



Regular Meeting of City Council

Monday, May 5 · 6:00 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/mzh-hwcn-hob>

Or dial: (US) +1 650-466-6041 PIN: 174 648 467#

Mayor: Rick Ufford-Chase
Council Members: 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: 4/30/25
 - b. AP Warrants: 3/28/25
 - c. PR Warrants: 4/29/25
 - d. Liquor Licenses, Vendor Permits, Special Events
 - i. Green Mtn Farm to School - The Lunch Box
4. Preliminary Wastewater Allocation Application and Application for Water Allocation/Turn-on - Turtle Pier/Nancy Cook - Anticipated Vote
5. Review Special Permit request from Marquel Webster for Labor Day Weekend Event - with advice from Department Heads - Potential Vote

6. Proposed Task Force re Housing Insecurity, Public Encampments, & Community Safety - Potential Vote
7. Request to Add Grants Administrator Frank Cheney and Mayor Rick Ufford-Chase as Authorized Representatives for Water Infrastructure Financing Programs
8. Annual Financial Plan - Town Highways - anticipated vote
9. Certificate of Compliance - Town Road and Bridge Standards and Network Inventory - anticipated vote
10. Discussion regarding scheduling key topics for Council Consideration over the coming months
11. Opportunities for Council Members to represent the City:
 - a. May 14th - up to two Council Members to meet with Mike Morin from Northern Forest Center regarding the Center's exploration of development opportunities in Downtown Newport
 - b. May 26th - All Council Members invited to walk in Memorial Day Parade
 - c. May 30th - Attend Stanstead Arts Gala on behalf of the Mayor (with NDD) - Carter Finegan has offered
 - d. May 31 at 1 pm - Groundbreaking for Living Waters Hospice on behalf of the Mayor - anyone available?
 - e. May 31 evening - Bluegrass Band playing at the Haskell and would appreciate brief opening comments from members of Council in Stanstead and Newport. Mayor unable to attend. Two free tickets for the concert. Anyone available?
12. Public Comment
13. New Business
14. Old Business
 - a. Reminder to Vote for City Council seat tomorrow, Tuesday, May 6th!
15. Set the Next meeting of the Council - Regular Meeting Monday, May 19th, 2025 at 6 pm
16. Adjournment

Special Council Meeting

April 30, 2025

A duly warned special meeting of the Newport City Council was held on Wednesday, April 30, 2025 in the council room in the Newport Municipal Building. Present-were Mayor Rick Ufford-Chase, Council President Kevin Charboneau, council members Carter Finegan, John Monette, Andrew Touchette, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, members of the Task forces, Member of the Press and Public

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

Additions/Deletions to the Agenda

None

Consent Agenda

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

Special Task Forces, Recommendations for Action (attached)

1. Water and Sewer

Mr. Monette presented recommendations from the Water/Sewer Task force that included the proposed 25-26 budget, Water rates, Sewer rates, and Labor/Equipment Fees.

Ms. Finegan moved to approve the 25-26 Water/Sewer budget as Presented on April 30, 2025 with the understanding that there is more to come during Phase Two. Seconded by Mr. Monette, motion carried unanimously.

Mr. Monette moved to approve the Sewer Department schedule of rates and fees recommended by the Water Commission on the 30th day of April, 2025. Rates to be effective with the period beginning May 1, 2025. Seconded by Mr. Touchette, motion carried unanimously.

Mr. Monette moved to approve the Water Department schedule of rates and fees recommended by the Water Commission on the 30th day of April, 2025. Rates to be effective with the period beginning May 1, 2025. Seconded by Mr. Touchette, motion carried unanimously.

Mr. Monette moved to approve the Newport City schedule of rates and fees recommended by the Water Commissioners on the 30th day of April, 2025. Rates to be effective with the period beginning May 1, 2025. Seconded by Mr. Touchette, motion carried unanimously.

2. Financial Reporting and Fiscal Practices (attached)

Ms. Finegan presented recommendations from the Financial Reporting and Fiscal Practices Task Force. Including cloud mitigation services, off-site data backup, financial system consulting, long term borrowing.

Ms. Finegan moved that the City engage New England Municipal Resource Center (NEMRC) for cloud mitigation services. Seconded by Mr. Charboneau, motion carried unanimously.

Ms. Finegan moved to authorize the Mayor to engage NEMRC for off-site data backup. Seconded by Mr. Monette, motion carried unanimously.

Ms. Finegan moved to engage NEMRC for interim Financial System Consulting. Seconded by Mr. Touchette, motion carried unanimously.

Ms. Finegan moved to prepare to warn a Special meeting for long term borrowing. Seconded by Mr. Touchette, motion carried unanimously.

Comments by the Public

Jennifer Hopkins commented on spending.

Next Meeting Date

Mr. Charboneau moved to set the next meeting for May 5, 2025. Seconded by Mr. Touchette, motion carried unanimously.

Adjournment

Mr. Charboneau moved to adjourn at 8:07 pm. Seconded by Ms. Finegan, motion carried unanimously.

Attested _____ This _____ Day of _____ 2025

Mayor

Recommendations of the Financial Reporting and Fiscal Practices Task Force

For City Council Consideration

In light of the City's current financial circumstances and with the goal of restoring fiscal stability, the Financial Reporting and Fiscal Practices Task Force respectfully submits the following recommendations to the City Council. These proposals are designed to strengthen financial oversight, modernize the City's systems, enhance transparency, and establish a sustainable path forward. With swift and strategic implementation, these actions will help stabilize operations and build public confidence in the City's financial future.

Priority Recommendations

1. **Engage New England Municipal Resource Center (NEMRC) for Cloud Migration Services**

The City should transition financial and municipal data to a secure, cloud-based system to enhance system functionality, protect data, and support improved reporting. Cloud migration will also enable consulting services without the disruption and cost associated with on-site personnel and travel.

2. **Authorize the Mayor to Engage NEMRC for Off-Site Data Backup**

The City should authorize the Mayor to move forward with securing an off-site data backup through NEMRC if, based on the timeline of the cloud transition, it is deemed necessary to ensure continuity and data security.

3. **Engage NEMRC for Interim Financial *Systems Consulting***

The City should engage NEMRC for an initial block of 96 hours of consulting at the discounted rate of \$110 per hour, with additional hours authorized on an hour-to-hour basis at the same rate as deemed necessary by the Task Force. Services will focus on general ledger review and reform, enhanced financial reporting to the Council and public, and identification of underutilized funds as well as creation of financial documentation to better inform Council's decision making..

4. **Be Prepared to Warn a Special Election for *Long* -Term Borrowing**

The City should await incoming recommendations regarding cash flow needs and be prepared to warn a special election to authorize temporary borrowing, secured by anticipated long-term debt (bond). This strategy would ensure operational continuity while addressing the City's existing deficit and stabilizing financial practices.

Additional Recommendations

5. **Consolidate and Streamline Municipal Accounts**

The City should consolidate existing bank accounts where legally permissible, to simplify financial management, strengthen internal controls, and increase transparency.

6. **Implement Conservative Fund Borrowing Policies**

The City should adopt a formal policy promoting internal borrowing over external borrowing when appropriate, due to the significant cost savings involved in borrowing from one's own funds rather than through outside lenders.

7. Prioritize Financial Transparency and Public Communication

The City should commit to regular, clear public communication about its financial situation, including educational materials distinguishing between deficit spending and bankruptcy, to foster trust and support for future council actions.

Each of these recommendations has been carefully considered to balance short-term needs with long-term fiscal health. By engaging with trusted financial advisors like NEMRC, modernizing the City's financial systems, and preparing for necessary funding options, the City will be better positioned to move forward with a stronger, more transparent financial framework.

Presented *April 30, 2025* by: Financial Reporting and Fiscal Practices Task Force

Carter Finegan, City Council, Task Force Chair

Rick Ufford-Chase, Mayor, Task Force Member

James Johnson, City Clerk/Treasurer, Task Force Member

Travis Gaines, Task Force Member

Laurie Grimm, Task Force Member

Suzie Small, Task Force Member

Harold Rodenberg, Task Force Member

NEMRC Bulk Time Purchase Agreement


Financial Services Consulting: City of Newport

The New England Municipal Resource Center (NEMRC) and City of Newport, VT agree to the following:

- 1) Starting May 1, 2025 NEMRC agrees to offer services to the City of Newport at a reduced hourly rate of \$110.00. This is a reduction from our current normal hourly rate of \$145.00 plus travel expenses. Billing will take place weekly and will be billed based upon all hours expended by NEMRC personnel on City of Newport projects (travel time will be billed at ½ this hourly rate).
- 2) This will include any and all direct work by any NEMRC employee either on-site or off-site pertaining to the City of Newport. This agreement does not cover the annual support fee, disaster recovery agreement, maintenance agreements, assessing, off-site seminars or any supplies that City of Newport may purchase from NEMRC.
- 3) City of Newport agrees to purchase a minimum of 96 hours within the year starting May 1, 2025 through April 30, 2026. There is no maximum on the number of hours that can be purchased at this reduced rate during this time period.
- 4) City of Newport will be billed on 05/01/2026 (at a rate of \$110.00/hour) for any unused hours that did not meet the minimum of 96 hours as agreed above.

Agreed to this day 30, APRIL 2025

Cynthia Stoddard
Director of Support and Training

 MAYOR
Authorized Signature
City of Newport

City of Newport, VT
Water and Sewer Task Force

**Phase 1 of 2 – Proposal for Temporary Rate Increase with
Additional Recommendations**

April 30, 2025

Task Force Members

Rick Ufford-Chase, Mayor
John Monette, Council
Paul Tice, Resident
Jennifer Hopkins, Resident
Patrick Hurley, Resident
Carl King, Resident

Task Force Overview

The volunteer Water and Sewer Task Force (Task Force) began meeting March 27th, 2025. Understanding the urgency to establish adequate Temporary Stopgap water and sewer rates prior to the next billing cycle, it immediately began collecting data from City employees. The Task Force collected and compiled budget data, usage volumes, treatment volumes and partnership contract data. In reviewing the 25-26 Water & Sewer budget the Task Force made three modifications. The first modification was moving "Water Meters" out of the sewer budget and into the water budget. Second was the removal of the new vacuum truck from the water and sewer budget (\$140,000). The third modification was the addition of 5% Capital Reserve Fund (CRF). At this time no designation for use has been given to the CRF. It is important to note that statutorily the city is allowed to place 15% of its budget annually into a CRF.

Production, usage and treatment volumes used for the Task Force work included from November 1st, 2021, to present. Using this data along with the modified budget the Task Force developed several spreadsheets based around usage, cost and rates. The main challenge of all the scenarios that were run, is that the city has only 58% of its connections metered. Lack of metering data left to the Task Force doing the best they could with the limited data available. Based on the revised budget numbers and how billing is currently conducted it is projected to require a 36% increase in the water rates and a 27% increase in the sewer rates. To understand how these large increases have come about, one first needs to understand how the city has previously been budgeting. In the Budget spreadsheet that was provided to the Task Force the Revenues were simply the sum of the expenses transferred into the revenue's column. Hence all previous budgets showed all being balanced. No actual revenue calculations were conducted to show that the incoming revenue would and/or would not offset the expenses. As the water and sewer budgets increased and usage/treatment flows changed, there were inadequate and/or no rate increases to offset the increased expenses and changes in flows. It appears through the data that this practice has gone on for approximately six years.

Based on the information the Task Force had we felt it best to maintain the current rate structure for the time being. The Task Force does believe that in the future it will be in

the best interest of the city to develop a more simplified rate structure. With that the Task Force offers the following rates, fees and recommendations for your consideration.

Phase 1 - Recommendations

- 1) Recommendation for Temporary Stopgap quarterly water rates:

WATER		
	Current rates and Fees	36% Increase
Residential Metered connection fee	\$47.79	\$64.99
Metered Rate Per Thousand Gallons under 13,500 gallons	\$2.42	\$3.29
Metered Rate Per Thousand Gallons over 13,500 gallons	\$5.96	\$8.11
Residential Non-Metered Fee	\$80.90	\$110.02
Connected above ground seasonal (ledges)	\$35.95	\$48.89
Industrial/Commercial connection fee	\$139.33	\$189.49
Connected outside of City Boundary	\$139.33	\$189.49
Vacant Land with connection fee	\$47.19	\$64.18
Water Turn On/Off	\$50.56	\$68.76
Water Turn On/Off after hours	\$67.42	\$91.69
Non-Metered Swimming Pool (Annual Fee)	\$87.64	\$119.19
Water Purchase per 1,000 gallons (min 1,000 gallons)	\$56.18	\$76.40

Projected Revenue with recommended rates and fees: \$ \$1,155,756.17

Proposed 25-26 Water Expenses: \$1,150,436.93

- 2) Recommendation for Temporary Stop Gap quarterly sewer rates:

SEWER		
	Current rates and Fees	27% Increase
Metered connection fee	\$82.62	\$104.93
Metered Rate Per Thousand Gallons under 13,500 gallons	\$4.20	\$5.33
Metered Rate Per Thousand Gallons over 13,500 gallons	\$10.32	\$13.11
Residential Non-Metered Fee	\$163.30	\$207.39
Industrial/Commercial connection fee	\$171.46	\$217.75
Connected outside of City Boundary	\$687.20	\$872.74
Vacant Land with connection fee	\$82.62	\$104.93

**(Note: The non-metered sewer rate fees were reset to reflect the same 8% increase that was made to the metered rates in Nov. of 2024)*

Projected Revenue with recommended rates and fees: \$ \$1,729,948.35

Proposed 25-26 Water Expenses: \$1,738,208.12

- 3) Recommendation that City Council/Officials assign relevant City staff to develop an accurate water account: 9-00-26.50 revenue, as well as an accurate sewer

account: 8-00-26.40 revenue. Revenues should be based on fees and usage, not expenses.

- 4) Recommendation that the City Council/Officials fast track all remaining meter installations. The meters are vitally important to accurate rates and fees, determining system losses and infiltrations and predicting future needs and budgets.
- 5) Recommendation that the City Council/Officials assign relevant City staff to collaborate with the Task Force on simplifying the water and sewer budget. Developing a recommendation to the Council of placing related items in similar and appropriate categories and developing a revised general ledger plan to address such. It is further recommended that this be done prior to the next budgeting cycle.
- 6) Recommendation that moving forward all water and sewer related items be appropriated to the correct budget. This will ensure properly audited system values.
- 7) Recommend that the City Council evaluate methods to collect past due water and sewer accounts. Evaluation of water shut off, tax sale and/or a combination there of.
- 8) Recommendation that the Council authorize the Task Force to continue into Phase 2 of the review and recommendation process. Conducting further evaluation of:
 - a. A new rate and fee structure
 - b. Further assessment of rates, fees and charges associated with water and sewer.
 - c. Individual budget line items, revenue and expense.
 - d. Employee expense budgeting across departments.
 - e. Village of Derby Center sewer contract
 - f. Equipment budgeting across departments.
 - g. Interdepartmental billing.
 - h. Budget development policies (documentation).
 - i. Annual rate setting policies.
 - j. Develop a policy for not combining Capital Improvements with Capital Expenditures.
 - k. Rewrite and propose a new water and sewer ordinance

03/28/2025

10:34 am

City of Newport Accounts Payable

Page 1 of 2

Check Warrant Report # Current Prior Next FY Invoices

stherrien

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 03/28/2025 To 03/28/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BUDBOS AG SUPERMARKETS, INC	04-446576	Supplies/Materials	13.07	0.00	-----,--	-----	--/--/--
AIRGAS AIRGAS	9159084802	Supplies/Materials	126.46	0.00	-----,--	-----	--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	112-505966-0	Chloride	891.90	0.00	-----,--	-----	--/--/--
ATT MOBIL AT&T MOBILITY	040625	PD Phone Service	542.53	0.00	-----,--	-----	--/--/--
CARGILL CARGILL, INC.	2910757269	Deicer Salt	1979.86	0.00	-----,--	-----	--/--/--
CASELLA CASELLA WASTE MGT INC	3120250	Disposal	1106.42	0.00	-----,--	-----	--/--/--
COMCAST COMCAST	041225 CD	Dock Internet	135.69	0.00	-----,--	-----	--/--/--
COMCAST COMCAST	040525 WWTF	WWTF Internet	110.39	0.00	-----,--	-----	--/--/--
COMCAST B COMCAST BUSINESS	236162242	Phone Services	1561.78	0.00	-----,--	-----	--/--/--
CNB DERBY COMMUNITY NATIONAL BANK	041625	PD 2024 Chevy Tahoe	1644.50	0.00	-----,--	-----	--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	041525 PD	PD Internet	224.95	0.00	-----,--	-----	--/--/--
GUYEDA DAVIS GUYER	032225	Mileage Reimbursement	203.68	0.00	-----,--	-----	--/--/--
PSB VISA FIRST BANKCARD	041425 RT	Supplies/Materials	2112.97	0.00	-----,--	-----	--/--/--
IMAGE TRE IMAGE TREND	PS-INV114107	FD Software	1712.00	0.00	-----,--	-----	--/--/--
LITUA JASON & AMY LITTLETON	032625	Property Tax Overpmt	470.19	0.00	-----,--	-----	--/--/--
LAWSON LAWSON PRODUCTS INC	9312291304	Supplies/Materials	219.89	0.00	-----,--	-----	--/--/--
MAGEE MAGEE OFFICE PRODUCTS	649286	Office Supplies	178.56	0.00	-----,--	-----	--/--/--
MES MUNICIPAL EMERGENCY SERVICES I	IN2216694	Supplies/Materials	324.43	0.00	-----,--	-----	--/--/--
NWPT DISP NEWPORT DISPATCH	1295	Ads	200.00	0.00	-----,--	-----	--/--/--
PASSBK PD PASSUMPSIC SAVINGS BANK	040325	PD 2023 Ford Explorer	1464.92	0.00	-----,--	-----	--/--/--
PEPINS PEPIN'S TRUCK REPAIR INC	38409	Vehicle Repairs	1250.79	0.00	-----,--	-----	--/--/--
SOUTHBAY SOUTH BAY SUPPLY	766383	Supplies/Materials	42.16	0.00	-----,--	-----	--/--/--
SOUTHBAY SOUTH BAY SUPPLY	766343	Supplies/Materials	51.98	0.00	-----,--	-----	--/--/--
MEMPRESS THE MEMPHREMAGOG PRESS INC.	62278	Signs	80.00	0.00	-----,--	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	318641	Supplies/Materials	29.99	1.50	-----,--	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	318341	Supplies/Materials	74.99	3.75	-----,--	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	318551	Supplies/Materials	9.68	0.48	-----,--	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	318348	Supplies/Materials	29.35	1.47	-----,--	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	318299	Supplies/Materials	142.90	7.15	-----,--	-----	--/--/--
TREETOP TREETOP PRODUCTS, LLC	SOTRE138657	GP Playground Equipment	4110.46	0.00	-----,--	-----	--/--/--
US BANK M US BANK (MUNICIPAL BOND BANK)	031525	Series 2010-4/2021-2	218.75	0.00	-----,--	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	041625	Electric Services	10979.16	0.00	-----,--	-----	--/--/--
W B MASON W.B. MASON CO., INC.	253110575	Office Supplies	395.00	0.00	-----,--	-----	--/--/--
WIND VIS WIND VISUALS	4848	PB Cabins	10454.33	0.00	-----,--	-----	--/--/--

03/28/2025

10:34 am

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 03/28/2025 To 03/28/2025

Page 2 of 2

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			43,093.73	14.35	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 \$ ****43,079.38
Let this be your order for the payments of these amounts.

04/29/25
01:48 pm

City of Newport Payroll
Check Warrant Report #
Check date 05/01/25 to 05/01/25

Page 1 of 2
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	21740	05/01/25	1006.04	0.00
BERNTH	BERNIER, THOMAS L.	E2089356	05/01/25	0.00	2384.96
BINGTR	BINGHAM, TRAVIS R.	E2089333	05/01/25	0.00	2214.99
BORSSA	BORSARI, SAMUEL J.	21736	05/01/25	1714.88	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2089357	05/01/25	0.00	1481.68
BRASAR	BRASSARD, ARNOLD J.	21743	05/01/25	364.60	0.00
BROWMI	BROWN, MICHAEL E.	E2089372	05/01/25	0.00	336.88
BROWMI	BROWN, MICHAEL E.	E2089371	05/01/25	0.00	1706.23
Total of 2 items for BROWMI				0.00	2043.11
BRYASC	BRYANT, SCOTT A.	E2089346	05/01/25	0.00	1281.05
BURDRO	BURDICK, ROBERT A., JR	E2089358	05/01/25	0.00	1425.01
CAMBTU	CAMBER, TUCKER J.	E2089359	05/01/25	0.00	1427.77
CARRER	CARRIER, ERIC A.	E2089366	05/01/25	0.00	2123.36
CHENFR	CHENEY, FRANCIS E., III	21735	05/01/25	2097.47	0.00
CHURRO	CHURCHILL, ROBYN D. H.	E2089330	05/01/25	0.00	1402.32
CLONVA	CLONEY, VAUGHN M., III	E2089376	05/01/25	0.00	181.14
COLLDA	COLLINS, DANIEL F.	21737	05/01/25	1659.83	0.00
DEUYCO	DEUYOUR, CODI L.	E2089378	05/01/25	0.00	126.59
DILLTR	DILLON, TRAVIS J.	E2089360	05/01/25	0.00	1749.06
FINNPA	FINN, PATRICK W.	E2089373	05/01/25	0.00	1388.83
FLYNKU	FLYNN, KURK O.	E2089347	05/01/25	0.00	2386.61
GAGELA	GAGE, LARRY L., JR	E2089361	05/01/25	0.00	1585.86
GONYAN	GONYAW, ANDREW T.	E2089334	05/01/25	0.00	2665.29
GOSSRO	GOSSSELIN, ROBERT J.	E2089377	05/01/25	0.00	1329.16
GOSSROG	GOSSSELIN, ROGER M.	E2089352	05/01/25	0.00	135.76
GRENLE	GRENIER, LEO C., III	21738	05/01/25	1856.74	0.00
GRUBRO	GRUBE, ROSS E.	E2089367	05/01/25	0.00	2217.78
GUYEDA	GUYER, DAVIS M.	E2089335	05/01/25	0.00	2079.99
HARTER	HARTMAN, ERIC P.	E2089362	05/01/25	0.00	1305.23
HERMJA	HERMAN, JASON M.	E2089368	05/01/25	0.00	1820.30
HIGGMI	HIGGINSON, MITCHELL R.	21741	05/01/25	889.17	0.00
HORNDU	HORNE, DUSTIN J.	E2089351	05/01/25	0.00	875.24
JACOTA	JACOBS, TANNER D.	E2089336	05/01/25	0.00	1618.19
JOHNJA	JOHNSON, JAMES D.	E2089331	05/01/25	0.00	1767.78
KEITNI	KEITHAN, NICHOLAS N.	E2089337	05/01/25	0.00	1647.08
LACOKE	LACOSS, KEVIN W.	E2089354	05/01/25	0.00	532.78
LANCRJ	LANCASTER, ROYCE J., JR	E2089363	05/01/25	0.00	1470.68
LANCRO	LANCASTER, ROYCE E., SR	E2089338	05/01/25	0.00	2015.34
LECLJJ	LECLAIR, JAMES A., JR	E2089339	05/01/25	0.00	2237.37
LEINEM	LEINOFF, EMILY R. L.	E2089348	05/01/25	0.00	1598.01
LILLJO	LILLIS, JOSHUA S.	E2089340	05/01/25	0.00	1860.26
MARCCO	MARCOUX, COREY J.	E2089364	05/01/25	0.00	910.11
MARSJA	MARSH, JARED A.	E2089370	05/01/25	0.00	1536.85
MARSLO	MARSH, LONI R.	E2089374	05/01/25	0.00	89.73
MCKEDO	MCKENNY, DOUGLAS G., JR	21739	05/01/25	1543.79	0.00
MILLER	MILLER, ERIC R.	E2089349	05/01/25	0.00	1709.10
MORIJO	MORIN, JONATHAN L.	E2089341	05/01/25	0.00	2434.51
MOULCH	MOULTON, CHARLES D.	E2089342	05/01/25	0.00	3267.19

04/29/25
01:48 pm

City of Newport Payroll
Check Warrant Report #
Check date 05/01/25 to 05/01/25

Page 2 of 2
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
PATEAN	PATENAUDE, ANDREW M.	E2089365	05/01/25	0.00	1714.29
QUARHE	QUARLES, HENRY A., III	E2089369	05/01/25	0.00	711.49
RIVENI	RIVERS, NICHOLAS R.	E2089343	05/01/25	0.00	2511.41
RONDJ0	RONDEAU QUARMBY, JOSEE	E2089375	05/01/25	0.00	1202.01
ROWEJO	ROWE, JONATHAN M.	21744	05/01/25	344.77	0.00
SMITCO	SMITH, CODY M.	E2089344	05/01/25	0.00	1231.47
SMITGR	SMITH, GREGORY P.	21742	05/01/25	512.22	0.00
SYKECO	SYKES, COLIN S.	E2089345	05/01/25	0.00	1590.76
THERST	THERRIEN, STACEY L.	E2089332	05/01/25	0.00	1029.79
WALTKR	WALTERS, KRISTEN L.	E2089353	05/01/25	0.00	392.02
WELLM0	WELLS, MONICA R.	E2089350	05/01/25	0.00	1620.59
YOUNJE	YOUNG, JEFFREY R.	E2089355	05/01/25	0.00	1487.07
				11989.51	73816.97

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 \$ **85,806.48

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 # 4UZAARBW91CJ21144

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 26th - Aug. 14

Duration ☐ 1 YEAR (\$300) ☐ 6 MONTHS (\$200) ☒ 2 # OF MONTHS ☐ WEEKEND (\$50/WKND) ☐ # OF WEEKENDS

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

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 _____

CITY OF NEWPORT

PRELIMINARY WASTEWATER ALLOCATION APPLICATION

Application No. 15-001

Date Received: 9/22/15

Signature: Theresa J. Gorman

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 201 Pine Street Parcel ID # 73D
(Number) (Street)

does hereby request a permit for sewer use to serve
the Residence

(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: 216 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?

X 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.

- C:\Users\lrtherrien.NEWPORTCITY\Documents\Allocations\Form Preliminary Wastewater Allocation Template.doc

CITY OF NEWPORT
APPLICATION FOR WATER ALLOCATION/TURN-ON

OWNER/APPLICANT: Turtle Pier / Nancy Cook Permit # 0015-001
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:

Nancy Cook
Owner/applicant Signature

4/25/05
Date

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

Authorized Signature

Date

CITY OF NEWPORT
SPECIAL EVENT PERMIT APPLICATION

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

EVENT ORGANIZER

Business/Organization: 3&P Entertainment/The 3&P Kingdom Music Festival

Contact Person: Marquel S. Webster

Email: ~~3&P Entertainment~~ 3&P Entertainment

Billing Address: 5221 Burton Hill Rd Trishbury, VT 05845

Phone: ☒ Home ☐ Work ☐ Cell 1-802-754-8816

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 30th 31st (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 show

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, Insurance Place

Litter Clean-up & Trash Plan:

Volunteers / possibly public works

Restroom Plan:

Renting porta potties

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

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

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

No

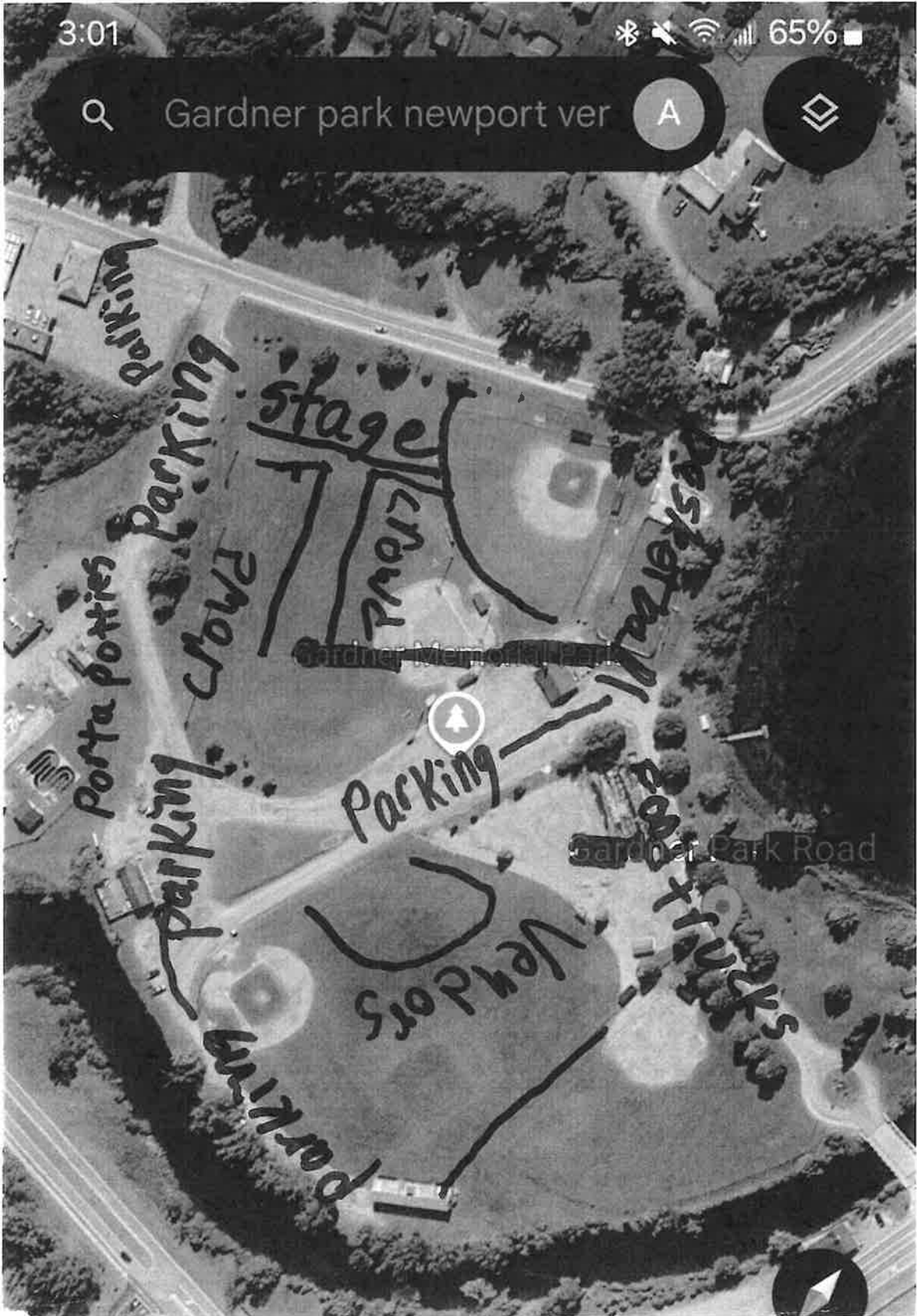
Additional Services or Requests:

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.



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.



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

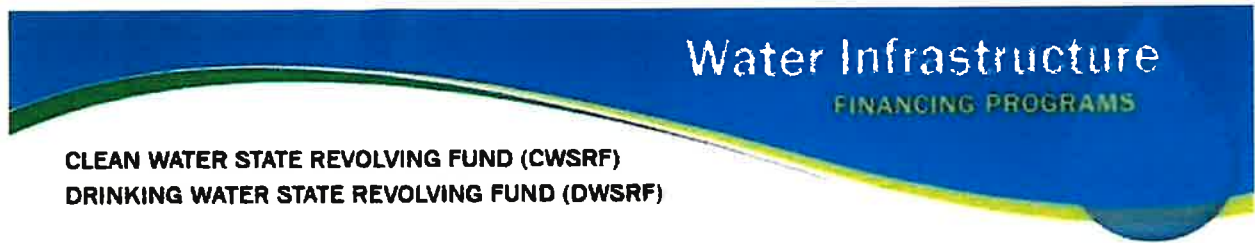
Newport, Vermont 05855

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

Done this 5th _____ day of May _____ 2025 _____.

BY: _____
Chair, Legislative Body

(All or a majority of its legislative body)



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

Done this 5th _____ day of May _____ 2025_____.

BY: _____

Chair, Legislative Body

(All or a majority of its legislative body)



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:

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Newport, Vermont 05855

Phone Number: 802-334-6992

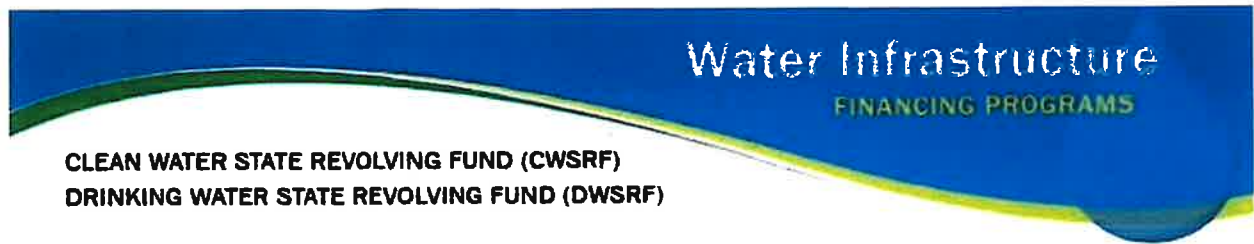
Email Address: rick.uffordchase@newportvermont.org

Done this 5th _____ day of May _____ 2025 _____.

BY: _____

Chair, Legislative Body

(All or a majority of its legislative body)



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

_____	_____
_____	_____
_____	_____

(All or a majority of its legislative body)

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>6.637</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>Paving-Reconstruction</i>	\$ <i>290,000</i>
b. <i>St. Capital Design-Equipment</i>	\$ <i>280,000</i>
c.	\$ <i>65,000</i>
TOTAL	\$0.00 <i>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>635,000</i>
b. <i>State Aid to Highway</i>	\$
c. <i>OFF Set Funds</i>	\$ <i>158,383</i>
TOTAL	\$0.00 <i>2,323,863.80</i>

Comments:

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

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

19 V.S.A. § 306(j)

(page 2)

TA-60

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: _____

(Duly Authorized Representatives)

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

Date: _____

District Transportation Administrator

**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: _____

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