

Council Minutes

December 20, 2021

A duly warned meeting of the Newport City Council was held on Monday, December 20, 2021 in the council room in the Newport 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, Police Chief Travis Bingham, Fire Chief John Harlamert, Newport Ambulance Director Jeff Johansen, Richard Tetreault and Rick Ufford-Chase from NCDD, Recreation Director Michael Brown, Rebecca Therrien, Public Works Director Tom Bernier, members of the Press and Public.

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

Approval of Minutes

Mr. Wilson moved to approve the minutes of December 6, 2021. Seconded by Mr. Vachon, motion carried unanimously.

Comments by the Public

None

Newport Ambulance Presentation (attached)

Jeff Johansen gave a presentation for the Newport Ambulance. The service is requesting \$147,639 this year. Ms. Pettersson moved to authorize the mayor to sign the 2022 Ambulance Service contract. Seconded by Mr. Wilson, motion carried unanimously.

Newport City Downtown Development (attached)

Richard Tetreault, Chairman of Newport City Downtown Development and Rick Ufford-Chase, Engagement Specialist gave a presentation of the NCDD 2021 Annual Report.

Budget Review

Public Works Director Tom Bernier and Michael Brown Recreation Director presented the council with their proposed 2022-23 budgets. The council also reviewed proposed budgets for City Landscaper, Conservation and Development, Recycling, Other Expenses, Debt Service and Capital Expenditures.

Events Policy Amendment (attached)

Mr. Vachon moved to approve the amended Events Policy. Seconded by Ms. Petterson, motion carried unanimously.

New Business

Mayor Monette accepted hand painted historical scenes of Newport by Jean Noel Fortin.

Old Business

Mr. Wilson thanked Fire chief John Harlamert for pulling a woman from a burning building and for removing the pile of trash from a yard on East Main St.

Mr. Vachon stated the city looks amazing all lite up for the holidays.

Mayor Monette noted that he had decided to remove the Cannabis issue from the agenda.

Next Meeting Date

January 3, 2022, at 6:30 PM.

Adjournment

Mr. Charboneau moved to adjourn at 8:05 PM. Seconded by Mr. Vachon, motion carried unanimously.

Attested  this 3rd day of January 2022

 Mayor

**Newport City Downtown Development's Annual Report to City of Newport
December, 2021**



Submitted by Richard Tetreault, NCDD Board Chair

The Newport City Downtown Development Organization, formerly known as Newport City Renaissance Corporation (NCRC), is now in its 14th year as one of Newport City's tools for providing incentives to drive housing, retail, and commercial growth into the traditional downtown area. The core objective of the downtown designation is to **guide land use planning** to promote revitalization of communities.

The Board of Directors of this 501(c)6 is independent from the City, although the designation belongs to the City. The Director's responsibility is in supporting and enhancing economic development initiatives, promotional activities, and supporting the design of the downtown to create a welcoming and enjoyable public environment where people will enjoy living, working and playing.

The Board members are long-time locals, and well known businesspeople: Richard Tetreault, Chair of the board since 2019; Dan Pellerin from Edward Jones, board member since 2016; Steve Wright from Jay Peak, Board member since 2019. Eleanor Leger from Eden Cider, board member since 2020; Sarah Chadburn from Community National Bank, board member since 2021; and Casey Baraw from Inspired Yoga, Board member since 2021. City Manager Laura Dolgin is a board member since 2016, and an ex officio member since 2020.

In September, NCDD hired Rick Ufford-Chase as the Community Engagement Specialist, and in October Bryan Marovich joined the organization as an independent contractor to provide assistance with our Communications and Social Media strategy. With Bryan's assistance, Rick will focus on engaging community members to work on economic development, coordinated marketing and promotions for the downtown businesses, design strategies for the streetscapes, identifying and enhancing the outdoor recreation economy opportunities, and building NCDD'S organizational strength. In addition, Rick and Bryan will stay in regular communications with the public by providing updates to various opportunities that will showcase the Downtown at its finest.

New Website: During the pandemic hiatus, the NCDD board focused on developing a new logo and website (www.DiscoverNewportVT.com). The website is newly live and already attracting

attention. Soon, improvements will be added such as an interactive community calendar, a page dedicated to offering resources to potential businesses and entrepreneurs who are looking to establish a business in Downtown Newport, as well providing an updated list of the downtown businesses that participate in the Downtown Dollars program. If your business is not yet showcased on the website, please contact Rick at rickuffordchasencdd@gmail.com.

New Logo: In addition to transitioning to the refreshing title of Newport City Downtown Development, the logo was long overdue for an overhaul. A USDA grant provided the opportunity and resources to hire FLEK, Inc., a marketing agency out of St. Johnsbury, which designed several viable options. The board became enchanted with the logo shown above for its representation of the mountains, lake, sky, the iconic profile of St. Mary's Church, and metropolitan feel of the office buildings.

The Marketing and Promotions Team has led a cooperative effort of downtown shops, services, and restaurants to attract shoppers to the downtown area this winter. NCDD is putting \$6,000 into an ad campaign comprised of four components:

- December 4th Santa/Tree Lighting in cooperation with Newport City
- Shop Downtown Newport for the Holidays Raffle (shop any three downtown businesses and enter a raffle to be one of five winners of \$100 Downtown Dollars)
- Hot Cocoa Saturdays – a joint effort to offer special events in Downtown businesses on the last Saturday of each month through the winter
- Winter Festival – a shared drive to support the City of Newport's Winter Festival on February 26, 2022.

The winter season is an ideal time to be working together towards the unified presentation of the Downtown Businesses. We are working on our strategies for spring, summer and fall. All of our effort is designed to support the commitment to making Newport a four-season, outdoor recreation economy as well as a great place to work, live, play, or own a business.

The Economic Development Committee is meeting monthly, working to make sure that our downtown businesses are aware of potential opportunities for grant income. Some exciting ideas are being explored such as an electronic marquee, and a new 'app' that showcases the city.

The Design Committee has been quietly working to bring the city into its current state of lustrous landscaping, clean and passable city streets, and attractive displays. The Waterfront and Downtown Master Plan continues to play an important role in the city's evolution to a downtown destination for locals and visitors. On the horizon is bringing fresh wayfinding signage and public restrooms, which will incorporate the refreshed logo.

The Organizational Committee's responsibility is to assure good governance and fiscal management practices are in place. This includes ensuring there is an active Board of Directors, solid committee leadership, transparent record-keeping, and appropriate archives to document all activities of the organization.

Outdoor Recreation Economy: Newport's Transformation Strategy follows the "Main Street America" model and best practices. Each of the four committees of NCDD are working toward a shared goal of capitalizing on Newport's Outdoor Recreational Economy. NCDD is intently focused on this transformation strategy in which Downtown Newport will play a pivotal role in creating a four-season economy around the wealth of outdoor recreation opportunities in the city.

Rural Business Development Grant Award to North Country Career Center: This fall, NCDD worked with North Country Career Center to facilitate a \$10,000 grant supporting NCCC's purchase of marketing and material promotional advertising, training materials and supplies and textbooks to connect Newport employers in Downtown Newport with potential, well-trained employees. That grant will be expended in the first 6 months of 2022.

We are thrilled at the renewed sense of energy we have cultivated in 2021: For more information, or to get involved, please feel free to contact any board member or reach out to Rick Ufford-Chase (if he doesn't contact you first).

Thank you, Rich Tetreault



Newport Ambulance Service Inc, P.O. Box 911 Newport, Vermont 05855

I have enclosed a copy of Newport Ambulance services 2022 approved budget. We are requesting \$147,639 from the City of Newport in 2022. Please let us know if there are any questions on the budget and if you would like a representative from Newport Ambulance to attend a select board meeting:

A handwritten signature in black ink, appearing to read "Jeffrey Johansen".

Jeffrey Johansen, NRP

Executive director

Newport Ambulance Service Inc.

	2020 NAS		2021 NAS		2022			
4000 - Town Contracts	\$363,359.00		\$374,536.00		\$386,425.00			
4003 - Copy Charge	\$100.00		\$200.00		\$100.00			
4004 - Training Income Public	\$120.00		\$200.00		\$100.00			
4005 Donations	\$500.00		\$500.00		\$600.00			
4006 - Interest Income	\$200.00		\$100.00		\$250.00			
4007 Covid Testing	\$0.00		\$0.00		\$60,000.00			
4009 - Service Ambulance Runs	\$1,093,727.00		\$1,093,727.00		\$1,099,958.00			
4010 - Billing Service Contracts		\$1,458,006.00		\$1,469,263.00				
Orleans	\$15,000.00		\$28,000.00		\$30,000.00			
4010.06 - Glover Ambulance	\$500.00		\$0.00		\$0.00			
Sub station	\$7,717.00		\$7,717.00		\$7,717.00			
NEMS	\$22,558.00		\$22,558.00		\$22,558.00			
Total 4010 - Billing Service Contracts		\$45,775.00		\$58,275.00				
sale of equipment					\$0.00			
4015 misc Income					\$0.00			
4017 LEPC 10					\$0.00			
4012 - Intercept Income	\$6,000.00		\$11,000.00		\$13,000.00			
4018 - Ambulance Coverage Time	\$1,000.00		\$1,000.00		\$2,000.00			
Total Income	\$1,510,781.00		\$1,539,538.00		\$1,622,708.00			
5000 - Billing Services Expense								
5000.01 - Collection Fees	\$1,200.00		\$900.00		\$500.00			
5000.02 - Training & Support	\$5,000.00		\$5,000.00		\$5,000.00			
5000.03 - Seminars	\$3,000.00		\$3,000.00		\$3,000.00			
5000.04 - Ability VPN	\$5,528.00		\$5,088.00		\$12,000.00			
5000.05 - Software Upgrades	\$1,000.00		\$1,000.00		\$1,000.00			
5000.07 - 08 Payroll	\$58,720.00		\$84,000.00		\$89,440.00			
5000.09 - Billing Office Supplies	\$2,500.00		\$2,000.00		\$2,000.00			
5000.10 - Phone	\$200.00		\$200.00		\$0.00			
5000.11 - Postage	\$2,500.00		\$4,000.00		\$2,500.00			
Total 5000 - Billing Services Expense		\$79,648.00		\$105,188.00				
5001 - Administration Expense								
5001.01 - 02.03.04 .17Payroll	\$80,080.00		\$75,888.00		\$53,568.00			
5001.05 - Nas 14 R&M	\$750.00		\$576.00		\$960.00			
5001.06 - Nas 14 Fuel	\$480.00		\$480.00		\$480.00			
5001.07 - Postage	\$50.00		\$50.00		\$50.00			
5001.08 - CPA	\$500.00		\$480.00		\$480.00			

Newport Ambulance Service 2022 approved

	2020 NAS		2021 NAS		2022			
5001.10 - Office Supplies	\$624.00		\$2,000.00		\$250.00			
5001.11 - Telephone	\$1,862.00		\$1,461.00		\$2,184.00			
5001.12 - Cell Phones	\$2,210.00		\$1,916.00		\$1,740.00			
5001.13 - Dues	\$50.00		\$50.00		\$50.00			
5001.14 - Health Insurance	\$4,420.00		\$4,591.00		\$2,896.00			
5001.17 board of directors					\$10,800.00			
5001.15 - Pension	\$2,520.00		\$4,607.00		\$5,523.00			
Total 5001 - Administration Expense		\$93,546.00		\$92,099.00				
5004 - Grant Expense								
5006 - Rubbish Removal Expense	\$800.00		\$800.00		\$720.00			
5007 - Diesel Fuel/Gas Expense	\$30,000.00		\$30,000.00		\$35,000.00			
5008 - Insurance Expense								
5008.01 - Insurance Package	\$15,193.00		\$15,194.00		\$18,444.00			
5008.03 - Health Insurance Expense	\$77,689.00	10 on plat	\$102,000.00		\$72,000.00			
5008.05 - Workers Comp. Insurance Exp	\$71,000.00		\$54,720.00		\$74,676.00			
5008 Insurance expense other					\$0.00			
Total 5008 - Insurance Expense		\$194,682.00		\$202,714.00		\$2,000.00		
5009 - Bank Charges/CC Fees Expense	\$4,000.00		\$1,000.00					
5010 - Interest Expense	\$14,075.00		\$16,000.00		\$15,541.00			
5011 - Staff & Squad Training	\$6,000.00	\$18,075.00	\$6,000.00	\$17,000.00	\$6,000.00			
5012 - Payroll Expenses	\$799,355.00		\$832,000.00		\$888,000.00			
Special Pay					\$20,000.00			
5013 - Postage/Delivery Expense	\$1,400.00	\$806,755.00	\$0.00	\$838,000.00	\$0.00			
5016 - Travel & Meals Expense								
5016.01 - Meals Expense	\$250.00		\$250.00		\$200.00			
5016.02 - Travel Expense	\$200.00		\$250.00		\$200.00			
Total 5016 - Travel & Meals Expense		\$450.00		\$500.00				
5017 Pension Plan								
5017 - Pension Plan Expense	\$24,000.00		\$38,229.00		\$45,000.00			
5017.1 TPA	\$900.00	\$24,900.00	\$576.00	\$38,805.00	\$1,296.00			
5018 - Amb. R&M Expense								
5018.01 - NAS #1 R&M	\$9,000.00		\$9,000.00		\$9,000.00			
5018.02 - NAS #2 R&M	\$9,000.00		\$9,000.00		\$9,000.00			
5018.03 - NAS #3 R&M	\$9,000.00		\$9,000.00		\$9,000.00			
5018.04 - NAS #4 R&M	\$9,000.00		\$9,000.00		\$9,000.00			

Newport Ambulance Service 2022 approved

	2020 NAS		2021 NAS		2022	
5018.05 NAS # 5 R&M	\$4,000.00		\$4,000.00		\$2,000.00	new truck
5018.10 m/c R&M	\$1,200.00		\$0.00		\$500.00	
Total 5018 - Amb. R&M Expense		\$40,000.00		\$40,000.00		
Mobil command						
5018.14 - Service Agreements	\$2,700.00		\$2,700.00		\$6,000.00	
5019 - Building R&M	\$9,000.00		\$5,000.00			
5020 - Comp Repairs/ Upgrade Expen	\$2,000.00		\$2,000.00	\$9,700.00		
5021 - Supplies						
5021.01 - Office Supplies	\$1,200.00		\$0.00		\$500.00	
5021.03 - Med Supplies/Equip Expense	\$14,000.00		\$24,000.00		\$25,000.00	
5021.04 - General Supplies	\$4,750.00		\$4,000.00		\$2,000.00	
5021.05 - Equipment Batteries	\$2,000.00		\$2,000.00		\$2,000.00	
Total 5021 - Supplies		\$21,950.00		\$30,000.00		
5022 Hiring Expense	\$200.00		\$100.00		\$0.00	
5023 Ground maintance	\$5,000.00		\$5,000.00		\$4,000.00	
5024 - Oxygen Expense	\$3,700.00		\$3,700.00		\$3,700.00	
5025 - Employee Recognition Expense	\$1,000.00		\$2,000.00		\$2,000.00	
5027 - Paging Expense	\$1,300.00	48%	\$1,300.00		\$1,300.00	
5028.03 - Internet Service	\$2,000.00		\$2,000.00		\$2,100.00	
5028 Telephone expense other	\$0.00		\$0.00		\$0.00	
5029 - Electricity Expense	\$7,000.00		\$7,000.00		\$5,000.00	
5030 - Heating Expense	\$6,000.00		\$6,000.00		\$5,500.00	
5031 - Water & Sewer Expense	\$875.00		\$875.00		\$875.00	
5032 - Comp. Expense Non Capitalize	\$2,000.00		\$2,000.00		\$2,000.00	
5033 Furniture Expense Non Cap	\$0.00		\$0.00		\$0.00	
5034 - Radio Expense Non Capitalized	\$2,000.00		\$1,000.00		\$1,000.00	
5037 - EMS Conference	\$0.00		\$0.00		\$0.00	
5038 Dispatch	\$20,800.00		\$21,424.00		\$21,800.00	
5039 - Training Expense Public	\$0.00		\$0.00		\$0.00	
5040 - Squad Uniforms	\$3,000.00		\$3,000.00		\$3,000.00	
5041 - Equipment Repairs	\$0.00		\$0.00		\$0.00	
5043 - Public Relations	\$600.00		\$400.00		\$400.00	
5045 - Equipment Replacement Fund	\$10,000.00		\$10,000.00		\$0.00	
5049 Property Taxes	\$11,400.00		\$11,400.00		\$11,500.00	
5046 - Ambulance Replacement	\$15,000.00		\$15,000.00		\$0.00	
5050 Unemployment Tax	\$0.00		\$0.00		\$0.00	
Mortgage 2030	\$11,496.00		\$12,000.00		\$12,782.00	
Explorer 2019	\$0.00		\$0.00		\$0.00	
New truck	\$10,920.00		\$0.00		\$36,000.00	

Newport Ambulance Service 2022 approved

	2020 NAS	2021 NAS	2022			
Zoll equip. lease	\$8,122.00	\$4,292.00	\$0.00			
NAS 3	\$17,076.00	\$19,665.00	\$0.00			
Nas 2	\$28,000.00 new / stretcher	\$15,644.00	\$18,632.00			
NAS 4	\$0.00	\$0.00				
Provider Tax	\$25,000.00	\$27,483.00	\$23,742.00			
Stretcher	\$5,910.00	\$0.00				
total loans		\$0.00				
Nas 1 loan 7/2025	\$17,476.00	\$18,165.00	\$19,879.00			
5050 Unemployment Tax	\$1,510,781.00	\$1,563,454.00	\$1,622,708.00			
Income	\$1,510,781.00	\$1,539,538.00	\$1,622,708.00			
Expense	\$1,510,781.00	\$1,563,454.00	\$1,622,708.00			
	\$0.00	-\$23,916.00	\$0.00			

CITY OF NEWPORT

Policy

SUBJECT: Newport City Street Closure & Parade

Adopted by the Newport City Council: 11/18/19 & Amended on 12/20/2021

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.

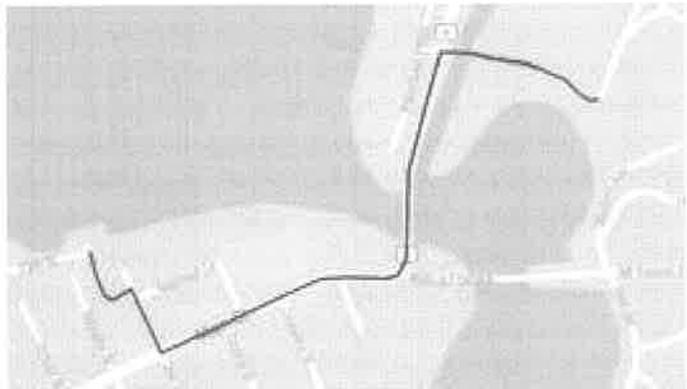
All street closures will be evaluated by the City on a case-by-case basis after reviewing impacts on public safety and convenience. If municipal barricades and signs are required, they must be placed on streets by qualified City personnel. There will be staffing and equipment fees associated with this 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 0.6 miles.

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. 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. **It is the event organizer's responsibility to inform all participants of City parade rules and regulations.** Failure to adhere to this policy may result in additional costs and possible future suspension of parade opportunities with the City of Newport.