

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 Special Meeting Agenda
Thursday, April 25, 2024, beginning at 5:00 p.m.
Newport City Council Room

Video call link: <https://meet.google.com/qnu-debg-dak>
Or dial: (US) +1 413-338-4548 PIN: 197 415 242#

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. Setting of Water/Sewer Rates - Anticipated VOTE
4. Interview of Potential Candidate(s) for Fire Chief - Potential Executive Session (1 V.S.A. § 313(a)(3))
5. Comments by Members of the Public
6. New Business
7. Old Business
8. 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.

Water & Sewer Department
 Schedule of Rates and Fees
 Enacted by the Water Commissioners on the
 ____ Day of _____, 2024

Rates to be effective with the Period Beginning May, 2024

Water Rates

Metered Water Rates for Each Quarterly Billing Period:

Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:

Minimum connection rate of \$44.52, plus the variable water use rate of \$2.28 per 1000 gallons

For usage over the Equivalent Unit (EU) of 13,500 gallons per quarter:

Fixed rate of \$3.34 per 1000 gallons plus a water charge of \$2.28 per 1000 gallons for a combined rate of \$5.62 per 1000 gallons

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

Variable Water Use Rate per 1,000 Gallons	\$2.15	\$2.28
Fixed Base Rate per 1,000 Gallons	\$3.15	\$3.34
Connected Residential	\$72.00	\$76.32
Connected Above Ground Seasonal (Ledges)	\$32.00	\$33.92
Connected Industrial/Commercial	\$124.00	\$131.44
Connected Outside City Boundary	\$124.00	\$131.44
Vacant Land with Connection	\$42.00	\$44.52
Water Turn On or Off	\$45.00	\$47.70
Water Turn On or Off After Hours	\$60.00	\$63.60
Non-Metered Swimming Pools (Annual Fee)	\$78.00	\$82.68
Water Purchase per 1,000 gallons	\$50.00	\$53.00 Per 1,000 Gallons, \$53 minimum
Water Allocation Fees		
Application Fee New Residential	\$44.00	\$46.64
Existing Residential	\$17.00	\$18.02
Commercial	\$110.00	\$116.60
Industrial	\$220.00	\$233.20
Allocation Permit Fee	\$0.15	\$0.16 Per Gallon Per Day

Sewer Rents

Metered Sewer Rents for Each Quarterly Billing Period:

Usage under the Equivalent Unit (EU) of 13,500 gallons per quarter:

Minimum connection rate of \$89.46, plus the variable wastewater use rate of \$3.89 per 1000 gallons

Usage over the Equivalent Unit (EU) of 13,500 gallons per quarter:

Fixed rate of \$5.67 per 1000 gallons plus wastewater charge of \$3.89 per 1000 gallons for a combined rate of \$9.56 per 1000 gallons

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

Variable Wastewater Use Rate per 1,000 Gallons	\$3.60	\$3.89
Fixed Base Rate per 1,000 Gallons	\$5.25	\$5.67
Connected Residential	\$120.00	\$151.20
Connected Industrial/Commercial	\$126.00	\$158.76
Connected Outside City Boundary	\$505.00	\$636.30
Vacant Land with Connection	\$71.00	\$89.46
Service Fees		
Labor	\$45.00	\$56.70
Labor After Hours	\$60.00	\$75.60
Equipment (Does not include labor)		
Backhoe	\$92.00	\$115.92
Truck	\$67.00	\$84.42
Loader	\$98.00	\$123.48
Grader	\$135.00	\$170.10
T.P. Tanker	\$110.00	\$138.60
Ton Truck	\$51.00	\$64.26
Vactor	\$208.00	\$262.08
Sweeper	\$178.00	\$224.28
Sewer Rodder	\$86.00	\$108.36
Steam-jenny	\$67.00	\$84.42
Compressor	\$61.00	\$76.86
Skid-steer	\$74.00	\$93.24
Roller	\$67.00	\$84.42
Water Tap Machine	\$214.00	\$269.64
Septage Discharge Fees	\$0.120	\$0.13
Sewer Allocation Fees		
Application Fee New Residential	\$44.00	\$55.44
Existing Residential	\$17.00	\$21.42
Comercial	\$110.00	\$138.60
Industrial	\$220.00	\$277.20
Reserve Sewer Capacity Commitment Annual Fee	\$0.15	\$0.16 Per Gallon Per Day
Final Sewer Allocation Permit Fee	\$0.290	\$0.31

Enacted by the Water Commissioners on this ____ day of _____, 2024, in Newport, Vt.

Linda Joy Sullivan, Mayor

Christopher Vachon, Council President

Kevin Charboneau

Clark Curtis

Rick Ufford-Chase

**Summary of Water/Sewer Calculations provided
by the City Treasurer on 2/29/24
Note that these calculations included Depreciation**

Sewer Fund
5 year avg loss -\$377,802
5 year avg loss per qtr -\$94,450

	Qtrly Rates	
	Current	Rounded 53% increase
Fixed Rate per 1,000 gals	\$71	\$108
Connected Residential	\$120	\$184
Connected Ind/Com	\$126	\$193
Connected Outside City	\$505	\$772
Connected Vacant	\$71	\$108

These rates would raise a projected \$68,567/Qtr or \$274,268/year

Sewer Metered Rates	Current	15% increase
	\$3.60	\$4.14
	\$5.25	\$6.03

**These rates would raise a projected \$25,226/Qtr or \$100,904/year
These total of fixed and variable rate increases would generate
approximately \$93,793/Qtr and \$375,172/year**

Water Fund
5 year avg loss -\$43,100

**Summary of Water/Sewer Calculations provided
by the City Treasurer on 2/29/24 Depreciation
was taken out and Principal pmts were added back**

Sewer Fund
5 year avg loss -\$187,137
5 year avg loss per qtr -\$46,784

	Qtrly Rates	
	Current	Rounded 26% increase
Fixed Rate per 1,000 gals	\$71	\$89
Connected Residential	\$120	\$151
Connected Ind/Com	\$126	\$159
Connected Outside City	\$505	\$636
Connected Vacant	\$71	\$89

These rates would raise a projected \$37,167/Qtr or \$148,670/year

Sewer Metered Rates	Current	8% increase
	\$3.60	\$3.89
	\$5.25	\$5.67

**These rates would raise a projected \$9,701/Qtr or \$38,804/year
These total of fixed and variable rate increases would generate
approximately \$46,869/Qtr and \$187,484/year**

Water Fund
5 year avg gain \$27,333

5 year avg loss per qtr

-\$10,775

5 year avg gain per qtr

\$6,833

Qtrly Rates

	Current	Rounded 6% increase
Fixed Rate per 1,000 gals	\$42	\$44
Connected Residential	\$72	\$76
Connected Above Ground	\$32	\$34
Connected Ind/Com	\$124	\$131
Connected Outside City	\$124	\$131
Connected Vacant	\$42	\$44
Swimming Pools	\$78	\$83

These rates would raise a projected \$5,275/Qtr or \$21,100/year

Sewer Metered Rates

	Current	5% increase
	\$2.15	\$2.25
	\$3.15	\$3.31

These rates would raise a projected \$5,423/Qtr or \$10,698/year
These total of fixed and variable rate increases would generate approximately \$10,698/Qtr and \$42,792/year

Preliminary Water/Sewer Calculations

To: Mayor, City Council

From: City Treasurer

February 29, 2024

This is not a recommendation by the Treasurer's office but an option for the City Council and the City Manager's office to consider. As mentioned at the last council meeting, increasing the fixed rates was one of the options to explore. I have averaged the losses over the last five years in both the Water and Sewer Funds. The Sewer Fund had an average loss of \$377,802 per year or \$94,450 per quarter. The Water Fund had an average loss of \$43,100 per year or \$10,775 per quarter. The average loss for sewer and water combined is \$420,902 per year or \$105,225 per quarter.

In the Water Fund raising the fixed rates by 6% would increase revenue approx. \$5,275 per quarter or \$21,100 per year.

Fixed Rate per 1,000- gals, \$42 increase to \$44	(968)
Connected Residential \$72 increase to \$76	(788)
Connected Above ground \$32 increase to \$34	(4)
Connected Ind/Com \$124 increase to \$131	(16)
Connected Outside City \$124 increase to \$131	(3)
Connected Vacant \$42 increase to \$44	(4)
Swimming pools \$78 increase to \$83	(31)

Raising the water metered rates by 5% (2.15 – 2.25 & 3.15 – 3.31) would increase revenue Approx. \$5,423 for a total water fund increase of approx. \$10,698 per quarter or \$42,792 per year.

In the Sewer Fund raising the fixed rates by 53% would increase the revenue \$68,567 per quarter or \$274,268 per year.

Fixed Rate per 1,000-gals \$71 increase to \$108	(835)
Connected Residential \$120 increase to \$184	(569)
Connected Ind/Com \$126 increase to \$193	(13)
Connected Outside City \$505 increase to \$772	(1)
Connected Vacant \$71 increase to \$108	(4)

Raising the sewer metered rates by 15% (3.60 – 4.14 & 5.25 – 6.03) would increase revenue approx. \$25,226 per quarter or \$100,904 per year. The total increase in revenue for the sewer fund would be approx. \$375,172 per year.

The total increase for sewer and water will be approx. \$417,964.

This option would get the funds to approx. the break-even point at the current time. The metered rates would have to increase again at some point to provide revenue for the new water tower principal and Interest and future operational costs increases.

Rate Adjuster

2/6/23 Water/Sewer Billing

Quarterly Sewer Charges		2/6/23 Water/Sewer Billing				Rate Adjuster				Additional				
		# of Accts	Amount	Gallons Used	Rate	Usage Rate	# of Accts	Amount	Gallons Used	Rate	Usage Rate	% Increase	% Increase	Annual Revenue
APTS	Residential Sewer - Apts (55 Customers)	114	\$13,680.00		\$120.00		114	\$17,236.80		\$151.20		26.00%	26.00%	\$46,868.55
ICS	Industrial/Commercial Sewer	13	\$1,638.00		\$126.00		13	\$2,063.88		\$158.76		26.00%	26.00%	\$1,246,144.71
ISMB	Industrial Sewer Meter Base Rate	159	\$5,389.00	9,714,393.00	\$71.00	\$0.005250	159	\$61,852.14	9,714,393.00	\$89.46	\$0.005670	26.00%	8.00%	
ISMD	Industrial Sewer Meter Usage Rate	150	\$34,971.81	9,714,393.00	\$0.003600		150	\$73,769.56	9,714,393.00	\$0.003888		8.00%	8.00%	
MSB	Sewer Meter Base Rate	655	\$60,470.00	7,840,585.00	\$71.00	\$0.005250	655	\$73,678.50	7,840,585.00	\$89.46	\$0.005670	26.00%	8.00%	
MSD	Sewer Meter Usage Rate	637	\$28,226.10	7,840,583.00	\$0.003600		637	\$30,484.19	7,840,583.00	\$0.003988		8.00%	8.00%	
NRS	Non-Resident Sewer	1	\$452.71		\$505.00		1	\$452.71		\$636.30		26.00%	26.00%	
RS	Residential Sewer	582	\$69,840.00		\$120.00		582	\$87,998.40		\$151.20		26.00%	26.00%	
Total Quarterly Sewer Revenue			\$264,667.62					\$311,536.18				21.50%		

Quarterly Water Charges

ICW	Industrial/Commercial Water	16	\$1,984.00		\$124.00		16	\$2,103.04		\$131.44		6.00%	6.00%	1.06
IWMB	Industrial Water Meter Base Rate	170	\$37,257.47	10,951,601.00	\$42.00	\$0.003150	170	\$39,492.92	10,951,601.00	\$44.52	\$0.00334	6.00%	6.00%	1.06
IWMD	Industrial Water Meter Usage Rate	158	\$23,545.94	10,951,599.00	\$0.002150		158	\$24,958.69	10,951,599.00	\$0.00228		6.00%	6.00%	
NRW	Non-Residential Water	3	\$372.00		\$124.00		3	\$394.32		\$131.44		6.00%	6.00%	
NWMB	NR Water Meter Base Rate	3	\$177.67	43,499.00	\$42.00	\$0.003150	3	\$188.33	43,499.00	\$44.52	\$0.00334	6.00%	6.00%	
NWMD	NR Water Meter Usage Rate	3	\$93.52	43,499.00	\$0.002150		3	\$99.13	43,499.00	\$0.00228		6.00%	6.00%	
RW	Residential Water	850	\$61,200.00		\$72.00		850	\$64,872.00		\$76.32		6.00%	6.00%	
RWD	Residential Water Data	0	\$0.00		\$72.00		0	\$0.00		\$76.32		6.00%	6.00%	
RWMB	Water Meter Base Rate	769	\$40,960.50	8,588,940.00	\$42.00	\$0.003150	769	\$43,418.13	8,588,940.00	\$44.52	\$0.00334	6.00%	6.00%	
RWMD	Water Meter Usage Rate	733	\$18,466.21	8,588,936.00	\$0.002150		733	\$19,574.19	8,588,936.00	\$0.00228		6.00%	6.00%	
SRL	Seasonal Water on ledge pipe	4	\$128.00		\$32.00		4	\$135.68		\$33.92		6.00%	6.00%	
SRW	Seasonal Water	19	\$1,235.00		\$65.00		19	\$1,309.10		\$68.90		6.00%	6.00%	
SWMP	Swimming Pool	1	\$19.50		\$78.00		1	\$20.67		\$82.68		6.00%	6.00%	
TPMB	Treatment Plant Water Meter Base Rate	3	\$1,329.64	422,291.00	\$42.00	\$0.003150	3	\$1,408.36	422,291.00	\$44.52	\$0.00334	6.00%	6.00%	
TPMD	Treatment Plant Water meter Usage Rate	3	\$907.93	422,291.00	\$0.002150		3	\$962.40	422,291.00	\$0.002279		6.00%	6.00%	
WOFF	Water Turn Off	15	\$675.00		\$45.00		15	\$715.50		\$47.70		6.00%	6.00%	
Total Quarterly Water Revenue			\$188,351.38					\$199,652.46				6.00%		
Total Quarterly Sewer & Water Revenue			\$453,019.00					\$511,188.64				6.00%		

Total Sewer Fixed	430,471.47	Total Sewer Fixed	138.18%
Total Sewer Variable	\$0.00	Total Sewer Variable	0.00%

Total Water Fixed	1,085,540.61	Total Water Fixed	543.72%
Total Water Variable	\$1,098.08	Total Water Variable	0.55%

Orange - Flat Rate
 Step - Fixed Rate with Variable Component
 Yellow - Variable Rate

\$45,204.33

February __, 2024

Re: Offer of Employment – City of Newport – Fire Chief

Dear _____:

It is my pleasure on behalf of the City Council to offer you the position of Fire Chief of the City of Newport beginning on March 12, 2024 under the following terms and conditions.

Duties. As Fire Chief you shall have primary responsibility for overseeing and directing the operations of the City's Fire Department, including the City's emergency rescue operations under the direction and supervision of the City Manager and in accordance with Vermont law, the City Charter and as set forth in the Fire Chief job description, which may from time to time be amended by the City Council, attached hereto and incorporated herein as Exhibit A, as well as such other duties and responsibilities as the Council from time to time may assign. As Fire Chief you may also be nominated to be the local Health Officer and carry out the statutory and regulatory duties pursuant to Title 18, Chapter 11 of Vermont Statutes Annotated.

Salary and Benefits.

- A. Fire Chief will be paid an annual base salary of not less than \$70,000 per year to be paid in installments at the same time that other non-union employees of the City are paid.
- B. If nominated by the City Council and he receives a certificate of appointment from the Vermont Commissioner of Health, the Fire Chief will be paid an annual base salary of not less than \$5,000 per year in addition to the Fire Chief salary. The Health Officer salary to be paid in instalments at the same time that other non-union employees of the City are paid.
- C. Fire Chief will receive cost of living wage increases when issued to non-union City staff.
- D. Benefits. Fire Chief will receive benefits as provided in the Personnel Policy and as described in Addendum C which may change from time to time.
- E. Vacation Leave: Fire Chief shall be entitled to two weeks of annual vacation leave, totaling ten business days of vacation time. Upon termination of employment, the City shall compensate Fire Chief for all accrued but unused vacation time in accordance with the Personnel Policy which may change from time to time.
- F. Sick Leave: Fire Chief shall be entitled to accrue and use sick leave consistent with the personnel policy, which may change from time to time, applicable to Department Heads.
- G. Retirement: Fire Chief shall participate in the VMERS C retirement system. The City shall contribute said retirement account in the same percentage amount as it does for non-union City employees. All retirement savings policies and rules shall apply in the same manner as they do for non-union employees.

Expenses.

- A. Moving Expense: The City shall make a one time payment of \$5,000 to the Fire Chief to be paid within 30 days after the Fire Chief moves his residency in compliance with the residency requirement of this Agreement.

- B. Mobile Phone. Fire Chief shall be provided with mobile phone which shall remain the property of the City and which shall be used primarily for City business purposes.
- C. Automobile. Fire Chief has available for their use an automobile provided by and maintained by the City.
- D. Professional Development. The City may approve and pay for reasonable expenses for training, licensing, and other professional development, subject to the necessary appropriation of funds within the annual budget and prior authorization by the City Council.
- E. Other Expenses. Fire Chief shall be reimbursed for any other reasonable expenses incurred in the performance of their duties, including for overnight travel (according to GSA per diem, up to the budgeted amount) with prior approval from the Council.

Hours of Work.

- A. Fire Chief is an exempt position under the Fair Labor Standards Act (FLSA). Fire Chief may be expected to work more than 40 hours per week in a workweek.
- B. Fire Chief may establish a regular 40 hour per week schedule, Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m. with approval from the City Council and may adjust their work schedule as necessary to accommodate the operational needs of the department.
- C. Fire Chief shall keep the City Council and City Manager apprised of changes to their work schedule.

Residency.

Fire Chief shall reside within the limits of the City of Newport.

Ratification

This Agreement is subject to, and shall not become effective until, a vote of ratification by the City Council, which vote shall not take place prior to the Fire Chief's execution of this Agreement.

We look forward to your leadership and commitment on behalf of the citizens of Newport.

Very truly yours,

Linda Joy Sullivan
Mayor

By countersigning this offer, you accept and agree to the terms and conditions set forth herein.

AGREED:

Dated: _____