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, March 15, 2021, 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
Kevin Charboneau
Melissa Pettersson
John Wilson
Christopher Vachon

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

1. Call the Regular Council Meeting to Order
2. The American Recovery Act, Congressman Peter Welch
3. Re-adopt Rules of Procedure, Vote
4. Approve Minutes of March 1, 2021 and the minutes of the Annual Meeting of March 2, 2021
5. Comments by Members of the Public
6. Election of City Council President, Vote
7. Authorization to Sign Warrants 24 V.S.A. § 1623(a)(1), Vote
8. City Government Appointments, Vote
   a. Cemetery Commission (3)
   b. Recreation Committee
   c. Planning Commission & Historic Preservation
   d. Development Review Board
   e. Health Officer
   f. Tree Warden
   g. Representative to NVDA (2)
   h. Representative to NVEDD
   i. Building Safety Officer

   (Per Statute, No Longer Required: Town Services Officer, Fence Viewer x 3, Grand Juror, Weigher of Coal, Inspector of lumber, shingles, and wood, 24 V.S.A. § 87)
9. Planning Commission Resignation, Vote
10. RCDI Grant Application & Resolution, Vote
11. Five Year Capital Improvement Program Presentation

12. New Business
13. Old Business
14. Executive Session: Discussion of securing a real estate purchase or lease option. 1 VSA 313(a)(2)
15. Set next meeting: Regularly Scheduled Council Meeting: April 5, 2021 @ 6:30pm
16. 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.

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:

_____
Mayor Paul Monette

_____
Kevin Charbonneau

_____
Melissa Pettersson

_____
John Wilson

_____ _____
Christopher Vachon Date

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Council Minutes

March 1, 2021

A duly warned meeting of the Newport City Council was held remotely. Participating in the meeting were Mayor Paul Monette, Council Members Melissa Pettersson, Kevin Charboneau and John Wilson, Wayne Elliott and Michael Mainer from Aldrich & Elliott, City Manager Laura Dolgin, City Clerk/Treasurer James Johnson, Tom Bernier PW Director, Fire Chief John Harlamert, Police Chief Travis Bingham, Recreation Director Jessica Booth, Zoning Admin. Erik Voegtlin, Becky Therrien, Stacey Therrien, Robyn Churchill, and members of the Press and Public.

Mayor Monette called the meeting to order at 6:35 PM.

Public Hearing on Eastside Water Tower Bond Vote

Wayne Elliott gave a power point presentation on the proposed Water Tower, Reservoir Cover & Liner, and the Water Meter installation. This is Article 5 on the March 2, 2021 ballot.

Public Informational Meeting on the Articles for the Annual Meeting

No questions

Approval of Minutes

Mr. Wilson moved to approve the minutes of February 8, 2021. Seconded by Mr. Charboneau, motion carried.

Comments by the Public

Ms. Bjurling commented on the link to the remote Council Meetings.

Planning Commission Member Appointment

Mr. Wilson moved to appoint Amanda Chaput to the Planning Commission to finish the term of Dan Pickering which ends in 2021. Seconded by Mr. Charboneau, motion carried.

DRAFT

Planning Commission Resignation

Ms. Pettersson moved to accept the resignation of Mario Oldacre from the Planning Commission. Seconded by Mr. Wilson, motion carried.

Downtown Transportation Grant Application (attached)

Ms. Pettersson moved to adopt the grant application as written. Seconded by Mr. Charboneau, motion carried.

Executive Session, Appointment or Employment or Evaluation of a Public Officer or employee 1 VSA 313(4)

Ms. Pettersson moved to enter Executive session. Seconded by Mr. Wilson, motion carried unanimously.

In open session Ms. Pettersson moved that due to internal restructuring, the Public Works Director, Tom Bernier, will be paid $41.73 per hour effective January 25, 2021; the Nonunion Working Foreman, Robert Roberge, will be paid $29.65 an hour effective January 25, 2021, and the Recreation Director, Jessica Booth, will be paid $22.44 per hour effective with the Monday, March 8, 2021 pay period. Seconded by Mr. Wilson, motion carried. Ms. Pettersson, Mr. Wilson, and Mr. Charboneau voting in favor.

New Business

Mayor Monette acknowledged and thanked the Recreation Department for the beautiful Fireworks held Sunday, February 28, 2021, and the Public Works Department & Recreation department for the sledding hill at Prouty beach, which has been a terrific success. He also acknowledged the skating rink has been wildly popular and it has been fun to watch the community enjoy these assets.

Ms. Pettersson recognized that Dan Ross was absent from this evening's meeting and given that he is not running for re-election, she appreciated him for his service to the City over the past few years, acknowledging it has been a pleasure working with him. All council members agreed.

Mr. Wilson noted this is pothole season.

DRAFT

Old Business

Mr. Wilson confirmed the process for signing the Downtown Grant Resolution after the Planning commission presumably endorses the project, and Mr. Charboneau confirmed the remote log-in details for Article 17, occurring at 8:00 PM on March 2, 2021.

Next Meeting Date

March 15, 2021

Adjournment

Mr. Charboneau moved to adjourn at 9:10 PM. Seconded by Mr. Wilson, motion carried.

Attested _____ this _____ day of _____ 2021.

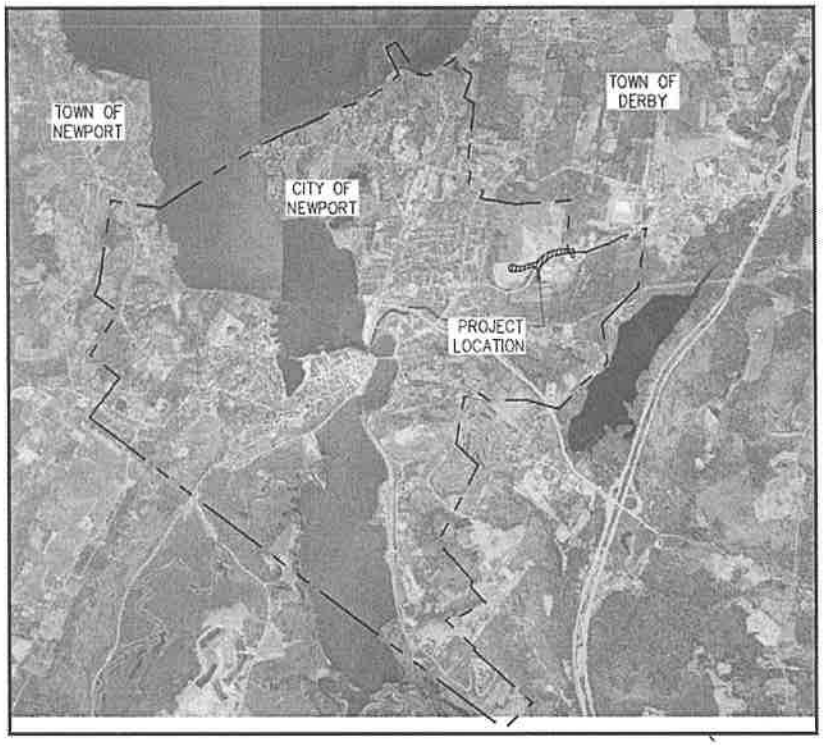
_____Mayor

City of Newport Eastside Water System Improvements

Bond Vote Information Meeting

March 1, 2021

Aldrich + Elliott
WATER RESOURCE ENGINEERS



Source: "Palin Hill Reservoir". **Google Earth**. Image Date: 5/12/2018. Accessed: 01/21/2021

PUBLIC INFORMATION
SECOND REMOTE MEETING

Monday, March 1, 2021

6:30 pm

Aldrich + Elliott
WATER RESOURCE ENGINEERS

BOND VOTE

IN-PERSON VOTING

Newport City Municipal Building

Tuesday, March 2, 2021

8:00 am to 7:00 pm

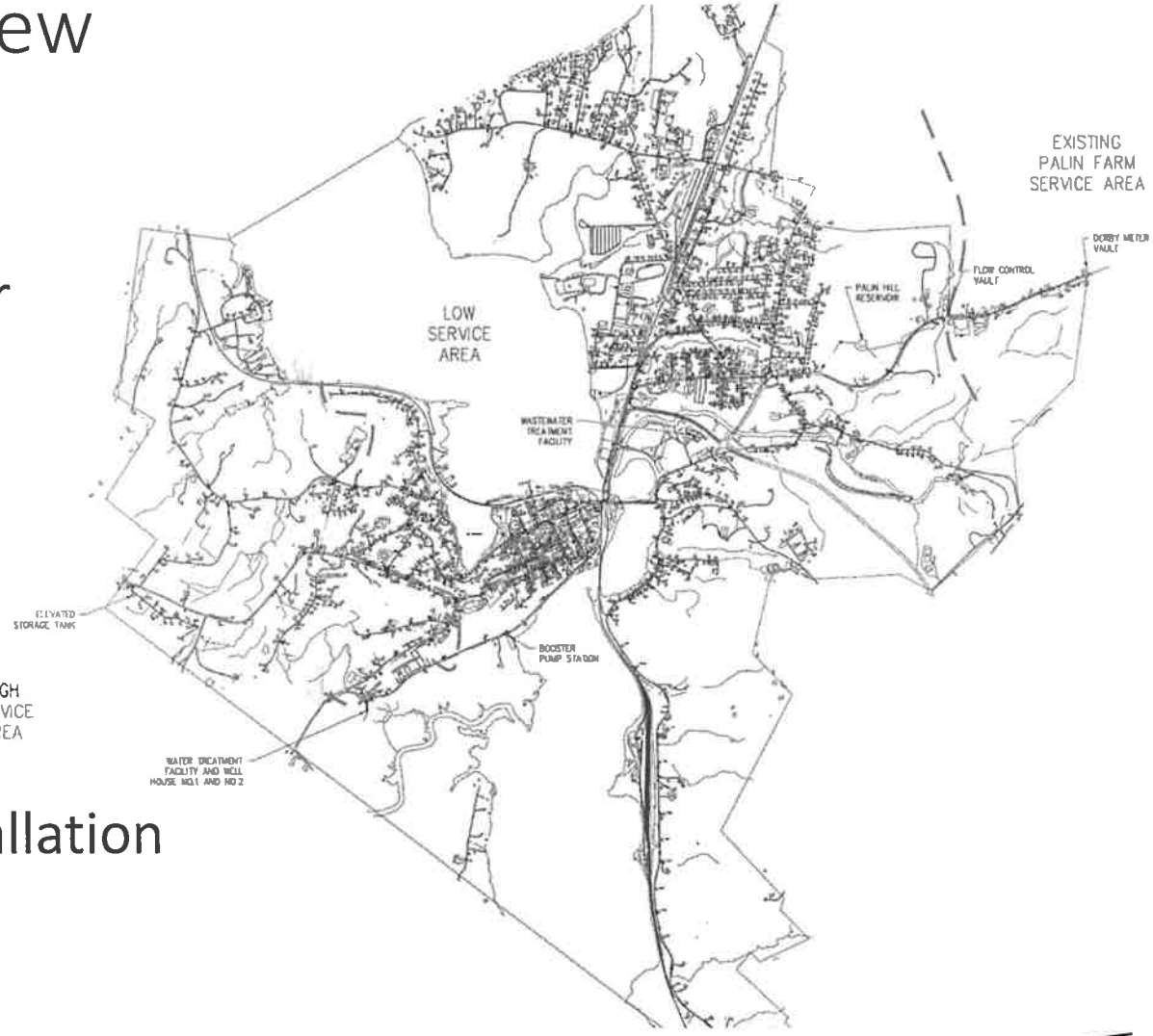
ABSENTEE/EARLY VOTING

Must be returned by close of polls on March 2, 2021

Aldrich + Elliott
WATER RESOURCE ENGINEERS

Project Overview

- Palin Hill Reservoir Refurbishment
- East Side Water Storage Tank
- Water Meter Installation



Aldrich + Elliott
WATER RESOURCE ENGINEERS

History – Derby Road Service Area

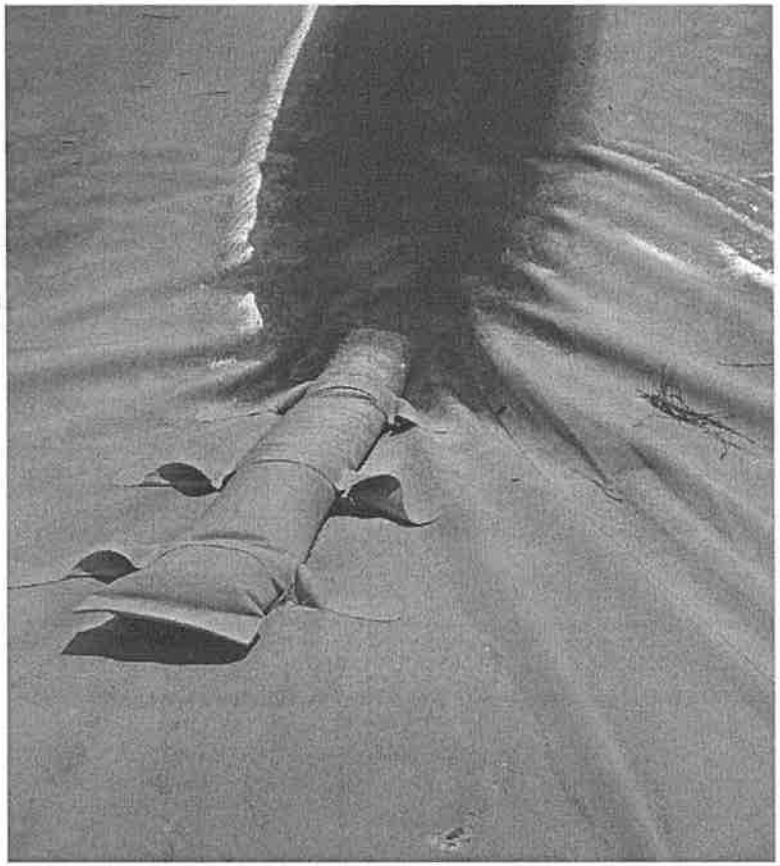
- 1999: Derby Road water main constructed. Water supplied from the Village of Derby Center due to water pressure requirements.
  - Connection governed by an Interlocal Agreement.
- 2006: Village of Derby Center modifies water rates to include the reserve water allocation fee.
- 2007: City installs new wells and water treatment plant.
- 2007 to 2014: Litigation between City of Newport and Village of Derby Center over fees charge.
- 2017: First bond vote held in November. Separation Agreement negotiated with the Village of Derby Center and City paid $50,000 to settle.

History - Palin Hill Reservoir

- 1960's: Palin Hill Reservoir Constructed.
  - Originally an open-top reservoir, but a floating cover was added later.
- 1999: Floating cover replaced.
- 2014: Inspection by State DWGPD indicates that the floating cover is aging and will need replacement soon.
- 2019: Inspection by the State DWGPD indicates that the floating cover has reached the end of its useful life and instructs the City to start the replacement process.

Purpose and Need – Palin Hill Reservoir

- City's primary water storage reservoir.
- The liner and cover protect the City's drinking water from contamination, but has reached the end of their useful life span.
- State of Vermont is requiring replacement of the cover per the latest Sanitary Survey.

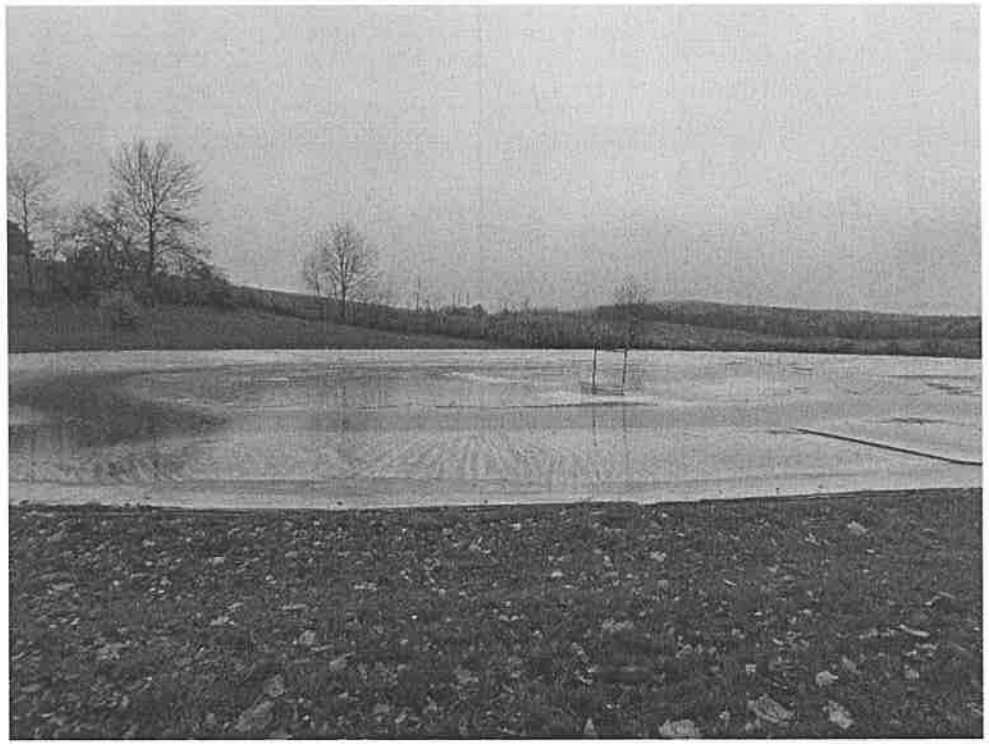


Project Needs – Eastside (Derby Road) Service Area

- The current agreement with the Village of Derby Center does not allocate the City enough water to support long-term development in this area nor it is clear if Derby has additional water allocation to offer.
  - Historical usage: 4,000 to 8,000 gallons per day
  - Maximum allocation from Village: 10,000 gallons per day
- Disconnecting from the Village of Derby Center will reduce long-term financial risks associated with the Village's water rates.
  - Current payments to Village: $17,800 per year
  - Surcharges (reserve water allocation fees) for excess water usage
- Unreliable fire protection supplied by the Village of Derby Center
- Construction of a new tank will allow the City to disconnect this portion of the water system from the Village of Derby Center and supply both domestic and fire flow demands.

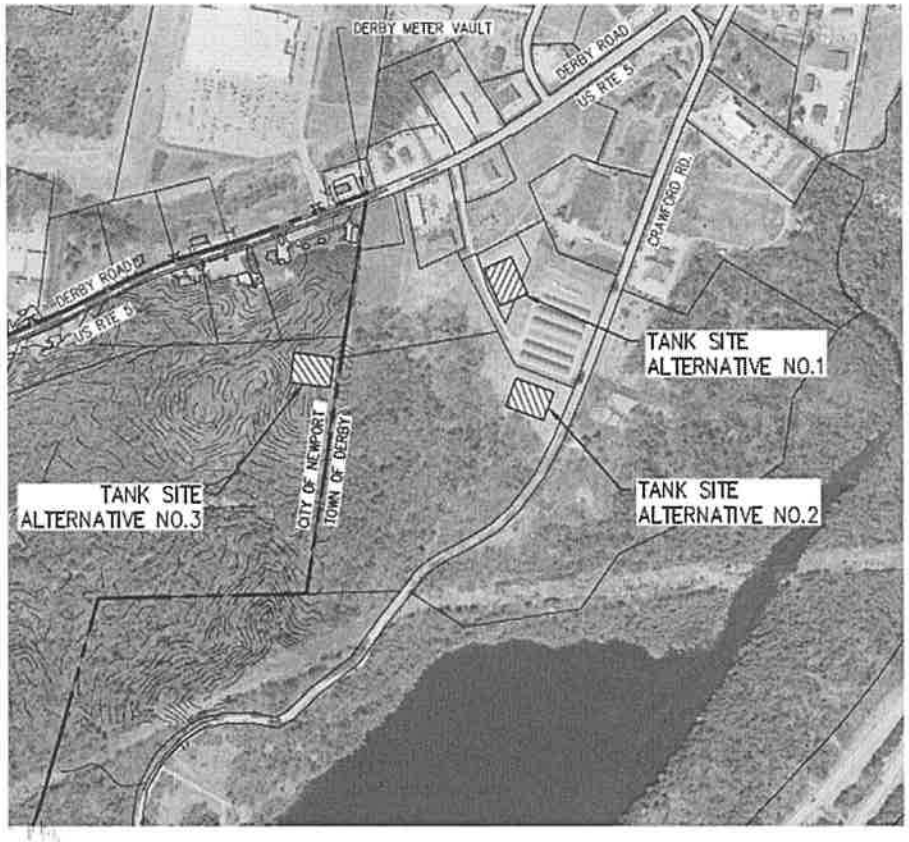
Palin Hill Reservoir Alternatives

- Replacement with new tank
  - HIGH cost: $2,830,000
- Replace liner and floating cover
  - Estimated cost: $400,000



Eastside (Derby Road) Service Area Storage Tank Alternatives

- Booster Pumping
- Tank Type
- Tank Material
  - Maintenance Requirements
- Tank Sites
  - Cost Evaluation
  - Non-Monetary Criteria
  - Located within City
- Long-Term Operation & Growth



Alternative Sites

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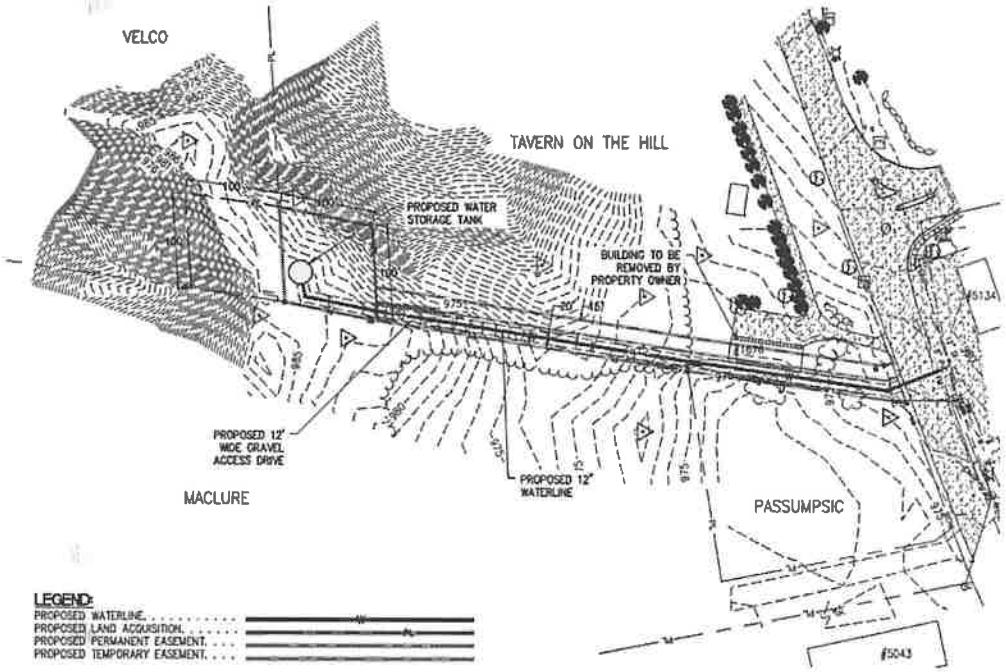
WATER RESOURCE ENGINEERS

Eastside (Derby Road) Proposed Project

- 210,000-gallon glass-fused steel elevated tank.
- Booster pump station.

Elevated glass fused steel tank.
Paxton, MA 209,000 gallons.



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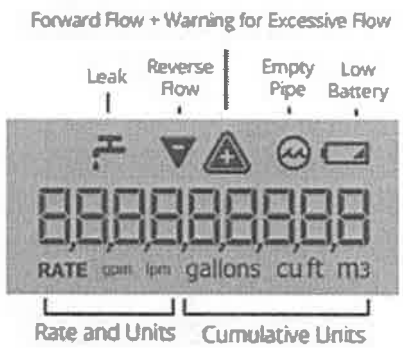
WATER RESOURCE ENGINEERS

Water Metering Benefits

- The City can implement an improved rate structure that is more equitable than the current flat-fee rates.
- All water customers will have water meters for consistent billing rates.
- Encourages water conservation, which preserves system capacity and reduces operating costs.
- Gives customers more control over their own water bills.
- Helps the City to take advantage of better federal funding opportunities for water and sewer infrastructure.

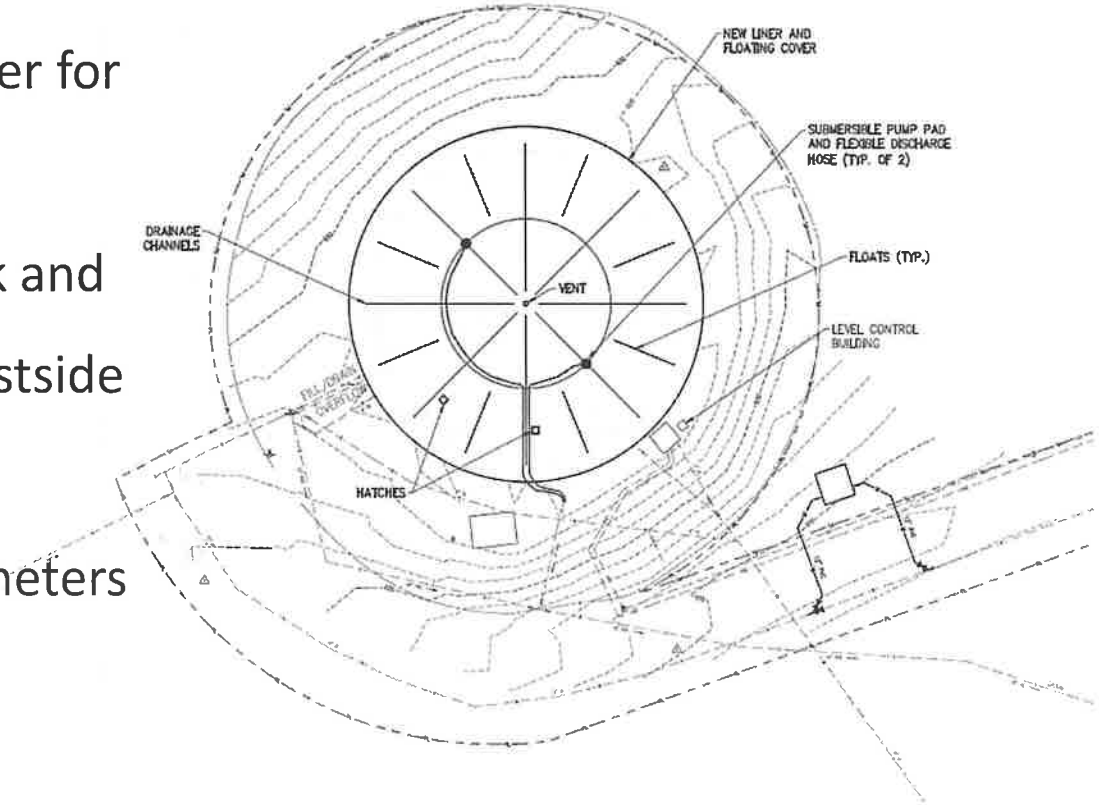
Water Meter Alternatives

- 1,850 service connections
- City has been installing 80 to 100 meters each year
- Approximately 765 remaining unmetered connections will need meters
- Ultrasonic Meters w/ AMR Technology
  - No moving parts
  - Compatible with City's meter reading system



Proposed Project Summary

- New liner and floating cover for Palin Hill Reservoir.
- New elevated storage tank and booster pump station for Eastside (Derby Road) service area.
- Installation of 765 water meters to fully meter the system.



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WATER RESOURCE ENGINEERS

Estimated Construction Costs

	Current Construction Cost Estimate	Projected Construction Cost Estimate
Contract No. 1 - Palin Hill Reservoir Liner & Cover Replacement	$400,000	$406,000 ENR 11665 (April 2021)
Contract No. 2 - Derby Road Service Area Improvements and East Side Storage Tank	$2,340,000	$2,422,000 ENR 11900 (January 2022)
Contract No. 3 - Water Meters	$970,000	$1,034,000 ENR 12250 (March 2023)
Total	**$3,710,000**	**$3,862,000**

Elevated Storage Tank - Champlain NY

Aldrich + Elliott
WATER RESOURCE ENGINEERS

Total Project Cost Summary and Bond Amount

Item Description		Total Estimated Cost
Construction		
	Palin Hill Reservoir Liner & Cover Replacement	$406,000
	Derby Road Service Area Improvements & East Side Storage Tank	$2,422,000
	Water Meters	$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		
	Final Design Basic Services	$110,500
	Subsurface Investigation	$7,400
	Special Services	$25,400
	Step II Subtotal	$143,300
Step III - Construction Phase Services		
	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**

- Recommend Bond Amount:

  $4,985,000

Aldrich + Elliott
WATER RESOURCE ENGINEERS

Available Funding Sources and Possible Funding Scenarios

USDA Rural Development (USDA RD)

- RD Apply application submitted in December 2020
- Grants of up to 75% of total project cost. Typical grant for this type of project is approximately 40%.
  - **Positive bond vote required to receive a funding offer**
- Loan @ 1.75%, 30-year term

Funding Scenario

- A 40% grant (estimated) and remainder of costs covered by 30-year, 1.75% loan.
- Annual loan payment of $128,910 paid **by water customers.**
- $9.80 increase per quarter for a typical residential customer.

Project Schedule

Projected Date		Task
2021	March 2	Conduct bond vote
	August	Palin Hill Reservoir Liner & Floating Cover Replacement
2022	June	Start Water Storage Tank & Booster Pump Station Construction
	October	Complete Water Storage Tank & Booster Pump Station Construction
2023	April	Start Water Meter Installation
	October	Complete Water Meter Installation

Next Steps

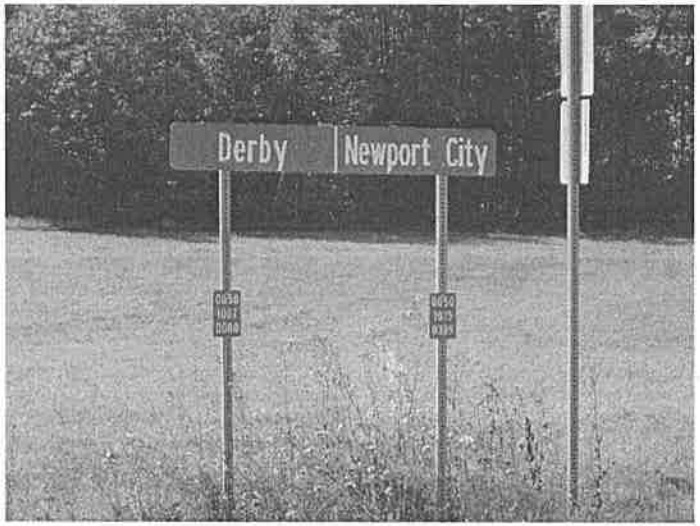
- Bond Vote on Tuesday, March 2nd, 2021 (in-person)
  - All City residents can vote on the bond.

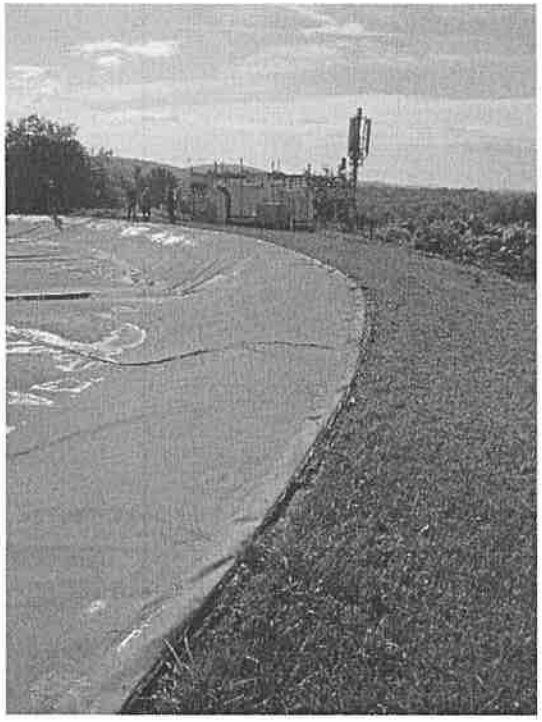
Article 1

Shall the general obligation bonds of the City of Newport in an amount not to exceed Four Million Nine Hundred Eighty-Five Thousand dollars $(4,985,000), subject to reduction from available state and federal construction grants-in-aid and other financial assistance, be issued for the purpose of (1) constructing a water system storage tank on the easterly side of the City, (2) replacement of the Palin Hill Reservoir Liner and Floating Cover and (3) installation of remaining unmetered water service connections in the City, together with functionally related storage and transmission appurtenances and additions, such as improvements estimated to cost Four Million Nine Hundred Eighty-Five Thousand dollars ($4,985,000)

Project ballot item, Article 1.

QUESTIONS?





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Annual Meeting

March 2, 2021

The 103rd Annual Meeting of the City of Newport, Vermont was held on Tuesday, March 2, 2021 in the Newport Municipal Building.

Articles 1 thru 16 were voted on by Australian Ballot. The Polls opened at 8:00 AM and closed at 7:00 PM.

Articles 1 thru 6 were passed and articles 8 thru 16 were passed. Article 7 did not pass. Article 17, Any Other Business that may legally come before the 103rd Annual Meeting was address remotely in the Council Room starting at 8:00 PM. Present remotely were Mayor Paul Monette, Council President Dan Ross, Council Members Melissa Pettersson, John Wilson, and Kevin Charboneau, City Manager Laura Dolgin, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, Fire Chief John Harlamert, members of the Press and Public.

Other Business

City Clerk James Johnson read the unofficial election results.

For Mayor	**unofficial**	**Official**
Paul Monette	246	265
Carl King	77	81
Jessie Elliott	64	66

For Alderperson (vote for two)

Christopher Vachon	341	366
Melissa Pettersson	279	298
Carl King	95	98

For City School Trustee (for three years vote for two)

Kathleen Nolan	348	371
Carrie Ann Roberge	330	352

DRAFT

For Trustee to Union School District #22 (for three years vote for one)

Timothy Cartee	323	343

For City School Trustee (for one year vote for one)

Mary Ellen Maclure	280	291
Samantha Simoneau	89	90

No one ran for and no one was elected to the positions of City School Moderator, Grand Juror or Constable.

Mayor Monette and council members thanked Mr. Ross for his service to the City.

No other business came before the Annual Meeting.

Adjournment

Mr. Charboneau moved to adjourn at 8:8;14 Pm. Seconded by Mr. Wilson, motion carried unanimously.

Attested: _____ this _____ day of March 2021

_____Mayor

MEMO

To: Paul Monette, Mayor
Newport City Council
Laura Dolgin, City Manager

From: Jessica Booth, Parks & Recreation Director

Date: March 10, 2021

Re: Rural Business Development Grant Application

The Rural Business Development Grant distributes funding for projects that benefit businesses and economic development in rural areas. In Newport, interest in recreational boating and waterfront activities along the shore of Lake Memphremagog make the Newport City Dock a critical access point to attract tourism to our downtown. The Waterfront & Downtown Master plan focuses on asset improvements between the marina and Main Street as a way to draw visitors to local shops and restaurants. The projects outlined below meet many of these objectives to improve connectivity between incoming travelers and Newport businesses.

Easier Access for Boaters

The Newport City dock is a landing place for visitors who come by water; it truly is The Gateway to our downtown from the water. Traffic in the bay can be busy between the mooring fields and the boat access ramp. Navigation in this will be made safer by adding channel markers, no wake buoys, and danger markers in hazard areas. These are important elements that provide a welcoming impression and additional boater safety.

Project Cost Estimate: $11,885.28

Aquatic Nuisance Management

When growth of underwater vegetation peaks in July each year, approaching the Newport City Dock is problematic for boaters. Nuisance weeds tangle in props and navigation is almost impossible in tight areas around other vessels. These challenges detract from the recreational value of our waters and discourage visitors from coming to Newport. A bottom barrier system, installed each spring and removed in the fall, will inhibit weed growth around sensitive navigation points making maneuverability less stressful for boaters. With a comfortable approach and departure from the facility, visitors will be encouraged to disembark and enjoy time in Newport's downtown.

Project Cost Estimate: $31,035.00

Parking Improvements

The gravel parking area west of the boat launch is notoriously congested and disorganized with vehicles and boat trailers during summer months. Paving this lot and adding lined parking spaces will create better flow, room for additional vehicles and allow for easier maneuverability. A defined parameter and complimenting landscape features will give the area a polished look, and discourage drivers from continuing to park on grassy areas or railroad right-of-way zones. Improved and clearly delineated parking at the dock will draw more recreational boaters to our facility, who will likely spend dollars locally in our easily accessible downtown while preparing for a day on the water.

Project Cost Estimate: $74,532.80

Total project cost is estimated to be $117,453.08, with $99,982.28 covered by the grant and $17,470.80 through in-kind labor with Public Works equipment and staff. The RBDG grant does not require matching funds, but rather allows the City to leverage in-kind match for the project to strengthen our application. Support from the Newport City Council is required to pursue the opportunity further. The grant will be authored by Mike Welch, as part of the RCDI grant.

Enclosure: RBDG Grant Application Resolution Form, Bottom Barrier & Buoy Map, Parking Area Design

CERTIFIED RESOLUTION

The undersigned, City Council of the City of Newport, hereby certify as follows:

That a City Council meeting duly warned and held on the _____ day of _____ , 2021 with a quorum present at all times, the following resolution was adopted at such meeting by the affirmative vote of ___ members of said City Council; and that said resolution has not been rescinded or amended in any way.

RESOLVED: That Laura Dolgin, City Manager of the City of Newport, is hereby individually authorized to submit the application, and sign all forms associated with the USDA Rural Business Development Grant Program, to receive up to $99,982.28 of USDA grant funding for Downtown Waterfront improvements such as aquatic nuisance management, navigational channel markers, and improvements to marina amenities, and to take other actions as needed to apply for and accept any such funding that is awarded. Be it further resolved, that the City Council of the City of Newport commits a local cash and/or in-kind match of $17,470.80 toward this application for funding.

Dated at Newport, VT this _____ day of _____, 2021.

City Council, City of Newport, VT

_____

Paul L. Monette, Mayor

_____

Kevin Charboneau

_____

Melissa Pettersson

_____

John Wilson

_____

Chris Vachon

Newport City Five Year Capital Investment Plan
City of Newport, Vt.
2021 - 2026

Public Hearing # 1 _____ @ 6:30 p.m.

Public Hearing #2 _____ @ 6:30 p.m.

Adopted on _____ by a majority of the City Council.

Adoption Process Overview:

Per Title 24, Chapter 117, Section 4385

(a) Not less than 30 nor more than 120 days after a proposed plan is submitted to the legislative body of a municipality under section 4384, the legislative body of a municipality with a population of more than 2500 persons shall hold two or more such hearings. Failure to hold a hearing within the 120 days shall not invalidate the adoption of the plan or amendment.

(b) The legislative body may change the proposed plan or amendment, but shall not do so less than 15 days prior to the final public hearing. If the legislative body at any time makes substantial changes in the concept, meaning or extent of the proposed plan or amendment, it shall warn a new public hearing under subsection (a) of this section. If any part of the proposal is changed, the legislative body, at least 15 days prior to the hearing shall file a copy of the changed proposal with the clerk of the municipality, with any individual or organization requesting a copy in writing, and with the planning commission.

(c) The plan shall be adopted by a majority of the members of its legislative body at a meeting which is held after the final public hearing.

Adopted by a majority of the Newport City Council after a duly held public hearing on

_____.

_____	_____
Mayor Paul L. Monette	Kevin Charboneau
_____	_____
Melissa Pettersson	John Wilson
_____	
Chris Vachon	

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Newport City Five Year Capital Budget Program

Introduction:

The Vermont Planning and Development Act (24 VSA Chapter 117) specifically authorizes municipalities to adopt capital budgets and programs (SS 4402,4443). Capital budgets and programs allow municipalities to prioritize capital expenditures over a specific period, thereby establishing a schedule of investments. A Capital Program is a plan of capital projects proposed to be undertaken during each year of a five year period, the estimated costs, and the proposed method of finance. The City of Newport's Five-Year Capital Improvement Plan (The Plan) is generated with input from each Department Head and reasonably coincides with the Waterfront and Downtown Master Plan The goal is to maintain and physically improve the City's infrastructure, equipment, usability, and beautification, while continuing to meet all state and federal mandates in a cost-effective way.

This Five-Year Capital Improvement Plan helps us anticipate long term financial and physical impacts. The annual operating budget provides for expenditures and revenues for a one-year period and is closely integrated with, and complementary to, this Plan.

The benefits of having a Five-Year Capital Investment Plan is that It serves as a long-range working document for planning and is subject to changing conditions and needs. The Plan is arranged to reflect the order of priority of each capital project within each department. It provides an additional layer of management control in identifying capital needs and goals and helps establish priorities. It helps stabilize public expectations and expenses for improvements and can assist city officials in acting timely.

The City Council will review, may modify, and adopt this Plan. The City Planning Commission and interested citizens may also provide input to the Council before adoption. While the Planning Commission does not adopt the Plan, they may review it towards consistency with the City Municipal Plan.

Citizens may comment during two public hearings. The first public hearing will be held on Monday, November 4, 2019, at 6:30 p.m., and the second Public Hearing will be held on Monday, December 16, 2019, at 6:30 p.m. The Plan shall be adopted by a majority of the members of the City Council at a meeting held after the final public hearing (24 VSA 4385). The adoption of the plan does not approve any

of the projects or authorize the expenditure of any funds. A copy of this proposed Plan is available in the Clerk/Treasurer's office for review and on our website.

Many of the projects and/or equipment in this program are likely to be funded by sources other than the General Fund Operating Budget. The City has actively engaged in grant application programs.

For the first time, the City has a multi year plan targeting the Waterfront, various main intersections, and Main St. Improvements, called the Waterfront & Downtown Master Plan. This plan is available in the City Clerk/Treasurer's office for review, or on the City's website in our Downtown Development Documents.

The Waterfront & Downtown Master Plan breaks the city into sections and chunks projects into priority areas. It includes a timetable, assigns a likely champion for each project, and suggests plausible funding sources. In an effort to meet the Waterfront and Downtown Master plan outcomes, the City has further received a USDA Rural Communities Development Initiative (RCDI) grant. This grant allows us to work with professionals from Northern Vt. Communities Investment Corp (NCIC) as well as Northeastern Vermont Development Association (NVDA), to increase our grant filing capacity in order to see projects through in a cost effective and timely manner. While grants can be labor intensive, often the costs savings to the taxpayer and project completion accountability is worth it. This 5 Year Capital Investment Plan is intended to complement the Waterfront and Downtown Master Plan.

The Capital Budget and Program provides information needed for short-range land use planning and development decisions and serves as a coordinating device for facilities and services planning. It represents Newport City's commitment to provide public projects in specific areas within the time period covered by the capital program. Capital projects included in the capital program can be expected to be carried out essentially as programmed, but some projects may be subject to modification, either in scope or timing, based on the review of the needs, the availability of funding, or other circumstances which cannot be predicted with any certainty so far in advance. Should substantial modification need to occur in the capital program, the statutory process to amend or update the Capital Program would be implemented. One of our objectives is to refine the budget process to make the programming of capital projects more precise in scope and timing. The intent is to give more reliable information about the availability of public improvements to both the private and public sector decision makers.

Definitions:

The following definitions are based on the Vermont Planning and Development Act (24 VSA, Chapter 117, section 4430):

Capital Budget - lists and describes the capital projects to be undertaken during the coming fiscal year, the estimated costs of those projects, and the proposed method of financing.

Capital Program - a plan of capital projects proposed to be undertaken during each year through year five of the Capital Budget and Plan, including the costs for those projects and the method of financing.

Capital Project - a capital project is any one or more of the following:

(1) Any physical betterment or improvement including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired;
(2) Any preliminary studies and surveys relating to any physical betterment or improvement.
(3) Lands or rights in land;
(4) Any combination of (1), (2), and (3).

Funding Sources for the Capital Budget and Program:

A. Reserves - a reserve fund is a sum of money raised from the General Fund, via taxes, that is deposited in an interest earning account where applicable. These are generally derived from prior year surpluses and safeguarded in 'unassigned funds.' The Council has the authority to assign, restrict, or commit these funds for special projects, tax offsets, down or partial payments.
B. General Obligation Bonds - These loans are written promises by Newport City to pay a specified sum of money (the principal amount) at a specified date (i.e., the maturity date), together with periodic interest at a specified rate. A bond typically runs for a longer term and is a more formal instrument than a note or moste lease purchase agreements.
C. Bank Notes and Loans - short term with current interest rates. Capital equipment replacement loans are utilized for items such as vehicles and typically have been financed for 4 years or less.
D. State Aid & Grants - state aid in the form of grants or matching funds are utilized as much as possible.
E. User Fees - a user fee is imposed upon only the user or renter of a public facility or public equipment. For example, only those residents hooked into the municipal water and sewer systems will be charged fees for paying fixed costs and upgrades. A renter of a city facility would be charged council approved rates and fees structure.
F. Fundraiser - Capital projects, such as the Gardner Park improvements, are financed by fund raisers which are obtained through voluntary contributions and donations.
G. General Fund - Any capital projects not funded in part or in whole from the aforementioned revenue sources will be financed through the General Fund, i.e., taxes.

Newport City Capital Project Description and Justification

Street Reconstruction and Resurfacing

Street reconstruction and street resurfacing is the most visible part of this capital program. The street construction costs shown in the summary by fund does not include any cost for water and sewer infrastructure. Each time a road is rebuilt, the water and sewer lines are updated, as referenced in the sewer fund narrative.

The resurfacing of Highland Ave was completed in FY20. The street was a major investment in 2010 but was due for an overlay of asphalt in order to keep that section of road cost effectively maintained.

Vehicles and Equipment

We plan to continually rotate our fleet of vehicles and equipment out of the general fund at the point when the maintenance becomes cost prohibitive. The City has recently benefited from USDA Community Facility grants which were used to offset the costs of an excavator, skid steer, and protective fire gear for the Fire Department, dispatch equipment and police radios. We seek to extend the life of each piece by proper maintenance and care. Our replacement cycle for our large dump trucks is still longer than the desired ten years. The Police Department fleet rotation for patrol vehicles is one per year.

Public Facilities and Downtown Economic Development

Public facilities repair and maintenance has become a high priority for the City Council, as has city beautification. Recent operational budgets have prioritized facility maintenance and improvements at Prouty Beach, the Waterfront and Gardner Park. This Plan along with the LWCF grant award for improving the Gardner Park Playground area, skate shack, and bay area, substantiates our efforts which supports the Outdoor Recreational Economy. The VOREC grant and AARP award focuses on connecting a new trail in

Prouty Beach to the soon to be constructed Bluffside Farm Bridge, which will intentionally lead directly to our downtown.

Additional grant awards support the connections to the Beebe Spur Trail, the Memphremagog Ski Touring Foundation's Trail System, the Bluffside Farm, Prouty Beach, and a recently constructed shore line seasonal walking path located behind the Waterfront Mall, which all serve to enhance visitor ship to our downtown. Entering into an agreement with the local Drift Dusters Snowmobile chapter, a division of VAST, allows snow mobiles certain street access as well as downtown parking, to continue to bring visitors downtown during the winter months.

Other grant awards from the Downtown Transportation grant and the NBRC grant are designed to improve our main intersections in our downtown designated area, by promoting a sense of safety and convenience for all users.

The RCDI program has enabled these recent grant awards to help support recreational facilities improvements in recognition of highlighting and taking better advantage of our outdoor recreational assets. Focusing on these assets and trail connections are intended to bring people into our downtown thereby bringing in new dollars and advancing the potential for boosting our downtown attractions and making Newport a recreational destination.

Long Range Capital Improvement Program
Street Reconstruction/Resurfacing
2021-2022 2026-2027

Fiscal Year	Street	Description	Cost
		2021-2022 Paving Estimates @ $78Ton	
Committed Fund Balance			**72,236.33**
	Outlook Street	1 ½ Inch Overlay @ 90T	-7,020
	Summer Street	1 ½ Inch Overlay @ 88T	-6,864
	Winter Street	1 ½ Inch Overlay @ 132T	-10,296
	Second Street	2½ Inch Base @ 417T	-32,526
	Eastern Avenue	2½ Inch Base @ 197T	-15,366
			$164.33
	Hillside Street	2½ Inch Base @ 216T	16,848
	Prospect Street	2½ Inch Base @ 645T	50,310
	Green Place	1 ½ Inch Overlay @ 40T	3,120
	Field Avenue	1 ½ Inch Overlay @ 94T	7,332
	Main Street	1 ½ Inch Overlay @ 643T	50,154
	Municipal Parking Lot	1 ½ Inch Overlay @ Est.	60,000
	Gardner Park Sidewalks	1425'x5'x5" 132 c.y. @150	19,800
			$207,564
	Reconstruction Expenses	Pavement Planning/Gravel Stone/Fill	$35,000
	Street Capital Design Projects		**$122,083,000**

2022-2023 Paving Estimates @ $78Ton

Gardner Park Road	1 ½ Inch Overlay @ 300T	23,400
Central Street	2½ Inch Base @ 230T	17,940
Glen Road-1st Mile Section	2 Inch Overlay @ 2400T	187,200
		$228,540
Misc. Expenses	Pavement Planning/Gravel Stone/Fill	$ 35,000
Street Capital Design Projects		$80,000
Total		$343,540

2023-2024 Paving Estimates @ $79Ton

Glen Road-1.5 Mile Section	2 Inch Overlay @ 3600T	284,400
Misc. Expenses	Pavement Planning/Gravel Stone/Fill	35,000
Total		**$319,400**

2024-2025 Paving Estimates @ $80Ton

Sias Avenue	2 ½ Inch Base @ 1120T	89,600
Logan Drive	2 ½ Inch Overlay @ 984T	78,720
Farrant Street	1 ½ Inch Overlay 352T	28,160
Scottsdale Drive	1 ½ Inch Overlay @ 246T	19,680
Colodny Terrace	1 ½ Inch Overlay @ 40T	3,200
Bluff Rd.	1 ½ Inch Overlay @ 800T	64,000
		$283,360
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	60,000
Total		**$343,360**

2025-2026 Paving Estimates @ $80Ton

Lake Road 1st half	1 ½ Inch Overlay @ 2840T	227,200
West Main Street	2 ½ Inch Base @ 1120T	89,600
		$316,800
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	25,000
Total		**$341,800**

2026-2027 Paving Estimates @ $81Ton

Lake Road 2nd half	1 ½ Inch Overlay @ 2840T	230,040
West Main Street	1 ½ Inch Top @ 725T	58,725
Freeman St.	1 ½ Inch Overlay @ 205T	16,605
Veterans Avenue	1 ½ Inch Overlay @ 305T	24,705
		$330,075
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	20,000

Total	**$350,075**
Grand Total:	**$1,698,175**

Vehicle Replacement Schedule
2021-2022 2025-2026

Fiscal Year	Equipment Year	Description		Replacement Cost
20-21		Committed Fund Balance		159,443.50
		Capital Equipment Funds		155,000
				314,443.50
		2011 #6	Ford F750	130,000
		2012 #2	Ford F550	30,000
		2010 #18	Elgin Sweeper	245,000
		Trade		-35,000
				$370,000
21-22				
		Capital Equipment Funds		155,000
		2010 #18 Elgin Sweeper		55,556.50
		2011 #7 Freightliner M2 1st Installment		94,443.50
		2020 Midsota Trailer		5,000
				$155,000
Sewer & Water				
		2012 #2 Ford F550		60,000
		2020 Midsota Trailer		10,000
22-23				
		Capital Equipment Funds		155,000
		2011 #7 Freightliner M2 2nd Installment		40,556.50
		2010 #4 Ford F150		13,000
		2013 #14 Freightliner M2 1st Installment		101,443.5
				$155,000
Sewer & Water				
		2010 #4 Ford F150		26,000
23-24				
		Capital Equipment Funds		155,000
		2013 #14 Freightliner M2 2nd Installment		36,556.50
		2001 #21 Caterpillar Grader 1st Installment		118,443.50
				$155,000
24-25				
		Capital Equipment Funds		155,000

2001 #21 Caterpillar Grader 2nd t Installment	121,556.50
2012 #14 Freightliner/Vactor 1st Installment	33,443.50
	$155,000

Sewer & Water

2012 #14 Freightliner/Vactor 1st Installment 135,000

25-26

Capital Equipment Funds	155,000
2012 #14 Freightliner/Vactor 2nd Installment	100,000
2015 #10 Freightliner1st Installment	55,000
	$155,000

Sewer & Water

2012 #14 Freightliner/Vactor 2nd Installment 135,000

Total	**Capital Equipment Funds**	**$775,000**
	Sewer & Water Funds	**$366,000**

Newport Police Department Capital Improvement Plan

2021-2026

Police vehicles face unusual wear and tear and are replaced when mileage is very high or the vehicle becomes too expensive to maintain. This is a cost-effective standard that should be sustained. This Capital Plan includes one new police vehicle purchase each year in order to keep the fleet rotation cost-effective. A variety of cost-effective financing strategies are available that respects the impact on taxpayer dollars from short term financing to purchasing. The city council makes the determination.

The Police Department consists of 4 main line patrol vehicles, one of which is a specialized kennel vehicle assigned to the K9 Patrol Officer. The 24/7 working schedule requires a minimum of 3 operational patrol vehicles. The Police Chief drives a 2018 Ford Explorer.

The Police Department received a grant in 2016 from the Department of Public Safety and an additional grant from the USDA, totaling $286,000.00, which funded the installation of a dispatch facility, in response to the local VSP dispatch closing in 2015. The grant enabled the gradual evolution of 24/7 dispatch service and added dispatch staff by recruiting contracts to emergency service providers outside of the city. The voters adopted a 24/7 Dispatch Center effective July 1, 2019 which provides accurate dispatch coverage and has been a well-respected service since opening. As of January 2021 we are currently dispatching for 8 total agencies and have an obligation to sustain these services and maintaining our dispatching infrastructure.

This Capital Investment Plan considers that a small amount of funds will be set aside each year in the event of a dispatch equipment failure. Although redundancy does exist with the current technology, equipment replacement and repair are an inevitable part of functionality and small increments should be considered in advance of an emergency. The City Council authorized $32,455.00 be set aside from the FY17-18 budget for this purpose which provides an advantage for the funding goal of $100,000.00.

The Municipal Building basement remodel was completed in 2016 in response to vulnerabilities as a result of a break-in. The remodel consisted of a new sally port, interrogation room, garage facilities, additional ada access, and minor improvements to the senior center. The Capital Improvement Plan considers the need to remodel an existing basement office space for a police male/female locker room at an estimated cost of $120,000 when all necessary security requirements are considered.

The longevity of Bullet Proof Vests are five years according to the National Institute of Justice. The Capital Improvement Plan considers that restocking the Department's Inventory of Bullet Proof Vests will take place every five years at a cost of $17,000.00, which is incorporated into the Fiscal Year 2019-2020 operating budget. Going forward, small increment amounts will be set aside each year so that vest replacement can occur timely.

POLICE DEPARTMENT VEHICLE REPLACEMENT PLAN

FY 21-22	1 vehicle purchase + debt service	
	Total	$35,500
FY 22-23	1 vehicle purchase + debt service	
	Total	$35,500
FY 23-24	1 vehicle purchase + debt service	
	Total	$35,500
FY 24-25	1 vehicle purchase + debt service	
	Total	$35,500
FY 25-26	1 vehicle purchase + debt service	
	Total	$35,500
	FIVE YEAR VEHICLE REPLACEMENT PLAN	**$177,500**

Police Dept Vehicle Inventory:
EQ 40 = Chief Vehicle
EQ 41 = K-9 Vehicle
EQ 42 = Sergeant Vehicle
EQ 43 = Patrol Vehicle
EQ 44 = Patrol Vehicle

DISPATCH REPLACEMENT RESERVE FUND

FY 21-22	$10,000
FY 22-23	$10,000
FY 23-24	$10,000
FY 24-25	$10,000
FY 25-26	$10,000
FIVE YEAR DISPATCH REPLACEMENT RESERVE PLAN	**$50,000**

Technology Reserve Fund

FY 21-22	$5,000
FY 22-23	$5,000
FY 23-24	$5,000
FY 24-25	$5,000
FY 25-26	$5,000
FIVE YEAR TECHNOLOGY RESERVE PLAN	**$25,000**

POLICE LOCKER ROOM SINKING FUND/Debt Service	
FY 20-21	$35,000
FY 21-22	$35,000
FY 22-23	$35,000
FY 23-24	$15,000
FIVE YEAR POLICE LOCKER ROOM SINKING FUND	**$120,000**

BULLETPROOF VEST REPLACEMENT FUND	
FY 21-22	$5,000
FY 22-23	$5,000
FY 23-24	$5,000
FY 24-25	$5,000
FY 25-26	$5,000
FIVE YEAR BULLETPROOF VEST REPLACEMENT FUND	**$25,000**
POLICE DEPT 5-YEAR CAPITAL INVESTMENT PLAN	**$372,525**

Newport Parks & Recreation

2020-2025

Restoration of Gardner Memorial Park, expansion of Prouty Beach, maintenance of lakeside amenities, fleet equipment and vehicle rotations account for the 5-year Capital Improvement Program for Parks & Recreation. A systematic approach to capital budgeting has helped establish capital reserves for each facility and equipment replacement. These reserves, which are carried over annually if unused, will accumulate over time and off-set major future expenses. Adopting this model provides consistency for taxpayers and ensures that funds are available when needed. Along with facility reserves, properly maintained vehicles and equipment is vital for the care of the City's recreational assets. Vehicle and equipment rotations are included in the capital reserve plan to ensure that equipment can be replaced when these items have reached the end of their lifespan. Below is a breakdown of annual expenses totalling $70,000 for facility reserves, and $12,500 for vehicles and equipment.

Facility Reserves* Annual Breakdown	
Prouty Beach & Campground	$10,000/year
Gardner Memorial Park	$20,000/year
Newport City Dock	$32,000/year
Gateway Building	$ 3,000/year
Playgrounds	$ 5,000/year
Total	**$70,000/year**

Vehicle/Equipment Capital Reserves** Annual Breakdown	
Vehicles & Equipment	$10,000/year
Event & Program Equipment	$ 2,500/year
Total	**$12,500/year**

In addition to funds set aside in the annual capital reserves, fundraisers, private donations and grants will help offset the cost of these capital projects whenever possible. These types of funds are not guaranteed, but have been a viable source of revenue to support recreation facility improvements in the past.

Capital Projects & Expenditures

Many improvements are planned at Gardner Memorial Park, which is the facility most used by Newport residents, and with the most need for rehabilitation within the next five years. The 2015-2016 Gardner Park Planning Grant and the 2019 Waterfront and Downtown Master Plan recommend a phased approach beginning with an overhaul of the playground area and bathroom facility, followed by shoreline enhancements to provide better lake access. The first phase of the "Gardner Park Restoration Project" is planned for 2021 to reorganize the play area for more green space, add updated ADA playground structures and installation of a 40x40 splash pad. The goal to have the $598,000 project cost funded entirely by grants, fundraising and private donations, so we do not expect that capital funds will be needed for the cost of goods.

The second phase of the Gardner Park Restoration initiative includes improvements to shoreline amenities including dock expansion and development of a non-motorized rental fleet of recreational boats (paddle boards, kayaks, and peddle boats). Shoreline enhancements also include renovations to the lakeside ice hockey rink as we consider replacing aged parameter boards with seasonal fixtures that could be installed each winter and removed in the spring to allow for more open viewing of the lake during summer months at the park. Alternatively, the ice rink area could be upgraded with a roof or sheltered structure over top to allow for outdoor event and athletic space during the spring, summer and fall months. Both options will be evaluated.

Other long-term goals for the Gardner Park Restoration project include improved lighting on the softball fields and improved field quality. A power and utility improvement project is slated near the bandstand/Causeway to make the location more conducive to hosting events. Evidence of these projects can be found in Appendix D, "Newport Parks & Recreation - Capital Plan Project Outline" detailing the planned timeline for capital expenditures.

The Waterfront and Downtown Master Plan also suggests that the municipality focus on expansion of waterfront amenities and services at the Newport City Dock. The 5 Year Capital Plan prioritizes the replacement of deteriorating docks first, followed by upgrades to the service dock and re-location of fueling operations out on the pier to make fueling and pump-outs more accessible for boaters (Appendix D). The fuel-pier relocation will be in excess of $100,000. Planning for 2024 implementation allows time for the capital reserves to build, avoiding a burdensome expense on the taxpayer all in one year.

Expansion at Prouty Beach also accounts for significant capital funding over the next five years as we prepare for impacts of the Bluffside Farm bridge and connector trail. With increased exposure from the new Waterfront Recreation Path, we expect the demand for campsites to continue to grow. Adding new campsites, upgrading restrooms, and restoring the public beach is planned to encourage increased patronage and outdoor recreation opportunities on the lake. See Appendix D for anticipated project schedule.

2021-2022

$41,500	Annual Facility Reserves*
$15,000	Annual Equipment/Vehicle Reserves**
$26,000	Bottom Barriers for Marina

-$22,000 Recreation Vehicles & Equipment (Harbor Master Boat)
$104,500

2022-2023
$70,000 Annual Facility Reserves*
$12,500 Annual Equipment/Vehicle Reserves**
$6,000 Gateway Improvements
$5,000 Gardner Park Improvements
$20,000 Recreation Vehicles & Equipment (Gardner Park Tractor)
$113,500

2023-2024
$70,000 Annual Facility Reserves*
$12,500 Annual Equipment/Vehicle Reserves**
$40,000 Gardner Park Improvements
$122,500

2024-2025
$70,000 Annual Facility Reserves*
$12,500 Annual Equipment/Vehicle Reserves**
$40,000 Recreation Vehicles & Equipment
$122,500

2025-2026
$70,000 Annual Facility Reserves*
$12,500 Annual Equipment/Vehicle Reserves**
$20,000 Gardner Park Improvements
$20,000 Recreation Vehicles & Equipment
$122,500

$585,500 Total Five Year Parks & Recreation Capital Investment Plan

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City of Newport Fire Department
2019-2025

The Newport City Fire Department is made up of one full time Fire Chief and 29 volunteer fire fighters each holding a special firefighting designation. The people who hold the positions of our 2 Assistant Chiefs, 2 Captains, and 2 Lieutenants are volunteers. Each volunteer firefighter, regardless of designation, voluntarily submits to 100's of annual training hours. Indeed, the City of Newport is lucky to have this qualified resource at our disposal.

The Fire Department has 5 vehicles with an average anticipated longevity of 20 years each. Periodically, fleet rotation must occur when the maintenance costs become prohibitive. The large scale items listed in the Equipment Replacement Schedule are planned to be financed, most likely through the bonding process.

The Fire Department has specialized personal safety equipment which must be rotated and fitted to each firefighter. This Five-Year Capital Investment Plan considers the potential to file grants while keeping our fighters safe.

FY 21-22	ATV	$ 20,000.00
FY 22-23	Pave the Fire Station parking lot	$ 19,000.00
FY 22-23	Replacement Pumper/Tanker (bond)	$600,000.00
FY 24-25	Replacement Brush Truck	$100,000.00
FY 25-26	Fire Chief Cruiser Replacement + Debt Service	$ 35,000.00
TOTAL:		**$915,000.00**

City Beautification Plan

The City Council authorized the creation of a City Landscaper in February of 2019. The initial budget was formulated by retooling portions of the Public Works and Recreation budgets. The addition of this position provided the city with expertise in implementing a City Beautification Plan as outlined in the Waterfront and Downtown Master Plan. While the City formerly engaged a landscaper as a vendor, bringing the position in house meant getting more for each dollar spent. The results of the first and second summers brought astounding in colors, landscaping, flower arrangements and the anecdotal uptick in city pride. The City intends to continue work towards identifying the City as a Botanical Garden as outlined in the Waterfront and Downtown Master Plan. As we continue to rehabilitate from the failed Main St. Development project, the landscaping provides a source of pride, as well as a'can do' and inviting message for residents and visitors alike. Grant funding will be sought to subsidize the projects.

22-23		
	Botanical Gardens Annuals/Perennials	$ 10,000.00
	City Landscaper Watering Pump	$ 5,000.00
	Green House	$ 5,000.00
		$ 20,000.00
23-24		
	Botanical Gardens Annuals/Perennials	$ 10,000.00
	Waterfront Parking & Boatyard	$ 5,000.00
	Streetscape Amenities	$ 5,000.00
		$ 20,000.00
24-25		
	Botanical Gardens Annuals/Perennials	$ 5,000.00
	Wayfinding Kiosk & info Center	$ 10,000.00
	Streetscape Amenities	$ 5,000.00
		$ 20,000.00
25-26	Waterfront Landslide Overlook	$ 5,000.00
	Botanical Gardens/Perennials	$ 10,000.00
	Wayfinding Kiosk & Info Center	$ 5,000.00
	Streetscape Amenities	$ 10,000.00
		$ 30,000.00
26-27		
	Botanical Gardens Annuals/Perennials	$10,000.00
	Streetscape Amenities	$10,000.00
	Vehicle/Equipment	$10,000.00
		$30,000.00

	Five Year Total City Beautification:	**$120,000.00**

Newport Municipal Building

22-23		
	Municipal Building Sinking Fund (roof, brick facade maintenance & modernization)	$10,000
23-24		
	Municipal Building Sinking Fund	10,000
24-25		
	New Vault (Bond = debt service principal & Interest)	41,000
	Municipal Building Sinking Fund	10,000
25-26		
	Municipal Building Sinking Fund	10,000
	Vault Bond Debt Service	41,000
26-27		
	Municipal Building Sinking Fund	10,000
	Vault Bond Debt Service	41,000
	Total Five Year:	**$132,000**

Enterprise Funds:

Water Fund

A major Water Fund capital expenditure to occur over the next 5 years is the construction of a new water tower on the east side of the city, funded through bonds and grants. The Water Tower will supply 450,000 gallons per day (gpd) to the East Side of the city including the Industrial Park and nearby residential areas and will relieve us of being reliant upon the Derby Village Trustees for water service. Additional benefits of this major upgrade include the costs of replacing the reservoir cover (if we can wait) and installing a booster pump station. The project is anticipated to cost in the range of three and a half to four million dollars. We have more work to do before we bring this to a vote. The new reservoir liner and cover must be replaced on the water reservoir with or without this project because the current cover was installed in 1999 and has fulfilled its useful life.

The Council approved a 15 year contract with SUEZ, (a company that collects, treats, and distributes drinkable water) to maintain the west side water tower at a cost of $95,000.00 per year for the first five years, and then the cost reduces to approximately $26,162 for the remainder of the contract. This provides the City with a level of confidence that our water tower investment and water supply supply is being maintained at the highest quality. We are planning to extend the water line at Lakemont to replace the galvanized 2" water line that serves the homeowners. The anticipated cost is $93,000 with the Lakemont residents paying for the costs except the city's labor. We expect the financial arrangements to be mirrored after the Campbell Development.

Wastewater Fund

A major capital expense made in FY2019 was the purchase of a sludge dewatering pump that will be financed over the next five years at a principal amount of $278,667.00. The pump is expected to reduce the amount of sludge disposal costs at a rate that will pay itself back within 5 years. The replacement of the oldest of three aeration blowers at $60,000 will occur in FY20. The City Council authorized borrowing for a five-year term for these capital expenses utilizing the operating budget.

A new 8" diameter sewer line approximately 3,500 linear feet will be installed on St. Laurent Street extending to the pump station at Lakemont. This new sewer line will accommodate the expected Gillespie development that is adjacent to the Lakemont development. A preliminary feasibility study was done on this project in 2014. The engineers construction cost estimate was $600,000. A multi-year capital funds approach is planned with a completion year of 2023.

Long Range Capital Improvement Program
Water/Sewer Infrastructure
2021-2022 2025-2026

Fiscal Year	Street	Description	Cost
2021-2022			
	Hillside Street	Sewer Main & Service Connections	20,000
	Prospect Street	Sewer Main & Service Connections	30,000
	Eastern Avenue	Sewer Main & Service Connections	10,000
	Gardner Park	Pipe Lining	50,000
	Sewer Siphon	Causeway	50,000
	Total	**Sewer Infrastructure**	**$160,000**
	Hillside Street	Water Service Connections	10,000
		Sias Ave Water Engineering	15,000
		Sias Ave Water Project Fund	150,000
	Total	**Water Infrastructure**	**$175,000**
2022-2023			
	Sewer Siphon	Long Bridge	100,000
	Glen Road	Sewer Main & Service Connections	80,000
	Total	**Sewer Infrastructure**	**$180,000**
	Sias Ave Water Engineering		20,000
		Sias Ave Water Project Fund	160,000
	Total	**Water Infrastructure**	**$180,000**
2023-2024			
	Coventry Street	Sewer Main & Service Connections	120,000
	Gateway & Indian Head Pump Stations Debt Service		-41,885
	Total	**Sewer Infrastructure**	**$78,115**
	Coventry Street	Water Main & Service Connections	100,000
		Sias Ave Water Project Fund	160,000
	Total	**Water Infrastructure**	**$260,000**

2024-2025

St. Laurent Street	Sewer Main & Service Connections	150,000
Total	**Sewer Infrastructure**	**$150,000**
West Main Street	Water Engineering	20,000
	West Main Street Water Project Fund	200,000
	1984 Water System Bond	-41,850
Total	**Water Infrastructure**	**$178,150**

2025-2026

St. Laurent Street	Sewer Main & Service Connections	150,000
Total	**Sewer Infrastructure**	**$150,000**
West Main Street	Water Engineering	20,000
	West Main Street Water Project Fund	210,000
Total	**Water Infrastructure**	**$230,000**

Grand Total:

Sewer Infrastructure	**$718,115**
Water Infrastructure	**$1,023,150**

APPENDIX D

Newport Parks & Recreation

Capital Plan Project Outline

CAPITAL BUDGET		ANTICIPATED PROJECT EXPENDITURES
2021-2022		**2021-2022**
$41,500	Annual Facility Reserves*	-14,000 PB Campsite Expansion (4 Pull-Thru RV, 2 Lean-to)
$15,000	Annual Equipment/Vehicle Reserves**	-19,500 PB Power Pedestal Replacement (Phase 2/3)
$26,000	Bottom Barriers for Marina	-8,000 GW Kitchens & Bathroom Floor Replacement
$22,000	Recreation Vehicles & Equipment	-70,000 CD Dinghy Dock Replacement
$104,500		-26,000 CD Bottom Barriers - Control Weeds at Marina
		-22,000 Harbormaster Boat
		$159,500
2022-2023		**2022-2023**
$70,000	Annual Facility Reserves*	-8,500 PB Power Pedestal Replacement (Phase 3/3)
$12,500	Annual Equipment/Vehicle Reserves**	-30,000 PB Beach House Bathroom Improvements
$6,000	Gateway Improvements	-25,000 GP Rink & Waterfront Improvements
$5,000	Gardner Park Improvements	-10,000 GP Fences & Backstops
$20,000	Recreation Vehicles & Equipment	-30,000 Tractor
$113,500		-19,000 Gateway Carpet Replacement
		$122,500
2023-2024		**2023-2024**
$70,000	Annual Facility Reserves*	-71,000 GP Ballfield LED Lights & Timers
$12,500	Annual Equipment/Vehicle Reserves**	-5,000 SUP & Peddle Boat Rental Fleet
$40,000	Gardner Park Improvements	**$76,000**
$122,500		
2024-2025		**2024-2025**
$70,000	Annual Facility Reserves*	-137,000 CD Fuel Pier Relocation & Upgrade
$12,500	Annual Equipment/Vehicle Reserves**	**$137,000**
$40,000	Recreation Vehicles & Equipment	
$122,500		
2025-2026		**2025-2026**
$70,000	Annual Facility Reserves*	-60,000 GP Bandstand Power Project
$12,500	Annual Equipment/Vehicle Reserves**	-30,000 PB Playground Improvements
$20,000	Gardner Park Improvements	**$90,000**
$20,000	Recreation Vehicles & Equipment	
$122,500		
$585,500 Total Five Year Parks & Recreation Capital Investment Plan		**$585,000 Total 5 Year Capital Expenditures**

Vermont Downtown Program

2020 Reinvestment Statistics Reporting Guidance

The reinvestment statistics gather information from Designated Downtowns about private and public sector investment, business and job growth, and local Downtown Program contributions. These statistics are used by the Vermont Downtown Program, local and state officials, and downtown organizations. The statistics document the progress and successes of state and local programs over time and demonstrate the economic benefit to local communities.

Indicators	Data Collection
Public/Private Investment Façade Renovations This includes all façade renovations and improvements (front of the building or storefront). Examples include: ▪ New and/or replacement signage ▪ Awnings ▪ Windows ▪ Doorways ▪ Cleaning of exterior brick, pointing, paint enhancements ▪ Wood, masonry, or other physical repairs to any building storefront Other Building Rehabilitations	Investment numbers for façade renovations and other building rehabilitations may be obtained from: ▪ City/town building permit data, façade grants, revolving loan funds ▪ Municipal staff – city/town manager, zoning, planning dept., etc. ▪ State Tax Credit projects and Sales Tax Reallocation projects funded – go to website to locate projects in your downtown http://accd.vermont.gov/historic-preservation/funding/tax-credits/map. Please record tax credit awarded in the appropriate line and the total project cost/private investment under the private investment line. For example, a project is

This includes all other rehabilitation or renovation work not specific to the building storefront. Examples include:

- Renovations/construction expenses
- Elevator installation
- Painting
- Carpeting
- Plumbing
- Electrical

awarded $50,000 in tax credits and the total private investment for the project is $250,000. Both of these numbers can be found by clicking on the link, zooming to your municipality to see if any projects have been awarded. Tax Credit projects are marked with a blue dot and sales tax reallocation projects with a yellow star. For Federal Tax Credits and other questions contact Caitlin Corkins, Tax Credits and Grants Coordinator at caitlin.corkins@vermont.gov or 802-828-3047.

- Property owner, building manager or business owner
- In lieu of permit data less reliable sources are:
  - Primary contractors
  - Your best and most conservative estimate

Note, if a façade renovation or other building rehabilitation is being completed in phases, report the total value when the project is completed.

Private Sector Investment

This includes all new construction, new infill buildings, and new additions of leasable space to existing buildings.

Investment numbers for new construction may be obtained from:

- City/town building permit data
- Property owner or building manager
- In lieu of permit data less reliable sources are:
  - Primary contractors
  - Your best and most conservative estimate

If a new construction project is being completed in phases, report when the project is completed.

Public Sector Investment

Include all public improvement projects, both large and small within the designated downtown with funding from local, state and federal funds.

Examples include:

- Streetscape projects
- Municipal buildings
- Parks/Greens
- Banners/Signs
- Sidewalk improvements
- Streetlights
- Infrastructure improvements
- Trash receptacles
- Bicycle racks

Investment numbers for public improvement projects may be obtained from:

- Capital Improvement Plan & Budget
- Municipal staff – city/town manager, public works, planning dept., etc.

If a public-sector improvement project is being completed in phases, report the total value when the project is completed.

Business and Job Growth

This includes the number of new businesses opened within the boundary of the designated downtown, businesses that have moved into or out of the Downtown, relocations, expansions and the impact on employment and jobs (include full and part time jobs).

Investment numbers for public improvement projects may be obtained from:

- Visits with downtown business owners or conducting an annual survey.
- Local or Regional Economic Development office
- Visual survey

Housing

This includes single family and multi-unit housing within the designated downtown boundary. Please indicate the number of existing and new housing units added this year.

Investment numbers for housing units may be obtained from:

- Municipal staff – city/town manager, zoning, planning dept., etc.
- Building permits
- Local housing trust
- Financial institutions
- Real estate agents
- Visual survey

Retail and Commercial Vacancies

Investment numbers for housing units may be obtained from:

This includes any vacant space(s) within a building on either the first or upper floors located in the designated downtown boundary. Please indicate the total number of vacancies, vacancy rate and if available the total square footage of vacant space.

- Municipal staff – city/town manager, zoning, planning dept., etc.
- Property owners
- Commercial real estate agents
- Local or regional economic development office
- Visual survey

Local Program Contribution

This includes information about the contribution made by the downtown organization including new initiatives, special events, business promotions and other accomplishments. Indicate partnerships and other resources that helped advance the goals of the organization. Provide the total number of volunteers and hours donated to the downtown organization.

Completing and Submitting the Reporting Form

Please keep in mind that only figures for the designated downtown (within the boundary) are reported to the Vermont Downtown Program though gathering information about your entire community may be helpful to your organization. Completed forms should be submitted via email to gary.holloway@vermont.gov.

Questions about the guidance, data collection, and reporting requirements should be directed to Gary Holloway, Vermont Downtown Program Manager, at gary.holloway@vermont.gov. or 802.522.2444.

Vermont Downtown Program

2020 Reinvestment Statistics Reporting Form

Please complete and submit this form to Gary Holloway with the Department of Housing and Community Development. Submissions may be made by emailing the completed form to gary.holloway@vermont.gov. Additional information about indicators and how to collect data are provided in the Reporting Guidance above. For more information, contact Gary Holloway, Vermont Downtown Program Manager, at gary.holloway@vermont.gov or 802.522.2444.

All forms are due January 31, 2021

Name of Municipality City of Newport

Downtown Organization DBA: Newport City Downtown Development

Person Completing the Form

Name: Amy Crouch

Email: amy@amycrouch.com

Public/Private Investment

Façade Renovations

# of façade renovations	0
Private Investment	$0
Public Investment	$0
State and Federal Tax Credits	$0

Other Building Rehabilitations

# of other building rehabilitations	0
Private Investment	$0
Public Investment	$0
State and Federal Tax Credits	$0

New Construction

# of new construction projects	0
Private Investment	$0
Public Investment	$0
Sales Tax Reallocation	$0

Public Improvement Projects

# of public improvement projects	2
Private Investment	$0
Public Investment	$10,000

Business and Job Growth

Number of businesses opened in downtown 1 # of new jobs 3

Number of **businesses that expanded** within the downtown	0	# of new jobs	0
Number of downtown **businesses that closed/downsized**	0	# of jobs lost	0
Number of businesses that **moved out of downtown**	0	# of jobs lost	0

Housing

Total number of **existing** housing units downtown	**251**
Number of **new housing units** downtown	**0**
Total vacancy rate as a %	**16.5%**

Retail and Commercial Vacancies

Number of **first floor vacancies** in downtown	4
Number of **upper floor vacancies** in downtown	0
Total vacancy rate as a %	.025%
Total square footage of vacancies (if available)	22,000

Local Program Contribution

Number of **volunteers**	**13**
Number of **volunteer hours** donated	**186**

COVID Impact, Response and Recovery

Please use this section to provide any additional information about the impact COVID has had on your downtown, what your organization has done to support businesses/community and the strategies implemented to sustain recovery efforts. Please share any local efforts, technical assistance and funding that you provided.

The COVID-19 pandemic restricted U.S.-Canadian border activity for any traveling outside of "essential" for nine months of 2020. No doubt, this came with an economic impact as it was visibly noticed the lesser amount of cars with foreign license plates. However, the new city ordinance allowed ATV's on selected city streets – allowing for an additional form of outdoor recreation.

This organization partnered with the local Chamber of Commerce to earn grant money from ACCD, thereby creating a "Local Business Bucks" program aimed at benefiting businesses in the Designated Downtown. The program acted like a Groupon, where community members were able to purchase $200 worth of Business Bucks for only the price of $100. This had a

great impact for not only the businesses, but the community members during a time of probable economic hardship.

How did your downtown benefit from CRF funded programs such as Restart VT Marketing Grants, Buy Local Vermont, Vermont Everyone Eats, PPP, Technical Assistance or other CRF or non-CRF funding sources? Please provide specific quantitative data available or other qualitative information to best understand how these programs helped support your efforts.

The Restart VT Marketing Grant was utilized from the scenario in the previous question. During the month of November, at a minimum a $30,000 cash injection from local community members was spent within local participating businesses. The Designated Downtown businesses directly saw at a minimum of $25,590 from this program. The timing off this cash injection was an "in-between" month of spending, after any Fall Foliage business and before Christmas/Holiday shopping. This type of program would be great to offer again in 2021 if there is another Restart VT Marketing Grant, or a VT Marketing Grant in general. The businesses participating are all small, independently owned businesses – it truly made an impact for many families in this community.

In the future, what can the State do to help support designated downtown organization to sustain the work you are doing? Please describe specific funding, technical assistance or other resources that would be helpful.

With the concept of Outdoor Recreation Economy at the forefront, it would be helpful if Designated Downtowns were able to apply for additional grants to support this mission. Newport has a crown jewel of Lake Memphremagog, truly an asset many downtowns do not have in the State of Vermont. It would be great if all of the various agencies within the State could pool together a small budget for outdoor recreation grants. For instance, the lake is a large draw here, could Game & Wildlife and Health Department partner with ACCD Downtown program to enhance wildlife walking tours? Weaving together resources creatively would benefit locals and tourists alike.