

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, November 20, 2023, beginning at 6:30 p.m.
Newport City Council Room

Google Meet joining info
Video call link: <https://meet.google.com/tjo-poqv-iud>
Or dial: (US) +1 929-277-9983 PIN: 812 262 417#

City Council: Linda Joy Sullivan, Mayor
John Wilson, Council President
Kevin Charboneau
Chris Vachon
Clark Curtis

Rebecca Therrien, Comptroller/Programs Director
James D. Johnson, City Clerk/Treasurer

1. Call the Regular Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Approve Minutes of November 6, 2023
4. Comments by Members of the Public
5. Response to Open Meeting Law Violation Allegation from Jennifer Bjurling dated November 3, 2023
6. Water Tower Update and Authorization to go out to Bid, Wayne Elliott - Anticipated VOTE
7. Grandstand Update - Grandstand Committee
8. Freeman Foundation Grant Acceptance - Anticipated VOTE
9. VOREC Proposal Presentation - NCDD, Rick Ufford-Chase
10. Water/Wastewater Allocation - Anticipated VOTE
11. Audit Assignments - Anticipated VOTE
12. Set Budget Schedule
13. New Business
14. Old Business
15. Set next meeting: Regularly Scheduled Council Meeting: December 4, 2023 @ 6:30pm
16. Adjourn

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:

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 ensure 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 limited 2 minute timeline 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 conversations. 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 Minutes

DRAFT

November 6, 2023

A duly warned meeting of the Newport City Council was held on Monday, November 6, 2023, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President John Wilson, Council Members Kevin Charboneau, Chris Vachon, and Clark Curtis, City Clerk/Treasurer James D. Johnson, Zoning Administrator Francis Cheney, Police Chief Travis Bingham, Recreation Director Mike Brown, Interim Fire Chief Kevin LaCoss, Program Director Rebecca Therrien, Mike Welch, Charles Pronto, Jeff Johansen, Heidi Eichenberger, Chuck Newton, Andrew Touchette, members of the Press and Public.

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

Additions, Deletions to the agenda

Mr. Charboneau moved to delete item number 17 until after a firm is hired to recruit candidates for the position of City Manager. Seconded by Mr. Vachon. Vachon, Wilson, and Charboneau in favor, Curtis against. motion carried.

Mayor Sullivan moved to add the appointment of Comptroller/Program Director after item number 16. Seconded by Mr. Wilson, motion carried.

Mayor Sullivan moved to add signature authorization for the Wayfinding Signage Grant Amendment. Seconded by Mr. Wilson, motion carried.

Approval of Minutes

Mr. Vachon moved to approve the minutes of October 16, 2023. Seconded by Mr. Wilson, motion carried.

Mr. Vachon moved to approve the minutes of October 23, 2023. Seconded by Mr. Charboneau, motion carried.

Comments by the Public

Jay Walsh commented on placement of political signs.

DRAFT

Extra Mile Proclamation

Mayor Sullivan read the Extra Mile Proclamation and recognized three recipients of the proclamation.

Andrea Carbine and Vera Rancourt for Wednesdays on the Waterfront, VFW Post 798 for community events, and Diane Peel community mesh.

Senior Housing Presentation

Heidi Eichenberger gave a presentation on her proposed Senior Housing Project on Lakemont Rd. The project would add 140 housing units, Independent Bungalows, and a Nursing Home facility in the future. She suggested that a council member be on the board of her project. Requested that the council could give her the residual EB-5 Funds for the project and that pressure be put on Rural Edge for more housing in Newport for the staff of the facility.

IT Contract

Mr. Vachon moved to approve the contract with Beloin Computing. Seconded by Mr. Wilson, motion carried.

VLCT PACIF Insurance Renewal

Mr. Vachon moved to accept and approve the Insurance renewal with VLCT. Seconded by Mr. Wilson, motion carried.

Mr. Curtis moved to authorize the mayor to sign the contract with VLCT. Seconded by Mr. Charboneau, motion carried.

Appointment of Health/Safety Officer

Mr. Vachon moved to appoint a Health/Safety Officer. Seconded by Mr. Wilson, motion carried.

Appointment of E911 Coordinator

Mr. Vachon moved to appoint Francis Cheney III. E911 Coordinator. Seconded by Mr. Charboneau, motion carried.

Discussion of Bids from VLCT and Corey Parent

Mr. Vachon moved to open discussion of bids from VLCT and Corey Parent. Seconded by Mr. Wilson, motion carried. Mr. Charboneau stated he would prefer to go with VICT because the City Manager would be more likely to contact VLCT. Mr. Vachon agreed. Mr. Vachon moved to contract with VLCT and authorize the mayor to sign the contract. Seconded by Mr. Curtis, motion carried.

Council Department Liaisons

Mr. Wilson moved to discuss council liaisons. Seconded by Mr. Vachon, motion carried. Mr. Wilson moved to appoint the council liaisons, Mr. Curtis Recreation, Mayor Sullivan Public Works, Fire Dept. Mr. Vachon, Zoning Mr. Wilson, and Police Mr. Charboneau. Seconded by Mr. Curtis, motion carried.

EMS Presentation

Mr. Pronto and Mr. Johansen gave Newport Ambulance's yearly presentation. This year's appropriation could be somewhere between \$232,000 and \$240,800 depending on if the Town of Coventry stays 100% with Newport or 2/3 with Newport and 1/3 with Orleans.

Discussion of Hiring Process for Permanent Fire Chief

Mayor Sullivan thanked Mr. LaCoss for stepping in as Interim Fire Chief. Mr. Charboneau moved to direct the Program Director to advertise for a Fire Chief. Seconded by Mr. Wilson, motion carried. Mr. Newton, Mr. Touchette, and Mr. LaCoss discussed the process for hiring a Fire Chief and felt this was a good opportunity to revise the Fire Chief's job description.

Grants Management Contract with NEKCA

Mr. Welch stated that NCIC is not providing grant management services any longer. NEKCA is new to the service however Mr. Welch is working with NEKCA to ensure that grants in progress are completed. Mr. Vachon moved to accept and enter into a grants management contract with NEKCA. Seconded by Mr. Wilson, motion carried.

Mr. Vachon moved to authorize the mayor to sign the contract. Seconded by Mr. Charboneau, motion carried.

Programs Director Job Description

Mr. Vachon moved to open discussion of the Program Directors job description. Seconded by Mr. Wilson, motion carried.

Mr. Curtis moved to approve the new job description of the Programs Director as provided to the council and replace the current job description of the Programs Director. Seconded by Mr. Wilson, motion carried.

Executive Session Appointment of Comptroller/Programs Director

Mr. Wilson moved to enter executive session to consider the appointment of Rebecca Therrien to the position of Comptroller/Programs Director per 1 V.S.A. 313(a)(3) and invite Ms. Therrien into executive session. Seconded by Mr. Curtis, motion carried.

In open session Mr. Vachon moved to appoint Rebecca Therrien Comptroller/Program Director and authorize the mayor to sign the agreement. Seconded by Mr. Wilson, motion carried.

Authorization to Sign Wayfinding Grant

Mr. Charboneau moved to authorize the mayor as signatory for the Wayfinding Signage Grant. Seconded by Mr. Wilson, motion carried.

New Business

The mayor stated she has been selected as chair of the Airport Committee. The mayor's hours continue.

The mayor update continues, and the mayor is on NEKTV every other Tuesday at 10:00 AM.

Old Business

None.

Next Meeting Date

November 20, 2023

Adjournment

Mr. Charboneau moved to adjourn at 9:22pm. Seconded by Mr. Wilson, motion carried.

Attested _____ This _____ Day of November 2023

_____ Mayor

City Manager..... (802) 334-5136
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City of Newport
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EXTRA MILE DAY

WHEREAS, the City of Newport is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, the City of Newport is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the City of Newport is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Newport acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2023.

NOW THEREFORE, I, Mayor of the City of Newport, Vermont, do hereby proclaim November 1, 2023, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

DATED this ___ day of October, 2023, in Newport, Vermont.

Linda Joy Sullivan, Mayor
 City of Newport

A HERO DOESN'T HAVE TO BE SOMEONE FROM A SUPERHERO COMC. IT CCAN BE ANY ORDINARY PERSON OR ORGANIZATION THAT ONE RESPECTS AND LOOKS UP TO. EVEN THE LITTLE THINGS CAN MAKE SOMEONE A HERO. JUST BY BEING THERE FOR SOMEONE OR GIVING SOMEONE A FRIENDLY EAR WHEN THEY NEED IT CAN MAKE YOU SOMEONE'S HERO.

SIMPLY PUT, THE KEY TO HEROISM IS A CONCERN FOR OTHER PEOPLE IN NEED – AND TAKING ACTION WITHOUT EXPECTATION OF REWARD.

HEROES EMBARK ON A QUEST OR A JOURNEY, OFTEN FACING TRIALS AND TRIBULATIONS, TO ACHIEVE A GOAL OR OVERCOME AN OBSTACLE. THEY OFTEN POSSESS NOBLE QUALITIES SUCH AS COURAGE, SELFLESSNESS, AND A DESIRE TO HELP OTHERS.

SO TO ALL OUR HEROES, I THANK YOU: OUR FIREFIGHTERS, LAW ENFORCEMENT, EMERGENCY MEDICAL SERVICES AND PROVIDERS, OUR VETERANS AND THEIR FAMILIES, OUR MOMS, DADS, SISTERS, BROTHERS, ROLE MODELS, AND TO ALL OF YOU, OUR NEWPORT CITY CITIZENS AND CITY EMPLOYEES AND VOLUNTEERS.

Beloin Computing
SALES & SERVICE



PO Box 104
Troy, Vt 05868
Cell Phone 802 673 2010
Computer/ Network Support Contract
City of Newport
Starts Dec 1 2023 to Nov 30 2024

What is Included

- Server /Workstation Support
- Network Support and network devices
- Virus Support
- Hardware and Software Support and Installation
- Email Issues that are not Comcast Related or Google related.
- Aid with Hardware Purchasing.
- Added Police Station support .
- phone / Voicemail support cost \$1000
- 3 User accounts of Office 365 for 15 computers. Cost \$500
- Google Workspace Support

What is not Included

- Email Issues that are Comcast related
- Server Backups - setup is included however I am not liable for data verification and storage.
- No hardware of any kind .
- No major electrical or network wiring.

Support is offered 24/7 as long as building is available. When a service call is placed it is scheduled instructions below. Note I will not do support unless someone is available onsite because of liability issues. All support will be documented. All support will remain confidential with the City of Newport and will be done in a positive calm manner.

Emergency

1. Call me at my store Cell 802 673 2010. Text or email me at dbeloin@together.net

Scheduled Visits

1. Call my Cell Leave a message of issue.

The average time to arrival to your site for contracted customers is 24 hours. On that day or by the next morning depending on time-of-service call placed.

The only time I am not available is one week in June or July and Week of Christmas to New Year. Note support is not covered during this time. During these week periods I will Try to return calls and help on Phone or remotely.

This contract provides you with 150 hours of nonrefundable service time in the 12-month period. Any time over 150 hours is contracted at the low rate of \$70 an hour instead of my normal service charge of \$85 an hour. Hours will be tracked by Beloin Computing.

Your contract price has been determined by the number of workstations and server you have and will be reevaluated each year. Currently supporting 6 locations and 31 computers 3 servers and all networks.

Contract Price **\$10500**

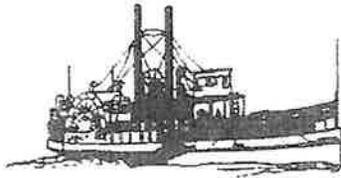
Contract begins when signed and paid. Signature of Acceptance _____

Dennis Beloin Owner, Technician _____ Dennis Beloin _____



LEONINE
PUBLIC AFFAIRS

Proposal for



NEWPORT

est. 1918

Re: Executive Level Recruitment Services

Contact: Mayor Linda Joy Sullivan

Dear Mayor Sullivan,

Leonine Public Affairs (LPA) is excited to express our interest in providing Executive Level Recruitment Services to the City of Newport, Vermont.. Vermont municipalities have enough on their plate, and when the time comes to search for, recruit and retain a qualified manager or administrator they need a trusted partner who will help them through the process.

At Leonine Public Affairs (LPA), we have significant experience working with Vermont municipal and state governments. We bring the spirit of partnership to all our engagements. Our team will immerse ourselves with the City of Newport during your search to better understand the vision, strategic and operational factors that will influence what Newport needs out of their next Manager. In addition to the search, we're uniquely qualified to help a new manager navigate their first few months on the job.

LPA is a Vermont-owned and operated business. We deliver solutions for our clients in the political and government sectors.

From Milton to Manchester, South Burlington to Shaftsbury, we know Vermont. We grew up here, attended school here and have chosen to live, work and raise our families here. Understanding that while there are common threads for each Vermont municipality, there are often clear and distinct differences that will need to be navigated to help find the right fit for each search.

We're confident in our skillset to engage communities and prospective candidates, not only through the search process but through the first few months post hire to ensure a successful transition. We are excited to share our process with you and engage with you further.

We are ready when you are.

Sincerely,

Corey Parent
Director - Municipal and Business Affairs

Statement of Qualifications

At Leonine Public Affairs (LPA), we believe every municipality's recruitment needs are unique. In order to meet these needs, a consultant must get to know the community – their vision, strategic goals and operational realities. We also believe new Managers will have varying styles and abilities when acclimating to their new position and that developing an onboarding process to ensure success is both advantageous for the new administrator and the community.

We are pleased to submit our qualifications to assist the City of Newport in this endeavor. We truly believe that one size does not fit all. Our team has a diverse skill set that can respond to every facet of the recruitment and onboarding process. In the following pages we outline our generic approach. However, we want to make clear that we actively seek improvements to the process and will constantly strive to provide the most custom, up to date experience for the City of Newport.

Set Expectations and Clarity for the Search Process

When hiring a new administrator or manager it is critical to get the Mayor, the City Council and ultimately the community on the same page for the process to be successful. Finding consensus is sometimes difficult but our experience in navigating the public sector can help communities define their criteria for what they want in a town manager/administrator. In addition to developing a consensus candidate profile, we are clear with the City Council about the labor market and what a competitive compensation package looks like.

With consensus on our candidate profile, we build a draft recruitment brochure which includes but is not limited to the following sections: The Opportunity, The Organization, Community Profile, Role of the Town Manager, Opportunities and Challenges, Candidate Qualification Criteria, Candidate Characteristics and Traits and how to apply. We have attached a draft of what was used for the Town of St. Albans so you can better understand the flavor we bring to the process.

Once we finalize the recruitment brochure, we plan the launch.

Launch & Generate Interest

The launch of search is an opportune time to generate excitement. We will work with the City of Newport to engage at the level with which they are comfortable. In the past we have launched via a Press Release with stories in local media. We've posted on all the New England States Leagues of Cities and Towns classified sites, as well as traditional postings. We also have sent direct emails to department leaders at municipalities across New England and New York.

Candidate Recruitment and Screening

In a search there is a need to screen and recruit the pool. We will seek out talent through social media and relationship building. This includes cold emails, calls and direct messages on LinkedIn. We will work with you to build the screening regiment they want. We have seen this process include the City Council by itself, and have also seen larger engagement from staff and community members. We will work with you to customize the process so it works for you.

Interviews

There are usually two rounds of interviews. We work with the City of Newport to develop the process to meet your needs. With the first round of interviews, we advocate for a smaller group to ask general questions to get to know the candidate, their interest in the job and their experience, among other things.

As we narrow down to the finalist, we ask each finalist to take a management style profile test to better understand their leadership strengths and weaknesses to inform the selectboard. We also plan more extensive finalist interviews. For example, in the Town of St. Albans we had the finalist in to meet with each department for a half hour to hour and interview with each of them. We also planned tours of the community, dinner with a few members of the selection committee so we could get to know the candidate in an informal setting.

Reference Checks

We do not conduct reference checks until we're at the final stage of the hiring process and with the permission of the candidate so as not to harm their current employment situation. We seek three to five references and provide them verbatim to the selectboard.

We also conduct background and social media checks on the finalist candidates to minimize the risk of any surprises.

Offer and Negotiation

We are happy to take the lead in making the offer and doing the negotiation on behalf of the City of Newport. That said, we find it best when the Mayor makes the offer and joins us in the final negotiations.

Executive Level Training and Coaching

We understand that coaching is critical to long-term success of any new Town Manager or Administrator. Our team has experience advising political candidates, elected officials, and others within the public sector. We currently teach at Emerge, the University of Vermont and bring a wide range of experiences to help coach successful candidates in their new roles. This is likely the most customized aspect of the process. Each candidate will bring different experiences to the table, and we will work to assess their skills and develop a plan so that they can develop fully into the leader their community desires.

The Team

Corey Parent, Director of Business and Municipal Affairs

Corey Parent is the Director of Business and Municipal Affairs for Leonine Public Affairs and would be project lead on all recruitments. He specializes in project management, operational consulting, and public relations for municipalities, non-profits, and private sector businesses. He, along with Alex Brigham, led the successful recruitment of the current Town Manager for the Town of St. Albans. He is also an adjunct lecturer for the University of Vermont in "Grassroots Governing." He served on his first executive search committee as President of the Student Body at St. Lawrence University when the University hired its first-ever Vice President for Communications. He has also served on two CEO search committees for Northwestern Medical Center and Chaired the CEO search for Franklin County Home Health Agency in the spring of 2021. As Director of Operations for the Town of St. Albans, Corey oversaw the recruitment, hiring and onboarding of key department leadership positions. Corey earned a Bachelor of Arts in Economics and Government from St. Lawrence University and is working on his MBA through Clarkson University.

Alex Brigham, Human Resources Consultant

Alex Brigham founded Brigham, LLC in the summer of 2022 and subcontracts with Leonine Public Affairs on Executive Searches. He has extensive experience in Human Resources and Business Operational Management. Formerly the Human Resources Manager for Tata Harper Skincare in Whiting, VT – a rapidly growing Vermont company. He now serves as the Practice Supervisor of Hematology and Oncology, Surgical Oncology, and the Breast Care Center at The University of Vermont Medical Center. Alex earned both his Bachelor of Science in Business Management and MBA in Human Resources Management from Champlain College in Burlington, VT.

Alex MacLean, Partner, President of Public Relations and Strategic Communications

Alexandra (Alex) MacLean is a Partner and President of Public Relations and Issue Campaigns at LPA. Alex served as Governor Shumlin's campaign manager for his first two successful Gubernatorial campaigns in 2010 and 2012. She has since consulted on a variety of successful statewide political campaigns and brings her deep experience in public affairs as a governor's campaign manager, campaign strategist and deputy Chief of Staff to her work at LPA. Throughout her career she has developed and managed successful communications and public outreach and helped businesses, non-profits, school districts and political campaigns create and execute their strategic visions and achieve results. Alex would assist in developing a positive recruitment strategy and training for new Town Managers. Alex lives with her husband in Peacham, Vermont where in addition to two small children they raise chickens and horses.

Maggie Lenz, Vice President, Public Relations and Strategic Communications

Maggie grew up in Montpelier, Vermont and has worked on numerous successful public relations and political campaigns all over the country. She came to Leonine after working both as an organizer and as the Finance Director for the Vermont Democratic Party, and served for a time as the Chair of the Washington County Democratic Committee. She has a demonstrated history of creating and implementing strategic communications campaigns that achieve results. She has close ties to members of the media and Vermont elected leaders and influencers, and is well equipped to leverage successful lobbying and grassroots organizing efforts. She has strong connections all over Vermont and a passion for working on local issues.

Fee Schedule

At LPA, we don't believe an hourly rate is an appropriate way to charge for this service. As each is so customizable, we are proposing several packages and various fee structures to go with each. Our pricing is based on anticipated time invested in each project and at an extremely discounted rate compared to our commercial pricing.

Search and Recruitment Packages:

Tier 1: Bronze Package (\$3,000)

Our most basic service. This service is to position the Town well for a job posting and help them put their best foot forward.

Services included:

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- \$1,500 consulting fee for Leonine Public Affairs.

Tier 2: Silver Package (\$5,000)

This service includes everything offered in Tier 1, but also has Leonine accept the applications, answer applicant questions, and provide a full candidate pool to the hiring committee in an organized manner. We will also help schedule interviews at this level.

Services included:

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- \$3,500 consulting fee for Leonine Public Affairs.

Tier 3: Gold Package (\$10,000)

This is our introductory full process package. It includes everything in tier one and two, with more work in candidate screening and interviewing process.

Services included:

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Social Media postings and active Linked-In recruiting by LPA.
- One Email sent from LPA to a large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pools and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up and attend Finalist Interviews.
- LPA will conduct background and reference checks.
- \$8,250 consulting fee for Leonine Public Affairs.

Tier 4: Platinum Package (\$15,000)

Our full service package. This includes everything in the previous tiers, as well as, more in-depth community profile feedback, more extensive finalist interviews and screening processes.

Services included:

- Unlimited meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Conduct a community survey or community meeting to gather feedback on the position before the profile goes live.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Draft and Distribute Press Release to local and statewide media.

- Social Media postings and active Linked-In recruiting by LPA.
- Up to three emails sent from LPA to the large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up extended finalist interview days where we conduct half or full day interviews for candidates and will attend those days to be the liaison between the candidate and the town.
- LPA will assist in travel arrangements for candidates if needed (cost of travel and accommodations not included).
- LPA will conduct background and reference checks.
- LPA will conduct a management style assessment with finalists and provide it to the hiring committee.
- LPA will assist in developing an offer letter and consult on negotiations with candidates chosen by the hiring committee.
- \$13,250 consulting fee for Leonine Public Affairs.

Other Mandatory Fees:

- Mileage: Mileage for any in-person meetings will be billed at the IRS mileage rate from our offices in Montpelier, VT to the place of the meeting.

Other Optional Fees:

- Candidate travel arrangement assistance: 20% fee in addition to cost of travel and accommodation. Fee is included in the Platinum package.

Other Services:

Coaching: Understanding where each candidate is and where they need assistance is critical before we price this. Length of coaching is also hard to determine. This service is offered at a negotiable monthly rate with the Town in the range of \$500 to \$2,000 per month depending on the in-depth nature of the coaching. Based on anticipated workload and a discounted rate of approximately \$150 per hour.

Interim Services: LPA can provide interim services with the experience of our team. However, it is dependent on availability and expectations of the community to be negotiated on a case-by-case basis. We will frame our quotes for this service monthly on anticipated hours worked at the discounted \$150 per hour.

References

Search and Recruitment:

Town of St. Albans: Corey Parent and Alex Brigham conducted the Town Manager search for the Town of St. Albans that began in late fall 2022 and finished in winter of 2023. They executed a full package of services from development of candidate and community profile, through assisting in the offering of a package.

Contact: Bryan DesLauries
Selectboard Chair
802-309-0690
b.deslauriers@stalbanstown.com

Amorepacific (new Owner of Tata Harper): Alexander Brigham, was employed as Human Resources Generalist, HR Lead for Tata Harper Skincare. In that role, he oversaw all human resources functions throughout the United States for their company including recruitment, hiring, compensation, etc.

Contact: Sara Heller
Senior HR Manager – Amorepacific
917-510-4896
Sara_heller@us.amorepacific.com

Other Municipal Services:

Town of Milton: LPA has served as a general consultant for the Town of Milton to assist on various projects due to a shortage of qualified staff. Work includes communication with constituents, project management, stormwater utility development and grant writing.

Contact: Don Turner
Town Manager
802-891-8021
dturner@miltonvt.gov

University of Vermont: Corey Parent is an adjunct lecturer for the University of Vermont's Community of Practices Course, where he teaches undergraduates about the basics of Municipal Government in Vermont and assists in placing them in internships with Vermont Municipalities.

Contact: Sophia Trigg
Experiential Learning Coordinator
sophia.trigg@uvm.edu

VLCT Recruitment Bid

We charge a \$10k flat fee, and then any reimbursable costs (advertising, mileage, travel costs). We figure those are usually 2k-5k. If you're interested, we could see if we have a consultant available and get you a proposal. Here's what we offer:

SERVICES PROVIDED - Deliverables Include:

The services we provide will utilize best practices in municipal human resources and employment law. We will endeavor to maintain confidentiality throughout the search and keep the Selectboard informed along each step of the process. The Board will work in tandem with us by providing necessary information and making key decisions. Our services include:

- Prepare a recruitment plan and advertising plan for Board approval.
- Review job description and pay range.
- Prepare and place employment advertisements.
- Assist in screening process of applications for first round interviews.
- Schedule interviews and assist with question selection and interviews.
- Assist with development of final interview process; assist with question selection, evaluation, and assist with final interviews.
- Conduct reference and background checks, provide sample employment agreements as well as consultation as needed during the negotiation process.

ADDITIONAL SERVICES: The cost estimate and timetables below are based on services as outlined in this proposal. Any changes to the deliverables may be requested by the Selectboard, such as citizen participation in the process, on-line surveys, and other add-on services. These changes may result in an increase in the consultant's time and result in an increase in cost. Such changes must be approved in advance by both the Town and VLCT and reflected in a change in the services agreement.

Timetable

Weeks Step Activity – in consultation with the Selectboard as needed

- | | | |
|-------|---|---|
| 1 - 2 | 1 | Prepare recruitment and advertising plans covering search process and timeline. Prepare draft job description and pay range; prepare position profile |
| 2 - 4 | 2 | Prepare and post advertisement; begin to receive applications |
| 5 - 6 | 3 | Screen applications as received; identify individuals for further consideration; Plan first round interview process with Selectboard/search committee |

- 6 – 8 4 Schedule and conduct first round of interviews: Plan and finalize final round interview process
- 9 – 11 5 Schedule and conduct final round of interview process:
- 12 – 16 6 Check references: background check on finalist(s). Report to Selectboard: offer advice on employment agreement negotiations:

Cost Estimate

VLCT does its best to minimize costs and bring affordability and professionalism to the search process. A sample cost breakdown is below. Actual costs may vary depending on the number of candidates and unique aspects of each search. VLCT and the Selectboard will sign an agreement including consultant time and direct expense outlined below. Any changes must be approved in advance by VLCT and the Selectboard.

Consultant time and miscellaneous VLCT administrative work will be billed as a flat-fee of \$10,000, billed after a candidate has been selected by the Selectboard.

Direct expenses, including advertising, interview costs and background check service vary by search, so estimates are provided in wide ranges.

Ted

Ted Brady
Executive Director
Vermont League of Cities and Towns
(802) 316-4475
Tbrady@vlct.org

COMPTROLLER/PROGRAM DIRECTOR
City of Newport Comptroller/Program Director Job Description

Scope of Work:

The ideal candidate for this position will possess the personal qualities of integrity, energy and a commitment to collaborative problem solving. The Comptroller/Program Director works independently and is afforded considerable latitude for the exercise of independent judgment and initiative.

The Comptroller is primarily responsible for managing the City of Newport's financial reporting and accounting tasks. As a member of the City's Administrative Team, the Comptroller, who also serves as the City's Program Director, may be called upon to perform a variety of administrative and technical work at a professional level. Duties may include serving as administrative assistant to the City Manager, Department Heads and Supervisors. In this dual role, the Comptroller/Program Director provides exemplary customer service to diverse parties including members of the public, department heads and their staff, the city clerk/treasurer's office, other municipalities, legislative representatives, and the media. The position provides confidential program coordination to each department. This position reports to the City Manager and the City Council in the absence of a City Manager.

Specific Duties and Responsibilities:

- Review and approve all invoices.
- Facilitate and coordinate with City Manager and Department Heads in the development of the annual budget.
- Assist in preparing City Council agendas; attend City Council meetings when directed to do so by the City Council.
- Coordinate and collaborate with City Manager in preparation of and through final audit process, management of grants and grant reporting; oversee business operations of City.
- Responsible for coordinating and entering data regarding delinquent tax collections.
- As directed, coordinate and facilitate grant applications, grant management and reporting in collaboration with City Manager and Department Heads.
- Maintain fixed asset list and reconciliations for line items on financial statements.
- Provide administrative and designated backup support as predetermined in collaboration with City Manager.
- Responsible for posting meeting notices and updating and maintaining the website in conjunction with the City Manager.
- Maintain calendar for various meeting spaces in the City's buildings.
- Serve as First Point of Entry for City Manager's Office. Greet customers in person, respond to emails and telephone calls from the public.
- Maintain, monitor, and update as appropriate the City's comprehensive filing system, track deadlines on documents, policies, and reports to ensure compliance.
- Prepare and finalize reports and various documents in preparation for meetings and presentations.
- Provide confidential support such as budget tracking, agenda preparation, and meeting minutes; coordinate various project implementation, some of which could be sensitive for City Manager and Department Heads.
- May be assigned to respond to public record act requests.

- Work independently on difficult or complex tasks.
- Prepare fiscal, statistical, or narrative reports as assigned.
- Perform as assigned specific projects to coordinate and implement either independently or in collaboration with City Manager and Department Heads.
- Approve banner requests.
- This position is responsible for all duties defined and other duties as assigned.

The job duties and responsibilities listed above are intended to describe the general nature and level of work performed by this position. It is not intended to be an exhaustive list of all duties and responsibilities and skills required. Actual assigned duties may differ due to the varying and diverse needs of the City.

Minimum Qualifications:

- Work proficiently with Microsoft Office Suite and Google Programs and software applications; comfortable learning new technology.
- Bachelor's degree or equivalent relevant work experience.

Other Job Characteristics:

- The Comptroller/Program Director is a confidential employee and therefore exempt under the Fair Labor Standards Act. They may be required to work more than forty (40) hours per week and must have the ability to effectively manage their time. The Comptroller/Program Director may be required to prepare for and attend evening meetings.
- The Comptroller/Program Director works primarily in an office setting.
- Minimal travel may be required.
- The Comptroller/Program Director will receive a competitive salary and benefits in accordance with the City of Newport's Personnel Policy.

174 Fernwood Circle
Newport, VT 05855
November 3, 2023

City of Newport
Newport City Council
222 Main Street
Newport, VT 05855

Dear City Council Members:

Pursuant to 1 VSA §314(b)(1), the purpose of this letter is to put the Newport City Council on notice that the City of Newport, Vermont, by and through its City Council, violated 1 VSA §312, 1 VSA§312(c)(2) and 1 VSA §312(h).

A Guide to Open Meetings published by the Vermont Secretary of State defines the purpose of 1 VSA §312 as “to promote transparency, accountability, and better decision-making in government.” A Guide to Open Meetings, <https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf> Vermont Secretary of State, January 2019, page 3, ¶ 1. Pursuant to 1 VSA §312(d)(1), the City must post the agenda of a city council meeting at least 48 hours prior to a regular meeting and at least 24 hours prior to a special meeting. See 1 VSA §312 (d)(1) and (d)(1)(A) and (B). “The open meeting law does not define “agenda” [...]. In keeping with the law’s intent, an agenda should allow interested members of the public to be *reasonably informed* about what *specific topics* will be discussed, and what actions may be taken, at the meeting.” Id. A Guide to Open Meetings, at page 6, ¶5 (emphasis supplied). More importantly, 1 VSA §312(c)(2) states “The time, place and *purpose* of a special meeting subject to this section *shall* be publicly announced at least 24 hours before the meeting. See 1 VSA §312(c)(2) (emphasis added). Further, 1VSA §312(h) grants the public a reasonable opportunity to express its opinion on matters considered by the public body during the meeting. See 1 VSA §312(h).

It has become clear that the Mayor, in conjunction with certain Council Members, has weaponized the use of “additions and deletions” to willfully and deliberately place controversial issues on the agenda without notice to the public. Moreover, the tactic effectively precludes the public from exercising its statutory right under 1 VSA §312(h) to express its opinion on matters considered by the Council during the meeting. Absent warning, citizens who may have attended the meeting to offer their opinions do not do so for they have no knowledge of the issue is to be discussed. While the use of this tactic in a regularly scheduled council meeting is alarming, the employment of the tactic in a special council meeting is blatantly egregious and prohibited by law. Nonetheless, the Mayor, assisted by certain Council Members, has thrice committed, or attempted to commit the latter offense.

At the September 6, 2023 Special Council Meeting, “...Mayor Sullivan requested a motion to consider extending the deadline for applications for the position of City Manager. Mr Wilson seconded what he thought was a motion.” See Special Council Meeting Minutes, September 6, 2023 (emphasis added). Additionally, “...Mayor Sullivan requested a motion, to see whether it’s necessary for the City Council to commission a Forensic Audit of the city Water and Sewer Fund. Mr. Wison moved to consider whether it’s necessary for the City to commission a Forensic Audit of the city’s Water/Sewer fund. Seconded by Mr. Curtis. See Special Council Meeting Minutes, September 6, 2023 (emphasis added). Thankfully, a

council member with an appropriate ethics compass moved to table both items until the next regularly scheduled council meeting.

However, the outcome at the October 23, 2023 Special Council Meeting was not able to be reversed by the ethical faction of the Council. On Friday, October 20, 2023 at roughly 4:30 PM, a warning and agenda was posted for a Special Council Meeting to be held on Monday, October 23, 2023 at 6:30 PM. The agenda read:

**SPECIAL Meeting of the City Council
Monday, October 23, 2023, beginning at 6:30 p.m.
Newport Municipal Building
City Council Room
222 Main St.**

**Google Meet joining info
Video call link: <https://meet.google.com/wac-qbsy-vbn>
Or dial: (US) +1 530-421-8792 PIN: 992 572 715#**

City Council: Linda Joy Sullivan Mayor
Council President John Wilson
Kevin Charboneau
Chris Vachon
Clark Curtis

Karen Geraghty, Interim City Manager
James D. Johnson, City Clerk/Treasurer

-
1. Call to Order
 2. Additions, Changes, Deletions to the Agenda
 3. Public Comment
 4. Authorization to Advertise for the Position of City Manager; Anticipated Vote
 5. Causeway Streetscape and Traffic Signal Removal and Replacement Project – Consider Approval of Construction Contract; Anticipated Vote
 6. Bylaw Modernization Amended Contract for Consulting Services; Anticipated Vote
 7. VT Electric Cooperative Town Road ROW Occupancy Request; Anticipated Vote
 8. New Business
 9. Old Business
 10. Adjourn

Pursuant to 1 VSA §312(c)(2), the City *shall* publicly announce the *purpose* of the special meeting. See 1 VSA §312(c)(2). Yet, nowhere on the Agenda is the termination of the Interim City Manager noticed. Further, based upon information and belief, certain Councilmen did not have knowledge that the Interim City Manager’s termination was going to be added to the agenda---it came as a complete surprise. With no knowledge that the termination of the Interim City Manager was to be discussed and voted upon by the Council, the public was precluded from exercising its right under 1 VSA §312(h) to express its opinion of her termination.

Based upon information and belief, during the “Mayor’s Hours” on the morning of October 23, 2023, the Mayor secured the compliance of Councilman Wilson and coached him on the motion to be made under

"Additions and Deletions." Later that evening at the Special Council Meeting, during "Additions and Deletions," "Mr. Wilson moved to add consider employment status of the Interim City Manager. Seconded by Mr. Curtis, motion carried. Wilson, Curtis in favor, Charboneau, Vachon against, Mayor Sullivan in favor." See [Special] Council Minutes, October 23, 2023(emphasis supplied). The addition was curiously placed as the very last item on the agenda, even after New and Old Business, assumably to allow those partaking in the unethical, illegal act to make a speedy exit after the completion of the act. Towards the end of the meeting, "Mr. Curtis moved to enter executive session pursuant to 1 VSA 313(a)(4) to consider the dismissal of the Interim City Manager and invite the City Attorney into executive session. Seconded by Mr. Wilson, motion carried. Wilson and Curtis in favor, Charboneau and Vachon against, Mayor Sullivan in favor. In open session, Mr. Curtis moved to dismiss the Interim City Manager and terminate her contract with the City in accordance with the applicable terms of her contract effective October 27, 2023, at 5:00 PM. Seconded by Mr. Wilson, motion carried. See [Special] Council Minutes, October 23, 2023(emphasis supplied). The roll call contained in the recording of the meeting indicates that Wilson, Curtis were in favor, Charboneau, Vachon were against, Mayor Sullivan was in favor. See https://www.youtube.com/watch?v=M1GYOL_mWGI at minute marker 1:29:20. The Council's action left the City of Newport with no City Manager and the Council offered no concrete plan to fill the post in the foreseeable future.

Clearly, there was no "emergency" reason to terminate the Interim City Manager with no warning to the public or certain Councilmen. Had such a reason been present, all Council Members would have been alerted to the emergency circumstances and the Council would not have allowed the Interim City Manager to remain in the post for nearly a week after the vote to terminate her. Further, based upon a recent public documents request, it appears that on October 16, 2023, Mayor Sullivan began the process of scheduling City Attorney, David Rugh, to attend the Special Meeting. One must note that the only agenda item of the October 23, 2023 Special Meeting in which Attorney Rhue participated was the termination of the Interim City Manager. See https://www.youtube.com/watch?v=M1GYOL_mWGI Clearly, Mayor Sullivan had knowledge of her intent to add the termination of the Interim City Manager to the agenda well before the publication of said agenda on Friday, October 20, 2023 at 4:30 PM.

The intent of Mayor Sullivan, Mr. Wilson and Mr. Curtis is clear. They added the termination of the Interim City Manager to the Special Council Agenda under "Addition and Deletions" to willfully and deliberately circumvent notice to the public in direct violation of 1 VSA §312(c)(2), a general violation of the intent of 1 VSA §312, and a resultant violation of 1 VSA §312(h).

Pursuant to 1 VSA §314(b)(1), I hereby request that the City of Newport, by and through the City Council, cure its violations of 1 VSA §312 and 1 VSA§312(c)(2) as follows:

1. Publicly declare that the addition of the termination of the Interim City Manager to the Agenda of the October 23, 2023 Special Council Meeting through the use of Additions and Deletions was a willful, deliberate violation of 1 VSA §312(c)(2), the general intent of 1 VSA §312 and 1 VSA §312(h), aimed solely to deprive the public of its statutory right to notice of the termination of the Interim City Manager and its statutory right to express its opinion about her termination.
2. Pass a resolution wherein the Council adopts a policy of no additions to special council meetings short of extraordinary circumstances which shall be included in the motion to make the agenda addition.
3. Pass a resolution in which the Council adopts a policy wherein only necessary additions are made to regular council meeting agendas and the factors necessitating the addition are included in the motion.

Sincerely,

/Jennifer L. Bjurling/

Jennifer L. Bjurling

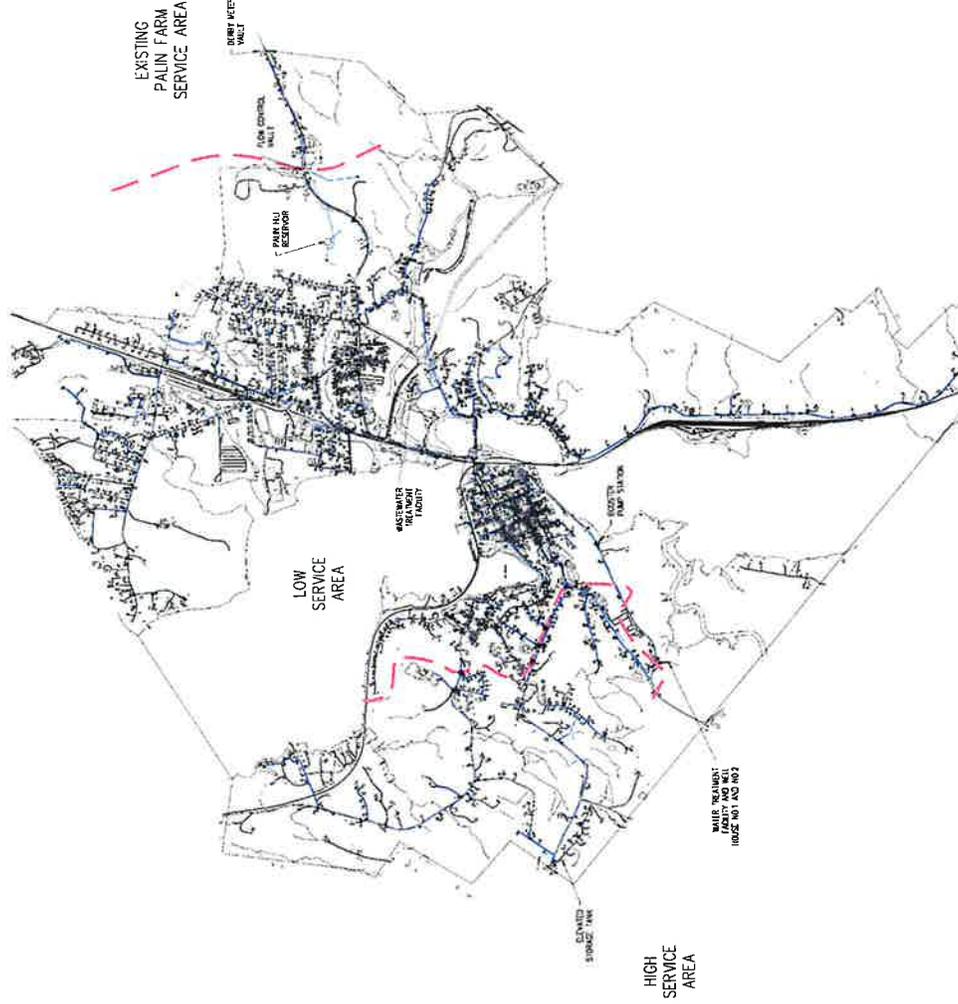
City of Newport Eastside Water System Improvements

City Council Update
November 20, 2023

Project Overview



- Palin Hill Reservoir Refurbishment (completed)
- East Side Water Storage Tank
- Water Meter Installation



History – Derby Road Service Area

- 1999: Derby Road water main constructed. Water supplied from the Village of Derby Center due to water pressure requirements.
- Connection governed by an Interlocal Agreement.
- 2006: Village of Derby Center modifies water rates to include the reserve water allocation fee.
- 2007: City installs new wells and water treatment plant.
- 2007 to 2014: Litigation between City of Newport and Village of Derby Center over fees charged.
- 2017: First bond vote held. Separation Agreement negotiated with the Village of Derby Center and City paid \$50,000 to settle.

History - Palin Hill Reservoir

- 1960's: Palin Hill Reservoir constructed. Originally an open-top reservoir, but a floating cover was added later.
- 1999: Floating cover replaced.
- 2014: Inspection by State DWGPD indicated that the floating cover is aging and will need replacement soon.
- 2019: Inspection by the State DWGPD indicated that the floating cover has reached the end of its useful life and required the City to start the replacement process.

Palin Hill Reservoir Cover and Liner



Project Needs – Eastside (Derby Road) Service Area



The current agreement with the Village of Derby Center does not allocate the City enough water to support long-term development in this area nor it is clear if Derby has additional water allocation to offer.

Historical usage: 4,000 to 8,000 gallons per day

Maximum allocation from Village: 10,000 gallons per day



Disconnecting from the Village of Derby Center will reduce long-term financial risks associated with the Village's water rates.

Payments to Village: \$17,800 per year

Surcharges (reserve water allocation fees) for excess water usage



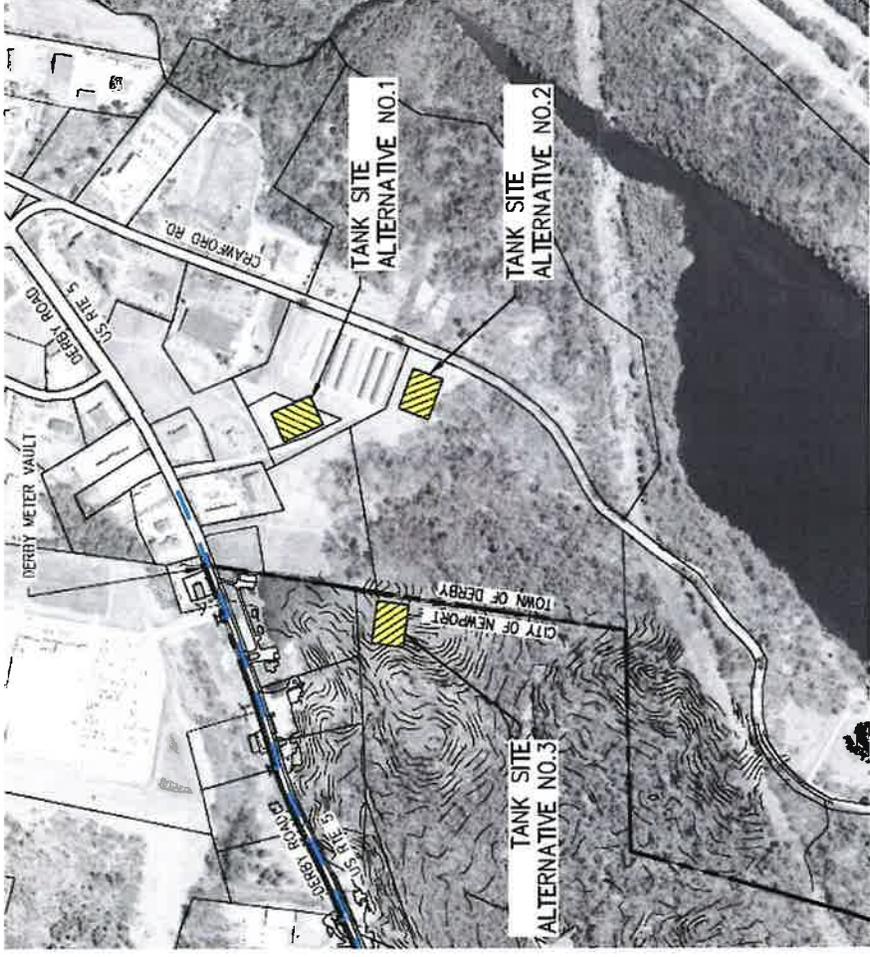
Unreliable fire protection supplied by the Village of Derby Center



Construction of a new tank will allow the City to disconnect this portion of the water system from the Village of Derby Center and supply both domestic and fire flow demands.

Eastside (Derby Road) Service Area Storage Tank Alternatives

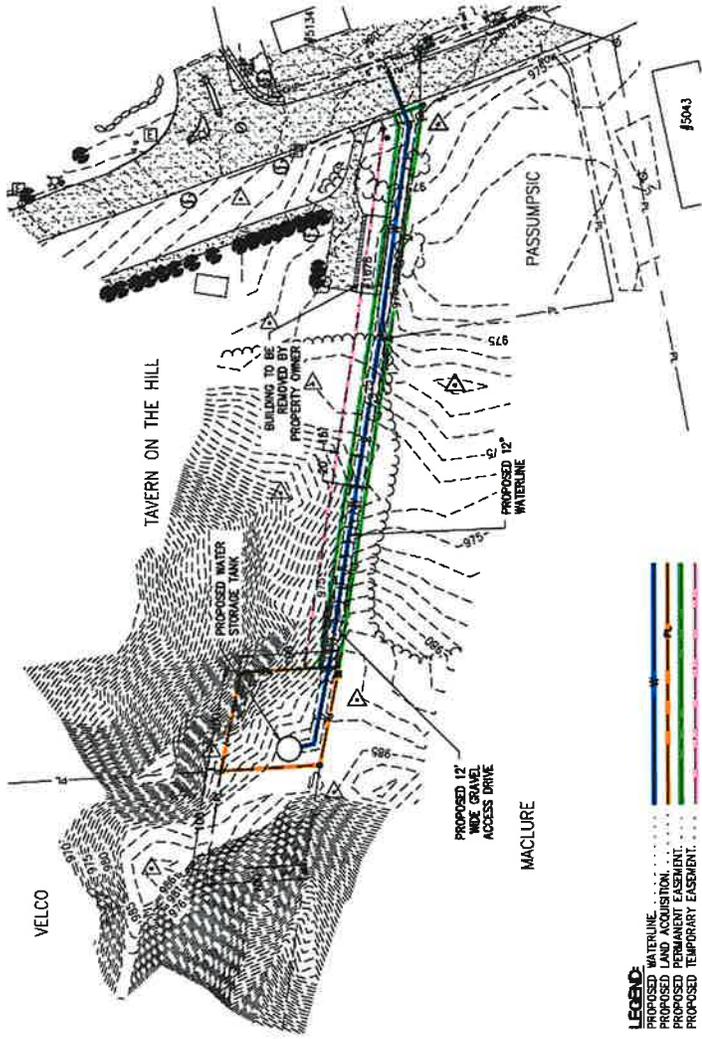
- Booster Pumping
- Tank Type
- Tank Material
 - Maintenance Requirements
- Tank Sites
 - Cost Evaluation
 - Non-Monetary Criteria
 - Located within City
- Long-Term Operation & Growth



Alternative Sites

Eastside (Derby Road) Proposed Project

- 210,000-gallon glass-fused steel elevated tank.
- Booster pump station.



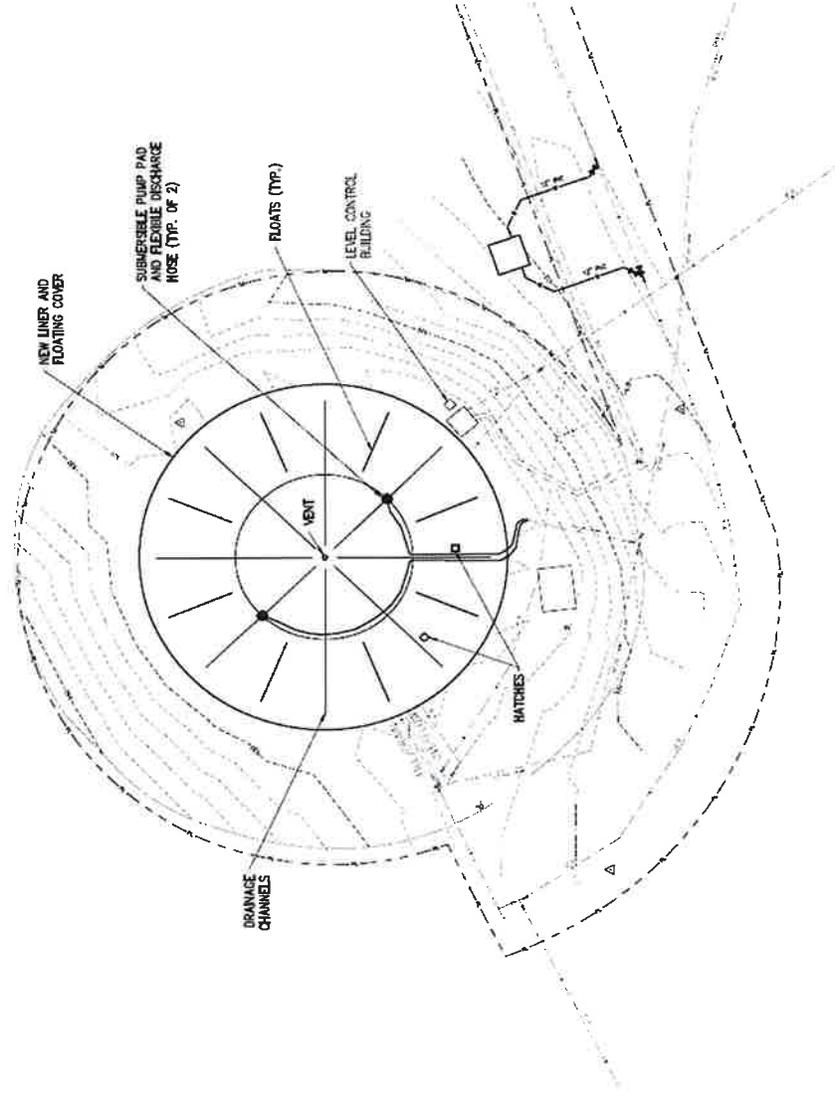
Elevated glass fused steel tank.
Paxton, MA 209,000 gallons.

Water Metering Benefits

- The City can implement an improved rate structure that is more equitable than the current flat-fee rates.
- All water customers will have water meters for consistent billing rates.
- Encourages water conservation, which preserves system capacity and reduces operating costs.
- Gives customers more control over their own water bills.
- Helps the City to take advantage of better federal funding opportunities for water and sewer infrastructure.

Proposed Project Summary

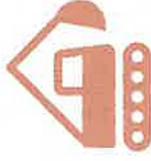
- Contract No. 1: New liner and floating cover for Palin Hill Reservoir (completed).
- Contract No. 2: New elevated storage tank and booster pump station for Eastside (Derby Road) service area.
- Installation of 765 water meters to fully meter the system.



Bond Vote



Passed on
March 3, 2021



Estimated
Construction Cost:
\$3,862,000



Bond Vote
Amount:
\$4,985,000

Available Funding Sources

State Drinking Water Revolving Loan: Non eligible

USDA/Rural Development Grant/Loan: Non eligible

Local American Rescue Plan Act (ARPA) Funds: \$1,272,828

Agency of Commerce Community Recovery and Revitalization Program (CRRP): \$997,000

Vermont Municipal Bond Bank or Local Bank: Amount to be determined

Palin Hill Reservoir C #1 Update



- Drinking Water Construction Permit issued August 2022
- Bid Price: \$364,395
- Estimated Total Project Cost: \$400,000
- Funding Source: Local ARPA funds
- Construction completed: July 2023



Elevated Storage Tank - Champlain NY



Eastside Storage Tank - Project Schedule

Date	Task
2023	January - November Permitting
	December Advertise for Bids
2024	January Open Bids
	March Award Contract
	April Start Construction
2025	June Complete Construction

QUESTIONS?



Preservation Grant Agreement

(Revised 1/1/2022)

Project Name: Gardner Park Grandstand

Project Address: 129 Gardner Park Road, Newport VT

Mailing Address: 212 Main Street, Newport, VT, 05855

Amount of Grant: \$100,000

Purpose of Grant: Complete the funding stack in order to restore the grandstand to its former glory and make it ADA compliant.

By signing this Grant Agreement, the Grantee acknowledges its acceptance of the following conditions:

1. Grantee agrees that work shall not commence until the Preservation Trust reviews and approves, in writing, the construction plans. Construction plans for the project will be provided to the Preservation Trust for comment early in the planning process.
2. All rehabilitation work shall be completed in accordance with *The Secretary of the Interior's Standards for Rehabilitation*. See attached sheet of the Standards.
3. Grantee agrees to provide an annual progress report, including photographs, until the project is completed. Reports are due by September 30th. A missed report may result in a reduction in the grant award.
4. Grant payments will be made to the Grantee upon submission of a letter of request that includes a status report and contractors' invoices.
5. Prior to the release of the final payment, the Grantee agrees to submit a full set of digital photos of the completed work for Preservation Trust's records and for publicity purposes.
6. Grantee agrees that all publicity related to the project will acknowledge that this project is **"supported by a Preservation Grant from the Freeman Foundation and the Preservation Trust of Vermont."**
7. Grantee agrees that unless otherwise agreed by a formal extension of this agreement, grant funds that are not withdrawn within three years of the date of this agreement will be forfeited.
8. Grantee agrees not to locate communication towers on the property. Cell towers that are concealed within the historic building or related structures are permitted providing they do not negatively impact the architecture and the communications provider commits to removing the equipment when it is no longer functional. Plans must be approved by the Preservation Trust of Vermont prior to construction.
9. Grantee agrees to provide PTV with prior written notice of no less than 45 days of any proposed conveyance of the property.

Ben Doyle, President

Date

Grantee's Signature

Date

Print Name

Name of Organization

Organization Mailing Address

Email Address

Phone Number

CITY OF NEWPORT

PRELIMINARY WASTEWATER ALLOCATION APPLICATION

Application No. P23-003

Date Received: 11-17-23

Signature: Therese J. Benin

Application Fee: \$30 Residential
\$100 Non-Residential
Reserve Capacity Fee: \$0.12 per gallon
Final Allocation Fee: \$0.24 per gallon

To the City of Newport, Vermont:

The undersigned, being the Owner of the property located at 42 Eagle Nest Dr. Parcel ID # 119052
(Number) (Street)

does hereby request a permit for sewer use to serve the Commercial Bld
(Residence, apt., commercial bldg., industrial facility, etc.)
at said location. Sewer use is for (check the appropriate boxes)

- Renewal of an existing permit.
- Expansion of an existing connection.
- A new connection.
- A reserve capacity flow allocation.
- Other.

1. Residential:

- a. Number of living units by types:
Single Family Homes: _____
Mobile Homes: _____
Apartments: _____
Townhouse/Condominiums: _____
- b. Estimate of Flow:
Use the Vermont Wastewater System and Potable Water Supply Rule, effective 1 January 05, Table 1, Design Flow: _____ gallons per day

2. Non-Residential:

- a. Description of Connection's Flow.
Type: _____
Number of Units: 1
- b. Estimate of Flow:
Use the Vermont Wastewater System and Potable Water Supply Rule, effective 1 January 05, Table 1, Design Flow: 2052 gallons per day

3. Will the strength of the wastewater be typical domestic wastewater?
 Yes No

4. Failure of the applicant to meet the requirements of the Sewer Ordinance and this permit, will result in permit revocation.

5. The applicant may not transfer, by any means, this allocation approval to any other person.

- 6. Submit the application fee with this application. Make the check out to "City of Newport."
- 7. Submit the allocation fee with this application by separate check. Check will be returned if application is denied.

8. Applicant Information:

Date: 11-17-23

Applicant: City of Newport

Name: _____

Address: 222 Main Street

Signature: Amy L. Orourke

Daytime Phone No.: 802-338-4018

Daytime Fax No.: 802-334-7639

- 9. Is this a Preliminary or Final Application? Refer to the Newport Sewer Ordinance for the details of the reserve capacity allocation request.

Preliminary
 Final

If this is a final application then ensure the submittals identified in the Sewer Ordinance are included in this application.

Connections which generate a flow over 1000 gpd or have waste strength above residential use must be certified by a Vermont registered engineer.

To be completed by the City:

A. PRELIMINARY COMMITMENT OF RESERVE CAPACITY

- 1. Your request for permission to use the Newport public sewage system has been received and considered.
- 2. Preliminary Commitment of Reserve Capacity for sewer system use is granted. You must comply with all provisions of the City's "Sewer Use Ordinance."
- 3. The committed reserve capacity allocated for you is 2052 gallons per day.
- 4. This preliminary commitment will expire ONE YEAR from the preliminary approval date below.
- 5. Review for Final Approval will not proceed until your letter request, including required documents, for Final Approval is received.

Preliminary Approval:

City of Newport
 City Council _____

Date: _____

Expiration Date: _____

CITY OF NEWPORT
APPLICATION FOR WATER ALLOCATION/TURN-ON

OWNER/APPLICANT: Mark + Amy Giroux Permit # W23-003
ADDRESS: PO Box 90
Newport, VT 05855

ADDRESS WHERE ALLOCATION IS BEING REQUESTED:
42 Eagle Nest Dr Newport, VT 05855

FEE: RESIDENCE - \$30.00 Allocation GPD 2052
COMMERCIAL - ~~\$30.00~~ City Tax Map # 119052
INDUSTRIAL - \$60.00
EXISTING - \$15.00

GENERAL CONDITIONS:

- 1) All costs for connecting to the City water system shall be borne by the owner/applicant.
- 2) All plumbing shall be done in accordance with all applicable national, state and/or local codes.
- 3) Water lines two (2) inches or less in diameter installed within the City's R.O.W shall be K type copper.
- 4) Water lines greater than two (2) inches in diameter shall be ductile iron.
- 5) The owner/applicant shall install a radio read water meter which shall be purchased from the City and paid for by owner/applicant.
- 6) Water and sewer billing will commence from date of water meter purchase.
- 7) An application for water service connection shall be filed with the City when a new service needs to be installed.
- 8) The City must be notified 48 hours in advance of a water turn On/Off to activate system. **No person other than a City employee shall operate a City-owned water shut off valve. The water turn on will not take place unless all conditions have been addressed.**

**Special
Conditions:** _____

Amy L Giroux
Owner/applicant Signature

11-15-23
Date

Approval: The City of Newport has sufficient uncommitted reserve hydraulic capacity to serve the above proposed project.

Authorized Signature

Date

7472

58-9100/2116

M & A Auto
Mark Giroux
Amy Giroux
PO Box 90
Newport, NJ 05855-0090

11.17.23

CHECK ARMOR

Pay to the
Order of

City of Newport

\$376.24

Three hundred Seventy-Six ²⁴/₁₀₀ Dollars

Photo
Safe
Deposit
Details on back

 NORTH
COUNTRY
Your community credit union
www.northcountry.org

Amy L Giroux

⑆ 211691004⑆ 807026741023⑆ 7472

Restricted (Specific Purpose by Funder)

	6/30/22	FY22/23	FY22/23	6/30/23
	Balances	Funds Added	Funds Used	Balances
Records Restoration Reserve	\$ 27,095.87	\$ 13,187.00	\$ 6,995.00	\$ 33,287.87
NBRC Grant Funds Match	\$ 240,800.00	\$ -	\$ -	\$ 240,800.00
Walmart Funds for Economic Development	\$ 380,000.00	\$ 100,000.00	\$ 30,000.00	\$ 450,000.00

Committed (Specific Purpose by the Council)

Street Resurfacing	0-92-98.01	\$ 154,346.97	\$ 228,540.00	\$ 32,006.10	\$ 350,880.97
Main Street Maintenance	0-92-98.10	\$ 22,595.63	\$ 15,000.00	\$ 18,338.90	\$ 21,205.73
Public Works Vehicles	0-92-98.03	\$ 51,446.90	\$ 155,000.00	\$ 5,473.49	\$ 200,973.41
Bridge/Culvert/Retaining Wall Repair	0-92-98.12	\$ 13,707.30	\$ 50,000.00	\$ -	\$ 63,707.30
Street Reconstruction	0-92-98.09	\$ 102,063.27	\$ 35,000.00	\$ 18,397.95	\$ 118,655.32
Street Capital Design Projects	0-92-98.81	\$ 315,945.11	\$ 80,000.00	\$ 32,570.21	\$ 363,374.90
Streetscape & Park Improvements	0-92-98.30	\$ -	\$ -	\$ -	\$ -
Street Banners & Lights	0-80-86.83	\$ -	\$ 5,000.00	\$ 289.85	\$ 4,710.15
Municipal Bldg Remodel	0-92-98.44	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Tennis Court Sinking Fund	0-90-90.89	\$ 4,344.00	\$ 1,440.00	\$ -	\$ 5,784.00
Recreation Maintenance Vehicles	0-92-98.40	\$ 3,109.61	\$ 12,500.00	\$ -	\$ 15,609.61
Gateway/Waterfront Improvements	0-92-98.20 & 0-92-98.21	\$ 61,631.79	\$ 38,000.00	\$ 59,076.67	\$ 40,555.12
Prouty Beach Improvements	0-92-98.65	\$ 10,964.82	\$ 18,482.60	\$ 29,447.42	\$ -
Prouty Beach Washers/Dryers	0-92-98.37	\$ 2,906.25	\$ 2,770.98	\$ 5,225.27	\$ 451.96
Gardner Park Improvements	0-92-98.53	\$ 22,952.06	\$ 30,000.00	\$ 15,109.41	\$ 37,842.65
Dock Improvements	0-92-98.52	\$ 14,960.00	\$ 5,500.00	\$ -	\$ 20,460.00
Aquatic Weed Control	0-92-98.78	\$ 19,990.00	\$ 2,000.00	\$ -	\$ 21,990.00
Event Tent/Equipment	0-92-98.57	\$ 1,800.00	\$ 2,500.00	\$ -	\$ 4,300.00
Fire Station Renovations	0-92-98.84	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -
Fire Vehicle/Equipment	0-92-98.89	\$ -	\$ 38,000.00	\$ 9,280.46	\$ 28,719.54
Fire Fighter Grant Cash Match		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -
Police Tech Equipment	0-92-98.86	\$ 6,206.75	\$ 5,000.00	\$ -	\$ 11,206.75
Bullet Proof Vest Replacement	0-92-98.85	\$ 12,189.75	\$ 5,000.00	\$ 1,168.00	\$ 16,021.75
Dispatch Equipment	0-92-98.87	\$ 117,317.58	\$ 10,000.00	\$ -	\$ 127,317.58

Restricted/Committed/Assigned	\$1,601,363.66	\$ 882,920.58	\$ 296,428.73	\$2,187,855.51
Unassigned	\$ 107,141.27	\$ -	\$ 292,119.78	\$ (184,978.51)
Total Fund Balance	\$1,708,504.93	\$ 882,920.58	\$ 588,548.51	\$2,002,877.00
Fund Balance per Audit Draft page 3				\$2,002,877.00

In the governmental fund financial statements, fund balances are classified as follows:

Restricted - Amounts that can be spent only for specific purposes because of laws, regulations, or externally imposed conditions by grantors or creditors.

Committed - Amounts that can be used only for specific purposes determined by a formal action by the City Council.

Assigned - Amounts that are designated by management for a particular purpose.