

DRAFT

Council Minutes

April 1, 2019

A duly warned meeting of the Newport City council was held on Monday, April 1, 2019 in the council room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President Julie Raboin, Council Members Kevin Charboneau, Melissa Pettersson and Daniel Ross, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Chief Seth DiSanto, Chief James LeClair Sr., Jessica Booth, members of the Press and Public.

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

Approval of Minutes

Ms. Pettersson moved to approve the minutes of March 18, 2019. Seconded by Ms. Raboin, motion carried unanimously.

Comments from the Public

None

Celebration of the Young Children Event (attached)

Ms. Raboin moved to waive the event fees in the amount of \$772.50. Seconded by Mr. Charboneau, motion carried unanimously.

Northern Borders Regional Commission Grant Application (attached)

Mr. Ross moved to approve the grant application and authorize the City Manager to sign the related documents. Seconded by Mr. Charboneau, motion carried unanimously.

AARP Grant Applications (2) (attached)

Mr. Charboneau moved to approve the AARP Challenge Grant and authorize the City Manager to sign the documents. Seconded by Ms. Pettersson, motion carried unanimously.

Ms. Pettersson moved to approve the AARP VT Placemaking Grant and authorize the City Manager to sign the related documents. Seconded by Ms. Raboin, motion carried unanimously.

City Landscaper Budget Reallocation (attached)

Ms. Pettersson moved to allow the City Clerk/Treasurer to establish account codes for the City Landscaper position as approved at the February 11, 2019 Council Meeting. Seconded by Mr. Ross, motion carried unanimously.

Rules of Procedure Adoption

Mr. Charboneau moved to approve the Rules of Procedure. Seconded by Ms. Pettersson.

Discussion: Anne Chiarello requested that an amendment be adopted to allow the public to ask questions on any presentation as well as issues to be voted on. Ms. Raboin felt that there should be some consistency so the public knows when or if they can make comments.

On the motion Ms. Pettersson and Mr. Charboneau voted in favor, Ms. Raboin and Mr. Ross voted against. Mayor Monette voted in favor, motion carried.

New Business

Mr. Johnson presented liquor licenses for the council to sign.

Mayor Monette expressed his appreciation for the letters Chief DiSanto wrote regarding Hospital Security and the sale of Marijuana.

Old Business

Mayor Monette mentioned the letter from the City Manager to the Departments regarding year end spending. Ms. Dolgin noted that the letter was a yearly reminder to watch spending as the fiscal year ends.

DRAFT

Next Meeting Dates

Public Hearing on the VCDP, CBDG Implementation Grant, April 11, 2019.

Council Meeting April 15, 2019.

Adjournment

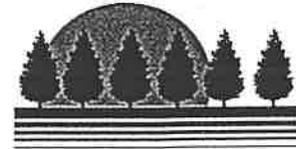
Mr. Charboneau moved to adjourn at 7:35 PM. Seconded by Ms. Pettersson, motion carried unanimously

Attested _____ This _____ Day of _____ 2019

Mayor

Newport Parks & Recreation

City of Newport
 222 Main Street
 Newport, VT 05855
 Phone: (802) 334-6345 Fax: (802) 334-5632
 Email: Info@NewportRecreation.org



INVOICE

BILL TO:

North Country Supervisory Union
 c/o Diane Nichols-Fleming
 121 Dutchess Ave, Suite A
 Newport, VT 05855
 (802) 334-5847 x 2046
 Diane.NicholsFleming@ncsuvt.org

INVOICE # GP050219
DATE: 3/29/2019
DUE DATE: Upon Receipt

FOR: Field/Facility Use
 Young Child Event
 May 2 2019

ITEM	DESCRIPTION	RATE	QTY	AMOUNT
Additional Items	Parade Support - Public Works \$30/hour, 8:30AM-11:30PM Sign & Barracade Distribution & Flagging	\$120.00	3	\$360.00
Additional Items	Parade Support - Police \$50/hour, 9:30AM-11:00AM Traffic Control & Flagging	\$150.00	1.5	\$225.00
Additional Items	Parade Support - Parks & Recreation \$25/hour, 9:30AM-11:00AM Traffic Control & Flagging	\$75.00	1.5	\$112.50
TOTAL				\$697.50

\$300

772.50

Checks payable to Newport Parks & Recreation. Please reference invoice number in the memo.
 Changes or cancellations must be made 14 days prior to rental date to be eligible for refund or credit.



Newport Parks & Recreation
 222 Main Street • Newport, VT 05855
 Tel. (802) 334-6345 • Fax (802)334-5632
 Info@NewportRecreation.org • www.NewportRecreation.org



Organization: North Country Supervisory Union & Orleans/Northern Essex Building Bright Futures Resident Non-Resident | Non-Profit Profit

Name of Event: Celebration of Young Children Parade & Gathering at Park

Primary Contact Person: Diane Nichols-Fleming Email: diane.nicholsfleming@ncsuvt.org

Billing Address: 121 Duchess Ave, Suite A, Newport VT 05855

Phone: 802-334-5847 x 2046 Home Work Cell Phone: 802-371-8350 Home Work Cell

Website: _____ Fax: 334-6528

Event Dates:
 Calendar or schedule attached -OR- List specific dates and times:

Use(s)	Day(s) of the week	Date(s)	Time(s)
Set-Up	Thursday	May 2, 2019	8 AM
Main Event			Parade 10 AM; Park 11-12
Break-Down			12-1:00 PM
Rain Date(s)	None		

Event Description: Children and adults from preschools in the region gather at the Gateway Center. We all march to the park. Free ice cream and activities that family friendly occur at Gardner Park.

Please attach promotional information - flyers, posters, pamphlets etc.

Entertainment/Activity Schedule: Face painting, entertainment and free ice cream are available when children arrive at park.

Food Services: 0 Beverage/Alcohol Services: 0

Additional vendor permits/proof of licensure may be required

Other Vendors: None

Admission/Entry Fee: 0 Beneficiary: _____

Sponsors: NCU & ONEBBF

Is this an annual event? No Yes, this is our 20th year hosting this event.

Location/Venue: Gateway Ctr parking area Gardner Park Location/Venue Maximum Capacity: _____

Property/Venue Owner: _____
For Non-City owned property, please attach proof of owner's consent

Total Anticipated of People in Attendance:
 Anticipated Number of Participants: > last year was
 Anticipated Number of Spectators: ~250 people
 Anticipated Number of Staff/Volunteers: 15-20 but adults from the preschools also with children.

Target Audience: Young families and area preschool programs

Overflow Plan:	Spaces can accommodate much more than anticipated.
Security Plan:	Packets are sent to programs that include the parade route and commands to bring safety kits. These packets outline evacuation plans and how to respond in the event of an emergency.
Emergency Escape Plan:	Each program will review evacuation/safety plans with children. If it occurs during parade - immediately evacuate to buildings along the route.
Evacuation/Shelter Location:	
How will you inform guests of an emergency?	My staff and I will direct them in the event of an emergency. We have staff people t-shirts.
Medical/Emergency Services Plan:	Each program has emergency kits that include emergency contacts for all children.
Staffing/Volunteer Plan:	Each program and family are responsible for their children. My staff will walk along the route. Police have created the boundaries and traffic control in the past (see attached map from last year). My staff monitor the entries to the park so that children cannot leave without an adult. My staff are wearing purple staff shirts.
On-site event manager name and contact information:	Same as primary contact in past.
How will staff be identified?	My staff are wearing purple staff shirts.
Parking/Transportation Plan:	Paraders park at or near the Gateway and others at the park. School buses drop off children at the Gateway and then go to Gardner Park.
Trash/Recycling Plan:	NPR has taken care of this in the past.
Recycling is required by the State of Vermont, all users are responsible for adhering to the law	
Restroom Plan:	Gateway center and also Gardner Park restrooms.
Minimum one restroom required for every 150 people in attendance	
Utility Plan (Power/Water/Lighting):	Water would be helpful for us to fill up our large drinking containers (5 gallon).
Will you have amplified sound? If so, please explain:	Not planned at this time.
Additional services or amenities needed:	In case of inclement weather, we may need to reverse the parade route & have activities in the municipal gym. This is what happened last year.
ATTACHMENTS - All large event applications must include:	SITE MAPS must include:
<input type="checkbox"/> Site map describing layout of event space <input type="checkbox"/> Copies of promotional materials (banners, flyers posters etc.) <input type="checkbox"/> Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured <input type="checkbox"/> Copies of all applicable permits including land use, food/drink service, fire, health, zoning, etc.	Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas.

By signing below, I acknowledge that the information provided on this application is true and accurate. I understand that this application is not approved until I have received confirmation from Newport Parks & Recreation and Newport City Council.

Signature: Diane Nichols Fleming Print: Diane Nichols Fleming Date: 3/13/19

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

March 20, 2019

Christine Frost
NBRC Program Director
James Cleveland Federal Building
Suite 1201
53 Pleasant Street
Concord, NH 03301

RE: Letter of Notification – Northern Border Regional Commission
Economic & Infrastructure Development Investment Program
Gardner Park/Waterfront Plaza/ Main Street (US RTE 5) Intersection Improvements

Dear Ms. Frost,

Please consider this Letter of Notification from the City of Newport, Vermont, relative to our intention to apply to the Northern Border Regional Commission, Economic and Infrastructure Development Investment Program for the purpose of intersection improvements at Gardner Park/Waterfront Plaza/Main Street (US RTE 5).

NAME OF ENTITY APPLYING: City of Newport, VT
DUNS Number: 023719354

CO-APPLICANT: None

AUTHORIZED OFFICIAL: Laura Dolgin, City Manager

PROJECT PRIMARY CONTACT: Thomas Bernier, Director of Public Works

STATE & CONGRESSIONAL DISTRICT: Vermont VT - 00

AMOUNT BEING REQUESTED: \$500,000

PREVIOUS RECIPIENT: NO

AARP Challenge Grant

Newport will apply for an AARP Challenge Grant in the amount of \$25,000.00 to match the VOREC grant award to Newport of \$35,000. These funds will be used to complete the Prouty Beach Connector Trail which will serve as the vital link between the Bluffside Farm Trail that ends on Prouty Beach at the new bridge that will be constructed over Scott's Cove, and the beginning of the City Bike Trail. In reviewing the layout of the trails, coupled with recognition of the incredible amenities offered at Prouty Beach, the Prouty Connector is an optimum path to link the Bluffside Trail directly into the Designated Downtown. By constructing the Connector, trail users of the Waterfront Trail Corridor will have access to restroom facilities, the beach area, picnic facilities and the campground. These amenities will further enhance the outdoor recreational experience for residents and visitors alike. This project fits within the AARP list of eligible activities, particularly by:

- ***Delivering a range of transportation and connectivity options*** through permanent or temporary solutions that increase walkability, bikeability, wayfinding, access to transportation options and roadway improvements and
- ***Creating vibrant public places*** through permanent or temporary solutions that activate open spaces, improve parks and improve access to amenities

AARP VT Placemaking Grants

Newport will apply for an AARP Placemaking Grant in the amount of \$3,000 to support the emerging project of "Newport as Botanic Garden." This project is a collaborative effort between the City of Newport and the Downtown Development Organization to implement unique design elements within the City that will enhance the appearance of the City for residents and visitors alike, increase pedestrian and cycling traffic around the City, and promote a healthy lifestyle by encouraging walking and the enjoyment of Newport's outdoor assets and incredible natural beauty. The project will merge the on-going Landscaping activities of the City with the concept of creating the City as Botanic Garden by providing identification of trees, shrubs and flowers in the City's landscape, and increasing the number of small unique themed gardens (an herb garden, a flower garden, a healing garden, a secret garden etc. just to name a few) in various locations around the City. Walking maps can be developed to encourage people to walk from site to site and various programming initiatives can be developed with community volunteers to maintain and promote these specialty gardens. Money from the grant will be used as "seed money" to purchase specialty seeds and plants and gardening supplies to begin this exciting initiative. The City Landscaper will head up the Botanic Garden Committee under the Design Committee of the Downtown Development Corporation which will also contribute funds in support of this initiative.

This project meets the objectives of the Placemaking grant by helping participants:

- Enhance perceptions and attitude toward community change.
- Recognize how community design influence successful aging, health and overall livability;
- Build healthier more vibrant public spaces.
- Create inclusive, multi-modal placemaking activities that can be applied within the community

To: City Council, Jim Johnson, Stacey Therrien and Becky Therrien
Cc Jess Booth, Tom Bernier, Robert Gosselin,
From: Laura Dolgin, City Manager
Date: March 29, 2019

Re: Structure and Administrative Design of the City Landscaper

The City Council approved the appointment of Robert Gosselin as our City Landscaper position at their February 11, 2019 meeting. We now need to ensure our financial accounting is in proper order, as follows:

The position is budgeted to work 1440 hours at \$20.00 an hour = \$28,800.00 from April 1 through December 31, and Robert will be salaried. Our Personnel Policy allows that his medical is factored in for 12 months worth of coverage and paid for with his 39 weekly paychecks during the 9 month period. His medical contribution will need to be adjusted as premiums change with each calendar year. He will accumulate leave based on 70%, to include only the holidays that fall within the 9 month period of his employment. He will be off payroll for January, February and March. He will be eligible for annual pay increases same as all other administrative staff.

For the remainder of this fiscal year, FY18-19, the Centennial Budget will be used to pay for inventory and tools, as approved by the Centennial funders. All Salary costs will be attributed to the 06 line items as indicated in the chart below. The necessary funds will be subtracted from the line items Public Works (0-92-98.10, 8-50-57.14, and 9-50-91.51) and Recreation (0-70-78.11), as authorized by Tom and Jess.

For the months of April, May, and June, 2019. Parks & Recreation and Public Works will need to reserve \$2,173.81 each month from the above captioned dept id's so that the expense can be attributed to 0-60-10.10.

Beginning July 1, 2019, all funds will be expended as accurately reflected in the City Landscaper 06 Budget Categories. These funds will also need to be adequately subtracted from their original expenditure line items as indicated below.

The Motion for the Council to make is to establish the required class of codes and account numbers to accommodate the newly created position of City Landscaper as they directed at their February 11, 2019 meeting. The class will be City Landscaper and the account numbers will be the 0-60-10.__ category.

Thank you.

April 1 - June 30, 2019		July 1 - December 31, 2019	Dept Id's	April 1 - Dec 31 1440 hours
\$9,600		\$19,200.00	0-60-10.10 Salary	\$28,800.00
n/a		\$1,785.60	0-60-10.15 Workers Comp	\$1,785.60
\$734		\$1,469.20	0-60-10.16 FICA	\$2,203.20
\$958		\$1,202.00	0-50-10.17 Retirement	\$2,160.00
\$1751		\$5,534.70	0-60-10.18 Health	\$7,285.70
n/a		\$171.00	0-60-10.19 Unemployment	\$171.00
n/a		\$475.00	0-60-10.20 Life/Disability	\$475.00
n/a		\$1,800.00	0-60-10.21 HRA Expense	\$1,800.00
\$13,043		\$31,637.50		\$44,680.50
Divided by 2 =\$6,521.50				
Or \$2,173.83 per month evenly split				
			FY 19-20	
Beginning July 1, 2019		Budget	Dept ID	
0-80-86.95	Misc Flower Beds	FY19-20 \$9,000.00	0-60-10-22	Supplies \$13,000.00
0-90-97.20	City Beautification	FY19-20 \$25,000.00	0-60-10-22	Maintenance \$1,000.00
Remainder of FY 18-19				
0-70-78.11 = 1 position 0-50-55.20 1/3 8-50-57.14 1/3 9-50-94.51 1/3 = 1 position	2 PT/18 wks@\$10.78	\$15,523.20	0-60-10-23	Equipment \$1,000.00
0-92-98.10	Main St. Maintenance	\$5,000.00	0-60-10-25	Other Expenses \$ 723.00
0-80-86.90	Tree Maintenance	\$5,000.00		
0-50-58.78	Tree Maintenance Etc	\$500.00		
	Total Budget	\$60,023.20		\$60,403.50
	Minus Inventory	-\$15,723.00		\$15,723.00
	Needed for Salary	\$44,300.20		
	1440 hour	\$44,680.50		

NEWPORT CITY RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

A. PURPOSE.

The City Council of Newport City is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the City Council of Newport City must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the City Council of Newport City, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a president. The mayor of the body or, in the mayor's absence, the president shall preside over all meetings. If both the mayor and the president are absent, a member selected by the body shall act as chair for that meeting.
2. The mayor shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the mayor. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the City Manager to request inclusion on the agenda at least 3 days prior. The mayor shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: Newport City Municipal Building, Goodrich Memorial Library and the U.S. Post Office. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on <http://newportvermont.org/website/>. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Monday of the month at 6:30p.m. in the Council Room of the Municipal Building, unless otherwise warned.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; posting in the municipal clerk's office and at the following designated places in the municipality Newport City Municipal Building, Goodrich Memorial Library, the U.S. Post Office, posted on <http://newportvermont.org/website/> and to any person who has requested notice of such meetings.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body during public comment, so long as order is maintained according to these rules.
2. At the beginning of each agenda, but before any action is taken by the public body, there may be as much as 15 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the mayor before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the mayor or other presiding member. The mayor should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order law enforcement to remove disorderly person(s) from the meeting.

ADOPTED:







Signatures

4/1/2019

Date