



**Regular City Council Meeting**

**Monday, May 19 · 6:00 – 8:00pm**

**Video call link: <https://meet.google.com/kpa-wxbz-mek>**

**Or dial: (US) +1 904-580-9161 PIN: 193 618 793#**

Mayor: Rick Ufford-Chase  
Council Member: President Kevin Charboneau  
Carter Finegan  
John Monette  
Andrew Touchette

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
  - a. Approval of Minutes: 05/05/25
  - b. AP Warrants: 05/09/25, 05/12/25, 05/16/25
  - c. PR Warrants: 05/15/25
  - d. Liquor Licenses, Vendor Permits, Special Events

- i. The Lunch Box
  - ii. Family Dollar
  - iii. Sweet Snow Concessions
- 4. Tiny Art Project Proposal from NDD Volunteer Robin Midi - Possible Vote
- 5. Overview on Fire Department Operations with Chief LaCoss (rescheduled from March, 2025)
- 6. Task Force Reports:
  - a. Water and Sewer - Verbal Report
  - b. Financial Controls and Fiscal Practices
    - i. Recommendations to consolidate bank accounts (possible vote)
    - ii. Review of next steps
  - c. Task Force on Housing Insecurity, Public Encampments and Community Safety - Possible Vote to name members
- 7. Consider Partial Settlement Proposal of Jennifer Bjurling Lawsuit and related confidential attorney-client communications (potential executive session 1 V.S.A. 313(a)(1)(F)).
- 8. Personnel – Possible Executive Session and Action Per 1 V.S.A. § 313(a)(4) (disciplinary or dismissal action of a public officer or employee) - Possible Vote
- 9. Review Financial and Office Administrator Job Description: Possible Vote
- 10. Public Comment
- 11. New Business
- 12. Old Business
- 13. Set the Next meeting of the Council - Regular Meeting Monday, June 2, 2025 at 6 pm
- 14. Adjournment

## **Council Minutes**

**May 5, 2025**

A duly warned meeting of the Newport City Council was held on Monday, May 5, 2025 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, Council President Kevin Charboneau, Council Members John Monette, Andrew Touchette, Carter Finegan, City Clerk/Treasurer James Johnson, Tom Bernier, Frank Cheney, members of the Press and Public.

Mayor Ufford-Chase called the meeting to order at 6:00PM

### **Additions/Deletions to the Agenda**

None

### **Consent Agenda**

Mr. Monette moved to approve the consent agenda. Seconded by Mr. Charboneau, motion carried.

### **Preliminary Wastewater Allocation and Application for Water Allocation/Turn-on, turtle Pier/Nancy Cook.**

Mr. Touchette moved to approve the Preliminary Wastewater Allocation and application for Water Allocation/turn-on. Seconded by Ms. Finegan, motion carried.

### **Review Special Permit Request from Marquel Webster for Labor Day Weekend Event (attached)**

Mr. Webster gave a presentation on his request to hold a music festival with local and national artists on August 30, 31 and Sept. 1<sup>st</sup>. He estimates around 3,500 people would attend. The council had questions on containment, security and parking. Mr. Charboneau moved to deny the request as written based on Dept. Head advice. Seconded by Mr. Touchette, motion carried.

### **Proposed Task Force re Housing Insecurity, Public Encampment, and Community Safety (attached)**

Ms. Finegan moved to form a Task force on Housing Insecurity, Public Encampment, and Public Safety. Seconded by Mr. Monette, motion carried.

**Request to Add Grants Administrator Frank Cheney and Mayor Ufford-Chase as Authorized Representatives for Water Infrastructure Financing Programs (attached)**

Ms. Finegan moved to add Mr. Cheney and the Mayor as authorized representatives. Seconded by Mr. Charboneau, motion carried.

**Annual Finance Plan – town highways (attached)**

Mr. Charboneau moved to pass the Town Highways Annual finance Plan. Seconded by Mr. Monette, motion carried.

**Certificate of Compliance – Town Road and Bridge Standards and Network Inventory (attached)**

Mr. Touchette moved to approve the Certificate of Compliance – Town Road and Bridge Standards and Network Inventory. Seconded by Ms. Finegan, motion carried.

**Discussion Regarding Scheduling Key topics for Council; consideration**

The council discussed key topics they would like to bring up at future council meetings. Ms. Finegan will compile a list and distribute it to the council.

**Opportunities for Council Members to Represent the City**

May 14<sup>th</sup>, Northern Forest Center, Mr. Charboneau and Mayor Ufford-Chase.

May 26<sup>th</sup>, Memorial Day Parade Mayor and Mr. Touchette

May 30<sup>th</sup>, Stanstead Arts Gala, Carter and Felicia May 31<sup>st</sup>, Ground Breaking Living Water Hospice, Carter

June 23<sup>rd</sup>, Pride Parade, council invited

**Public Comment**

None

**New Business**

None

**Old Business**

Bike Parade Saturday 10 am to 1 pm at the hospital.

Good comments on the Playground Project.

Vote for council seat tomorrow May 6<sup>th</sup>

**Next Meeting Date**

Ms. Finegan moved to set the next meeting for May 19, 2025

**Adjournment**

Mr. Charboneau moved to adjourn at 7:35 pm. Seconded by Mr. Monette, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 2025

\_\_\_\_\_ Mayor

CLEAN WATER STATE REVOLVING FUND (CWSRF)  
DRINKING WATER STATE REVOLVING FUND (DWSRF)

CHANGE OF AUTHORIZED REPRESENTATIVE

Loan Number: RF1-384-1.0

- ☐ The following is a change of an authorized representative  
☒ The following is the addition of an alternate authorized representative

The **Newport City Council**, as legislative body of the applicant, hereby authorizes **Frank Cheney** to act as an authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project. Correspondence should be sent to the authorized representative at the following address:

City Of Newport

222 Main Street




Newport, Vermont 05855

Phone Number: 802-334-6992

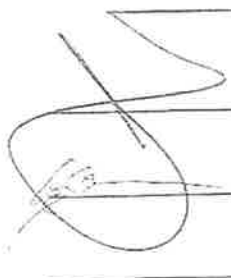
Email Address: zoning.administrator@newportvermont.org

Done this 5th day of May 2025.

BY:   
Chair, Legislative Body

 Mayor  
 Carter Jones  


(All or a majority of its legislative body)



CLEAN WATER STATE REVOLVING FUND (CWSRF)  
DRINKING WATER STATE REVOLVING FUND (DWSRF)

CHANGE OF AUTHORIZED REPRESENTATIVE

Loan Number: **RF1-384-1.0**

- ☒ The following is a change of an authorized representative  
☐ The following is the addition of an alternate authorized representative

The **Newport City Council**, as legislative body of the applicant, hereby authorizes **Rick Ufford-Chase** to act as an authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project. Correspondence should be sent to the authorized representative at the following address:

City Of Newport

222 Main Street




Newport, Vermont 05855




Phone Number: 802-334-6992

Email Address: [rick.uffordchase@newportvermont.org](mailto:rick.uffordchase@newportvermont.org)

Done this 5th day of May 2025

BY:   
Chair, Legislative Body

 Mayor  
  
  
(All or a majority of its legislative body)

CLEAN WATER STATE REVOLVING FUND (CWSRF)  
DRINKING WATER STATE REVOLVING FUND (DWSRF)

CHANGE OF AUTHORIZED REPRESENTATIVE

Loan Number: RF1-259-1.1

- ☐ The following is a change of an authorized representative  
☒ The following is the addition of an alternate authorized representative

The **Newport City Council**, as legislative body of the applicant, hereby authorizes **Frank Cheney** to act as an authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project. Correspondence should be sent to the authorized representative at the following address:

City Of Newport

222 Main Street

Newport, Vermont 05855

Phone Number: 802-334-6992

Email Address: [zoning.administrator@newportvermont.org](mailto:zoning.administrator@newportvermont.org)


Done this 5th \_\_\_\_\_ day of May \_\_\_\_\_ 2025 \_\_\_\_\_.

BY:

  
Chair, Legislative Body

  
Mayor  
  
Cater  


(All or a majority of its legislative body)

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



CLEAN WATER STATE REVOLVING FUND (CWSRF)  
DRINKING WATER STATE REVOLVING FUND (DWSRF)

CHANGE OF AUTHORIZED REPRESENTATIVE

Loan Number: RF1-259-1.1

- ☒ The following is a change of an authorized representative  
☐ The following is the addition of an alternate authorized representative

The **Newport City Council**, as legislative body of the applicant, hereby authorizes **Rick Ufford-Chase**, to act as an authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project. Correspondence should be sent to the authorized representative at the following address:

City Of Newport




222 Main Street


Newport, Vermont 05855

Phone Number: 802-334-5136 Email Address: rick.uffordchase@newportvermont.org

Done this 5th day of May 2025.

BY:   
Chair, Legislative Body

 MAY 10 2025  
  
  
(All or a majority of its legislative body)

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

We, the Legislative Body of the Municipality of Newport City 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 May 4, 2020.

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.

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Duly Authorized Administrator)

Date: 5/8/25

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

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

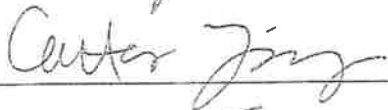
19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Newport City 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: 5/5/25







(Duly Authorized Representatives)

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

District Transportation Administrator

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

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

TA-60

Village \_\_\_\_\_ of \_\_\_\_\_ Fiscal Year **2026** Begin 7/1/2025 End 6/30/2026

**INCOME**

DESCRIPTION		ESTIMATED
State Funds - 19 V.S.A. Section 306(a):		
Class 1	12660.24 <i>6.1637</i>	\$ <i>84,026</i>
Class 2	4654.44 <i>7.920</i>	\$ <i>36,863</i>
Class 3	\$1730.24 <i>1.352</i>	\$ <i>37,494</i>
Town Tax Funds - 19 V.S.A. Section 307		\$ <i>1,530,480.84</i>
Special Funds (e.g., bonds or earmarks):		
a.	<i>Pen is - Reconstruction</i>	\$ <i>299,000</i>
b.	<i>St. Capital Design - Equipment</i>	\$ <i>280,000</i>
c.		\$ <i>65,000</i>
<b>TOTAL</b>		\$ <i>0.00 2,323,863.80</i>

**EXPENSES**

DESCRIPTION		ESTIMATED
Winter Maintenance		\$ <i>765,240.42</i>
Non-Winter Maintenance		\$ <i>765,240.42</i>
Major Construction Projects		
a.	<i>Special Funds</i>	\$ <i>1,635,000</i>
b.	<i>State Aid to Highways</i>	\$
c.	<i>Off Set Funds</i>	\$ <i>158,383</i>
<b>TOTAL</b>		\$ <i>0.00 2,323,863.80</i>

Comments:

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

CITY OF NEWPORT

PRELIMINARY WASTEWATER ALLOCATION APPLICATION

Application No. \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

To the City of Newport, Vermont:

The undersigned, being the Owner of the property located  
at \_\_\_\_\_ Parcel ID # 732  
(Number) (Street)

does hereby request a permit for sewer use to serve  
the \_\_\_\_\_

(Residence, apt., commercial bldg., industrial facility, etc.)  
at said location. Sewer use is for (check the appropriate boxes)

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

1. Residential:

- a. Number of living units by types:  
Single Family Homes: 1  
Mobile Homes: \_\_\_\_\_  
Apartments: \_\_\_\_\_  
Townhouse/Condominiums: \_\_\_\_\_

- b. Estimate of Flow:  
Use the Vermont Wastewater System and Potable Water Supply Rule, effective  
1 January 05, Table 1, Design Flow: \_\_\_\_\_ gallons per day

2. Non-Residential:

- a. Description of Connection's Flow:  
Type: \_\_\_\_\_  
Number of Units: \_\_\_\_\_

- b. Estimate of Flow:  
Use the Vermont Wastewater System and Potable Water Supply Rule, effective  
1 January 05, Table 1, Design Flow: \_\_\_\_\_ gallons per day

3. Will the strength of the wastewater be typical domestic wastewater?

☒ Yes ☐ No

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

Page 1 of 2

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

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

8. Applicant Information:

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

Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

Daytime Fax No.: \_\_\_\_\_

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

\_\_\_\_\_ Preliminary

\_\_\_\_\_ Final

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

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

To be completed by the City:

A. PRELIMINARY COMMITMENT OF RESERVE CAPACITY

1. Your request for permission to use the Newport public sewage system has been received and considered.
2. Preliminary Commitment of Reserve Capacity for sewer system use is granted. You must comply with all provisions of the City's "Sewer Use Ordinance."
3. The committed reserve capacity allocated for you is 210 gallons per day.
4. This preliminary commitment will expire ONE YEAR from the preliminary approval date below.
5. Review for Final Approval will not proceed until your letter request, including required documents, for Final Approval is received.

Preliminary Approval:

City of Newport

City Council \_\_\_\_\_

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

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

CITY OF NEWPORT  
APPLICATION FOR WATER ALLOCATION/TURN-ON

OWNER/APPLICANT: Turtle Pond / Nancy Cook Permit #       

ADDRESS: Fairmont St  
Newport, VT 05855

ADDRESS WHERE ALLOCATION IS BEING REQUESTED:  
\_\_\_\_\_

FEE: RESIDENCE - \$30.00  
COMMERCIAL - \$30.00  
INDUSTRIAL - \$60.00  
EXISTING - \$15.00

Allocation GPD 360  
City Tax Map # 125074

Pending New Lot #

**GENERAL CONDITIONS:**

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

Special

Conditions: \_\_\_\_\_

Owner/applicant Signature \_\_\_\_\_

\_\_\_\_\_ Date

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

Authorized Signature \_\_\_\_\_

\_\_\_\_\_ Date

# SPECIAL EVENT PERMIT APPLICATION

222 Main Street • Newport, VT 05855  
Tel: (802) 334-2112 • Fax: (802) 334-5632

## EVENT ORGANIZER

Business/Organization: 3EP Entertainment/The 3EP Kingdom Music Festival  
Contact Person: Marquel S. Webster Email: ~~3EP@3epentertainment.com~~ 3ep@entertainment.com  
Billing Address: 5221 Burton Hill Rd Irahsbury, VT 05845  
Phone: ☒ Home ☐ Work ☐ Cell 1-802-754-5516 Phone: ☐ Home ☐ Work ☒ Cell 1-802-995-1204  
Website: \_\_\_\_\_ Fax: N/A

## EVENT DETAILS

### Event Dates:

Use(s) Day(s) of the week Date(s) Time(s)

Set-Up August 29th (Friday)  
Main Event August 30<sup>th</sup> - 31<sup>st</sup> (Saturday & Sunday) 11am - 10:30pm (both days)  
Break-Down September 1st (Monday)  
Rain Date(s): \_\_\_\_\_

### Event Description:

Music Festival with food trucks, vendors, basketball tournament, local talent

Is this an annual event? ☐ No ☒ Yes, this is our 1st year hosting this event.

Location/Venue: Gardner Park, Newport

Location/Venue Maximum Capacity: 3500-4000

Number of People Expected to Attend (includes participants, spectators, staff/volunteers, vendors, entertainers): 3500

## PUBLIC HEALTH & PUBLIC SAFETY

### Public Safety/Security Plan:

Looking to have Newport PD supply crowd control; will hire additional security if needed

### First Aid/Medical Emergency Plan:

Will look to hire EMT

### Parking Plan:

Vista Parking, Gardner High School, Irahsbury Place

### Litter Clean-up & Trash Plan:

Volunteers / Party inc. - Not

### Restroom Plan:

Renting Porta Potties

### Will you have amplified sound? If so, please explain:

Yes, speakers & microphones will be used for amplifying music/locals

### Will your event include a parade or road closure? If so, please explain:

No

### Additional Services or Requests:

Crowd control barriers, volunteers, PA system, Public works

**ATTACHMENTS - All large event permit applications must include:**  
☒ \$25 non-refundable permit fee payable to City of Newport  
☒ Site map describing layout of event space.  
☒ Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured.

### \* SITE MAPS must include:

Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas



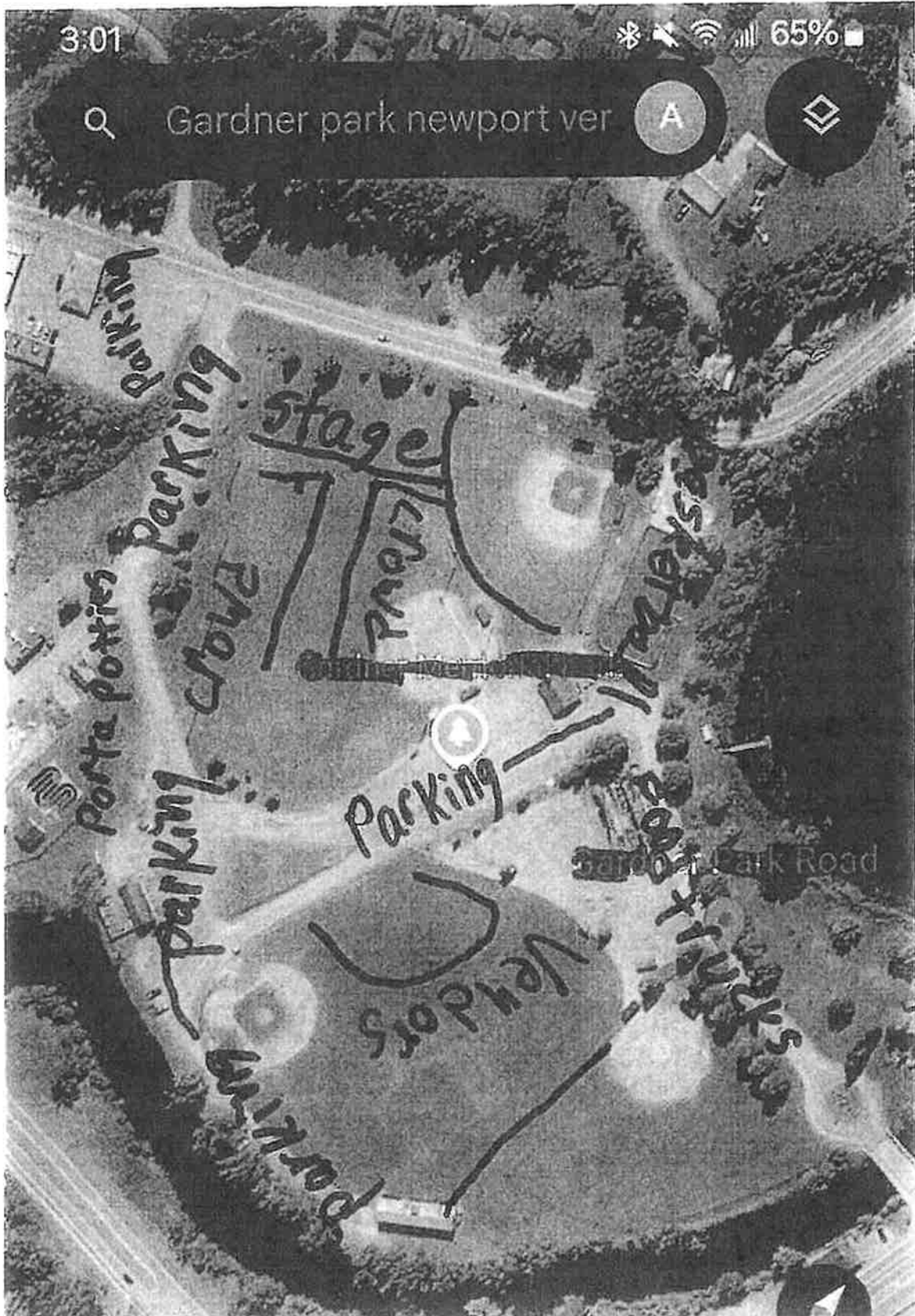
3:01

65%



Gardner park newport ver

A



Proposed Task Force on Housing Insecurity, Public Encampments, and Community Safety

Purpose: to advise the Council on developing a strategy to support those who are unhoused in our community and create a policy that employs best practices in the enforcement of rules regarding overnight stays and hanging out in front of or close proximity to businesses or residences.

This strategy should consider:

- Ensuring public safety
- Creating viable, safe options for people who are unhoused, especially during winter months and disaster events
- Supporting downtown businesses to help them thrive in Newport's Designated Downtown
- Effective collaboration models to involve all possible community partners
- Best enforcement practices in similar communities, and how to effectively prioritize law enforcement resources
- Considering the links between public safety, lack of affordable housing, human trafficking, addiction, and drug trafficking in our community

Proposed members:

- Staff: Travis Bingham
- Gabriela from High School (Concern for women who have been trafficked)
- 1 from NECKA
- 1 from NKHS
- Journey to Recovery and/or Umbrella
- At least one Pastor (Larry Wall)
- Up to three other Community Residents

Contacts:

- Gary (and wife Susan) Punchcard (pronounced Punchard) – he teaches math and she teaches kindergarten. They travel (a lot) in a camper – lived in Reno/Virginia City.
- Bobby Thumma-Wells and his students at the High School.

05/09/25

02:15 pm

## City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Page 1

stherrian

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/09/25 To 05/09/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AAA POLIC AAA POLICE SUPPLY	58860	PD Work Attire	91.80	0.00	-----	-----	--/--/--
AAA POLIC AAA POLICE SUPPLY	58727	PD Work Attire	310.93	0.00	-----	-----	--/--/--
ABLE COM ABLE COM ANSWERING SERVICE INC	250400776101	Answering Services	151.00	0.00	-----	-----	--/--/--
AGWAY NEWPORT FARM & GARDEN	T1-0226678	Supplies/Materials	24.99	0.00	-----	-----	--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	112-506069-0	Chloride	2595.79	0.00	-----	-----	--/--/--
AMAZON AMAZON BUSINESS	1M3R47TYJTH6	Supplies/Materials	3290.79	0.00	-----	-----	--/--/--
ATT MOBIL AT&T MOBILITY	050625	PW & CM Phone Service	141.20	0.00	-----	-----	--/--/--
ATT MOBIL AT&T MOBILITY	05062025	PD Phone Service	333.64	0.00	-----	-----	--/--/--
AVENU AVENU INSIGHTS & ANALYTICS LLC	INVB-062150	Digital Recording	425.00	0.00	-----	-----	--/--/--
BEAUR EQ BEAUREGARD EQUIPMENT INC	IV42591	Supplies/Materials	320.14	0.00	-----	-----	--/--/--
BERGERON BERGERON PROTECTIVE CLOTHING	246539	FD Personnel Equipment	556.69	0.00	-----	-----	--/--/--
BGS BGS ST SURPLUS PROPERTY	73006289	FD Office Supplies	165.00	0.00	-----	-----	--/--/--
BROWMI MICHAEL BROWN	050625	PB Quarters	200.00	0.00	-----	-----	--/--/--
BROWMI MICHAEL BROWN	043025	Apr Mileage/Phone Reimbu	109.80	0.00	-----	-----	--/--/--
BUDBOS AG SUPERMARKETS, INC	02-619397	Supplies/Materials	29.55	0.00	-----	-----	--/--/--
BUDBOS AG SUPERMARKETS, INC	04-457989	Supplies/Materials	3.89	0.00	-----	-----	--/--/--
CANON CANON FINANCIAL SERVICES INC.	40022277	CM Copier Contract	175.49	0.00	-----	-----	--/--/--
CANON SOL CANON SOLUTIONS AMERICA INC	6011390716	CM Copier Maintenance	26.22	0.00	-----	-----	--/--/--
CANON SOL CANON SOLUTIONS AMERICA INC	6011730108	CM Copier Maintenance	15.63	0.00	-----	-----	--/--/--
CASELLA CASELLA WASTE MGT INC	033125	Disposal	81.00	0.00	-----	-----	--/--/--
CERT LAB CERTIFIED LABORATORIES	9112076	Supplies/Materials	201.95	0.00	-----	-----	--/--/--
CLEAN WAT CLEAN WATERS INC.	14309	Supplies/Materials	4884.09	0.00	-----	-----	--/--/--
CNE DERBY COMMUNITY NATIONAL BANK	051625	PD Chevy Tahoe	1644.50	0.00	-----	-----	--/--/--
COMCAST COMCAST	051225 AP	Arsenic Plant Internet	157.27	0.00	-----	-----	--/--/--
COMCAST COMCAST	050525 PB	PB Internet	190.34	0.00	-----	-----	--/--/--
COMCAST COMCAST	050525 GP	GP Internet	110.39	0.00	-----	-----	--/--/--
COMCAST COMCAST	050925 PB2	PB Bldg 2 Internet	85.35	0.00	-----	-----	--/--/--
COMCAST COMCAST	050625 WWTF	WWTF Internet	110.39	0.00	-----	-----	--/--/--
COMCAST COMCAST	050825 MB	MB Fax/Elevator Lines	209.64	0.00	-----	-----	--/--/--
COMCAST COMCAST	050725 PD	PD Internet	165.55	0.00	-----	-----	--/--/--
COMCAST COMCAST	050925 FD	FD Internet	163.41	0.00	-----	-----	--/--/--
COMCAST COMCAST	051325 CD	Dock Internet	186.58	0.00	-----	-----	--/--/--
COMCAST B COMCAST BUSINESS	051525	Phone Services	1557.00	0.00	-----	-----	--/--/--
COMM MA COMMONWEALTH OF MASSACHUSETTS	05012025	PD Travel	3.30	0.00	-----	-----	--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	051225	Pump Station Alarm Lines	80.37	0.00	-----	-----	--/--/--
CREADA DANIELLE CREAMER	042925	PB Camping Refund	62.71	0.00	-----	-----	--/--/--
ENDYNE ENDYNE INC	528268	Lab Services	75.00	0.00	-----	-----	--/--/--
ENDYNE ENDYNE INC	528938	Lab Services	75.00	0.00	-----	-----	--/--/--
ENDYNE ENDYNE INC	527861	Lab Services	25.00	0.00	-----	-----	--/--/--
ENDYNE ENDYNE INC	527806	Lab Services	130.00	0.00	-----	-----	--/--/--
FIREASSOC NEWPORT FIREFIGHTERS ASSOC.	041125	Reimbursement	240.37	0.00	-----	-----	--/--/--
FIREASSOC NEWPORT FIREFIGHTERS ASSOC.	041625	Reimbursement	1000.00	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	5217512	Fuel Acct: 5369	289.53	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	5217511	Fuel Acct: 5369	149.70	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	5218016	Fuel Acct: 1661	468.72	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	033125	Fuel Acct: 80489	5819.48	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	03312025	Fuel Acct: 5369	6988.33	0.00	-----	-----	--/--/--
GATES GATE'S ELECTRIC INC	6167	Service Call	120.00	0.00	-----	-----	--/--/--
GILLS POI GILLS POINT S TIRE	2097678	Alignment	136.10	0.00	-----	-----	--/--/--
GILLS POI GILLS POINT S TIRE	2097009	Repairs	1895.70	0.00	-----	-----	--/--/--

05/09/25

02:15 pm

## City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Page 2

stherrien

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 05/09/25 To 05/09/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GMM	GREEN MOUNTAIN MULCH LLC	1372	Mulch	1680.00	0.00		--/--/--
GMM	GREEN MOUNTAIN MULCH LLC	1410	Mulch	280.00	0.00		--/--/--
GMM	GREEN MOUNTAIN MULCH LLC	1281	Mulch	3400.00	0.00		--/--/--
GREATBAY	GREAT BAY HYDRO CORP.	3/7-4/6/25	Clyde St Solar Metering	2055.73	0.00		--/--/--
GRENIER'S	GRENIER'S TRUCK SHOP	11722	Truck Body Prime & Paint	6000.00	0.00		--/--/--
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN	09075081	Landscaping Supplies	417.04	0.00		--/--/--
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN	01616803	Landscaping Supplies	781.12	0.00		--/--/--
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN	01616804	Landscaping Supplies	329.92	0.00		--/--/--
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY	S5276871.001	Supplies/Materials	76.42	0.00		--/--/--
GRUBRO	ROSS GRUBE	042825	Reimbursement	161.00	0.00		--/--/--
HOLLAND	HOLLAND COMPANY, INC.	PT-32777	Supplies/Materials	9790.95	0.00		--/--/--
INVEST	INVEST EAP	040125	FD EAP	134.55	0.00		--/--/--
KITTELL	KITTELL BRANAGAN & SARGENT	97388	Professional Services	345.00	0.00		--/--/--
LAWSON	LAWSON PRODUCTS INC	9312388406	Supplies/Materials	887.25	0.00		--/--/--
LEBLANC'S	LEBLANC'S PEST CONTROL	27558	Pest Control	100.00	0.00		--/--/--
LEBLANC'S	LEBLANC'S PEST CONTROL	27861	Pest Control	100.00	0.00		--/--/--
LEINEM	EMILY LEINOFF	041525	Mileage Reimbursement	134.94	0.00		--/--/--
LEINEM	EMILY LEINOFF	040325	Mileage Reimbursement	317.02	0.00		--/--/--
MAGEE	MAGEE OFFICE PRODUCTS	651932	Office Supplies	2.63	0.00		--/--/--
MAGEE	MAGEE OFFICE PRODUCTS	651776	Office Supplies	26.93	0.00		--/--/--
MAJESTIC	MAJESTIC TROPHY LLC	2299	Supplies/Materials	33.00	0.00		--/--/--
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	62466	PB Signs	430.00	0.00		--/--/--
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	62518	PB Bangers/Staff Shirts	1598.00	0.00		--/--/--
MERRJA	JAKE MERRILL	040725	Truck Cylinder	338.00	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2245961	Supplies/Materials	15.72	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2248816	Supplies/Materials	93.20	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2248799	Supplies/Materials	342.00	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2246882	Supplies/Materials	229.95	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2249723	Supplies/Materials	339.95	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2244857	Supplies/Materials	47.40	0.00		--/--/--
MISSION C	MISSION COMMUNICATIONS, LLC	1088237	Service Package	347.40	0.00		--/--/--
NESPIN	NE STATE POLICE INFORMATION NE	INV202400087	Membership Fee	100.00	0.00		--/--/--
NEWTCH	CHARLES NEWTON	041125	Reimbursement	57.59	0.00		--/--/--
NORTH EMB	NORTHERN EMBROIDERY CORP.	1175	Patches	189.00	0.00		--/--/--
NWPT AMBL	NEWPORT AMBULANCE SERVICE, INC	230	May Coverage	21426.16	0.00		--/--/--
NWPT RENT	NEWPORT RENTAL CENTER INC	1-578574	Rental	155.00	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-187635	Parts	204.75	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-188969	Parts	140.28	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-189151	Parts	12.22	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-188977	Parts	119.92	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-188750	Parts	5.51	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-186934	Parts	174.93	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	050125	GP Restoration Loan	3972.16	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	051125	2023 PD Ford Explorer	1463.84	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	05012025	LOC Int	6983.01	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	050325	2023 PD Ford Explorer	1464.92	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	050725	Tower LOC	3457.80	0.00		--/--/--
PEPINS	PEPIN'S TRUCK REPAIR INC	38578	Inspection	40.00	0.00		--/--/--

05/09/25

02:15 pm

## City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Page 3

stherrien

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 05/09/25 To 05/09/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PEPINS	PEPIN'S TRUCK REPAIR INC	38579	Inspection	40.00	0.00		--/--/--
PEPINS	PEPIN'S TRUCK REPAIR INC	38569	Truck Repairs	2633.54	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323167	Supplies/Materials	13.80	0.69		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323909	Supplies/Materials	88.46	4.42		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322289	Supplies/Materials	25.99	1.30		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320918	Supplies/Materials	295.60	14.78		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321031	Credit Memo	-4.70	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320885	Supplies/Materials	54.35	2.72		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320831	Supplies/Materials	21.49	1.07		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320747	Supplies/Materials	5.18	0.26		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321533	Supplies/Materials	18.13	0.91		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320847	Supplies/Materials	8.98	0.45		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320859	Supplies/Materials	8.32	0.42		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320986	Supplies/Materials	49.77	2.42		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321845	Supplies/Materials	18.00	0.90		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320598	Supplies/Materials	199.99	10.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320616	Supplies/Materials	14.98	0.75		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	320812	Supplies/Materials	22.38	1.12		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321142	Supplies/Materials	51.97	2.60		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321275	Supplies/Materials	47.96	2.40		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321366	Supplies/Materials	17.98	0.90		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321399	Supplies/Materials	45.96	2.30		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321497	Supplies/Materials	57.26	2.86		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321502	Supplies/Materials	4.00	0.20		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321492	Supplies/Materials	59.99	3.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321421	Supplies/Materials	718.20	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321347	Credit Memo	-359.10	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321346	Supplies/Materials	404.87	2.29		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321516	Supplies/Materials	359.10	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321528	Supplies/Materials	5.97	0.30		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321554	Credit Memo	-205.20	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321540	Supplies/Materials	359.10	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321957	Supplies/Materials	496.90	23.50		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321958	Supplies/Materials	496.90	23.50		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322322	Supplies/Materials	78.27	3.91		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322336	Supplies/Materials	35.47	1.77		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323168	Supplies/Materials	23.98	1.20		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322498	Supplies/Materials	15.98	0.80		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323018	Supplies/Materials	89.93	4.50		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323009	Supplies/Materials	6.75	0.34		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322943	Supplies/Materials	21.98	1.10		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322598	Supplies/Materials	68.76	3.44		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322370	Supplies/Materials	69.19	3.46		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321767	Supplies/Materials	34.99	1.75		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	321795	Supplies/Materials	36.99	1.85		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322294	Supplies/Materials	36.26	1.81		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	322194	Supplies/Materials	30.49	1.52		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	323157	Supplies/Materials	20.98	1.05		--/--/--
PINE BLUF	PINE BLUFF ESTATES BEACH ASSOC 75		Waterhed Proj	208.00	0.00		--/--/--
FSB VISA	FIRST BANKCARD	051425	Supplies/Materials	12.98	0.00		--/--/--

05/09/25

## City of Newport Accounts Payable

Page 4

02:15 pm

Check Warrant Report # Current Prior Next FY Invoices

stharrien

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/09/25 To 05/09/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PSB VISA FIRST BANKCARD	051425 NR	Supplies/Materials	12.98	0.00			--/--/--
PSB VISA FIRST BANKCARD	051425 TB	Supplies/Materials	717.54	0.00			--/--/--
PSB VISA FIRST BANKCARD	051425 CM	Supplies/Materials	1110.45	0.00			--/--/--
PSB VISA FIRST BANKCARD	051425 RT	Supplies/Materials	2268.49	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE67318	Supplies/Materials	43.58	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE67474	Supplies/Materials	148.18	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE67325	Supplies/Materials	92.99	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE67612	Credit Memo	-75.00	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1461	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1462	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1454	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1455	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1456	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1459	Repairs	89.39	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1460	Repairs	118.79	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	1521	Repairs	715.92	0.00			--/--/--
RAYS TOW RAY'S TOWING AND RECOVERY	24-12357	Towing	85.00	0.00			--/--/--
RAYS TOW RAY'S TOWING AND RECOVERY	25-14295	Repairs	732.85	0.00			--/--/--
RAYS TOW RAY'S TOWING AND RECOVERY	24-13648	Repairs	793.35	0.00			--/--/--
RAYS TOW RAY'S TOWING AND RECOVERY	69782	Inspection & Repairs	867.85	0.00			--/--/--
ROBEJA INDEPENDENT INSURANCE BROKER	040125	Professional Expense	400.00	0.00			--/--/--
S&S WORLD S & S WORLDWIDE, INC.	IN101587204	Supplies/Materials	466.38	0.00			--/--/--
SAWYER S SAWYER SPRINKLER SERVICE LLC	4591	FD Annual Inspection	450.00	0.00			--/--/--
SAWYER S SAWYER SPRINKLER SERVICE LLC	4599	Gateway Sprinklers	2080.00	0.00			--/--/--
SAWYER S SAWYER SPRINKLER SERVICE LLC	4616	FD Pipe Replacement	659.00	0.00			--/--/--
SAWYER S SAWYER SPRINKLER SERVICE LLC	4617	Gateway Repairs	997.50	0.00			--/--/--
SAWYER S SAWYER SPRINKLER SERVICE LLC	4651	Gateway Compressor	2317.50	0.00			--/--/--
SECURSHRE SECURESHRED	487140	Shredding	24.00	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769250	Supplies/Materials	29.26	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769382	Supplies/Materials	8.99	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769498	Supplies/Materials	11.49	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769524	Supplies/Materials	17.49	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	770999	Supplies/Materials	28.26	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769466	Supplies/Materials	65.90	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	771208	Supplies/Materials	53.88	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	769999	Supplies/Materials	16.92	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	770175	Supplies/Materials	155.74	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	771170	Supplies/Materials	970.99	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	770853	Supplies/Materials	67.19	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	771123	Supplies/Materials	60.98	0.00			--/--/--
SP&F ATT SP&F ATTORNEYS, P.C.	91850	Professional Services	5330.72	0.00			--/--/--
SP&F ATT SP&F ATTORNEYS, P.C.	91418	Professional Services	5209.85	0.00			--/--/--
ST ONGE'S ST. ONGE TRANSPORT INC.	18617	Trucking	913.50	0.00			--/--/--
STAINLESS STAINLESS SOFTWARE INC.	050125	PB Management Svc	74.00	0.00			--/--/--
STICKS STICKS & STUFF DERBY	151673	Supplies/Materials	42.18	0.00			--/--/--
STICKS STICKS & STUFF DERBY	151674	Supplies/Materials	86.67	0.00			--/--/--
SYMQRONIC SYMQUEST GROUP INC	552077125	PD Copier	234.52	0.00			--/--/--
TAPLINSEP TAPLIN SEPTIC PUMPING AND PORT	I853	Rental	75.00	0.00			--/--/--
TAX ORLEANS COUNTY TREASURER	022125	County Tax Assessment	62100.55	0.00			--/--/--
TETREAUULT TETREAUULT'S MAPLE FARM, LLC	2882	PB Firewood	1680.00	0.00			--/--/--

05/09/25  
02:15 pm

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 05/09/25 To 05/09/25

Page 5  
stherrien

Vendor		Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
USABLUE	USA BLUEBOOK	INV00694098	Supplies/Materials	217.94	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00581225	Supplies/Materials	191.74	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00583546	Supplies/Materials	567.50	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00590974	Supplies/Materials	961.84	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00600430	Supplies/Materials	152.68	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00600050	Supplies/Materials	3314.00	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00631640	Supplies/Materials	132.84	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00631925	Supplies/Materials	506.13	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00666439	Supplies/Materials	587.60	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00669827	Supplies/Materials	116.17	0.00	-----	-----	--/--/--
USABLUE	USA BLUEBOOK	INV00685079	Supplies/Materials	303.97	0.00	-----	-----	--/--/--
VT TREAS	VERMONT STATE TREASURER	050125	Animal License	728.00	0.00	-----	-----	--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	050825	Electric Service	1195.16	0.00	-----	-----	--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	052625	Electric Services	35704.23	0.00	-----	-----	--/--/--
VTPOLICE	VT ASSOC OF CHIEFS OF POLICE	041025	Conference	195.00	0.00	-----	-----	--/--/--
VTSRINGS	VERMONT SPRINGS LLC	060542	PD Water Supplies	136.15	0.00	-----	-----	--/--/--
VTWATERD	STATE OF VERMONT - DEC	041525	CERT HQB-W5QW-TCDRB	80.00	0.00	-----	-----	--/--/--
W B MASON	W.B. MASON CO., INC.	253653690	Office Supplies	41.45	0.00	-----	-----	--/--/--
WALTERA	KRISTEN WALTERS	041525	Mileage Reimbursement	127.97	0.00	-----	-----	--/--/--
WELLS FAR	WELLS FARGO FINANCIAL LEASING	5034007799	CT Copier	97.48	0.00	-----	-----	--/--/--
WESTMARIN	WEST MARINE PRO	2985503	PFD Safety Equipment	107.98	0.00	-----	-----	--/--/--
WESTMARIN	WEST MARINE PRO	3039407	Flotation Dock	1069.75	0.00	-----	-----	--/--/--
YOUNJE	JEFFREY YOUNG	041625	Reimbursement	59.74	0.00	-----	-----	--/--/--
Report Total				253,706.74	134.56	0.00	-----	-----

CITY COUNCIL

To the Treasurer of City of Newport, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*253,572.18  
Let this be your order for the payments of these amounts.

05/12/25  
08:03 am

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/12/25 To 05/12/25

Page 1  
stherzien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
NHCLF	NEW HAMPSHIRE COMMUNITY LOAN F 050925	TIF Feasibility Study	10000.00	0.00	-----	-----	--/--/--
Report Total			10,000.00	0.00	0.00		

CITY COUNCIL



To the Treasurer of City of Newport, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*10,000.00  
Let this be your order for the payments of these amounts.



05/16/25

## City of Newport Accounts Payable

Page 1

11:13 am

Check Warrant Report # Current Prior Next FY Invoices

stherrien

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/16/25 To 05/16/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BREVIN BREVIN SYSTEMS	2016	PB Computer Services	2200.00	0.00	-----,--	-----	--/--/--
WWTP UTI CITY OF NEWPORT	061625	UTI 2220001	183.96	0.00	-----,--	-----	--/--/--
WWTP UTI CITY OF NEWPORT	05 16 25	UTI 2220002	42.00	0.00	-----,--	-----	--/--/--
WWTP UTI CITY OF NEWPORT	06162025	UTI 2220003	644.79	0.00	-----,--	-----	--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	051625 PD	PD Internet	224.95	0.00	-----,--	-----	--/--/--
DIRIGO DIRIGO SAFETY LLC	2025-0389	PD Training	1500.00	0.00	-----,--	-----	--/--/--
GREATBAY GREAT BAY HYDRO CORP.	4/7-5/6/2025	Clyde Street Metering	3445.13	0.00	-----,--	-----	--/--/--
HOAGIES HOAGIES PIZZA & PASTA	98 050625	Election Expense	147.17	0.00	-----,--	-----	--/--/--
MAJESTIC MAJESTIC TROPHY LLC	2311	Supplies/Materials	30.00	0.00	-----,--	-----	--/--/--
MAJESTIC MAJESTIC TROPHY LLC	2265	Supplies/Materials	7.00	0.00	-----,--	-----	--/--/--
MOORE MOORE DOCKS	050825	Parts	135.00	0.00	-----,--	-----	--/--/--
MVP ADMIN MVP SELECT CARE INC.	CINV010365	HRA Admin	119.00	0.00	-----,--	-----	--/--/--
NSCHOOL NEWPORT CITY ELEMENTARY SCHOOL	051525	Education Fund Payment	1206877.14	0.00	-----,--	-----	--/--/--
NCUHS NORTH COUNTRY UNION HIGH SCHOO	051525	Education Fund Payment	882791.57	0.00	-----,--	-----	--/--/--
NCU JR H NORTH COUNTRY UNION JUNIOR HIG	051525	Education Fund Payment	488577.70	0.00	-----,--	-----	--/--/--
OCCAC ORLEANS COUNTY CHILD ADVOCACY	051225	Sponsorship	100.00	0.00	-----,--	-----	--/--/--
GRUBRO ROSS GRUBE	051225	Mileage Reimbursement	161.00	0.00	-----,--	-----	--/--/--
STICKS STICKS & STUFF DERBY	151964	Supplies/Materials	188.60	0.00	-----,--	-----	--/--/--
SYMQRKONIC SYMQUEST GROUP INC	554266502	PD Copier	234.52	0.00	-----,--	-----	--/--/--
MEMPRESS THE MEMPHREMOGOG PRESS INC.	62691	Election Ballots	82.00	0.00	-----,--	-----	--/--/--
RADIONRTH THE RADIO NORTH GROUP INC	24147075	Radio Repairs	2163.40	0.00	-----,--	-----	--/--/--
HALLVI VICKIE HALL	050525	PB Refund	738.00	0.00	-----,--	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	060225	Electric Services	1426.63	0.00	-----,--	-----	--/--/--
W B MASON W.B. MASON CO., INC.	253792578	Office Supplies	111.98	0.00	-----,--	-----	--/--/--

Report Total

2,592,131.54 0.00 0.00

CITY COUNCIL

To the Treasurer of City of Newport, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*2,592,131.54

Let this be your order for the payments of these amounts.

05/13/25  
02:20 pm

City of Newport Payroll  
Check Warrant Report #  
Check date 05/15/25 to 05/15/25

Page 1 of 2  
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	21766	05/15/25	756.00	0.00
BERNTH	BERNIER, THOMAS L.	E2089405	05/15/25	0.00	2384.96
BINGTR	BINGHAM, TRAVIS R.	E2089382	05/15/25	0.00	2214.99
BORSSA	BORSARI, SAMUEL J.	21760	05/15/25	1714.88	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2089406	05/15/25	0.00	1481.68
BRASAR	BRASSARD, ARNOLD J.	21769	05/15/25	364.60	0.00
BROWMI	BROWN, MICHAEL E.	E2089420	05/15/25	0.00	1706.22
BRYASC	BRYANT, SCOTT A.	E2089395	05/15/25	0.00	1325.07
BURDRO	BURDICK, ROBERT A., JR	E2089407	05/15/25	0.00	1249.55
CAMBTU	CAMBER, TUCKER J.	E2089408	05/15/25	0.00	1463.95
CARRER	CARRIER, ERIC A.	E2089415	05/15/25	0.00	1936.67
CHENFR	CHENEY, FRANCIS E., III	21759	05/15/25	2097.47	0.00
CHURRO	CHURCHILL, ROBYN D. H.	E2089379	05/15/25	0.00	1360.99
CLONVA	CLONEY, VAUGHN M., III	E2089429	05/15/25	0.00	181.14
COLLDA	COLLINS, DANIEL F.	21761	05/15/25	1659.83	0.00
CORCCA	CORCORAN, CARLOTTA A.	21767	05/15/25	222.98	0.00
DEUYCO	DEUYOUR, CODI L.	E2089431	05/15/25	0.00	182.00
DILLTR	DILLON, TRAVIS J.	E2089409	05/15/25	0.00	1823.20
FINNPA	FINN, PATRICK W.	E2089421	05/15/25	0.00	1412.74
FLYNKU	FLYNN, KURK O.	E2089396	05/15/25	0.00	2124.81
GAGELA	GAGE, LARRY L., JR	E2089410	05/15/25	0.00	1511.37
GONYAN	GONYAW, ANDREW T.	E2089383	05/15/25	0.00	2798.35
GOSSRO	GOSSSELIN, ROBERT J.	E2089430	05/15/25	0.00	1329.16
GOSSROG	GOSSSELIN, ROGER M.	E2089401	05/15/25	0.00	290.90
GRENLE	GRENIER, LEO C., III	21762	05/15/25	1812.10	0.00
GRUBRO	GRUBE, ROSS E.	E2089416	05/15/25	0.00	1710.19
GUYEDA	GUYER, DAVIS M.	E2089384	05/15/25	0.00	2104.41
HARTER	HARTMAN, ERIC P.	E2089411	05/15/25	0.00	1237.10
HERMJA	HERMAN, JASON M.	E2089417	05/15/25	0.00	1994.91
HIGGMI	HIGGINSON, MITCHELL R.	E2089422	05/15/25	0.00	996.01
HORNDU	HORNE, DUSTIN J.	E2089400	05/15/25	0.00	986.11
JACOTA	JACOBS, TANNER D.	E2089385	05/15/25	0.00	1708.77
JOHNJA	JOHNSON, JAMES D.	E2089380	05/15/25	0.00	1767.78
KEITNI	KEITHAN, NICHOLAS N.	E2089386	05/15/25	0.00	1647.08
KEMPSA	KEMPTON, SARA L.	E2089423	05/15/25	0.00	156.99
LACoke	LACOSS, KEVIN W.	E2089403	05/15/25	0.00	532.78
LANCRJ	LANCASTER, ROYCE J., JR	E2089412	05/15/25	0.00	1419.72
LANCRO	LANCASTER, ROYCE E., SR	E2089387	05/15/25	0.00	2015.34
LECLJJ	LECLAIR, JAMES A., JR	E2089388	05/15/25	0.00	2148.10
LEINEM	LEINOFF, EMILY R. L.	E2089397	05/15/25	0.00	1598.01
LILLJO	LILLIS, JOSHUA S.	E2089389	05/15/25	0.00	1996.14
MARCCO	MARCOUX, COREY J.	E2089413	05/15/25	0.00	911.80
MARSJA	MARSH, JARED A.	E2089419	05/15/25	0.00	1536.85
MARSLO	MARSH, LONI R.	E2089424	05/15/25	0.00	255.96
MAYHCO	MAYHEW, COLLEEN A.	21765	05/15/25	271.93	0.00
MAYHCO	MAYHEW, COLLEEN A.	21764	05/15/25	271.93	0.00
Total of 2 items for MAYHCO				543.86	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	21763	05/15/25	1543.79	0.00

05/13/25  
02:20 pm

City of Newport Payroll  
Check Warrant Report #  
Check date 05/15/25 to 05/15/25

Page 2 of 2  
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MILLER	MILLER, ERIC R.	E2089398	05/15/25	0.00	1709.10
MORIJO	MORIN, JONATHAN L.	E2089390	05/15/25	0.00	2409.47
MOULCH	MOULTON, CHARLES D.	E2089391	05/15/25	0.00	3522.68
PATEAN	PATENAUDE, ANDREW M.	E2089414	05/15/25	0.00	1898.58
QUARHE	QUARLES, HENRY A., III	E2089418	05/15/25	0.00	897.82
RIVARO	RIVARD, ROBERT L.	E2089425	05/15/25	0.00	662.16
RIVENI	RIVERS, NICHOLAS R.	E2089392	05/15/25	0.00	2679.43
RONDJJO	RONDEAU QUARMBY, JOSEE	E2089426	05/15/25	0.00	662.88
ROSSTE	ROSSI, TELS A E.	E2089427	05/15/25	0.00	156.22
ROWEJO	ROWE, JONATHAN M.	21770	05/15/25	565.56	0.00
SMITCO	SMITH, CODY M.	E2089393	05/15/25	0.00	1231.47
SMITGR	SMITH, GREGORY P.	21768	05/15/25	512.22	0.00
STORRI	STORY, RICHARD P.	E2089432	05/15/25	0.00	400.00
SYKECO	SYKES, COLIN S.	E2089394	05/15/25	0.00	1590.76
THERST	THERRIEN, STACEY L.	E2089381	05/15/25	0.00	1029.79
WALTKR	WALTERS, KRISTEN L.	E2089402	05/15/25	0.00	116.36
WATEAM	WATERMAN, AMBER E.	E2089428	05/15/25	0.00	48.48
WELLMO	WELLS, MONICA R.	E2089399	05/15/25	0.00	1282.39
YOUNJE	YOUNG, JEFFREY R.	E2089404	05/15/25	0.00	1523.34
				11793.29	75322.73
				=====	=====

To the Treasurer of City of Newport Vermont:

We hereby certify that there is due to the several persons whose  
names are listed hereon the sum against each name and that  
there are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*87,116.02

Let this be your order for the payments of these amounts.

City Council:

# NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 4-28-25

Name(s) The Lunchbox

Business Name Green Mountain Farm to School

Phone # 802-334-2044

Address 115 2nd St. Newport, VT 05855

Date of Birth n/a

Have you ever been convicted of any misdemeanor, felony, or violation of any municipal ordinance? no

If yes, please explain n/a

Name, address, and phone # of current employer, if applicable Green Mountain Farm to School  
(we are a registered non-profit)

Food Peddler's State License # 8085

Vehicle Registration # 4U3AARBW91CJ21144

License Plate # 159A750

Type of Goods Being Sold food

Description of Cart, Stand, or Vehicle The Lunchbox is a mobile food truck serving free meals to children 18 and younger

Proposed Location Gardner Memorial Park north entrance parking lot

Hours of operation 11am - 1pm

Days of operation Thursdays, June 26<sup>th</sup> - Aug. 1

☐ MONTHLY (\$100/MTH)

☐ WEEKEND (\$50/WKND)

Duration ☐ 1 YEAR (\$300) ☐ 6 MONTHS (\$200)

2 # OF MONTHS

   # OF WEEKENDS

Pictures Enclosed? ☐ Applicant(s)

☒ Cart, Stand, Vehicle, or Structure

Insurance Information

Insurance Certificate Enclosed including

☐ City of Newport as certificate holder

☐ \$100,000 Liability for personal injury ☐ \$25,000+ Property Damage

FOR OFFICE USE ONLY

Type of License

Central ☐

General ☐

Vehicle ☐

Fee Due

Fee Paid

Duration

Temporary Issued

To

License Approved

Signature

Title

Date

Dated Valid

To

Notes



Home (/DLLLicenseManagement/s/)

Application  
DLL - Application - 59816

Approve

Reject

Applicant Action Required

Town Payment Received

Download

## APPLICATION DETAILS

## RELATED INFORMATION

### Application Information

DLL - Application Id

DLL - Application - 59816

Business Entity Name

Family Dollar Stores of Vermont LLC

Applicant Email

[toba-licensing@dollartree.com](mailto:toba-licensing@dollartree.com) (<mailto:toba-licensing@dollartree.com>)

Business Entity Phone

7573215000

Renewal Application

Foundational License

[LP-017270 \(/DLLLicenseManagement/s/dll-licensemaster/a5At000000CowFEAS/lp017270\)](#)

Town Fee

70

Application Fee

70.00

License/Permit Location Description

Designated Caterers Details

Days Since Last Modified

4

Estimated time period for alcohol

Name and address from whom you purchase

Renewal Change Indicated

Renewal Change Description

URL for Policies &amp; Procedures

URL for Duties

Send Approval Email

### Location Details

Physical Location Name

Family Dollar #27483

Physical Location Street 1

266 Main Street

Physical Location Street 2/Unit/Suite

Physical Location City/Town

Newport City

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Newport City

Application Type

License

Application Category

Second Class

Application For

Second Class License

Historical Id

SECN

Holding Tobacco Licence

Not Holding Tobacco License

Applicant Action Comments

Town User Approval/Rejection Comments

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

Location

[LN-019146 \(/DLLLicenseManagement/s/detail/a0At0000002ZNKIEAO\)](#)

Address of warehouse located in Vermont:

Name Address of Vermont Wholesale Dealer

# NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 4/28/25

Name(s) Brianna Stuart

Business Name Sweet Snow Concessions Phone # 802-673-0211

Address 4501 Route 5 Irasburg VT 05845

Date of Birth 10/06/1995

Have you ever been convicted of any misdemeanor, felony, or violation of any municipal ordinance? NO

If yes, please explain \_\_\_\_\_

Name, address, and phone # of current employer, if applicable \_\_\_\_\_

Food Peddler's State License # 16120

Vehicle Registration # \_\_\_\_\_ License Plate # \_\_\_\_\_

Type of Goods Being Sold Shaved ice, Smoothies, Slushies

Description of Cart, Stand, or Vehicle Concession trailer  
(same as previous years)

Proposed Location Newport July 4<sup>th</sup> event

Hours of operation \_\_\_\_\_ Days of operation only for event

☐ MONTHLY (\$100/MTH) ☒ WEEKEND (\$50/WKND)

Duration ☐ 1 YEAR (\$300) ☐ 6 MONTHS (\$200) \_\_\_\_\_ # OF MONTHS \_\_\_\_\_ # OF WEEKENDS

Pictures Enclosed? ☐ Applicant(s) ☐ Cart, Stand, Vehicle, or Structure

\*will email license & insurance info + picture

Insurance Information

Insurance Certificate Enclosed ☐ City of Newport as certificate holder

Including ☐ \$100,000 Liability for personal injury ☐ \$25,000+ Property Damage

## FOR OFFICE USE ONLY

Type of License Central ☐ General ☐ Vehicle ☐

Fee Due \_\_\_\_\_ Fee Paid \_\_\_\_\_ Duration \_\_\_\_\_

Temporary Issued \_\_\_\_\_ To \_\_\_\_\_

License Approved \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dated Valid \_\_\_\_\_ To \_\_\_\_\_ Notes \_\_\_\_\_

# Enhancing Downtown Newport with Tiny Art

Marlena Valenta  
Corina Vandever  
Robyn Midi  
Mike Stanley

## Why Tiny Art?

Injecting surprise and artistic discovery into downtown Newport by commissioning local artists to create and install small-scale artworks in public spaces.

- Enhances vibrancy
- Supports local artists
- Encourages exploration
- Fosters community connection
- Promotes Newport's unique character



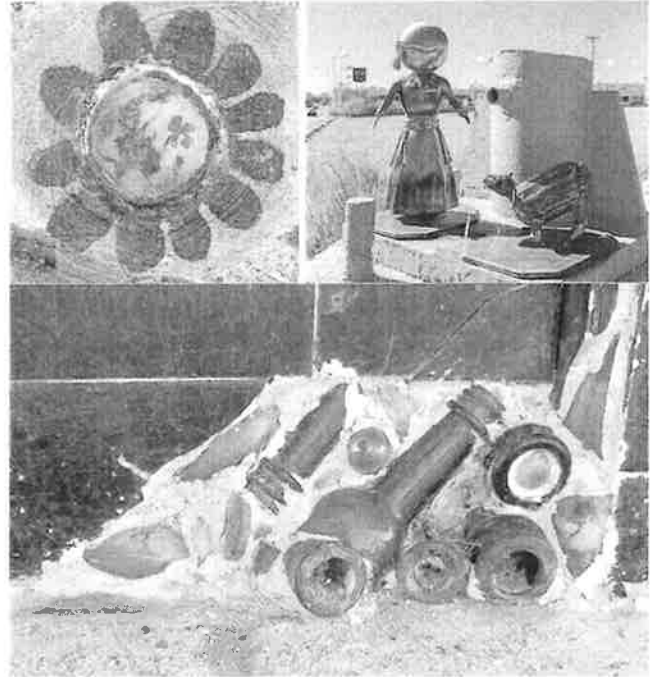
## Project Implementation

- Selection of public/private project locations (to be shared at City Council)
- RFP to Local Artists
- Selection of Artists
- Artwork Creation & Installation
- Public Launch & Promotion



## Call to Action

- Request for approval and support
- Contact information for questions - FeliciaU@nddvt.org



Examples from Gallup, NM

## Budget & Impact:

**\$3,000**

Paid for by NDD and/or grants

Expected Impact:

- Increased foot traffic
- Enhanced cultural experience
- Support for 3-5 local artists
- Positive social media engagement



## **Financial Task Force Recommendations for City Council 5.19.25**

At the special meeting at the end of April, the council moved to contract NEMRC for account consulting. Since then, Chip Stearns has been combing through our accounts and general ledger, assessing the city's accounting practices, and cross-referencing our financial software with account balances. In part, these efforts are to identify ways to meet the June 30th deadline to repay our \$1.8 million line of credit to Passumpsic Bank. This is a requirement to reapply for a tax note appropriation from banking institutions.

Chip has worked closely with the Clerk & Treasurer's Office to clarify origins/intent/restrictions on all the account holdings of the city, which resulted in the below list of recommended accounts which should be closed, and their balances transferred to the general fund. The Mayor consulted with city attorneys for guidance adhering to our charter. Jim Johnson has continued to be present and active at all of our regular Friday meetings, and has assisted the Task Force in performing a deep dive of City financials.

The following actions would increase the short-term cash flow management to the tune of approximately \$825,000, though the precise numbers are subject to change at the time of closure. As such, please regard this figure as an estimate.

These actions aim to deposit money into the general fund for operations, but does not change the obligations established; they simply shift where the funds are held. For restricted accounts (such as the Tennis Court Fund), Chip will work with Jim to establish liability accounts to hold the value of these obligations even without dedicated cash accounts.

In conjunction with Chip, the Financial Task Force recommends the Council submit a request to the City Treasurer to close the following accounts and place the money into the general fund checking account:

0-00-00.36 Reappraisal Fund MMA  
0-00-00.48 Bike Path Fund  
0-00-00.55 Vactor Sinking Fund  
0-00-00.83 Tennis Court Fund MMA  
0-00-00.89 Coventry St Sinking MMA  
0-00-00.98 GP Restoration MPG 2013  
9-00-06.70 Water Tower Sinking Fund  
9-00-06.80 WTF Replacement Fund  
9-00-06.85 Reservoir Cover Fund  
8-00-00.50 WWTF Sinking Fund  
8-00-04.45 Vactor Sinking Fund

These adjustments should be made for the purpose of reducing the water and sewer fund debt to the general fund and consolidating accounts for cash flow.

The Task Force is meeting with a variety of key stakeholders in lending institutions regarding the best way to manage deficits in both the Water and Sewer Enterprise Funds and the City's Operations that have accumulated over time. We are not yet ready to make recommendations to Council regarding these matters.

*This document was prepared by Council member Carter Finegan on behalf of the members of the Task Force on Financial Reporting and Fiscal Practices for Mayor and Council's consideration.*





222 Main Street  
Newport, VT 05855

Chief Travis R. Bingham  
travis.bingham@vermont.gov

Tel: (802) 334-6733  
Fax: (802) 334-2818



## Proposed Members for Housing insecurity, Public Encampments, and Community Safety

1. Mayor Rick Ufford-Chase
2. Council President Kevin Charbonneau (Chair)
3. Police Chief Travis Bingham
4. NECKA - Casey Winters
5. NKHS - Amber Robbins
6. AHS Director – Chris Mitchell
7. Journey to Recovery - Lilla Bennett
8. Pastor - Larry Wall
9. Community Residents
  - a. Travis Gaines (UCA) – *With a background in public safety and a current role maintaining a safe and secure school environment, the issues of homelessness and vagrancy are front of mind for me. I have worked with Mr. Abbott (adjacent property owner) to eliminate unsecured access to unoccupied buildings and prevent squatting as well as working with NPD to reduce and prevent trespassing on UCA property. I have some unique ideas to marry safety and compassion. I would like to be considered for service on the Task Force on Housing Insecurity, Public Encampments, and Community Safety.*
  - b. Gabriella Stacey- *I'm a student at North Country High School. My CAP Project is specifically about private housing for homeless women and moms coming from domestic violence and sex trafficking in situations. I'm also interested in housing for all people in need, in Newport and I would love to be a part of making that possible.*

- c. Third Community Resident: Working on a couple of possibilities, and hope to have someone else's name to add by Monday night.

Other City Staff may be asked to advise this Task Force as needed.

Respectfully Submitted for Council Consideration, Chief Bingham and Mayor Ufford-Chase

**Financial and Office Administrator  
Newport City, Vermont - Job Posting 5/20/2025**

**Department:** Administrative  
**Status:** Full-Time  
**Pay Classification:** Salary  
**FLSA Designation:** Non-Exempt

**Position Purpose:**

This position involves complex administrative and technical work in finance, human resource, office coordination and public relations. Superior candidates will demonstrate competence in creating financial spreadsheets and managing fund accounting, as well as a strong capacity for independent judgment and decision-making. This position offers support to Department Heads and the City Manager regarding the consistent application of personnel policies and other Human Resources matters, as well as administrative support to the City Manager, Mayor, Members of Council, and chairs of City Commissions and Task Forces. The person filling this position will often be the first point of contact for community residents, members of the public and outside agencies. The position is accountable to the City Manager, or in the absence of a City Manager, to Mayor and Council.

**Duties and Responsibilities - Essential Functions:** (This list should not be construed as a complete listing for contractual purposes.)

- Maintain Financial Records for the City of Newport, to include:
  - Prepare financial payments (in coordination with Department Heads) for approval
  - Work with the Treasurer's office to maintain a General Ledger and journal for the recording of all transactions using the NEMRC software.
  - Prepare the monthly financial reports and projections for Mayor and Council.
  - Ensure proper management of all accounting records of the City.
  - Compile and submit year-end financial statements to City officials and the state Department of Revenue according to statutory requirements.
  - Support the City Manager or Mayor and Council with necessary statistical, financial, and revenue reports as required by outside agencies.
  - Work with the City Manager, Mayor and Council, and Dept Heads in to carry out a participative budget process.
  - Work with Grants Manager to ensure that all compliance and reporting requirements for grants to the City of Newport are fulfilled to the highest possible standard.
- Office Coordination and Support to Include:
  - Monitor incoming phone calls, email and personal visits to answer public requests.
  - Ensure all public meetings are properly warned and records are appropriately posted.
  - Prepare, post and distribute appropriate Agenda and Packets for City Council meetings.
  - Support the City Manager and Mayor in responding to PRA Requests in a timely fashion.
  - Order office supplies as needed.
- Support City Manager and Department Heads to coordinate Human Resource Management:
  - Prepare necessary paperwork for employee onboarding and terminations.
  - Document Workers Compensation claims and follow through appropriately.

- Support employees with specific needs regarding insurance coverages.

### **Education, Training and Experience:**

Bachelor's or Master's Degree in Accounting or significant work experience in a related field. Experience in Payroll, Accounts Payable, Accounts Receivable and General Ledger, and general office operations. Human Resources Management. Proficiency in Microsoft Excel and Word and Google Sheets and Docs, computer accounting software and networks. Experience in municipal accounting is preferred.

### **Special Requirements:**

- Ability to be bonded.
- Some evening and weekend meetings may be required.
- Working knowledge of computer applications for accounting and financial management.
- Ability to analyze and interpret financial data and to organize and present data and findings clearly to the City Council.
- Ability to communicate effectively in written and verbal form.
- Ability to work independently to complete work and special projects on time.
- Ability to operate as part of a team with Department Heads and City Manager.
- Ability to exercise good judgment and maintain confidentiality.

### **Cognitive and Physical Activity Requirements:**

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

- Work in an office environment with moderate noise.
- Able to constantly operate a computer, whether standing or sitting, and other office productivity machinery, including calculator, telephone, copier, and other standard office equipment.
- Able to move about the office and City Hall.
- Able to lift/move objects weighing up to 10 pounds, open file cabinets

**Newport City Job Applications (<https://www.newportvermont.org/city-information/jobs>) along with a cover letter demonstrating applicant's writing ability and a complete resume showing all education and job experience should be sent by email to:**

**Mayor Rick Ufford-Chase: [Rick.UffordChase@newportvermont.org](mailto:Rick.UffordChase@newportvermont.org)**

**Council Member Andrew Touchette: [Andrew.Touchette@newportvermont.org](mailto:Andrew.Touchette@newportvermont.org)**

This position is available immediately and will be filled by a qualified applicant at the earliest opportunity.

*\* The City of Newport is an Equal Opportunity Employer. The City bases its hiring decisions exclusively on merit, qualifications and business needs. The City does not discriminate against any applicant on the basis of race, age, disability, or any other protected category unrelated to merit. The City of Newport is committed to diversity and equity in our work environment and employment practices.*

***\*\* This job description does not constitute an employment contract between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer as requirements of the job change.***