Council Minutes

December 6, 2021

A duly warned meeting of the Newport City Council was held on Monday, December 6, 2021, in the council room in the Newport City Municipal Building. Present were Mayor Paul Monette, Council President Melissa Pettersson, Council Members John Wilson, Kevin Charboneau, and Christopher Vachon, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Chief of Police Travis Bingham, Fire Chief John Harlamert, Recreation Director Michael Brown, Michael Welch, members of the Press and Public.

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

Approval of Minutes

Mr. Vachon moved to approve the minutes of November 15, 2021. Seconded by Mr. Charboneau, motion carried unanimously.

Comments by the Public

Ms. Chiarello feels the Water/Sewer budgets should be reviewed and approved by the council.

USDA CF Grant Application for Fire Department (attached)

Ms. Pettersson moved to approve the USDA CF Grant application and Resolution for the Fire Department portable radios and repeaters. . Seconded by Mr. Wilson, motion carried unanimously.

Errors and Omissions (attached)

Mr. Charboneau moved to approve the Errors and Omission Statement on the property transfer from LaFlamme to Allard on August 2, 2021. Seconded by Mr. Vachon, motion carried unanimously.

Confirm 2022 City Council Regular Meeting Schedule (attached)

Mr. Wilson moved to approve the 2022 City council regular meeting schedule. Seconded by Mr. Charboneau, motion carried unanimously.

Budget Review

The council reviewed the proposed 2022-2023 budgets for the Administration, Fire department and Police Department.

Proposed Parade Policy Amendment (attached)

Ms. Dolgin presented amendments to the Parade Policy for the council to review. The council requested the reference to the one-hour duration be removed. The policy will be on the next meeting's agenda.

New Business

Mayor Monette thanked the City Departments for the excellent job on the December 4th Holiday Event. Mr. Vachon noted his son loved it.

Mr. Johnson brought up the music on Main St. which he and Mayor Monette installed at the Goodrich Library.

Old Business

Ms. Pettersson asked about the staffing at the Recycling Center. Ms. Dolgin stated she had nothing to report. Mayor Monette asked for an update on the staffing at the Recycling Center at the December 20th meeting.

Mr. Vachon asked about the 3-way stop at the intersection of Bluff Road and Prouty Dr. Chief Bingham explained he is not making this recommendation at this time.

Next Meeting Date

December 20, 2021 at 6:30 PM.

Adjournment

Mr. Charboneau moved to adjourn at 7:56 PM. Seconded by Mr. Vachon, motion carried unanimously.

Attested _____ this 20th day of December 2021

_____ City Clerk ~~Mayor~~

City Manager..... (802) 334-5136
City Clerk/Treasurer 334-2112
Public Works/Parks 334-2124
Zoning Adm./Assessor 334-6992
Recreation 334-6345
Fax..... 334-5632

City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Errors & Omissions Statement

LaFlamme to Allard

Closing August 2, 2021

November 22, 2021

Upon receiving the Vermont Property Transfer Tax Return for the sale of real estate at 35 Spruce St., from Susan LaFlamme to Eric Allard, The Tax Assessor's office processed the transfer incorrectly. The transfer was treated as a full transfer, not the partial transfer of 2.28 acres and the dwelling located within. There was .71 acres retained by Ms. LaFlamme, that needed to be separated and given a new parcel ID number. The remaining parcel will become Parcel 107020-001, and will be assessed at $42800. Parcel 107020, containing 2.28 acres is now owned by Eric Allard and is now assessed at $191,200.

Newport City Assessor

Rob Naramore

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Newport City are hereby supplying the following changes to the 2021 (Year) Grand List. Specifically:

Owner old owner: LaFlamme, Susan / New: Allard, Eric		SPAN 435-136-15453
Change From Parcel 107020 2.9 ac	Change To 2.28	Difference
Reason Subdivision MAP 20-27 BK 5 pg 253-254		
Owner LaFlamme Susan		SPAN 435-136-15453
Change From New Parcel	Change To .71 ac.	Difference
Reason Subdivision		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		

Courtesy of the Vermont Department of Taxes

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
	10/25/21		12/6/2021
Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
	11/22/21	Melissa Petterson	12/6/21
Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
			12/6/21
Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
		John A Wilson	12/6/21
Signature of Lister/Assessor	Date	Signature of Selectboard/Alderman	Date
			12/6/21

TOWN CLERK

I, James D Johnson, town clerk of Newport City, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of April 2021 for tax year 2021-2022.

Signature of Town Clerk	Printed Name	Date
	James D Johnson	12/6/21

32 V.S.A. § 4261. Correcting omission from grand list
When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

Courtesy of the Vermont Department of Taxes

E-Filed

VT Form PTT-172	VERMONT PROPERTY TRANSFER TAX RETURN

0-883-353-088
Confirmation number

DOC # [illegible]

For Town Use Only

TRANSFERORS (Sellers)

LAFLAMME SUSAN V
3212 VT RT 114E
NORTON, VT 05907

TRANSFEREES (Buyers)

ALLARD ERIC M
35 SPRUCE ST
NEWPORT, VT 05855-9572

*Any additional transferors or transferees are listed at the bottom of this page

Date Acquired by Transferor: Oct-05-2018 **Date of this Closing:** Aug-02-2021 **Land Size (acres):** 2.28

Property Physical Location:	City/Town:	SPAN#	Check if property is located in multiple cities or towns ☐
35 SPRUCE STREET	Newport City	435-136-15453	This sale did not involve land ☐

Buyer Seller relationship type: **If other, description:**

If transfer is exempt from Property Transfer Tax: 00 None

Interest in property: Fee Simple **If other, description:**

If "undivided" percent of interest:

Type of building construction: Single Family Dwelling **If other, description:**

Transferors use of property before transfer: Domicile/Primary Residence **If other, description:**

Transferees use of property after transfer: Domicile/Primary Residence **If other, description:**

Will the property be rented after transfer? No **Enrolled in the Current Use Program?** No

Have development rights been conveyed separately? No **New owner elects to continue current use enrollment?** No

Does the transferee hold title to any adjoining property: No

Value paid or transferred as defined in 32 V.S.A. § 9601(6)	$289,000.00
Value paid or transferred for personal property	$0.00
Value paid or transferred for real property	$289,000.00
Tax Due	$3,240.50

Preparer's Name: JENNIFER JARVIS,
Preparer's Address: DERBY, VT 05829-0000
Preparer's Phone: (802) 766-4926
Preparer's E-mail: JENJARVIS@JENJARVISLAWOFFICE.C

Additional Transferor (S) / Transferee (B)

Confirmation :
0-883-35_

Transferee's Name ERIC M. ALLARD
Property Location 35 SPRUCE STREET
Date of this Closing Aug-02-2021

Note: Long names or addresses may not display fully on the paper copy of the return, but the full names and addresses are submitted electronically to the Town and Department.

LOCAL AND STATE PERMITS AND ACT 250 NOTICE

This serves as notice that:

- The property being transferred may be subject to regulations governing potable water supplies and wastewater systems under 10 V.S.A.Chapter 64 and building, zoning and subdivision regulations;
- The property being transferred may be subject to Act 250 regulations regarding land use and development under 10 V.S.A.Chapter 151;
- The parties have an obligation to investigate and disclose knowledge regarding flood regulations affecting the property.

To determine if the property is in compliance with or exempt from these rules, contact the relevant agency.Contact information is provided in the instructions.

Town Clerk - Sign into your myVtax to enter this recording information. After you have entered the recording information print a copy to deliver to the primary Transferee per 32 V.S.A 9607.

This section to be completed by Town or City Clerk

Book Number* 259	Page Number* 416-417	Grand List year* 2020
City or Town* Newport City	Parcel ID Number 107020	Date of Record* 08/05/2021
Grand List Value 192,800	Grand List Category* 01	SPAN* 435-136-15453
Comments, additional information, etc. PARTIAL LOT 2.28 ACRES		

☐ Duplicate Return Suspected ☒ Portion o f the property sold/subdivision ☐ Original Return Waiting on Deed

Deed Acknowledgment and Return Received

SIGNED James D Johnson Clerk DATE 08/05/2021

For Town Use Only

RECEIVED AND RECORDED
ON AUG 05-2021 07:21P
RECORDED IN
BOOK 300 PAGE 184-187
JAMES D. JOHNSON
CITY CLERK NEWPORT VT

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS THAT I, SUSAN LAFLAMME, of the City of Newport in the County of Orleans and State of Vermont, Grantor, in the consideration of One Dollar and other good and valuable consideration paid to my satisfaction by ERIC MICHAEL ALLARD, of the City of Newport in the County of Orleans and State of Vermont, Grantee, by these presents do freely GIVE, GRANT, SELL, CONVEY AND CONFIRM unto the said Grantee ERIC MICHAEL ALLARD, and her heirs and assigns forever, a certain piece of land in the City of Newport in the County of Orleans and State of Vermont, described as follows, viz:

Being a parcel of land consisting of 2.28 acres, more or less, with a dwelling and other improvements thereon, and being depicted as Lot #1 on a survey map prepared by George W. Rumery, Licensed Land Surveyor, entitled "Plan Prepared for Susan LaFlamme", dated January 25, 2021, and bearing Map No. 20-27, a mylar version of which is to be recorded in the Land Records of the City of Newport. The lands and premises are more particularly described as follows:

Beginning at an iron pin found in the northerly edge of the Bluff Road, so-called, said pin marking the southwesterly corner of the parcel hereby conveyed; thence running along lands now or formerly of Amon N 21° 53′ E a distance of 288.38 feet to an iron pin set in a corner; thence turning and running along the Lot #1-Lot #2 boundary line S 65° 46′ E a distance of 114.40 feet to an iron pin set; thence turning and running N 24° 14′ E a distance of 46.39 feet to an iron pin set; thence turning and running S 65° 46′ E a distance of 195.20 feet to an iron pin set in a corner, said iron pin marking the northeasterly corner of the parcel hereby conveyed; thence turning and running along the westerly edge of Spruce Street, so-called, S 22° 37′ W a distance of 169.26 feet to an unmarked point; thence continuing along the westerly edge of Spruce Street S 21° 17′ W a distance of 170.60 feet to an unmarked point in a corner, said point marking the southerly corner of the parcel hereby conveyed; thence turning and running along the northerly edge of the Bluff Road, so-called, N 64° 50′ W a distance of 311.37 to the point and place of beginning.

Meaning and intending hereby to convey a portion only of the lands and premises conveyed in a Warranty Deed from Sandra H. McKenny, Trustee of The Ronald McKenny Family Trust to Susan LaFlamme, dated October 5, 2018, and recorded at Book 244, Pages 253-254 of the Land Records of the City of Newport.

Reference is made to Newport City zoning permit no. 20045 issued to Susan LaFlamme, dated November 16, 2020, and recorded at Permit Book 5, Page 164 of the Land Records of the City of Newport.

This conveyance is made pursuant to Section §1-304(7) of the Environmental Protection Rules.

Reference is here made to the above deeds and their records, and to all prior deeds and the records thereof for a further and more complete description of the land and premises herein conveyed.

AW OFFICE OF
INIFER THOMAS
JARVIS, PC
ORN T LAW
.O. 229
MAIN STREET
RBY, VT 05829

TO HAVE AND TO HOLD said granted premises, with all the privileges and appurtenances thereof, to the said Grantee **ERIC MICHAEL ALLARD**, his heirs and assigns, to their own use and behoof forever; And we the said Grantor **SUSAN LAFLAMME**, for myself and my heirs, executors, and administrators, do covenant with the said Grantee **ERIC MICHAEL ALLARD**, his heirs and assigns, that until the ensealing of these presents I am the sole owner of the premises, and have good right and title to convey the same in manner aforesaid, that they are FREE FROM EVERY ENCUMBRANCE:

And I hereby engage to WARRANT AND DEFEND the same against all lawful claims whatever,

IN WITNESS WHEREOF, I hereunto set my hand and seal this 12th day of July, 2021.

Susan Laflamme, by
J. Thomas J., attorney in fact

SUSAN LAFLAMME, by and through her
attorney-in-fact Jennifer Thomas Jarvis

STATE OF VERMONT
COUNTY OF ORLEANS, SS:

At Derby, Vermont, this 12th day of July, 2021, Jennifer Thomas Jarvis personally appeared as attorney in fact for Susan Laflamme, and she acknowledged this instrument, by her sealed and subscribed, to be her free act and deed.

Before me: Patricia Ann Rushford
NOTARY PUBLIC

My Commission Expires: 01/31/23

Patricia Ann Rushford
Notary Public, State of Vermont
My Commission Number:0000020
My Commission Expires 1/31/2023

LAW OFFICE OF
JENNIFER THOMAS
JARVIS, PC
ATTORNEY AT LAW
P.O. BOX 229
426 MAIN STREET
DERBY, VT 05829

2022 Regular City Council Meeting Schedule

Approved on December 6, 2021

January 3, 2022	
January 24, 2022	
February 07, 2022	
February 28, 2022	Regular & Informational Meeting about the Annual Meeting
March 1, 2022	Annual Meeting @ 8:00 pm to bring up any other business from the Annual Meeting
March 7, 2022	
March 21, 2022	
April 4, 2022	
April 18, 2022	
May 2, 2022	
May 16, 2022	
June 6, 2022	
June 20, 2022	
July 11, 2022	
July 18, 2022	
August 1, 2022	
August 15, 2022	
September 12, 2022	
September 19, 2022	
October 3, 2022	
October 17, 2022	
November 7, 2022	
November 21, 2022	
December 5, 2022	
December 19, 2022	

TO: Mayor Paul L. Monette, City Council, and cc City Clerk & Treasurer, James Johnson

FROM: Laura Dolgin, City Manager
John Harlamert, Fire Chief

RE: USDA Community Facility Grant Application
Fire Department Emergency Communications Equipment

DATE: December 3, 2021

In April, 2020, the City Council authorized the City Manager to submit an application to the USDA Community Facility Grant Program for the acquisition of portable radios and vehicle repeaters to replace and upgrade essential emergency communications for the Fire Department. That grant application was not chosen for funding by USDA.

There is a new funding opportunity round for USDA Community Facility Grants. Applications for the State Pool are due by December 17, 2021, and we'd like to try again. This USDA Community Facility Application requires a 45% match to 55% Grant funding which is the same as the previous round.

Chief Harlamert and I recommend the City apply for a USDA Community Facility Grant to assist with the purchase of:

16 New Portable Radios and Chargers	$25,670.00
2 Vehicle Repeater Systems	$ 3,770.00
1 Wireless Communications System for Engine	$ 6,100.00
1 Wireless Communication System for Airboat	$ 6,220.00
1 High Powered Mobile Radio	$ 2,646.00
Travel, Labor, Installation, Shipping	$ 6,105.00
Total Project Cost =	$50,511.00

55% USDA Grant Amount = $27,781 45% Cash Match = $22,730

The Department has a fleet of 12 portable radios. 4 of the portable radios are less than 3 years old. 8 of the portable radios are over 15 years old – well beyond the expected service limit. Vehicle Repeater Systems will improve radio reception to be more reliable. The Wireless Communications Systems in the Engine and in the Airboat will allow firefighters to communicate with each other while operating the apparatus. The system will enable radio communication between the apparatus and fire ground during an emergency. The improvements in technology over the past few years makes this a worthwhile investment, and allows the Newport City Fire Department to be NFPA compliant.

The Fire Department match amount will come from the Operating Budget and the Reserve Fund for Equipment.

City Manager..... (802) 334-5136
City Clerk/Treasurer 334-2112
Public Works/Parks 334-2124
Zoning Adm./Assessor 334-6992
Recreation 334-6345
Fax..... 334-5632

City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

RESOLUTION

The Newport City Council, at their meeting held on Monday, December 6, 2021 by a majority vote of the council members authorized City Manager, Laura Dolgin, to submit and sign any and all forms relevant to the submission and award of up to $27,781 from a USDA Community Facilities grant application for upgrades to the Fire Department portable radios, vehicle repeaters and wireless communication system for engine and airboat. The total estimated project cost is $50,511. The required $22,730 match will come from the Fire Department Operating Budget and reserve funds allocated for Fire Department grant match.

Newport City Council:

Paul L. Monette, Mayor

Melissa Pettersson, Council President

Kevin Charboneau

John Wilson

Chris Vachon

Dated Monday, December 6, 2021

To: Newport City Council, City Clerk Treasurer James Johnson, Department Heads
From: Laura Dolgin, City Manager
Date: December 6, 2021
RE: Proposed Parade Policy Amendments

The City is fortunate to recognize the importance of offering a rich and diverse series of annual events to our community. In recent years, opportunities for community engagement and collaborations with third party event organizers have presented themselves, and we are pleased to see this take shape. The recently adopted Events Guidebook, Special Events Permit, and Street Closure/Parade Policy have served the city well by offering third party organizers support, guidance, well coordinated events, and public safety during these events.

The Events Policy has been in place for a full year and through its use, we have noticed that some minor wording adjustments may improve the policy's effectiveness. These amendments are intended to make using the policy easier for the applicant and the city.

The Policy sets aside $1000 per parade to cover the costs of city services, which encompasses approximately 8 Public Works Staff and 5 Police Department staff, at time and a half, to block intersections and direct traffic safely. This is a significant amount of resources dedicated to each parade, and we are pleased to have a mechanism in place to allow this to work.

However, in exchange for this outlay of resources, the city, and spectators alike, have an expectation that parades will be well advertised, and carry a significant 'wow' factor. To this end, I have researched other parade policies and found suggested wording for a parade definition to be added to the policy, see new paragraph 4.

Another suggestion is to clarify that all other elements of the Events Guidebook and the Events Permit must be adhered to. When the council made the original motion, my notes reflect that the council wanted assurance that the timeframes in the Permit Application will be adhered to. Even though this language is included in the Street Closure section of the Policy, it bears repeating in the Parades section of the Policy. The language about the care and condition of parade animals found during my research also struck me as prudent, even though we don't often see them in our parades, see new paragraph 7.

Finally, the last paragraph contains language cleanup.

I present this to the council for their consideration in evolving and improving the policy based on the first year's experience. The policy has been an important and helpful tool and I'm glad to see this in place.

Thank you for your consideration.

CITY OF NEWPORT

Policy

SUBJECT: Newport City Street Closure & Parade
Adopted by the Newport City Council: 11/18/19 *Amended on* _____
Effective Date: 01/01/2020

STREET CLOSURES

Public streets & highways serve a vital role as the primary transportation route for property access, commerce and emergencies. Closing streets, for even a short period of time can be perceived as an inconvenience for some, or an insurmountable barrier to those who may be prevented from coming and going to homes or businesses. The needs of all citizens must be considered when a street closure is contemplated.

Road closures are coordinated through the City Clerk's office. You will need to communicate your request using a Special Event Permit at least 30 days prior to your event. As part of the application process, you will need to complete a review process from Public Works, Newport Police, Newport City Fire and Newport Parks & Recreation. This process may take up to two weeks and must be completed before your Special Event Application can be submitted. Please allow *at least* 45 days to complete the entire process.

All street closures will be evaluated by the City on a case-by-case basis after reviewing impacts on public safety and convenience. If municipal barricades and signs are required, they must be placed on streets by qualified City personnel. There will be staffing and equipment fees associated with this expense.

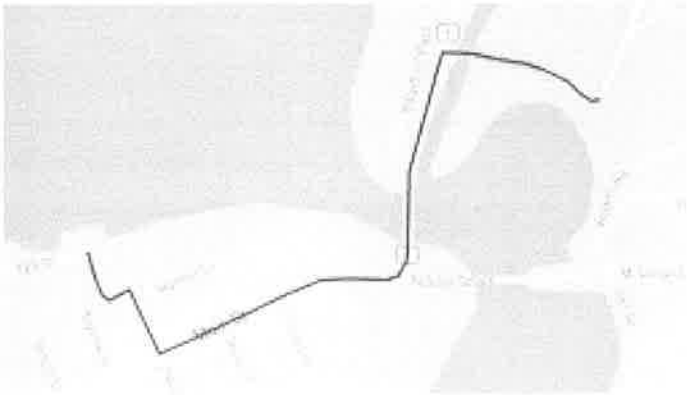
The temporary use of a public street shall not unnecessarily obstruct or bar public access onto the street. Sidewalks shall remain open at all times for pedestrian use. All street closure requests must include a plan to ensure that public safety vehicles can access the street in the event of an emergency.

It is the Event Organizer's responsibility to inform affected businesses and residents of plans once your Special Event permit has been approved. The most effective method is a personal visit to share pertinent details (dates, times, map of event layout, street affected etc). Speaking personally with affected businesses about the event will ensure mutual success.

PARADES

1. A maximum number of four taxpayer-funded parades will be held per year in Newport City. The municipal budget will support these 4 parades by covering the cost of City services up to $1,000 each, ($4,000 per year). This does not include "organized walks" or "processions." that utilize the bike path or do not interrupt the flow of traffic beyond the use of crosswalk areas.

2. All parades using Main Street will follow the standard parade route between the intersection of 2nd Street/Field Avenue/Main Street and Gardner Memorial Park. Main Street and portions of the Causeway will be closed to through traffic between the Eastern entrance of the Waterfront Plaza and Goodrich Memorial Library, with the exception of one lane of two way traffic passing between Coventry Street and the



Long Bridge at Railroad Square. The parade route is 0.6miles.

Parades should not exceed one hour in duration.

Parade organizers that request a parade route outside the standard course or who require additional municipal support will be responsible for paying all expenses for municipal services incurred after the initial $1,000 allowance for taxpayer-funded parades.

3. The municipal budget supports four tax-payer funded parades per year, covering the cost of City services up to $1,000 each, ($4,000 per year). Parade organizers that request a parade route outside the standard course or who require additional municipal support will be responsible for paying all expenses incurred after the initial $1,000 allowance.

4. *For purposes of this policy, a parade is defined as a well advertised, organized and coordinated procession of parade participants such as floats, animals, people, marching bands, performers, etc., not to exceed one hour in duration. Parade organizers must have a registration process that accounts for the number of participants. This information will be provided to the City 3 days prior to the event so that appropriate safety measures can be planned.*

5. Requests for taxpayer-funded parades will be accepted between January 1 and January 31 of each year in which a parade is to occur. Requests are to be made in writing to the City Clerk's Office. Parades hosted by City departments are given priority, followed by preference for parades that are scheduled by season (ideally one parade for each season).

   Parades funded fully by a third-party organization are not required to submit a letter of request to the City Clerk in January, but must adhere to deadlines set forth by the Special Event Permit process.

6. Parade cancellations or changes due to weather or other circumstances must be made by 4:00PM the day prior to the event to allow ample time to cancel staff and volunteers.

7. *All other elements of the Events Guidebook, and Events Permit must be adhered to by the event organizer. If animals are included, the municipality will need to be assured of the species, quantity, and health of the animals. Precautions shall be taken within parade lineups to ensure animals are well cared for, and are not startled by other participants or noises. Parade organizers are responsible for animal debris removal.*

8. Proof of insurance in the minimum amount of one million dollars is required from all parade organizers.

9. During parades, use of emergency vehicle sirens is prohibited except for use in an actual emergency situation. Candy or items must not be thrown from floats/vehicles. Please utilize walkers to distribute hand-outs safely to spectators. ~~Parade entries with animals must be cleaned up after.~~ **It is the event organizer's responsibility to inform all participants of City parade rules and regulations.** Failure to adhere *to this policy* ~~will~~ *may* result in additional costs ~~for clean-up~~ and possible future suspension of parade opportunities with the City of Newport.