

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, January 21, 2019, 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. Honor Newport City Fire Department Members
3. Approve Minutes of January 7, 2019
4. Comments by Members of the Public
5. Better Connections Grant Application, Vote
6. Final Budget Review & Vote
7. New Business
8. Old Business
9. Set next meeting: Regularly Scheduled Council Meeting: February 4, 2019 @ 6:30 pm
10. Executive Session for Discussion of Contract, 1 VSA 313 (a)(1)
11. Adjourn

Non-confidential materials pertaining to this agenda are available for inspection at the City Clerk's office commencing at 9:00 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.

Council Minutes

January 7, 2019

DRAFT

A duly warned meeting of the Newport City Council was held on Monday, January 7, 2019 in the council room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President Denis Chenette, Council Members Kevin Charboneau, Julie Raboin and Daniel Ross, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Jessica Booth, Thomas Bernier, Seth DiSanto, Jamie LeClair, Rebecca Therrien, members of the Press and Public.

Mayor Monette called the meeting to order at 6:45 PM immediately following a Public Hearing.

Mayor Monette amended the agenda by adding item number 4A, the approval of VCDP funds.

Approval of Minutes

Mr. Chenette moved to approve the minutes of December 17, 2018 as presented. Seconded by Ms. Raboin, motion carried unanimously.

Comments by the Public

None

By-law Amendment (attached)

Mr. Charboneau moved to approve the proposed By-law changes. Seconded by Mr. Ross, motion carried unanimously.

Approval of VCDP Funds (attached)

Ms. Raboin moved to authorize the Mayor to sign for the VCDP Planning Grant – 2016. Seconded by Mr. Charboneau, motion carried unanimously.

Out of the Darkness Event Debrief (attached)

Mayor Monette read a letter from Amanda Chaput, Chairperson for the Out of the Darkness Walk.

Executive session, 1 VSA 313 (3)(a)(3)

Mr. Ross moved to enter executive session to discuss employment of an employee. Seconded by Mr. Chenette, motion carried unanimously.

No action.

Budget Review

The council reviewed the 2019-20 proposed budgets for the Recreation Department, Other and Capital Expenditures.

New Business

Mr. Chenette asked about the light on the Access Road and the street light on Pine St. Mr. Bernier stated the Access Rd. light would arrive on Wednesday the 9th. The light on Pine St. has not been fixed yet.

Mr. Ross noted that the federal guidelines for arsenic have been lowered again and asked if it would effect the treatment plant. Mr. Bernier stated it would not.

Old Business

None.

Next Meeting Date

January 21, 2019

Executive Session, Personnel

Mr. Ross moved to enter executive session for employee evaluations. Seconded by Mr. Charboneau, motion carried unanimously.

No action.

Adjournment

Mr. Ross moved to adjourn at 8:43 PM. Seconded by Mr. Charboneau, motion carried unanimously.

DRAFT

Attested: _____ This _____ Day of January 2019

Mayor



NVDA

Northeastern Vermont
Development Association

January 8, 2019

Charles Elliott
Zoning Administrator
Newport City
222 Main Street
Newport, VT 05855

Dear Charlie,

This letter is to inform you that Newport City's planning process was confirmed in an NVDA public hearing held on September 14, 2017. Vermont statute requires us to review and confirm the planning efforts of the municipalities in the Northeast Kingdom at least twice every eight years. This process allows our communities to apply for state Municipal Planning Grants and access other benefits, such as designation in the Vermont Downtown/Village Center Program, as well as the Better Connections Grant program. **This letter of confirmation must be included in your application.**

To be confirmed, the regional planning commission has to consult with the municipality to determine if it meets these requirements, as determined by 24 V.S.A. §4350:

- It is engaged in a continuous planning process that, within a reasonable time, will result in a plan that is consistent with statewide planning goals;
- It is engaged in a process to implement its municipal plan; and
- It is maintaining its efforts to provide local funds for municipal and regional planning purposes.

Part of the consultation process involves determining whether the municipality has adopted a plan that can be regionally approved, and that efforts are being made to obtain plan goals. As you know, Newport City's plan is set to expire in early 2020, so NVDA would like to schedule a consultation with you as soon as possible to keep your confirmation status current. We're also eager to talk about ways to assist when you update your plan.

In the meantime, I wish you a happy New Year. We look forward to you working with you and the City of Newport in the coming year!

Sincerely,

Alison Low AICP CFM
Senior Planner
c.c. Karen Geraghty via email



Charles Elliott <charles.elliott@newportvermont.org>

Guidance on Municipal Plan Update

2 messages

Alison Low <alow@nvda.net>

Fri, Jan 11, 2019 at 12:30 PM

To: Charles Elliott <charles.elliott@newportvermont.org>

Cc: Frank Maloney <fmaloney@nvda.net>

Hi, Charlie. This is my summary of our discussion yesterday. I also incorporated comments from the staff review when your plan was regionally approved five years ago. Frank Maloney may have some information on water quality because he's been working on the basin planning effort, so I'm cc'ing him here.

Good luck with your meeting next week. I think your approach to delegate the appendices to the planning commissioners is a really good approach!

--

Alison Low AICP CFM
Northeastern Vermont Development Association
36 Eastern Avenue
St. Johnsbury, VT 05819
802-424-1418



NewportConsultation1.10.19.docx

23K

Frank Maloney <fmaloney@nvda.net>

Fri, Jan 11, 2019 at 1:16 PM

To: Alison Low <alow@nvda.net>

Cc: Charles Elliott <charles.elliott@newportvermont.org>

Mr. Elliot

Lake Memph TMDL should be mentioned and I would suggest highlighting the city's recent storm water mitigation work. And those currently proposed but not underway.

[Quoted text hidden]

--

**Best,
Frank**

Frank Maloney
Planner
Northeastern VT Development Association
(802) 424 1419
fmaloney@nvda.net

Newport City consultation summary

Here are specific observations from staff review of 2015, which was prepared in response to Newport's request for regional approval of the plan. The NVDA board approved the plan.

- Maps were lacking some detail and not easily available (i.e. online). This was already addressed in a 2018 amendment to the plan.
- Staff review suggested that a subsequent update to plan could explore the use of downtown tax credits in greater detail. Credits, for example, can be used to improve housing stock and are easier to administer than affordable housing tax credits. Finally, the Neighborhood Designation Area program should be explored further. This program increases the Act 250 threshold for mixed use housing developments in a half-mile radius from the downtown. The municipality should try to determine if this program could help make a variety of housing types more economically viable – including workforce and market rate.
- It was noted that minimum compliance with the National Flood Insurance Program standards will not necessarily mitigate future risks. The plan should determine if the existing standards are appropriate or if additional evaluation is necessary. The plan should also determine if the statewide river corridors should be regulated locally, and if so, how future development could be affected. Since this plan was adopted, the City has adopted a FEMA-approved Local Hazard Mitigation Plan. Salient recommendations from this plan should be incorporated into the municipal plan.
- Regarding the goals to “identify, protect, and preserve important natural and historic features of the Vermont landscape” discussion of historic features was not entirely clear – Is it the Goodrich library or the historic district as a whole?
- Regarding “significant natural and fragile areas,” are there any in addition to the Lake? Subsequent update to the plan should also note if important archeological sites exist.
- Regarding the goal to “maintain and improve the quality of air, water, wildlife, and land resources,” subsequent updates to plan should identify how effective your regulatory performance standards in protecting air quality.
- Regarding the manufacture and marketing of value-added agricultural and forest products, can the plan explore how Newport furthers value-added forest products? E.g. Newport Furniture Parts?
- There is a statewide planning goal to provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area. It was noted in the staff review that local regulations address many aspects of extraction. Subsequent updates to plan should reinforce their relevance.

Here are general observations about the plan, based on discussions with Charlie Elliott.

Charlie is interested in updating the visionary part of the plan to make it more “forward looking.” Also, he likes the idea of keeping the data and details separate in appendices. This approach is also explored in the Vermont Planning Manual, which he’s been reviewing. He intends to ask members of the planning commission to update the appendices, but he’d like to appoint a steering committee to develop the “vision” part. Ideally, this committee will be composed of stakeholders who can incorporate public input already obtained through public outreach, such as the VCRD Community Visit. We think that this is an inclusive and organized way to update the plan, given the tight schedule.

Here are some general recommendations:

- The vision statement as it is written is highly dependent on certain planned developments. It will be more effective (and enduring) if it focuses on “aspirational” goals rather than specific

companies or developments. For example: rather than mentioning companies like ANC Bio or a hotel, focus on orientation to the waterfront, walkability, access to recreation within walking distance, tourism and recreation, etc. The vision statement would also be effective if there is a more direct link to objectives, priorities and policies.

- Obviously, the vision part of the plan will still need public engagement. To keep the public dialog productive, consider some of the engagement strategies outlined in the planning manual, such as “Maintain Evolve Transform,” or a simple SWOT analysis. It might also be productive for the steering committee to review statewide planning goals and evaluate their relevance for Newport.
- The plan needs a stronger emphasis on implementation, such as delineating timeframes, programs, and actions to achieve long-range goals. Consider incorporating examples from the planning manual.
- The plan currently has multiple appendices. Consider organizing the appendices under broader planning-related “realms” (e.g. “People and Social Capital,” “Prosperity,” “Services and Infrastructure.” For examples, see Peacham, Bolton). Right now, some of the appendices are very broad (flood resilience) and some are extremely specific (community gardens).

Newport City Plan Update Schedule

Assumptions:

- At no point does Newport City have an expired plan.
- This schedule is concurrent with regular meeting schedules for the Planning Commission and City Council.
- The plan, as proposed by December 2 has already been fully vetted by stakeholders.
- No substantive changes are introduced to the plan during the adoption process, which could require additional hearings.

Action	No later than
Draft plan recommended for adoption by Planning Commission	Monday, December 02, 2019
Draft plan and report sent to adjoining towns, NVDA, ACCD	Friday, December 06, 2019
Notice for Planning Commission hearing goes to newspaper	Wednesday, December 18, 2019
Public Notice for Planning Commission hearing runs	Saturday, December 21, 2019
Planning commission holds hearing	Monday, January 06, 2020
Public notice for first Council hearing goes to newspaper	Wednesday, January 22, 2020
Public Notice for first Council hearing runs	Saturday, January 25, 2020
First Council hearing	Monday, February 10, 2020
Notice for final public hearing goes to newspaper	Wednesday, February 12, 2020
Public notice for final hearing runs	Saturday, February 15, 2020
Final Council Hearing	Monday, March 02, 2020
Plan adopted	Monday, March 02, 2020



NVDA
*Northeastern Vermont
Development Association*

January 8, 2019

Charles Elliott
Zoning Administrator
Newport City
222 Main Street
Newport, VT 05855

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Sincerely,

Alison Low AICP CFM
Senior Planner
c.c. Karen Geraghty via email