

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, June 18, 2018, beginning at 6:30 p.m.
Council Room**

City Council: Paul Monette, Mayor
Denis Chenette, President
Julie Raboin
Kevin Charboneau
Dan Ross

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

1. Call the Regular Council Meeting to Order
2. Approve Minutes of June 4, 2018
3. Comments by Members of the Public
4. Authorization to Receive a USDA Rural Community Development Initiative, Mike Welch from NCIC, and Karen Geraghty from NVDA, VOTE
5. Part Time Patrol & Dispatch Retention, Chief Seth DiSanto, VOTE
6. Marijuana Ordinance, Chief Seth Disanto, VOTE
7. New Business
8. Old Business
9. Set next meeting: Regularly Scheduled Council Meeting: July 9, 2018 @ 6:30 pm,
Centennial Planning Committee: June 21, 2018 at 5:00 - 7:00 pm.
10. Adjourn

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.

DRAFT

Council Minutes

June 4, 2018

A duly warned meeting of the Newport City Council was held on Monday, June 4, 2018 in the council room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President Denis Chenette, Council members Julie Raboin, Dan Ross and Kevin Charboneau, City Manager Laura Dolgin, City Clerk/Treasurer James Johnson, Chief LeClair, Jessica Booth and Karen Geraghty.

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

Approval of Minutes

Mr. Charboneau moved to approve the minutes of May 21, 2018. Seconded by Mr. Chenette, motion carried unanimously.

Comments by Members of the Public

None

NEK Stand Strong Event Request

Tara Patten and Travis Blake requested the field use fee be waived for the 2nd Annual Overdose Awareness Memorial Walk scheduled for Saturday, June 10, 2018. An event application has been filled out. They are requesting that the \$95 fee be waived. Ms. Raboin moved that the fee be waived. Seconded by Mr. Chenette, motion carried unanimously. The mayor asked that the accounting for the \$95.00 be booked to Council special Projects.

Authorization to File DEC Grant Application (attached)

Mr. Ross moved to grant Tom Bernier authority to apply for a DEC grant in the amount of \$6,000. Seconded by Ms. Raboin, motion carried unanimously.

Northern borders Application Update (attached)

Karen Geraghty updated the council on the Northern Borders Grant for repair of the boardwalk. The grant requires that the City own the property. The grant is in the amount of \$500,000. The estimated cost to repair the boardwalk is \$404,000. Ms. Raboin moved to amend the City's NBRC application with a new council resolution that more clearly states that the city will acquire the boardwalk from the State

of Vermont as part of the process to repair it to follow NBRC's grant requirements and authorize the City Manager to make and sign the Northern Borders Grant application. Seconded by Mr. Chenette, motion carried unanimously.

Fair Housing Policy

Mayor Monette stated that there is no the change to the current policy and does not need a vote of approval.

New Business

Mr. Chenette noted pot holes on the Bluff Road.

Old Business

Mayor Monette asked about the Corrections and State Tax Adjustment Revenue. Mr. Johnson stated that he had not billed the Department of Corrections yet and that we don't budget for the tax adjustment because we don't know in advance what we will be getting.

Next Meeting Dates

Centennial Committee: June 7, 2018 at 5:00 PM, City Council: June 18, 2018 at 6:30 PM.

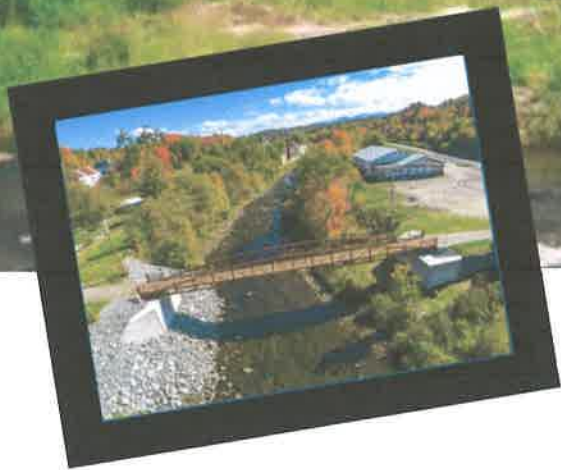
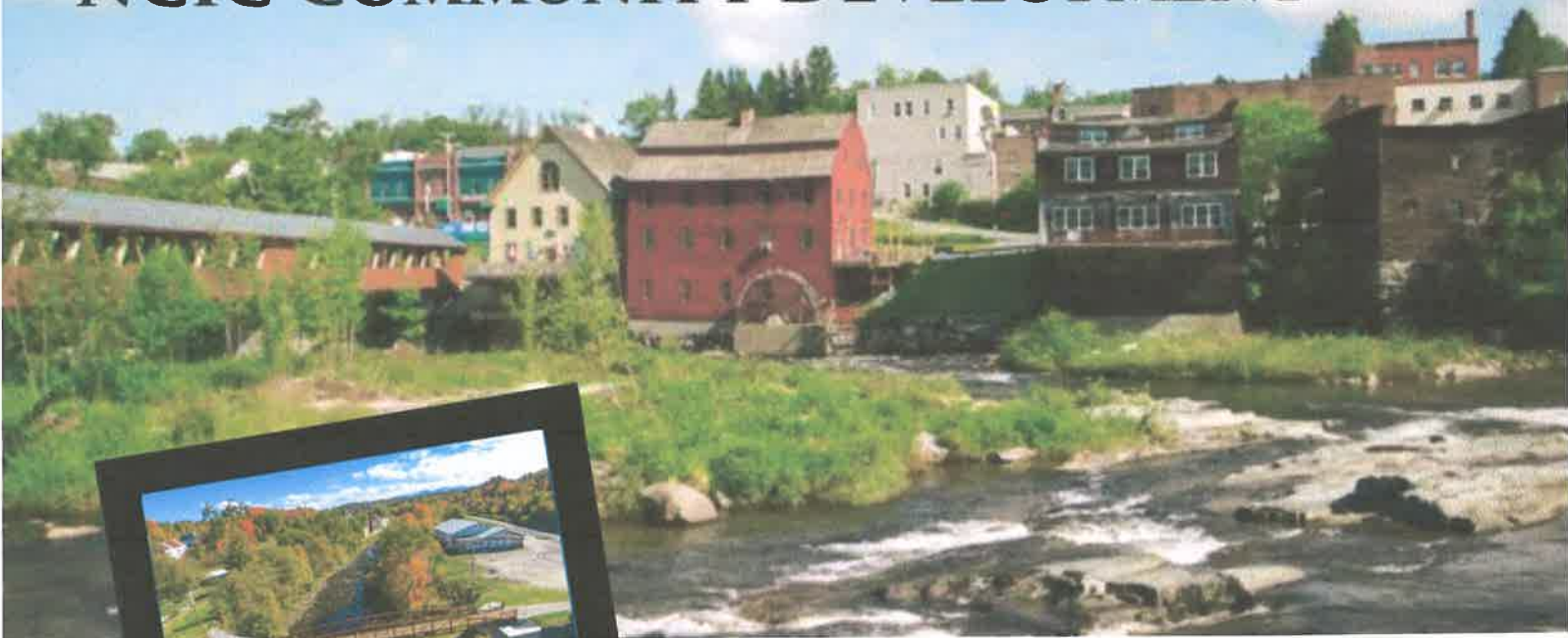
Adjournment

Mr. Chenette moved to adjourn at 7:23 PM. Seconded by Mr. Charboneau, motion carried unanimously.

Attested _____ This _____ Day of June 2018

Mayor

NCIC COMMUNITY DEVELOPMENT



NCIC provides solutions and expertise along with the financial products and support in a get it done approach that delivers a pathway to success for businesses and communities. Whether a community needs to upgrade their water and sewer infrastructure to serve a new business, or redevelop the connections between downtown and the river to improve its sense of place, NCIC can provide the support needed from start to finish. Often times our small, understaffed communities need this financial and technical expertise to move projects forward.

There is not a one size fits all approach to our work with communities and businesses. In fact, throughout the years we have learned that the solutions we develop are just as unique as the community and partners we work with. During FY17 we successfully delivered \$3.1million in community support and \$47million in financing.

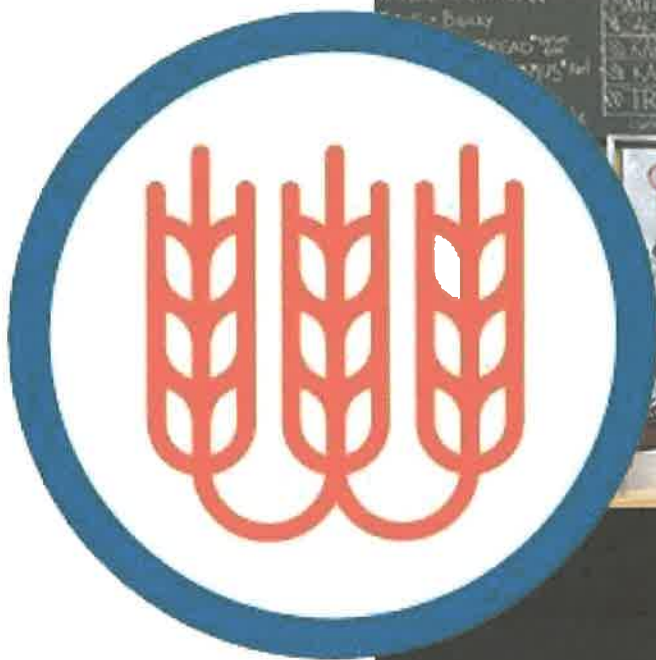


At NCIC we listen to your goals regarding community development then work with you to find solutions to achieve those goals. Littleton, NH is one community that we have done an extensive amount of work with. Not only have we written a number of successful grants, but beyond that we have provided the project and grant management services that the Town does not have the staff capacity to complete on their own. NCIC's involvement has ensured success for each of the projects we have been involved with. As examples, NCIC has;

- Obtained \$1million in funding from EDA and CDBG for street and utility improvements in the River District
- Obtained \$800,000 from DOT Transportation Alternative Program for sidewalk improvements
- Continue to provide grant writing for Littleton Commons, a Riverfront Park. Applications submitted include Land & Water Conservation Fund (\$200,000), NH Community Development Finance Authority (\$400,000), NBRC (\$250,000), USDA RBDG (\$28,200). This project started with the donation of \$75,000 from a local hospital in memory of a loved one.
- Managed \$2.3 million in sewer upgrades (presently)
- Worked with the Police Department, Fire Department, Public Works and Library on grant applications such as USDA Community Facilities for equipment and building upgrades. Also working with the PD on an opioid grant.

In addition to the municipality, we also work with organizations such as the Littleton Area Chamber of Commerce and the Littleton Industrial Development Corporation to enhance employment opportunities and to develop the tourism economy.

This effort has helped Littleton to become a destination and attract businesses and entrepreneurs. Recently an article in the NH Business Review describes some of this success.



SCHILLING

BEER CO. LITTLETON

Destination: Littleton

New crop of entrepreneurs is creating a ‘viable, vibrant downtown’

BY LIISA RAJALA

Published: April 26, 2018

The appeal of a safe, small town north of the Notches has attracted several young entrepreneurs to the Littleton area. Schilling Beer Company, now considered a staple of the town, was established in 2013 by a group of men who moved from Michigan to set up a brewery/restaurant. Their close bond with Littleton is self-evident, considering Schilling's end game is not to become an enormous regional distributor but to closely align its product to the area it now calls home, says John Lenzini, cofounder and president. “We want somebody to come up and have the beer where it was made, if possible,” says Lenzini, who is also the head brewer. Schilling recently completed a 7,500-square-foot brewing facility next door to its restaurant along the riverfront.

The facility will also include a retail shop and tasting room, which Schilling plans to open

this summer, focusing on the quality of the beer tasting experience.

“I think our expansion will allow us to reach more people to draw to the North Country of New Hampshire,” says Lenzini. Already, there’s been “a boom of younger people coming to the area,” says Nathan Karol, executive director of the Littleton Area Chamber of Commerce, which last year moved its headquarters to Main Street because of the downtown buzz. Lenzini has noticed a demographic shift, with people in their late 20s to mid 40s opening businesses along Main Street. “It’s an up-and-coming area for young people to move to — a safe place to raise a family, quick access to the mountains” and a place to plant your business, says Lenzini. “I think the important piece here is that age group.”



For 10 years NCIC has operated a regional tourism development and cooperative marketing program, NH Grand, for our tourism businesses and chambers in northern NH. By aggregating the relatively small marketing dollars of these small businesses, the program provides reach far beyond what any single business could do alone, while promoting the entire region as a desirable tourist destination. This has led to a consistent growth in Room and Meals tax in Coos County that has not been shared by any other County in the State since the inception of the program.



2017 TASTE OF NEW HAMPSHIRE'S GRAND NORTH RECIPE BOOK CAMPAIGN RESULTS

Traffic driven to the NH Grand website increased **82%** in 2017 from January 1 – May 3rd compared to the same time period in 2016.

- 2016 website visits Jan 1 – May 3 -16,733
- 2017 website visits Jan 1- May 3 – 30,488

10,012 visits were driven to the NH Grand website through Facebook in 2017 vs 278 in 2016. A 3,501.44% increase.

NH Grand promotes over **40** tourism based businesses in Northern New Hampshire.

NHGRAND.COM

217,633 Page Views

Website up over 11% to date

TRADE SHOW EXPOSURE

- Montreal Outdoor Adventure & Travel Show
- Discover New England
- CT Daytrips & Destinations Expo
- Governor's Conference on Tourism
- NH Travel & Tourism Media Event in NYC
- * Point person for NH Travel & Tourism

**ROOMS & MEALS REVENUE
TO LOCAL BUSINESSES IN THE
NORTH COUNTRY**

Over \$106 Million

We also have staff focused on the local economy and local foods. NCIC has worked to identify market opportunities for businesses to expand or grow into; helped identify funding sources for planning or implementing new projects; coordinated resources for those within the agricultural community; and has helped to market a sweet niche of the region—our maple syrup—along with offering our typical business support services to this sector. Currently, staff is working with Sullivan County, New Hampshire to identify funding to study the feasibility of a long vacant root cellar at the County Farm that may be well suited for cheese and/or mushroom production. This project would help bring back an underutilized community asset, while also helping to improve the sustainability of local farm and food producers and making local foods more accessible.

Meet our Staff and Their Unique Qualifications

The first step is to sit with you and really listen to your story so we can identify your needs and begin to problem solve with you. As we work to clearly articulate the needs and problems, we can begin reaching into our extensive toolbox to provide solutions.

Cathy Conway and Mike Welch are former municipal employees and can offer a unique understanding of the financial and time constraints that a municipality is under so they provide a great deal of support with project development, management, grant writing and management services.



Cathy Conway, VP Economic Development is a licensed engineer responsible for developing, structuring and implementing community development projects from concept to implementation including applications to various funding sources. She has secured nearly \$4million for Littleton's River District redevelopment.



Mike Welch runs our technical assistance program which helps businesses grow with assistance from a professional consultant. Mike helps them through the process and provides 60% of the funds for their work. Mike is well known in the many Vermont communities that he serves.



Our marketing manager, Katelyn White works with over 100 tourism businesses in the North Country of NH and the Northeast Kingdom of VT to assist them with bringing visitors to the area through a variety of social media and regional advertising messaging while managing regional websites that have seen exponential growth.



One of our project managers, Katelyn Robinson has developed an expertise in the agricultural and local foods economy and will be at the table as food cooperatives are being developed or out in the field with a small business working to expand. Katelyn also helps identify and secure grant funding for municipalities and nonprofits throughout VT and NH.



Jon Freeman will often provide the support to businesses as they work through solutions to their expansion and growth needs.



Newport Police Department
222 Main Street
Newport, VT 05855

Chief Seth C. DiSanto **Tel: 802-334-6733**
seth.disanto@newportpd.org **Fax 802-334-2818**



Newport City Council,

6/13/2018

As discussed at the April 2nd City Council meeting, the Newport Police Department has spent significant time and resources in obtaining and training part time personnel to augment both Police and Dispatch staff over the past year. Pursuant to the Newport City personnel policies and practices for employees not under contract or union agreement, pay rates are set by the City Council. Current pay rates are as follows;

Dispatcher (starting) \$13.50 per hour
Dispatcher (after completion of training) \$14.50 per hour
Dispatcher (after 2 years of employment) \$15.50 per hour

Officer (starting) \$15.50 per hour
Officer (after completion of training) \$16.50 per hour
Officer (after 2 years of employment) \$17.50 per hour

I am requesting a .50 cent per hour pay increase for the personnel to whom this is applicable and NOT under union agreement. This is pursuant to my request on April 2, 2018 and the follow up that we discussed then.

The 2018 – 2019 Police Department budget can incorporate this increase.

If you have any questions about this request please feel free to contact me so that I may provide further explanation. Thank you for your consideration.

Seth DiSanto

A handwritten signature in dark ink, appearing to read "S. DiSanto", written over a light blue horizontal line.



Newport Police Department
222 Main Street
Newport, VT 05855

Chief Seth C. DiSanto **Tel: 802-334-6733**
seth.disanto@newportpd.org **Fax 802-334-2818**



Newport City Council,

3/27/2018

The Newport Police Department has spent significant time and resources in obtaining and training part time personnel to augment both Police and Dispatch staff over the past year. Pursuant to the Newport City personnel policies and practices for employees not under contract or union agreement, pay rates are set by the City Council. Current pay rates are as follows;

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Officer (starting) \$15.00 per hour
Officer (after completion of training) \$16.00 per hour
Officer (after 2 years of employment) \$17.00 per hour

I am requesting a .50 cent per hour pay increase for the personnel to whom this is applicable and NOT under union agreement.

It is my estimation that based upon current fiscal numbers that the Police Department budget can incorporate this increase.

If you have any questions about this request please feel free to contact me so that I may provide further explanation. Thank you for your consideration.

Seth DiSanto

A handwritten signature in dark ink, appearing to read "Seth DiSanto".