

**Council Minutes****April 15, 2024**

A duly warned meeting of the Newport City Council was held on Monday, April 15, 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, and Clark Curtis, City Manager Jon DeLabruere, PW Director Tom Bernier, Police Chief Travis Bingham, Attorney Beriah Smith, members of the Press and Public.

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

**Additions/Deletions to the Agenda**

Mr. Vachon would like to change the meeting time to 6:00 pm starting May 6, 2024. Mr. Vachon moved to change the council meetings from 6:30 pm to 6:00 pm starting May 6, 2024. Seconded by Mr. Charboneau, motion carried.

The Local Emergency Management Plan will be moved to the May 6, 2024, meeting.

Mr. Vachon moved to approve a temporary easement between East Main Equities and the city in the amount of \$25,000 and authorize the City Manager to sign the easement. Seconded by Mr. Curtis, motion carried.

**Consent Agenda**

Mr. Vachon moved to allow the council to use a consent agenda. Seconded by Mr. Ufford-chase, motion carried.

The payroll warrant, accounts payable warrant and licenses were removed from the consent agenda. Mr. Vachon moved to include the payroll warrant, accounts payable warrant and licenses on the May 6, 2024, consent agenda. Seconded by Mr. Curtis, motion carried.

**Additional City Counsel**

Mr. Curtis moved to appoint the firm of Sheehey, Furlong & Behm additional City Attorney. Seconded by Mr. Ufford-Chase, motion carried.

### **Appointments**

DRB, Mr. Curtis moved to appoint Jay Walsh, Laurie Grimm, and Andrew Touchette to the Development Review Board for two years. Seconded by Mr. Vachon, motion carried.

Planning Com., Mr. Vachon moved to have the Planning Commission interview Mr. Dreher and come back to the council with a recommendation. Seconded by Mr. Charboneau, motion carried.

Constable, Mr. Vachon moved to appoint Clark Curtis Constable. Seconded by Mr. Ufford-Chase, motion carried.

### **City Clerk/Treasurer Bond Amount.**

Mr. Vachon moved to approve the bonding of the City Clerk/Treasurer in the amount of \$500,000. Seconded by Mr. Curtis, motion carried.

### **Records Retention Policy**

Attorney Beriah Smith discussed updates to the Retention Policy. The updated policy and the clerk's retention policy will work in tandem. Mr. Vachon moved to approve the Records Retention Policy. Seconded by Mr. Charboneau, motion carried.

### **TA-60 Annual Financial Plan With V-trans**

Mr. Vachon moved to approve the TA-60 annual financial plan. Seconded by Mr. Charboneau, motion carried.

### **Road & Bridge Standards Certification**

This is an annual certification. Mr. Ufford-Chase moved to approve the Road & Bridge Standards Certification. Seconded by Mr. Curtis, motion carried.

### **Midway Contract for Gardner Park Summer Carnival**

Mr. Vachon moved to approve the contract for the summer carnival. Seconded by Mr. Charboneau, motion carried.

Mr. Vachon moved to approve a Special Event Permit for the Carnival. Seconded by Mr. Charboneau, motion carried.

### **Northern Border Regional Commission Grant**

Mr. Vachon moved to approve the updated Northern Border Grant and authorize the City Manager to sign documents. Seconded by Mr. Curtis, motion carried.

### **Public Records Request policy**

This item will be discussed at the next council meeting.

### **Cemetery Trust Account Discussion**

The council discussed with Mr. Chenette questions about landscaping, mowing bids, contracts, and insurance.

### **Prison Water Billing Discussion.**

Discussion about the prison quarterly billing. Questions about whether the meter is reading accurately since the quarterly bill has dropped drastically. It is estimated the prison owes the city approx. \$130,000. Mayor instructed the City Manager to invoice the prison even if the amount is an estimate.

### **Speeding and Signage Discussion**

Speeding and Signage were discussed with Chief Bingham and Mr. Bernier. Chief stated that the police department had not received complaints about speeding. The public should reach out to the department directly with complaints. Speeding is a problem that will never go away. The city's drug problem is a priority. Mr. Bernier stated he had not ordered and Children Playing signs in a long time and had received no complaints.

### **Comments by the Public**

Ann Chiarello commented on the budget expenditures.

Laurie Grimm commented on comments about the mayor in the paper.

Jen Bjurling commented on elected officials obeying the laws of Vermont and telling the truth.

Pam Ladds commented on the great job done by the city during the eclipse and that citizens were very helpful.

Mayor Sullivan read a statement from Sen. Ingalls about the great job city employees and volunteers did during the Eclipse.

**New Business**

Mr. Vachon thanked all residents and city employees for a job well done during the eclipse and that Green Up Day bags are available in the Recreation Dept.

Mr. Cutrtis also thanked the city and the community for the job done during the eclipse.

Mr. Ufford-Chase thanked all volunteers who helped out during the eclipse.

Mr. Vachon moved to approve liquor licenses for the Eastside Restaurant, Maplefields, Taverns on the hill and Hoagies. Seconded by Mr. Curtis, motion carried.

Mr. Charboneau moved to approve vendor permits for the Spicey Spoke and Green Mountain Farm to School. Seconded by Mr. Vachon, motion carried.

Mayor Sullivan and City Manager DeLabruere had a meeting with the Governor on April 13, 2024, and discussed Economic Development and housing. It was a positive meeting, and the Governor is enthusiastic about Newport.

**Old Business**

City Clerk/Treasurer Johnson read a response to the concerns brought up at the April 3, 2024, Special Council Meeting.

**Next Meeting Date**

Mr. Vachon moved to set the next council meeting date to be May 6, 2024, at 6:00 pm. Seconded by Mr. Charboneau, motion carried.

**Adjournment**

Mr. Charboneau moved to adjourn at 9:10PM. Seconded by Mr. Vachon, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_ Day of May 2024

\_\_\_\_\_ Mayor

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS  
19 V.S.A. § 306(j)

TA-60

Village of Newport Fiscal Year 2025 Begin 7/1/2024 End 6/30/2025

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 \$13,365.59	\$ 88,700
Class 2 \$4,916.01	\$ 32,600
Class 3 \$1,825.45	\$ 41,900
Town Tax Funds - 19 V.S.A. Section 307	\$ 1,532,688
Special Funds (e.g., bonds or earmarks):	
a. Paving - Reconstruction	\$ 270,000
b. St. Capital Design - Equipment	\$ 250,000
c. Main St. Maint. - Bridge & Culvert	\$ 30,000
TOTAL	\$0.00 2,245,888

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 766,344
Non-Winter Maintenance	\$ 766,344
Major Construction Projects	
a. Special Funds	\$ 550,000
b. State Aid to Highway	\$
c. Off Set Funds	\$ 163,200.00
TOTAL	\$0.00 2,245,888

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

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We, the Legislative Body of the Municipality of \_\_\_\_\_ certify  
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**  
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

\_\_\_\_\_ Date: \_\_\_\_\_

District Transportation Administrator



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

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MIDWAY CONTRACT

-for-

The City of Newport, VT

June 6<sup>th</sup> - 9<sup>th</sup>, 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: \_\_\_\_\_

**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