.

Task 4: Implementation Plan

- Identify and prioritize strategies that can be implemented through the City’s capital planning process.
- Create a step-by-step guide that will instruct the City on the direct implementation of the master plan recommendations.
- Identify potential funding strategies for each of the recommended improvements and plan recommendations.

Project Deliverables

- Regularly scheduled conference call meetings with a Downtown Master Plan working group to be established by the City. The purpose of these conference call meetings is to provide updates on project progress and solicit input from the working group.

- A public engagement process to solicit input from the public and local business owners. Recognizing budget limitations, the Consultant should propose an efficient and effective public engagement process, which may include holding a public visioning workshop, obtaining feedback through the Community Visit process, or some other creative means of soliciting public input.
- A written Waterfront and Downtown Master Plan including goals and strategies, conceptual design plans and illustrations showing recommended improvements and site enhancements, and a detailed implementation plan.
- Presentation of the draft Waterfront and Downtown Master Plan at a public meeting.

Project Funding

A total of \$35,000 is available for consultant services.

PROPOSAL REQUIREMENTS

Submission Requirements

1. Cover Letter – A cover letter expressing the consultant's interest.
2. Project Approach - A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP (including additional supplemental items to the scope work), and any insights into the project gained through development of the proposal. While the project work plan in the RFP serves to illustrate a general process and structure for creating the Master Plan, we are very much open to and interested in hearing any new or creative approaches to preparing this type of plan.
3. Scope of Work - A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. Project Budget/Cost Proposal - A project budget/cost matrix which identifies the hours generally expected to be provided by task. Proposed total costs associated with each task shall be provided, including per hour staff costs and anticipated expenses (materials, travel, etc.).
5. Proposed Schedule – A proposed schedule that indicates project milestones and overall time for completion.
6. Qualifications and Staffing – A list of individuals that will be committed to this project and their professional qualifications, including identification of the lead consultant. The names and qualifications of any sub-consultants shall be included in this list.
7. Experience – Demonstration of success on similar projects, including a brief project description. Provide contact information for at least five (5) references for the primary consultant and three (3) references for any sub-consultants.

Selection Criteria and Process

The decision for award of the contract will be based upon the following considerations:

- Understanding of the project.
- Consultant qualifications and experience with similar projects, including the ability and capacity to perform the contract.
- Overall quality, completeness and clarity in the proposal.
- Consultant costs and fee schedule.

Contract Period

Funding for this planning work is made possible by a grant to the City of Newport, Vermont from the Vermont Agency of Commerce & Community Development. The period of this contract will be from December 2017 through June 2018. All work on the project in the contract must be completed by June 30, 2018.

Grant Requirements

The selected Consultant will be required to provide evidence of Professional Liability Insurance of \$1,000,000.

Submissions

Four (4) hard copies and one (1) digital copy of the proposal shall be submitted to:

Joe Weith
Senior Project Manager
White + Burke Real Estate Investment Advisors, Inc.
40 College Street, Suite 100
PO Box 1007
Burlington, VT 05402-1007
jweith@whiteandburke.com

All proposals must be received no later than 12:00 PM (noon) on December 8, 2017.

Any questions, comments or concerns regarding this Request for Proposal shall be emailed to Joe Weith by November 29, 2017.

The City of Newport intends to conduct Consultant interviews via telephone conference December 11 – 14, and choose a Consultant for the project by December 15, 2017.

All proposals upon submission become the property of the City of Newport, Vermont. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The City of Newport reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the City of Newport. This solicitation in no way obligates the City of Newport to award a contract.

Work on this project will be through a sub-contract with W+B. Monthly invoices shall be submitted to W+B, who will then forward to the City of Newport for payment. W+B will pay the Consultant invoice within 10 days of receipt of payment from the City of Newport.

Newport City Designated Downtown Business Key

