City Manager ..... (802) 334-5136
334-8891
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

SPECIAL Meeting of the City Council
Monday, May 22, 2023, 5:30 p.m.
Newport City Municipal Building
City Council Room
222 Main St.
Newport, Vt. 05855

Google Meet joining info
Video call link: https://meet.google.com/vma-iqdc-mht
Or dial: (US) +1 929-282-0733 PIN: 711 610 425#

City Council: Mayor Beth Barnes
Council President John Wilson
Kevin Charboneau
Chris Vachon
Clark Curtis
Laura Dolgin, City Manager
James D. Johnson, City Clerk/Treasurer

AGENDA:

1. Call to Order
2. Additions, Deletions or Changes to the Agenda
3. Public Comment
4. Consider Attorney Communications for Legal Services Regarding Open Meeting Law Notice (likely executive session), 1 V.S.A. Sec. 313(a)(1)(A)
5. Address & Respond to Notice of Open Meeting Law Violation; Anticipated VOTE
6. For the Purposes of Setting the Water & Sewer Rates as Presented; Anticipated VOTE
7. Review of City Manager Job Description and Recruitment Ad; Anticipated Vote
8. Evaluation of Programs Administrator (likely executive session; 1 V.S.A. § 313(a)(3)), Anticipated VOTE
9. Review L. Dolgin's Proposed Contract for Consulting Services. (likely executive session; 1 V.S.A. § 313(a)(1)(A)); Anticipated VOTE
10. Public Statement on City Manager Transition
11. Adjourn

Water & Sewer Department
Schedule of Rates and Fees
Enacted by the Water Commissioners on the
____ Day of _____, 2023

Rates to be effective with the Period Beginning August, 2023

Water Rates

Metered Water Rates for Each Quarterly Billing Period:
Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:
Minimum connection rate of $42.00, plus the variable water use rate of $2.15 per 1000 gallons

For usage over the Equivalent Unit (EU) of 13.500 gallons per quarter:
Fixed rate of $3.15 per 1000 gallons plus a water charge of $2.15 per 1000 gallons for a combined rate of $5.30 per 1000 gallons

** Equivalent Units are defined as 13,500 gallons of water per quarter of 150 gallons per day.

Variable Water Use Rate per 1,000 Gallons		$1.94	$2.15	
Fixed Base Rate per 1,000 Gallons		$2.812	$3.15	
Connected Residential		$64.15	$72.00	
~~Seasonal~~		~~$58.52~~		
Connected Above Ground Seasonal (Ledges)		$29.27	$32.00	
Connected Industrial/Commercial		$111.09	$124.00	
Connected Outside City Boundary		$111.09	$124.00	
Vacant Land with Connection		$37.96	$42.00	
Water Turn On or Off		$40.47	$45.00	
Water Turn On or Off After Hours			$60.00	
Non-Metered Swimming Pools (Annual Fee)		$69.56	$78.00	
Water Purchase per 1,000 gallons			$50.00	Per 1,000 Gallons, $50 minimum
Water Allocation Fees				
Application Fee	New Residential	$40.00	$44	
	Existing Residential	$15.00	$17	
	Comercial	$100.00	$110	
	Industrial	$200.00	$220	
	Allocation Permit Fee	$0.14	$0.15	Per Gallon Per Day

Sewer Rents

Metered Sewer Rents for Each Quarterly Billing Period:
Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:
Minimum connection rate of $71.00, plus the variable wastewater use rate of $3.60 per 1000 gallons

Usage over the Equivalent Unit (EU) of 13.500 gallons per quarter:
Fixed rate of $5.25 per 1000 gallons plus wastewater charge of $3.60 per 1000 gallons for a combined rate of $8.85 per 1000 gallons

** Equivalent Units are defined as 13,500 gallons of water per quarter of 150 gallons per day.

Variable Wastewater Use Rate per 1,000 Gallons		$3.26	$3.60
Fixed Base Rate per 1,000 Gallons		$4.72	$5.25
Connected Residential		$107.74	$120.00
~~Seasonal~~		~~$71.10~~	
Connected Industrial/Commercial		$113.17	$126.00
Connected Outside City Boundary		$452.71	$505.00
Vacant Land with Connection		$63.73	$71.00
Service Fees			
Labor		$27.75	$45.00
Labor After Hours			$60.00
Equipment (Does not include labor)			
Backhoe		$83.47	$92.00
Truck		$61.22	$67.00
Loader		$89.04	$98.00
Grader		$122.43	$135.00
T.P. Tanker		$100.17	$110.00
Ton Truck		$46.74	$51.00
Vactor		$189.21	$208.00
Sweeper		$161.38	$178.00
Sewer Rodder		$77.91	$86.00
Steam-jenny		$61.21	$67.00
Compressor		$55.65	$61.00
Skid-steer		$66.78	$74.00
Roller		$61.21	$67.00
Water Tap Machine		$194.77	$214.00
~~Pipe Saw~~		~~$55.65~~	
~~Pump~~		~~$55.65~~	
~~Compactor~~		~~$55.65~~	
Septage Discharge Fees		$0.110	$0.12
Sewer Allocation Fees			
Application Fee	New Residential	$40.00	$44
	Existing Residential	$15.00	$17
	Comercial	$100.00	$110
	Industrial	$200.00	$220
Reserve Sewer Capacity Commitment Annual Fee		$0.14	$0.15 Per Gallon Per Day
Final Sewer Allocation Permit Fee		$0.265	$0.29

Enacted by the Water Commissioners on this ___ day of _____, 2023, in Newport, Vt.

_____ _____

Mayor Beth Barnes John Wilson, Council President

_____ _____

Kevin Charboneau Christopher Vachon

_____

Clark Curtis

City Manager..... (802) 334-5136
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City of Newport
222 Main Street
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www.newportvermont.org

Water & Sewer Department
Schedule of Rates and Fees
Enacted by the Water Commissioners on the
____ Day of _____, 2023

Rates to be effective with the Period Beginning August, 2023

Water Rates

Metered Water Rates for Each Quarterly Billing Period:

Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:
Minimum connection rate of $42.00, plus the variable water use rate of $2 15 per 1000 gallons

For usage over the Equivalent Unit (EU) of 13.500 gallons per quarter:
Fixed rate of $3.15 per 1000 gallons plus a variable water charge of $2.15 per 1000 gallons for a combined rate of $5.30 per 1000 gallons

** Equivalent Units are defined as 13,500 gallons of water per quarter of 150 gallons per day.

Variable Water Use Rate per 1,000 Gallons	$2.15
Fixed Base Rate per 1,000 Gallons	$3.15
Connected Residential	$72.00
Connected Above Ground Seasonal (Ledges)	$32.00
Connected Industrial/Commercial	$124.00
Connected Outside City Boundary	$124.00
Vacant Land with Connection	$42.00
Water Turn On or Off	$45.00
Water Turn On or Off After Hours	$60.00
Non-Metered Swimming Pools (Annual Fee)	$78.00
Water Purchase per 1,000 gallons	$50.00 Per 1,000 Gallons, $50 minimum
Water Allocation Fees	
Application Fee New Residential	$44
Existing Residential	$17
Comercial	.$110
Industrial	$220
Allocation Permit Fee	$0.15 Per Gallon Per Day

Sewer Rents

Metered Sewer Rents for Each Quarterly Billing Period:

Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:
Minimum connection rate of $71.00, plus the variable wastewater use rate of $3.60 per 1000 gallons

Usage over the Equivalent Unit (EU) of 13.500 gallons per quarter:
Fixed rate of $5.25 per 1000 gallons plus a variable wastewater charge of $3.60 per 1000 gallons for a combined rate of $8.85 per 1000 gallons

** Equivalent Units are defined as 13,500 gallons of water per quarter of 150 gallons per day.

Variable Wastewater Use Rate per 1,000 Gallons	$3.60
Fixed Base Rate per 1,000 Gallons	$5.25
Connected Residential	$120.00
Connected Industrial/Commercial	$126.00
Connected Outside City Boundary	$505.00
Vacant Land with Connection	$71.00

Service Fees

Labor	$45.00
Labor After Hours	$60.00
Equipment (Does not include labor)	
Backhoe	$92.00
Truck	$67.00
Loader	$98.00
Grader	$135.00
T.P. Tanker	$110.00
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Sweeper	$178.00
Sewer Rodder	$86.00
Steam-jenny	$67.00
Compressor	$61.00
Skid-steer	$74.00
Roller	$67.00
Water Tap Machine	$214.00
Septage Discharge Fees	$0.12
Sewer Allocation Fees	
Application Fee New Residential	$44.00
Existing Residential	$17.00
Comercial	$110.00
Industrial	$220.00
Reserve Sewer Capacity Commitment Annual Fee	$0.15 Per Gallon Per Day
Final Sewer Allocation Permit Fee	$0.29

Enacted by the Water Commissioners on this _____ day of _____, 2023, in Newport, Vt.

_____
Mayor Beth Barnes

_____
John Wilson, Council President

_____
Kevin Charboneau

_____
Christopher Vachon

_____
Clark Curtis

City of Newport City Manager Job Description

Nature of Work:

The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. The duties and responsibilities of the City Manager are determined by the City Council in compliance with the City Charter and state statutes. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and long range planning and administrative support to the Mayor and City Council.

Specific Duties and Responsibilities:

- Comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- To attend City Council Meetings.
- Oversee the preparation of meeting agendas and supporting materials; present recommendations to council; and respond to questions and direction from City Council.
- To implement policies as determined by the City Council.
- To collect information relating to issues facing the city and to analyze, interpret and summarize it to recommend action, if any.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; and keeps the City Council informed on matters related to the financial condition of the city. .Produces an annual detailed operational budget proposal in cooperation with city department heads and treasurer for review and recommendation to the city voters.
- To furnish to the city council an annual detailed five year capital improvement program and strategic plans for a wide range of municipal activities for their approval.
- Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies.
- To serve as liaison with regional, state, and federal agencies to advise the City Council and other Boards.
- To collect delinquent taxes and sewer and water fees.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.
- To implement negotiated agreements for the City Council.
- To be available to the people of the City of Newport to hear complaints, questions and suggestions and work with the appropriate boards and officials to handle these matters.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- To review all invoices presented to city for payment
- To administer the personnel policies, procedures and regulations as established by the City Council. Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and termination, and employment records management. To develop and foster a work environment in which employees recognize their vital role in the functioning of the city.
- To administer and enforce the ordinances and bylaws of the City of Newport not specifically delegated to others.

- Research, analyze, and make recommendations for cost effective improvements in City operations.
- Assists with City functions and performs any other duties as required or necessary.

Knowledge, Ability and Skill:

- Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Application of good knowledge of research methods.
- Proven experience in developing and leading teams of people to accomplish City tasks, setting goals and objectives, work organization, delegation and employee supervision. Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, ect.).
- Knowledge of local government purchasing laws and practices.
- Ability to work with and coordinate between multiple agencies and different governmental structures to meet goals and objectives.
- Ability to read, analyze, and interpret reports and documents
- Application of good knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management;
- Application of good knowledge of rules and regulations of the open meeting law and public records act.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Exposure to irate members of the public.
- Requires flexible time management.
- Regular travel for training.
- Operation of a motor vehicle

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

Job Environment:

- Most work is performed in office conditions; regular schedule requires attendance at evening meetings; additional time is required to prepare for meetings and other events.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with city residents, city employees, state and federal officials, business and community organizations, consultants, and vendors.
- The employee has access to all city-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. This job description is neither an employment contract nor a promise of work for any specific length of time.

The City of Newport is an equal opportunity employer.

CITY MANAGER

NEWPORT VERMONT

The City of Newport Vermont (pop 4500) is seeking enthusiastic, experienced candidates to serve as its next City Manager. Founded in 1793, rich in history and located along the shores of beautiful 27-mile-long Lake Memphremagog, an international border, Newport is surrounded by natural beauty and four-season recreational opportunities. With a thriving downtown waterfront, the City of Newport truly offers something for everyone. Operating under a Manager/Council form of government, the Council is comprised of a Mayor and 4 Councilors. The City's FY 24 operating budget is $6.4 million with an additional $2.8 for Water and Sewer. There are 48 authorized full-time positions.

The ideal candidate will be a strong communicator with a collaborative management style, have a college degree in public administration/related field and experience in municipal management. An equivalent combination of relatable experience and education will be considered. Salary range to ???? with a generous benefit package; starting salary commensurate with qualifications. The City of Newport is an equal opportunity employer.

Additional information about the community and position can be found at www.mrigov.com/career.html

Resume and Cover letter in confidence as pdf file to: recruitment@mrigov.com

DEADLINE: