

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, December 21, 2020, beginning at 6:30 p.m.

REMOTE MEETING

**The Municipal Building is Closed as part of the Stay Home/Stay Safe Measures
In Order to Participate Remotely:**

Phone 1- (978) 990-5000 and enter PIN: 185354#

or

**by Computer go to <https://freeconferencecall.com> and join the meeting by using id:
cityofnewportremote**

City Council: Paul Monette, Mayor
Dan Ross, Council President
Kevin Charboneau
Melissa Pettersson
John Wilson

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

1. Call the Regular Council Meeting to Order
2. Approve Minutes of December 7, 2020
3. Comments by Members of the Public
4. Newport City Elementary School Winter Song Video Presentation
5. Continued Discussion: No. 164. An Act Relating to the Regulation of Cannabis; Liz Vickers & David Templeman, Vote
6. Planning Commission Member Resignation, Vote
7. East Side Water Tower Update; Wayne Elliott from A&E Engineering
8. FY21-22 Operational Budget Review: Public Works & Other & Capital Budget
9. Executive session under 1 V.S.A. § 313(a)(2) (Real Estate), Vote
10. New Business
11. Old Business
12. Set Next Regularly Scheduled Council Meeting: January 4, 2021 @ 6:30pm
13. Adjourn

Non-confidential Materials Pertaining to this Agenda are Available for Viewing & Download on the City's Website at <https://www.newportvermont.org/> 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, April 1, 2019, and again on March 16, 2020.

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 ensure 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 March 16, 2020.
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
December 7, 2020

DRAFT

A duly warned meeting of the Newport City Council was held remotely on December 7, 2020. Participating in the meeting were Mayor Paul Monette, Council President Daniel Ross, Council Members Melissa Pettersson, Kevin Charboneau and John Wilson, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Chief of Police Travis Bingham, Fire Chief John Harlamert, Rebecca Therrien, Jessica Booth, PW Director Tom Bernier, Zoning Admin. Erik Voegtlin, Stephen Dalpe, David Templeman and Liz Vickers.

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

Approval of Minutes

Mr. Charboneau move to approve the minutes of November 16, 2020. Seconded by Mr. Wilson, motion carried unanimously.

Comments by the Public

None

Annual VAST North Country Mountaineer's Snowmobile Club MOU (attached)

Mr. Ross moved to enter a MOU with the North Country Mountaineer's Snowmobile club. Seconded by Mr. Charboneau, motion carried unanimously.

Fire and Recreation & Parks Budget Review

Fire Chief John Harlamert and Recreation & Parks Director Jessica Booth reviewed their proposed 2021-22 operational budgets with the council.

No. 164 An Act Relating to the Regulation of Cannabis

Liz Vickers and David Templeman gave a power point presentation on Act 164 for their proposal to place an article on the ballot at Town Meeting, March 2, 2021 authorizing them to open a cannabis retail operation in the City of Newport. The Issue will be placed on the next meetings agenda.

2021 Regular City Council Meeting Schedule

Mr. Wilson moved to approve the 2021 council meeting schedule. Seconded by Mr. Charboneau, motion carried unanimously.

New Business

Ms. Pettersson noted a lot of trash on the sides of the roads.

Old Business

None

Next Meeting Date

December 21, 2020

Adjournment

Mr. Charboneau moved to adjourn at 8:18 PM. Seconded by Mr. Wilson, motion carried unanimously.

MEMORANDUM

DATE: December 21, 2020

TO: Newport City Council

FROM: Wayne Elliott, PE, Aldrich + Elliott, PC
Michael Mainer, PE, Aldrich + Elliott, PC

RE: Water System Improvements
Proposed Project
A+E Project No. 20024

Introduction

This memorandum summarizes planning activities related to the proposed Water System Improvements Project, which includes construction of the East Side Water Tower.

The purpose of the project is to rehabilitate the Palin Hill Reservoir, which is the primary storage reservoir for the City's water system, allow disconnection of the Derby Road area from the Village of Derby Center, and complete water meter installation throughout the City's water system.

Project Scope

The proposed project includes:

- Palin Hill Reservoir Liner & Floating Cover Replacement: While this reservoir is fully functional and continues to meet the City's water storage needs, the liner and floating cover are aging and in need of replacement to maintain the sanitary integrity of the reservoir. The project includes full replacement of the liner and floating cover.
- Derby Road Service Area Improvements and East Side Water Storage Tank Construction: The proposed project will include construction of a new water storage tank to serve the Derby Road area, a new booster pump station, and related work. This will allow the Derby Road area to be served solely by the City of Newport, while the existing interconnection with the Village of Derby Center will be decommissioned, per the negotiated amendment to the interlocal agreement. The proposed storage tank will be a glass-fused steel elevated tank installed on a concrete pedestal. A brochure describing this type of tank is attached to this memo.
- Water Meter Installation: New water meters will be installed on the remaining unmetered water service connections in the City. It is estimated that approximately 750 meters will



need to be installed as part of this effort. The new meters will be compatible with the existing meter-reading technology already in use by the City.

A map showing the approximate locations of the Palin Hill Reservoir, Derby Road Service Area Improvements, and East Side Water Storage Tank Construction is attached to this memo.

Project Schedule

In order to construct the project, it will be necessary to hold a Town-wide bond vote, and complete the final design and bidding process. A recommended schedule is as follows:

- March 2021 – Hold city-wide bond vote
- Summer 2021 – Construct Palin Hill Reservoir Liner & Floating Cover Replacement
- Summer 2022 – Construct Derby Road Service Area Improvements and East Side Storage Tank
- Spring/Summer 2023 – Water Meter Installation

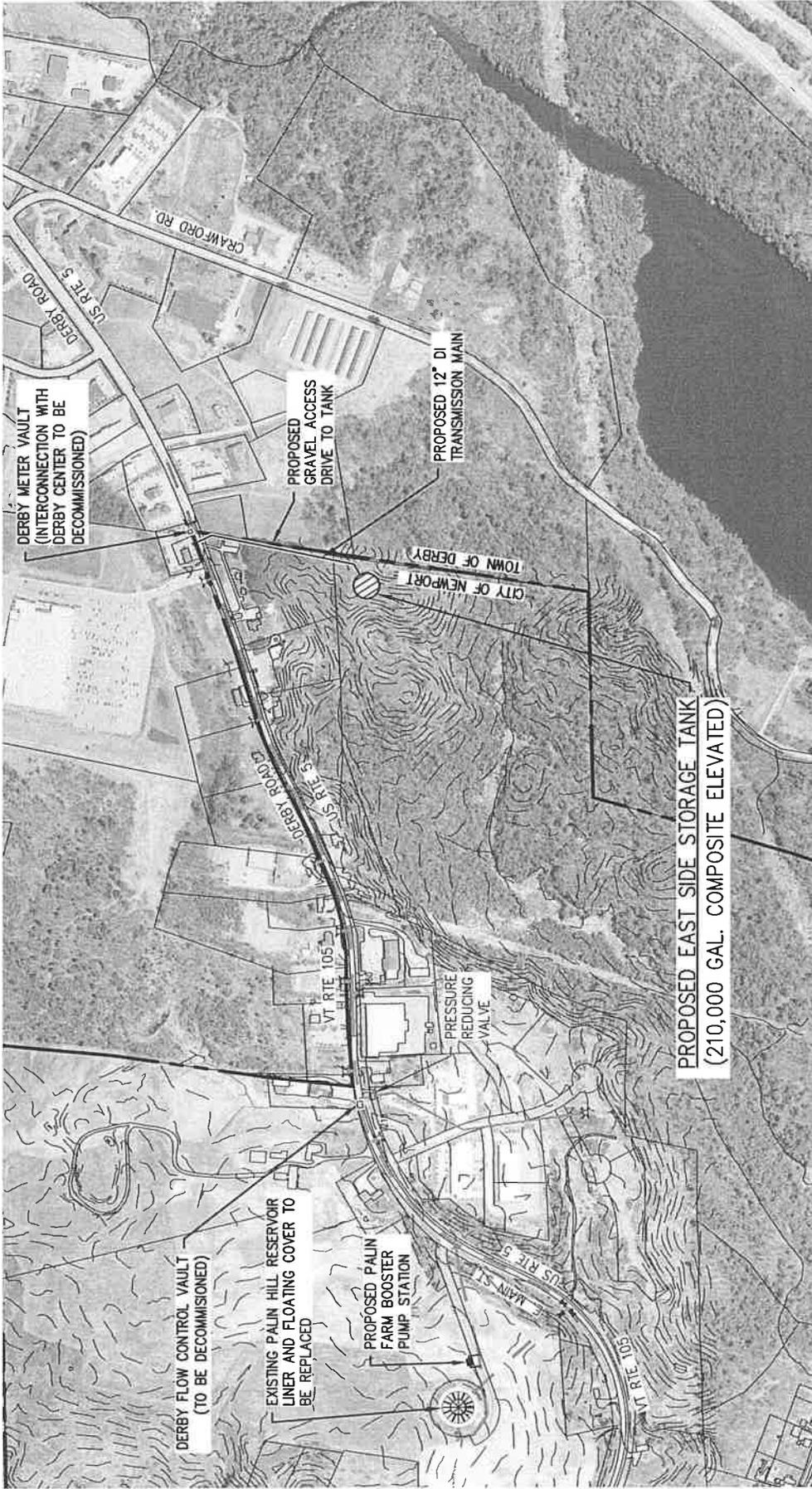
Prior to holding a bond vote, it will be necessary to prepare bond documents, issue a 30-day warning, and hold a minimum of one public informational session.

Project Cost & Funding

The total estimated cost for the project is \$4,985,000. This cost includes construction, engineering, administration, permitting fees, construction contingency, and other costs. A total project cost summary is attached to this memo.

Funding for the project is available through the United States Department of Agriculture (USDA) Rural Development (RD) program. While a precise funding package has not yet been offered, the City is eligible for up to a 75% grant, with the remainder of the project eligible for an intermediate-rate (1.75%) 30-year loan. A funding application was submitted to the USDA RD program on December 18, 2020.





LEGEND

1" WATERLINE
8" WATERLINE
12" WATERLINE
PIPE HYDRANT



LOCATION MAP
SCALE: 1" = 500'



1000 Park Lane #2
Lebanon, VT 05642
P: 802.879.7223
ald@aldelliott.com

PROPOSED PROJECT
WATER SYSTEM IMPROVEMENTS
PRELIMINARY ENGINEERING REPORT
CITY OF NEWPORT

PROJECT NO.	20024
DATE	1
SCALE	
DATE	

Total Project Cost Summary
City of Newport Water System Improvements
December 21, 2020
A+E Project #20024

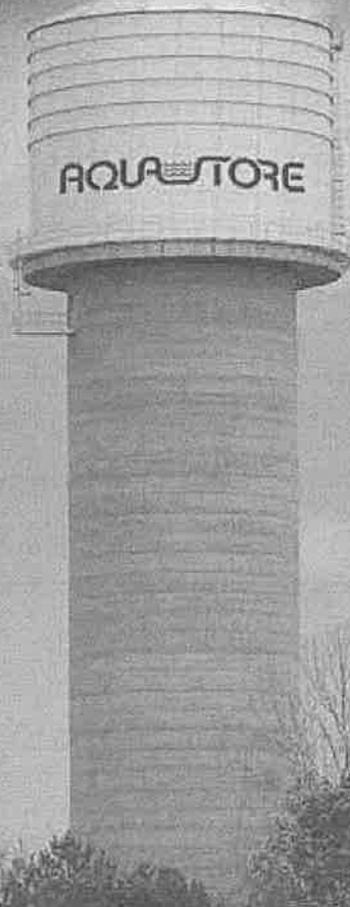
Item Description	Total Estimated Cost
Construction	
Palin Hill Reservoir Liner & Cover Replacement ^(1a)	\$406,000
Derby Road Service Area Improvements & East Side Storage Tank Construction ^(1b)	\$2,422,000
Water Meters ^(1c)	\$1,034,000
Construction Subtotal	\$3,862,000
Construction Contingency	
Construction Contingency (10%)	\$386,200
Construction Contingency Subtotal	\$386,200
Step II - Final Design and Permitting ⁽³⁾	
Final Design Basic Services	\$110,500
Subsurface Investigation	\$7,400
Special Services	\$25,400
Step II Subtotal	\$143,300
Step III - Construction Phase Services ⁽⁴⁾	
Construction Basic Services	\$432,000
Special Services	\$10,000
Step III Subtotal	\$442,000
Other Costs	
Permit Fees	\$10,000
Administrative	\$40,000
Legal & Fiscal	\$40,000
Short Term Interest	\$60,000
Other Subtotal	\$150,000
Total Project Cost	\$4,983,500
Use	\$4,985,000

Notes:

- 1a. ENR 11665 (April 2021)
- 1b. ENR 11900 (January 2022)
- 1c. ENR 12250 (March 2023)
1. Step I services are included in previous contracts with the City of Newport as well as under Step II – Final Design & permitting
2. Currently under contract
3. Based upon State of Vermont Water Investment Division fee curves
4. Total does not include land acquisition or charges due to the Village of Derby Center upon disconnection.

AQUASTORE[®]
Glass Tanks with a Heart of Steel[™]

Composite Elevated Tanks



When it comes to elevated water storage tanks,
Aquastore[®] composite elevated tanks
stand tall above the rest.

www.aquastore.com

Aquastore® raises the standard in elevated water tank quality.

With hundreds of Aquastore composite elevated tanks (CET) already installed, glass-fused-to-steel technology offers the lowest ownership cost of any elevated water storage tank. Traditionally, elevated tanks are a field-welded, painted steel tank on top of a steel structure or concrete pedestal. Steel tanks and structures need to be taken out of service periodically to sand blast and repaint the interior and exterior – a costly procedure.



Fast, efficient, worry-free containment with Aquastore.

Aquastore CETs include typical features, such as customizable concrete pedestals for internal use, and are completed in less time than other elevated tanks. Once an Aquastore CET is constructed, it is ready for use without the need to sandblast or paint. Field-welded CETs have high construction costs, high ongoing maintenance costs and lengthy construction times. For fast construction and reliable long-term storage, make your next CET project an Aquastore.

Aquastore tanks...

- Can be constructed in less time than traditional elevated tanks
- Are ready for use after construction
- Never need painting



Glass-fused-to-steel: a proven technology in composite elevated tanks.

Aquastore tanks incorporate the very latest glass-fused-to-steel technology to both the interior and exterior of each of its tank panels. All Aquastore CETs follow the same strength and quality guidelines used by more than 10,000 glass-fused-to-steel Aquastore tanks installed in North America.

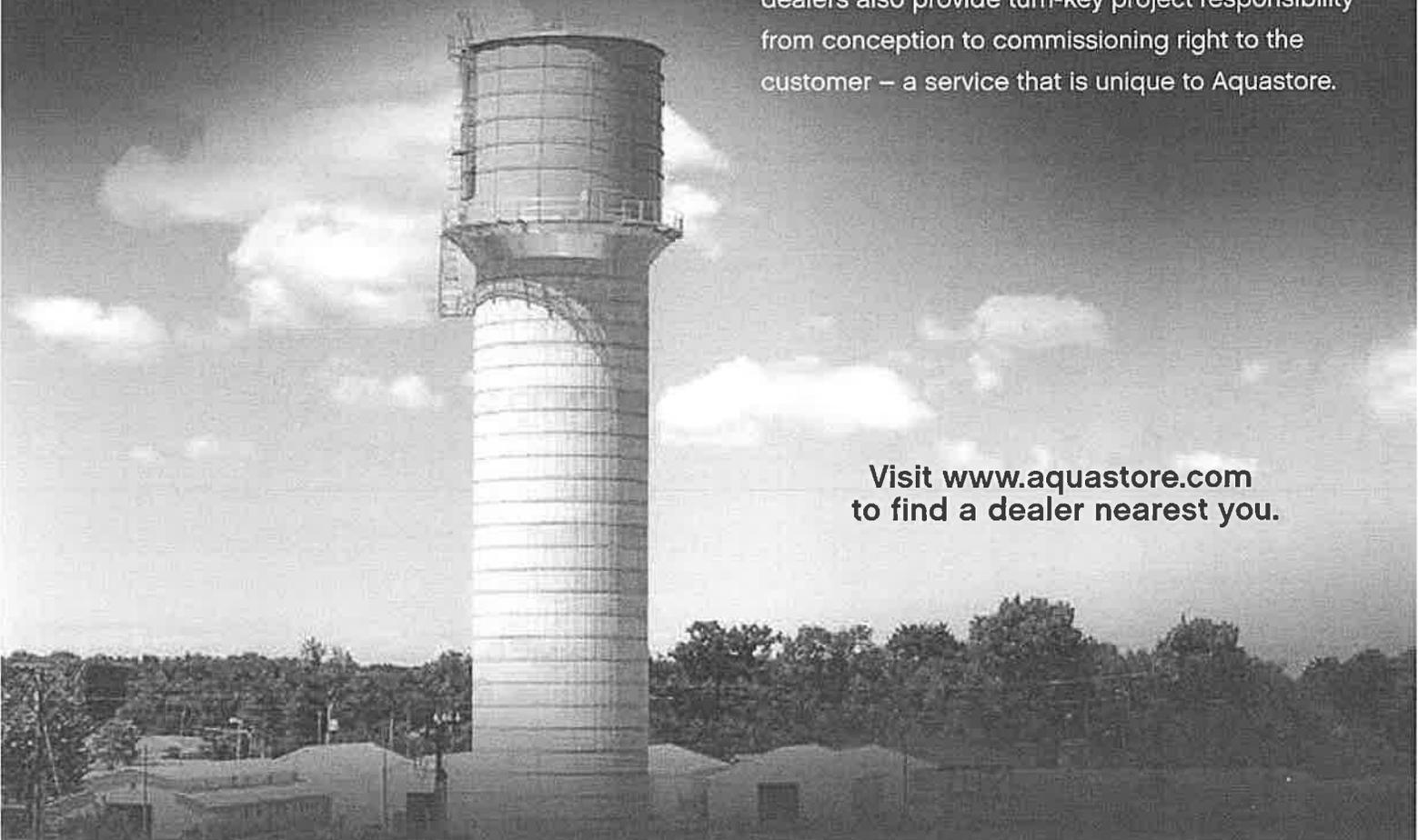
- **Provides storage capacity for almost any system – up to 1.5 million gallons with overflow elevations up to 200-feet high**
- **Lowest cost of ownership**
- **Corrosion-resistant**
- **Easy to inspect**



World-class service and attention from independent, Authorized Aquastore Dealers.

When it comes to water storage, Authorized Aquastore Dealers are among the best consultants in the industry. They are determined to implement and engineer the application that best fits your needs. Aquastore dealers also provide turn-key project responsibility from conception to commissioning right to the customer – a service that is unique to Aquastore.

**Visit www.aquastore.com
to find a dealer nearest you.**



The Aquastore “CET Package” – A turn-key project plan for your installation.

The “CET Package” from Aquastore is a plan drawn up between you and your Authorized Aquastore Dealer that covers everything needed to complete a composite elevated tank application. The pedestal, the installation of inlet and outlet piping, manway entrances and the top cap/walkway are all customized to fit the preparations laid out in the “CET Package.” After a package is agreed upon, the dealer will walk you through each step of the construction process to make sure each component of the project is built to the original plan.

Tank variety with Aquastore you won't find anywhere else.

With tank capacities ranging from 50,000 to over 1,000,000 gallons, your Authorized Aquastore Dealer will fit you with the proper system to meet the potable water needs of your community. Visit www.aquastore.com to request a quote and get in contact with a dealer in your area.



Typical Aquastore CET Configurations

Tank Capacity	Aquastore Tank Typical Size Diameter x Height	Pedestal	
		Inside Diameter	Overflow Height
150,000	28' x 33'	24'	Up to 200'
200,000	31' x 33'	30'	Up to 200'
300,000	39' x 33'	36'	Up to 200'
500,000	50' x 33'	40'	Up to 200'
750,000	59' x 38'	45'	Up to 200'
1,000,000	62' x 47'	50'	Up to 200'
1,500,000	67' x 56'	55'	Up to 200'

Visit www.aquastore.com
to find a dealer nearest you.

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STORAGE

345 Harvestore Drive • DeKalb, IL 60115
815-756-1551 • www.aquastore.com

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Glass Tanks with a Heart of Steel[™]

AQ-GF-1503

Newport Ambulance Service 2021 Approved

AQAAAAkFAS	2020 NAS		2021 NAS	
4000 - Town Contracts	\$363,359.00		\$374,536.00	
4003 - Copy Charge	\$100.00		\$200.00	
4004 - Training Income Public	\$120.00		\$200.00	
4005 Donations	\$500.00		\$500.00	
4006 - Interest Income	\$200.00		\$100.00	
4009 - Service Ambulance Runs	\$1,093,727.00		\$1,093,727.00	
		\$1,458,006.00		\$1,469,263.00
4010 - Billing Service Contracts				
Orleans	\$15,000.00		\$28,000.00	
4010.06 - Glover Ambulance	\$500.00		\$0.00	
Sub station	\$7,717.00		\$7,717.00	
NEMS	\$22,558.00		\$22,558.00	
Total 4010 - Billing Service Contracts		\$45,775.00		\$58,275.00
4012 - Intercept Income	\$6,000.00		\$11,000.00	
4018 - Ambulance Coverage Time	\$1,000.00		\$1,000.00	
Total Income	\$1,510,781.00		\$1,539,538.00	
5000 - Billing Services Expense				
5000.01 - Collection Fees	\$1,200.00		\$900.00	
5000.02 - Training & Support	\$5,000.00		\$5,000.00	
5000.03 - Seminars	\$3,000.00		\$3,000.00	
5000.04 - Ability VPN	\$5,528.00		\$5,088.00	
5000.05 - Software Upgrades	\$1,000.00		\$1,000.00	
5000.07 - 08 Payroll	\$58,720.00		\$84,000.00	
5000.09 - Billing Office Supplies	\$2,500.00		\$2,000.00	
5000.10 - Phone	\$200.00		\$200.00	
5000.11 - Postage	\$2,500.00		\$4,000.00	
Total 5000 - Billing Services Expense		\$79,648.00		\$105,188.00
5001 - Administration Expense				
5001.01 - 02.03.04 .17Payroll	\$70,000.00		\$65,808.00	
5001.05 - Nas 11 R&M	\$750.00		\$576.00	
5001.06 - Nas 11 Fuel	\$480.00		\$480.00	
5001.07 - Postage	\$50.00		\$50.00	
5001.08 - CPA	\$500.00		\$480.00	
5001.10 - Office Supplies	\$624.00		\$2,000.00	
5001.11 - Telephone	\$1,862.00		\$1,461.00	
5001.12 - Cell Phones	\$2,210.00		\$1,916.00	
5001.13 - Dues	\$50.00		\$50.00	
5001.14 - Health Insurance	\$4,420.00		\$4,591.00	
5001.15 - Pension	\$2,520.00		\$4,607.00	
5001.17 Board Directors Salary	\$10,080.00		\$10,008.00	
Total 5001 - Administration Expense		\$93,546.00		\$92,027.00
5006 - Rubbish Removal Expense	\$800.00		\$800.00	
5007 - Diesel Fuel/Gas Expense	\$30,000.00		\$30,000.00	
				\$30,800.00
5008 - Insurance Expense				
5008.01 - Insurance Package	\$15,193.00		\$15,194.00	
5008.03 - Health Insurance Expense	\$77,689.00	10 on plat	\$102,000.00	
5008.05 - Workers Comp. Insurance Exp	\$71,000.00		\$54,720.00	
Total 5008 - Insurance Expense		\$194,682.00		\$202,714.00
5009 - Bank Charges/CC Fees Expense	\$4,000.00		\$1,000.00	
5010 - Interest Expense	\$14,075.00		\$16,000.00	
		\$18,075.00		\$17,000.00
5011 - Staff & Squad Training	\$6,000.00		\$6,000.00	
5012 - Payroll Expenses	\$799,355.00		\$832,000.00	4%
5013 - Postage/Delivery Expense	\$1,400.00		\$0.00	

Newport Ambulance Service 2021 Approved

5015 · Purchase Agreement Expense			\$0.00	
		\$806,755.00		\$838,000.00
5016 · Travel & Meals Expense				
5016.01 · Meals Expense	\$250.00		\$250.00	
5016.02 · Travel Expense	\$200.00		\$250.00	
Total 5016 · Travel & Meals Expense		\$450.00		\$500.00
5017 Pension Plan				
5017 · Pension Plan Expense	\$24,000.00		\$38,229.00	
5017.1 TPA	\$900.00		\$576.00	
		\$24,900.00		\$38,805.00
5018 · Amb. R&M Expense				
5018.01 · NAS #1 R&M	\$9,000.00		\$9,000.00	
5018.02 · NAS #2 R&M	\$9,000.00		\$9,000.00	
5018.03 · NAS #3 R&M	\$9,000.00		\$9,000.00	
5018.04 · NAS #4 R&M	\$9,000.00		\$9,000.00	
5018.05 NAS # 5 R&M	\$4,000.00		\$4,000.00	
5018.10 mic r&M	\$1,200.00		\$0.00	
Total 5018 · Amb. R&M Expense		\$40,000.00		\$40,000.00
5018.14 · Service Agreements	\$2,700.00		\$2,700.00	
5019 · Building R&M	\$9,000.00		\$5,000.00	
5020 · Comp Repairs/ Upgrade Expen	\$2,000.00		\$2,000.00	\$9,700.00
5021 · Supplies				
5021.01 · Office Supplies	\$1,200.00		\$0.00	
5021.03 · Med Supples/Equip. Expense	\$14,000.00		\$24,000.00	
5021.04 · General Supplies	\$4,750.00		\$4,000.00	
5021.05 · Equipment Batteries	\$2,000.00		\$2,000.00	
Total 5021 · Supplies		\$21,950.00		\$30,000.00
5022 Hiring Expense	\$200.00		\$100.00	
5023 Ground maintance	\$5,000.00		\$5,000.00	
5024 · Oxygen Expense	\$3,700.00		\$3,700.00	
5025 · Employee Recognition Expense	\$1,000.00		\$2,000.00	
5027 · Paging Expense	\$1,300.00	48%	\$1,300.00	
5028.03 · Internet Service	\$2,000.00		\$2,000.00	
5029 · Electricity Expense	\$7,000.00		\$7,000.00	
5030 · Heating Expense	\$6,000.00		\$6,000.00	
5031 · Water & Sewer Expense	\$875.00		\$875.00	
5032 · Comp. Expense Non Capitalize	\$2,000.00		\$2,000.00	
5034 · Radio Expense Non Capitalized	\$2,000.00		\$1,000.00	
5038 Dispatch	\$20,800.00		\$21,424.00	
5040 · Squad Uniforms	\$3,000.00		\$3,000.00	
5043 · Public Relations	\$600.00		\$400.00	
5045 · Equipment Replacement Fund	\$10,000.00		\$10,000.00	
5049 Property Taxes	\$11,400.00		\$11,400.00	
5046 · Ambulance Replacement	\$15,000.00		\$15,000.00	
Mortgage 2030	\$11,496.00		\$12,000.00	
NEMS 1	\$10,920.00		\$0.00	
Zoll equip. lease	\$8,122.00		\$4,292.00	
NAS 3	\$17,076.00		\$19,665.00	
Nas 2	\$28,000.00	new / stretcher	\$15,644.00	
Provider Tax	\$25,000.00		\$27,483.00	
Stretcher	\$5,910.00		\$0.00	
Nas 1 loan 7/2025	\$17,476.00		\$18,165.00	
	\$1,510,781.00		\$1,563,382.00	
Income	\$1,510,781.00		\$1,539,538.00	
Expense	\$1,510,781.00		\$1,563,382.00	
	\$0.00		-\$23,844.00	