

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
Council Meeting Agenda
Monday, April 15, 2024, beginning at 6:30 p.m.
Newport City Council Room

Video call link: <https://meet.google.com/szg-qhqr-pcw>
Or dial: (US) +1 712-314-2104 PIN: 507 598 680#

City Council: Linda Joy Sullivan, Mayor
Chris Vachon, Council President
Kevin Charboneau
Clark Curtis
Rick Ufford-Chase

James D. Johnson, City Clerk/Treasurer
Jonathan DeLaBruere, City Manager

1. Call the Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Consent Agenda
 - a. Regular meeting minutes of April 1, 2024
 - b. Special meeting minutes of April 3, 2024
 - c. Payroll Warrant March XX, 2024 - April XX, 2024
 - d. Accounts Payable April XX, 2024, April XX, 2024
 - e. Liquor Licenses / Vendor Permits / Special Events Permits
4. Local Emergency Management Plan - Anticipated VOTE
5. Additional City Counsel - Anticipated VOTE
6. Appointments
 - a. DRB Member Appointments - Anticipated VOTE
 - b. Planning Commission Member Appointments - Anticipated VOTE
 - c. Constable Appointment - Anticipated VOTE
7. City Clerk/Treasurer Bond Amount - Anticipated VOTE
8. Records Retention Policy - Anticipated VOTE
9. TA-60 Annual Financial Plan - Anticipated VOTE
10. Road & Bridge Standards Certification - Anticipated VOTE
11. Midway Contract for Gardner Park Summer Carnival - Anticipated VOTE

12. Northern Border Regional Commission Grant - Update Authorized Official
13. Public Records Requests Policy - Discussion
14. Cemetery Trust Account Discussion
15. Prison Water Billing Discussion
16. "Speeding" and Signage Discussion
17. Comments by Members of the Public
18. New Business
19. Old Business
20. Set next meeting: Regularly Scheduled Council Meeting: May 6, 2024
21. 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**April 1, 2024**

A duly warned meeting of the Newport City Council was held on Monday, April 1, 2024, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President Chris Vachon, Council Members Kevin Charboneau, Rick Ufford-Chase, Clark Curtis, City Manager Jonathan DeLaBruere, City Clerk/Treasurer James Johnson, Comptroller Rebecca Therrien, Police Chief Travis Bingham, Public Works Director Tom Bernier, Recreation Director Mike Brown, Interim Fire Chief Kevin LaCoss, Attorneys Beriah Smith and Marilyn Mahusky, members of the Press and Public.

Mayor Sullivan called the meeting to order at 6:30pm.

Mayor Sullivan welcomed Boy Scout Troop 880. The scouts opened the meeting with the Pledge of Allegiance.

Additions/Deletions to the Agenda

None

Approval of Minutes

Mr. Curtis moved to approve the minutes of March 18, 2024, with corrections. Seconded by Mr. Vachon, motion carried.

Mr. Vachon moved to approve the minutes of March 27, 2024, seconded by Mr. Ufford-Chase, motion carried. Mr. Charboneau abstained.

City Council Rules of Procedure (attached)

Mr. Vachon moved to approve the Rules of Procedure. Seconded by Mr. Curtis, motion carried.

Scout Troop 880

The senior patrol leader explained that the troop is working towards a Citizenship and Community merit Badge and attending a city meeting is one of the requirements.

Gardner Park Playground Equipment (attached)

Director Mike Brown stated that the playground equipment has been ordered from Pettinellis & Associates, in Williston, Vt. The equipment should be delivered in early summer, soil remediation will begin in the Spring and construction of the new playground will begin this summer.

Solar Eclipse Event

Chief Bingham updated the council on the planning for the Eclipse. The state is expecting 100,000 people to visit the state. First Responders will be on standby, all city departments will be fully staffed. Chief Bingham touched on traffic and parking for the event at Gardner Park and within the city.

Burn Permits Update

Chief LaCoss stated that the city does not issue burn permits in the city. However, campfires are allowed with proper precautions.

Memphremagog Community Maritime Boat Inspection

Mr. Cutris moved to approve Prouty Beach as the location for the boat inspection. Seconded by Mr. Ufford-Chase, motion carried.

HUD Grant Agreement for Grandstand Project(attached)

Mr. Vachon moved to take over the grant for the Grandstand Project. Seconded by Mr. Charboneau, motion carried.

Midway Contract for Gardner Park Summer Carnival

Mr. Ufford-Chase moved to authorize the City Manager to sign the updated contract for the carnival when received. Seconded by Mr. Vachon. Mr. Charboneau asked to check on the events permit. Mr. Vachon withdrew his second and Mr. Ufford-Chase withdrew the motion.

Mr. Vachon moved to table the item until the April 15th meeting. Seconded by Mr. Ufford-Chase, motion carried.

Designation of Paper of Record

Mr. Curtis moved to designate the Newport Daily Express and Newport Dispatch, the papers of record. Seconded by Mr. Charboneau, motion carried.

Approval of Personal Uses of City Equipment, Expenses & Employee Benefit Discussion.

Mayor Sullivan stated that she and the City Manager have been looking into the following. Liability account for the school funds, eliminate travel allowance and use mileage reimbursement, Credit card use and authorization, use of city vehicles, borrowing from other accounts, personal vehicle washing and use of maintenance facility.

Approve Personnel Policy Dated 2/26/2024.

Mr. Charboneau questioned why there was no grievance procedure in the policy.

Mr. Vachon moved to find that premature general public knowledge of the confidential attorney client communications made for providing legal services to the city council may put the City at a substantial disadvantage because disclosure of the otherwise confidential advice and communication would harm the City by waiving the cities attorney client privilege. 1 V.S.A. 313(a)(1)(F). Seconded by Mr. Curtis, motion carried. Curtis and Ufford-Chase in favor, Vachon and Charboneau against. Mayor Sullivan in favor.

Mr. Curtis moved to enter into executive session to receive advice from the city attorney on the Personnel Policy and invite attorney Mahusky into executive session. 1 V.S.A. 313(a)(1)(F) Seconded by Mr. Ufford-Chase. Motion carried. Ufford-Chase and Curtis in favor, Charboneau and Vachon against, Mayor Sullivan in favor.

No action

Record Retention Policy (attached)

Attorney Smith stated that the policy mostly follows the Secretary of States retention policy. There was a discussion on emails if they are classified as correspondence or transient records. It was realized by the council that they did not have the updated copy. Mr. Vachon moved to table until the April 15th meeting. Seconded by Mr. Curtis, motion carried.

Purchasing Policy

Mayor Sullivan stated that she and the City Manager are looking at the purchasing policy.

Comments by the Public

None

New Business

Mr. Vachon commented on the good job by the Recreation Dept. on the egg hunt at Prouty Beach.

Mr. Curtis received a complaint about the campground.

Mr. Ufford-Chase noted he will be out of town on April 15th.

Mr. Vachon moved to approve a 1st class Liquor license, an Outside Consumption Permit and Special Event Permit for Eden Ice. Seconded by Mr. Charboneau, motion carried.

Mr. Vachon moved to approve a Vendor Permit for NCDD. Seconded by Mr. Charboneau, motion carried. Ufford-Chase abstained.

Mr. Charboneau moved to approve a Special Event Permit for Wednesdays on the Waterfront. Seconded by Mr. Ufford-Chase, motion carried.

Mr. Vachon moved to approve a Vendor permit for Richard Lansing on July 4th. Seconded by Mr. Ufford-Chase, motion carried.

Old Business

None

Next Meeting Date

Mr. Curtis moved to set April 15, 2024, for the next meeting date. Seconded by Mr. Vachon, motion carried.

Adjourn

Mr. Vachon moved to adjourn at 9:45pm. Seconded by Mr. Ufford-Chase, motion carried.

Attested _____ this _____ Day of April 2024

Mayor

NEWPORT CITY RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS

A. PURPOSE.

The City Council of Newport City is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law, 1 V.S.A. §§ 310-314. Meetings of the City Council of Newport City must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the City Council of Newport City, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a president. The mayor of the body or, in the mayor's absence, the president shall preside over all meetings. If both the mayor and the president are absent, a member selected by the body shall act as chair for that meeting.
2. The mayor shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the mayor. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. All electronic devices used by council members, the public and others present must be silenced (turned off or put on 'vibrate' during council meetings. Texting, unless authorized by the city council for official city business, will be prohibited by members of the city council, the city manager, and clerk treasurer during the meeting.
10. These rules may be amended by majority vote of the body, and must be re-adopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the City Manager to request inclusion on the agenda at least 3 days prior. The mayor shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: Newport City Municipal Building, Goodrich Memorial Library and the U.S. Post Office. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on <http://newportvermont.org/website>. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business should be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS.

1. Regular meetings usually take place on the first and third Monday of the month at 6:30 p.m. in the Council Room of the Municipal Building, unless otherwise warned.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; posting in the municipal clerk's office and at the following designated places in the municipality: Newport City Municipal Building, Goodrich Memorial Library, the U.S. Post Office, posted on <http://newportvermont.org/website>, and to any person who has requested notice of such meetings. Special meeting agendas shall also be sent to the official paper of record.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body during public comment, so long as order is maintained according to these rules.
2. Items on the agenda requiring a vote are open to public comment immediately prior to the Council vote.
3. Items on the agenda that are labeled as Update are for presentations only.
4. At the end of each City Council meeting there may be as much as 15 minutes afforded for open public comment for topics that are not included on that agenda. By majority vote, the body may increase the time for open public comment. In order to participate in this public comment portion of the meeting, members must sign up before the start of the meeting utilizing a sign-up sheet on the council table.
5. Comments by the public or members of the body must be addressed to the Mayor, or Council President if the Mayor is not present, and not to any individual member of the body or public.
6. Members of the public must be acknowledged by the Mayor before speaking.
7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
9. Members of the body and members of the public shall obey the orders of the mayor or other presiding member. The mayor should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order law enforcement to remove disorderly person(s) from the meeting.

MEMO

To: Mayor Sullivan
Newport City Council

From: Michael Brown, Director of Recreation

Date: March 29, 2024
Re: Playground Equipment

This memo is to update the City Council on the progress with the Gardner Park restoration project. We sent out requests for proposals and received two proposals back, the proposals received are:

- Ben Shaffer Recreation, Lake Hopatcong NJ: \$85,719
- Pettinellis & Associates, Williston VT: \$101,590

The city purchased the equipment from Pettinellis & Associates, the proposal includes \$7,600 for engineered wood fiber ground cover. The play structures are also more robust and larger which include more elements such as additional slides and bouldering wall. For the additional \$8,271 (not including the \$7,600 for the needed ground cover), the play structures are larger and still within project budget. The schematics for each proposal are attached.

MEB



1911 HILL & NICHOLS, INC.

1911 HILL & NICHOLS, INC.

Architect
1911 HILL & NICHOLS, INC.
1911 HILL & NICHOLS, INC.

1911 HILL & NICHOLS, INC.
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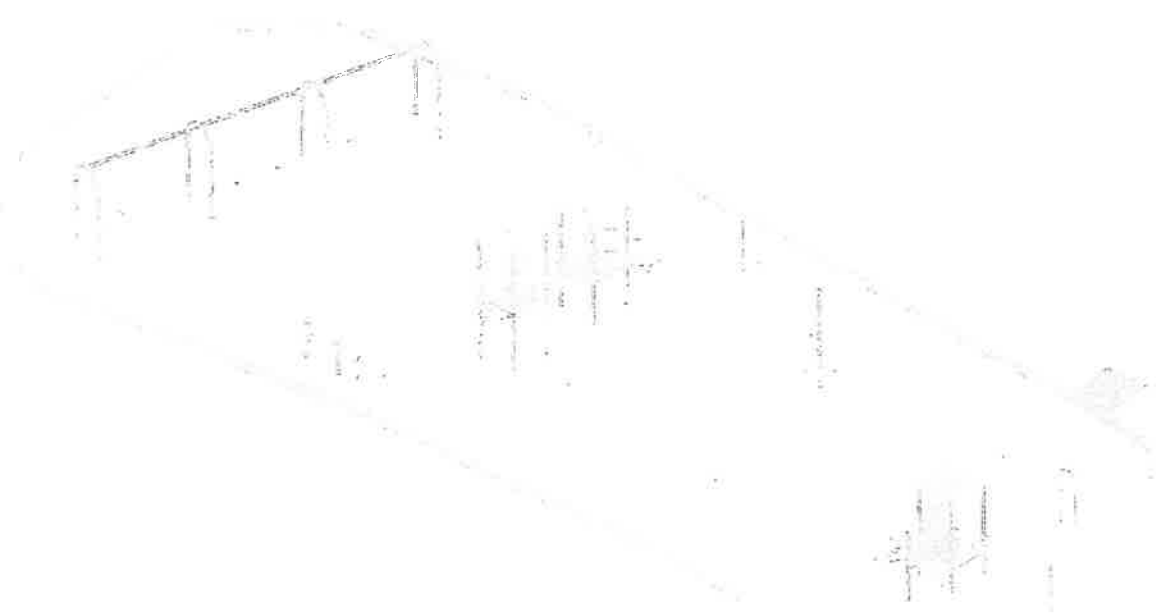
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STAY HOME

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**FY 2023 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-23-CP-VT-1510**

Grantee Name: City of Newport
Grantee Address: 222 Main St. Newport, VT 05855
Grantee's Unique Entity Identifier (UEI):
Grantee's Employer Identification Number (EIN)
Federal Award Identification Number (FAIN) B-23-CP-VT-1510
Assistance Listing Number and Name 14.251 Economic Development Initiative,
Community Project Funding, and Miscellaneous Grants
Period of Performance/Budget Period Start Date Date of grant obligation
Period of Performance/Budget Period End Date August 31, 2031

This Grant Agreement between the Department of Housing and Urban Development (HUD) and City of Newport (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2023 (Public Law 117-103) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on December 20, 2022 (Explanatory Statement).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance Budget Period Start Date and Period of Performance Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$500,000 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix I to the Grant Agreement on the date that HUD signs this Grant Agreement.

B. Approved Budget. The Grantee must use the Grant Funds as provided by the Approved Budget. Unless changed in accordance with Article III, section C of this Grant Agreement, the Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved line-item budget as Appendix 2 to this Grant Agreement on the date that HUD signs this Grant Agreement.

C. Project and Budget Changes. All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Grant Agreement. To request HUD's approval for a change in the Project or Approved Budget, the Grantee must submit a formal letter to the Director of HUD's Office of Economic Development - Congressional Grants Division through the assigned Grant Officer. The letter must be submitted by email to the assigned Grant Officer and must provide justification for the change. The email submitting the letter must also include a revised project narrative or revised line-item budget, as applicable, that includes the requested change. The Grantee is prohibited from making project or budget changes that would conflict with the Applicable Appropriations Act Conditions described in Article III, section D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website. The HUD Office of Economic Development - Congressional Grants Division will notify the Grantee in writing, by email, whether HUD approves or disapproves the change. Before the Grantee expends Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, the Grantee must update its grant information in Disaster Recovery Grant Reporting (DRGR) to reflect that change.

D. Applicable Appropriations Act Conditions. The conditions that apply to the Grant Funds as provided by the Consolidated Appropriations Act, 2023 and the Explanatory Statement are hereby incorporated and made part of this Grant Agreement. In the event of a conflict between those conditions, the conditions provided by the Act will govern. The Grant Funds are not subject to the Community Development Block Grants regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. As authorized under 2 CFR 200.307(e)(2), program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. Any program income that cannot be expended on allowable costs under this Grant Agreement must be paid to HUD before closeout of the grant, unless otherwise specified by an applicable Federal statute.

F. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education, the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200, Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

G. The Grantee must comply with any specific award conditions that HUD may attach to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

H. The Grantee is responsible for managing the Project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the Project, the grant closeout, and compliance with all applicable federal requirements. The Grantee may subaward all or a portion of its funds to one or more subrecipients, as identified in the Project Narrative (Appendix 1) or as may be approved by HUD in accordance with 2 CFR 200.308. All subawards made with funding under this Grant Agreement are subject to the subaward requirements under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV. A subaward may be made to a for-profit entity only if HUD expressly approves that subaward and the for-profit entity is made subject to the same Federal requirements that apply to all other subrecipients, including the requirements 2 CFR part 200 provides for a "non-Federal entity" that receives a subaward.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the Project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After December 29, 2022, neither the Grantee nor any of its contractors, subrecipients and other funding and development partners may undertake, or commit or expend Grant Funds or local funds for, project activities (other than for planning, management, development and administration activities), unless a contract requiring those activities was already executed on or before December 29, 2022, until one of the following occurs: (i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds; (ii) the Responsible Entity has determined and documented in its environmental review record that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or (iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee (recipient) shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. If the Grantee is a Tribe or a Tribally Designated Housing Entity (TDHE) as established under 24 CFR 1000.206, the Grantee must comply with the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a). The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendments become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which are hereby incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352. (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must include in its award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using Standard Form- LLL (SF-LLL), "Disclosure of Lobbying Activities." In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. The Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.

L. If Grant Funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure: and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting: Pre-Renovation Education: and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3

accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must administer its Grant Funds in accordance with the Conflict of Interest requirements set forth in Appendix 6 of this Grant Agreement.

Q. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.

R. The Grantee must comply with the award term and condition regarding trafficking in persons in Appendix 7 of this Grant Agreement.

S. The assurances and certifications the Grantee has made and submitted to HUD are incorporated by this reference and made part of this Grant Agreement.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down Grant Funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use HUD's Disaster Recovery Grant Reporting (DRGR) system to draw down Grant Funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the Grantee's Project and Approved Budget as described in Article III, sections A and B of this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget.

E. The Grantee must expend all Grant Funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of Grant Funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article VI of this Grant Agreement. The Grantee must expend program income before drawing down Grant Funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any Grant Funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the Grantee is advised to make its final request for payment under the grant no later than September 15, 2031.

ARTICLE VI. Program-Specific Reporting Requirements

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives of the Project as described in Article III, section A of this Grant Agreement, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>).

D. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

E. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

F. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311(c), 200.313(e), and 200.314(a).

ARTICLE VII. Project Closeout

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to closeout the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in Article III, section A of this Grant Agreement. HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with Grant Funds.

E. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability

requirements of 2 CFR part 200, subpart E); a certification of the costs; and the amounts and sources of other project funds.

4. A final performance report providing a comparison of actual accomplishments with the objectives of the Project, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default

A default under this Grant Agreement shall consist of any use of Grant Funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the Federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information

Except where this Grant Agreement specifically states otherwise, all requests, submissions, and reports the Grantee is required to make to HUD under this Grant Agreement must be made in writing via email to CPFGrants@hud.gov.

This agreement is hereby executed on behalf of the Grantee and HUD as follows:

GRANTEE

(Name of Organization)

BY: _____

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

HUD

BY: _____

Robin J. Keegan.

Deputy Assistant Secretary for Economic Development

(Date)

APPENDIX 1 – Project Narrative

APPENDIX 2 – Approved Budget

APPENDIX 3 – Grantee's Indirect Cost Rate Information

Subject to the applicable requirements in 2 CFR part 200 (including its appendices), the Grantee will use an indirect cost rate as represented by the Grantee below:

- The Grantee will not use an indirect cost rate to charge its indirect costs to the grant.
- The Grantee will use the indirect cost rate(s) identified in the table below to charge its indirect costs to the grant.

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
_____	_____ %	_____
_____	_____ %	_____

[PLEASE NOTE: The grantee must check one of the two boxes above. If the second box is checked, the corresponding table must be filled out as described below.]

The table must include each indirect cost rate that will be used to calculate the Grantee's indirect costs under the grant. The table must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department agency (including if the de minimis rate is used per 2 CFR 200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.]

APPENDIX 4 –

Award Term and Condition for Grantee Integrity and Performance Matters

Reporting of Matters Related to Grantee Integrity and Performance

1. General Reporting Requirement

If the total value of the Grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time the Grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which Grantee Must Report

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5, of this award term and condition, that resulted in a finding of fault and liability and the Grantee's payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the Grantee's part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. The Grantee does not need to submit the information a second time under assistance awards that the Grantee received if the Grantee already provided the information through SAM because the Grantee was required to do so under Federal procurement contracts that the Grantee was awarded.

4. Reporting Frequency

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that the Grantee has not reported previously or affirm that there is no new information to report. If the Grantee has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Grantee must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a cost share or match requirement; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

APPENDIX 5 – Specific Award Conditions
NONE.

APPENDIX 6 – Conflict of Interest Requirements

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's Project, taking into account the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and

b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

b. Whether an opportunity was provided for open competitive bidding or negotiation;

c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception

will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class:

d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question:

e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii):

f. Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

g. Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

APPENDIX 7 – Award Term and Condition Regarding Trafficking in Persons

The following award term and condition, which is required by 2 CFR part 175, applies as written:

a. Provisions applicable to a grantee that is a private entity.

1. You as the grantee, your employees, subrecipients under this award, and subrecipients' employees may not—

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR 2424.

b. Provision applicable to a grantee other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR 2424.

c. Provisions applicable to any grantee.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

- i. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Special Council Meeting

April 3, 2024

A duly warned Special Meeting of the Newport City council was held on Wednesday, April 3, 2024, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President Chris Vachon, Kevin Charboneau, Rick Ufford-Chase, Clark Curtis, City Manager Jonathan DeLaBruere, City Clerk/Treasurer James Johnson, Comptroller Becky Therrien.

Mayor Sullivan opened the meeting at 5:00PM.

Additions/Deletions to the Agenda

None

Increase to the City of Newport's Line of Credit

Mr. Ufford-Chase moved to increase the Line of Credit. Seconded by Mr. Vachon, motion carried.

Mr. Curtis abstained.

Comments by the Public

Anne Chiarello commented on expenses.

Pam Ladds commented on expenses.

New Business

Mr. Curtis moved to approve vendor permits for Freddy's BBQ and Buggy's Breakfast. Seconded by Mr. Vachon, motion carried.

Mayor Sullivan will be meeting with the Governor on April 13th.

Old Business

The council signed the Rules of Procedure approved at the April 1st meeting.

Adjourn

Mr. Charboneau moved to adjourn at 6:07pm. Seconded by Mr. Vachon, motion carried.

Attested _____ This _____ Day of April 2024.

Mayor



Jonathan DeLaBruere <jonathan.delabruere@newportvermont.org>

Fwd: Request for approval to provide legal services

2 messages

Linda Sullivan Joy <lindajaysullivan2@gmail.com>

Wed, Mar 27, 2024 at 4:50 PM

To: jonathan delabruere <jonathan.delabruere@newportvermont.org>

Sent from my iPhone while on the go
Apologies for typos or grammatical error

Linda Sullivan, MBA, CPA, LL.M
Email: lindajaysullivan2@gmail.com
Cell: 802-558-1457
Commissioner-Vermont State Housing Authority
Board Member CampaignforVermont
Linda Sullivan, MBA, CPA, LL.M

Pursuant to Internal Revenue Service Circular 230, we are required to advise you that if there is any tax advice contained herein, it is not intended to be used, and cannot be used, by the addressee or any taxpayer, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code.

This e-mail communication is confidential and is intended only for the individual(s) or entity named above and others who have been specifically authorized to receive it. If you are not the intended recipient, please do not read, copy, use or disclose the contents of this communication to others. Please notify the sender that you have received this email in error by replying to the email. Please then delete the email and any copies of it.

Begin forwarded message:

From: Ian Carleton <icarleton@sheeheyvt.com>
Date: March 27, 2024 at 4:45:16 PM EDT
To: Linda Sullivan Joy <lindajaysullivan2@gmail.com>
Subject: Request for approval to provide legal services

Dear Mayor Sullivan,

I write to request that our law firm, Sheehey Furlong & Behm, P.C. be considered for approval to provide legal services to the City of Newport, Vermont.

Sheehey is a Burlington based full-service law firm comprised of 20 attorneys and 3 paralegals. We generally divide our legal services into three practice areas – litigation, transactional/corporate, and regulatory, with roughly 6 to 8 attorneys capable of practicing in each area, and several attorneys cross-designated to practice in more than one.

From 2017 through the end of 2022 I served as Director of Litigation, then served as the firm's Managing Partner in 2023.

With respect to the numerous and varied legal needs of a municipality such as Newport, our team has broad experience in a variety of legal disciplines that may be relevant, including but not limited to:

- Litigation in state and federal court, including extensive jury trial experience;
- Contract negotiation and review;
- Evaluation and composition of corporate/municipal policies and charter questions;
- Addressing employment law questions/employee grievances;
- Handling Public Records Act requests;
- Attendance of and participation in city council meetings and related committee meetings;
- Researching council agenda items and drafting resolutions/motions;
- Negotiating and processing real estate transactions, real estate development, and environmental/regulatory proceedings relating thereto.

We perform all of the above tasks for a variety of individual, corporate and governmental (including municipal) clients, and it would be our pleasure to work for the City of Newport as well.

As we have previously discussed, we propose performing the foregoing legal services at the rate of \$250/hr for attorneys, and a rate substantially below that, but to be determined at a later point, for paralegals to perform law related tasks that do not require attorney level expertise. We would be happy to fix that paralegal rate in advance of any work for the City.

Please let me know if you would like any additional information, or would like more detail on our experience in any of the above categories.

Thank you for your consideration.

Ian P. Carleton

Attorney

Sheehey Furlong & Behm P.C.

www.sheeheyvt.com

D: 802.865.6321 | C: 802.734.0609

(he/him/his)

Linda Joy Sullivan <mayor.sullivan@newportvermont.org>
To: jonathan delabruere <jonathan.delabruere@newportvermont.org>

Wed, Mar 27, 2024 at 5:43 PM

Linda Joy Sullivan, CPA, MBA, LL.M
Mayor, Newport City, Vermont

Cell: 802-558-1457

Pursuant to Internal Revenue Service Circular 230, we are required to advise you that if there is any tax advice contained herein, it is not intended to be used, and cannot be used, by the addressee or any taxpayer, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code.

This e-mail communication is confidential and is intended only for the individual(s) or entity named above and others who have been specifically authorized to receive it. If you are not the intended recipient, please do not read, copy, use or disclose the contents of this communication to others. Please notify the sender that you have received this email in error by replying to the email. Please then delete the email and any copies of it.

Begin forwarded message:

From: Linda Sullivan Joy <lindajaysullivan2@gmail.com>
Date: March 27, 2024 at 4:50:23 PM EDT
To: jonathan delabruere <jonathan.delabruere@newportvermont.org>
Subject: Fwd: Request for approval to provide legal services

[Quoted text hidden]



Jonathan DeLaBruere <jonathan.delabruere@newportvermont.org>

Fwd: More information on SFB municipal and charter work

2 messages

Linda Joy Sullivan <lsullivan@ljsreceiver.com>

Tue, Apr 9, 2024 at 5:06 PM

To: jonathan delabruere <jonathan.delabruere@newportvermont.org>

Here you go

Linda Joy Sullivan, MBA, CPA, LL.M

Dissolution Receiver, Koffee Kup Entities Estate

Cell: 802-558-1457

Sent from my iPad

Begin forwarded message:

From: Ian Carleton <icarleton@sheeheyvt.com>

Date: April 9, 2024 at 4:33:47 PM EDT

To: Linda Joy Sullivan <lsullivan@ljsreceiver.com>

Subject: More information on SFB municipal and charter work

Mayor Sullivan,

This email responds to your request for additional information on our firm's municipal representation and charter interpretation experience.

Specific to your request – charter review and compliance is a routine part of our work as Town Counsel for Windsor and Weathersfield. For instance, we review and interpret town charters when issuing legal opinions for loans to the municipalities, or when questions arise about board membership, voting, notice requirements, etc. for those municipalities. As for other municipalities, we have been engaged to handle tax appeals for the City of Springfield, and to perform internal investigations for the City of Burlington. We also represent the Hartland Planning Commission in certain matters.

More broadly – while not directly responsive to your request, the direct experience in municipal government of several of the attorneys who would be working on Newport matters relevant as well. I spent five years serving on the Burlington City Council, two of them as Council President, and presided over numerous charter change initiatives. During that time I chaired Burlington City Council's Ordinance Committee (I don't remember for how many years). Prior to my election as City Councilor I served on the Burlington Planning Commission. My partner Kevin Lumpkin is former Chair of the Winooski Development Review Board, and my partner Peter Raymond is currently Chair of the Middlesex Development Review Board.

I hope that is helpful. Please let me know if you have any other questions.

Ian P. Carleton

Attorney

Sheehey Furlong & Behm P.C.

www.sheeheyvt.com

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(he/him/his)

Linda Joy Sullivan <mayor.sullivan@newportvermont.org>
To: jonathan delabruere <jonathan.delabruere@newportvermont.org>

Tue, Apr 9, 2024 at 5:13 PM

Here you go
Use this one for the packet
Linda Joy Sullivan, CPA, MBA, LL.M
Mayor, Newport City, Vermont
Cell: 802-558-1457

Pursuant to Internal Revenue Service Circular 230, we are required to advise you that if there is any tax advice contained herein, it is not intended to be used, and cannot be used, by the addressee or any taxpayer, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code.

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Begin forwarded message:

From: Linda Joy Sullivan <lsullivan@ljsreceiver.com>
Date: April 9, 2024 at 5:06:27 PM EDT
To: jonathan delabruere <jonathan.delabruere@newportvermont.org>
Subject: Fwd: More information on SFB municipal and charter work

Here you go
[Quoted text hidden]

Memo

To: The Newport City Council
From: Frank Cheney, Zoning Administrator
Date: April 15, 2024
RE: Appointments

The Newport City Developmental Review Board and Newport Zoning Administrator would like to thank the Newport City Council for the opportunity to interview three prospective candidates for possible appointment to the board. The members of the DRB found all interested parties to be well qualified and is pleased to recommend Jay Walsh, Laurie Grimm and Andrew Touchette for potential appointment to two-year terms that would end in 2026.

The Developmental Review Board would advise that an odd numbered board is most appropriate and is requesting that at this time the DRB be increased to seven full time members.

Current Newport City Developmental Review Board

Agathe Coburn Chair


Denis Chenette, Vice Chair

Patrick Hurley, Secretary

Jay Gonyaw

Mellisa Pettersson

Respectfully submitted



Frank Cheney, Zoning Administrator

Records Retention Policy
City of Newport

I. **PURPOSE**

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all City of Newport officials and employees conform with and are aware of those mandates.

II. **SCOPE**

This Policy covers all “public records” of the City of Newport as defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

III. **POLICY STATEMENT**

It is the policy of the City of Newport to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as the “Vermont Public Records Act”). All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of City of Newport business, shall be managed in accordance with the Record Retention Schedule below.

IV. **UNIFORM LAWS, STANDARDS, AND PROCEDURES**

- a. 1 V.S.A. §§ 315–320: Access to Public Records, including 1 V.S.A. § 317A: Disposition of Public Records.
- b. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- c. 3 V.S.A. § 218: Agency/Department Records Management Program
- d. Archives and Records Management Standards and Best Practices
<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

V. **GENERAL AND SPECIFIC RECORD SCHEDULES AND DISPOSITION ORDERS**

Vermont State Archives & Records Administration’s (hereafter referred to as VSARA) General Record Schedules (GRS) and Specific Record Schedules for Municipalities (SRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS or SRS to define the retention period. These documents will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in May 2024 and every March thereafter, the City of Newport will perform a review of its records, organized and led by the City Manager, and dispose of any records that have been completed, closed, expired, become obsolete or superseded as specified in the Record Retention Schedule (below) provided that:

1. The record has been authorized for destruction through a GRS, SRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS, SRS or DO, has been fully met.
3. Any additional retention requirement adopted by the City of Newport and included in this policy has been fully met.

Records not yet covered by a GRS, SRS or DO will not be destroyed, and will be retained by the City of Newport.

VSARA had defined the term “permanent retention” as meaning until the State of Vermont no longer exists.

The term “audit” is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the City of Newport to transfer files to future file formats.

Beginning in May 2024, City Officials and City personnel shall manage their email by placing obsolete, or superseded emails in a separate file (not the email “trash” file) to preserve them until the next review and disposal pursuant to this policy.

To bring the City of Newport into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in May 2024.

The City of Newport City Council reviewed and approved this procedure at their most recent meeting on _____.

VII. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of

Administration, Public Record Division, State of Vermont General Record Schedule (GRS), Specific Record Schedules for Municipalities (SRS) and VSARA, and the Environmental Protection Agency.

- GRS-1000.1102 Administrative Policy Records
https://sos.vermont.gov/media/rztj0udv/grs-10001102_administrating.pdf
- GRS-1000.1012 Budget Records
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-100.1126 Contract Files
https://sos.vermont.gov/media/i4rfdit2/grs-10001126_contracting.pdf
- GRS-1009.1103 Payroll Management Records
https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf
- GRS-1304.1103 Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf
- GRS-1000.1000 Transitory Records
https://sos.vermont.gov/media/0mxm1ffr/grs-10001000_transitoryrecords.pdf
- GRS-1000.1033 Enforcement Records
https://sos.vermont.gov/media/htha1dzh/grs-10001033_enforcing.pdf
- GRS-1482.1104 Land Use and Related Permits
https://sos.vermont.gov/media/t20jowbl/grs-14821104_permittinglanddevelopment.pdf
- SRS-1490.1059 Liquor Control Commissioners
https://sos.vermont.gov/media/c1wlvvpz/controlcommissioners_approvedrecordschedule.pdf
- SRS-1821.1100; SRS-1819.1102; SRS-1819.1103; and SRS-1819.1100; SRS-1818.1129 Municipal Police Departments
https://sos.vermont.gov/media/vthhz3gz/municipalpolice_approvedrecordschedule.pdf

VIII. RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the City of Newport, their location, GRS or DO retention references, retention required by the reference, and the City of Newport's additional retention requirements. This policy authorizes City of Newport employees to properly

dispose of records that have been retained for the length of their retention period.

Type of Records	Location	Schedule	Applicable GRS, SRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Correspondence (Routine)	City Email System and various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.28	Until Obsolete	Until obsolete, plus next review and disposal	Delete from email; shred hard copies
Drafts	City Email System and various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.37	Until Obsolete	Until obsolete, plus next review and disposal	Delete from email and electronic files; shred hard copies
Notes	Various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.60	Until Obsolete	Until obsolete, plus next review and disposal	Delete from electronic files; shred hard copies
Publications	Various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.74	Until Obsolete	Until obsolete, plus next review and disposal	Delete from electronic files; recycle hard copies
Reference sources	Various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.139	Until Obsolete	Until obsolete, plus next review and disposal	Delete electronic files; recycle hard copies
Requests	Various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.139	Until Obsolete	Until obsolete, plus next review and disposal	Delete electronic files; recycle hard copies

Type of Records	Location	Schedule	Applicable GRS, SRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Worksheets	Various City personnel personal files	Transitory Records GRS-1000.1000	GRS-1000.1000.104	Until Obsolete	Until obsolete, plus next review and disposal	Delete electronic files; recycle hard copies
Agendas	City Website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	Follow State GRS	Delete from website
Applications for a board or committee	City Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.8	Until Obsolete	Until obsolete, plus 3 years	Recycle
Appointment decisions	City Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record all appointments in the Council minutes
Bid Award Letters	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.133	Expired plus 3 years	Follow State GRS	Recycle
Bids	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.149	Expired plus 3 years	Follow State GRS	Recycle
Budget reports	City Manager files	Budget Records GRS 1000.1012	GRS 1000.1012.144	End of fiscal year plus 3 years	Follow State GRS	Recycle
Calendar of meetings	City Website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	End of calendar year plus 1 year	Follow State GRS	Delete from website
Contract Award Letters	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.133	Expired plus 3 years	Follow State GRS	Recycle
Contracts	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.26	Expired plus 3 years	Follow State GRS	Recycle
Correspondence about Contracts, substantive	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.53	Expired plus 3 years	Follow State GRS	Recycle

Type of Records	Location	Schedule	Applicable GRS, SRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Correspondence regarding appointments or resignations	City Manager correspondence files	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	Follow State GRS	Recycle or shred if personnel issues
Direct Deposit authorization	Human Resources Personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	Follow State GRS	Shred
Drafts of internal documents not requiring public review	City Manager files	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	Until obsolete	Until obsolete, plus next review and disposal	Recycle
Drafts of ordinances/plans submitted to public review	City Manager files	Administrative Policy Records 1000.1102	Use citation for the type of document	Permanent	Permanent	Archival files in vault
Grant applications, not awarded	City Manager Grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	Follow State GRS	Recycle
Grant documentation, not of significant administrative value	City Manager Grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer.	Follow State GRS	Recycle
I-9	City Manager files 3-ring binder	Personnel Files GRS 1304.1103	GRS 1304.1103.32	Until end of employment, plus 6 years	Follow State GRS	Shred

Type of Records	Location	Schedule	Applicable GRS, SRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Insurance Coverage Docs VLCT	City Manager files 3-ring binder	Contracting GRS 1000.1126	GRS 1000.1126.26	Expired plus 3 years	Follow State GRS	Recycle
Minutes of any board or committee	Minute Books City Clerk's Office - Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	Record in archival minute books
Notice of Vacancy	City Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	Until filled plus 1 year	Follow State GRS	Recycle
Notices, routine (for regular or special meetings)	City Manager files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Follow State GRS	Recycle/delete from website
Notices, substantive (for public hearings, adoption of ordinances, etc.)	City Manager files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Permanent	Record with minutes
OSHA 300 log	Human Resources Files	Federal statutes	29 CFR § 1904.33	End of calendar year plus 5 years	Follow Federal statute	Recycle or shred if personal info
Overweight Permits	City Manager files 3-ring Binder	Disposition Orders	DO 9821 (#107)	2 years	Follow DO	Recycle
Payroll Deduction authorizations	Human Resources Personnel files	Payroll Records 1009.1103	GRS- 1009.1103.141	Keep current authorization Keep superseded authorization until audit complete plus 1 year	Follow State GRS	Shred

Type of Records	Location	Schedule	Applicable GRS, SRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Performance Evaluations	Human Resources Personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	Until no longer an employee, plus 6 years	Shred
Policies	City Manager Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive?")	Follow State GRS	File or recycle
Procedures, enacted by Council	City Manager Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	Follow state GRS	File or recycle
Requests for Proposals	City Manager files	Contracting GRS 1000.1126	GRS 1000.1126.83	Expired plus 3 years	Follow State GRS	Recycle
Resignation from a board or committee	City Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	Follow State GRS	Recycle or shred if personnel issues
Studies	City Manager miscellaneous files	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	Permanent	Archival files in vault
Timesheets	City Manager files	Payroll Records 1009.1103	GRS-1009.1103.144	Audit plus 1 year	Follow State GRS	Recycle
City Plan	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Record in City record book and put a copy in the archival files
City Plan, drafts, and record of adoption	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Archival files in vault
Agreements	City Manager Files	Enforcement Records 1000.1033	GRS 1000.1033.5	Until Expired Plus 6 Years	Follow GRS	Confirm with State Archivist prior to disposal

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Complaints	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.24	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Correspondence (Substantive)	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.53	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Decisions	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.133	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Notices, Legal	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.50	Until completed/ closed, plus 1 year	Follow GRS	Delete or Recycle
Orders	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.63	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Registers	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.81	Until superseded	Follow GRS	Confirm with State Archivist prior to disposal
Reports (re: enforcement actions)	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.144	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Supporting material	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.36	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal
Waivers	City Manager Files	Enforcement Records GRS-1000.1033	GRS 1000.1033.150	Until completed/ closed, plus 6 years	Follow GRS	Confirm with State Archivist prior to disposal

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Applications	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.8	Until completed/ closed, plus 3 years	Follow GRS	Shred/delete
Authorizations	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.141	Until expired	Follow GRS	Shred/delete
Certificates	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.21	Until superseded, plus 3 years	Follow GRS	Shred/delete
Correspondence (Substantive)	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.53	Until expired, plus 15 years	Follow GRS	Confirm with State Archivist prior to disposal
Decisions	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.133	Until expired, plus 15 years	Follow GRS	Confirm with State Archivist prior to disposal
Notices, Legal (Land Use)	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.50	Until completed/ closed, plus 1 year	Follow GRS	Shred/delete
Registers	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.81	Until superseded	Follow GRS	Confirm with State Archivist prior to disposal
Supporting material (Land Use)	ZA/City Manager Files	Land Use and Related Records GRS-1482.1104	GRS 1482.1104.36	Until expired, plus 15 years	Follow GRS	Confirm with State Archivist prior to disposal

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Liquor License Applications	Clerk Files	SRS-1490.1059	SRS-1490.1059.8	Until Expired, plus 1 year	Follow SRS	Shred or Recycle
Liquor License Decisions	Clerk Files	SRS-1490.1059	SRS-1490.1059.133	Until Expired, plus 1 year	Follow SRS	Shred or Recycle
Liquor Licenses	Clerk Files	SRS-1490.1059	SRS-1490.1059.54	Until Expired, plus 1 year	Follow SRS	Shred or Recycle
Liquor License Legal Notices	Clerk Files	SRS-1490.1059	SRS-1490.1059.50	Until Completed/ Closed, plus 1 year	Follow SRS	Shred or Recycle
Liquor Permits	Clerk Files	SRS-1490.1059	SRS-1490.1059.66	Until Expired, plus 1 year	Follow SRS	Shred or Recycle
Liquor Registers	Clerk Files	SRS-1490.1059	SRS-1490.1059.81	Until Superseded	Follow SRS	Shred or Recycle
Police Complaints	Police Chief Files	SRS-1821.1100	SRS-1821.1100.24	Until Completed/ Closed	Follow SRS	Shred
Police Decisions	Police Chief Files	SRS-1821.1100	SRS-1821.1100.133	Until Completed/ Closed	Follow SRS	Shred
Police Declarations	Police Chief Files	SRS-1821.1100	SRS-1821.1100.32	Until Completed/ Closed	Follow SRS	Shred
Police Evidence	Police Chief Files	SRS-1821.1100	SRS-1821.1100.136	Until Completed/ Closed	Follow SRS	Shred
Police Registers	Police Chief Files	SRS-1821.1100	SRS-1821.1100.81	Until Superseded	Follow SRS	Confirm with the State Archivist and Archive
Police Reports	Police Chief Files	SRS-1821.1100	SRS-1821.1100.144	Until Completed/ Closed	Follow SRS	Shred
Police Subpoenas	Police Chief Files	SRS-1821.1100	SRS-1821.1100.121	Until Completed/ Closed	Follow SRS	Shred
Police Supporting Materials	Police Chief Files	SRS-1821.1100	SRS-1821.1100.36	Until Completed/ Closed	Follow SRS	Shred
Police Warrants	Police Chief Files	SRS-1821.1100	SRS-1821.1100.102	Until Completed/ Closed	Follow SRS	Shred

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Police Admin. Agreements	Police Chief Files	SRS-1819.1102	SRS-1819.1102.5	Until Expired, plus 3 years	Follow SRS	Archive
Police Admin. Authorizations	Police Chief Files	SRS-1819.1102	SRS-1819.1102.141	Until Expired, plus 3 years	Follow SRS	Archive
Police Admin. Calendars	Police Chief Files	SRS-1819.1102	SRS-1819.1102.19	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Admin. Correspondence (Substantive)	Police Chief Files	SRS-1819.1102	SRS-1819.1102.53	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Admin. Declarations	Police Chief Files	SRS-1819.1102	SRS-1819.1102.32	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Admin. Grants	Police Chief Files	SRS-1819.1102	SRS-1819.1102.173	Until Completed/ Closed, plus 3 years	Follow SRS	Shred or Recycle
Police Admin. Legal Notices	Police Chief Files	SRS-1819.1102	SRS-1819.1102.50	Until Completed/ Closed, plus 1 year	Follow SRS	Shred
Police Admin. Plans (Reports)	Police Chief Files	SRS-1819.1102	SRS-1819.1102.69	Until Superseded, plus 3 years	Follow SRS	Archive
Police Admin. Policies	Police Chief Files	SRS-1819.1102	SRS-1819.1102.70	Until Superseded, plus 3 years	Follow SRS	Archive
Police Admin. Press Releases	Police Chief Files	SRS-1819.1102	SRS-1819.1102.72	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Admin. Procedures	Police Chief Files	SRS-1819.1102	SRS-1819.1102.73	Until Superseded, plus 3 years	Follow SRS	Archive

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Police Admin. Reports	Police Chief Files	SRS-1819.1102	SRS-1819.1102.144	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Admin. Studies	Police Chief Files	SRS-1819.1102	SRS-1819.1102.116	Until Completed/ Closed, plus 3 years	Follow SRS	Archive
Police Operational Agreements	Police Chief Files	SRS-1819.1103	SRS-1819.1103.5	Until Expired, plus 3 years	Follow SRS	Shred or Recycle
Police Operational Calendars	Police Chief Files	SRS-1819.1103	SRS-1819.1103.19	Until Calendar year Ends, plus 1 year	Follow SRS	Shred or Recycle
Police Operational Logs	Police Chief Files	SRS-1819.1103	SRS-1819.1103.145	Until Obsolete	Follow SRS	Shred or Recycle
Police Operational Plans (Reports)	Police Chief Files	SRS-1819.1103	SRS-1819.1103.69	Until Completed/ Closed, plus 3 years	Follow SRS	Shred or Recycle
Police Operational Procedures	Police Chief Files	SRS-1819.1103	SRS-1819.1103.73	Until Superseded, plus 3 years	Follow SRS	Shred or Recycle
Police Operational Reports	Police Chief Files	SRS-1819.1103	SRS-1819.1103.144	Until Completed/ Closed, plus 3 years	Follow SRS	Shred or Recycle
Police Operational Studies	Police Chief Files	SRS-1819.1103	SRS-1819.1103.116	Until Completed/ Closed, plus 3 years	Follow SRS	Shred or Recycle
Police Transitory Blanks	Police Chief Files	SRS-1819.1000	SRS-1819.1000.187	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Correspondence (Routine)	Police Chief Files	SRS-1819.1000	SRS-1819.1000.28	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Drafts	Police Chief Files	SRS-1819.1000	SRS-1819.1000.37	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Notes	Police Chief Files	SRS-1819.1000	SRS-1819.1000.60	Until Obsolete	Follow SRS	Shred or Recycle

Type of Records	Location	Schedule	Applicable GRS or DO (see references in § VII)	Minimum retention	City Additional Retention Requirements	Disposal Method
Police Transitory Publications	Police Chief Files	SRS-1819.1000	SRS-1819.1000.74	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Reference Sources	Police Chief Files	SRS-1819.1000	SRS-1819.1000.80	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Requests	Police Chief Files	SRS-1819.1000	SRS-1819.1000.139	Until Obsolete	Follow SRS	Shred or Recycle
Police Transitory Worksheets	Police Chief Files	SRS-1819.1000	SRS-1819.1000.104	Until Obsolete	Follow SRS	Shred or Recycle
Civil Violation Complaints	Police Chief Files	SRS-1818.1129	SRS-1818.1129.24	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Declarations	Police Chief Files	SRS-1818.1129	SRS-1818.1129.32	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Evidence	Police Chief Files	SRS-1818.1129	SRS-1818.1129.136	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Orders	Police Chief Files	SRS-1818.1129	SRS-1818.1129.63	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Petitions	Police Chief Files	SRS-1818.1129	SRS-1818.1129.67	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Registers	Police Chief Files	SRS-1818.1129	SRS-1818.1129.81	Until Superseded	Follow SRS	Confirm with State Archivist prior to disposal
Civil Violation Reports	Police Chief Files	SRS-1818.1129	SRS-1818.1129.144	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Subpoenas	Police Chief Files	SRS-1818.1129	SRS-1818.1129.121	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Supporting Material	Police Chief Files	SRS-1818.1129	SRS-1818.1129.36	Until Completed/ Closed	Follow SRS	Shred
Civil Violation Waivers	Police Chief Files	SRS-1818.1129	SRS-1818.1129.150	Until Completed/ Closed	Follow SRS	Shred

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of _____ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on _____, 20_____.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

TOWN ROAD AND BRIDGE STANDARDS

(June 5, 2019)
MUNICIPALITY OF Newport City, VERMONT

The Legislative Body of the Municipality of Newport City hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. Date of Adoption: 4/1/2005

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle YES or NO below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	<input checked="" type="checkbox"/> YES (Required by Act 64)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Section 2 – Class 4 Road Standards	YES (Required by Act 64) <i>N/A</i>	YES <input type="checkbox"/> NO <i>N/A</i>
Town-wide		
Section 3 - Perennial stream- bridge and culvert standards	<input checked="" type="checkbox"/> YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Section 5 - Roadway construction standards	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Section 6 - Guardrail standard	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Section 7 - Driveway access standard	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

*Hydrologically-connected road segments - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

**Adoption of standards on non-hydrologically-connected road segments does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the Vermont Better Roads Manual.
<https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Better%20Roads%20Manual%20Final%202019.pdf>

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 - Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 - Roadway construction standards – Sub-base and gravel standards.

All new or substantially reconstructed gravel roads shall have 12 inches* thick gravel sub-base, with an additional 3 inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 12 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 6 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 7 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference Vtrans Standard A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; the Vtrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of CITY OF NEWPORT, State of Vermont on May 4, 2020

Selectboard / City Council / Village Board of Trustees:





W. Scott Miller ★ Webster, NH
Phone/Fax 603.746.6302 ★ Cell 603.731.5086

MIDWAY CONTRACT

-for-

The City of Newport, VT

June 6th - 9th, 2024

This contract is a binding agreement between **MILLER AMUSEMENT CO.** of Webster, New Hampshire and their sponsor, **THE CITY OF NEWPORT, VT**, for the purpose of providing a midway consisting of amusement rides, food, and games for the above named event.

SPONSOR agrees to provide the following:

- * Adequate grounds to facilitate equipment.
- * Police (if required by town ordinance)
- * All city/town permits (if required)
- * Drinkable water supply hook-up
- * Dumpster
- * Portable Toilets or on-site bathroom facilities

For these considerations, **MILLER AMUSEMENT CO.** agrees to pay **SPONSOR** the following:

- * **15%** of the gross sale of ride tickets and pay-one-price bracelet sales
- * **\$50.00** per food concession
- * **\$50.00** per game concession

MILLER AMUSEMENT CO. will provide advertising posters, and or yard signs, merchant coupons to be distributed in area businesses by sponsor.

MILLER AMUSEMENT CO. will provide ticket boxes and ticket sellers for the event.

MILLER AMUSEMENTS will open Thursday 5pm- 10pm, Friday 5pm - 10pm, Sat. noon - 10pm., and Sunday Noon - 5pm. There will be 5 hour Pay-One-Price Ride bracelet specials each day for \$20.00 and regular tickets for the rides will be available also.

MILLER AMUSEMENT CO. will have the right to operate one Fried Dough Stand, one Cotton Candy Stand, one French Fry, and one Hamburg/Hot Dog/Sausage Stand, one ice cream stand and one Corndog/Lemonade stand exclusively, at this event.

MILLER AMUSEMENT CO. agrees to maintain, and have in full force, a \$1,000,000. midway liability insurance policy.....copy to be given sponsor prior to event opening listing Sponsors as additional insured.

Settlement of the above terms shall be made at the close of the event on Sunday, June 9th, 2024

SIGNED: W Scott Miller
MILLER AMUSEMENT CO.

SIGNED: _____
SPONSOR

DATE: 4/4/2024

DATE: _____



APPENDIX G CONTRACT AMENDMENT REQUEST FORM

AMENDMENT REQUEST DATE: GRANT #:

NAME OF GRANTEE: STATE(s):

CONTRACT START DATE: CONTRACT END DATE:

REQUESTED CONTRACT END DATE:

NOTE: NBRC allows extensions for SEID, EDA and USDA funded projects in one-year increments, with end dates of 9/30. For FEP funded projects, extensions are allowed in one-year increments, with end dates of 12/31. If additional time is being requested the amendment review process will also require approval of the State Program Manager(s) from the State(s) where the project is occurring.

TYPES OF AMENDMENT REQUEST:

Change in Authorized Official Only

Submit the following documents to NBRC as one PDF:

- Key Contacts Form
- Authorized Official Resolution

Contract Extension Only (No Budget, Match, or Scope changes)

Submit the following documents to NBRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Justification of need for contract extension
- Revised project timeline
- Description of project progress to date
- Confirmation budget and scope are not changing
- Confirmation committed match remains in place

Project Re-Scope (Changes to scope and outcomes, Budget, and Match Changes)

Submit the following documents to NBRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Description of Project re-scope (include what has been completed to date, reason for change, etc.)
- Revised project budget
- Revised project timeline
- Revised work plan
- Revised match commitment form (if applicable)

1. As a result of the project re-scope, is an update to the environmental review required? Yes No
If Yes, attach updated environmental review documentation.

2. Does the project re-scope result in additional historic preservation impact? Yes No
If Yes, attach documentation of how historic preservation impact will be addressed.

Submit one PDF of all required documentation by e-mail with your grant # referenced in the subject line to admin@nbrc.gov. For amendment questions please contact the appropriate NBRC Program Manager or Program Director Andrea Smith at (603) 369-3001.

Signature of Authorized Official for Grantee

Date



**APPENDIX G
CONTRACT AMENDMENT REQUEST FORM**

AMENDMENT REQUEST DATE: GRANT #:

NAME OF GRANTEE: STATE(s):

CONTRACT START DATE: CONTRACT END DATE:

REQUESTED CONTRACT END DATE:

NOTE: NBRC allows extensions for SEID, EDA and USDA funded projects in one-year increments, with end dates of 9/30. For FEP funded projects, extensions are allowed in one-year increments, with end dates of 12/31. If additional time is being requested the amendment review process will also require approval of the State Program Manager(s) from the State(s) where the project is occurring.

TYPES OF AMENDMENT REQUEST:

Change in Authorized Official Only

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Contract Extension Only (No Budget, Match, or Scope changes)

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- Revised work plan
- Revised match commitment form (if applicable)

1. As a result of the project re-scope, is an update to the environmental review required? Yes No
If Yes, attach updated environmental review documentation.

2. Does the project re-scope result in additional historic preservation impact? Yes No If Yes,
attach documentation of how historic preservation impact will be addressed.

Submit one PDF of all required documentation by e-mail with your grant # referenced in the subject line to admin@nbrc.gov. For amendment questions please contact the appropriate NBRC Program Manager or Program Director Andrea Smith at (603) 369-3001.

Signature of Authorized Official for Grantee

Date

RESOLUTION

A Resolution authorizing that Jonathan DeLaBruere, City Manager, is empowered to act on behalf of the City of Newport, VT as the Authorized Official and granted permission to sign all Northern Border Regional Commission investment documents for the NBRC19GVT10 Grant Award to the City of Newport, Vermont in the amount of \$250,000.

Resolved by the City Council of Newport, VT as follows:

WHEREAS, the City of Newport, VT has been awarded a Northern Border Regional Commission Grant in the amount of \$250,000 (NBRC19GVT10 Grant Award) for the Causeway Intersection Project;

NOW THEREFORE, the City Manager, Jonathan DeLaBruere is hereby authorized, on behalf of the City of Newport, VT to be the Authorized Official and apply for, accept, and expend grant funds from the Northern Border Regional Commission. As Authorized Official, City Manager Jonathan DeLaBruere has permission to sign all NBRC investment documents that bind the City of Newport for the NBRC19GVT10 Grant Award to the City of Newport, VT in the amount of \$250,000.

Approved this _____ day of _____, 2024

Linda Joy Sullivan, Mayor

Kevin Charbonneau

Chris Vachon

Clark Curtis

Rick Ufford-Chase

Key Contacts Form

* Applicant Organization Name:

City of Newport, Vermont

Enter the individual's role on the project (e.g., project manager, fiscal contact).

* Contact 1 Project Role: Authorized Official

Prefix:

* First Name: Jonathan

Middle Name:

* Last Name: DeLaBruere

Suffix:

Title: City Manager

Organizational Affiliation:

City of Newport, Vermont

* Street1: 222 Main Street

Street2:

* City: Newport

County: Orleans

* State: VT: Vermont

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 05855

* Telephone Number: 802-334-5136

Fax:

* Email: jonathan.delabruere@newportvermont.org

Next Person

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 1
 NEWPORT VT 05855-5000 0

=====
 Passumpsic Savings Bank 802-748-3196 or 800-370-3196
 Thank you for choosing Passumpsic Savings Bank for your banking needs.
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 may review our policy and practices with respect to your personal
 information at <https://www.passumpsicbank.com/privacy-policy>
 or we will mail you a free copy upon request if you call us at
 1-800-370-3196

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 06/30/23	5,008.67
	2 CREDITS	175.18
	DEBITS	.00
	THIS STATEMENT 08/01/23	5,183.85
TOTAL DAYS IN STATEMENT PERIOD 07/01/23 THROUGH 08/01/23:		32

----- DEPOSITS -----
 REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT
 07/17 175.00

----- OTHER CREDITS -----
 DESCRIPTION DATE AMOUNT
 INTEREST 08/01 .18

* * * C O N T I N U E D * * *

ACCOUNT: XXXXXX9251 PAGE: 1
 DOCUMENTS: 1 09/01/2023

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
 NEWPORT VT 05855-5000 1

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 1-800-370-3196

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 08/01/23	5,183.85
	1 CREDITS	.11
	1 DEBITS	2,000.00
	THIS STATEMENT 09/01/23	3,183.96
TOTAL DAYS IN STATEMENT PERIOD 08/02/23 THROUGH 09/01/23:		31

	- - - - - OTHER CREDITS - - - - -	
DESCRIPTION	DATE	AMOUNT
INTEREST	09/01	.11

	- - - - - CHECKS - - - - -					
CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
1004 08/08 2,000.00						

* * * C O N T I N U E D * * *

CITY OF NEWPORT
EAST MAIN ST. CEMETERY FUND

59-7477/118 1004

DATE August 7, 2023

PAY TO THE ORDER OF Peak View Lawn Care \$ 2000.00
two thousand and 00/100 DOLLARS

Passumpsic Bank
Start your adventure.
MEMO August 2023

[Signature]

⑆ 21167477515250019251⑆ 1004

Check 1004 \$\$2,000.00 8/8/2023

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CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
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 1-800-370-3196

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

LAST STATEMENT 09/01/23	3,183.96
1 CREDITS	.08
DEBITS	.00
THIS STATEMENT 09/29/23	3,184.04
TOTAL DAYS IN STATEMENT PERIOD 09/02/23 THROUGH 09/29/23:	28

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
INTEREST		09/29	.08

----- I N T E R E S T -----

AVERAGE LEDGER BALANCE:	3,183.96	INTEREST EARNED:	.08
AVERAGE AVAILABLE BALANCE:	3,183.96	DAYS IN PERIOD:09/02/23-09/29/23:	28
INTEREST PAID THIS PERIOD:	.08	ANNUAL PERCENTAGE YIELD EARNED:	.03%
INTEREST PAID 2023:	1.68		

* * * C O N T I N U E D * * *

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
 NEWPORT VT 05855-5000 0

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 1-800-370-3196

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 09/29/23	3,184.04
	1 CREDITS	.10
	DEBITS	.00
	THIS STATEMENT 11/01/23	3,184.14
TOTAL DAYS IN STATEMENT PERIOD 09/30/23 THROUGH 11/01/23:		33

	OTHER CREDITS		
DESCRIPTION		DATE	AMOUNT
INTEREST		11/01	.10

----- I N T E R E S T -----

AVERAGE LEDGER BALANCE:	3,184.04	INTEREST EARNED:	.10
AVERAGE AVAILABLE BALANCE:	3,184.04	DAYS IN PERIOD:09/30/23-11/01/23:	33
INTEREST PAID THIS PERIOD:	.10	ANNUAL PERCENTAGE YIELD EARNED:	.03%
INTEREST PAID 2023:	1.78		

* * * C O N T I N U E D * * *

058555000228

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 1-800-370-3196

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 11/01/23	3,184.14
	1 CREDITS	.09
	DEBITS	.00
	THIS STATEMENT 12/01/23	3,184.23
TOTAL DAYS IN STATEMENT PERIOD 11/02/23 THROUGH 12/01/23:		30

	----- OTHER CREDITS -----		
DESCRIPTION		DATE	AMOUNT
INTEREST		12/01	.09

	----- I N T E R E S T -----		
AVERAGE LEDGER BALANCE:	3,184.14	INTEREST EARNED:	.09
AVERAGE AVAILABLE BALANCE:	3,184.14	DAYS IN PERIOD:11/02/23-12/01/23:	30
INTEREST PAID THIS PERIOD:	.09	ANNUAL PERCENTAGE YIELD EARNED:	.03%
INTEREST PAID 2023:	1.87		

* * * C O N T I N U E D * * *

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
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 or we will mail you a free copy upon request if you call us at
 1-800-370-3196

 Effective immediately, the cutoff time for deposits made at our ATM has
 been changed from 4:00pm to 5:00pm. If you make a deposit at an ATM
 after 5:00pm or on a day we are not open, we will consider that the
 deposit was made on the next business day we are open.

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 12/01/23	3,184.23
	1 CREDITS	.08
	DEBITS	.00
	THIS STATEMENT 12/29/23	3,184.31
TOTAL DAYS IN STATEMENT PERIOD 12/02/23 THROUGH 12/29/23:		28

	----- OTHER CREDITS -----		
DESCRIPTION		DATE	AMOUNT
INTEREST		12/29	.08
	*** CONTINUED ***		

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
 NEWPORT VT 05855-5000 1

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=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 12/29/23	3,184.31
	1 CREDITS	.04
	1 DEBITS	2,000.00
	THIS STATEMENT 02/01/24	1,184.35
TOTAL DAYS IN STATEMENT PERIOD 12/30/23 THROUGH 02/01/24:		34

DESCRIPTION	----- OTHER CREDITS -----	DATE	AMOUNT
INTEREST		02/01	.04
	*** CONTINUED ***		

CITY OF NEWPORT EAST MAIN ST. CEMETERY FUND		50-2477(2)118	1005
		DATE	January 11, 2024
PAY TO <i>Peak View Lawn Care</i>		\$	2,000.00 <i>see</i>
THE ORDER OF <i>Two thousand and 00/100</i>		IN FULL	← <i>Not</i>
Passumpsic Bank <small>Don't your address</small>		<i>James Johnson</i>	
MEMO <i>2024 1st installment</i>		<i>James Johnson</i>	
⑆ 2 1 6 7 4 7 7 5 0 5 2 5 0 0 1 9 2 5 1 0 ⑆		1005	

Check 1005 \$2,000.00 1/11/2024

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
 NEWPORT VT 05855-5000 0

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 Effective immediately, the cutoff time for deposits made at our ATM has
 been changed from 4:00pm to 5:00pm. If you make a deposit at an ATM
 after 5:00pm or on a day we are not open, we will consider that the
 deposit was made on the next business day we are open.

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

	LAST STATEMENT 02/01/24	1,184.35
	1 CREDITS	.01
	DEBITS	.00
	THIS STATEMENT 03/01/24	1,184.36
TOTAL DAYS IN STATEMENT PERIOD 02/02/24 THROUGH 03/01/24:		29

	----- OTHER CREDITS -----		
DESCRIPTION		DATE	AMOUNT
INTEREST		03/01	.01
	*** CONTINUED ***		

058555000228

CITY OF NEWPORT VERMONT
 EAST MAIN ST CEMETERY FUND 01-0
 222 MAIN ST 0
 NEWPORT VT 05855-5000 0

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 deposit was made on the next business day we are open.

=====
 NP STMT. MMA ACCOUNT XXXXXX9251
 =====

LAST STATEMENT 03/01/24	1,184.36
1 CREDITS	.01
DEBITS	.00
THIS STATEMENT 04/01/24	1,184.37
TOTAL DAYS IN STATEMENT PERIOD 03/02/24 THROUGH 04/01/24:	31

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
INTEREST		04/01	.01
* * * C O N T I N U E D * * *			

Account:	3-00-00.55	Last Year		Encumbrance	YTD Posting
		Unused Budget	Budget		
Description: Passumpsic Cemetery MMA		0.00	0.00	0.00	9,212.42

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/01/22	GL01 Beginning Balance						5037.42	
07/17/23	GL01 Burial Permit	GJ# 20240028					175.00	
01/10/24	GL01 cemetery lawn care	GJ# 20240209						4000.00
01/10/24	GL01 rev 20240209	GJ# 20240210					4000.00	
01/10/24	GL01 lswm care	GJ# 20240211						2000.00
01/10/24	GL01 correct accounts	GJ# 20240212						2000.00
04/02/24	GL01 cemetery fund deposit	GJ# 20240260					10000.00	
04/02/24	GL01 cemetery fund	GJ# 20240261						2000.00
04/12/24	GL01 rev 20240260	GJ# 20240279						10000.00
04/12/24	GL01 Cemetery trans	GJ# 20240280					10000.00	
Transaction Totals			0.00	0.00	0.00	0.00	29212.42	20000.00
Account Totals			0.00		0.00		9212.42	

Account:		3-00-28.35		Last Year		Budget		Encumbrance		YTD Posting		Uncollected Balance	
Description:		Trans from Invest Acct		Unused Budget		Budget		Encumbrance		YTD Posting		Uncollected Balance	
				0.00	0.00	0.00	0.00	0.00	0.00	10,000.00		(10,000.00)	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit					
04/12/24	GL01 Cemetery trans	GJ# 20240280											10000.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	0.00					
Account Totals			0.00		0.00								

04/12/24
12:04 pm

City of Newport General Ledger
Detail Transactions Report
Period 1 Jul to Period 10 Apr

Page 1 of 1
jjohnson

Account:		3-60-69.24		Last Year		Budget		Encumbrance		YTD Posting		Unexpended Balance	
Description:		Income Acct Disbursements		Unused Budget		Budget		Encumbrance		YTD Posting		Unexpended Balance	
				0.00		0.00		0.00		0.00		0.00	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit					
04/02/24	GL01 cemetery fund deposit	GJ# 20240260											10000.00
04/12/24	GL01 rev 20240260	GJ# 20240279					10000.00						
Transaction Totals			0.00	0.00	0.00	0.00	10000.00	10000.00					
Account Totals			0.00		0.00		0.00						



Transaction Register

Financial Institution: _____ Dates Covered: _____

4/20/12	Interest on Statement	7.00		1137.42
6/2/12	Credit on Statement to Bank		7500	1212.42
	Deposit		10000	11,212.42
8/11/12	Payroll from Bank	2000		9,212.42
8/24/12	Branch Statement	175		9037.42
1/17/13	1002 Peak View Loan Cost	2000		7,037.42
4/15/13	2003 Peak View Loan Cost	2000		5,037.42
7/17/13	Branch Statement (Overage)		175	5,212.42

⑆211674775⑆5250019251⑆ 1007

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK

Debit Card
 Transfer Withdrawal
 Automatic Deposit
 Action Bill Payment
 Online Bill Pay
 Online or Phone Transfer

DATE	DESCRIPTION	AMOUNT	BALANCE
8/7/23 1001	Peak View Loan Car	2000 -	5212.42
1/10/24 1005	Peak View Loan Car	2000	3212.42
4/1/24	PSB Deposit	1000	1,212.42
4/2/24 1006	Peak View Loan Car	2000 -	9212.42

⑆ 2167477515250019251007

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

CITY OF NEWPORT
EAST MAIN ST. CEMETERY FUND

56-7477/2:16

1006

DATE April 2, 2024

© 2014 BANK OF AMERICA

PAY TO Peak View Lawn Care \$ 2,000.⁰⁰
THE ORDER OF two thousand Dollars and 00/100 DOLLARS

Heat Reactive Ink



Passumpsic Bank
Start your adventure.

MEMO 2nd Installment

[Signature]
James Peterson

⑆ 211674775⑆ 5250019251⑆ 1006

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SECURE AND HEAT-REACTIVE INK DETAILS ON BACK

CR 300-80-55
DB 3-60-69.91

CITY OF NEWPORT
EAST MAIN ST. CEMETERY FUND

58-7477/2116

1005

DATE January 10, 2024



PAY TO Peak View Lawn Care

THE ORDER OF two thousand and 00/100

\$ 2,000.⁰⁰

DOLLARS

Heat Reactive Ink

Passumpsic Bank
Start your adventure.

MEMO 2024 1st installment

Deey Deenen
James Johnson

MP

⑆ 211674775⑆ 52500192511⑆ 1005

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

CR 3-06-00.55

DB 3-60-69.41

CITY OF NEWPORT
EAST MAIN ST. CEMETERY FUND

58-7477/2116

1004

DATE August 7, 2023

HEAT REACTIVE INK

PAY TO THE ORDER OF Peak View Lawn Care \$ 700.⁰⁰
Two thousand and 00/100 DOLLARS

Heat Reactive Ink



Passumpsic Bank
Start your adventure.

MEMO August 2023

Mary Steiner
Mary Steiner NP

⑆ 211674775⑆ 525001925⑆ 1004

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

City of Newport General Ledger
Expenditure Report - CEMETERY FUND
Current Year Period 10 Apr

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 10 Apr
3 Muni retirement					
3-60-69 EAST MAIN ST CEMETERY					
3-60-69.22 Admin Fees	0.00	0.00	899.21	-899.21	0.00
3-60-69.24 Income Acct Disbursements	0.00	0.00	-10,000.00	10,000.00	-10,000.00
3-60-69.41 Other Contracted Labor	0.00	0.00	6,000.00	-6,000.00	2,000.00
Total EAST MAIN ST CEMETERY	0.00	0.00	-3,100.79	3,100.79	-8,000.00
3-90-90 PERSONNEL EXPENSES					
Total PERSONNEL EXPENSES	0.00	0.00	0.00	0.00	0.00
3-90-99 ADMINISTRATION					
Total ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
Total Muni retirement	0.00	0.00	-3,100.79	3,100.79	-8,000.00
Total CEMETERY FUND	0.00	0.00	-3,100.79	3,100.79	-8,000.00
Total All Funds	0.00	0.00	-3,100.79	3,100.79	-8,000.00

Account: 3-00-00.10		Last Year		Budget		Encumbrance		YTD Posting	
		Unused Budget	Budget	Encumbrance	YTD Posting				
Description: Income Cash		0.00	0.00	0.00	47.00				
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
07/01/22	GL01 Beginning Balance						47.00		
Transaction Totals			0.00	0.00	0.00	0.00	47.00	0.00	
Account Totals			0.00		0.00		47.00		

Account: 3-00-00.15		Last Year		Budget		Encumbrance		YTD Posting	
		Unused Budget	Budget	Encumbrance	YTD Posting				
Description: Principle Investments		0.00	0.00	0.00	184,193.87				
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
06/30/22	GL01 Cemetery Fund	GJ# 20230029							24562.17
06/30/22	GL01 KBS AJE #16 FY21/22	GJ# 20230126					286.39		
07/01/22	GL01 Beginning Balance						200475.65		
10/20/22	GL01 Cemetary fund 7/1-9/30/20	GJ# 20230144							12117.66
01/26/23	GL01 Cemetery Fund	GJ# 20230231					6822.43		
04/17/23	GL01 cemetary fund	GJ# 20230299					9279.11		
06/30/23	GL01 Cemetery Fund	GJ# 20240033					4010.12		
Transaction Totals			0.00	0.00	0.00	0.00	220873.70	36679.83	
Account Totals			0.00		0.00		184193.87		

Account: 3-00-00.40		Last Year		Budget		Encumbrance		YTD Posting	
		Unused Budget	Budget	Encumbrance	YTD Posting				
Description: Money Market Cemetary Inc		0.00	0.00	0.00	16,783.42				
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
06/30/22	GL01 Cemetery Fund	GJ# 20230029					772.24		
07/01/22	GL01 Beginning Balance						21924.15		
10/20/22	GL01 Cemetary fund 7/1-9/30/20	GJ# 20230144							9086.04
01/26/23	GL01 Cemetery Fund	GJ# 20230231					1438.95		
04/17/23	GL01 cemetary fund	GJ# 20230299					701.73		
06/30/23	GL01 Cemetery Fund	GJ# 20240033					1032.39		
Transaction Totals			0.00	0.00	0.00	0.00	25869.46	9086.04	

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account Totals			0.00		0.00			23005.39

Account:	3-00-18.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting
Description:	Fund Balance - Cemetery	0.00	0.00	0.00	177,150.43

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/30/22	GL01 Cemetery Fund	GJ# 20230029					23789.93	
06/30/22	GL01 KBS AJE #6 FY21/22	GJ# 20230117						1509.11
06/30/22	GL01 KBS AJE #6 FY21/22	GJ# 20230117					1509.11	
06/30/22	GL01 KBS AJE #16 FY21/22	GJ# 20230126						286.39
07/01/22	GL01 Beginning Balance							200653.97
Transaction Totals			0.00	0.00	0.00	0.00	25299.04	202449.47
Account Totals			0.00		0.00			177150.43

Account:	3-00-28.26	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Dividend Income	0.00	0.00	0.00	1,234.20	(1,234.20)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/20/22	GL01 Cemetery fund 7/1-9/30/20	GJ# 20230144						291.88
01/26/23	GL01 Cemetery Fund	GJ# 20230231						339.84
04/17/23	GL01 cemetery fund	GJ# 20230299						361.88
06/30/23	GL01 Cemetery Fund	GJ# 20240033						240.60
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1234.20
Account Totals			0.00		0.00			1234.20

Account:	3-00-28.27	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Gains/Losses	0.00	0.00	0.00	7,994.00	(7,994.00)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/20/22	GL01 Cemetery fund 7/1-9/30/20	GJ# 20230144					12117.66	
01/26/23	GL01 Cemetery Fund	GJ# 20230231						6822.43

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 3-00-28.27								
04/17/23	GL01 cemeterly fund	GJ# 20230299						9279.11
06/30/23	GL01 Cemetery Fund	GJ# 20240033						4010.12
Transaction Totals			0.00	0.00	0.00	0.00	12117.66	20111.66
Account Totals			0.00		0.00			7994.00

Account:	3-00-28.30	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description: Interest Income		0.00	0.00	0.00	4,585.26	(4,585.26)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/20/22	GL01 Cemetary fund 7/1-9/30/20	GJ# 20230144						1063.37
01/26/23	GL01 Cemetery Fund	GJ# 20230231						1514.08
04/17/23	GL01 cemeterly fund	GJ# 20230299						772.71
06/30/23	GL01 Cemetery Fund	GJ# 20240033						1235.10
Transaction Totals			0.00	0.00	0.00	0.00	0.00	4585.26
Account Totals			0.00		0.00			4585.26

Account:	3-00-28.35	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description: Trans from Invest Acct		0.00	0.00	0.00	10,000.00	(10,000.00)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/11/22	GL01 Cemetery fund	GJ# 20230063						10000.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	10000.00
Account Totals			0.00		0.00			10000.00

Account:	3-60-69.22	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description: Admin Fees		0.00	0.00	0.00	1,732.43	(1,732.43)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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City of Newport General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
10/20/22	GL01 Cemetary fund 7/1-9/30/20	GJ# 20230144					441.29	
01/26/23	GL01 Cemetery Fund	GJ# 20230231					414.97	
04/17/23	GL01 cemeterly fund	GJ# 20230299					432.86	
06/30/23	GL01 Cemetery Fund	GJ# 20240033					443.31	
Transaction Totals			0.00	0.00	0.00	0.00	1732.43	0.00
Account Totals			0.00		0.00		1732.43	

Account:	3-60-69.24	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Income Acot Disbursements	0.00	0.00	0.00	10,000.00	(10,000.00) ** Over Budget **

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
10/20/22	GL01 Cemetary fund 7/1-9/30/20	GJ# 20230144					10000.00	
Transaction Totals			0.00	0.00	0.00	0.00	10000.00	0.00
Account Totals			0.00		0.00		10000.00	

Account:	3-60-69.40	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Contracted Services	0.00	0.00	0.00	6,000.00	(6,000.00) ** Over Budget **

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
08/11/22	GL01 Cemetery fund	GJ# 20230063					2000.00	
01/13/23	GL01 Lawn care Cemetery	GJ# 20230221					2000.00	
04/03/23	GL01 Peak view lawn care	GJ# 20230282					2000.00	
Transaction Totals			0.00	0.00	0.00	0.00	6000.00	0.00
Account Totals			0.00		0.00		6000.00	

Account:	3-60-69.79	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Other Expenses	0.00	0.00	0.00	175.00	(175.00) ** Over Budget **

City of Newport General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/24/22	GL01 Cemetery Fund	GJ# 20230073					175.00	
	Transaction Totals		0.00	0.00	0.00	0.00	175.00	0.00
	Account Totals		0.00		0.00		175.00	

City of Newport Utility Billing
Detailed transactions report : for an individual account
Transactions for dates 04/01/17 - 03/25/24

Account	Name	Service	Description	Date	Charge	Credit	Balance
0701130	N E STATE CORRECTIONAL FA		Previous balance				-2898.90
	Location: GLEN RD 2559	Sewer	INDUST. SEWER METER B	04/28/17	16431.06		13532.16
		Sewer	INDUST. SEWER METER B	04/28/17	63.72		13595.88
		Sewer	INDUST. SEWER METER U	04/28/17	11392.58		24988.46
		Water	INDUST. WATER METER B	04/28/17	9789.01		34777.47
		Water	INDUST. WATER METER B	04/28/17	37.96		34815.43
		Water	INDUST. WATER METER U	04/28/17	6779.63		41595.06
		Sewer	ApplCred	04/28/17		-2898.90	38696.16
		Sewer	CredUsed	04/28/17	2898.90		41595.06
		Sewer	CashRcpt	05/16/17		-24988.46	16606.60
		Water	CashRcpt	05/16/17		-16606.60	0.00
		Sewer	INDUST. SEWER METER B	08/07/17	13748.21		13748.21
		Sewer	INDUST. SEWER METER B	08/07/17	63.72		13811.93
		Sewer	INDUST. SEWER METER U	08/07/17	9539.59		23351.52
		Water	INDUST. WATER METER B	08/07/17	8190.67		31542.19
		Water	INDUST. WATER METER B	08/07/17	37.96		31580.15
		Water	INDUST. WATER METER U	08/07/17	5676.94		37257.09
		Sewer	CashRcpt	08/23/17		-23351.52	13905.57
		Water	CashRcpt	08/23/17		-13905.57	0.00
		Sewer	INDUST. SEWER METER B	11/06/17	15437.74		15437.74
		Sewer	INDUST. SEWER METER B	11/06/17	63.72		15501.46
		Sewer	INDUST. SEWER METER U	11/06/17	10706.51		26207.97
		Water	INDUST. WATER METER B	11/06/17	9197.23		35405.20
		Water	INDUST. WATER METER B	11/06/17	37.96		35443.16
		Water	INDUST. WATER METER U	11/06/17	6371.36		41814.52
		Sewer	CashRcpt	11/22/17		-26207.97	15606.55
		Water	CashRcpt	11/22/17		-15606.55	0.00
		Sewer	INDUST. SEWER METER B	02/06/18	15406.82		15406.82
		Sewer	INDUST. SEWER METER B	02/06/18	63.72		15470.54
		Sewer	INDUST. SEWER METER U	02/06/18	10685.16		26155.70
		Water	INDUST. WATER METER B	02/06/18	9178.81		35334.51
		Water	INDUST. WATER METER B	02/06/18	37.96		35372.47
		Water	INDUST. WATER METER U	02/06/18	6358.65		41731.12
		Sewer	CashRcpt	02/15/18		-26155.70	15575.42
		Water	CashRcpt	02/15/18		-15575.42	0.00
		Sewer	INDUST. SEWER METER B	05/02/18	14079.90		14079.90
		Sewer	INDUST. SEWER METER B	05/02/18	63.72		14143.62
		Sewer	INDUST. SEWER METER U	05/02/18	9768.69		23912.31
		Water	INDUST. WATER METER B	05/02/18	8388.28		32300.59
		Water	INDUST. WATER METER B	05/02/18	37.96		32338.55
		Water	INDUST. WATER METER U	05/02/18	5813.27		38151.82
		Sewer	CashRcpt	05/14/18		-23912.31	14239.51
		Water	CashRcpt	05/14/18		-14239.51	0.00
		Sewer	INDUST. SEWER METER B	08/06/18	17197.76		17197.76
		Sewer	INDUST. SEWER METER B	08/06/18	63.72		17261.48
		Sewer	INDUST. SEWER METER U	08/06/18	11922.13		29183.61
		Water	INDUST. WATER METER B	08/06/18	10245.79		39429.40
		Water	INDUST. WATER METER B	08/06/18	37.96		39467.36
		Water	INDUST. WATER METER U	08/06/18	7094.76		46562.12

new meter head installed Nov 2016.

City of Newport Utility Billing
Detailed transactions report : for an individual account
Transactions for dates 04/01/17 - 03/25/24

Account	Name	Service	Description	Date	Charge	Credit	Balance
0701130	N E STATE CORRECTIONAL FACILIT (continued)						
	Location: GLEN RD 2559	Sewer	CashRcpt	08/23/18		-29183.61	17378.51
		Water	CashRcpt	08/23/18		-17378.51	0.00
		Sewer	INDUST. SEWER METER B	11/07/18	13367.00		13367.00
		Sewer	INDUST. SEWER METER B	11/07/18	63.72		13430.72
		Sewer	INDUST. SEWER METER U	11/07/18	9276.30		22707.02
		Water	INDUST. WATER METER B	11/07/18	7963.56		30670.58
		Water	INDUST. WATER METER B	11/07/18	37.96		30708.54
		Water	INDUST. WATER METER U	11/07/18	5520.25		36228.79
		Sewer	CashRcpt	11/26/18		-22707.02	13521.77
		Water	CashRcpt	11/26/18		-13521.77	0.00
		Sewer	INDUST. SEWER METER B	02/06/19	6683.88		6683.88
		Sewer	INDUST. SEWER METER B	02/06/19	63.72		6747.60
		Sewer	INDUST. SEWER METER U	02/06/19	4660.42		11408.02
		Water	INDUST. WATER METER B	02/06/19	3982.01		15390.03
		Water	INDUST. WATER METER B	02/06/19	37.96		15427.99
		Water	INDUST. WATER METER U	02/06/19	2773.38		18201.37
		Sewer	CashRcpt	02/25/19		-11408.02	6793.35
		Water	CashRcpt	02/25/19		-6793.35	0.00
		Sewer	INDUST. SEWER METER B	05/03/19	12871.30		12871.30
		Sewer	INDUST. SEWER METER B	05/03/19	63.72		12935.02
		Sewer	INDUST. SEWER METER U	05/03/19	8933.93		21868.95
		Water	INDUST. WATER METER B	05/03/19	7668.24		29537.19
		Water	INDUST. WATER METER B	05/03/19	37.96		29575.15
		Water	INDUST. WATER METER U	05/03/19	5316.51		34891.66
		Sewer	CashRcpt	05/24/19		-21868.95	13022.71
		Water	CashRcpt	05/24/19		-13022.71	0.00
		Sewer	INDUST. SEWER METER B	08/12/19	8319.03		8319.03
		Sewer	INDUST. SEWER METER B	08/12/19	63.72		8382.75
		Sewer	INDUST. SEWER METER U	08/12/19	5789.78		14172.53
		Water	INDUST. WATER METER B	08/12/19	4956.17		19128.70
		Water	INDUST. WATER METER B	08/12/19	37.96		19166.66
		Water	INDUST. WATER METER U	08/12/19	3445.45		22612.11
		Sewer	CashRcpt	09/13/19		-14172.53	8439.58
		Water	CashRcpt	09/13/19		-8439.58	0.00
		Sewer	INDUST. SEWER METER B	10/31/19	10226.72		10226.72
		Sewer	INDUST. SEWER METER B	10/31/19	63.72		10290.44
		Sewer	INDUST. SEWER METER U	10/31/19	7107.38		17397.82
		Water	INDUST. WATER METER B	10/31/19	6092.70		23490.52
		Water	INDUST. WATER METER B	10/31/19	37.96		23528.48
		Water	INDUST. WATER METER U	10/31/19	4229.55		27758.03
		Sewer	CashRcpt	11/18/19		-17397.82	10360.21
		Water	CashRcpt	11/18/19		-10360.21	0.00
		Sewer	INDUST. SEWER METER B	02/05/20	10426.91		10426.91
		Sewer	INDUST. SEWER METER B	02/05/20	63.72		10490.63
		Sewer	INDUST. SEWER METER U	02/05/20	7245.65		17736.28
		Water	INDUST. WATER METER B	02/05/20	6211.97		23948.25
		Water	INDUST. WATER METER B	02/05/20	37.96		23986.21
		Water	INDUST. WATER METER U	02/05/20	4311.83		28298.04

City of Newport Utility Billing
Detailed transactions report : for an individual account
Transactions for dates 04/01/17 - 03/25/24

Account	Name	Service	Description	Date	Charge	Credit	Balance
0701130	N E STATE CORRECTIONAL FACILIT (continued)						
	Location: GLEN RD 2559	Sewer	CashRcpt	02/27/20		-17736.28	10561.76
		Water	CashRcpt	02/27/20		-10561.76	0.00
		Sewer	INDUST. SEWER METER B	05/06/20	10284.78		10284.78
		Sewer	INDUST. SEWER METER B	05/06/20	63.72		10348.50
		Sewer	INDUST. SEWER METER U	05/06/20	7147.48		17495.98
		Water	INDUST. WATER METER B	05/06/20	6127.29		23623.27
		Water	INDUST. WATER METER B	05/06/20	37.96		23661.23
		Water	INDUST. WATER METER U	05/06/20	4253.41		27914.64
		Sewer	CashRcpt	06/01/20		-17495.98	10418.66
		Water	CashRcpt	06/01/20		-10418.66	0.00
		Sewer	INDUST. SEWER METER B	08/07/20	12033.05		12033.05
		Sewer	INDUST. SEWER METER B	08/07/20	63.72		12096.77
		Sewer	INDUST. SEWER METER U	08/07/20	8354.98		20451.75
		Water	INDUST. WATER METER B	08/07/20	7168.85		27620.60
		Water	INDUST. WATER METER B	08/07/20	37.96		27658.56
		Water	INDUST. WATER METER U	08/07/20	4971.98		32630.54
		Sewer	CashRcpt	08/27/20		-20451.75	12178.79
		Water	CashRcpt	08/27/20		-12178.79	0.00
		Sewer	INDUST. SEWER METER B	11/04/20	8968.17		8968.17
		Sewer	INDUST. SEWER METER B	11/04/20	63.72		9031.89
		Sewer	INDUST. SEWER METER U	11/04/20	6238.12		15270.01
		Water	INDUST. WATER METER B	11/04/20	5342.90		20612.91
		Water	INDUST. WATER METER B	11/04/20	37.96		20650.87
		Water	INDUST. WATER METER U	11/04/20	3712.26		24363.13
		Sewer	CashRcpt	11/18/20		-15270.01	9093.12
		Water	CashRcpt	11/18/20		-9093.12	0.00
		Sewer	INDUST. SEWER METER B	02/01/21	9406.12		9406.12
		Sewer	INDUST. SEWER METER B	02/01/21	63.72		9469.84
		Sewer	INDUST. SEWER METER U	02/01/21	6540.61		16010.45
		Water	INDUST. WATER METER B	02/01/21	5603.82		21614.27
		Water	INDUST. WATER METER B	02/01/21	37.96		21652.23
		Water	INDUST. WATER METER U	02/01/21	3892.26		25544.49
		Sewer	CashRcpt	02/10/21		-16010.45	9534.04
		Water	CashRcpt	02/10/21		-9534.04	0.00
		Sewer	INDUST. SEWER METER B	05/04/21	8316.86		8316.86
		Sewer	INDUST. SEWER METER B	05/04/21	63.72		8380.58
		Sewer	INDUST. SEWER METER U	05/04/21	5788.28		14168.86
		Water	INDUST. WATER METER B	05/04/21	4954.87		19123.73
		Water	INDUST. WATER METER B	05/04/21	37.96		19161.69
		Water	INDUST. WATER METER U	05/04/21	3444.56		22606.25
		Sewer	CashRcpt	05/26/21		-14168.86	8437.39
		Water	CashRcpt	05/26/21		-8437.39	0.00
		Sewer	INDUST. SEWER METER B	08/02/21	10772.32		10772.32
		Sewer	INDUST. SEWER METER B	08/02/21	63.72		10836.04
		Sewer	INDUST. SEWER METER U	08/02/21	7484.22		18320.26
		Water	INDUST. WATER METER B	08/02/21	6417.75		24738.01
		Water	INDUST. WATER METER B	08/02/21	37.96		24775.97
		Water	INDUST. WATER METER U	08/02/21	4453.80		29229.77

City of Newport Utility Billing
Detailed transactions report : for an individual account
Transactions for dates 04/01/17 - 03/25/24

Account	Name	Service	Description	Date	Charge	Credit	Balance
0701130	N E STATE CORRECTIONAL FACILIT (continued)						
	Location: GLEN RD 2559	Sewer	CashRcpt	09/02/21		-18320.26	10909.51
		Water	CashRcpt	09/02/21		-10909.51	0.00
		Sewer	INDUST. SEWER METER B	11/04/21	8061.83		8061.83
		Sewer	INDUST. SEWER METER B	11/04/21	63.72		8125.55
		Sewer	INDUST. SEWER METER U	11/04/21	5612.14		13737.69
		Water	INDUST. WATER METER B	11/04/21	4802.94		18540.63
		Water	INDUST. WATER METER B	11/04/21	37.96		18578.59
		Water	INDUST. WATER METER U	11/04/21	3339.74		21918.33
		Sewer	CashRcpt	11/17/21		-13737.69	8180.64
		Water	CashRcpt	11/17/21		-8180.64	0.00
		Sewer	INDUST. SEWER METER B	02/03/22	7789.03		7789.03
		Sewer	INDUST. SEWER METER B	02/03/22	63.72		7852.75
		Sewer	INDUST. SEWER METER U	02/03/22	5423.72		13276.47
		Water	INDUST. WATER METER B	02/03/22	4640.41		17916.88
		Water	INDUST. WATER METER B	02/03/22	37.96		17954.84
		Water	INDUST. WATER METER U	02/03/22	3227.61		21182.45
		Sewer	CashRcpt	02/17/22		-13276.47	7905.98
		Water	CashRcpt	02/17/22		-7905.98	0.00
		Sewer	INDUST. SEWER METER B	05/02/22	7177.43		7177.43
		Sewer	INDUST. SEWER METER B	05/02/22	63.72		7241.15
		Sewer	INDUST. SEWER METER U	05/02/22	5001.31		12242.46
		Water	INDUST. WATER METER B	05/02/22	4276.05		16518.51
		Water	INDUST. WATER METER B	05/02/22	37.96		16556.47
		Water	INDUST. WATER METER U	05/02/22	2976.24		19532.71
		Sewer	CashRcpt	05/19/22		-12242.46	7290.25
		Water	CashRcpt	05/19/22		-7290.25	0.00
		Sewer	INDUST. SEWER METER B	08/05/22	2920.52		2920.52
		Sewer	INDUST. SEWER METER B	08/05/22	63.72		2984.24
		Sewer	INDUST. SEWER METER U	08/05/22	2061.15		5045.39
		Water	INDUST. WATER METER B	08/05/22	1739.94		6785.33
		Water	INDUST. WATER METER B	08/05/22	37.96		6823.29
		Water	INDUST. WATER METER U	08/05/22	1226.57		8049.86
		Sewer	CashRcpt	08/23/22		-5045.39	3004.47
		Water	CashRcpt	08/23/22		-3004.47	0.00
		Sewer	INDUST. SEWER METER B	10/28/22	2863.44		2863.44
		Sewer	INDUST. SEWER METER B	10/28/22	63.72		2927.16
		Sewer	INDUST. SEWER METER U	10/28/22	2021.73		4948.89
		Water	INDUST. WATER METER B	10/28/22	1705.93		6654.82
		Water	INDUST. WATER METER B	10/28/22	37.96		6692.78
		Water	INDUST. WATER METER U	10/28/22	1203.11		7895.89
		Sewer	CashRcpt	11/23/22		-4948.89	2947.00
		Water	CashRcpt	11/23/22		-2947.00	0.00
		Sewer	INDUST. SEWER METER B	02/06/23	732.42		732.42
		Sewer	INDUST. SEWER METER B	02/06/23	63.72		796.14
		Sewer	INDUST. SEWER METER U	02/06/23	549.87		1346.01
		Water	INDUST. WATER METER B	02/06/23	436.35		1782.36
		Water	INDUST. WATER METER B	02/06/23	37.96		1820.32
		Water	INDUST. WATER METER U	02/06/23	327.23		2147.55

Account	Name	Service	Description	Date	Charge	Credit	Balance	
0701130	N E STATE CORRECTIONAL FACILIT (continued)							
	Location: GLEN RD 2559	Sewer	CashRcpt	02/16/23		-1346.01	801.54	
		Water	CashRcpt	02/16/23		-801.54	0.00	
		Sewer	INDUST. SEWER METER B	05/03/23	726.33		726.33	
		Sewer	INDUST. SEWER METER B	05/03/23	63.72		790.05	
		Sewer	INDUST. SEWER METER U	05/03/23	545.67		1335.72	
		Water	INDUST. WATER METER B	05/03/23	432.72		1768.44	
		Water	INDUST. WATER METER B	05/03/23	37.96		1806.40	
		Water	INDUST. WATER METER U	05/03/23	324.72		✓ 2131.12	
		Sewer	CashRcpt	05/18/23		-1335.72	795.40	
		Water	CashRcpt	05/18/23		-795.40	0.00	
		Sewer	INDUST. SEWER METER B	08/04/23	908.92		908.92	
		Sewer	INDUST. SEWER METER B	08/04/23	63.72		972.64	
		Sewer	INDUST. SEWER METER U	08/04/23	671.78		1644.42	
		Water	INDUST. WATER METER B	08/04/23	541.50		2185.92	
		Water	INDUST. WATER METER B	08/04/23	37.96		✓ 2223.88	
		Water	INDUST. WATER METER U	08/04/23	399.77		✓ 2623.65	
		Sewer	CashRcpt	08/28/23		-1644.42	979.23	
		Water	CashRcpt	08/28/23		-979.23	0.00	
		Sewer	INDUST. SEWER METER B	11/06/23	883.03		883.03	
		Sewer	INDUST. SEWER METER B	11/06/23	71.00		954.03	
		Sewer	INDUST. SEWER METER U	11/06/23	654.11		1608.14	
		Water	INDUST. WATER METER B	11/06/23	529.82		2137.96	
		Water	INDUST. WATER METER B	11/06/23	42.00		✓ 2179.96	
		Water	INDUST. WATER METER U	11/06/23	390.65		✓ 2570.61	
		Sewer	CashRcpt	11/21/23		-1608.14	962.47	
		Water	CashRcpt	11/21/23		-962.47	0.00	
		Sewer	INDUST. SEWER METER B	02/08/24	1060.73		1060.73	
		Sewer	INDUST. SEWER METER B	02/08/24	71.00		1131.73	
		Sewer	INDUST. SEWER METER U	02/08/24	775.95		1907.68	
		Water	INDUST. WATER METER B	02/08/24	636.44		2544.12	
		Water	INDUST. WATER METER B	02/08/24	42.00		2586.12	
		Water	INDUST. WATER METER U	02/08/24	463.42		✓ 3049.54	
		Sewer	CashRcpt	03/14/24		-1907.68	1141.86	
		Water	CashRcpt	03/14/24		-1141.86	0.00	
		Account Balance						0.00

✓ 144,374
 + 7

 23,482

✓ 28,464
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 4,070

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 135,910