

Council Minutes

April 18, 2022

A duly warned meeting of the Newport City council was held on April 18, 2022, in the council room in the Newport Municipal building. Present were Mayor Paul Monette, City council President John Wilson, council members Melissa Pettersson, Kevin Charboneau, and Christopher Vachon, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Police Chief Travis Bingham, Public works Director Tom Bernier, Recreation Director Mike Brown, Fire Chief John Harlamert, Grandstand Committee members Joel Collins, Doug Swensen, and Steve Edgerley, members of the Press and Public. Participating by phone were Roger Cartee, Scott Boskind, Rebecca Therrien and Dave Snedeker.

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

Approval of Minutes

Mr. Vachon moved to approve the minutes of April 4, 2022, with one amendment. Seconded by Mr. Wilson, motion carried unanimously.

Comments by Members of the Public

None

Truck Bid, Public Works (attached)

Mr. Wilson moved to approve the purchase of the public works truck from Delabruere Auto Sales for an amount of \$44,571. Seconded by Mr. Vachon, motion carried unanimously.

Estates Drive Deed and Transfer (attached)

Mr. Bernier explained that this has been in the works for a couple of years. The developer has finally met all required criteria for the city to accept Estates Dr. as a city street.

Mr. Vachon moved to accept the Deed and Property Transfer for Estates Dr. Seconded by Mr. Wilson; motion carried unanimously.

Annual Local emergency Management Plan (attached)

Chief Harlamert presented the Annual Emergency Management Plan. Mr. Wilson noted that Newport Community Promise no longer existed. Mr. Harlamert will remove them from the plan. Mr. Charboneau

moved to approve the Annual Emergency Management Plan with one change. Seconded by Mr. Wilson, motion carried unanimously.

Zoning Administrator Appointment (attached)

Mr. Vachon moved to appoint John Harlamert, interim Zoning Administrator including \$5.00 per hour Compensation. Seconded by Mr. Charboneau, motion carried unanimously.

Assign Negotiation Member for Police Department Bargaining

Mr. Charboneau and Mr. Wilson will represent the city during police department negotiations.

Ms. Pettersson recused herself from the next item concerning the Grandstand to avoid any perception of a conflict.

Grandstand Earmark Request (attached)

Mr. Johnson representing the Grandstand Preservation Association gave a presentation to the council requesting the councils support to have the city submit an earmark request to both Congressman Welch and Senator Sanders for restoration of the Grandstand. The deadlines for these submissions are April 18th and April 22nd. Mr. Johnson stated that the Grandstand Committee completed the necessary forms for the earmark's submission. Mr. Johnson submitted a copy of the memo from the City Manager to the City Council, Grandstand Association and Roger Cartee dated April 18, 2022. The copy submitted included the associations answers to the City Managers questions and concerns. Mr. Johnson also gave the council an updated budget for the revitalization of the grandstand. A question came up about the Feasibility Study. Mr. Collins stated that RFP's have already gone out regarding the Feasibility Study.

Mr. Charboneau moved that the city submit an earmark request for the Grandstand to both Congressman Welch and Senator Sanders and have the mayor sign and send the applications. Seconded by Mr. Vachon, motion carried.

New Business

Mr. Johnson had the council approve 2022 Liquor License renewals.

Mr. Wilson thanked the VFW and Auxiliary for putting on an Easter meal for the community.

Mr. Wilson noted there is a stop sign laying down on West End Ave.

Mayor Monette asked about the water leak at the bottom of East Main St. Mr. Bernier stated he is planning to address the project this week as the schools are on April vacation which means there is less traffic as traffic will likely have to be rerouted.

Ms. Pettersson asked where the money was coming from for the police department to sponsor a hole in support of Orleans County Child Advocacy Center at the Newport Golf Course. Chief Bingham stated it would come out of the police budget.

Mr. Vachon Stated he likes the new street sweeper. It is quiet and dose an excellent job.

Mr. Vachon asked about the wall on East Main St. Mr. Bernier stated that the wall built in1996, he is trying to decide to repair it with the same blocks or use large cement blocks.

Mr. Johnson presented a Special Event permit from Eden Ice for approval. Mr. Wilson moved to approve the Special Event Permit for Eden Ice. Seconded by Mr. Charboneau; motion carried unanimously.

Old Business

Mr. Wilson asked the Fire Chief if the new fire truck had been ordered. Mr. Harlamert stated it has.

Mr. Wilson asked Mr. Harlamert about the property on East Main St. Mr. Harlamert stated he had spoken to the caretaker who has hired Tom's Property Management to clean up the mess. They hope to get it done this week.

Mr. Wilson asked about the dispatch contract with Newport Town. Chief Bingham stated he had spoken with them and very thing is ok.

Ms. Dolgin stated that the Municipal Plan has been posted on the website.

Next Meeting Date

May 2, 2022, immediately following a Public Hearing on the Municipal Plan.

Adjournment

Mr. Charboneau moved to adjourn at 7:41 PM. Seconded by Mr. Vachon, motion carried unanimously.

Attested James D. Johnson This 2nd Day of May 2022

[Signature] Mayor

City Manager (802) 334-5136
 334-3891
 City Clerk/Treasurer 334-2112
 334-3892
 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

TO: Laura Dolgin/City Manager
 FROM: Thomas L. Bernier/P.W. Director TLB
 DATE: April 14, 2022
 RE: New 2022 Pickup

Our 2010 Ford F150 needs to be replaced. This truck has had extensive body work repaired on it previously. The body currently will not pass another State inspection. This truck will be expensed through Public Works, Sewer, and Water budgets. I sent out three bids for the replacement of this truck. These are the bids received listed below:

Delabruere Auto Sales

2022 GMC Sierra 1500 4WD Crew Cab Standard	\$41,638
Warranty 6 year	<u>\$2,933</u>
	\$44,571

Hayes Ford, Inc.:

2022 Ford F-150 4WD Super Cab XL	\$43,723
84 Month/100,000 Mile Warranty	<u>\$2,385</u>
	\$46,108

Hayes Ford, Inc.:

2022 Ford F-150 4WD Super Cab XLT	\$48,130
84 Month/100,000 Mile Warranty	<u>\$2,385</u>
	\$50,515

The GMC 1500 is equivalent to the Ford XLT package at a lower price than the XL. I would like to request that we purchase the 2022 GMC Sierra 1500 pickup for the bid price of \$44,571 from Delabruere Auto Sales.

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

To: City Council
From: Tom Bernier, Director of Public Works 723
Date: April 15, 2022

Re: Estates Drive Deed Transfer

This memo is to confirm that Estates Drive has met all criteria outlined in the Public Works Standards and Specifications Policy adopted by the City Council on May 2, 2005, specifically Part V, Section A. General, attached.

Therefore, I recommend the City Council accept the deed for the transfer of Estates Drive to the City of Newport.



PUBLIC WORKS STANDARDS & SPECIFICATIONS

Adopted by the City Council on April 2, 2001

Total Revision Adopted by the City Council on May 2, 2005

PART V

HIGHWAYS

A. GENERAL

1. It is not intended by the City of Newport this "Part" be a complete set of specifications. It is to be used as a basic standard for any person planning work in Newport. All items included shall be acceptable to the Public Works Director. Any items not listed will require approval by the Public Works Director before installation. Failure to receive approval of materials and methods prior to their incorporation into the work shall leave the person having the said work done liable for the placement of those substandard materials with acceptable materials at his expense.

2. The person (s) proposing extensions or alterations to the existing highway system shall be responsible for complying with all applicable rules, regulations, and ordinances (local, state, federal). Said persons shall submit all necessary documentation, including but not limited to, plans and drawings, specifications, permits, and applications and shall have obtained all approvals and paid all applicable fees.

3. All work in a development project shall have the design/project engineer on-site during construction that is hired by the developer to see that construction is complete according to specifications. The inspector's costs shall be borne by the developer.

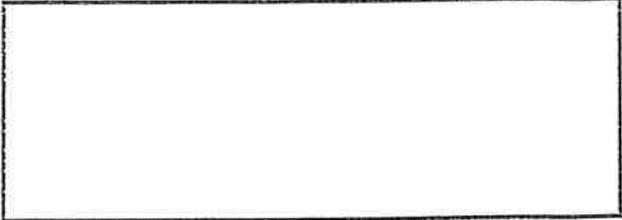
4. Upon completion of work, the design engineer shall submit to the City a certification report stating that the work has been completed according to approved design and all required tests have been passed. Copies of all tests and test results shall be submitted to the City along with corrective procedures as directed by municipality and design engineer.

5. Roadways shall be deeded to the City two (2) years after a final inspection by the City has indicated the roadways are complete. During this two (2) year "warranty period", the developer is responsible for all maintenance and repairs of work. The City may elect to perform winter maintenance on the roads during the warranty period if so requested by the developer to the Public Works Director, as long as the base course of asphalt has been constructed.

6. Definitions as to when the specific typical street details apply shall be made in accordance with the Subdivision Regulations.

7. No dead end streets will be accepted unless there is a "Cul-De-Sac" or Hammer Head" with a minimum radius of 75' at the end of the street.

VT Form PIT-172	VERMONT PROPERTY TRANSFER TAX RETURN
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0-335-683-072
Confirmation number

For Town Use Only

TRANSFERORS (Sellers)

PINE BLUFF ESTATES PARTNERSHIP
PO BOX 303
BARTON, VT 05822

TRANSFEREES (Buyers)

CITY OF NEWPORT
222 MAIN STREET
NEWPORT, VT 05855

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

Date Acquired by Transferor: Oct-20-1986	Date of this Closing: Mar-28-2022	Land Size (acres): 1.60	
Property Physical Location:	City/Town:	SPAN#	Check if property is located in multiple cities or towns <input type="checkbox"/>
ESTATES DRIVE	Newport City	435-136-15750	This sale did not involve land <input type="checkbox"/>
Buyer Seller relationship type:	If other, description:		
If transfer is exempt from Property Transfer Tax: 02 - 32 V.S.A. § 9603 (2)			
Interest in property: Fee Simple	If other, description:		
If "undivided" percent of interest:			
Type of building construction: None	If other, description:		
Transferors use of property before transfer: Other	If other, description: Roadway		
Transferees use of property after transfer: Government Use	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)	\$0.00		
Value paid or transferred for personal property	\$0.00		
Value paid or transferred for real property	\$0.00		
Tax Due	\$0.00		

Preparer's Name: WILLIAM BOYD DAVI
Preparer's Address: BARTON, VT 05822-0000

Preparer's Phone: (802) 525-3766
Preparer's E-mail: DAVIESLAWBILL@GMAIL.COM

Transferee's Name CITY OF NEWPORT
 Property Location ESTATES DRIVE
 Date of this Closing Mar-28-2022

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*	Page Number*	Grand List year*
City or Town* Newport City	Parcel ID Number	Date of Record*
Grand List Value	Grand List Category*	SPAN* 435-136-15750
Comments, additional information, etc.		

- Duplicate Return Suspected
 Portion of the property sold/subdivision
 Original Return Waiting on Deed
 Deed Acknowledgment and Return Received

SIGNED _____ Clerk DATE _____

For Town Use Only

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS

That It, PINE BLUFF ESTATES, a Vermont Partnership having its principal place of business at the City of Newport, in the County of Orleans, and State of Vermont, GRANTOR, for and in the consideration of One Dollar and other valuable consideration paid to Its full satisfaction by THE CITY OF NEWPORT, a Vermont municipality having its situs at 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, THE CITY OF NEWPORT, its successors 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:

It being a portion of the same land and premises conveyed by Warranty Deed dated October 20, 1986 and recorded in Book 85, Pages 57-61 of the City of Newport Land Records from Associated Builders, Inc. to Pine Bluff Estates, and being that portion thereof more particularly bounded and described in accordance with a certain survey map prepared by Blais Surveying Company and entitled "Plan of Street Survey known as Estates Drive located in Newport City, Vermont to be conveyed by Pine Bluff Estates to City of Newport", dated October 23, 2002, bearing map number 245-02 and filed in Map Slide 5B of the City of Newport Land Records, as follows:

Commencing at a point located S 52°18' E a distance of 6.2 feet, more or less from the point marking the southeasterly corner of certain premises conveyed to Bernard C. Taylor and Jeannie A. Taylor by instrument recorded in Book 143, Page 1 of the City of Newport Land Records, which said point also represents the southwesterly corner of those premises subjected to the Declaration of Condominium of Meadows Edge at Pine Bluff Estates, which Declaration is recorded in Book 91, Pages 99-138 of the City of Newport Land Records, and which said point is further described as being located on the northerly right of way limit of the Bluff Road, so-called; thence from said point of beginning proceeding S 52°18' E a distance of 50.0 feet, more or less, along the northerly limit of the Bluff Road, so-called, to an unmarked point; thence turning and proceeding N 39°44' E a distance of 216.7 feet, more or less, to an unmarked point; thence continuing along a convex curve having a Delta of 61°58'48" and a radius of 114.09 feet, a distance of 123.42 feet, more or less, to an unmarked point, which said unmarked point is located N 70°43' E a distance of 117.5 feet, more or less, from the previously referenced point; thence continuing S 78°17' E a distance of 82.2 feet, more or less, to an unmarked point; thence continuing along a concave curve having a Delta of 43°41'33" and a radius of 223.30 feet, a distance of 170.28 feet, more or less, to an unmarked point, which said unmarked point is located N 79°52' E a distance of 166.2 feet, more or less, from the preceding point; thence continuing N 58°01' E a distance of 98.2 feet, more or less, to an unmarked point; thence continuing N 48°30' E a distance of 124.2 feet, more or less, to an unmarked point; thence continuing along a concave curve having a Delta of 16°16'32" and a radius of 226.47 feet a distance of 64.33 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap, which said point is located N 40°22' E a distance of 64.1 feet, more or less, from the previously referenced point; thence continuing along a concave curve having a Delta of 25°17'58" and a radius of 226.47 feet a distance of 100.00 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap, which said point is located N 19°34' E a distance of 99.2 from the previously referenced point; thence continuing along a concave curve having a Delta of 8°25'30" and a radius of 226.47 feet, a distance of 33.30 feet, more or less, to an unmarked point, which said point is located N 02°43' E a distance of 33.3 feet from the previously referenced point; thence continuing N 01°30' W a distance of 78.7 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 57.4 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence

continuing along said bearing a further distance of 65.2 feet, more or less, to an unmarked point; thence turning and proceeding along a concave arc having a Delta of $3^{\circ}11'47''$ and a radius of 210.00 feet a distance of 11.72 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap, which said point is located N $84^{\circ}42' W$ a distance of 11.7 feet, more or less from the previously referenced point; thence continuing along a concave arc having a Delta of $29^{\circ}47'18''$ and a radius of 210.00 feet, a distance of 109.18 feet, more or less, to an unmarked point, which said point is located N $68^{\circ}13' W$ a distance of 108.0 feet, more or less from the previously referenced point; thence continuing N $53^{\circ}19' W$ a distance of 43.1 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 125.0 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap, which said point also represents the southwesterly corner of those certain premises conveyed to Fernand Poutre and Jean Poutre by instrument recorded in Book 143, Pages 43-45 of the City of Newport Land Records; thence turning and proceeding S $39^{\circ}27' W$ a distance of 58.2 feet, more or less, to an unmarked point; thence turning and proceeding S $53^{\circ}19' E$ a distance of 104.8 feet, more or less, to an unmarked point; thence continuing S $37^{\circ}16' E$ a distance of 27.8 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing S $59^{\circ}11' E$ a distance of 57.0 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 10.0 feet, more or less, to an unmarked point; thence continuing S $71^{\circ}48' E$ a distance of 10.3 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 70.2 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence turning and proceeding S $01^{\circ}30' E$ a distance of 100.0 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 55.0 feet, more or less, to an unmarked point; thence continuing along a concave arc having a Delta of $29^{\circ}31'11''$ and a radius of 176.47 feet a distance of 90.92 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap, which said point is located S $13^{\circ}16' W$ a distance of 89.9 feet, more or less from the previously referenced point; thence continuing along a concave arc having a Delta of $20^{\circ}28'49''$ and a radius of 176.47 feet a distance of 63.08 feet, more or less, to an unmarked point, which said point is located S $38^{\circ}16' W$ a distance of 62.7 feet, more or less from the previously referenced point; thence continuing S $48^{\circ}30' W$ a distance of 84.0 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along said bearing a further distance of 36.0 feet, more or less, to an unmarked point; thence continuing S $58^{\circ}01' W$ a distance of 94.0 feet, more or less, to a point marked by a no. 5 rebar with Blais I.D. cap; thence continuing along a concave arc having a Delta of $43^{\circ}41'33''$ and a radius of 173.30 feet a distance of 132.15 feet, more or less, to an unmarked point, which said point is located S $79^{\circ}52' W$ a distance of 129.0 feet, more or less from the previously referenced point; thence continuing N $78^{\circ}17' W$ a distance of 82.2 feet, more or less, to an unmarked point; thence continuing along a convex arc having a Delta of $61^{\circ}58'48''$ and a radius of 164.09 feet a distance of 177.51 feet, more or less, to an unmarked point, which said point is located S $70^{\circ}43' W$ a distance of 169.0 feet, more or less, from the previously referenced point; thence continuing S $39^{\circ}44' W$ a distance of 218.4 feet, more or less, to the point and place of beginning.

Meaning and intending hereby to convey unto the Grantee hereof that roadway known as Estates Drive in said City of Newport.

This deed shall also act as a bill of sale and also conveys all water, stormwater and sewer lines and appurtenances thereto located with the herein conveyed premises.

The aforesaid land and premises are conveyed subject to all rights, easements, and reservations which are more particularly set forth and described in the Pine Bluff Estates Declaration of Planned Residential Development dated September 23, 1987 and recorded in Book 91, Page 54 of the City of Newport Land Records and the Amendments thereto, as well as State of Vermont Land Use Permit #7R0675, recorded in Book 88, Page 292 of the City of Newport Land Records and amendments thereto, and State of Vermont Subdivision Permits of record in said land records.

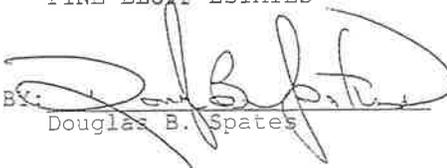
Reference is hereby made to the above mentioned deeds, to the references and descriptions therein contained and to the City of Newport Land Records for further and more complete description of the land and premises hereby conveyed.

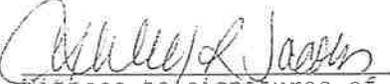
TO HAVE AND TO HOLD said granted premises, with all the privileges and appurtenances thereof, to the said GRANTEE, THE CITY OF NEWPORT and its successors and assigns, to its own use and behoof forever; And It, the said GRANTOR, PINE BLUFF ESTATES for Itself and Its successors and assigns does covenant with the said GRANTEE, THE CITY OF NEWPORT, its successors and assigns, that until the ensembling of these presents It is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that they are FREE FROM EVERY ENCUMBRANCE; and It hereby engages to WARRANT AND DEFEND the same against all lawful claims whatever,

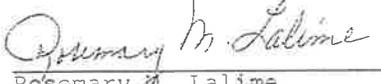
IN WITNESS WHEREOF, it hereunto sets its hand and seal this 28th day of March A.D., 2022.

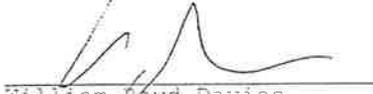
PINE BLUFF ESTATES

IN THE PRESENCE OF

BY: 
Douglas B. Spates

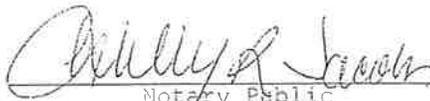

Witness to signatures of
Douglas B. Spates, Rosemary
M. Lalime and William Boyd
Davies, its Partners


Rosemary M. Lalime


William Boyd Davies
Its Partners

STATE OF VERMONT
ORLEANS COUNTY SS. At the Town of Barton this 28th day of March,
A.D. 2022 personally appeared Douglas B. Spates, Rosemary M. Lalime
and William Boyd Davies, Partners of Pine Bluff Estates, and they
acknowledged this instrument, by them sealed and subscribed, to be
their free act and deed and the free act and deed of Pine Bluff
Estates.

Before Me:


Notary Public

My Commission Expires January 31, 2023

ASHLEY JACOBS
Notary Public, State of Vermont
Commission No. 157.0003110
My Commission Expires:
January 31, 2023

Local Emergency Management Plan Municipal Adoption Form

Town/City of Newport City
 222 Main Street
 Newport , VT 05855

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	Newport
LEMP Adoption Date	04/18/2022
NIMS Adoption Date	01/2004
EMD Name	John Harlament
Position	EMD
Primary Phone	802-334-7919
Alternate Phone	802-673-2284
Email	john.harlament@newportvermont.org
POC 2 Name	Travis Bingham
Position	Police Chief
Primary Phone	802-334-6733
Alternate Phone	802-274-8804
Email	travis.bingham@newportpd.org
POC 3 Name	Laura Dolgin
Position	City Manager
Primary Phone	802-334-5136
Alternate Phone	802-673-5071
Email	laura.dolgin@newportvermont.org

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* John Harlament EMD



JOHN HARLAMENT

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* Paul L. Monette Mayor

Printed Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input type="checkbox"/>
	Contact information for local authorities during an emergency	<input type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of municipal contracts that can be used during an emergency (if any)	
	List of other local resources that could be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List	
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
John Harlamert	

2. Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Who, by position, can activate the EOC?
 John Harlamert – Fire Chief
 Travis Bingham – Police Chief
 Laura Dolgin – City Manager

Preferred EOC Positions and Duties	
John Harlamert	Supervises and directs all EOC activities coordinating municipal support and response
NPD Dispatcher	Staffs phones and radio
Laura Dolgin	Tracks and answers any Requests For Information (RFI)
Laura Dolgin	Tracks and coordinates any Requests For Support (RFS)
Travis Bingham	Produces and posts public information and press releases
Tom Bernier	Infrastructure
James Johnson	Finances

Potential EOC Staff Members	
Name	Notes / Contact Information
John Harlamert	Fire Chief – 802-334-7919/802-673-2284
Travis Bingham	Police Chief – 802-334-6733/802-274-8804
Laura Dolgin	City Manager – 802-334-5136/802-673-5071
Paul Monette	Mayor – 802-673-9002
James Johnson	City Treasurer – 802-334-2112
Tom Bernier	Public Works – 802-323-9734

Primary EOC Location	
Facility / Address:	Newport Municipal Building 222 Main St
Phone Numbers:	802-334-6733, 802-334-5136
Equipment/Notes:	Dispatching, WIFI, Bathrooms, Phones, Kitchen, Area Maps, Generator, Large Room

Alternate EOC Location	
Facility / Address:	Newport City Fire Station 350 Western Ave
Phone Numbers:	802-334-7919

Equipment/Notes:

Mobile Command Dispatching, Generator, Phone, WIFI, Area Map, Bathrooms, Kitchen, Large Room

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Rebecca Therrien		Programs Administrator
Emergency spending limits:	\$400,000	
<i>Businesses with Standing Municipal Contracts</i>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
None		
<i>Other Local Resources</i>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Crushed Stone-Gravel	Calkins Sand & Gravel	802-334-8418
Dump Trucks, Loaders, Excavators	Gosselin Inc.	802-766-8815
Sand/Gravel/Heavy Equipment	Couture Sand & Gravel	802-334-6078
Heavy Equipment	Mario Paul Excavating	802-766-4789 802-673-3000
Cranes/Dump Trucks/Loaders/Excavators	Rene Desrocher	802-766-4732
Food/Water	Shaw's	802-334-1475
Food/Water	Price Chopper	802-334-1475
Food/Water	Walmart	802-624-8012
Hardware/Building Supplies	Sticks & Stuff	802-624-2220
Hardware/Building Supplies	Pick & Shovel	802-334-8370
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A	1	Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center		1	1		1	Hydraulic Excavator, Medium Mass Excavation					
Mobile Communications Unit		1	N/A	N/A		Hydraulic Excavator, Compact					1
All-Terrain Vehicles	N/A	N/A	N/A	N/A	3	Road Sweeper			1		
Marine Vessels	N/A	N/A	N/A	N/A	2	Snow Blower, Loader Mounted	1			1	
Snowmobile	N/A	N/A	N/A	N/A	2	Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer			1	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)	2					Trailer, Small Equipment	1	1	N/A	N/A	
Firefighting Crew Transport			1	N/A		Truck, On-Road Dump				2	
Aerial Fire Truck	1		N/A	N/A		Truck, Plow		5	1		
Foam Tender			N/A	N/A		Truck, Sewer Flusher			1		
Hand Crew	5	25	4			Truck, Tractor Trailer				N/A	
HAZMAT Entry Team			25	N/A		Water Pumps, De-Watering					
Engine Strike Team	2					Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					
Fire Boat					1	Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe		1			
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor				1		Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small		1		N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer		1		N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper		N/A	N/A	N/A	
Generator					1	Wood Tub Grinder					
Grader			1	N/A							

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488 VT-Alert Newport PD: 802-334-6733
Important Local Websites / Social Media channels:	Newport City Web Page, FD, PD and Rec Dept Facebook Page
Local Newspaper, Radio, TV:	Newport Daily Express, WCAX, WMOO 92.9/94.5, Orleans Record, WPTZ, My Champlain Valley News
Public Notice locations:	Newport City Municipal Building, 222 Main St
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
North Country Hospital 189 Prouty Dr	Tom Frank 802- 334-3519
Newport Health Care 148 Prouty Dr	Nancy Craft 802- 334-7321
North Country Union High School 209 Veterans Ave	Mark Dunbar 802-334-7921 ext 3501
Newport City Elementary School 166 Sias Ave	AaronLarsen 802-334-2455
United Christian Academy 65 School St	Kimberlee Strepka 413-626-8298
Bel-Aire Quality Care 35 Bel-Aire Dr	Rosemary Mayhew 802-334-2878
Privat Day Care 20 Masonic Lane	Pamela Coffin 802-334-2425

Private Day Care 135 Pleasant St. Apt#1	Constance Mandigo 802-673-5107
Butterfly Kisses Child Care Center 208 Prospect St.	802-334-1212
Private Day Care 31 Blake St.	Courtney Bourgeois 802-782-0420
Private Day Care 265 Sloan St.	Sonia Koehler 802-487-4345
Lakeview Apartments 16 Governor Dr	Rural Edge Rep 802- 334-1541
Lakeview Apartments 36 Field Ave	Rural Edge Rep 802- 334-1541
Lakeview Apartments 236 Highland Ave	Rural Edge Rep 802- 334-1541
Lake Bridge Housing 343 Main St	Rural Edge Rep 802- 334-1541
Lake Bridge Housing 48 Pleasant St	Rural Edge Rep 802- 334-1541
Lake Bridge Housing 14, 26, 50 Compass Dr	Rural Edge Rep 802- 334-1541
Seymour Lane Apartments 72 Seymour Lane	Rural Edge Rep 802- 334-1541
Governor Mansion Apartments 88 Second St	Rural Edge Rep 802- 334-1541
Newport Senior Apartments 107 Main St	Rural Edge Rep 802- 334-1541
Governor Prouty Apartments 26, 28, 54 Governor Dr	Rural Edge Rep 802- 334-1541
Park View 143 Willet ST	Rural Edge Rep 802- 334-1541
Newport Place 246 Elm St	Newport Place On-Call Rep 800-338-8538
Newport Head Start School 371 Main St	Kellie Tarryk 802-334- 7253
Private Daycare 20 Masonic Lane	Pam Coffin 802-334- 2425
Private Daycare 123 Cliff St	Susan Gonyaw 802- 334-8538
Private Day Care 6 Edgewood DR.	Sherrilynn Proctor 802-274-7486
Private Day Care 179 Blake St	Elizabeth Nadeau 802- 334-5472
Private Day Care 88 Hinman St	Amanda Goad 802- 673-5981
Ready Set Grow Day Care 34 Farrants St	802-995-2051
Private Day Care 208 Prospect St	Cindy Boyce 802-249-

	4141
Newport Promise Community 63 3rd St	802-334-4555

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	

Primary Local Shelter

Location / Address:	North Country Union High School 209 Veterans Ave, Newport, VT
Facility Contact(s):	Mark Dunbar
Phone Numbers:	802-730-2656
Shelter Manager:	Mark Dunbar
Staff Requirements:	Red Cross Staffing and Volunteers
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	This facility may be in session from August-June for school.
	Capacity: 1000 Generator? Y Pets Allowed? N

Alternate Local Shelter

Location / Address:	Newport Municipal Building 222 Main St, Newport, VT
Facility Contact(s):	Laura Dolgin
Phone Numbers:	802-673-5071
Shelter Manager:	Laura Dolgin
Staff Requirements:	Red Cross Staffing and Volunteers
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	This would require the Red Cross trailer for sleeping supplies.
	Capacity: 50 Generator? Y Pets Allowed? N

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	John Harlamet	802-334-7919 Work	802-673-2284 cell		John.harlamet@newportvermont.org
EM Coordinator	Travis Bingham	802-334-6733 work	802-274-8804 cell		travis.bingham@newportpd.org
Local Response Organization Contacts					
Fire Chief	John Harlamet	802-334-7919 work	802-673-2284 cell	802-673-9702 cell	John.harlamet@newportvermont.org
Assistant/Deputy Fire Chief	Kevin Lacoss	802-282-2630 cell			
EMS Chief	Jeff Johansen	802-334-2023 work	802-673-4929 cell		Jeff.Johansen@newportambulance.org
Chief of Police or Constable	Travis Bingham	802-334-6733 work	802-274-8804 cell		Travis.bingham@newportvermont.org
State Police or County Sheriff	Debra Munson	802-334-8881 work			
Local Dispatch Center	Eric Miller	802-334-6733 work	802-334-6734 work		Eric.miller@newportpd.org
County Sheriff	Jennifer Harlow Jacobs	802-334-3338	802-6738976		Jennifer.harlow@vermont.gov
Local Public Works Contacts					
Road Foreman	Tom Bernier	802-334-2124 work	802-323-9734 cell		Thomas.bernier@newportvermont.org
Road Commissioner	Tom Bernier	802-334-2124 work	802-323-9734 cell		Thomas.bernier@newportvermont.org
Town Garage		802-334-8650			
Drinking Water Utility	Donald Grondin	802-334-8886 work	802-535-1020 cell		Donald.grondin@newportvermont.org
Wastewater Utility	Donald Grondin	802-334-8886 work	802-535-1020 cell		Donald.grondin@newportvermont.org
Municipal Government Contacts					
Town Administrator	Paul Monette	802-334-1021	802-673-9002		Paul.monette@newportvermont.org

Contact Information

Town/City Manager	Laura Dolgin	home 802-334-5136 work	cell 802-673-5071 cell	Laura.dolgin@newportvermont.org
Selectboard President	John Wilson	802-334-6942 work		Johnwilson@newportvermont.org
Selectboard	Melissa Pettersson	802-323-1438 home		Melissa.pettersson@newportvermont.org
Selectboard	Kevin Charboneau	802-334-1413 home		Kevin.charboneau@newportvermont.org
Selectboard	Christopher Vachon	802-249-5317		chris.vachon@newportvermont.org
Town Clerk	James Johnson	802-334-2112 work		James.johnson@newportvermont.org
Town Treasurer / Finance	James Johnson	802-334-2112 work		James.johnson@newportvermont.org
Town Health Officer	John Harlamert	802-334-7919 Work	802-673-2284 cell	John.harlamert@newportvermont.org
Forest Fire Warden				
Animal Control Officer	Newport Police	802-334-6733 work	802-334-6734 work	
High School Contact #1	Chris Young	802-334-7921 work		
Elementary School Contact #2	Aaron Larsen	802-334-2455 work		
School District Office	Elaine Collins	802-334-5847 work		
Newport Dam	Mark Hinton	802-673-6127 cell	802-742-1308 pager	markhinton@myfairpoint.net
Poulin Grain	John Robillard	802-334-1316 work	802-373-8669 cell	
Velco Sub Station	Mark Hinton	802-673-6127 cell	802-742-1308 pager	markhinton@myfairpoint.net
Other Contacts				
Vermont Electric Co-Op	On-Call	800-832-2667 work		
CP Rail	Andy Blake Josh Pepin	802-274-5083 802-673-3932		
Northern State Correctional	Booking/Supervisor	802-334-8960		

To: City Council
From: Laura Dolgin, City Manager
Date: April 18, 2022



Re: Zoning Administrator Appointment and Compensation enhancement

John Harlamert is willing to be appointed as zoning administrator on an interim basis, effective immediately.

John Harlamert currently serves as the Chief of the Fire Department and is willing to temporarily take on the zoning administrator additional responsibilities. He was appointed as zoning administrator on November 15, 2021, and served in this capacity until February 8, 2022, and he is again willing to assist the city while a recruitment is underway.

The City's personnel policy allows for compensation as a just and equitable incentive to promote efficiency and economy in the operation of city government. We submit the responsibilities required in the zoning administrator role, as well as the duration expected of him assuming this role, are beyond the standard language found in all of our job description which is, 'other duties as assigned,' and request an additional \$5.00 per hour compensation for Chief Harlamert, to come from the zoning budget, while he assists the city during the recruitment process. This enhancement will end upon the completion of the recruitment process, which we anticipate will last approximately 3 - 4 months.

Thank you for your consideration.