

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

Newport City Council Meeting
Regular Meeting Agenda
Monday, February 28, 2022, beginning at 6:30 p.m.
Newport City Council Room

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
Melissa Pettersson, Council President
Kevin Charboneau
John Wilson
Chris Vachon

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

****Public Informational Meeting on the Articles to be Voted on at the Annual Meeting****

**** Bond Vote Information Meeting Related to the Proposed Fire Truck #2****

1. Call the Regular Council Meeting to Order
2. Approve Minutes of February 7, 2022
3. Comments by Members of the Public
4. Harbor Master Appointment; VOTE
5. Downtown Transportation Grant Application Resolution; VOTE
6. New Business
7. Old Business
8. Set next meeting: Regularly Scheduled Council Meeting: March 7, 2022 @ 6:30pm
9. Executive Session to discuss the evaluation of a public officer or employee, 1 VSA 313(3)(a)(3)
10. 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.

Council Meeting

February 7, 2022

DRAFT

A duly warned meeting of the Newport City Council was held on Monday, February 7, 2022, in the council room in the Newport Municipal Building. Present were Mayor Paul Monette, Council President Melissa Pettersson, Council Members John Wilson, Kevin Charboneau, Christopher Vachon, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, PW Director Tom Bernier, Police Chief Travis Bingham, Fire Chief John Harlamert, Rec. Director Mike Brown, Robert Gosselin, Rep. Woodman Page, Joel Collins, Roger Cartee, Doug Swenson, Scott Boskind, Steve Edgerley, Karen Geraghty, George Cudd, Ben Harwood, Hamilton Hodgman, members of the Press and Public.

Mayor Monette called the meeting to order immediately following a Public Hearing regarding the purchase of a new fire truck.

Approval of Minutes

Mr. Vachon moved to approve the minutes of January 24, 2022. Seconded by Mr. Wilson, motion carried unanimously.

Mayor Monette read a letter from Peter Walke, Vermont Environmental Conservation Commissioner. The letter was in response to false and misleading quotes presented to the city council on January 24, 2022, by Mr. Jay Walsh. (attached).

Comments by the Public

Jennifer Hopkins noted that Memphremagog Watershed Association had also been misquoted by Mr. Jay Walsh.

Approval of Dispatch Rates & Fees (attached)

Ms. Pettersson moved to approve the proposed dispatch rates and fees. Seconded by Mr. Charboneau, motion carried unanimously.

Grandstand Structural Analysis Presentation

Grandstand Preservation Association President Roger Cartee gave a presentation on the effort to preserve the Gardner Park Grandstand. Ben Harwood and Hamilton Hodgman from Stevens Associates gave a presentation of their findings of a structural analysis of the Grandstand. The Grandstand Committee requested the removal of the May 2022 deadline set to determine if the Grandstand was savable and approval to move forward with a feasibility study for the Grandstand.

Mr. Charboneau moved to eliminate the May 2022 deadline and enter an MOU with the Grandstand Preservation Association for the purpose of conducting a Feasibility Study. No taxpayer funds are to be earmarked for the feasibility study. Seconded by Mr. Wilson, motion carried unanimously.

Rural Business Development Grant Application for Wayfinding (attached)

Karen Geraghty with NCIC, requested permission to leverage the Small Bike and Pedestrian Grant in the amount of \$48,750 and the match of \$48,750 cash as a match for the new Rural Businesses Development Grant.

Mr. Vachon moved to leverage the Small Bike and Pedestrian grant and the cash match for the Rural Businesses Development Grant for wayfinding signs for trail users. Seconded by Ms. Pettersson, motion carried unanimously.

Coin Drop Requests

Mr. Wilson moved to approve the 2022 Coin Drop schedule. Seconded by Mr. Charboneau, motion carried unanimously.

Parade Requests

Ms. Pettersson moved to approve the parade requests by the American Legion and the Recreation Dept. for the Memorial Day Parade on May 30, 2022, and the Light Up the Night Parade on December 3, 2022. Seconded by Mr. Vachon, motion carried unanimously.

Zoning Administrator Appointment

Ms. Pettersson moved to appoint George Cudd Zoning Administrator effective immediately. Seconded by Mr. Wilson, motion carried unanimously.

New Business

Mayor Monette commended the Recreation Dept. on the Skating Rink and Public Works for the Ice Fountain at Gardner Park.



The council approved a Liquor License for Jimmy Kwik Store and a Special events Permit for Caledonia Spirits.

Mr. Charboneau commended Public Works for clearing the snow on Main St.

Mr. Vachon commended Public Works for the tunnel system at Prouty Beach.

Ms. Dolgin noted the Mid-Summer Community Update Summit would be held on June 15, 2022.

Old Business

Ms. Petterson asked about the staffing at the Recycling Center. Ms. Dolgin stated Public Works has people in mind to run the recycling center.

Next Meeting Date

February 22, 2022, at 6:30 PM.

Executive Session Evaluation of a Public Officer or Employee 1 VSA 313 (3)(a)(3)

Mr. Charboneau moved to enter executive session to discuss the evaluation of a public officer or employee. Seconded by Mr. Vachon, motion carried unanimously

No Action.

Adjournment

Ms. Petterson moved to adjourn at 10:19 PM. Seconded by Mr. Vachon, motion carried unanimously.

Attested _____ this _____ day of February 2022

_____ Mayor



Vermont Department of Environmental Conservation
Commissioner's Office
One National Life Drive, Davis 3 [phone] 802-828-1556
Montpelier, VT 05620-3520

Agency of Natural Resources

February 7, 2022

Paul Monette, Mayor
City of Newport
Via Email: paul.monette@newportvermont.org

Dear Paul Monette:

We are reaching out to you about the false and misleading quotes that were presented to the Newport City council on January 24, 2021, by Mr. Jay Walsh regarding the City's drinking water. We appreciate all the work that the City does to ensure the safety of the drinking water in the City of Newport and find it important to set the record straight on this issue.

At the meeting, Mr. Jay Walsh presented a heavily edited quote to the City Council. This quote misrepresented an email from Ben Copans, a Watershed Coordinator with the Vermont Department of Environmental Conservation. The quote that was attributed to Ben Copans was taken out of context from a larger email and the broader context was not provided to the City Council. Mr. Jay Walsh appears to have excerpted 6 different clauses from a larger paragraph and combined these with additional wording that was not included in the original email in a way that substantially changed the meaning of the quote as presented. The speaker implied that this quote suggested that the City of Newport didn't have much awareness of the source protection area.

To be clear, the Department has no indications that there are any impacts to the drinking water supply of the City of Newport from the NEWS VT landfill. Water from the Newport City public drinking water system has been sampled for PFAS three times dating back to 2016. There have been no detections for PFAS compounds during these three sampling events. Based on the historic sample results, the water system is required to sample for PFAS every three years.

Since the false and misleading quote is now on YouTube and possibly in the meeting minutes, we would advise the City Council to add a note to the YouTube meeting description and associated minutes, if applicable, stating that the statement made by Mr. Jay Walsh was incorrect and that the quote attributed to Ben Copans was not accurately represented. Having a disclaimer will help avoid this misinformation from being spread through links to this City Council meeting on YouTube, or related meeting minutes, in the future.

Thanks again for your work to ensure the safety of the drinking water in the City of Newport. Please reach out to us with questions. We are available to talk more with the City Council about this topic.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter Walke".

Peter Walke
Commissioner

CC:
Laura Dolgin, City Manager
City of Newport
Via Email: laura.dolgin@newportvermont.org



Newport Police Department
222 Main Street
Newport, VT 05855

Chief Travis R. Bingham
travis.bingham@newportpd.org

Tel: (802) 334-6733
Fax: (802) 334-2818



To: Mayor, Paul Monette and City Council Members
Cc: City Manager, Laura Dolgin, City Clerk/Treasurer, James Johnson
From: Chief Travis R. Bingham

Date: 2/7/2022

Re: Dispatching Rates and Fee Schedule

This memorandum is to formalize a rates and fee structure for the Newport City Police Department to offer dispatch services to area agencies. Data has been collected for over the past 4 years to formulate an accurate depiction of dispatch usage.

I have researched rates and fees from other dispatch centers and recommend a formula that will be fair, equitable, and simple based on connectivity and usage percentage.

Our fee structure is based on the dispatch budget and dispersing the cost to the agencies we dispatch for. If an agency has a rolling four-year average of 0-199 calls, we charge an administrative fee of \$2000. If an agency has 200 calls or more for their four-year average we charge an administrative fee of \$3000. We then take the remaining budget amount and charge based on the percentage of incident call volume and a four-year average. The four-year average is used to even out any years with significant jumps or dips in call volume.

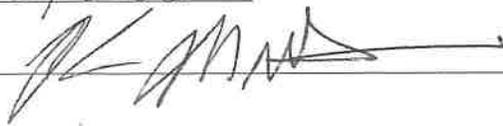
Finally, because we have been preparing for this since the inception of the dispatch center in 2016, we are prepared to handle the influx of calls.

I respectfully recommend the city council to approve this proposal.

Respectfully Submitted,

Chief Travis R. Bingham: 

Date: 2/3/2022

Approved: 

City Manager..... (802) 334-5136
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Public Works/Parks 334-2124
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February 7, 2022

Susan Poland
Business Programs Specialist
USDA-RD
P.O. Box 249
Montpelier, VT 05601

RE: Letter of Support & Commitment – Northern Forest Center
USDA RBDG Application – Wayfinding Planning and Infrastructure

Dear Ms. Poland,

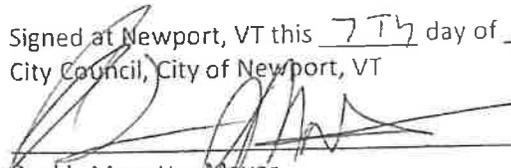
On behalf of the City of Newport, VT we strongly support the Northern Forest Center, USDA Rural Business Development Grant application for Wayfinding Planning and Infrastructure to assist visitors and residents to take full advantage of the outdoor recreational assets in the Newport area.

The recent completion of the Bluffside Farm Trail by Vermont Land Trust, and the Prouty Beach Connector Trail by the City of Newport creates a seven mile 4-season recreational trail linking Newport's designated downtown to the province of Quebec.

Joe Short, Vice President, Northern Forest Center (NFC) is currently working with several Newport area stakeholders through a Regional Tourism Academy program. The Wayfinding Planning and Infrastructure associated with this USDA RBDG application is a direct outcome of this initiative. The scope of work proposed under this USDA RBDG application will further engage outdoor recreation assets managers (City, State, Federal and Non-Profit) to develop the next stage of a wayfinding plan to provide clear directions and information that will expand the economic and health-related benefits of this international trail network.

The City of Newport has received a VT Agency of Transportation Small Bike and Pedestrian Project State-Funded Grant (Newport City ST BP22-11) in the amount of \$48,750 to be matched by \$48,750 cash and in-kind from the City to upgrade/install new wayfinding signs in the City to direct motorists. This project is scheduled to be completed by September 30, 2023. On behalf of the City, we pledge these resources as a match for this NFC USDA RBDG application as appropriate.

Signed at Newport, VT this 7TH day of February, 2022
City Council, City of Newport, VT


Paul L. Monette, Mayor

Melissa Petterson, Council President

Kevin Charboneau

John Wilson

Chris Vachon



Laura Dolgin <laura.dolgin@newportvermont.org>

Change in request to City Council Re: RBDG grant

1 message

Karen Geraghty <kgeraghty@ncic.org>
To: Laura Dolgin <laura.dolgin@newportvermont.org>

Mon, Feb 7, 2022 at 2:19 PM

Hi Laura,

I am looking forward to being at the Council meeting this evening – always great to be back among friends!

When we initially spoke I asked you whether the Council would consider having the City be the applicant for a Rural Businesses Development Grant (RBDG) to support the trail wayfinding signage implementation phase for Newport's outdoor recreational assets. This made sense given that the RBDG would be an extension of the excellent work that the City has done on its current Small Bike and Pedestrian Project State-Funded Grant (Newport City ST BP22-11) in the amount of \$48,750 to be matched by \$48,750 cash.

I met just this morning with the Northern Forest Center working group of Newport stakeholders (NCDD, VT Land Trust, etc.) who are developing grant funding resources for this project. We reviewed the RBDG grant and the preliminary proposed scope of work. In this review, we came to the conclusion that it is better for the Northern Forrester Center to act as the applicant for the grant rather than the City itself. Because we will be dealing with both State (Beebe Spur trail) and Federal (Eagle Point) locations along the trail, having a non-municipal entity as the applicant will provide more flexibility in the application.

What we would still like to request from the City at the Council meeting tonight is approval to leverage the City's existing Small Bike and Pedestrian grant referenced above in the amount of \$48,750 and matched by \$48,750 cash as a match for the new Rural Businesses Development grant (RBDG). This match will make the grant application more competitive. As the end beneficiary of the new Waterfront Trail from Quebec to downtown Newport, the wayfinding signage will increase visitor traffic into the downtown business district.

I apologize for the change in request at this late date. I have included a copy of the letter requesting that the City pledge the resources of the existing Small bike and Pedestrian grant as a match for this Northern Forest Center USDA Rural Business Development Grant application for the Council's consideration tonight.

Thank you in advance for your assistance and I look forward to seeing everyone tonight.

Best regards,

-Karen



Strengthening businesses, communities, and employment opportunities

Karen E. Geraghty
Project Manager

COIN DROPS – 2022

Council Approved:

| <u>Organization</u> | <u>Date</u> | <u>Time</u> |
|---------------------------------------------------|----------------------------------|-------------|
| Veterans of Foreign Wars of the U.S. Auxiliary | May 28th (Sat.) | 8AM – 2PM |
| Newport Parks & Recreation Department | June 11th (Sat.) | 9AM – 3PM |
| Newport Fire Department | July 9th (Sat.) | 8AM – 2PM |
| American Legion Post #21 | August 13th (Sat.) | 8AM – 2PM |
| Veterans of Foreign Wars of the U.S. Post #798 | Sept. 10 th (Sat.) | 8AM – 2PM |
| Newport Recreation Committee | October 8th (Sat.) | 9AM – 3PM |
| Disabled American Veterans (DAV) | November 12 th (Sat.) | 9AM – 3PM |

TO: Mayor Paul Monette
Members of The Newport City Council & Members of the Planning Commission

FROM: Laura Dolgin, City Manager
Thomas Bernier, Director of Public Works

RE: Downtown Transportation Fund Grant Opportunity
Main Street/Coventry Street Intersection Improvements

DATE: February 25, 2022

As Newport has a State Designated Downtown District, the City is eligible to apply for funding through the Downtown Transportation Fund. Since 2019, the city has received two grant awards under this program: 1) Intersection Improvements at Second Street/Field Avenue/Main Street (project completed), and 2) Replacement of the Ornamental Streetlights (project underway).

Applications for the Downtown Transportation Fund Grant Program are due by Monday, March 7, 2022. Award announcements are expected by April 25, 2022. This project needs to be completed by April 2025. The current funding round increases the maximum grant award to \$200,000 and reduces the required Local Match from 50% of total project cost to 20% of total project cost.

Following a review of Downtown infrastructure needs – we request the **City Council authorize the City Manager to submit an application to the State Downtown Transportation Fund for a grant of up to \$200,000 to support a total project cost of up to \$350,000 for Intersection Improvements at Main Street/Coventry Street and commit to the local match (cash and in-kind) of up to \$150,000.** A Formal resolution is attached, and this matter will be presented to the Planning Commission meeting scheduled for March 1, 2022.

Project Description: Upgrade/Replacement of Traffic and Pedestrian Signals and controls at existing signalized intersection located at Main Street/Coventry Street in Newport’s Designated Downtown. Proposed Scope of Work to include: Engineering/Final Design, Electrical Conduit, Foundations for Mast Arms/Pedestrian Signal/Controller, Mast Arms, New Signals (Pedestrian and Traffic), new Pedestrian buttons, updated detection (Wavetronix – VAOT Specification), new Ground Mounted Cabinet, new electrical wiring, new Power Stanchion/Service, Miovision Remote Access (VAOT specification – Monitoring/Alerts/SPM (signal performance measures), excavation, erosion control, soil/seed as needed, restore sidewalk, restore streets where disturbed.

Total Project Cost Estimated at \$350,000 – based on vendor and DPW estimates.



Example of Mast Arms Proposed for New Signals

Appendix F

Municipal Resolution for Downtown Transportation Fund

WHEREAS, the Municipality of _____ is applying for funding as provided for in the State of Vermont FY 2022 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has agreed to provide local funds for a downtown transportation grant.

Now, **THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 20% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

Passed this _____ day of _____.

LEGISLATIVE BODY*

| <i>(name)</i> | <i>(signature)</i> |
|---------------|--------------------|
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