



City Council Meeting
Monday, August 4 · 6:00 – 9:00pm
Video call link: <https://meet.google.com/vev-zaxz-jgb>
Or dial: (US) +1 570-658-9206 PIN: 203 187 385#

Mayor Rick Ufford-Chase, President Kevin Charboneau, Council Members, Carter Finegan, John Monette and Andrew Touchette

Council Members and Community Residents are advised that this meeting will be long, and far more of it than usual is likely to be in Executive Session. The Packet is unusually long because it contains the full personnel policies from 2014 and from 2024, which have been placed at the back of the packet.

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
 - a. Approval of Minutes: 07 21 25
 - b. AP Warrants: 7/23/25, 7/24/25, 7/25/25, 7/31/25
 - c. PR Warrants: 7/24/25
 - d. Liquor Licenses, Vendor Permits, Special Events:
 - i. Friends for Life Dog Rescue Permit Request
4. Open Hearing for Staff re Personnel Policy Revision followed by Council Opportunity to articulate questions they would like to have answered before going forward.
5. Possible Executive Session 1 V.S.A. § 313(1)(F) for the purpose of receiving professional legal services/advice in relation to the personnel policy review.
6. Executive Session as per 1 V.S.A. § 313(1)(F) to review proposed settlement agreement with Legal Counsel regarding Andrew Capello lawsuit, with possible action to ratify the settlement to follow Executive Session.
7. Review of Finances and potential votes: Chip Stearns
 - a. Review Balance Sheet Statements

- b. Review Budget Status Report (This is a new document to us - it will become part of our monthly financial review.)
 - c. Review Interfund Balance
 - d. Consider Recommended Actions
- 8. Verbal Report on the Audit: Jim Johnson and Chip Stearns
- 9. Executive Session as per 1 V.S.A. § 313(a)(3) for the purpose of considering the appointment of a public official to the Planning Commission.
- 10. Presentation of Local Emergency Management Plan by Chief Kevin Lacoss with possible vote.
- 11. Task Force Reports
 - a. Water and Sewer - John Monette
 - b. Financial Reporting and Fiscal Practices - Carter Finegan
 - c. Housing Insecurity, Public Encampments, Community Safety - Kevin Charboneau
 - d. Fire Department Strategic Planning - Andrew Touchette
- 12. Public Comment
- 13. New Business
- 14. Old Business
- 15. Set the Next meeting of the Council
 - a. 8/11/25 - Information Session re special town meeting ballot initiatives 8/12/25
 - b. 8/19/25 - Regular meeting of the Council
- 16. Adjournment

Council Minutes

July 21, 2025

A duly warned meeting of the Newport city council was held on Monday, July 21, 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, David Laforce, and Stephanie Clark, Brian Gray, Denis Chenette, Paul Monette, Kari Schulze, members of the Press and Public.

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

Additions/Deletions to the Agenda

Mr. Touchette moved to add Liquor License applications from Eden Ice and Memphremagog Arts Collaborative. Seconded by Mr. Monette, motion carried.

Ms. Finegan moved to delete Item number 13 (Recommendation from the Planning Commission to appoint Paul Monette as a member of the commission) and invite comments to the Mayor in writing. Seconded by Mr. Touchette, motion carried. Mr. Monette abstained.

Consent Agenda

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

Presentation by Stephanie Clark – White and Burke.

Stephanie Clark from White and Burke gave a presentation on the TIF exploration progress.

Executive Session per 1 V.S.A. sec 313(a)(2) for the Purpose of Receiving General Guidance from White and Burke Regarding potential Real Estate Considerations Related to Downtown Development Master Plan with Stephanie Clark from white & Burke, David Laforce NDD,EDTF, and Brian Gray NDD, EDC

Mr. Touchette moved to enter into executive session. Seconded by Mr. Monette, motion carried.

No action.

Mr. Monette moved to authorize the Mayor to enter into a contract with VHB in the amount of \$15,000 obtained from the WalMart Funds for planning and design services for downtown redevelopment

opportunities including site plans and identification of potential construction needs. Seconded by Mr. Touchette, motion carried.

Executive Session per 1 V.S.A. 313(a)(2) for the Purpose of Considering Responses to Requests for proposals to support NDD and the city of Newport in Real Estate Negotiations Related to downtown Development.

Mr. Monette moved to enter into executive session and invite David LaForce and Brian Gray into executive session. Seconded by Mr. Charboneau, motion carried.

No action.

Mr. Touchette moved to authorize the Mayor to enter into a contract with Century 21 Farm and Forest to represent the City in real estate transactions for the development project. Seconded by Mr. Charboneau, motion carried.

Review finances with Chip Stearns from NEMRC

Chip Stearns reviewed the current balance sheet with the council.

Update from the Mayor and Treasurer on Preparations for the FY24/25 Audit

Mayor Ufford-Chase and City Treasurer Johnson reviewed with the council preparations and materials being provided to the auditors in preparation for the FY24/25 audit.

Task force Reports

Mr. Monette reviewed progress of the Water/Sewer Task force regarding the installation of Meters, and updating the Water/Sewer rates.

Ms. Finegan reviewed the progress of the Financial reporting and Fiscal Practices Task force regarding preparation of the August 12th Special Meeting. Including deficits in the General fund and Water and Sewer funds

Mr. Charboneau reviewed the progress of the Housing insecurity Task force including work on an ordinance for Housing Insecurity, Public Encampment and safety.

Mr. Touchette reported on the Fire Department Strategic Planning. Research being do in many areas.

Community Testimony: Personnel Policy

Members of the public gave comments and concerns on the Personnel Policy.

Executive session per 1 V.S.A. 313(a)(3) for the Purpose of Considering an offer to a Candidate for the Position of financial and Office Administrator

Mr. Touchette moved to enter into executive session and invite the candidate into executive session. Seconded by Ms. Finegan, motion carried.

No action

Mr. Touchette moved to authorize the Mayor to work with the City Attorney to draw up a contract for the position of Financial and Office Administrator and offer that to Kari Schulze with terms discussed by the council. Seconded by Mr. Charboneau, motion carried.

Ms. Schulze offered a brief resume for the public.

Possible Review of proposed Language for Vendor Permit

Tabled

Formal Council Approval for the Revolving Loan Funding RFI-384-1.0 discussed at 2/17/25 Council meeting

Mr. Charboneau moved to approve and sign documents for RFI-384-1.0 in the amount of \$22,200. Seconded by Ms. Finegan, motion carried.

Public Comments

Dave Laforce thanked the Mayor, council, Task Forces and employees for their hard work

New Business

Ms. Finegan commented on public forums for the use of public waters and the Bike Path (Beebe Spur)

Old Business

Public Forum Monday, July 28th on the August 12th special meeting.

Next Meeting Date

Mr. Touchette moved to set the next meeting for August 4, 2025. Seconded by Mr. Monette, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 9:07 pm. Seconded by Mr. Monette, motion carried.

Attested _____ This _____ Day of _____ 2025

Mayor

07/21/25
03:50 pmCity of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
GENERAL FUNDPage 1 of 2
chip_nemrc

Account	Curr Yr Pd 1 Jul Actual
ASSET	
0-00-00 CASH	
0-00-00.18 GF Checking PSB	887,179.37
0-00-00.25 P.D. Cash Account	300.00
0-00-00.39 Health Reimbursement Acct	68,486.16
0-00-00.50 Wal-Mart Fund MMA	36,195.12
0-00-00.70 USDA Grant fund	50.00
0-00-00.75 Grants Inc Fund	50.00
Total CASH	992,260.63
0-00-03 TAXES RECEIVABLES	
0-00-03.01 Delinquent Taxes	525,525.20
0-00-03.02 Tax Interest Recvble	40,069.88
0-00-03.03 Penalty & Other Recvble	42,121.99
0-00-03.99 Allowance for Uncollectab	-213,034.23
Total TAXES RECEIVABLES	394,682.84
0-00-04 OTHER RECEIVABLES	
0-00-04.93 Employee Pension Plans	-497.90
0-00-04.94 Miscellaneous Receivable	167,213.16
Total OTHER RECEIVABLES	166,715.26
0-00-07.75 Prepaid Postage	1,281.98
0-00-07.86 Prepaid Health Insurance	57,097.45
0-00-08.00 Due From/To Other Funds	1,190,422.37
Total Asset	2,802,460.55
LIABILITY	
0-00-10.05 Tax Anti/LOC Note	850,000.00
0-00-10.20 Accounts Payable	82,823.49
0-00-10.41 Marriage License Fees	190.00
0-00-10.50 Accrued Payroll/FICA	88,574.05
0-00-11.40 FICA Payable	367.12
0-00-11.41 Federal Income Tax	136.95
0-00-11.42 State Income Tax	76.86
0-00-11.45 Benefits	23.15
0-00-11.46 AFLAC Flex Benefit Payabl	370.45
0-00-11.60 Project D.A.R.E.	4,577.14
0-00-12.01 PSB BAN #3422	166,380.08
0-00-15.01 Tax Over Payment	41,156.26
0-00-16.20 Deferred Rev-Bike Path Gr	21,246.30
Total Liability	1,255,921.85

07/21/25
03:50 pm

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
GENERAL FUND

Account	Curr Yr Pd 1 Jul Actual
<hr/>	
RESERVE#	
0-00-15.02 Reappraisal Reserve	145,024.96
0-00-15.03 Records Preservation Rese	55,931.87
0-00-15.04 Wa-Mart Reserve	386,013.01
0-00-15.05 NBRC Grant Funds Match	240,800.00
Total Reserves	827,769.84
<hr/>	
FUND BALANCE	
0-00-18.00 Fund Balance - General	563,573.40
Total Prior Years Fund Balance	563,573.40
<hr/>	
Fund Balance Current Year	155,195.46
Total Fund Balance	718,768.86
<hr/>	
Total Liability, Reserves, Fund Balance	2,802,460.55
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MINUTES 7/21/25

07/21/25
03:50 pm

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
MOORING MANAGEMENT FUND

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Account	Curr Yr Pd 1 Jul Actual
<hr/>	
ASSET	
1-00-08.00 Due From/To Other Funds	-3,807.73
Total Asset	-3,807.73
<hr/>	
LIABILITY	
1-00-18.00 Fund Balance Mooring	-4,107.73
Total Liability	-4,107.73
<hr/>	
Fund Balance Current Year	300.00
Total Fund Balance	300.00
<hr/>	
Total Liability, Reserves, Fund Balance	-3,807.73
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03:50 pm

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
PROJECT FUND

Minutes 7/21/25

Account	Curr Yr Pd 1 Jul Actual
ASSET	
2-00-08.00 Due From/To Other Funds	17.00
Total Asset	17.00
LIABILITY	
Total Liability	0.00
FUND BALANCE	
2-00-18.00 Fund Balance - Projects	17.00
Total Prior Years Fund Balance	17.00
Fund Balance Current Year	0.00
Total Fund Balance	17.00
Total Liability, Reserves, Fund Balance	17.00

Account *Minutes 7/21/25* Curr Yr Pd 1 Jul
Actual

ASSET

3-00 CEMETERY FUND	
3-00-00.10 Income Cash	47.00
3-00-00.15 Principle Investments	200,510.96
3-00-00.40 Money Market Cemetery Inc	27,459.52
3-00-00.50 Peoples Cemetery MMA	0.14
3-00-00.55 Passumpsic Cemetery MMA	2,512.42
3-00-08.00 Due From/To Other Funds	-23,005.39

Total CEMETERY FUND	207,524.65

Total Asset	207,524.65
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LIABILITY

Total Liability	-----
	0.00

FUND BALANCE

3-00-18.00 Fund Balance - Cemetery	207,524.65

Total Prior Years Fund Balance	207,524.65

Fund Balance Current Year	0.00

Total Fund Balance	207,524.65

Total Liability, Reserves, Fund Balance	207,524.65
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Account

Curr Yr Pd 1 Jul
Actual

Minutes 7/21/25

ASSET

4-00 PERLEY S NILES FUND

4-00-00.20 Checking Account	8,783.41
4-00-05.00 Money Market Niles Inc	18,976.45
4-00-05.50 Principle Investments	174,586.00

Total PERLEY S NILES FUND 202,345.86

Total Asset 202,345.86

LIABILITY

Total Liability 0.00

FUND BALANCE

4-00-18.00 Fund Balance Niles Fund	202,345.86
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Total Prior Years Fund Balance 202,345.86

Fund Balance Current Year 0.00

Total Fund Balance 202,345.86

Total Liability, Reserves, Fund Balance 202,345.86

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City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
C.D.B.G. FUNDS

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Account

MINUTES 7/21/25

Curr Yr Pd 1 Jul
Actual

ASSET

5-00 C D B G FUNDS

5-00-00.25 MMA CHIT3700 C.D.B.G.	503.98
5-00-00.30 MM Acct PSB1750 C.D.B.G.	29,639.27
5-00-00.40 UDAG Savings - PSB2555	1,691.91
5-00-08.00 Due To/From Other Funds	18.35

Total C D B G FUNDS

31,853.51

Total Asset

31,853.51
=====

LIABILITY

Total Liability

0.00

FUND BALANCE

5-00-18.00 Fund Balance CDBG 31,853.51

Total Prior Years Fund Balance

31,853.51

Fund Balance Current Year

0.00

Total Fund Balance

31,853.51

Total Liability, Reserves, Fund Balance

31,853.51
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City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
PUBLIC SAFETY FUNDS

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Account

minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

ASSET

6-00-00.10 MMA Acct #1748 (Justice)	2,818.58
6-00-00.30 Start Grant	578.74
6-00-00.60 MMA Acct#3805 (Treasury)	1,225.17
6-00-00.70 Stone Garden Fund	4,377.29
6-00-08.00 Due To/From Other Funds	12,549.87

Total Asset

21,549.65

LIABILITY

Total Liability

0.00

FUND BALANCE

6-00-18.00 Fund Balance PSDRF	21,549.87
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Total Prior Years Fund Balance

21,549.87

Fund Balance Current Year

-0.22

Total Fund Balance

21,549.65

Total Liability, Reserves, Fund Balance

21,549.65

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City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
RECREATION TRUST FUND

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Account

minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

ASSET

7-00 SUMMERFEST ACTIVITIES

7-00-01.01 MMKT Acct Rec Trust Fund	6,019.00
7-00-01.15 Babe Ruth Project	10,171.01
7-00-01.20 Prouty Beach Improvements	1,425.73
7-00-02.00 Ice Rink Impr Fund #3652	8,001.87
7-00-06.00 Gardner Park Improvements	50.89
7-00-07.00 Performing Arts Center	1,026.27
7-00-07.10 Rec Trust Scholarship Fun	2,200.11

Total SUMMERFEST ACTIVITIES

28,894.88

Total Asset

28,894.88

LIABILITY

7-00-08.00 Due To/From Other Funds	13,714.57
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Total Liability

13,714.57

FUND BALANCE

7-00-18.00 Fund Balance - Rec Fund	15,180.31
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Total Prior Years Fund Balance

15,180.31

Fund Balance Current Year

0.00

Total Fund Balance

15,180.31

Total Liability, Reserves, Fund Balance

28,894.88

Account

minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

ASSET

8-00 SEWER FUND

8-00-04.00 Sewer Fees Receivable	135,971.76
8-00-04.20 Sewer Fees Rec (Derby Sha	45.10
8-00-04.30 Contract Work Receivable	560.71
8-00-04.70 Unbilled Revenue - Sewer	231,550.79
8-00-06.00 Land	4,462.49
8-00-06.20 Buildings	341,645.44
8-00-06.30 Sewer System Improvements	13,770,958.37
8-00-06.50 Machinery & Equipment	1,417,643.64
8-00-06.90 Accumulated Depreciation	-13,754,744.13
8-00-07.01 Deferred Outflow VMER	77,600.05
8-00-07.10 Proj-Constr in Progress	90,131.07
8-00-07.50 Storm Water Separation	1,019,609.85
8-00-08.00 Due From/To Other Funds	-897,175.36

Total SEWER FUND

2,438,259.78

Total Asset

2,438,259.78

LIABILITY

8-00-10.20 Accounts Payable	33,366.87
8-00-10.40 Accrued Payroll/FICA	7,065.56
8-00-10.50 Accrued Vac/Sick/Comp	10,074.40
8-00-12.70 Bond Payable Sewer 2001	25,000.00
8-00-12.79 Note Payable SRF RF1-075	911,892.53
8-00-12.81 Note Pay - CWSRF RF1-150	114,615.48
8-00-12.82 Dewatering Loan #2921	-15.13
8-00-16.02 Deferred Inflow VMER	6,380.03
8-00-16.03 Pension Liability VMER	263,401.76
8-00-17.04 Pension Expense	-24,530.16

Total Liability

1,347,251.34

RESERVES

Total Reserves

0.00

FUND BALANCE

8-00-18.00 Fund Balance (Sewer Dept)

1,116,880.27

Total Prior Years Fund Balance

1,116,880.27

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City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
SEWER FUND

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Account

Minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

Fund Balance Current Year

-25,871.83

Total Fund Balance

1,091,008.44

Total Liability, Reserves, Fund Balance

2,438,259.78

Account

Minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

ASSET

9-00-04.00 Water Rent Receivable	90,223.54
9-00-04.30 Contract Work Recv Campbe	-64.00
9-00-04.60 Unbilled Revenue - Water	147,165.65
9-00-06.00 Land	24,800.00
9-00-06.01 CIP	3,220,347.08
9-00-06.10 Well	629,353.91
9-00-06.30 Water System Improvements	5,502,745.77
9-00-06.50 Machinery & Equipment	590,864.59
9-00-06.60 Inter-Local Waterline Pro	773,756.61
9-00-06.70 Water Tower Sinking Fund	12.52
9-00-06.90 Accumulated Depreciation	-5,143,141.19
9-00-06.95 ARPA Funds #1438	20.00
9-00-07.01 Deferred Outflow VMER	38,844.82
9-00-08.00 Due From/To Other Funds	-265,304.54
Total Asset	5,609,624.76

LIABILITY

9-00-10.20 Accounts Payable	30,980.70
9-00-10.30 Water Tower Const Loan	1,438,375.64
9-00-10.40 Accrued Payroll/FICA	4,391.22
9-00-10.50 Accrued Vac/Sick/Comp	2,753.34
9-00-12.81 SRF RF3-095	80,911.78
9-00-12.82 SRF RF3-129	1,041,566.95
9-00-16.02 Deferred Inflow VMER	3,193.70
9-00-16.03 Pension Liability VMER	131,389.44
9-00-16.04 Def ARPA Funds	108.70
Total Liability	2,733,671.47

RESERVES

Total Reserves	0.00
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FUND BALANCE

9-00-18.00 Fund Balance (Water Dept)	3,101,572.70
Total Prior Years Fund Balance	3,101,572.70
Fund Balance Current Year	-225,619.41
Total Fund Balance	2,875,953.29

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City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
WATER FUND

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Account

minutes 7/21/25

Curr Yr Pd 1 Jul
Actual

Total Liability, Reserves, Fund Balance

5,609,624.76
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07/21/25
01:53 pm

7/23/25

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/23/25 To 07/23/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIRGAS	AIRGAS	5517134022 Cylinder Rental	64.35	0.00			
FA&A	ALDRICH & ELLIOTT, PC	83043 Proj 20024.004 ES Storag	23350.32	0.00			
FA&A	ALDRICH & ELLIOTT, PC	82985 Proj 22022.003 Bluff PS	17427.18	0.00			
AMAZON	AMAZON BUSINESS	1D71LL1YTMC4W Supplies/Materials	1049.09	0.00			
ATT MOBIL	AT&T MOBILITY	070625 PD PD Phone Service	551.50	0.00			
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-059835 Digital Recording	425.00	0.00			
CALKINS	CALKINS SAND & GRAVEL INC	48765 Gravel	368.95	0.00			
CANON SOL	CANON SOLUTIONS AMERICA INC	6012410679 CM Copier Maintenance	25.31	0.00			
NWPTSAND	CARROLL CONCRETE CO	SI00018711 Concrete	760.75	0.00			
CASELLA	CASELLA WASTE MGT INC	3157365 Sludge Disposal	3120.40	0.00			
CASELLA	CASELLA WASTE MGT INC	063025 Disposal	81.00	0.00			
CASELLA	CASELLA WASTE MGT INC	3160207 Disposal	504.18	0.00			
CASELLA	CASELLA WASTE MGT INC	3160205 Disposal	489.36	0.00			
COMCAST	COMCAST	060825 FD FD Phone Service	163.41	0.00			
CONS COMM	CONSOLIDATED COMMUNICATIONS	071625 PD PD Internet	224.95	0.00			
CONS COMM	CONSOLIDATED COMMUNICATIONS	081125 Pump Station Alarm Lines	157.38	0.00			
D&D	D & D ELECTRIC, INC	12607 Annual Alarm Monitoring	190.00	0.00			
PRESCOTT	E J PRESCOTT INC	6505292 Supplies/Materials	2825.76	0.00			
EASTERNSY	EASTERN SALES INC.	060225 Tax Bills	260.00	0.00			
ENDYNE	ENDYNE INC	537002 Lab Services	25.00	0.00			
PSB VISA	FIRST BANKCARD	071425 CM Supplies/Materials	1244.66	0.00			
PSB VISA	FIRST BANKCARD	071425 NR Supplies/Materials	166.83	0.00			
PSB VISA	FIRST BANKCARD	071425 TB Supplies/Materials	294.51	0.00			
FREDS	FRED'S PLUMBING & HEATING INC	063025 Fuel Acct: 80489	6622.41	0.00			
FREDS	FRED'S PLUMBING & HEATING INC	06.30.25 Fuel Acct: 11601	6179.15	0.00			
GATES	GATE'S ELECTRIC INC	6238 MB Solar Controller	1417.83	0.00			
GATES	GATE'S ELECTRIC INC	6284 Garage Lighting	3974.57	0.00			
GILLS POI	GILLS POINT S TIRE	2108035 Inspection/Alignment	201.88	0.00			
GRAINGER	GRAINGER	9544369664 Supplies/Materials	415.40	0.00			
GREATBAY	GREAT BAY HYDRO CORP.	6/7-7/6/25 Clyde St Solar Metering	4156.19	0.00			
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY	S5346244.001 Supplies/Materials	398.43	0.00			
GMM	GREEN MOUNTAIN MULCH LLC	1859 Mulch	186.00	0.00			
GMM	GREEN MOUNTAIN MULCH LLC	1855 Mulch	93.00	0.00			
J.C. MADI	J.C. MADIGAN, INC	348160 Supplies/Materials	2089.16	0.00			
KITTELL	KITTELL BRANAGAN & SARGENT	97796 Professional Services	195.00	0.00			
MCMMASTER	MCMMASTER-CARR SUPPLY CO	47847593 Supplies/Materials	110.60	0.00			
BROWMI	MICHAEL BROWN	063025 June Phone & Mileage	212.00	0.00			
MISSION C	MISSION COMMUNICATIONS, LLC	2005341 Contract 62251 Derby PS	563.40	0.00			
MOTOROLA	MOTOROLA SOLUTIONS, INC	8282153260 PD Mobile Radio	8956.00	0.00			
NELSONVET	NELSON VETERINARY ASSOCIATES,	471564 K-9 Expense	49.00	0.00			
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE	57431 Professional Services	1320.00	0.00			
NWPT RENT	NEWPORT RENTAL CENTER INC	1-579929 Equipment Rental	200.00	0.00			
NWPT RENT	NEWPORT RENTAL CENTER INC	1-580010 Equipmental Rental	85.00	0.00			
NWPT RENT	NEWPORT RENTAL CENTER INC	1-580088 Supplies/Materials	166.74	0.00			
WASTEUSA	NEWS OF VERMONT INC	688542 Disposal	391.98	0.00			
NHDOT	NHDOT E-ZPASS	V00209486068 PD Tolls	4.00	0.00			
OREILLY	O'REILLY AUTO PARTS	5691-202542 Parts	401.65	0.00			
OREILLY	O'REILLY AUTO PARTS	5691-202608 Parts	-362.31	0.00			
OREILLY	O'REILLY AUTO PARTS	5691-202270 Parts	17.12	0.00			
OREILLY	O'REILLY AUTO PARTS	5691-194947 Parts	54.34	0.00			

07/21/25
01:53 pm

7/23/25

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/23/25 To 07/23/25

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stherrian

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
OREILLY	O'REILLY AUTO PARTS	5691-202495 Parts	2.69	0.00			
OREILLY	O'REILLY AUTO PARTS	5691-201909 Parts	117.20	0.00			
PEPINS	PEPIN'S TRUCK REPAIR INC	38680 Supplies/Materials	119.25	0.00			
PEPINS	PEPIN'S TRUCK REPAIR INC	93305 Supplies/Materials	94.51	0.00			
PEPINS	PEPIN'S TRUCK REPAIR INC	38666 Supplies/Materials	125.00	0.00			
PEPINS	PEPIN'S TRUCK REPAIR INC	38665 Repairs	543.67	0.00			
PEPINS	PEPIN'S TRUCK REPAIR INC	38679 Repairs & Inspection	606.00	0.00			
PUMP CONT	PUMP CONTROL SOLUTIONS, LLC	1292 Farrant St Pump Repairs	1957.00	0.00			
RENEEFAL	RENEE FALCONER	062725 Animal Control	250.00	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	778292 Supplies/Materials	43.92	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	778098 Supplies/Materials	11.98	0.00			
STICKS	STICKS & STUFF DERBY	154635 Supplies/Materials	187.90	0.00			
STICKS	STICKS & STUFF DERBY	154226 Credit Memo	-145.14	0.00			
SYMOKONIC	SYMQUEST GROUP INC	558638243 PD Copier Contract	469.04	0.00			
TAPLINSEP	TAPLIN SEPTIC PUMPING AND PORT	I4452 Service	230.00	0.00			
TCE INC	TCE INC.	501894 Pro 470342-010-001 Signa	777.50	0.00			
GREAT OUT	THE GREAT OUTDOORS	063025 PD Helmets	2692.80	0.00			
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	63160 PD Lettering	75.00	0.00			
PIC SHOY	THE PICK & SHOVEL INC	329175 Credit Memo	-213.75	0.00			
PIC SHOY	THE PICK & SHOVEL INC	329537 Supplies/Materials	7.69	0.38			
PIC SHOY	THE PICK & SHOVEL INC	329553 Supplies/Materials	23.98	1.20			
PIC SHOY	THE PICK & SHOVEL INC	329903 Supplies/Materials	109.99	5.50			
PIC SHOY	THE PICK & SHOVEL INC	330300 Supplies/Materials	113.16	2.02			
PIC SHOY	THE PICK & SHOVEL INC	330330 Supplies/Materials	57.98	2.90			
PIC SHOY	THE PICK & SHOVEL INC	330372 Supplies/Materials	139.98	7.00			
PIC SHOY	THE PICK & SHOVEL INC	330486 Supplies/Materials	6.57	0.33			
PIC SHOY	THE PICK & SHOVEL INC	330494 Supplies/Materials	36.34	0.00			
PIC SHOY	THE PICK & SHOVEL INC	330495 Supplies/Materials	73.97	3.70			
PIC SHOY	THE PICK & SHOVEL INC	330518 Supplies/Materials	11.99	0.60			
PIC SHOY	THE PICK & SHOVEL INC	330539 Supplies/Materials	36.34	0.00			
PIC SHOY	THE PICK & SHOVEL INC	330711 Supplies/Materials	20.47	1.02			
PIC SHOY	THE PICK & SHOVEL INC	330713 Supplies/Materials	72.68	0.00			
PIC SHOY	THE PICK & SHOVEL INC	330730 Supplies/Materials	59.98	3.00			
PIC SHOY	THE PICK & SHOVEL INC	330777 Supplies/Materials	24.45	1.22			
PIC SHOY	THE PICK & SHOVEL INC	330831 Supplies/Materials	16.36	0.82			
UNITED AG	UNITED AG & TURF NE	1184703 Parts	68.00	0.00			
UNITED AG	UNITED AG & TURF NE	11187149 Parts	142.26	0.00			
VT RUSTIC	VERMONT RUSTIC RAILINGS	873353 Posts	63.60	0.00			
VTSPRINGS	VERMONT SPRINGS LLC	086249 PD Water Supplies	89.15	0.00			
VTSPRINGS	VERMONT SPRINGS LLC	087114 Garage Water Supplies	66.18	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	080225 Electric Services	11875.02	0.00			
W B MASON	W.B. MASON CO., INC.	255034360 Office Supplies	152.47	0.00			
WORKSAFE	WORKSAFE	37457 Signs	279.00	0.00			
WORKSAFE	WORKSAFE	37458 Signs	1636.32	0.00			

07/21/2025
01:53 pm

7/23/25

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/23/25 To 07/23/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			114,996.93	29.69	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 \$ ***114,967.24
Let this be your order for the payments of these amounts.

07/25/25
11:27 am

07/24/28

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/24/25 To 07/24/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
FA&A	ALDRICH & ELLIOTT, PC	83121	Proj 20024.004 ES Storag	27164.80	0.00		--/--/--
FA&A	ALDRICH & ELLIOTT, PC	83107	Proj 24043.001 GP Siphon	6660.00	0.00		--/--/--
ELECTRICL	ELECTRIC LIGHT CO., INC.	10825	Causeway Traffic Signals	140171.75	0.00		--/--/--
ELECTRICL	ELECTRIC LIGHT CO., INC.	10901	Causway Traffic Signals	24419.67	0.00		--/--/--
GRAYS	GRAY'S PAVING & ASPHALT PLANT, 5921		Asphalt	1627.29	0.00		--/--/--
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY S5395260.002		Causeway Supplies	23.24	0.00		--/--/--
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY S5393266.001		Causeway Supplies	222.65	0.00		--/--/--
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY S5395260.001		Causeway Supplies	1645.45	0.00		--/--/--
HORIZONS	HORIZONS ENGINEERING, INC	37814	Proj 240743 Stmn Water	3045.00	0.00		--/--/--
JP SICARD	J.P. SICARD, INC.	060125 - 14	Proj. Water System	29097.83	0.00		--/--/--
TCE INC	TCE INC.	501888	Proj 470226-01-001 Light	694.00	0.00		--/--/--
PIC SHOVS	THE PICK & SHOVEL INC	331849	Supplies/Materials	242.48	12.12		--/--/--
Report Total				235,014.16	12.12	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 \$ ***235,002.04
Let this be your order for the payments of these amounts.

7/25/25

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/25/2025 To 07/25/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AAA POLIC	AAA POLICE SUPPLY	62738 PD Work Attire	3063.72	0.00			--/--/--
CHOIAD	ADAM CHOINIERE	070425 July 4th Band	200.00	0.00			--/--/--
BUDBOS	AG SUPERMARKETS, INC	01-633618 Supplies/Materials	19.93	0.00			--/--/--
BUDBOS	AG SUPERMARKETS, INC	03-715669 Supplies/Materials	27.49	0.00			--/--/--
BUDBOS	AG SUPERMARKETS, INC	04-508927 Supplies/Materials	8.75	0.00			--/--/--
ATT MOBIL	AT&T MOBILITY	072725 FD FD Truck #5 Tablet	41.23	0.00			--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-063992 Digital Recording	425.00	0.00			--/--/--
AXON	AXON ENTERPRISE, INC	INUS358026 PD Tasers	45485.88	0.00			--/--/--
BEAUR EQ	BEAUREGARD EQUIPMENT INC	IV42910 Supplies/Materials	314.61	0.00			--/--/--
BERGERON	BERGERON PROTECTIVE CLOTHING	246362 Personnel Equipment	692.64	0.00			--/--/--
CNW ENVIR	C.N. WOOD ENVIRO, LLC	E04570 Supplies/Materials	6051.26	0.00			--/--/--
CANON	CANON FINANCIAL SERVICES INC.	41484573 CM Copier Lease	175.49	0.00			--/--/--
CASELLA	CASELLA WASTE MGT INC	3160208 Disposal	59.31	0.00			--/--/--
DONCCH	CHRIS DONCASTER	070425 July 4th Band	200.00	0.00			--/--/--
CLEAN WAT	CLEAN WATERS INC.	14453 Supplies/Materials	4957.35	0.00			--/--/--
COMCAST	COMCAST	080725 MB MB Fax/Elevator Lines	208.30	0.00			--/--/--
COMCAST	COMCAST	080425 PB PB Internet	190.34	0.00			--/--/--
COMCAST	COMCAST	080425 GP GP Internet	110.39	0.00			--/--/--
COMCAST B	COMCAST BUSINESS	081525 Phone Services	1568.11	0.00			--/--/--
DELUXE	DELUXE	9008316299 Office Supplies	145.42	0.00			--/--/--
ENDYNE	ENDYNE INC	538194 Lab Service	75.00	0.00			--/--/--
GILLS POI	GILLS POINT S TIRE	2109493 Tires	490.00	0.00			--/--/--
ROBEJA	INDEPENDENT INSURANCE BROKER	070225 Professional Service	200.00	0.00			--/--/--
INVEST	INVEST EAP	070125 FD EAP 7/1-9/30/25	134.55	0.00			--/--/--
DURFKA	KATELYN DURFEE	071025 PB Camping Refund	76.00	0.00			--/--/--
KITTELL	KITTELL BRANAGAN & SARGENT	98456 Professional Services	3855.00	0.00			--/--/--
CHADKY	KYLE CHADBURN	070425 July 4th Band	200.00	0.00			--/--/--
LAKEVIEW	LAKEVIEW AVIATION INC.	071625 FD Fuel	57.50	0.00			--/--/--
LEBLANC'S	LEBLANC'S PEST CONTROL	29436 GP Pest Control	100.00	0.00			--/--/--
LEBLANC'S	LEBLANC'S PEST CONTROL	29823 MB Pest Control	55.00	0.00			--/--/--
MAGEE	MAGEE OFFICE PRODUCTS	658666 Office Supplies	99.26	0.00			--/--/--
MAGEE	MAGEE OFFICE PRODUCTS	659216 Office Supplies	53.45	0.00			--/--/--
BROWMI	MICHAEL BROWN	071025 PB Campground Quarters	200.00	0.00			--/--/--
MVP ADMIN	MVP SELECT CARE INC.	063025 MVP Admin	115.50	0.00			--/--/--
NELSONVET	NELSON VETERINARY ASSOCIATES,	471922 K-9 Expense	612.00	0.00			--/--/--
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE	57432 Professional Services	165.00	0.00			--/--/--
NWPT AMBL	NEWPORT AMBULANCE SERVICE, INC	236 July Coverage	21426.16	0.00			--/--/--
AGWAY	NEWPORT FARM & GARDEN	T1-0243307 FD Chainsaws	692.99	0.00			--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-204217 Parts	58.60	0.00			--/--/--
PEDEPA	PAMELA PEDEN	071025 PB Camping Refund	150.00	0.00			--/--/--
PASSEK PD	PASSUMPSIC SAVINGS BANK	071125 2023 PD Ford Explorer	3000.87	0.00			--/--/--
PASSEK PD	PASSUMPSIC SAVINGS BANK	07032025 Professional Services	500.00	0.00			--/--/--
PITNEY	PITNEY BOWES (POSTAGE)	081025 Postage	2147.37	0.00			--/--/--
R R CHARL	R R CHARLEBOIS INC	IE71359 Supplies/Materials	365.98	0.00			--/--/--
RAYS	RAY'S AUTO SERVICE	2050 PD Auto Repairs	2248.74	0.00			--/--/--
RAYS TOW	RAY'S TOWING AND RECOVERY	69803 FD Inspection	125.00	0.00			--/--/--
RAYS TOW	RAY'S TOWING AND RECOVERY	69804 FD Repair/Inspection	861.81	0.00			--/--/--

7/25/25

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/25/2025 To 07/25/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
SAWYER S	SAWYER SPRINKLER SERVICE LLC 4592	FD Sprinkler Repair	407.00	0.00			
SECURSHRE	SECURESHRED 495568	Shredding	24.00	0.00			
SOUTHBAY	SOUTH BAY SUPPLY 779033	Supplies/Materials	17.98	0.00			
SOUTHBAY	SOUTH BAY SUPPLY 780356	Supplies/Materials	26.94	0.00			
SOUTHBAY	SOUTH BAY SUPPLY 778697	Supplies/Materials	64.00	0.00			
SPATES C	SPATES CONSTRUCTION INC 7/15/25	MB Ceiling Tile	1586.00	0.00			
STAINLESS	STAINLESS SOFTWARE INC. 070125	PB Management Services	548.00	0.00			
STICKS	STICKS & STUFF DERBY 155438	Supplies/Materials	13.44	0.00			
STILES	STILES & HART BRICK SALES, LLC 23295	Pavers	228.00	0.00			
MEMPRESS	THE MEMPHREMACOG PRESS INC. 63212	PD Business Cards	48.00	0.00			
PIC SHOV	THE PICK & SHOVEL INC 330881	Supplies/Materials	15.98	0.00			
PIC SHOV	THE PICK & SHOVEL INC 330882	Supplies/Materials	9.56	0.48			
PIC SHOV	THE PICK & SHOVEL INC 330884	Supplies/Materials	62.95	3.15			
PIC SHOV	THE PICK & SHOVEL INC 330897	Supplies/Materials	17.96	0.90			
PIC SHOV	THE PICK & SHOVEL INC 330926	Supplies/Materials	118.43	5.92			
PIC SHOV	THE PICK & SHOVEL INC 330939	Supplies/Materials	74.10	3.71			
PIC SHOV	THE PICK & SHOVEL INC 330947	Credit Memo	-41.89	0.00			
PIC SHOV	THE PICK & SHOVEL INC 330976	Supplies/Materials	59.78	2.99			
PIC SHOV	THE PICK & SHOVEL INC 331002	Supplies/Materials	179.99	9.00			
PIC SHOV	THE PICK & SHOVEL INC 331050	Supplies/Materials	30.99	1.55			
PIC SHOV	THE PICK & SHOVEL INC 331053	Supplies/Materials	10.16	0.51			
PIC SHOV	THE PICK & SHOVEL INC 331065	Supplies/Materials	24.73	1.24			
PIC SHOV	THE PICK & SHOVEL INC 331179	Supplies/Materials	71.98	3.60			
PIC SHOV	THE PICK & SHOVEL INC 331186	Supplies/Materials	20.34	1.20			
PIC SHOV	THE PICK & SHOVEL INC 331209	Supplies/Materials	8.78	0.30			
PIC SHOV	THE PICK & SHOVEL INC 331253	Supplies/Materials	58.98	2.95			
PIC SHOV	THE PICK & SHOVEL INC 331437	Supplies/Materials	10.99	0.55			
PIC SHOV	THE PICK & SHOVEL INC 331599	Supplies/Materials	19.98	1.00			
PIC SHOV	THE PICK & SHOVEL INC 331600	Supplies/Materials	11.99	0.60			
PIC SHOV	THE PICK & SHOVEL INC 331632	Supplies/Materials	17.98	0.90			
PIC SHOV	THE PICK & SHOVEL INC 331694	Supplies/Materials	135.59	6.78			
PIC SHOV	THE PICK & SHOVEL INC 331739	Supplies/Materials	46.27	2.41			
PIC SHOV	THE PICK & SHOVEL INC 331778	Supplies/Materials	83.93	4.20			
PIC SHOV	THE PICK & SHOVEL INC 331850	Supplies/Materials	255.99	12.80			
PIC SHOV	THE PICK & SHOVEL INC 331852	Supplies/Materials	155.86	7.79			
PIC SHOV	THE PICK & SHOVEL INC 331868	Supplies/Materials	15.98	0.00			
PIC SHOV	THE PICK & SHOVEL INC 331869	Supplies/Materials	2.99	0.15			
PIC SHOV	THE PICK & SHOVEL INC 331897	Supplies/Materials	14.78	0.74			
PIC SHOV	THE PICK & SHOVEL INC 331965	Supplies/Materials	16.95	0.85			
PIC SHOV	THE PICK & SHOVEL INC 332197	Supplies/Materials	13.96	0.70			
PIC SHOV	THE PICK & SHOVEL INC 332304	Supplies/Materials	24.79	1.24			
PIC SHOV	THE PICK & SHOVEL INC 332306	Credit Memo	-24.79	0.00			
PIC SHOV	THE PICK & SHOVEL INC 332456	Supplies/Materials	21.37	1.07			
PIC SHOV	THE PICK & SHOVEL INC 332821	Supplies/Materials	4.29	0.21			
PIC SHOV	THE PICK & SHOVEL INC 332805	Supplies/Materials	8.98	0.45			
PIC SHOV	THE PICK & SHOVEL INC 331767	Supplies/Materials	65.47	3.27			
PIC SHOV	THE PICK & SHOVEL INC 332811	Supplies/Materials	26.99	1.35			
PIC SHOV	THE PICK & SHOVEL INC 332654	Supplies/Materials	4.99	0.25			
PIC SHOV	THE PICK & SHOVEL INC 333061	Supplies/Materials	154.65	7.60			
LABLTR	TRAVIS LEBLANC 070425	July 4th Band	200.00	0.00			

07/25/25
11:28 am

2/25/25

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/25/2025 To 07/25/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
UNITED AG UNITED AG & TURF NE	11203136	Parts	43.14	0.00			--/--/--
UNITED AG UNITED AG & TURF NE	11202295	Parts	13.99	0.00			--/--/--
UNITED AG UNITED AG & TURF NE	11213139	FD Chainsaw Repairs	335.74	0.00			--/--/--
VLCT VERMONT LEAGUE OF CITIES AND T	15985	Annual Dues	7347.00	0.00			--/--/--
VTRURALWA VERMONT RURAL WATER ASSOCIATIO	070125	Registration	168.00	0.00			--/--/--
VICTUNEMP VLCT EMPLOYMENT RESOURCE & BEN	REN040972-Q3	Unemployment	2394.00	0.00			--/--/--
VLCT PROP VLCT PROPERTY & CASUALTY INS.	10739	Property & Casualty & WC	102733.38	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	081625	Electric Services	16502.07	0.00			--/--/--
W B MASON W.B. MASON CO., INC.	255584323	Office Supplies	51.98	0.00			--/--/--
WELLS FAR WELLS FARGO FINANCIAL LEASING	5035122485	C/T Copier Lease	194.96	0.00			--/--/--
Report Total			237,256.32	92.41	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 \$ ***237,163.91
Let this be your order for the payments of these amounts.

7/31/25

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 02(GENERAL FUND) From 07/01/2025 To 07/31/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC AFLAC	PR-07/10/25	Payroll Transfer	957.97	0.00			--/--/--
AFLAC AFLAC	PR-07/24/25	Payroll Transfer	957.97	0.00			--/--/--
AFLAC AFLAC	073125	AFLAC Adj	0.04	0.00			--/--/--
COUNCIL93 AFSCME COUNCIL 93	PR-07/10/25	Payroll Transfer	300.95	0.00			--/--/--
COUNCIL93 AFSCME COUNCIL 93	PR-07/10/25A	Payroll Transfer	23.15	0.00			--/--/--
COUNCIL93 AFSCME COUNCIL 93	PR-07/24/25	Payroll Transfer	324.10	0.00			--/--/--
MUTUAL O MUTUAL OF OMAHA	073125	Life & Disability Ins	2416.26	0.00			--/--/--
MVP MVP HEALTH CARE, INC	PR-07/10/25	Payroll Transfer	1942.41	0.00			--/--/--
MVP MVP HEALTH CARE, INC	PR-07/24/25	Payroll Transfer	1942.41	0.00			--/--/--
MVP MVP HEALTH CARE, INC	073125	Health Ins. Premium	52812.83	0.00			--/--/--
NE DELTA NORTHEAST DELTA DENTAL	PR-07/10/25	Payroll Transfer	331.28	0.00			--/--/--
NE DELTA NORTHEAST DELTA DENTAL	PR-07/24/25	Payroll Transfer	331.28	0.00			--/--/--
NE DELTA NORTHEAST DELTA DENTAL	073125	Dental Ins. Premium	988.90	0.00			--/--/--
NEPBA NEPBA LOCAL 434	PR-07/10/25	Payroll Transfer	450.00	0.00			--/--/--
NEPBA NEPBA LOCAL 434	PR-07/24/25	Payroll Transfer	450.00	0.00			--/--/--
VSP VSP INS - VISION CARE	PR-07/10/25	Payroll Transfer	71.04	0.00			--/--/--
VSP VSP INS - VISION CARE	PR-07/24/25	Payroll Transfer	71.04	0.00			--/--/--
VSP VSP INS - VISION CARE	073125	Eye Ins. Premium	320.36	0.00			--/--/--
VTRETIRE VMERS DB	PR-07/10/25	Payroll Transfer	28150.17	0.00			--/--/--
VTRETIRE VMERS DB	PR-07/10/25A	Payroll Transfer	497.90	0.00			--/--/--
VTRETIRE VMERS DB	PR-07/24/25	Payroll Transfer	28341.14	0.00			--/--/--
Report Total			121,681.20	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 \$ ***121,681.20
Let this be your order for the payments of these amounts.

07/22/25
02:28 pm

Payroll Warrant
67/24/25

City of Newport Payroll
Check Warrant Report #
Check date 07/24/25 to 07/24/25

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	22327	07/24/25	1337.32	0.00
BERNTH	BERNIER, THOMAS L.	E2089699	07/24/25	0.00	2371.60
BINGTR	BINGHAM, TRAVIS R.	E2089675	07/24/25	0.00	2397.12
BLAIJE	BLAIS, JEFFREY C.	E2089722	07/24/25	0.00	1027.38
BORSSA	BORSARI, SAMUEL J.	22319	07/24/25	2348.50	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2089700	07/24/25	0.00	1522.27
BRASAR	BRASSARD, ARNOLD J.	22339	07/24/25	375.45	0.00
BROWMI	BROWN, MICHAEL E.	E2089715	07/24/25	0.00	1793.30
BRUNAE	BRUNELL, AERO M.	22328	07/24/25	322.66	0.00
BRYASC	BRYANT, SCOTT A.	E2089688	07/24/25	0.00	1355.38
BURDRO	BURDICK, ROBERT A., JR	E2089701	07/24/25	0.00	1525.27
CAMBTU	CAMBER, TUCKER J.	E2089702	07/24/25	0.00	1719.67
CARRER	CARRIER, ERIC A.	E2089711	07/24/25	0.00	1829.03
CHENFR	CHENEY, FRANCIS E., III	E2089674	07/24/25	0.00	2268.62
CHURRO	CHURCHILL, ROBYN D. H.	E2089671	07/24/25	0.00	1479.42
COLLDA	COLLINS, DANIEL F.	22321	07/24/25	1818.31	0.00
CORCCA	CORCORAN, CARLOTTA A.	22329	07/24/25	351.47	0.00
DECKAR	DECKER, ARROW M.	E2089725	07/24/25	0.00	270.78
DILLTR	DILLON, TRAVIS J.	E2089703	07/24/25	0.00	1791.30
FINNPA	FINN, PATRICK W.	E2089716	07/24/25	0.00	1835.90
FLYNKU	FLYNN, KURK O.	E2089689	07/24/25	0.00	2614.44
GAGELA	GAGE, LARRY L., JR	E2089704	07/24/25	0.00	1626.46
GONYAN	GONYAW, ANDREW T.	E2089676	07/24/25	0.00	2316.81
GOSSRO	GOSSSELIN, ROBERT J.	E2089724	07/24/25	0.00	1329.72
GOSSROG	GOSSSELIN, ROGER M.	E2089694	07/24/25	0.00	368.47
GREECA	GREENWOOD, CALEB S.	22337	07/24/25	345.34	0.00
GRENLE	GRENIER, LEO C., III	22322	07/24/25	1859.85	0.00
GRUBRO	GRUBE, ROSS E.	E2089712	07/24/25	0.00	2396.93
GUYEDA	GUYER, DAVIS M.	E2089677	07/24/25	0.00	2168.02
HARTER	HARTMAN, ERIC P.	E2089705	07/24/25	0.00	1268.92
HERMJA	HERMAN, JASON M.	E2089713	07/24/25	0.00	1910.85
HIGGMI	HIGGINSON, MITCHELL R.	E2089717	07/24/25	0.00	935.37
HORNDU	HORNE, DUSTIN J.	E2089693	07/24/25	0.00	875.24
JACOTA	JACOBS, TANNER D.	E2089678	07/24/25	0.00	1760.35
JOHNJA	JOHNSON, JAMES D.	E2089672	07/24/25	0.00	1897.96
KEITNI	KEITHAN, NICHOLAS N.	E2089679	07/24/25	0.00	2163.67
KEMPSA	KEMPTON, SARA L.	E2089718	07/24/25	0.00	64.64
LACOKE	LACOSS, KEVIN W.	E2089697	07/24/25	0.00	532.78
LACOTA	LACOURSE, TAMMY L.	E2089695	07/24/25	0.00	77.57
LANCAL	LANCASTER, ALEX R.	E2089709	07/24/25	0.00	940.95
LANCRJ	LANCASTER, ROYCE J., JR	E2089706	07/24/25	0.00	1469.29
LANCRO	LANCASTER, ROYCE E., SR	E2089680	07/24/25	0.00	2100.45
LECLJJ	LECLAIR, JAMES A., JR	E2089681	07/24/25	0.00	2428.01
LEINEM	LEINOFF, EMILY R. L.	E2089690	07/24/25	0.00	1955.75
LILLJO	LILLIS, JOSHUA S.	E2089682	07/24/25	0.00	2180.07
MARCCO	MARCOUX, COREY J.	E2089707	07/24/25	0.00	1140.47
MARCKI	MARCOTTE, KIERA B.	22331	07/24/25	993.61	0.00
MARSJA	MARSH, JARED A.	E2089714	07/24/25	0.00	1612.33
MATTCH	MATTHEWS, CHRISTOPHER B.	E2089710	07/24/25	0.00	1104.58
MAYHCO	MAYHEW, COLLEEN A.	22326	07/24/25	271.93	0.00

07/22/25
02:28 pm

PK Warrant
7/24/25

City of Newport Payroll
Check Warrant Report #
Check date 07/24/25 to 07/24/25

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MCCAED	MCCARTER, EDWARD R.	22338	07/24/25	299.63	0.00
MCGINA	MCGILLIVRAY, NATHAN J.	22332	07/24/25	1169.38	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	22325	07/24/25	1679.73	0.00
MILLER	MILLER, ERIC R.	E2089691	07/24/25	0.00	2143.01
MORIJO	MORIN, JONATHAN L.	E2089683	07/24/25	0.00	2413.80
MOULCH	MOULTON, CHARLES D.	E2089684	07/24/25	0.00	2332.02
OLIVLU	OLIVER, LUC X.	22323	07/24/25	895.14	0.00
PATEAN	PATENAUDE, ANDREW M.	E2089708	07/24/25	0.00	1760.49
PHILEM	PHILLABAUM, EMILY G.	22320	07/24/25	560.50	0.00
PROVHA	PROVENCHER, HAZEN M.	22330	07/24/25	785.66	0.00
PRUESA	PRUE, SASHA S.	22333	07/24/25	926.71	0.00
RIVARO	RIVARD, ROBERT L.	E2089719	07/24/25	0.00	1189.22
RIVENI	RIVERS, NICHOLAS R.	E2089685	07/24/25	0.00	2056.64
RONDJO	RONDEAU QUARMBY, JOSEE	E2089720	07/24/25	0.00	1135.04
ROSSNY	ROSSI, NYLA T. E.	E2089723	07/24/25	0.00	990.23
ROSSTE	ROSSI, TELS A. E.	E2089721	07/24/25	0.00	458.82
ROWEJO	ROWE, JONATHAN M.	22340	07/24/25	355.02	0.00
RUSSIV	RUSSELL, IVY A.	22334	07/24/25	915.16	0.00
SMITCO	SMITH, CODY M.	E2089686	07/24/25	0.00	1634.22
SMITGR	SMITH, GREGORY P.	22336	07/24/25	932.10	0.00
STORRI	STORY, RICHARD P.	E2089726	07/24/25	0.00	470.36
SYKECO	SYKES, COLIN S.	E2089687	07/24/25	0.00	1666.82
THERST	THERRIEN, STACEY L.	E2089673	07/24/25	0.00	1118.38
THOMBE	THOMPSON, BENJAMIN J.	22324	07/24/25	999.85	0.00
WALTKR	WALTERS, KRISTEN L.	E2089696	07/24/25	0.00	305.55
WATTKR	WATTERS, KRISTEN M.	22335	07/24/25	1125.15	0.00
WELLMO	WELLS, MONICA R.	E2089692	07/24/25	0.00	1454.74
YOUNJE	YOUNG, JEFFREY R.	E2089698	07/24/25	0.00	1652.08
				20668.47	85208.56

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 \$ *105,877.03
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 7-1-25

Name(s) Karen Blake Orne, and others

Business Name Friends for Life Dog Rescue Phone # 802-673-6581 Kare

Address 20 Maynard Dr. Glover VT 05839 802-753-3114 Ton

Date of Birth 6/7/62 (karen)

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

~~If yes, please explain~~ Selling food & non-alcoholic beverages during soft ball tourneys; funds used to suppt. dogs in our care.

Name, address, and phone # of current employer, if applicable N/A; FFLDR is a 501 (c) 3 - foster-based dog rescue; staffed with all volunteers.

Food Peddler's State License # none

Vehicle Registration # N/A License Plate # N/A

Type of Goods Being Sold grilled foods (personal grill), baked goods, sandwiches, crock pot foods, cold beverages, coffee & tea.

Description of Cart, Stand, or Vehicle Stand will be a station with portable tables, pop up canopies, coolers

Proposed Location Gardner Park - softball tournaments - 7/11-12

Hours of operation 9 AM - 4 PM Days of operation Sat + Sunday

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

Insurance Information Starkweather & Shepley

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 _____

Recommendations to Council from Chip Stearns, NEMRC Consultant: 8/4/25

The following cash accounts have been reviewed with the Treasurer and are believed to no longer remain as their purpose has been met:

I move the Newport City Council authorize the City Treasurer to close and consolidate the following accounts into the general fund checking:

5-00-00.25 a CDBG MMA at M&T (503.98)

5-00-00.30 a CDBG MMA at PSB (29,642.25)

5-00-00.40 a CDBG UDAG at PSB (1,691.91)

6-00-00.30 a START savings at PSB (578.74)

6-00-00.60 a Stone Garden Savings at PSB (4,377.29)

7-00-01.20 a Prouty Beach Improvement savings at PSB (1425.71)

7-00-02.00 an Ice Rink savings at PSB (8,001.34)

7-00-06.00 a Gardner Park Improvement savings at M&T (50.89)

7-00-07.00 a Performing Arts savings at M&T (1,026.27)

7-00-07.10 a Scholarship savings at M&T (2,200.11)

9-00-06.70 a Water Treatment savings at M&T (12.52)

9-00-06.95 an ARPA savings a PSB (20.00)

for a total value of \$49,531.01 prior to any interest earned before closing.

There is a \$17 hanging value in the Projects Fund 2 which serves no purpose. After discussion with the auditors the following motion is suggested:

I move the Newport City Council authorize the City Treasurer to adjust the Projects Fund balance to zero and move that value into the general fund.

Note: this is only an accounting step and does not involve actual cash!

Account Curr Yr Pd 1 Jul
Actual

ASSET

0-00-00 CASH

0-00-00.18 GF Checking PSB	257,785.24
0-00-00.25 P.D. Cash Account	300.00
0-00-00.39 Health Reimbursement Acct	68,486.16
0-00-00.50 Wal-Mart Fund MMA	36,195.12
0-00-00.70 USDA Grant fund	50.00
0-00-00.75 Grants Inc Fund	50.00

Total CASH

362,866.52

0-00-03 TAXES RECEIVABLES

0-00-03.01 Delinquent Taxes	508,014.19
0-00-03.02 Tax Interest Recvble	38,370.94
0-00-03.03 Penalty & Other Recvble	40,721.12
0-00-03.99 Allowance for Uncollectab	-213,034.23

Total TAXES RECEIVABLES

374,072.02

0-00-04 OTHER RECEIVABLES

0-00-04.94 Miscellaneous Receivable	135,381.72
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Total OTHER RECEIVABLES

135,381.72

0-00-07.75 Prepaid Postage	3,281.98
0-00-07.86 Prepaid Health Insurance	57,097.45
0-00-08.00 Due From/To Other Funds	1,388,435.18

Total Asset

2,321,134.07
=====

LIABILITY

0-00-10.05 Tax Anti/LOC Note	850,000.00
0-00-10.20 Accounts Payable	118,825.34
0-00-10.41 Marriage License Fees	320.00
0-00-10.50 Accrued Payroll/FICA	88,574.05
0-00-11.46 AFLAC Flex Benefit Payabl	370.41
0-00-11.49 Vision Insurance-VSP	-320.36
0-00-11.50 Dental Insurance-Delta	-988.90
0-00-11.60 Project D.A.R.E.	4,577.14
0-00-12.01 PSB BAN #3422	166,380.08
0-00-15.01 Tax Over Payment	42,811.58
0-00-16.20 Deferred Rev-Bike Path Gr	21,246.30

Total Liability

1,291,795.64

RESERVES

08/01/25
09:15 am

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
GENERAL FUND

Page 2 of 2
chip_nemrc

Account	Curr Yr Pd 1 Jul Actual
0-00-15.02 Reappraisal Reserve	145,024.96
0-00-15.03 Records Preservation Rese	56,447.87
0-00-15.04 Wa-Mart Reserve	386,013.01
0-00-15.05 NBRC Grant Funds Match	240,800.00
Total Reserves	828,285.84
FUND BALANCE	
0-00-18.00 Fund Balance - General	445,419.49
Total Prior Years Fund Balance	445,419.49
Fund Balance Current Year	-244,366.10
Total Fund Balance	201,053.39
Total Liability, Reserves, Fund Balance	2,321,134.87

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
MOORING MANAGEMENT FUND

Account	Curr Yr Pd 1 Jul Actual
<hr/>	
ASSET	
1-00-08.00 Due From/To Other Funds	-4,080.55
Total Asset	-4,080.55
<hr/>	
LIABILITY	
1-00-18.00 Fund Balance Mooring	-4,380.55
Total Liability	-4,380.55
<hr/>	
Fund Balance Current Year	300.00
Total Fund Balance	300.00
<hr/>	
Total Liability, Reserves, Fund Balance	-4,080.55
<hr/>	

Account	Curr Yr Pd 1 Jul Actual
<hr/>	
ASSET	
2-00-08.00 Due From/To Other Funds	17.00
Total Asset	<u>17.00</u> =====
LIABILITY	
Total Liability	<u>0.00</u> -----
FUND BALANCE	
2-00-18.00 Fund Balance - Projects	17.00
Total Prior Years Fund Balance	<u>17.00</u> -----
Fund Balance Current Year	0.00
Total Fund Balance	<u>17.00</u> -----
Total Liability, Reserves, Fund Balance	<u>17.00</u> =====

Account Curr Yr Pd 1 Jul
Actual

ASSET

3-00 CEMETERY FUND

3-00-00.10 Income Cash	47.00
3-00-00.15 Principle Investments	200,510.96
3-00-00.40 Money Market Cemetery Inc	27,459.52
3-00-00.50 Peoples Cemetery MMA	0.14
3-00-00.55 Passumpsic Cemetery MMA	2,512.42
3-00-08.00 Due From/To Other Funds	-23,005.39

Total CEMETERY FUND 207,524.65

Total Asset 207,524.65

LIABILITY

Total Liability 0.00

FUND BALANCE

3-00-18.00 Fund Balance - Cemetery 207,524.65

Total Prior Years Fund Balance 207,524.65

Fund Balance Current Year 0.00

Total Fund Balance 207,524.65

Total Liability, Reserves, Fund Balance 207,524.65

Account Curr Yr Pd 1 Jul
Actual

ASSET

4-00 PERLEY S NILES FUND

4-00-00.20 Checking Account 8,783.41
4-00-05.00 Money Market Niles Inc 18,976.45
4-00-05.50 Principle Investments 174,586.00

Total PERLEY S NILES FUND 202,345.86

Total Asset 202,345.86

LIABILITY

Total Liability 0.00

FUND BALANCE

4-00-18.00 Fund Balance Niles Fund 202,345.86

Total Prior Years Fund Balance 202,345.86

Fund Balance Current Year 0.00

Total Fund Balance 202,345.86

Total Liability, Reserves, Fund Balance 202,345.86

Account Curr Yr Pd 1 Jul
Actual

ASSET

5-00 C D B G FUNDS

5-00-00.25 MMA CHITT3700 C.D.B.G.	503.98
5-00-00.30 MM Acct PSB1750 C.D.B.G.	29,642.25
5-00-00.40 UDAG Savings - PSB2555	1,691.91
5-00-08.00 Due To/From Other Funds	18.35

Total C D B G FUNDS	31,856.49
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Total Asset	31,856.49
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LIABILITY

Total Liability	0.00
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FUND BALANCE

5-00-18.00 Fund Balance CDBG	31,853.51
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Total Prior Years Fund Balance	31,853.51
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Fund Balance Current Year	2.98
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Total Fund Balance	31,856.49
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Total Liability, Reserves, Fund Balance	31,856.49
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Account	Curr Yr Pd 1 Jul Actual
ASSET	
6-00-00.10 MMA Acct #1748 (Justice)	2,818.66
6-00-00.30 Start Grant	578.74
6-00-00.60 MMA Acct#3805 (Treasury)	1,225.17
6-00-00.70 Stone Garden Fund	4,377.29
6-00-08.00 Due To/From Other Funds	12,549.87
Total Asset	21,549.73
LIABILITY	
Total Liability	0.00
FUND BALANCE	
6-00-18.00 Fund Balance PSDRF	21,549.87
Total Prior Years Fund Balance	21,549.87
Fund Balance Current Year	-0.14
Total Fund Balance	21,549.73
Total Liability, Reserves, Fund Balance	21,549.73

Account	Curr Yr Pd 1 Jul Actual
ASSET	
7-00 SUMMERFEST ACTIVITIES	
7-00-01.01 MMKT Acct Rec Trust Fund	6,019.00
7-00-01.15 Babe Ruth Project	10,171.01
7-00-01.20 Prouty Beach Improvements	1,425.73
7-00-02.00 Ice Rink Impr Fund #3652	8,001.87
7-00-06.00 Gardner Park Improvements	50.89
7-00-07.00 Performing Arts Center	1,026.27
7-00-07.10 Rec Trust Scholarship Fun	2,200.11
7-00-08.00 Due To/From Other Funds	-13,942.57
Total SUMMERFEST ACTIVITIES	14,952.31
Total Asset	14,952.31
LIABILITY	
Total Liability	0.00
FUND BALANCE	
7-00-18.00 Fund Balance - Rec Fund	15,180.31
Total Prior Years Fund Balance	15,180.31
Fund Balance Current Year	-228.00
Total Fund Balance	14,952.31
Total Liability, Reserves, Fund Balance	14,952.31

Account Curr Yr Pd 1 Jul
Actual

ASSET

8-00 SEWER FUND

8-00-04.00 Sewer Fees Receivable	131,597.01
8-00-04.20 Sewer Fees Rec (Derby Sha	45.10
8-00-04.30 Contract Work Receivable	560.71
8-00-04.70 Unbilled Revenue - Sewer	231,550.79
8-00-06.00 Land	4,462.49
8-00-06.20 Buildings	341,645.44
8-00-06.30 Sewer System Improvements	13,770,958.37
8-00-06.50 Machinery & Equipment	1,417,643.64
8-00-06.90 Accumulated Depreciation	-13,754,744.13
8-00-07.01 Deferred Outflow VMER	77,600.05
8-00-07.10 Proj-Constr in Progress	90,131.07
8-00-07.50 Storm Water Separation	1,019,609.85
8-00-08.00 Due From/To Other Funds	-974,995.93

Total SEWER FUND 2,356,064.46

Total Asset 2,356,064.46

LIABILITY

8-00-10.20 Accounts Payable	1,629.59
8-00-10.40 Accrued Payroll/FICA	7,065.56
8-00-10.50 Accrued Vac/Sick/Comp	10,074.40
8-00-12.70 Bond Payable Sewer 2001	25,000.00
8-00-12.79 Note Payable SRF RF1-075	911,892.53
8-00-12.81 Note Pay - CWSRF RF1-150	114,615.48
8-00-12.82 Dewatering Loan #2921	-15.13
8-00-16.02 Deferred Inflow VMER	6,380.03
8-00-16.03 Pension Liability VMER	263,401.76
8-00-17.04 Pension Expense	-24,530.16

Total Liability 1,315,514.06

RESERVES

Total Reserves 0.00

FUND BALANCE

8-00-18.00 Fund Balance (Sewer Dept) 1,099,449.00

Total Prior Years Fund Balance 1,099,449.00

Account	Curr Yr Pd 1 Jul Actual

Fund Balance Current Year	-58,898.60
Total Fund Balance	1,040,550.40
Total Liability, Reserves, Fund Balance	2,356,064.46
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Account	Curr Yr Pd 1 Jul Actual
ASSET	
9-00-04.00 Water Rent Receivable	88,246.76
9-00-04.30 Contract Work Recv Campbe	-64.00
9-00-04.60 Unbilled Revenue - Water	147,165.65
9-00-06.00 Land	24,800.00
9-00-06.01 CIP	3,220,347.08
9-00-06.10 Well	629,353.91
9-00-06.30 Water System Improvements	5,502,745.77
9-00-06.50 Machinery & Equipment	590,864.59
9-00-06.60 Inter-Local Waterline Pro	773,756.61
9-00-06.70 Water Tower Sinking Fund	12.52
9-00-06.90 Accumulated Depreciation	-5,143,141.19
9-00-06.95 ARPA Funds #1438	20.00
9-00-07.01 Deferred Outflow VMER	38,844.82
9-00-08.00 Due From/To Other Funds	-384,995.96
Total Asset	5,487,956.56
LIABILITY	
9-00-10.20 Accounts Payable	1,226.27
9-00-10.30 Water Tower Const Loan	1,438,375.64
9-00-10.40 Accrued Payroll/FICA	4,391.22
9-00-10.50 Accrued Vac/Sick/Comp	2,753.34
9-00-12.81 SRF RF3-095	80,911.78
9-00-12.82 SRF RF3-129	1,041,566.95
9-00-16.02 Deferred Inflow VMER	3,193.70
9-00-16.03 Pension Liability VMER	131,389.44
9-00-16.04 Def ARPA Funds	108.70
Total Liability	2,703,917.04
RESERVES	
Total Reserves	0.00
FUND BALANCE	
9-00-18.00 Fund Balance (Water Dept)	3,028,970.03
Total Prior Years Fund Balance	3,028,970.03
Fund Balance Current Year	-244,930.51
Total Fund Balance	2,784,039.52

08/01/25
09:15 am

City of Newport General Ledger
Balance Sheet Current Year - Period 1 Jul
WATER FUND

Page 2
chip_nemrc

Account

Curr Yr Pd 1 Jul
Actual

Total Liability, Reserves, Fund Balance

5,487,956.56
=====

GENERAL FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
0-00-20 TAXES	6,463,418.00	218,633.67	6,244,784.33	3.38%
0-00-21 LICENSES & FEES	54,210.00	5,199.50	49,010.50	9.59%
0-00-22 REIMBURSEMENTS	31,000.00	0.00	31,000.00	0.00%
0-00-23 MISCELLANEOUS REVENUES	43,000.00	3,178.33	39,821.67	7.39%
0-00-24 POLICE DEPT INCOME	433,078.00	5,160.03	427,917.97	1.19%
0-00-25 FIRE DEPT INCOME	32,000.00	25.00	31,975.00	0.08%
0-00-26 STREET DEPT INCOME	147,500.00	42,373.83	105,126.17	28.73%
0-00-27 RECREATION DEPT INCOME				
0-00-27.1 SENIOR CENTER	3,750.00	75.00	3,675.00	2.00%
0-00-27.2 MUNICIPAL BUILDING	7,500.00	250.00	7,250.00	3.33%
0-00-27.3 GRANTS & FEES	0.00	0.00	0.00	0.00%
0-00-27.4 PROUTY BEACH	295,300.00	60,923.50	234,376.50	20.63%
0-00-27.5 RECREATION PROGRAMS	69,500.00	3,028.00	66,472.00	4.36%
0-00-27.6 GARDNER PARK	11,000.00	950.00	10,050.00	8.64%
0-00-27.7 GARDNER PARK CON'T	0.00	0.00	0.00	0.00%
0-00-27.8 WATERFRONT-REIMB	7,025.00	2,360.33	4,664.67	33.60%
0-00-27.9 WATERFRONT	135,580.00	28,606.79	106,973.21	21.10%
Total RECREATION DEPT INCOME	529,655.00	96,193.62	433,461.38	18.16%
0-00-28 ANIMAL CONTROL	0.00	0.00	0.00	0.00%
0-00-29 OTHER INTEREST INCOME	7,300.00	0.00	7,300.00	0.00%
0-00-30 Revenue Transfer	0.00	0.00	0.00	0.00%
0-00-31 City Landscaper	0.00	0.00	0.00	0.00%
0-00-80 BOAT WASHING STATION	0.00	0.00	0.00	0.00%
0-00-81 MOORING MANAGEMENT	0.00	0.00	0.00	0.00%
Total Revenues	7,741,161.00	370,763.98	7,370,397.02	4.79%
0-30 GOVERNMENT OPERATIONS				
0-30-30 CITY COUNCIL	14,140.00	14.62	14,125.38	0.10%
0-30-31 CITY MANAGER	164,744.00	1,214.92	163,529.08	0.74%
0-30-32 ELECTION EXPENSE	8,230.00	0.00	8,230.00	0.00%
0-30-33 CITY TREASURER	162,050.00	9,506.96	152,543.04	5.87%
0-30-34 TAX LISTING	37,613.00	1,735.18	35,877.82	4.61%
0-30-35 CITY CLERK	140,113.00	9,558.00	130,555.00	6.82%
0-30-36 PLANNING & ZONING	120,228.00	8,257.12	111,970.88	6.87%
0-30-37.9 AUDIT AND CITY REPORT	53,900.00	3,855.00	50,045.00	7.15%
0-30-38.9 CORPORATE COUNSEL	106,500.00	0.00	106,500.00	0.00%
0-30-39 DELINQUENT TAX COLLECTOR	1,500.00	5.74	1,494.26	0.38%
0-30-40 MUNICIPAL BUILDING	148,193.00	2,266.12	145,926.88	1.53%
0-30-41 REAPPRAISAL	0.00	0.00	0.00	0.00%
Total GOVERNMENT OPERATIONS	957,211.00	36,413.66	920,797.34	3.80%
0-4 PUBLIC SAFETY				
0-40 POLICE DEPARTMENT				
0-40-40 POLICE ADMINISTRATION	216,785.00	30,650.59	186,134.41	14.14%
0-40-41 POLICE PATROL	1,733,998.00	159,119.28	1,574,878.72	9.18%

Account	Budget	Actual	Budget Balance	Actual % of Budget
0-40-42 POLICE DISPATCH	527,989.00	44,216.96	483,772.04	8.37%
0-40-43 ANIMAL CONTROL	1,050.00	0.00	1,050.00	0.00%
0-40-50 POLICE CONTACTED SCVS	0.00	0.00	0.00	0.00%
Total POLICE DEPARTMENT	2,479,822.00	233,986.83	2,245,835.17	9.44%
0-45 FIRE DEPARTMENT				
0-45-45 FIRE FIGHTING	168,348.00	12,677.73	155,670.27	7.53%
0-45-46 FIRE TRAINING	2,000.00	0.00	2,000.00	0.00%
0-45-47 FIRE COMMUNICATIONS	12,100.00	134.16	11,965.84	1.11%
0-45-48 FIRE STATION	29,200.00	649.83	28,550.17	2.23%
0-45-49 FIRE DEPT EQUIP & GRANTS	32,500.00	1,737.30	30,762.70	5.35%
Total FIRE DEPARTMENT	244,148.00	15,199.02	228,948.98	6.23%
Total PUBLIC SAFETY	2,723,970.00	249,185.85	2,474,784.15	9.15%
0-50 PUBLIC WORKS				
0-50-50 PUBLIC WORKS ADMINISTRATI	351,742.00	28,737.34	323,004.66	8.17%
0-50-51 STREET MAINTENANCE	295,250.00	20,537.62	274,712.38	6.96%
0-50-52 WINTER MAINTENANCE	413,687.00	184.00	413,503.00	0.04%
0-50-53 GARAGE & FACILITIES	79,450.00	653.73	78,796.27	0.82%
0-50-55 STORM MAINTENANCE	95,150.00	347.14	94,802.86	0.36%
0-50-57 TRAFFIC MAINTENANCE	181,450.00	13,610.24	167,839.76	7.50%
0-50-58 CITY PROPERTY	107,750.00	29,348.40	78,401.60	27.24%
0-50-59 PRIVATE WORK EXPENDITURES	0.00	0.00	0.00	0.00%
0-50-60 CAUSEWAY PROJECT	0.00	0.00	0.00	0.00%
0-50-61 DOWNTOWN TRANS GRANT	0.00	0.00	0.00	0.00%
0-50-62 EV Charging Station	1,700.00	0.00	1,700.00	0.00%
0-50-63 Main/Field Intersection G	0.00	0.00	0.00	0.00%
Total PUBLIC WORKS	1,526,179.00	93,418.47	1,432,760.53	6.12%
0-60-10 City Landscaper	82,756.00	6,483.99	76,272.01	7.84%
0-70 RECREATION DEPARTMENT				
0-70-70 RECREATION ADMINISTRATION	146,687.00	16,911.75	129,775.25	11.53%
0-70-71 SENIOR CITIZENS CENTER	9,209.00	765.90	8,443.10	8.32%
0-70-72 VOREC GRANT	0.00	0.00	0.00	0.00%
0-70-73 PROUTY BEACH	185,451.00	25,134.11	160,316.89	13.55%
0-70-74 COMMUNITY KITCHEN	0.00	0.00	0.00	0.00%
0-70-76 RECREATION PROGRAMS	95,146.00	18,944.80	76,201.20	19.91%
0-70-77 GP Playground Project	0.00	0.00	0.00	0.00%
0-70-78 GARDNER PARK	138,850.00	12,744.29	126,105.71	9.18%
0-70-79 WATERFRONT	204,101.00	10,873.49	193,227.51	5.33%
Total RECREATION DEPARTMENT	779,444.00	85,374.34	694,069.66	10.95%
0-80-69.55 Worker's Comp	0.00	367.54	-367.54	100.00%
0-80-69.56 Unemployment	0.00	95.76	-95.76	100.00%
0-80-86 CONSERVATION & DEVELOPMEN	17,165.00	7,847.00	9,318.00	45.72%

GENERAL FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
<hr/>				
0-81 CONSERVATION PROJECT				
0-81-80 BOAT WASHING STATION	0.00	0.00	0.00	0.00%
0-81-95 PERSONNEL EXPENSES	0.00	0.00	0.00	0.00%
Total CONSERVATION PROJECT	0.00	0.00	0.00	0.00%
<hr/>				
0-82 HEALTH & WELFARE	32,320.00	2,158.24	30,161.76	6.68%
0-90 DEBT SERVICE AND MISC				
0-90-90 DEBT SERVICE	295,741.88	51,596.17	244,145.71	17.45%
0-90-91 Expenditure of Assigned F	0.00	0.00	0.00	0.00%
0-90-92 UNANTICIPATED EXPENSES	0.00	0.00	0.00	0.00%
0-90-95 PERSONNEL EXPENSES	0.00	1,194.61	-1,194.61	100.00%
0-90-97 OTHER EXPENDITURES	346,250.00	38,115.82	308,134.18	11.01%
0-90-98 LIABILITY INS EXPENSE	14,500.00	6,774.13	7,725.87	46.72%
Total DEBT SERVICE AND MISC	656,491.88	97,680.73	558,811.15	14.88%
<hr/>				
0-92-98 CAPITAL IMPROVEMENTS	807,500.00	36,104.50	771,395.50	4.47%
0-93 STREET IMPROVEMENT BOND	0.00	0.00	0.00	0.00%
0-95 APPROPRIATIONS				
0-95-66 APPROPRIATIONS	219,305.00	0.00	219,305.00	0.00%
Total APPROPRIATIONS	219,305.00	0.00	219,305.00	0.00%
<hr/>				
Total Expenditures	7,802,341.88	615,130.08	7,187,211.80	7.88%
<hr/>				
Total GENERAL FUND	-61,180.88	-244,366.10	183,185.22	
<hr/>				

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
MOORING MANAGEMENT FUND

Account

Account	Budget	Actual	Budget Balance	Actual % of Budget
1-00-81.00 Mooring Mgt Income	0.00	300.00	-300.00	100.00%
Total Revenues	0.00	300.00	-300.00	100.00%
1-81-96 MOORING MANAGEMENT	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total MOORING MANAGEMENT FUND	0.00	300.00	-300.00	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
PROJECT FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
2-00 FED & STATE GRANT	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
2-50-81 PB TENNIS CT RECONSTR	0.00	0.00	0.00	0.00%
2-50-90 BRIDGE REPAIR	0.00	0.00	0.00	0.00%
2-50-95 SIDEWALKS & RAMPS ADA	0.00	0.00	0.00	0.00%
2-51-05 LIBRARY PROJ GRANT 14.228	0.00	0.00	0.00	0.00%
2-51-10 BIKE PATH (FED) 20.205	0.00	0.00	0.00	0.00%
2-51-12 FHA LAKE RD. PAVING 20.20	0.00	0.00	0.00	0.00%
2-51-15 GATEWAY PUMP STATION	0.00	0.00	0.00	0.00%
2-51-20 INDIAN HEAD PROJECT	0.00	0.00	0.00	0.00%
2-51-25 CITY CENTER INDUST PARK	0.00	0.00	0.00	0.00%
2-51-30 LAKEMONT PH 2 PROJECT	0.00	0.00	0.00	0.00%
2-51-35 T.E.S.P. PROJ 20.200	0.00	0.00	0.00	0.00%
2-51-40 WILSON ST PROJ-IN HOUSE	0.00	0.00	0.00	0.00%
2-51-45 2nd FLOOR GATEWAY	0.00	0.00	0.00	0.00%
2-51-46 GATEWAY WATER SYSTEM	0.00	0.00	0.00	0.00%
2-51-50 HIGHLAND AVE PROJ-IN HSE	0.00	0.00	0.00	0.00%
2-51-55 COVENTRY ST. PROJECT	0.00	0.00	0.00	0.00%
2-51-60 I/I STUDY PROJECT	0.00	0.00	0.00	0.00%
2-51-61 HOSPITAL CODE GENERATION	0.00	0.00	0.00	0.00%
2-51-75 ARSENIC PROJ 66.468	0.00	0.00	0.00	0.00%
2-51-80 NEW WATER WELL PROJ	0.00	0.00	0.00	0.00%
2-51-95 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00%
2-60-75 FIRE STATION	0.00	0.00	0.00	0.00%
2-60-85 CITY GARAGE	0.00	0.00	0.00	0.00%
2-70-75 PROUTY BEACH PROJECT	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total PROJECT FUND	0.00	0.00	0.00	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
CEMETERY FUND

Account	Budget	Actual	Budget Balance % of Budget	Actual
3-00-28 CEMETERY TRUST FUND	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
3 Muni retirement				
3-60-69 EAST MAIN ST CEMETERY	0.00	0.00	0.00	0.00%
3-90-90 PERSONNEL EXPENSES	0.00	0.00	0.00	0.00%
3-90-99 ADMINISTRATION	0.00	0.00	0.00	0.00%
Total Muni retirement	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total CEMETERY FUND	0.00	0.00	0.00	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
PERLEY S NILES FUND

Account

Account	Budget	Actual	Budget Balance	Actual % of Budget
4-00-2 NILES FUND REVENUES	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
4-10 ADMINISTRATION	0.00	0.00	0.00	0.00%
4-20 NILES FUND-OTHER EXPENSE	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total PERLEY S NILES FUND	0.00	0.00	0.00	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
C.D.B.G. FUNDS

Account	Budget	Actual	Budget Balance	Actual % of Budget
5-00-2 C D B G FUNDS				
5-00-20 LOAN REPAYMENTS	0.00	0.00	0.00	0.00%
5-00-21 INTEREST INCOME	0.00	2.98	-2.98	100.00%
5-00-22 GRANT REVENUES	0.00	0.00	0.00	0.00%
Total C D B G FUNDS	0.00	2.98	-2.98	100.00%
Total Revenues				
	0.00	2.98	-2.98	100.00%
5-30-30 TRANSFERS				
5-35 Npt Family Housing 14.228	0.00	0.00	0.00	0.00%
5-40 UNION STREET PLAN GRANT	0.00	0.00	0.00	0.00%
5-41 UNION STREET CONST GRANT	0.00	0.00	0.00	0.00%
5-42 VGIS 0158/02mp 14.228	0.00	0.00	0.00	0.00%
5-43 MULTI-FAM 158/01IG 14.228	0.00	0.00	0.00	0.00%
5-44 HOSP-CO 158/02PG 14.228	0.00	0.00	0.00	0.00%
5-45 DOWNTOWN 0158/05PG04 FED	0.00	0.00	0.00	0.00%
5-46 CHARRETTE GRANT 0158/08MP	0.00	0.00	0.00	0.00%
5-47 WAY FINDING SIGNS 2009	0.00	0.00	0.00	0.00%
5-48 Tasting Center PG	0.00	0.00	0.00	0.00%
5-50 CITY FUNDS - UNION STREET	0.00	0.00	0.00	0.00%
5-50-41 UNION ST PLANNING - CITY	0.00	0.00	0.00	0.00%
5-50-42 UNION STREET PROJECT CITY	0.00	0.00	0.00	0.00%
5-50-43 TRAFFIC STUDY 98MP-24	0.00	0.00	0.00	0.00%
5-50-44 CDBG FUND	0.00	0.00	0.00	0.00%
5-50-45 STORM WATER SEPERATION	0.00	0.00	0.00	0.00%
Total CITY FUNDS - UNION STREET	0.00	0.00	0.00	0.00%
Total Expenditures				
	0.00	0.00	0.00	0.00%
Total C.D.B.G. FUNDS	0.00	2.98	-2.98	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
PUBLIC SAFETY FUNDS

Account

Account	Budget	Actual	Budget Balance	Actual % of Budget
6-00-25 BLOCK GRANT	0.00	0.00	0.00	0.00%
6-00-26 COMMUNITY HEROIN REIMBURS	0.00	0.00	0.00	0.00%
6-00-29.00 Interest Acct #1748	0.00	0.08	-0.08	100.00%
6-00-60.97 Interest #3805 Treasury	0.00	-0.22	0.22	100.00%
Total Revenues	0.00	-0.14	0.14	100.00%
6-50-26 COMMUNITY HEROIN EXPENSES	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total PUBLIC SAFETY FUNDS	0.00	-0.14	0.14	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
RECREATION TRUST FUND

Account

	Budget	Actual	Budget Balance	Actual % of Budget
7-00-10 TRUST FUND REVENUES				
7-00-2 RECREATION FUND	0.00	0.00	0.00	0.00%
7-00-20 PROGRAM REVENUES				
7-00-29 OTHER REVENUES	0.00	0.00	0.00	0.00%
Total RECREATION FUND	0.00	0.00	0.00	0.00%
7-00-3 RECREATION TRUST INCOME				
7-00-40 Winterfest	0.00	0.00	0.00	0.00%
7-00-50 SUMMERFEST REVENUES	0.00	0.00	0.00	0.00%
7-00-60 Ice Rink Improvements	0.00	0.00	0.00	0.00%
7-00-80 BAND STAND	0.00	0.00	0.00	0.00%
7-00-90 OTHER REVENUES	0.00	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00	0.00%
7-70 REC TRUST FUND EXPENSES				
7-70-20 TRIPS & EVENTS	0.00	0.00	0.00	0.00%
Total REC TRUST FUND EXPENSES	0.00	0.00	0.00	0.00%
7-71 REC TRUST PROGRAMS				
7-72 COMMUNITY YOUTH PRIDE	0.00	0.00	0.00	0.00%
7-73 CRAFT FAIR	0.00	0.00	0.00	0.00%
7-80 OTHER EXPENDITURES	0.00	0.00	0.00	0.00%
7-91 WINTER CARNIVAL	0.00	228.00	-228.00	100.00%
7-92 BANDSTAND EXPENSES	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	228.00	-228.00	100.00%
Total RECREATION TRUST FUND	0.00	-228.00	228.00	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
SEWER FUND

Account

	Budget	Actual	Budget Balance	Actual % of Budget
8-00-2 SEWER DEPT INCOME	1,738,208.00	1,338.50	1,736,869.50	0.08%
Total Revenues	1,738,208.00	1,338.50	1,736,869.50	0.08%
8-50-55 SEWER COLLECTION TRUCKS	17,000.00	2,017.08	14,982.92	11.87%
8-50-56 SEWER PLANT TRUCKS	13,200.00	0.00	13,200.00	0.00%
8-50-57 SEWER COLLECTION	202,591.00	5,566.40	197,024.60	2.75%
8-50-58 SEWER PLANT	916,415.19	18,771.09	897,644.10	2.05%
8-50-59 SEWER ADMINISTRATION	74,271.00	4,676.56	69,594.44	6.30%
8-50-90 PERSONNEL EXPENSES	55,634.00	8,126.20	47,507.80	14.61%
8-50-91 OTHER EXPENSES	42,100.00	7,037.61	35,062.39	16.72%
8-50-92 WWTF UPGRADE 66.458	0.00	0.00	0.00	0.00%
8-50-94 CAPITAL EXPENDITURES	8,500.00	0.00	8,500.00	0.00%
8-50-95 DEBT SERVICE	327,662.00	14,042.16	313,619.84	4.29%
8-50-96 Capital Reserve	82,772.00	0.00	82,772.00	0.00%
8-50-97 SEWER SYSTEM DEPRECIATION	0.00	0.00	0.00	0.00%
Total Expenditures	1,740,145.19	60,237.10	1,679,908.09	3.46%
Total SEWER FUND	-1,937.19	-58,898.60	56,961.41	

City of Newport General Ledger
Current Yr Pd: 1 - Budget Status Report
WATER FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
9-00 WATER DEPT INCOME	1,150,437.00	1,048.54	1,149,388.46	0.09%
Total Revenues	1,150,437.00	1,048.54	1,149,388.46	0.09%
9-50-62 WATER TREATMENT & PUMPING	386,493.00	5,649.12	380,843.88	1.46%
9-50-63 WATER DISTRIB TRUCKS	11,000.00	2,017.08	8,982.92	18.34%
9-50-64 WATER DISTRIBUTION	122,315.00	9,471.39	112,843.61	7.74%
9-50-65 WATER DEPT-ADMINISTRATION	46,693.00	4,831.61	41,861.39	10.35%
9-50-90 PERSONNEL EXPENSES	60,910.00	4,028.42	56,881.58	6.61%
9-50-91 OTHER EXPENSES	9,725.00	10,517.74	-792.74	108.15%
9-50-92 ARSENIC PROJ RF3-129 66.4	0.00	0.00	0.00	0.00%
9-50-93 ARSENIC TREATMENT	0.00	0.00	0.00	0.00%
9-50-94 CAPITAL EXPENDITURES	48,300.00	0.00	48,300.00	0.00%
9-50-95 DEBT SERVICE	420,319.00	209,463.69	210,855.31	49.83%
9-50-96 Capital Reserve	54,783.00	0.00	54,783.00	0.00%
9-50-97 WATER SYSTEM	0.00	0.00	0.00	0.00%
Total Expenditures	1,160,538.00	245,979.05	914,558.95	21.20%
Total WATER FUND	-10,101.00	-244,930.51	234,829.51	
Total All Funds	-73,219.07	-548,120.37	474,901.30	

08/01/25
09:19 am

City of Newport General Ledger
General Ledger Due/To Due/From Summary Report
Current Yr: Period 1

Page 1 of 1
chip_nemrc

Account Number	Account Description	Account Balance
0-00-08.00	GENERAL FUND Due From/To Other Funds	
1-00-08.00	MOORING MANAGEMENT FUND Due From/To Other Funds	1,388,435.18
2-00-08.00	PROJECT FUND Due From/To Other Funds	-4,080.55
3-00-08.00	CEMETERY FUND Due From/To Other Funds	17.00
4-00-08.00	PERLEY S NILES FUND Due To/From Other Funds	-23,005.39
5-00-08.00	C.D.B.G. FUNDS Due To/From Other Funds	0.00
6-00-08.00	PUBLIC SAFETY FUNDS Due To/From Other Funds	18.35
7-00-08.00	RECREATION TRUST FUND Due To/From Other Funds	12,549.87
8-00-08.00	SEWER FUND Due From/To Other Funds	-13,942.57
9-00-08.00	WATER FUND Due From/To Other Funds	-974,995.93
		-384,995.96
**** TOTALS FOR DUE/TO DUE/FROM ACCOUNTS		0.00

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	
Email	
EMD REMC Representative	Kevin Lacoss
Email	Firechief@newportvermont.org

Municipality	Newport City
LEMP Adoption Date	
NIMS Adoption Date	01/05/2004
EMD Name	Kevin Lacoss
Position	Fire Chief
Primary Phone	802-334-7919
Alternate Phone	802-282-2630
Email	Firechief@newportvermont.org
Public contact information	Firechief@newportvermont.org
POC 2 Name	Travis Bingham
Position	Police Chief
Primary Phone	802-334-6733
Alternate Phone	802-274-8804
Email	ravis.bingham@newportpd
POC 3 Name	Rick Ufford-Chase
Position	Mayor
Primary Phone	802-334-2112
Alternate Phone	845-608-4056
Email	Rick.uffordchase@newportvermont.org

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* Kevin Lacoss Printed Name: Kevin Lacoss KEVIN LACOSS
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: _____
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.



Required Elements

Municipal Adoption

- Completed Municipal Adoption Form
- Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.

LEMP Required Elements

Page # (if not using a template)

<input checked="" type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
<input checked="" type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
<input checked="" type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input checked="" type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input checked="" type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency management planners

These are the people who wrote and maintain this plan. This must include the EMD.
 Kevin Lacoss- Fire Chief
 Zack Borst- VEM

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?
 EMD, Fire Chief, City Manager

Preferred EOC positions and duties	
<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Travis Bingham/Kevin Lacoss -Supervises and directs all EOC activities, coordinating municipal support and response
NPD Dispatcher	Staff Phones and Radio
City Manager	Tracks and answers any requests for information (RFI)
City Manager	Tracks and coordinates any requests for support (RFS) / Finances
EMD	Produces and posts public information and press releases

Potential EOC staff members	
<i>Name</i>	<i>Qualified position(s) and notes</i>
Kevin Lacoss	EMD 802-334-7919 802-282-2630
Travis Bingham	Police Chief 802-334-6733 802-274-8804
Vacant	
Rich Ufford-Chase	Mayor1-845-608-456
James Johnson	City Treasurer 802-334-2112
Tom Bernier	Public Works 802-323-9734
Frank Cheney	Planning & Zoning 802-334-6992
Michael Brown	Recreation 802-334-6345
Vacant	

Primary EOC location

Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input type="checkbox"/> copy machine <input type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep Notes: Dispatching, Internet, Restrooms, Kitchen, Telephone, Area Maps, Generator, Large Conference Room
Alternate EOC location (if applicable)	
Facility address:	Newport City Fire Station 350 Western Ave. Newport
Phone numbers:	802-334-7919
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> x computers <input type="checkbox"/> x copy machine <input type="checkbox"/> x projector or large screen <input checked="" type="checkbox"/> food prep Notes: Mobile Command Dispatching, Generator, Telephone, Internet, Area Maps, Restrooms, Kitchen, Large Conference Room

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Purchasing agents for emergencies: Programs Administrator Rebecca Therrien
 Emergency spending limits: \$5,000

Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information

Businesses with standing municipal contracts (if applicable)		
Type of resource	Name	Contact information

Other local resources (if applicable)		
Type of resource	Name	Contact information
Crushed Stone/Gravel	Calkins Sand & Gravel	802-334-8418
Dump Trucks, Loaders, Excavators	Gosselin Inc.	802-766-8815
Sand/Gravel/Heavy Equipment	Couture Sand & Gravel	802-334-6078
Heavy Equipment	Mario Paul Excavating	802-766-4789
		802-673-3000
Cranes/Dump Trucks/Excavators	Rene Desrocher	802-766-4732
Food/Water	Shaw's - Derby	802-334-8466
Food/Water	Price Chopper- Derby	802-334-1475
Food/Water	Walmart- Derby	802-624-8012
Hardware/Building/Supplies	Sticks & Stuff	802-624-2220
Hardware/Building Supplies	Pick & Shovel	802-334-8370

State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police Special Teams
- Swiftwater rescue teams (both local and VT-TF1)
- Regional shelter support
- Subject matter expertise from state government agency or federal response agency

State support and resources the municipality will normally eventually have to pay for:

- Supplies and equipment
- VTrans equipment and personnel
- Vermont National Guard support

The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A	1	Water Pumps, Drinking Water Supply - untreated source					

Mobile Communications Center		1	1		1	Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)		1	N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

*Information about the NIMS typed resources can be found at: <https://rlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs. Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management: 800-347-0488 VT Alert Newport PD 802-334-6733
Important local websites or social media channels (if applicable):	Newport City Webpage, Fire Dept./Police Dept./Rec Dept. Facebook Page
Local newspaper, radio, TV (if applicable):	Newport Daily Express Newspaper, Orleans Record Newspaper, WMOO FM 92.1/94.5 WIKE AM 1490, WCAX TV, WPTZ TV
Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641 . Two must be in town and the third must be in or near the town clerk's office.	Newport City Municipal Building, Goodrich Library, Newport City Post Office

Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)	
North Country Hospital 189 Prouty Drive	Tom Frank 802-334-3519	
North Country Union High School 209 Veterans Avenue	Mark Dunbar 802-334-7921 ext 3501	
Newport City Elem. School 166 Sias Avenue	Aaron Larsen 802-334-2455	
United Christian Academy 65 School Street	Kimberlee Strepka 413-626-8298	
Bel-Aire Quality Care 35 Bel-Aire Drive	Rosemary Mayhew 802-334-2878	
Private Daycare 20 Masonic Lane	Pamela Coffin 802-334-2425	
Private Daycare 135 Pleasant St. Apt#1	Constance Mandingo 802-673-5107	
Butterfly Kisses Childcare Center 208 Prospect Street	802-334-1212	
Private Daycare 31 Blake Street	Courtney Bourgeois 802-782-0420	
Lakeview Apartments 16 Governor Drive	Rural Edge 802-334-1541	
Lakeview	802-334-1541	
Apartments	802-334-1541	
	802-334-1541	

36 Field Avenue	802-334-1541	
Lakeview Apartments	802-334-1541	
236 Highland Avenue	802-334-1541	
Lake Bridge	802-334-1541	
Housing 343	802-334-1541	
Main Street	802-334-1541	
Lake Bridge Housing 48 Pleasant Street	802-334-1541	
Lake Bridge Housing 14, 26,50	802-334-1541	
Compass Drive	802-334-1541	
Seymour Lane Apartments 72	802-334-1541	
Seymour Lane		
Governor Mansion	802-334-1541	
Apartments 88		
Second Street	802-334-1541	
Newport Senior	802-334-1541	
Apartments 107		
Main Street		
Governor Prouty	802-334-1541	

Apartments 26,28,54 Governor Drive Parkview 143 Willett Street		
Newport Place 246 Elm Street	Newport Place On-call Rep. 800-338-8538	
Newport Head Start 76 Lakemont Street	Kellie Tarryk 802-334-7253	
Private Daycare 123 Cliff Street	Susan Gonyaw 802-334-8538	
Private Daycare 6 Edgewood Drive	Sherrilynn Proctor 802-274-7486	
Private Daycare 179 Blake Street	Elizabeth Nadeau 802-334-5472	
Private Daycare 88 Hinman Street	Amanda Goad 802-673-5981	
Ready Set Grow Daycare 34 Farrants Street	802-995-2051	
Private Daycare 208 Prospect Street	Cindy Boyce 802-249-4141	
Newport Promise Community 63 3 rd Street	802-334-4555	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.
 Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.
 Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	North Country Union High School, 209 Veterans Avenue Newport	
Facility contact(s):	Mark Dunbar 802-730-2656	
Shelter manager:	Mark Dunbar	
Staff requirements:	Red Cross Staffing and Volunteers	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	1000	
Overnight capacity: (if applicable)	1000	
Notes:	This facility may be in session from August-June for school	

Alternate local shelter (if applicable)

Location and address:	Newport Municipal Building 222 Main Street, Newport	
Facility contact(s):	Rick Ufford- Chase-Mayor	
Shelter manager:		
Staff requirements:	Red Cross Staffing and Volunteers	
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity:	50	
Notes:	This would require the Red Cross trailer for sleeping supplies.	

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
City Mayor					
City Manager	Rick Ufford-Chase	802-558-1457			Rick.uffordchase@newportvermont.org
City Council President	Vacant				
City Council Member	Kevin Charboneau				
City Council Member	Kevin Charboneau	802-323-4402			org
City Council Member	Carter Finnigan				Kevin.charboneau@newportvermont.org
City Clerk/Treasurer	Andrew Touchette	802-673-2698			carter.finnigan@newportvermont.org
Assistant City Clerk/Treasurer	James Johnson	802-334-2112	802-334-3892		andrew.touchette@newportvermont.org
Assistant City Clerk/Treasurer	Stacey Therrien	802-334-2112	802-334-3892		James.johnson.clerk@newportvermont.org
City Health Officer	Robyn Churchill	802-334-2112	802-334-3892		S.Therrien@newportvermont.org
Animal Control Officer	Mike Brown		401-497-8508		Robyn.Churchill@newportvermont.org
School Contact #1	Newport Police	802-334-6733	802-334-6734		mike.brown@newportvermont.org
School Contact #2	Newport Elem. School	802-334-2455			
School Contact #3	North Country Junior High School	802-766-2276			
School District Office	North Country Union High School	802-334-7921			
	North Country Union Supervisory District	802-334-5847			
Other contacts (including neighboring EMDs)					
Forest Fire Warden					
Newport Dam	vacant				

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Velco Sub Station		802-673-6127	802-673-2131	802-742-1308 Pager	markhinton@myfairpoint.net
Poulin Grain		802-334-1316	802-373-8669		
Vermont Electric Co-op	On-Call	800-696-9111			
CP Rail	Andy Blake John Pepin	802-274-5083			Dispatch, Johnson VT
Northern State Correctional Facility	Booking/Supervisor	802-673-3932			
		802-334-8960			

PERSONNEL POLICIES AND PRACTICES

FOR

**EMPLOYEES NOT UNDER
ANY CONTRACT OR UNION AGREEMENT**

**CITY OF NEWPORT
VERMONT**

DATE: July 1, 2014

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APPENDIX A – JOB DESCRIPTIONS

INTRODUCTION

The City of Newport seeks to meet the needs of city residents as expressed and determined through the annual city meeting and through the actions of the City Council throughout the year. City employees are part of a team which works to meet these public needs.

The city seeks to develop and foster a work environment in which employees recognize their vital role in the functioning of the city, and obtain personal satisfaction and monetary compensation for their efforts on behalf of the city. These policies and rules are intended to assist city employees by providing clear statements of personnel policies, definitions of the responsibilities and rights of employees and rules which guide their performance.

Employees are urged to ask their supervisor, department head, or the City Manager/City Council about any policies/procedures or rules that are unclear.

CHAPTER I

PURPOSE AND SCOPE

A. PURPOSE

The manual of personnel policies designates those policies, procedures and regulations necessary to administer the city personnel system. It further provides a systematic procedure for the fair and equitable treatment of employees.

This text represents the most current administrative personnel policy and forms the authorized personnel rules and regulations of the City of Newport. It particularly pertains to employee fringe benefits and practices for employees not under contract.

The manual also guides employees not under any type of contract, and supervisory personnel in carrying out practices affecting all city employees not covered in labor contracts. Examples include:

1. Insurance claim policies
2. Travel expense forms and reimbursements
3. Part-time employment policies
4. Work-related injury and insurance reporting
5. Conflict of interest
6. Mileage allowances
7. Injury and accident notification procedures
8. Attendance at conferences and training

The policies and practices in this manual will be known and cited as personnel policies and practices and are hereby adopted according to the provisions of 24 VSA, Chapter 22, Subchapter 11, Sections 1121, and 1122 (as amended).

B. SCOPE

All full-time employees of the City of Newport without a contract shall be subject to the application of the personnel policies and regulations described in this manual. Positions in these classifications will be those as approved by the City Council in the annual compensation plan.

The term "employee" as used in this manual shall mean full-time employees not under any contract. This will be standard throughout the manual unless otherwise qualified, such as with the use of the term "part-time employee".

C. APPOINTMENT AT WILL

Employment with the City of Newport is not for any definite period or succession of periods, and may be terminated either by the employee or by the city any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations, shall be due to the employee only to the day and hour of termination.

D. LIMITATIONS, AMENDMENTS AND REVISIONS

This manual and the provisions contained herein, does not constitute a contract of employment in whole or in part. The city reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements. Material changes in the benefit package must be approved by the City Council, preceded by adequate notice and review by city employees.

Certainly, personnel administration is an on-going process. The manual of personnel policies, therefore, has been designed to be reviewed and amended as necessary.

E. RULES OF INTERPRETATION

These regulations are intended to be in accordance with all applicable state and federal laws. In the event that city policies are inconsistent with the applicable state or federal law or city charter, the applicable law shall apply.

Words using the singular number may extend and be applied to several persons; words using the masculine gender shall include the feminine gender.

CHAPTER II

THE PERSONNEL SYSTEM

A. ADMINISTRATION

The administration of the personnel policies established in this manual shall be the responsibility of the City Manager.

The following positions, informative documents and practices will form the basic administrative framework of the personnel system:

1. PERSONNEL OFFICER

The City Manager shall be the personnel officer but may elect to delegate the personnel authority and this manual to another city employee. Thus, the title "personnel officer" shall mean the City Manager or such employee to whom the manager has delegated authority for personnel matters.

2. MANUAL OF PERSONNEL POLICIES

This manual, as previously defined, shall provide the policies and regulations to guide the City Manager in administering the personnel policies.

A personnel rules advisory committee consisting of (1) employee and (1) council member will be established to provide advice to city management on whether or not changes to these rules and regulations are needed. The committee will meet at least once each year.

3. DISTRIBUTION OF PERSONNEL POLICIES

Each employee covered by this manual will be provided with a copy of the manual of personnel policies. It is strongly recommended that each employee become thoroughly familiar with its contents, and more importantly, that any questions that may arise about personnel policies, be discussed with your supervisor and/or the City Manager.

4. RECORDS

The documentation of accurate personnel records is required to not only meet statutory provisions, but also to facilitate arriving at correct and equitable decisions affecting city employees. In this regard, the City Manager's office shall maintain the central file system for each employee containing materials, correspondence and records pertaining to his or her employment. Upon request, employees are permitted to review their personnel records. An employee's file is confidential and may be reviewed only by the employee, the employee's supervisor, the City Manager, the city attorney, and the City Council. Personnel records, except as they deal with compensation and benefits or as they may be required by a court of competent jurisdiction, shall not be a matter of public record.

Employee records will be secured in the City Manager's office. These files may contain information regarding leaves, commendations, and disciplinary actions. Unless otherwise provided in these policies and practices, information in departmental files may not be retained for more than thirty-six (36) months. After thirty-six months if no other warning or violation has occurred, the information shall be destroyed, except for major offences and disciplinary actions.

B. GENERAL PERSONNEL POLICIES AND PRINCIPLES

The maintenance and growth of municipal services depends significantly upon the use of human resources employed by the City of Newport. The performance and utilization of employees becomes progressively more important with each rise in compensation costs and with each new commitment in equipment purchases and facility development.

Personnel management plans and practices have a significant impact on the performance of employees. Municipal personnel policies and procedures that turn out to be unsatisfactory are difficult to change and can have a substantial effect on overall city operations in terms of costs, precedents and relations with employees.

Consequently, it is vitally important that a sound personnel system be established and properly administered with understanding and foresight. Such a plan should meet both the city's needs and motivate employees through satisfying work, appropriate pay and optimum job security.

1. STATEMENT OF GENERAL PERSONNEL POLICY

THE FOLLOWING SHALL BE THE DECLARED PERSONNEL POLICY OF THE CITY OF NEWPORT:

- a. Employment in the city government shall be based on merit and fitness, free of personal and political considerations.
- b. The city shall not discriminate in any manner against any person on the basis of age, race, color, creed, religion, sex, national origin, sexual orientation or political affiliation with regard to selection or employment with the city.
- c. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the city government.
- d. Positions shall be compensated according to duties and responsibilities.
- e. Appointments, promotions and other personnel actions shall be based on the merit principle.
- f. High morale shall be maintained by fair administration of the manual of personnel policies and by every consideration of the rights and interests of employees consistent with the best interests of the public and the city.
- g. Employment of city employees shall be subject to good behavior, satisfactory performance of work and availability of work.
- h. The city shall attempt to develop employees to become effective workers, treat each person with consideration and respect, and provide a clean, healthy and safe place of work.

2. APPLICATION OF POLICY

The City Manager is responsible for implementing the personnel policies and abiding by the basic principles which are intended to be the foundation of the City of Newport personnel system. In this connection, each employee not under contract shall have, or have access to, a copy of the manual of personnel policies.

CHAPTER III

THE CLASSIFICATION AND COMPENSATION PLAN

A. JOB DESCRIPTIONS

A job description shall be established for each position by the City Manager's office. The job specifications are to be descriptive and explanatory, defining positions rather than prescribing restrictions. They should be interpreted in their entirety and in relation to others. Particular phrases or examples should not be isolated and treated as the full definition of the position. The specifications are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed. The job description will also include the required qualifications including knowledge, skills and abilities.

B. THE COMPENSATION PLAN

1. GENERAL SALARY INCREASES

Salary proposals shall be discussed between employee and department head prior to submittal for review by the City Manager and the City Council. The City Manager shall forward these proposals to the City Council and recommend changes in pay and pay ranges for their consideration in the compensation plan. Employees may receive an annual general salary increase in an amount recommended by the City Manager and approved by the City Council. They will then be notified in writing as soon as the rates have been determined along with the date they are to take effect.

2. LONGEVITY PAY

All employees shall be eligible for longevity pay commencing on the first pay period following the anniversary of their employment date according to the following schedule:

After 5 Years Continuous Service - \$100
After 10 Years Continuous Service - \$200
After 15 Years Continuous Service - \$300
After 20 Years Continuous Service - \$400

Longevity pay will be paid in lump sum in the first pay day in December. If an employee should quit during the year, he/she shall receive a pro-rated portion of earned longevity.

CHAPTER IV

EMPLOYEE BENEFITS

A. MEDICAL INSURANCE

The city shall on behalf of employees covered by this agreement contribute an amount up to 100% of the Blue Cross Blue Shield, single person, Platinum plan premium for any plan that an employee chooses through Vermont Health Connect. The employee and employer shall pay the out of pocket expenses as follows:

Period	Employee	Employer
1 July 14 thru 31 Dec 14	First \$750	Next \$1,750
1 Jan 15 thru 31 Dec 15	First \$1,250	Next \$1,250
1 Jan 16 thru 31 Dec 16	First \$1,875	Next \$ 750
1 Jan 17 thru 31 Dec 17	\$2,500	\$ 0

The city shall pay its share of the maximum out of pocket expense through an HRA.

In the event that the group health plan specified herein become unavailable, or there is a change in benefits due to health reform initiatives or mandates from either the federal or state (Vermont) government, the city shall provide an alternative health insurance program(s) or such other methods of providing employees with health insurance coverage. In no case will the city be obligated to continue the level of service provided under any Plan identified in this Article if such Plan is no longer available or if Plan benefits change as a result of developments in federal or state law.

1. LUMP SUM CASH PAYMENT IN LIEU OF HEALTH INSURANCE

The city shall pay a lump sum cash payment in lieu of health insurance of \$2,400 per year. The lump sum shall be payable quarterly to employees who opt out of the city's insurance coverage, provided such employees show proof of coverage through an alternate source.

2. TERMINATED AND RESIGNED EMPLOYEES

Full-time employees who have been terminated or have resigned will be provided group medical insurance coverage through the end of the month in which the affected employee resigned or was terminated in accordance with the comprehensive omnibus budget reconciliation act of 1985 (cobra).

Vermont law requires your employer to keep you on the group's policy in cases of termination of employment, ineligibility for benefits or death of the subscriber. These statutes, however, mandate coverage for a shorter period of time than Cobra rules do.

In addition, Vermont laws require you to elect continuation coverage within 30 days of the date you would otherwise be terminated, whereas Cobra gives you 60 days. Cobra could, therefore, be considered more generous to the employee than Vermont laws. Vermont continuation of benefits law makes no exception for small employers, however. If you would like to find out more about the state's mandates, please contact your group benefits manager or an attorney.

3. EMPLOYEES COVERED BY CONTRACT

The above policy shall not apply to any employee who has been issued a separate contract or is under union agreement.

Upon request, employees eligible for the above plans shall be given summary descriptions of the provisions and benefits of each program. Plan descriptions are to be maintained in the City Manager's office.

B. SOCIAL SECURITY COVERAGE

All employees shall be covered under the United States social security old age and survivor's insurance program as provided by the social security act of 1935. Benefits, employee and city contributions, and other provisions shall be as prescribed by applicable state and federal laws and agreements.

C. WORKERS' COMPENSATION

1. POLICY

All employees shall be covered by workers' compensation benefits as required by Vermont state law and provided through the City of Newport's insurance carrier. The City of Newport has complied with the provisions of Title 21, VSA Section 687, by obtaining workers' compensation

insurance through VLCT Pacif.

WORKERS' COMPENSATION BENEFITS FOR LOST TIME,
Medical expenses, disability or death because of a work-related injury are available through this company.

An employee injured on the job must notify his employer immediately about the injury. If the injury requires medical attention or there is lost time from work, the employer must file an employer's First Report of Injury with the department of labor and industry within 72 hours of the accident.

If the employer fails to file a First Report of Injury, an employee may file a notice of injury and claim for compensation with the department of labor and industry within six months of the date of injury.

2. LEAVE UNDER WORKERS' COMPENSATION

Workers' compensation insurance will normally cover an employee from the date of injury. However, an injured employee must be off work for three (3) consecutive days before the insurance claim is submitted.

The city will pay the difference between the employee's pay and the amount received from workers' compensation insurance while an employee is on workers' compensation. In no case shall the employee be required to use sick leave while on workers' compensation. All health insurance benefits shall continue while on workers' compensation. "The city will continue to provide workers' compensation insurance as required by law."

It is the city's intent that no employee should suffer economically due to an injury received while working. To this end, the city will handle each employee's case in the manner, which is best for that employee upon mutual agreement. In no case will the employee receive less than his/her net regular take home pay. All health insurance benefits, as provided by this agreement, shall continue while on workers' compensation.

3. BENEFIT PAYMENTS

The injured employee will continue to receive full benefits from the city, except that sick leave and vacation leave will not accrue during the period of time that the employee is off work if the absence exceeds 30 days.

4. EMPLOYEE BENEFIT CONTRIBUTIONS

During the period of workers' compensation benefits, it will be the

employee's responsibility to make separate payment to the city to satisfy the voluntary deductions normally taken from payroll. During any period in which the employee is in a non-pay status, it will be the employee's responsibility to pay to the city for benefit contributions. The required payment amounts and payment schedule can be obtained from the treasurer's office.

5. RIGHT OF RETURN

In the case of a disability caused by a job related injury, the city shall hold the employee's position open for the return of the employee for up to a six (6) month period of time. Exception: if the position left vacant has a serious impact on a required service, the city may fill the position on a temporary basis in order to meet the service demand. The injured employee would have return rights to another vacant position he or she is qualified to fill. The employee must follow notification and other requirements as specified in VSA 21, Section 643b.

An employee returning from disability must present medical evidence acceptable to the City Manager that the employee is fit to return to work.

D. LIFE INSURANCE/DISABILITY INSURANCE

Employees shall be eligible for life insurance benefits as provided through the city's insurance policy. This \$20,000 death benefit policy will be paid for by the city. This same policy shall include disability insurance. Twenty thousand dollars (\$20,000) accidental death, and two hundred dollars (\$200.00) per week disability insurance (first day for accident and eighth day for sickness) as part of a sick-leave program.

E. ADDITIONAL HEALTH COVERAGES

Employees of the city shall be eligible to participate in the health coverage insurance plan offered through Aflac insurance company. The employee will pay the full cost of the insurance. The premium may be deducted pre-tax under the city's Section 125 Plan. Contact the treasurer's office for appropriate application forms.

F. RETIREMENT PLAN

The city shall provide employees retirement benefits under the Vermont state retirement system as follows:

1. VERMONT STATE RETIREMENT SYSTEM

All new employees (after July 1, 1997) are required to have Group C. Present employees may opt for Group C if desired. The city contributes 6.875% of gross salary (7.0% for the period 1/1/2015 through 6/30/2015). Employee's contribute

9.625% of gross salary (9.75% for the period 1/1/2015 through 6/30/2015). Total contribution to Plan C is 16.50% of gross salary.

Present employees with Group B - the city contributes 10.125% of gross salary (employer share of 5.375% and employee share of 4.75%).

Present employees with Group A - the city contributes 6.5% of gross salary (employer share of 4% and employee share of 2.5%).

The above retirement policy is regulated solely by the Vermont state retirement system, and the city has no authority or control over specific retirement provisions or changes to the plans.

CHAPTER V

LEAVES OF ABSENCE

A. VACATION LEAVE

1. GENERAL POLICY

All employees shall be eligible for annual vacation leave according to the schedule established by seniority. For purposes of accumulation, the annual vacation leave year begins on your anniversary date. The leave earned during one leave year must normally be taken during the following leave year. Any days off taken during the first year will be prorated.

2. ACCUMULATION AND ADVANCE OF LEAVE

Unused annual vacation leave may be carried over from one year to the next with the prior approval of the City Manager. The total amount of accumulation at any time may not exceed the amount that can be earned in one leave year. Accumulated vacation leave must be taken within the following leave year.

3. PAYMENT FOR ACCUMULATED VACATION LEAVE

Except in cases of termination, the city shall not make payments in lieu of the use of accumulated vacation leave. Upon termination, vacation leave shall be prorated to the date of termination and paid at the employee's normal salary rate.

Vacation leave accrued during the previous year and which is unused shall be paid to all terminating employees regardless of the circumstances of their termination.

4. VACATION ELIGIBILITY

Employees shall receive vacation according to the schedule shown:

10 days annually after 1 years service
15 days annually after 7 years service
20 days annually after 15 years service
25 days annually after 20 years service

An employee may elect not to take a portion of their vacation and to work for up to one (1) week of their allowed vacation time and receive their

regular pay therefore in addition to their vacation pay, and/or may "carry-over" up to two weeks' vacation time to the following year. Any additional vacation time and pay not taken will be forfeited.

B. SICK LEAVE

1. POLICY

Sick leave is provided to employees to protect employees against financial hardship due to loss of wages during illness. As such, sick leave is considered to be an insurance against hardship rather than a benefit to which an employee is automatically entitled.

2. ACCRUAL OF SICK LEAVE

Effective July 1, 2014, an employee may accrue sick leave at the rate of six hours (6) per month up to nine (9) days per year. Sick leave may be accumulated from year to year up to a maximum of sixty (60) days. An employee may "buy back" up to 15 days of accumulated sick leave upon termination and/or fifty percent (50%) but not to exceed sixty (60) days of accumulated sick leave upon retirement (retirement as defined under the Vermont municipal employees retirement system). All individual accrued sick leave prior to July 1, 1996 will be frozen and drawn upon when appropriate.

3. USE OF SICK LEAVE

Sick leave shall be allowed for medical and/or dental appointments, actual illness or non-work related injury of an employee or member of immediate family. Any other use of sick leave will be considered an abuse of the sick leave benefit. For any usage of sick leave in excess of three (3) consecutive days, the department head may require that an employee present a doctor's certificate indicating the nature of an employee's illness or injury. Each scheduled work day during the period of the employee's illness shall constitute the use of one sick day. Scheduled days off and holidays shall not be considered sick days. Abuse of sick leave may be considered grounds for disciplinary action.

It is the responsibility of the department head to administer the sick leave policy, and to maintain constant alertness to absenteeism that is not directly attributable to an illness.

4. HOSPITALIZATION DURING VACATION LEAVE

An employee who becomes hospitalized while on vacation leave may charge such time in a hospital as authorized sick leave, provided proper documentation is submitted to the department head.

C. HOLIDAY LEAVE

All employees shall receive paid holiday leave on the following days:

New Year's Day
Presidents day
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
1/2 day before Christmas day
Christmas day
1/2 day before New Year's Day
one floating holiday

Holidays falling on Saturday will be observed on the previous Friday. Holidays falling on Sunday will be observed on the following Monday. Your floating holiday must be taken as an 8 hour day with the approval of the department head.

D. EMERGENCY LEAVE

1. POLICY

Emergency leave is provided to employees in order to protect the employee against financial hardship due to loss of wages due to the death or serious illness of a member of the employee's immediate family. As such, emergency leave is considered to be an insurance against hardship rather than a benefit to which an employee is automatically entitled.

2. USE OF EMERGENCY LEAVE

Employees shall be entitled to up to five (5) days emergency leave with pay for the death of a member of the employee's immediate family. The immediate family is considered to be the employee's spouse, parent or child (natural, step-child or adopted). Three (3) days emergency leave with pay for death of grandparent, brother, brother-in-law, sister, sister-in-

law, step-parent, mother-in-law, or father-in-law.

E. MILITARY LEAVE

Military leave shall be granted to an employee who is inducted or enlists in any reserve branch of the armed forces of the United States according to applicable state and federal law. During the normal two (2) week period of annual active duty, an affected employee will receive any difference between military pay and the base salary received as an employee of the city. The employee must furnish the city with a statement of his or her military earnings and the dates for which payment was made. Authorized military leave will not affect other leave benefits to which an employee is entitled.

F. JURY DUTY LEAVE

An employee who is required to serve on a jury or as a witness in a court case shall receive paid leave for the necessary period. Employees requesting jury duty leave shall submit to the Clerk/Treasurer a copy of the court order or subpoena along with any juror or witness fees or compensation. Compensation will be for an amount equal to the difference between jury pay and regular pay. Employees receiving approved jury duty or court leave will not be required to turn in payments for expense reimbursements paid through the court system (such as meal and mileage allowances).

G. MATERNITY LEAVE

Maternity leave may be taken under the following terms and conditions in accordance with 21 VSA Chapter 5:

1. NOTIFICATION

Within two (2) weeks after the employee has received confirmation of her pregnancy from the doctor, notification must be given to the department head. No later than six (6) weeks before the expected delivery date, the employee must notify the City Manager when maternity leave will begin, what leave will be used, and the length of time the employee will remain at home.

2. LEAVE AVAILABLE

The employee may use accumulated sick leave for maternity purposes, including pregnancy-related appointments or illness in excess of two (2) hours. After the available sick leave eligibility has been used, the employee may, at her option, use accumulated vacation leave for maternity leave. The employee may take a total leave of absence of up to three (3) months. Whatever leave taken without using accumulated sick leave or vacation leave shall be leave of absence without pay, as specified in Section I. of this chapter. Vacation and sick time will not be

accumulated during unpaid maternity leave.

Following maternity leave the employee will return to the same position or a position of like seniority, status and pay.

H. LEAVE WITHOUT PAY

When justified and workload permitting, an employee may be granted up to three (3) months of leave without pay. Such leave may only be approved by the City Manager. During leave without pay, an employee shall continue in the employment of the city, but shall not accrue vacation or sick benefits. An employee may continue to participate in medical leave insurance plans while on leave without pay, but shall be responsible for the cost of such benefits.

CHAPTER VI

PAYROLL AND PERSONNEL RECORDS

A. PAY PERIOD

The pay period of all employees shall begin at 12:00 a.m. on Sunday and continue for one week until 11:59 p.m. on Saturday.

B. PROCEDURE REGARDING NEW EMPLOYEES

All new employees should report to the Clerk/Treasurer in order for them to sign and complete necessary personnel, payroll and benefit forms. When possible, it is important that this be done no later than the employee's first day of work.

C. PAYROLL

Weekly attendance reports used for payroll purposes must be submitted by a department head and delivered to the Clerk/Treasurer's office.

CHAPTER VII

EMPLOYMENT

A. RECRUITMENT AND SELECTION

1. POLICY

It is the policy of the City of Newport to select city employees from as broad a field of applicants as possible in order to assure that the city appoints the most qualified and competent applicants available, to provide an equal opportunity to all qualified applicants in becoming aware of position vacancies, and to base the selection of city employees on valid, applicable and job related measures of qualifications. This policy shall be subject to state and federal laws and regulations.

2. NEPOTISM

No full-time employee or applicant may be hired, transferred, promoted or otherwise be assigned or remain assigned to:

- A. Any position which either supervises or is supervised by a first relative of the employee;
- B. Any position which may constitute a conflict of interest with the relative of the employee.

3. APPLICATION

Applicants for all employment positions shall complete an official City of Newport application form or as otherwise designated in the announcement.

4. SELECTION PROCESS

The selection process for all employees shall be determined by the City Manager, but shall be in accordance with the following general sequence:

- a. Application
- b. Written or practical examination (as required by personnel officer)
- c. Pre-employment interview
- d. Background investigation
- e. Probationary appointment

5. APPOINTMENTS

All department head appointments shall be made in writing by the City Manager after approval by the City Council. Appointments of line staff shall be made by the City Manager. The written notice of appointment shall include the salary, the starting date, any unique or unusual conditions of employment and appropriate additional information. Copies of the letter of appointment for line staff shall be provided to the appropriate department manager.

6. FALSE STATEMENTS

The City of Newport expects and requires applicants and employees to provide complete and accurate information regarding their previous employment and qualifications, and other information necessary to fully evaluate their current or past employment. Providing false statements shall provide grounds for non-hiring or for immediate dismissal.

7. PROOF OF CITIZENSHIP

All city employees hired after November 6, 1986, must provide the City Manager with proof of citizenship or legal immigration status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

B. PROBATIONARY PERIOD

It is the policy of the City of Newport that each new employee will have a period of adjustment and be provided an assessment of the quality of the employee's work capability.

All new appointments shall be made for a probationary period of at least three (3) months. A department head may extend the probationary period, with the approval of the City Manager, for up to an additional three (3) months.

1. EVALUATION

During the probationary period, the employee shall be evaluated on a monthly basis. One (1) month prior to the end of the probationary period, the department head shall submit a written report to the City Manager reviewing the work of the new employee.

2. DISMISSAL

An employee, during the probationary period, may be dismissed by the City Manager based upon the recommendation of the department head if:

- a. The employee is unable or unwilling to perform the duties of the position satisfactorily;
- b. The employee's habits and dependability do not merit continuance in the service;
- c. The employee disregards or violates the rules of conduct or procedure of the city or the department.

3. APPEALS

Employees with probationary appointment shall not have the right to appeal any disciplinary action or dismissal.

C. PROMOTIONS

It is the policy of the City of Newport to promote the most capable and qualified employees for any city position regardless of the employee's race, color, creed, religion, national origin, age, sex, political affiliation, sexual orientation or disability. The promotion of city employees shall be based on valid. Applicable and job-related measures of qualifications, and shall be subject to state rules and regulations.

D. TRANSFERS

When a vacancy occurs, the City Manager will arrange a transfer if there is an interested employee and all concerned concur. The vacancy shall be posted in a central location, for a minimum of five (5) working days. Transfer of an employee from one position to another without significant change in level may be effective if the employee meets the qualification requirements of the particular position; if it is in the best interest of the city; if further training and development of an employee in another position would be beneficial to future staffing potential of the city; and if it meets the personal need of the employee as consistent with the other requirements of this policy.

E. DEMOTIONS

A city employee may be demoted to a position lower than he or she is qualified, for any of the following reasons:

1. POSITION ABOLISHED

When an employee would otherwise be laid off because a position is being abolished.

2. REPLACED EMPLOYEE RETURNING FROM AUTHORIZED LEAVE

When another employee returns to work from authorized leave to the position, in accordance with the rules on leave.

3. LACK OF QUALIFICATIONS

When an employee does not possess, or loses, the necessary qualifications to render satisfactory service in the position held.

4. VOLUNTARY REQUEST

When an employee voluntarily requests such a demotion and a position is available at the lower position for which the employee is qualified.

5. DISCIPLINARY ACTION

As a disciplinary action in conformance with the provisions of Chapter VIII, Section B, employee conduct rules.

6. REDUCTION IN PAY

An employee demoted through a voluntary request or as a result of disciplinary action will also have a reduction in salary. All demotions are subject to the approval of the City Manager. If an employee is demoted unwillingly, an appeal may be filed under Chapter VIIIi. The employee also shall receive notice of the appeal procedure provided under Chapter VIII of these personnel policies.

F. REDUCTION IN FORCE

A reduction in force will be undertaken only when the best interest of the city requires. Any reduction in force will be undertaken in a manner which minimizes the adverse effects on the city and affects the least number of employees as possible. In the event that a reduction in force is necessary, lay-offs within the affected department will be made in accordance with the following procedure:

Employees within the affected department who have not completed the probationary period will be terminated. Such employees shall have no recall rights. The City Manager will determine which probationary employees will be terminated if fewer than the total number of probationary employees are to be terminated. This determination should be based, in part, upon considerations of the qualifications of the employees; the evaluation received, and the length of time with the city.

Employees with the least departmental seniority shall be laid off first. However, a more senior employee may be laid off if that employee does not have the skills or qualifications required to do the available work, and a less senior employee does have the

required skills or qualifications.

G. RECALL

It is the policy of the city to recall employees who are on lay-off as vacancies occur within the city service for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.

1. Order of recall: Employees who are on lay-off shall be recalled in order of seniority within the department which is increasing its work force. The employee with the most seniority will be re-called first, provided, however, that the employee has the skills or qualifications required to do the available work.
2. Qualifications: Whether an employee has the skills or qualifications to perform available work will be determined by the City Manager after consultation with the department head. The city shall use an evaluation process which fairly measures an employee's past work, present job abilities, and the employee's potential for improvement.
3. Reporting after recall: An employee who is on lay-off and is recalled must notify the city of his/her intention to return to work on a certain date within three (3) days of the recall notice. Failure to notify the city within three (3) days shall result in a loss of all seniority and further recall rights. In exceptional or unusual circumstances, the City Manager may extend the reporting period to a maximum of five (5) working days.
4. Limitation: An employee who is on lay-off and who has not received notification of recall within one (1) year from the date of lay-off, shall lose all seniority and recall rights.

H. EMPLOYMENT SENIORITY

City employees acquire seniority with the city and within their department.

An employee's seniority status with the City of Newport shall be determined according to the actual length of continuous service the employee has had with the city.

Employees on approved military leave are entitled to full credit for the years of service accumulated prior to the military leave, as well as for the time spent in the military, provided they return to the city's employment within ninety (90) days following the conclusion of their military leave.

I. RESIGNATION

Employees, other than department heads, who voluntarily resign from their

employment with the city shall give at least two (2) weeks 'notice, in writing. Such resignation shall be submitted to the supervisor or department head. Department heads who voluntarily resign from their employment with the city shall give at least four (4) weeks resignation notice in writing. Such notice shall be submitted to the City Manager. The City Manager may waive the required notification period when it is in the best interest of the city.

J. PART-TIME EMPLOYMENT

1. DEFINITION

A part-time employee is one who works 29 hours or less for salaried and hourly employees.

2. BENEFIT POLICY

Part-time employees will not receive any fringe benefits, including sick leave and vacation, with the exception of social security coverage and workers' compensation. Part-time employees shall receive holiday pay only if they are scheduled to work on a particular holiday. Part-time holiday pay will be equivalent to the hours the employee was normally scheduled to work on the particular day and will be paid at the straight-time rate.

(Example: Joe, part-time, normally works in the Parks department on Mondays, Wednesdays and Fridays, 5 hours each day. Independence Day falls on a Wednesday and the office is closed. Joe, part-timer, gets paid 5 hours for the holiday at his straight-time rate. Had Independence Day been Thursday, Joe, part-timer, would not get paid for the holiday.)

3. TEMPORARY AND SEASONAL EMPLOYEES

Temporary and seasonal employees shall not be eligible for any fringe benefits (including sick leave, vacation and holiday leave pay) with the exception of social security coverage and workers' compensation. Temporary and seasonal employees who work on a holiday will be paid for hours worked at the straight-time rate.

(Examples of temporary and seasonal personnel are summer Public Works laborers and seasonal Recreation employees.)

4. PRIOR APPROVAL

Any part-time employment involving personnel working less than the normal work week but more than 29 hours per week, as the case may be, must be approved by the City Manager. This does not apply to temporary

or seasonal employees who work for periods of less than 120 days.

5. OTHER PART-TIME/TEMPORARY PROVISIONS

No part-time or temporary employee may be hired, transferred, promoted or otherwise be assigned or remain assigned to any position which either supervises or is supervised by a first degree relative of the employee.

CHAPTER VIII

OTHER PERSONNEL ACTIONS

A. EMPLOYEE WORK PRACTICES

1. POLICY

Each employee of the city is expected to comply with established work practices. These practices are necessary to assure the safe, efficient and effective delivery of municipal services and to protect the rights of all city employees.

Many of these practices will be readily understood and observed by all city employees since they are similar to those that guide our behavior in all business or social relationships. Other practices are more applicable to the work we do as public employees of a municipality.

2. GENERAL PRACTICES

The work practices and procedures listed below are not all inclusive. They are intended to illustrate the type of behavior that is required of city employees. Such practices are intended to promote a positive work environment where the effective delivery of services is not disturbed or obstructed by disruptive behavior of city employees or other individuals.

- a. Each employee is expected to be at the employee's assigned work station ready to begin work at the assigned time.
- b. Except for authorized breaks and reasonable absences required to attend to personal needs, each employee is expected to remain at the assigned work station performing his/her assigned duties.
- c. Each employee is expected to perform assigned duties and to report to his/her supervisor any conditions or circumstances which will prevent or inhibit the employee from the effective performance of these duties.
- d. Each employee is expected to follow the instructions and procedures specified for their work assignment and to report any inadequacies in the instructions or procedures to his/her supervisor so that they may be remedied.
- e. Each employee is required to adhere strictly to safety rules, including the use of safety equipment when specified, and to report

unsafe conditions or practices to his/her supervisor immediately.

- f. Each employee is expected to exercise reasonable care and caution in the operation of any city equipment or property so as not to cause excessive deterioration or unnecessary damage.
- g. Each employee is expected to obey and comply with all city, state and federal ordinances, laws and statutes.
- h. Each supervisor may establish additional work rules and procedures as necessary.
- i. Each employee is expected to obey and comply with all written and verbal city, departmental and/or miscellaneous policies, procedures and work rules.

B. PROHIBITED PRACTICES

1. ALCOHOL AND DRUGS

It is the city's desire to provide a safe working environment for its employees. In an attempt to further that goal, employees are expected to be free from the influence of drugs or alcohol while they are on duty. Any violation of this will result in immediate termination as outlined in Chapter XII, Section J., entitled "Substance abuse policy."

2. PERSONAL USE OF CITY PROPERTY

All city property is purchased with public funds and is intended to be used exclusively for public purposes. Employees are prohibited from using or allowing the use of any city property for private or personal uses without the permission of their supervisor. Any employee who violates this policy may be terminated from employment.

3. DUMPING

All city employees are prohibited from discarding, dumping, placing, or causing any litter, garbage, rubbish, refuse or other abandoned material to be placed on any city property without the expressed permission of the employee's department director. Any employee who violates this policy may be terminated from employment.

4. ILLEGAL ACTIVITIES

All city employees are expected to obey and comply with all city, state and federal ordinances, laws and statutes while on duty. Any employee who violates this policy may be terminated from employment.

5. FIGHTING

All city employees are prohibited from fighting or engaging in any acts of violence which may result in bodily harm to any person. Any employee who violates this policy may be terminated from employment.

6. VIOLATIONS

Each employee is expected to obey and comply with all written and verbal city, departmental and/or miscellaneous policies, procedures and work rules. Any employee who violates any policy, procedure or work rule may be terminated from employment.

7. FALSIFICATION OF RECORDS

Any falsification of time worked records or other documents will result in immediate termination.

C. EMPLOYEE CONDUCT RULES

1. GENERAL GUIDELINES ON DISCIPLINE

Within any local government organization, it is essential that application of effort and use of material be coordinated toward the realization of city goals and objectives. Work requirements must be met, while at the same time activities which impede the achievement of municipal program goals must be effectively discouraged. Disciplinary action, which may range from an explanation of why a certain action is either required or prohibited to discharge of an employee, is typically used to achieve these ends.

Disciplinary action need not necessarily be punitive to an employee. The objectives of such action are to maximize the effective provisions of services to Newport residents by discouraging unacceptable behavior and/or any other activities adverse to the achievement of municipal program goals. Disciplinary action is intended to set the boundaries as to employee activities or behavior that

may be either required or prohibited in the city setting.

Employees will be required to dress properly according to the specifications of the job they are actively performing.

2. STANDARDS OF GOOD CONDUCT

This section is intended as a guide for the benefit and best interest of all city employees as well as those of the Newport government as a whole. Although it is not a policy to establish or enforce unreasonable work rules, some rules are necessary in order to make Newport a safe and more pleasant place to work.

The following violations of the standards of good conduct call for corrective disciplinary action, depending on the nature and frequency of the past violations, and the seriousness of the offense in the judgment of the department head or City Manager. Recommendations for corrective disciplinary action due to any of the violations below may be initiated by the head of the department in which the offense occurred; provided, that no final action shall be taken without the approval of the City Manager.

- Excessive absence or tardiness.
- Loafing or other abuse of time during working hours.
- Unauthorized absence from work.
- Careless workmanship.
- Use of abusive or obscene language.
- Unauthorized use of materials or equipment.
- Failure to follow instructions or procedures.
- Violations of safety rules.
- Reporting or being in an unfit condition to work.
- Deliberately damaging, defacing or misusing city property.
- Removing any kind of city property from the city premises without appropriate authorization.
- Theft of city or employee property.
- Flagrant abuse of city time.
- Insubordination.
- Acts of unprovoked physical violence which can result in bodily harm to another individual.
- Immoral or indecent conduct.
- Intoxication while on duty.
- Possession of weapons.
- Violation of state statutes, Newport ordinances, administrative regulations or departmental rules.
- Failure to reimburse the city for funds due.
- Failure to observe departmental rules and regulations.

This list represents some of the reasons that might be causes of disciplinary action, but disciplinary action is not limited to the offenses listed.

3. DEPARTMENT HEAD RESPONSIBILITIES

The choice of the appropriate disciplinary action should always be based upon a complete study of the individual situation, with consideration given to the employee's past record, the seriousness of the action (or inaction) bringing about disciplinary action, and the impact which the disciplinary course chosen is likely to have on the individual. Whenever disciplinary action must be taken, the consequences of repeated violations of the rules should be made clear to the individual affected. Most multiple infractions of the rules should be met with a gradually measured escalation of the level of disciplinary action taken. Over response by a department head to repeated infractions of the rules by an individual employee because of irritation or frustration with the employee is to be avoided and guarded against.

Before recommending any disciplinary action, the department head must assure that an occurrence of an infraction of the rules has, in fact, taken place. Wherever possible, relatively consistent rules of evidence should be employed. Competent witnesses (those who have little or nothing to gain from the outcome of the decision) and facts which will stand scrutiny shall be required.

4. NATURE OF DISCIPLINARY ACTION

Disciplinary actions will normally range from the verbal warning stage to discharge or removal. The appeal process, if applicable, will be conducted in accordance with procedures established in Chapter VIII of this manual.

a. ORAL REPRIMAND

The most immediate and least severe disciplinary action is given by the immediate supervisor for initial, minor misconduct. The oral warning shall be presented with regard for minimizing embarrassment to the employee and shall include a statement concerning the purpose of the warning. An oral reprimand shall be noted in the employee's personnel file.

b. WRITTEN REPRIMAND

A written reprimand shall be given to an employee when an oral warning has not resulted in the expected improvement; or, a further similar incident

has occurred within a short period of time; or, a more severe initial action is warranted due to the seriousness of the action. A written reprimand shall be sent to the employee, including reasons for the warning and an offer of assistance on the part of the department head in correcting the unsatisfactory situation. A copy of the written warning shall be placed in the employee's personnel file and carry a specified period in which the behavior shall be improved.

c. SUSPENSION

Suspension without pay shall occur when an employee repeats an action for which a written reprimand has previously been given; takes unauthorized absence from work; refuses to follow a legitimate directive from a supervisor or is otherwise grossly insubordinate; is negligent in the performance of work such that the city may, or does experience a delay in work, or the public or other city employees' safety is endangered; engages in conduct, on or off the job, which effectively limits or curtails the ability of the employee to perform an assigned job as set forth in the employee's job description. Suspension may be in lieu of oral or written reprimands, and disciplinary probation, and may be effective immediately.

RECORD OF SUSPENSION

A record of the suspension of an employee shall become a permanent part of the employee's personnel record.

d. DISMISSAL

An employee may be discharged from the city's service when, in the judgment of the department head and the City Manager, the employee's work or conduct so warrants, and such action will serve the best interest of the organization.

The department head shall provide the employee with a written notice stating the reason or reasons for the dismissal, including all evidence, prior to any action being taken. The employee shall be given a notice of the appeal procedure provided in Chapter VIII.

5. APPEALS

The city shall make a reasonable effort to be equitable and fair in its relations with employees. An appeal procedure is provided for employees who disagree with disciplinary actions taken by the city.

1. RIGHT OF APPEAL

City employees have a right to appeal actions regarding

disciplinary actions, including suspension, demotion, and dismissal.

2. APPEAL PROCEDURE

A written appeal of the disciplinary action must be made to the City Manager within five (5) working days of the employee's receipt of the notice. A hearing on such appeal shall be held as soon as reasonably possible after receipt of the notice of appeal, but in no event longer than fifteen (15) working days after receipt. The purpose of the hearing will be to enable the City Manager to gather information regarding the disciplinary action being appealed. The hearing will be closed and informal; the employee and the department head or supervisor will be present; the employee may be represented by counsel, and if appropriate, witnesses may be brought by the employee and/or supervisor. A decision shall be made, in writing, by the City Manager within five (5) days after the hearing. The City Manager may uphold the original actions; modify the severity of the action; or, overrule the action of the department head.

3. RESTORATION OF POSITION/STATUS

If the original action is overruled, the employee shall be restored to his or her original position or status with no loss of rights, privileges or compensation. The action of the City Manager is final with no further appeal available.

D. GRIEVANCE PROCEDURE

Any employee may submit a grievance on any subject concerning the employee's salary, benefits and other conditions of employment. A grievance shall be defined as a dispute concerning the meaning or application of a provision of the city personnel policies. No employee shall be disciplined or discriminated against as a result of having submitted a grievance.

1. INITIATION OF GRIEVANCES

Before submitting a grievance, an employee shall discuss the grievance with the immediate supervisor. If the supervisor is unable to resolve the grievance, the employee may initiate step one of the grievance procedure.

2. GRIEVANCE PROCEDURE

If the grievance is not resolved at the immediate supervisor level, said grievance may be filed through the following procedure:

Step one: Within ten (10) working days of the problem or action which precipitated the grievance, or of gaining knowledge thereof, the aggrieved employee shall submit the grievance in writing to the head of the employee's department. The grievance shall include:

- a. Name of the aggrieved employee and the department that he or she works in.
- b. A brief description of the action being grieved, including exact dates and times as well as names of other persons involved.
- c. The corrective action requested by the aggrieved employee.

The department head shall meet with the parties involved and attempt to resolve the grievance.

Step two: If a satisfactory settlement to the grievance is not obtained within ten (10) working days of the initiation of step one, the department head shall forward the grievance to the City Manager together with a written report of the activities which took place in step one and the reasons why the grievance was not resolved. The department head shall forward a copy of the report to the aggrieved employee.

Within ten (10) working days of receipt of the department head report, the City Manager shall meet with the parties involved and attempt to resolve the grievance. The manager shall respond to the grievance in writing and the decision of the manager shall be final.

3. If the grievance pertains to a department head, the procedure remains the same with the exception of the grievance being submitted to the City Manager.

CHAPTER IX

EMPLOYEE EVALUATIONS

A. PURPOSE AND OBJECTIVES

Performance evaluation is a process that determines the degree and manner in which the person in a position fulfills the requirements of the job. In order for a performance evaluation system to be effective, it should be made a continuous, rational and objective process. Performance evaluations should evaluate actual or concrete achievements and behavior on the job.

The purpose of the employee evaluation program is to provide each covered employee with an annual record of his or her service and level of performance. Performance evaluations may be used to identify employees for promotions and demotions, to identify the need for training, and as a basis for pay increases. Each evaluation will include a commentary on strong and weak points of the employee's performance and recommend ways in which the employee may improve his or her areas of weakness or efficiency.

The initial benefit of the performance evaluation program in Newport will be to encourage candid discussions between department heads and their employees about both strong and weak points in performing the job. Therefore, the primary tangible benefit of the program is a comfortable feeling about objectively discussing overall performance with employees.

Significant objectives of performance evaluations are to highlight achievements and review areas requiring improvement and additional training. There should be no intent to intimidate those who are evaluated.

Annual evaluation reports will be tied to merit pay increases as per the merit pay plan adopted by the City Council. Evaluations are used to advise employees of necessary improvement, discuss overall performance, highlight achievements, review job responsibilities and even accept ideas for change.

B. EVALUATION PROCEDURE

Each employee shall be evaluated once a year. An employee's performance will be evaluated by his or her supervisor, the respective department head, or the City Manager, as the case may be.

1. EVALUATION FORM

Review the employee's work performance by completing the appropriate evaluation form, fill in the form completely and be as descriptive as

possible. Sign and date the form.

2. **PERFORMANCE REVIEW MEETING**

Set a time to meet with the employee and fully discuss the evaluation. The employee should be given adequate opportunity to review the evaluation and, if the employee desires, attach comments to the form. As stated previously, the evaluation discussion session should take place on or about the same time each year.

3. **FINAL PROCESSING**

The complete evaluation form, together with any attachments, should be forwarded to the City Manager for review. After the City Manager reviews the evaluation report, it will be included in the employee's department personnel file.

C. CONFIDENTIALITY OF EMPLOYEE EVALUATIONS

Employee performance evaluations shall be confidential and will be available only to:

1. The employee evaluated or his or her representative
2. The employee's supervisor or department head
3. The City Manager or his representative
4. The City Council sitting as a body in executive session

D. PERFORMANCE FACTORS

Suggested performance factors which may be useful in an evaluation include, but are not limited to most of the following criteria:

1. Job knowledge: technical knowledge of current job and practical application-understanding of office operations.
2. Public relations: deals effectively with citizens using courtesy and understanding - willingness to assist.
3. Interdepartmental cooperation: understands organizational goals - deals effectively with other departments.
4. Adaptability: ability to accept change – flexibility - performance under adverse conditions and constraints.
5. Judgment: establishment of logical workload priorities - ability to allocate resources economically.

6. Improvement initiative: effort extended toward self-improvement and updating - seek improvement of methods and techniques.
7. Responsibility: willingness to accept responsibility and exercise independent action - limited direction required.
8. Productivity: generates volume of work as expected and completes it successfully.
9. Quality: preparation of completed work correctly and accurately - consistently provides quality work.
10. Dependability: ability to complete work on schedule - uses time wisely - observes work hours - absenteeism.
11. Job skill: possesses and retains skill level appropriate for position.
12. Equipment care: shows concern for safe, responsible and reasonable operation or use of equipment.

For the purpose of determining the performance factors for any managerial employee not covered under contract, all of the above apply in addition to the following:

1. Control: awareness and supervision of departmental activity - use of personnel and equipment - follow-up on details.
2. Supervision: effectively deals with and motivates subordinates - sets high standards – communicates effectively.
3. Personal development: effort extended toward self-improvement and updating - seeks improvement of methods and techniques.
4. Professional development: effort extended toward self-improvement and updating - activity in professional associations.
5. Staff work: ability to handle administrative aspects of position - preparation of completed staff work, constraints.
6. Financial management: budget preparation accuracy - exercise of budgeting control - seeking non-tax funding sources.
7. Leadership: sets high standards - sets good managerial example - communicates effectively.

CHAPTER X

SAFETY AND INSURANCE

A. GENERAL POLICY AND GUIDELINES

It shall be the general policy of the City of Newport to make every reasonable effort to provide employees with a safe work place and to take every precaution to insure injury-free employment for city employees. The city acknowledges an obligation as an employer to provide the safest possible working conditions for employees and a safe environment for the public that uses municipal services.

The rules and procedures in this chapter reflect the efforts of many people to establish reasonable, practical and safe work practices to prevent accidents. Rules and policies concerned with specific department operations will be explained to each employee by their supervisor or department head. Failure to follow safe work procedures shall result in disciplinary action as follows:

1. First occasion will result in a written reprimand.
2. Second occasion will result in a suspension.
3. Third occasion will result in termination.

The city can and must perform the tasks of government operations and public services without accidents. It is the responsibility of all municipal employees to contribute to that goal. The parameters which shall guide such efforts are as follows:

1. Accidents are caused and can be prevented.
2. Safety is the mark of skill and good sense.
3. Newport is sincerely interested in safety and is willing to pay in time and money to prevent accidents.
4. Safety is a personal responsibility.
5. No job is so important and no service is so urgent that employees cannot take time to perform their work safely.
6. All employees owe a moral obligation to each other to do everything possible to prevent accidents.
7. Management interests in preventing accidents is sincere. Neither the employer nor the employee can afford the losses that accompany an accident.

8. Work areas and equipment will be kept as safe as possible. As new hazards are discovered, corrective measures will be taken.
9. Each employee should report all unsafe conditions encountered in his or her work.
10. No employee is expected to undertake a job until it has been learned and the employee is authorized to do so by a supervisor.
11. All injuries must be reported immediately.
12. Compliance with safety rules (such as the use of safety equipment) is a condition of employment.

B. RESPONSIBILITY FOR SAFETY

Each department head may delegate authority and assign responsibilities for most areas in his or her control of accident prevention. Final responsibility for safety measures, however, will remain with the department head.

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction, and they will set the example of good safety practice in all spheres of their endeavors.

C. INSURANCE CLAIMS AND REPORTING

1. POLICY

Any accident that causes an injury or property damage, or any other potential insurance claim, must be reported immediately. Insurance claims refers to virtually any incident involving potential city liability, with the exception of workers' compensation claims (see next section). these include:

- a. Damage to city property, either by natural causes (fire, lightning, etc.) or by persons (theft, vandalism, etc.). This includes damage to traffic signals and poles, and street and traffic signs.
- b. Property damage resulting from city operations.
- c. Bodily injury resulting from city operations or occurring on city property.

d. Vehicular accidents involving city employees while on city business.

2. REPORTING PROCEDURE - SERIOUS ACCIDENTS

The following procedure shall be used when any accident occurs involving potential liability:

- a. The Police Department should be notified at the time the incident occurs.
- b. It should be reported immediately to the appropriate department head by the employee or employees involved. The department head will notify the City Manager. The department head will make a note of a complete description of the accident--what happened, the location, how it occurred, and any second or third parties involved.
- c. The department head will then immediately report the incident to the City Manager who will furnish the claim, if necessary, to the city insurance carrier. The insurance agent should not be notified directly at the department level.
- d. Not later than three days following the incident, a written description of the accident must be submitted to the City Manager.
- e. Should the city's insurance carrier require additional details from city employees, personnel involved will cooperate with the agent.
- f. With the exception of responding to an investigating police officer on the scene of a vehicular accident, employees should not pass judgment as to the cause or fault at any accident. The city insurance carrier will determine who is liable.

D. WORKERS' COMPENSATION REPORTING

The following procedure shall be used by employees reporting work-related injuries:

1. Any employee claiming a work-related injury will be required to sign an "employer's first report" form supplied by the city's insurance carrier. This must be done within 72 hours of the incident.
2. The affected employee should fill out the form completely and submit it to the department head for review.

3. The department head should then forward the form signed by the employee to the City Manager. The City Manager will process the form through the city's insurance carrier.
4. Although the "employer's first report" form should be completed and signed by the employee claiming disability, department heads are encouraged to assist the employee in filling it out and having it typed, if desirable.

E. STATE OCCUPATIONAL SAFETY REPORTING

All work related injuries must be reported to the Vermont state department of labor as required under state law and the department of labor's rules and regulations.

CHAPTER XI

IN-SERVICE ACTIVITIES

A. TRAINING AND DEVELOPMENT PROGRAMS

It is the policy of the City of Newport to provide training in order to enable employees to perform more effectively in the municipal service. Department heads shall periodically assess the training needs of their employees and consult with the City Manager to obtain information on applicable training programs.

B. CONFERENCES AND TRAINING ATTENDANCE

Authorization for employees to attend conferences, seminars, workshops or other training sessions must be approved by the City Manager as follows:

1. Expenses for training sessions, seminars and conferences will not be reimbursed or paid unless authorized by signature by the City Manager. Business meetings, such as luncheons and miscellaneous mileage reimbursements, may be approved by department heads.
2. Prior to attendance at a training conference, seminar or workshop, a brief written description must be submitted to the City Manager for approval, including: title and outline of the conference, names of people attending, and estimated total cost for registration, food, travel, lodging, etc. A copy of the conference prospectus should be attached.
3. Attendance will not be permitted unless approved by signature by the City Manager.

C. EXPENSE REIMBURSEMENTS

Any employee authorized to attend a conference, seminar workshop or other training session, shall be reimbursed for all reasonable expenses related to the authorized training including travel costs, tolls and gas, meals and lodging and/or registration fees. All reimbursements are subject to proper documentation of expense receipts.

Prior to being reimbursed for any expenses incurred at a training activity, the employee must complete and submit a "travel expense report" signed by the department head and/or City Manager. Reimbursements for actual expense must be substantiated by attached receipts.

Requests for advance payments related to training sessions are permitted as long as the "travel expense report" is properly completed and submitted in a timely manner.

Advance payments will be limited to those for travel, lodging, meals and registration fees

D. MILEAGE ALLOWANCE

Employees who operate their own vehicle for city business shall be reimbursed at the rate allowable by the IRS.

E. CITY VEHICLES

The city will furnish city-owned vehicles to certain employees who are subject to on-call duty at any time upon approval of the City Manager. When the nature of the work requires specialized equipment, twenty-four (24) hour on-call and quick response, the City Manager may authorize city vehicles to be taken home by certain employees. Vehicles owned by the city shall not be used to conduct personal business.

F. ACADEMIC REIMBURSEMENT

The city may provide financial assistance to full-time employees who have completed their probationary period with the city in an amount not to exceed \$300 per semester, per employee, for reimbursement of management approved, job related, "for credit" academic courses; reimbursement to include costs of books and fees. The City Manager may authorize financial assistance providing a passing grade is maintained and the course is satisfactorily completed.

CHAPTER XII

OTHER PERSONNEL RULES

A. CODE OF ETHICS

Employees shall be subject to and abide by the rules of ethical conduct for public officers and employees as outlined below. Failure to abide by the rules of ethical conduct could result in discipline, including dismissal.

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional work is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by local government and maintain a constructive, creative, and practical attitude toward city affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.
5. Recognize that elected representatives of the people are entitled to the credit for the establishment of municipal policies; responsibility for policy execution rests with the employees.
6. Refrain from all partisan political activities which would impair performance as a professional employee.
7. Make it a duty continually to improve the employee's professional ability.
8. Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
9. Resist any encroachment on professional responsibilities, believing the employee should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

10. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern all employee decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
11. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

B. OUTSIDE EMPLOYMENT

No city employee is allowed to perform any private work for remuneration within the city where the performance of such work has the potential for creating a conflict of interest or the appearance of impropriety.

1. Notification to City Manager's office required. Each employee who is performing or is contemplating the performance of private work for remuneration within the city shall notify the City Manager's office immediately.
2. City Manager's determination. The City Manager will review the private work performed by the employee to determine if the performance of such work is prohibited by this policy.
3. Factors considered by City Manager. The City Manager's review will consider the following factors:
 - a. Is the performance of such work regulated by the city, either directly or indirectly?
 - b. Will the employee's official position confer any economic advantage upon the employee over others?
 - c. Will the employee represent any other interests before any city body?

The employee's private work will be considered a violation of this policy if any of the above questions are answered affirmatively.

4. Violations
 - a. Each employee determined to be in violation of this policy as a result of the City Manager's review shall be required to cease the performance of such work immediately or resign from employment.
 - b. Each employee who fails to notify the City Manager's office as required herein may be subject to termination from employment.

5. Exceptions. Private work performed in uniform by sworn police personnel and sanctioned by the Chief of Police is exempt from this policy.

C. PERSONAL TELEPHONE CALLS

Although employees are not prohibited from making or receiving personal telephone calls while at work, such calls are expected to remain as short as possible and to be made only when necessary. If it is necessary to place a personal toll or long distance telephone call, the employee will submit a record of the call to his or her supervisor or department head on the date the call is made. The employee will, in turn, be charged for the call.

D. AFFIRMATIVE ACTION

The City of Newport has been and will continue to be an equal opportunity organization. No minority employee or applicant for employment will be discriminated against because of race, color, religion, national origin, gender, age, disability, sexual preference or veteran status. We will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics. To carry out our policy, the City of Newport will:

1. Recruit, hire, train, place and promote persons for all jobs without regard to race, religion, color, national origin, gender, age, disability, sexual preference or veteran status;
2. Administer other personnel functions, such as compensation benefits, transfers, layoffs, returns from layoffs, and city-sponsored training, education, tuition assistance and social and recreation programs without regard to race, religion, color, national origin, sex, age, disability, sexual preference or veteran status.

The City of Newport will periodically analyze its procurement and personnel actions to ensure compliance with this policy.

E. SEXUAL HARASSMENT

1. POLICY

The City of Newport prohibits sexual harassment of its employees. The City of Newport is committed to providing a workplace free from this unlawful conduct. Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of employment.
- b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decision affecting that individual; or
- c. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

Unwelcome sexual advances
Suggestive or lewd remarks
Unwanted hugs, touches, kisses
Requests for sexual favors
Pornographic posters, cartoons or drawings
Unwelcome sexual jokes and banter
Retaliating for complaining against sexual harassment

3. COMPLAINT/ACTION

Employees who encounter such behavior from supervisors or fellow employees should follow the special grievance procedure outlined below:

Step one - If you feel you are being subjected to any form of sexual harassment, or if you feel that the working environment in your department contributes to the occurrence of incidents of sexual harassment, you should document specific information regarding the harassment or work environment. Dates, times, places, specific types of harassment, and names of any witnesses should be included in the documentation.

Step two - If it is appropriate, you should verbally, or in writing, express to the alleged harasser, your disapproval of his or her actions or behavior, and make it clear that his/her actions are not welcome.

Step three - If the harassment continues, you should submit a written or verbal complaint to your immediate supervisor (if the supervisor is the harasser, go to the City Manager). Your supervisor will investigate the complaint and respond to your complaint in writing within seven working days. If you feel the need to make your complaint to someone of your same sex, an individual will be provided upon request. All information given by you will be confidential and treated as such.

It is the supervisor's responsibility, once a complaint has been received, to take immediate action in the form of an investigation and to stop the unwelcome behavior.

Step four - If you do not feel that the problem was satisfactorily resolved by your supervisor, then you may file a formal complaint with the City Manager. Following an investigation, the City Manager will respond to you in writing within seven working days.

If an investigation concludes with a finding of sexual harassment of any form, disciplinary action will follow immediately in accordance with the disciplinary procedure.

F. SMOKING POLICY

The City of Newport recognizes that smoking and a smoke filled environment may be hazardous to the health of the employee. Also, the state of Vermont provides in 18VSA Chapter 28, Section 1421-1423 as amended, that employers must provide a smoke-free work place. It is therefore the policy of the City of Newport to provide a smoke-free environment. No smoking will be allowed in any city building or vehicle.

G. DRUG TESTING

It is the policy of the City of Newport not to test employees for the use of illegal drugs. However, employees who display job difficulties of a nature that might indicate a drug or alcohol problem may be required, upon reasonable notice, to undergo a physical or mental examination, which may include testing for substance use or abuse.

H. SUBSTANCE ABUSE POLICY

1. POLICY

Working under the influence of alcohol or regulated drugs may endanger the public, co-workers and the employee and result in poor or inaccurate job performance. Employees who experience alcohol or drug abuse problems are expected and encouraged to seek assistance in the treatment of their problems. Such employees may, without reprisal, seek guidance from supervisors, department heads or the City Manager.

2. PROHIBITION ON WORKING UNDER THE INFLUENCE

Employees shall not report to work or work under the influence of alcohol, or a regulated drug, unless the drug is prescribed by a duly licensed physician or dentist.

3. DISCIPLINARY ACTION

An employee who reports for work under the influence of alcohol or regulated drugs, or who consumes or uses such substances while at work, will face disciplinary action.

I. POLITICAL ACTIVITY POLICY

Participation in political activities is to be carried on outside of normal working hours. No political activities or solicitations will be conducted on city-owned property by employees.

Political activities are defined for the purposes of this policy as activities in support of any partisan political issue or activities, or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

J. CONFLICT OF INTEREST

No employee shall maintain an outside business of financial interest, or engage in any outside business or financial activity which interferes with their ability to fully perform job responsibilities or furnishes products, materials, or services to the city. Nor may any employee benefit directly or indirectly from a third party who furnishes products, materials or services to the city.



Newport City Personnel Policy

Adopted: 2/23/2024

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PERSONNEL POLICY CITY OF NEWPORT, VERMONT

Section 1: TITLE AND AUTHORITY

This policy shall be known as the City of Newport Personnel Policy [hereafter “Policy”]. It has been adopted by the City of Newport City Council pursuant to 24 V.S.A. §§ 1121 and 1122. This Policy supersedes and replaces all prior manuals, policies, benefits, and practices of the City of Newport [hereafter “the City”] regarding employment and personnel matters.

Unless otherwise provided by statute or written contract, employment with the City of Newport is *at-will* and not for any definite period or succession of periods of time. The City or the employee may terminate employment at any time, for any lawful reason or no reason, with or without notice or cause. This Policy is not, and should not, be construed as an express or implied contract, and it does not modify any existing at-will status of any City employee. The City Council reserves the right to revise, modify, delete, or add to any and all policies, rules, or benefits described in this Policy for any reason and at any time, with or without notice.

This Policy will be administered by the City Manager or their authorized representative. The City Manager is responsible for ensuring the provisions of the Policy are complied with and shall report to the City Council as directed on matters related to personnel.

Section 2: PERSONS COVERED

This Policy applies to all persons employed by the City, except as otherwise stated herein. The City Clerk and Treasurer may adopt this Policy as applicable to their hirees and appointees, in which case all such hirees and appointees shall be treated for all purposes as employees of the City, fully subject to the Policy and all other City employment rules and benefits. Elected Officials may adopt this Policy for themselves and their statutory assistants, and be subject to its provisions, by signing the Agreement in Addendum B.

For the purposes of this Policy, a full-time employee is an employee who works at least 32 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 32 hours per week on a regular and continuing basis. Where a conflict exists between this Policy and any collective bargaining agreement or individual employment contract, the latter will control.

Section 3: PROBATIONARY PERIOD

All new employees are required to complete a six-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During the probationary period, an employee may be terminated at any time at the sole discretion of the City Manager. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period shall have no right to appeal such termination. The probationary period may be extended for an additional six (6) months at the discretion of the Department Head and the written approval of the City Manager.

Section 4: CONFLICT OF INTEREST POLICY

All employees shall carry out their job responsibilities in a way that ensures that neither the individual employee nor any other employee of the City gains a personal or financial advantage from their work for the City and so that the public trust will be preserved. All decisions made by City employees shall be made in the best interest of the community at large rather than the interests of any particular individual or employee.

Employees shall not participate in any official action if the employee has a conflict of interest in the matter under consideration. A "conflict of interest" means a direct or indirect personal or financial interest of the employee, their spouse, domestic partner, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, employer, or employee, in the outcome of a cause, proceeding, application or any other matter pending before the employee or before the City.

Employees shall not personally, or through any member of their household, business associate, employer, or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the City.

Employee shall not use resources not available to the general public, including but not limited to City staff time, equipment, supplies, or facilities for private gain or personal purposes.

Employees may accept a nominal gift or gratuity in connection with an action associated with their official duties on behalf of the City with an estimated monetary value not exceeding \$20 once per calendar year, with the understanding that employees may not directly or indirectly ask, demand, exact, solicit, accept or receive any gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the

City or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the City. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services corruptly, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services with the exception of items of a de minimis nature valued \$20 or less (such as vendor booth “freebies”).

Section 5: GRATUITIES AND GIFTS

Employees may not directly or indirectly ask, demand, exact, solicit, accept, or receive a gift, gratuity, act, or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the City, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the City. Nominal gifts such as small gifts of food may be accepted. Other small non-monetary gifts may be accepted provided that they are reported to and approved by the employee’s supervisor.

Section 6: HOURS OF SERVICE

Regular work hours for persons employed at the Municipal Building or other municipal offices shall be 8:00 a.m. to 4:30 p.m., Monday through Friday, with 30 minutes unpaid time allowed for lunch. Variations in work hours and schedule may occur as the nature of the job requires.

Regular work hours may be changed by a supervisor, and employees may be expected to work additional hours that exceed forty hours in a given work week, as circumstances require. All City employees are required to be available for work in the event of an emergency, weather-related or otherwise. Employees regularly scheduled to work less than forty (40) hours per week shall be subject to schedules designated by the employee’s supervisor.

All employees are expected to be in attendance during regular work hours. Employees who anticipate an absence from work not previously approved are expected to notify their supervisor in advance whenever possible. Employees who call in sick are expected to notify their supervisor as soon as possible, but no later than 7:00 a.m.

Section 7: OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

The primary occupation of all full-time employees shall be with the City. Employees may not engage in any outside business activities, including serving on boards, or engaging in any activities that constitute a conflict of interest. Employees are

prohibited from undertaking outside employment, or engaging in other activities, including serving on boards that interferes with their work schedules, performance or constitutes a conflict of interest.

Prior to accepting any outside employment, or serving on a board or engaging in any activity that could constitute a conflict of interest, employees shall notify the City Manager in writing, who, after consultation with the City Council, and a determination by the Council that the outside employment does not constitute a conflict of interest, may approve such employment or other activity.

Section 8: POLITICAL ACTIVITY

No employee may use their official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization, or support of any political candidate. Employees are prohibited from using City facilities, equipment, or resources for political purposes, and from pursuing political activities while working.

This Policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual, and not of the City, and these activities do not interfere with the employee's ability to effectively perform their duties, nor take place or are expressed during working hours. Nor is this Policy to be construed as prohibiting, restraining, or in any manner limiting an individual's right to vote with complete freedom in any election.

Section 9: NEPOTISM

The City – in recognition of the potential for a conflict of interest to occur in the workplace where close relatives' job responsibilities overlap, or where a close relative is responsible for supervising or evaluating the work performance of another close relative – prohibits the hiring or transferring of relatives, when doing so will result in a close relative working directly with a close relative on work related matters, or a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervisor of another close relative.

A close relative includes a spouse, domestic partner, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law, and sibling-in-law.

Section 10: ALCOHOL AND DRUG USE

The City maintains a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.

As a City employee, you are prohibited from working, or presenting yourself for work, while under the influence, or severe aftereffects, of illegal drugs, controlled substances, and/or alcohol. This Policy is designed to promote our goal of providing a safe, healthy, and productive work environment. This Policy covers all employees, including drivers and other employees who also are subject to drug testing programs performed in accordance with Federal Department of Transportation (DOT) requirements.

This Policy prohibits the manufacture, distribution, transfer, display, transportation, sale, dispensation, possession, consumption, or use of illegal drugs, controlled substances, and/or alcohol by City employees at the workplace and/or during working hours. Prohibited behavior includes manufacturing, distributing, transferring, displaying, transporting, selling, dispensing, possessing, consuming, using, or being under the influence of illegal drugs, controlled substances, and/or alcohol during work hours, on work premises, while engaged in work activities away from work premises, or during work-related events.

For the purposes of this Policy, the term “illegal drug” includes both: (a) all state and/or federally controlled substances, including look-alike and designer drugs, and drug paraphernalia, and (b) prescription medications that have not been prescribed for current use by an authorized medical practitioner or that are being used contrary to the prescribing medical practitioner’s instructions. Controlled substances include but are not limited to the following substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbiturates, benzodiazepine, methadone, methaqualone, and propoxyphene.

The improper use of prescribed drugs is also prohibited. An employee who is taking prescribed drugs as prescribed and whose ability to safely perform their job responsibilities is affected by the prescribed drug may be relieved of their duties at the discretion of their Department Head until cleared by a licensed health care provider to return to work.

Violations of this Policy may subject employees to disciplinary action up to, and including, termination of employment and referral for prosecution.

Section 11: TOBACCO USE

State law prohibits the use of lighted tobacco products in any workplace and in “the common areas of all enclosed indoor places of public access and publicly owned buildings and offices.” 18 V.S.A. § 1742.

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the City prohibits employees’ use of tobacco in any form, including electronic cigarettes, in all public buildings, offices, enclosed areas, designated smoke-free areas of City property, and in all City vehicles and equipment. Employees are permitted to use tobacco products fifteen (15) feet away from City property and are expected to remove cigarette butts from the area.

Section 12: PERFORMANCE EVALUATIONS

All employees, including Department Heads, are subject to job performance evaluations at such times and in such a manner as the City Manager deems reasonable. The results of such evaluations will be submitted to the employee, the employee’s supervisor, and the City Manager, and will become a part of the employee’s personnel file. The City Manager is subject to performance evaluation on the direction of the City Council.

Section 13: PERSONNEL RECORDS

Personnel records will be maintained for each employee of the City. In accordance with Vermont’s Public Records Act, any employee or the employee’s designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours. The City reserves the right to have its representative present at the time its files are examined or copied.

Section 14: USE OF CITY EQUIPMENT

Except as provided in Section 15, the use of City equipment or property for personal use is strictly prohibited. Employees have no expectation of privacy regarding anything stored in or on City-owned property or City-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas are subject to search by the City at any time to retrieve work-related materials or to investigate violations of workplace rules.

Section 15A: USE OF CITY COMPUTER SYSTEM

For purposes of this Policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the City's computer equipment.

The City provides electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from, or stored in these systems are the property of the City and, as such, are intended to be used for job-related purposes only. Data and information on the system belongs to the City and will not be deemed personal. City employees should avoid conducting City business using their personal computer, device, or accounts.

Occasional, brief, and appropriate personal use of the City computer system is permitted, provided it is consistent with this Policy and does not interfere with an employee's performance of their duties and responsibilities.

Employees have no expectation of privacy or confidentiality regarding anything created, sent, or received on the City computer system, whether they have been assigned a confidential password, or not. The City reserves the right to monitor at any time its computer system and data with or without notice. All files, documents, data, and other electronic messages created, received, or stored in the course of official City business on the City computer system are open to review and regulation by the City and may be subject to the provisions of Vermont's Public Records Act, and may be covered by the record retention requirements of the State of Vermont's General Records Schedules or Disposition Orders. Accordingly, employees shall not discard or delete any files, documents, data, and other electronic messages created, received, or stored in the course of official City business, except as in accordance with law. Questions regarding the requirements of the Vermont Public Records Law, General Records Schedules, or Disposition Orders as they apply to particular files, documents, or data should be directed to the employee's supervisor or City Manager.

Only legally licensed software will be installed on the City's computers. Employees are prohibited from introducing software from any outside source on the City's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damage caused by using unauthorized software or viruses they introduce into the City computer system. Software (including applications, demos, upgrades) cannot be copied or installed without the permission

of the City Manager or their designee. Virus protection software shall not be removed or disabled. Employees must follow City guidelines for virus scanning of all incoming communications and media, including, but not limited to, all data disks and files entering or leaving the City. Employees should log off of the network at the end of their workday.

Transmission of electronic messages on the City computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the City computer system which are prohibited:

- Communications that disrupt the workplace, are discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of non-work-related communications, including chain letters or solicitations for personal gain, commercial or investment ventures, religious or political materials, or other non-work-related materials or solicitations;
- Accessing Internet resources for personal use, including web sites and news groups that disrupt the workplace.
- Any other use that may compromise the integrity of the City or its business.

Nothing in this Policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations; to bargain collectively through representatives of their choosing to the extent allowed by law; or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

Section 15B: PROFESSIONAL USE OF SOCIAL MEDIA:

Those persons designated and authorized to post on the municipality's social media sites may do so with the understanding that they represent the City via social media outlets and must conduct themselves professionally. City employees must consider content carefully, understanding that it will be widely accessible, not retractable, and retained or referenced for a long period of time. The City expects postings to be truthful, courteous, and respectful.

Information posted to municipal social media is public and is subject to Vermont's Public Records Act, Open Meeting Law, and all other applicable laws, rules, policies, municipal charter provisions, and regulations. City employees should have no expectation of privacy regarding the information posted on municipal social media or in anything created, sent, or received on municipal electronic equipment. The City may investigate and monitor any transaction, communication, or transmission to ensure compliance with this Policy and the use of its equipment.

Section 16: PUBLIC RECORDS

All written or recorded information that is produced or acquired by a City employee in the course of City business is a public record, subject to Vermont's Public Records Act. Public records are considered permanent and shall not be deleted or destroyed, except in accordance with the Secretary of State's retention rules and disposition schedules for municipal records. In response to a litigation hold demand, no records may be destroyed or deleted.

Although the City discourages the use of personal computers, devices, or accounts to conduct City business (see Section 15, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct City business, the record created, sent, or received should be forwarded by the employee to the employee's City computer system, or otherwise captured and retained as a City record. All employees are required to respond in the manner prescribed by Vermont's Public Records Act regardless of where a public record may be stored. All employees must provide any public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

Section 17: ELIGIBILITY FOR BENEFITS

Subject to the eligibility requirements of the insurance carriers, the City offers group insurance and other benefit programs to its full-time employees, and to the City Clerk, Treasurer, and their statutory assistants, who have signed an agreement with the City. Benefits for full-time employees who work less than 40 hours per week will be prorated based on a 40-hour work week. Details about those benefits, as they exist on the date of hire, will be provided to the employee and are available in the City Manager's office.

This Policy is not contractual in nature and does not guarantee any continuance of insurance benefits. The City reserves the right to change insurance carriers, or to add, delete, or amend insurance or other benefit programs in its sole discretion. The City also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. The City will endeavor to provide employees with advance notice of any change in the contribution rate.

Section 18: HOLIDAY LEAVE

Full- and part-time employees will receive the following paid holiday leave:

Presidents Day	Day after Thanksgiving
Memorial Day	1/2-day December 24
Fourth of July	December 25
Labor Day	1/2 day before New
Indigenous People's Day	Year's Day
Veterans Day	Bennington Battle Day*
Thanksgiving Day	(floating holiday)

Employees shall be compensated for holidays as though the employee worked their normal workday, but such hours shall not be counted for overtime purposes. Any full-time employee who is required to work on a holiday shall in addition to the holiday pay, be paid at their regular rate, unless, for non-exempt employees, the working time is in excess of forty (40) hours, in which case, overtime pay would be applicable.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Holidays that fall during an employee's vacation leave will not be counted as vacation leave.

Section 19: VACATION LEAVE

Full- and part-time employees will accrue vacation at the following annual rates:

Annual Accrual Rate	Years of Service
10 days annually (6.6 hours per/month)	1-2 years' service
15 days annually after	3-5 years' service
20 days annually after	6-10 years' service
25 days annually after	11-15 years' service
30 days annually after	16-20 years' service

Vacation leave accrues on a monthly basis beginning on the employee's date of hire.

However, an employee may not take vacation during the employee's probationary period. An increase in the annual rate of accrual of vacation leave will occur on the employee's anniversary date of hire.

Full-time employees receive vacation leave pay at the employee's regular rate of pay. Part-time employees receive prorated vacation leave pay based on the number of hours the employee is regularly scheduled to work in a work week. Leave must be taken in a minimum of 15-minute increments.

Employees are strongly encouraged to take an annual vacation. Employees are expected to make a timely request and make a reasonable effort to schedule vacations in accordance with the needs of the City. Requests for vacation shall be submitted to the employee's supervisor as soon as possible but not less than one week in advance of the requested time off. This notice period may be waived at the discretion of the Department Head or City Manager. The Department Head and/or City may consider the City's priorities of business and office coverage before granting such a request. Vacation will be scheduled at the discretion of the Supervisor upon consultation with the employee.

If an employee does not use all the employee's accrued vacation leave within the fiscal year it accrues. An employee may carry unused, accrued vacation leave forward to the next year up to a maximum of ten (10) vacation days. Any unused, accrued vacation leave that exceeds the amount carried forward will be paid out at the end of the fiscal year at the same rate at which it accrued. The City Manager may, for good cause at an employee's request, permit the employee to carry over more than the 10 days' vacation time. Any such vacation time carried forward must be used in full within the next fiscal year.

An employee who resigns from employment with the City will be compensated for unused, accrued vacation leave, with the exception that any employee who terminates their employment during their probationary period will not be entitled to compensation for any accrued vacation time.

Section 20: EARNED SICK LEAVE

Definition

For the purposes of this Section of the Policy, the following definition shall apply: "eligible employee" means an employee or an elected official of the city who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work more than twenty (20) weeks in a 12-month period. This definition includes newly hired employees and those who are still in their probationary period of employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when they indicate that they are available to work; (iii) is under no obligation to work for the city; and (iv) has no expectation of continuing employment with the city.

Earned Sick Leave

Eligible employees will earn eight hours (8) per month up to twelve (12) days per calendar year of sick leave. Such leave will accrue to the employee based on the number of hours actually worked by that employee.

Part time, year-round eligible employees who work at least 18 hours per week earn at least 1 hour of paid leave for every 52 hours actually worked, including overtime. Department Heads are hired with 30 days of sick leave annually, replenished at the beginning of each calendar year. A Department Head who leaves on good terms may be paid up to 15 days of remaining sick leave upon voluntary termination of employment. Upon retirement an employee may receive a payout of all remaining sick leave (retirement as defined under the Vermont Municipal Employees Retirement System).

Accrual Limit

Sick leave may accumulate from calendar year to calendar year up to a maximum of 240 hours or thirty (30) days. Employees in good standing may be paid up to thirty (30) days of accrued sick leave upon voluntary termination from employment or retirement (as defined under the Vermont Municipal Employees Retirement System).

Waiting Period

An employee may earn and take accumulated sick leave during the employee's probationary period.

Use of Paid Leave

Employees are expected to notify their supervisor prior to the first hour of the workday or sooner if they are unable to report to work due to illness or injury. An employee, whose absence for reasons of illness or injury extends beyond three (3) consecutive days, or whose absences indicate a pattern of potential abuse, may be required to provide the City with a statement from a licensed health care provider that they qualify for use of sick leave. Failure to comply with the provision of this requirement shall be cause for denial of sick leave pay and shall constitute an unexcused absence.

Eligible employees may use paid leave in increments of no less than fifteen minutes. An employee may use accrued sick leave for the purposes below: The employee is ill or injured.

- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.

- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

All requests to take sick leave are to be made as soon as reasonably possible and prior to the commencement of the leave, or if prior notice is not possible, as soon as reasonable under the circumstances. Employees shall give the greatest advance notice for sick leave planned prior to their absence. Employees are encouraged to make reasonable efforts to the extent practicable to avoid scheduling routine or preventative health care or other appointments during regular work hours. Sick leave shall be paid at the employee's regular rate of pay. Use of earned sick leave does not diminish the rights, if any, that an employee may have under the Vermont Parental Family Leave Act, 21 V.S.A. § 470.

Section 21: BEREAVEMENT LEAVE

Employees may be provided with up to five (5) days paid bereavement leave for the death of a member of the employee's immediate family. Immediate family means spouse, domestic partner, parent, or child (natural, stepchild, or adopted). For the death of grandparents, siblings, aunts/uncles, niece, nephew, and in-laws up to three (3) days of bereavement leave may be provided. Bereavement leave is pro-rated for part-time employees. The exact amount of approved time off will be dependent upon the circumstances and subject to approval by the Department Head.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, or a domestic partner, or member of an employee's household, the employee's supervisor may approve, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled,

closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year and will not be compensated upon separation from employment.

Section 22: PARENTAL AND FAMILY LEAVE

To the extent the City is a covered employer under the Family and Medical Leave Act (FMLA) 29 U.S.C. Subchapter 1, or the Vermont Parental and Family Leave Act (PFLA), 21 V.S.A. §§ 470 et seq., eligible employees as defined by these laws shall be permitted to take leave in accordance with these laws. The FMLA and/or PFLA will determine employee eligibility, the qualifying reasons for such leave, and the length of leave.

The City reserves the right to designate any qualifying leave of absence granted under this Policy as leave under the FMLA or the PFLA. A request for leave must be made to the employee's supervisor reasonably in advance of the leave. The leave request should include the anticipated dates the leave will start and end. Where an employee's leave request is covered by both the VPFLA and the FMLA, the City will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the PFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the twelve-month period in which an employee may be entitled to PFLA and/or FMLA leave, the City will use a rolling twelve-month period measured backward from the date the employee first uses such leave.

Section 23: SHORT TERM FAMILY LEAVE

In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four (4) hours in any thirty-day (30) period and not to exceed twenty-four (24) hours in any twelve (12) month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or

- To respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The City may require that leave be taken in a minimum of 15-minute segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee is expected to make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the City with the earliest possible notice of the intent to take short term family leave, but in no case later than seven (7) days before leave is to be taken, except in the case of an emergency where the required seven (7) day notice could have a significant adverse impact on the family member of the employee.

Section 24: CRIME VICTIM LEAVE

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff;
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A "crime victim" is a person who has obtained a:

- Relief from abuse order against a family or household member;
- Court order against stalking or sexual assault;
- Court order against abuse of a vulnerable adult; or
- Sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by a law enforcement official with a prosecuting attorney. This also includes the victim's child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim's spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

Section 25: LEAVE OF ABSENCE WITHOUT PAY

Requests for leaves of absence without pay for any reason other than those covered by federal, or state law must be submitted in writing to the employee's supervisor at

least seven days prior to the requested leave, absent exigent circumstances, and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return.

If a leave of absence without pay is granted, the employee may, at the City's sole discretion, continue to receive health plan coverage by paying the required premium in accordance with the payment schedule established by the City. Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period.

Section 26: MILITARY LEAVE

Employees who take military leave subject to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. will be granted leave without pay. At the option of the employee, any paid vacation leave accrued prior to the commencement of the leave may be used.

Section 27: CIVIL LEAVE AND JURY LEAVE

All employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be made by the Supervisor.

A request to take unpaid leave from employment for the purpose of attending a City Meeting or the employee's Town meeting must be made at least seven (7) days prior to the date of the meeting. Such leave will be granted provided that it does not cause an interruption of the essential operations of the city government.

The City will compensate employees for their service as jurors or witnesses. In accordance with 21 V.S.A. § 499, while serving as jurors or witnesses, employees will otherwise be considered in the service of the City for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment. Employees requesting civil or jury duty leave shall provide the City Manager with a copy of the court order, or subpoena, along with any jury or witness fees or compensation received, if any, for their participation in the court proceedings.

Section 28: OVERTIME AND COMPENSATORY TIME OFF

In accordance with the provisions of the Federal Fair Labor Standards Act (FLSA), the City compensates non-exempt employees at the rate of one and one-half times their regular pay for each hour actually worked in excess of forty (40) hours in any

workweek. Holidays, sick time, and vacation days do not count as hours worked for purposes of calculating either overtime or eligibility for compensatory time off. Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position. Employees shall be paid to the nearest quarter ($\frac{1}{4}$) hour for overtime purposes.

No employee may work over forty (40) hours in a given workweek without the prior authorization of their supervisor. Acceptance of a directive to work overtime is considered a condition of employment. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

In lieu of a cash payment, any non-exempt employee may elect to receive compensatory time, which accumulates at the rate of one and one-half hours for each hour worked in excess of forty (40) hours in any workweek. At the City's sole discretion, compensatory time may be denied, and the City may elect to pay employees in cash for overtime hours worked.

Prior to making an election to receive compensatory time off in lieu of cash payment for the overtime hours worked, the employee must notify their supervisor of their election to receive compensatory time off.

- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused compensatory time at a rate not less than the average regular rate of pay received by the employee during the last three (3) years of employment or the employee's final regular rate of pay, whichever is higher.
- An employee may accrue a maximum of sixty (60) hours of compensatory time, after which overtime will be monetarily paid.
- Requests for use of compensatory time must be submitted to the employee's supervisor who will have sole discretion to grant or deny the request.
- Requests for use of compensatory time will not be unreasonably withheld unless its use unduly disrupts the City's operations.

Section 29: EQUAL EMPLOYMENT & ANTI-DISCRIMINATION POLICY

The City of Newport provides equal employment opportunities to all persons based on individual merit, competence, and need. The City does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, color, religion, sex, sexual orientation, age, national origin, marital status, disability, veteran status, ancestry, pregnancy, gender identity, HIV status, place of birth, or any other recognized basis under local, state, or federal law ("Protected Bases"). This Policy applies to all terms and conditions of employment,

including, but not limited to, hiring, placement, promotion, training, compensation, layoff, and termination. All employees, including supervisors, Department Heads, and elected officials are required to abide by this policy.

Harassment of one employee by another employee or by a supervisor is prohibited. Harassment means unwelcome conduct that is based on any of these Protected Bases. An employee who commits harassment will be subject to discipline up to, and including, immediate dismissal. Examples of harassment may include, but are not limited to, offensive jokes, gestures, slurs, epithets or name calling, physical threats, intimidation, ridicule or mockery, insults or put downs, or offensive objects, pictures, or written materials.

Simple teasing, offhand comments, or isolated incidents that are not very serious are not illegal. To be unlawful, the conduct must be so frequent or severe that it creates a hostile or offensive work environment or the conduct results in an adverse employment decision (such as the victim being fired or demoted).

Any employee who believes they have been subjected to harassment, or to retaliation for having brought or cooperated with a complaint or an investigation of harassment, should report it promptly to a supervisor. If reporting to a supervisor is not possible, then a report should be made to their Department Head, another Department Head, or to the City Manager. If a complaint is about a Department Head, a report should be made to the City Manager. If the complaint is about the City Manager, a report should be made to the Mayor, the City Council Chair, or another designated member of the City Council.

Complaints of harassment or retaliation may also be filed with the following state and federal agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Email: ago.civilrights@vermont.gov
Telephone: 802.828.3657
888.745.9195 (Toll Free VT)

U.S. Equal Employment Opportunity Commission (EEOC) JFK Federal
Building 15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Web site: www.eeoc.gov
Telephone: 800.669.4000

800-669-6820 (TTY)
844-234-5122 (ASL Video)

If the City receives a complaint of harassment or discrimination or has reason to believe that harassment or discrimination has occurred, it will promptly, thoroughly, and impartially investigate the matter. Investigations will be conducted in a confidential and discrete manner to the extent possible, and complaints will be disclosed only as necessary for a thorough investigation and adequate response to the matter. If a violation of this policy is found to have occurred, corrective action will be taken, and the offending employee shall be subject to discipline including but not limited to dismissal from employment.

Section 30. SEXUAL HARASSMENT POLICY

The City promotes a workplace that is free of sexual harassment. Sexual harassment in the workplace is unlawful under state and federal law and will not be tolerated by or towards any employee, whether male or female. A copy of this policy will be provided to all employees and elected or appointed officials. Additional copies are available in the City Office.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual, including but not limited to placement, promotion, training, or compensation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment may be indirect or even unintentional and may include off-duty conduct that affects an employee's working environment.

Examples of sexual harassment may include, but are not limited to, coercion of sexual relations; touching or grabbing an employee's body parts; sexually offensive comments; name-calling; jokes; gestures; innuendos; and other unwelcome sexually oriented statements. Employees of the City are prohibited from bringing into the workplace or otherwise displaying any written materials or images that may be considered sexually suggestive or offensive in nature. Sexual harassment can also include offensive remarks about a person's sex, such as a man making offensive

comments about women in general, vice versa, or a person who makes offensive comments about a person who is transgender.

Retaliation against an employee who complains in good faith about having been subjected to sexual harassment, or who cooperates in an investigation of sexual harassment, is a violation of this policy. Retaliation is a recognized form of harassment and will be handled in the same manner as other forms of harassment under this policy.

If you believe you have been subjected to sexual harassment, or retaliation for having brought or supported a complaint of sexual harassment, you are encouraged but not required to directly inform the offending person or persons that such conduct is offensive and must stop. If you do not wish to communicate directly with the alleged harasser or harassers, or if such direct communications have been ineffective, then you should immediately report the matter to your supervisor. If reporting to a supervisor is not possible, then a report should be made to your Department Head, another Department Head, or to the City Manager. If a complaint is about a Department Head, a report should be made to the City Manager. If the complaint is about the City Manager, a report should be made to the Mayor, the Chairperson of the City Council, or another designated member of the City Council.

For any complaint of harassment or discrimination, if possible, because it is helpful to the investigation, the employee is encouraged to keep a diary of events and to record the names of people who witnessed or were told of the harassment. Upon request, reasonable accommodations will be made for persons with disabilities who need assistance with filing or pursuing a complaint under either the Antidiscrimination or Sexual Harassment policies.

Complaints regarding sexual harassment or retaliation may also be filed with the following state and federal agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Email: ago.civilrights@vermont.gov
Telephone: 802.828.3657
888.745.9195 (Toll Free VT)

U.S. Equal Employment Opportunity Commission (EEOC)
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506

Website: www.eeoc.gov
Telephone: 800.669.4000
800-669-6820 (TTY)
844-234-5122 (ASL Video)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe that sexual harassment occurred, may file a complaint in court.

If the City receives a complaint of sexual harassment or has reason to believe that sexual harassment has occurred, it shall take all steps necessary to ensure that the matter is promptly investigated and addressed. Investigations will be conducted in a confidential and discrete manner to the extent possible, and complaints will be disclosed only to those people necessary to thoroughly investigate and address the matter. The City is required by law to act if it learns of potential sexual harassment, even if the person subjected to the harassment does not wish to file a complaint. Supervisors and Department Heads are responsible for promptly responding to any complaint or suspected incidents of sexual harassment, and for notifying the City Manager. The City Manager should report any complaints or suspected incidents of sexual harassment to the City Council Chair, or other designated City Council Member.

If a violation of this policy is found to have occurred, corrective action shall be taken, and the offending employee shall be subject to discipline including, but not limited to, dismissal from employment. If the complainant is dissatisfied with the actions taken by the City, they may file a complaint with the state or federal agencies identified above.

Section 31: EMPLOYEE CONDUCT

All employees are considered representatives of the City and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public and other employees. All employees shall comply with the following conduct guidelines. Employees may be disciplined up to, and including termination, for failure to conform to these rules of conduct.

Required Conduct

The following conduct is required of all employees, except as may be otherwise authorized by law, rule, contractual agreement, or supervisor approval:

- Employees shall fulfill all of the duties and responsibilities of their position in an efficient, timely, and effective manner. Employees shall pursue the common good in their official activities and shall uphold the public trust.

- Employees shall be punctual in reporting to work and shall remain at work until the scheduled end of their workday unless otherwise authorized by a supervisor. Unexpected absences shall be reported as soon as possible.
- Employees shall respect the legitimate privacy interests of their co-workers, superiors, and employer, both as to personal property and work product in the workplace.
- Employees shall wear attire appropriate to their position.
- Employees shall carry out their work in a manner which minimizes the risk of personal injury or property damage to the employee, other employees, the City, and the public.
- Employees shall report to an immediate supervisor or any supervisor any work incident that results in personal injury or property damage. Any such incident warranting emergency services shall be immediately reported to the police or fire and rescue as appropriate. Employees shall not discuss any such incident with anyone other than City officials, except as may be necessary for rendering of emergency services.

Prohibited Conduct

Prohibited conduct for all employees includes but is not limited to the following:

- Employees shall not use, or attempt to use, their positions to obtain special privileges or exemptions for themselves or others.
- Employees shall not use, or attempt to use, City personnel, property, or equipment for their private use or for any use not required for the proper discharge of their official duties.
- Employees shall not solicit or accept any form of compensation from anyone except the City for activities which are related to their position unless it is provided for by law or approved by the Council. Prohibited compensation shall include any gift, reward, loan, gratuity, or other valuable consideration. This includes free meals provided to employees, their immediate family, or business associate(s).
- Employees shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with their duties as a City employee or with the duties, functions, or responsibilities of the City.
- Employees shall not engage in any outside employment, activity, or enterprise during their work hours.
- Employees shall not disclose, directly or indirectly, information which they receive or have access to by virtue of their official duties, either for the private gain or benefit of themselves or others, except as authorized by their superiors or by law.
- Employees shall not interfere with a lawful request for public information. Providing information must be in a manner which does not show preference to any particular entity, business, or organization.

- Employees shall not solicit any form of private contract as a result of information gained through their employment.
- Employees shall not smoke or use smokeless tobacco within any City-owned buildings, work areas, or vehicles.
- Employees shall not report to work or engage in work under the influence of alcohol or drugs, and employees shall not consume alcohol or drugs during their scheduled work time. The only exception to this rule is use of a drug prescribed by a duly licensed health care provider, provided such use is in the manner prescribed and the employee is cleared to work while using such prescription drug.
- Employees shall not violate the City's Equal Employment, Anti-Discrimination, or Sexual Harassment policies.
- Employees shall not commit misconduct outside the workplace which interferes with the City's operations.

Section 32: SEPARATION FROM EMPLOYMENT

1. The City Manager, with the approval of the City Council, may, at any time, terminate an employee's employment with the City by providing the employee with a written notice of termination. Termination shall be effective on the date set forth in the notice.
2. Employees may resign from employment with the City at any time by providing the Council with written notice of resignation. Absent unusual circumstances, the employee should provide two weeks' notice and specify the effective date of resignation.

Section 33: SEVERABILITY

If any provision of this Policy or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel rules which can be given effect without the invalid provision or application. For this purpose, this Policy is severable.

ADOPTED by the Newport City Council this ____ day of _____, 2024.

SIGNATURES of Mayor and City Council:

Mayor

City Council President

City Councilor

City Councilor

City Councilor

City Councilor

**ADDENDUM A:
Employee Acknowledgement and Receipt of
City of Newport's Personnel Policy**

I, _____, acknowledge that:

1. I received a copy of the City of Newport's Personnel Policy ("Policy") on _____ and understand it is my responsibility to read it and familiarize myself with its contents.
2. I understand that it is my responsibility to ask questions if there is anything in the Policy that I do not understand.
3. I understand that unless otherwise provided by contract or statute, my employment with the City is terminable at-will, meaning it may be terminated at any time and for any lawful reason or no reason, regardless of the length of my employment or the granting of benefits of any kind.
4. I am aware that the descriptions of benefits in this policy are not contractual in nature and do not guarantee any continuance of benefits.
5. I understand that this Policy replaces any and all prior versions and that the City reserves the right, at its sole discretion, to add, amend or discontinue any of the provisions of this Policy for any reason or no reason, in whole or in part, at any time, with or without notice.
6. I understand that my signature below indicates that I have read and understand the statements above and that it is my responsibility to adhere to the policies contained within the Policy, including but not limited to, those policies concerning equal employment opportunities, and those prohibiting discrimination and sexual or other harassment.
7. I understand that this Receipt and Acknowledgment will be placed in my personnel record.

Employee's Name (please print)

Date

Employee's Signature

ADDENDUM B:
**Agreement by Independently Elected Officer
to be Bound by City of Newport's Personnel Policy**

This is a contract between the City of Newport City Council, and the City's independently elected City Clerk and/or City Treasurer collectively referred to as the "parties."

In exchange for the provision of benefits by the City of Newport as set forth in Addendum C (Attached) which may change from time to time at the sole discretion of the Council, independently elected officers, the City Treasurer, and/or City Clerk agree to be bound by the provisions of the City of Newport's Personnel Policy ("Policy"), except the provisions on Probationary Period, Performance Evaluations, and Separation from Employment.

[Insert name] agrees as follows:

- [she / he] has received a copy of the Policy and understands that it is [her / his] responsibility to familiarize [herself / himself] with its contents;
- [she / he] has been given an opportunity to ask questions about this Policy and has been provided with satisfactory information in response to those questions;
- [she / he] acknowledges that the City reserves the right to add, amend or discontinue any of the provisions of this Policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- [she / he] acknowledges that [she / he] understands the City's Policy and agrees that [she / he] will comply with all its provisions.

The parties agree that this shall not constitute a contract for employment.

[If applicable, insert the following: "In addition to the above, [name] agrees that [her / his] statutory assistant, [name], who holds the position of [insert title], will be subject to the City's Personnel Policy except the provisions on Probationary Period, Performance Evaluations, and Separation from Employment, which do not apply to him/her. In return, the said statutory assistant will receive benefits from the City as set forth in which may change from time to time at the sole discretion of the Council. **Addendum C** (Attached).

Entered into this ____ day of 202_
By:

Independently Elected Official

By the Mayor and City Council:

Mayor

City Council President

City Councilor

City Councilor

City Councilor

City Councilor

Mayor's Memo to Council re: Action to disconnect from Water Service Provided by the Village of Derby.

July 5, 2025

Council Members,

There is a requirement in the contract between the City of Newport and the Village of Derby, in which the City of Newport agrees to purchase water from the Village of Derby to service several properties on the east end of town, which requires that Newport City Council formally act to notify the Village of Derby sixty days in advance of our intended date to disconnect.

Since we expect the new water tower to be online by the end of July or middle of August, and since we will no longer need the water that the Village of Derby has been providing, I request that the Council empower me to notify the Village of Derby immediately.

Though we did informally notify the Village of Derby in May that we expected to disconnect, the requirement that the council take formal action was an item that slipped by without my notice. This may delay our ability to formally end the arrangement by several weeks following the start of the use of the new water tower, since their Select Board is also required to take action on our notification.

Also, the Council should be advised that upon disconnecting from the Village of Derby, the contract calls for a final payment of \$30,000 for projected loss of income to the Village of Derby.

Assuming your approval, I recommend language similar to the following:

The City Council of Newport is formally acting to notify the Village of Derby that we intend to disconnect from the Village of Derby's water source as soon as possible following the completion of the Water Tower in late July or early August. As stipulated in the 2017 Amendment to the 1997 Interlocal Water Agreement in item 9:2:a, referring to the newly numbered Article VI in the original agreement, the City of Newport will pay \$30,000 to the Village of Derby at the time of disconnection.

CERTIFIED RESOLUTION

The undersigned members of Newport, VT City Council, hereby certify as follows:

At a meeting of the Newport City Council duly warned and held on July 7, 2025, with a quorum present at all times, the following resolution was adopted by the affirmative vote of a majority of said City Council; and that said resolution has not been rescinded or amended in any way.

RESOLVED: That the Newport City shall move to terminate with proper notice Grant Agreement #07110-DTF-2022-09 associated with the Coventry Street & Main Street Improvement Project held with The Vermont Agency of Commerce and Community Development

Dated at Newport, Vermont this 7th day of July 2025.

Mayor

Council President

Member

Member

Member

2017 Amendment to 1997 Interlocal Water Agreement

For good and valuable consideration, whose receipt and sufficiency are conclusively acknowledged, and for the purpose of settling their outstanding litigation, the **Village of Derby Center**, Vermont, and the **City of Newport**, Vermont, amend the 1997 Interlocal Agreement for Water Between Village of Derby Center and City of Newport.. These amendments override any provisions in the existing agreement to the contrary, but except as amended below, the existing agreement survives. For purposes of this amendment, the village and the "Company" are one and the same, and "design flow" will be determined by rules the state may from time-to-time adopt.

1. The city may maintain and modify the three existing connections *within* the industrial park and the three existing connections *outside* the park. The city may make, maintain and modify additional connections *within* the park, and it may make, maintain and modify *one* additional connection *outside* the park, at 1352 E. Main Street. The city may not otherwise make, maintain or modify any connections whatsoever except as provided below or by further written amendment to the agreement.
2. The city will notify the village in writing as connections are made and modified, and such notice will include (a) the name of the applicant, (b) the address of the connection, (c) the state permit approving the connection and (d) any other information that the village may reasonably request, including concerning design flow.
3. The aggregate design flow of connections may not exceed 10,000gpd unless the parties agree otherwise by further written amendment to the agreement.
4. The city will install, test and maintain separate, external meters at each connection.
5. Article III is modified to read *in its entirety*:

The city will no longer be treated by the village as a single, connected customer with 10,000gpd of design flow. Rather, the village will create *pro forma* accounts for each connection, assigning to each an allocation based on its design flow. The village will read the meters at those connections when it from time-to-time reads connections generally, and deliver to the city *pro forma* invoices for each such connection utilizing the same rates, fees, charges and methodology that the village from time-to-time applies to comparable connections within the village, i.e., the village will invoice the city for each connection *as if it were a village* connection. The city will be liable for 100% of all rates, fees and charges the village may from time-to-time impose, under any ordinance, payment being due in full within thirty days of invoicing, time being of the essence, and payment not being contingent on collection by the city from its own users. To confirm water use, for billing and otherwise, the village may from time-to-time also read the master meter. To the extent water use appears to be under-reported, the village may test any meter with a city representative

present. The parties will share all metering data, on request, including metering data for the town connections described in section 9 below.

6. Article IV is modified to read *in its entirety*:

The village will provide additional water necessary for fire suppression in the city at existing fire hydrants and at fire sprinklers that may exist or be installed at any authorized connection, but the village is not responsible for installing, testing or maintaining hydrants, sprinklers or other suppression systems. The city will pay the village rents for fire hydrants at the same rate the village from time-to-time charges the town, payment being due within thirty days of invoicing, time being of the essence. The village will not otherwise charge the city for water used for fire suppression.

7. Article V is modified to read *in its entirety*:

The parties agree to mediate before litigating. If mediation is unsuccessful and litigation is again required to enforce the existing agreement, as amended, the substantially prevailing party will be entitled to, in addition to damages and appropriate injunctive relief (e.g., the village will be entitled to pursue disconnection of any connection that causes the city to exceed the maximum design flow allowed under section 2), reasonable costs and litigation expenses (including attorney fees incurred in good faith). The village may also pursue fines under any applicable village ordinance.

8. Article VI is changed to Article VIII. This will be the new Article VI:

1. On at least sixty days' notice to the village, and on giving the village a reasonable opportunity to observe and otherwise confirm compliance by the city, the city may disconnect from village water when the city has constructed infrastructure sufficient to supply water of its own under sufficient pressure to provide fire suppression to its customers and the hydrants existing along the main.
2. All expenses related to the disconnection will be borne exclusively by the city.
3. On the day before the disconnection date, the village will read the meters of all city customers and thereafter promptly deliver final invoices, which the city will immediately pay.
4. The city will thereafter supply its own water for all purposes, including hydrants and other fire suppression, and, except as provided in Article V and Article VII, the obligations of the parties to one another under this agreement, as amended, will terminate.

9. This will be the new Article VII:

1. The village may continue to maintain and modify existing connections of its town customers to the main, below the master meter vault, but only for those existing town parcels presently abutting East Main Street below the vault. The village may not add to or modify connections to the main to serve other parcels or to serve any abutting parcel to the extent such parcel is enlarged to include land not presently within the aggregate abutting

parcels. Any service of such other parcels, or of any such enlarged parcels, will have to be supplied by the village, at the village's sole cost, from the village's main on Shattuck Hill Road, or through its main to Walmart.

2. Upon any disconnection under Article VI:
 - a. The city will immediately pay \$30,000.00 to the village. The \$30,000.00 payment is intended to compensate the village for lost revenues for the connections the city will assume under section 2(b), and the parties irrevocably agree the amount is a reasonable and conclusively binding estimate of those lost revenues, for all purposes.
 - b. The city will thereafter provide city water to and assume, as city customers, the town connections identified in section 1, exchanging city meters for the village meters (and returning the village meters to the village), provided, the city may not, without the village's prior, informed, written consent, ever modify those connections to serve town parcels other than those directly abutting East Main Street below the vault, or to provide service to any such abutting parcel if such abutting parcel is enlarged to include land that is not presently within the aggregate abutting parcels, it being understood that any service of other parcels, or enlarged parcels, will be supplied by the village.
 - c. From completion of the infrastructure identified in Article VI, section 1, and until the city assumes the town connections below the vault under section 2(b) of this Article VII, the city will continuously supply city water to those connections, but only as those connections are defined and limited by section 1 of this article, and, during such time that city water is supplied, the village may bill and collect for such water used at those connections *as if* the water supplied were village water, it being understood by the village that the city will *not* be required to supply city water to connections *other than* those the village may maintain and modify under section 1.
3. Except as provided in section 2: the town customers of the village identified in this Article VII are and will continue to be exclusively village customers, the village will not compete for water customers in the city, absent the city's consent, and the city will not compete for water customers in the village or the town, absent the village's consent, this non-competition clause being a vital part of the overall consideration for this agreement and which will survive, perpetually, any disconnection by the city under Article VI.

10. The city will pay the village \$50,000.00 by August 28, 2017, time being of the essence, and that payment, together with the other terms of this amendment, will settle the existing litigation between the parties, which the parties will confirm to the Superior Court, it being understood that this \$50,000.00 payment and the \$30,000.00 payment identified in section 9 are distinct.
11. The existing town parcels identified in section 9 are depicted in Exhibit A. Nothing herein is deemed to be a "future phase" of the industrial park under the original agreement.

Executed and effective as of August 21, 2017:

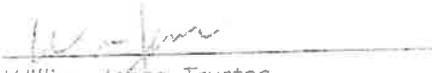
Village of Derby Center



Rosaire Fortin, Trustee



Stephen Mengel Trustee

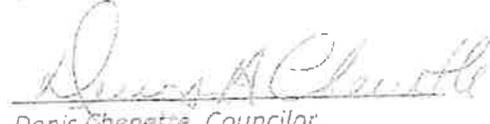


William Jenne, Trustee

City of Newport



Paul L. Monette, Mayor



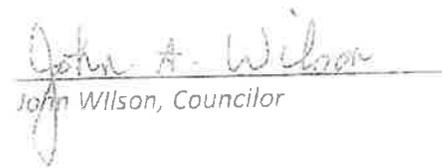
Denis Chenette, Councilor



James Merriman, Councilor



Julie Roboin, Councilor



John Wilson, Councilor

Attest



Elizabeth Bumps, Clerk

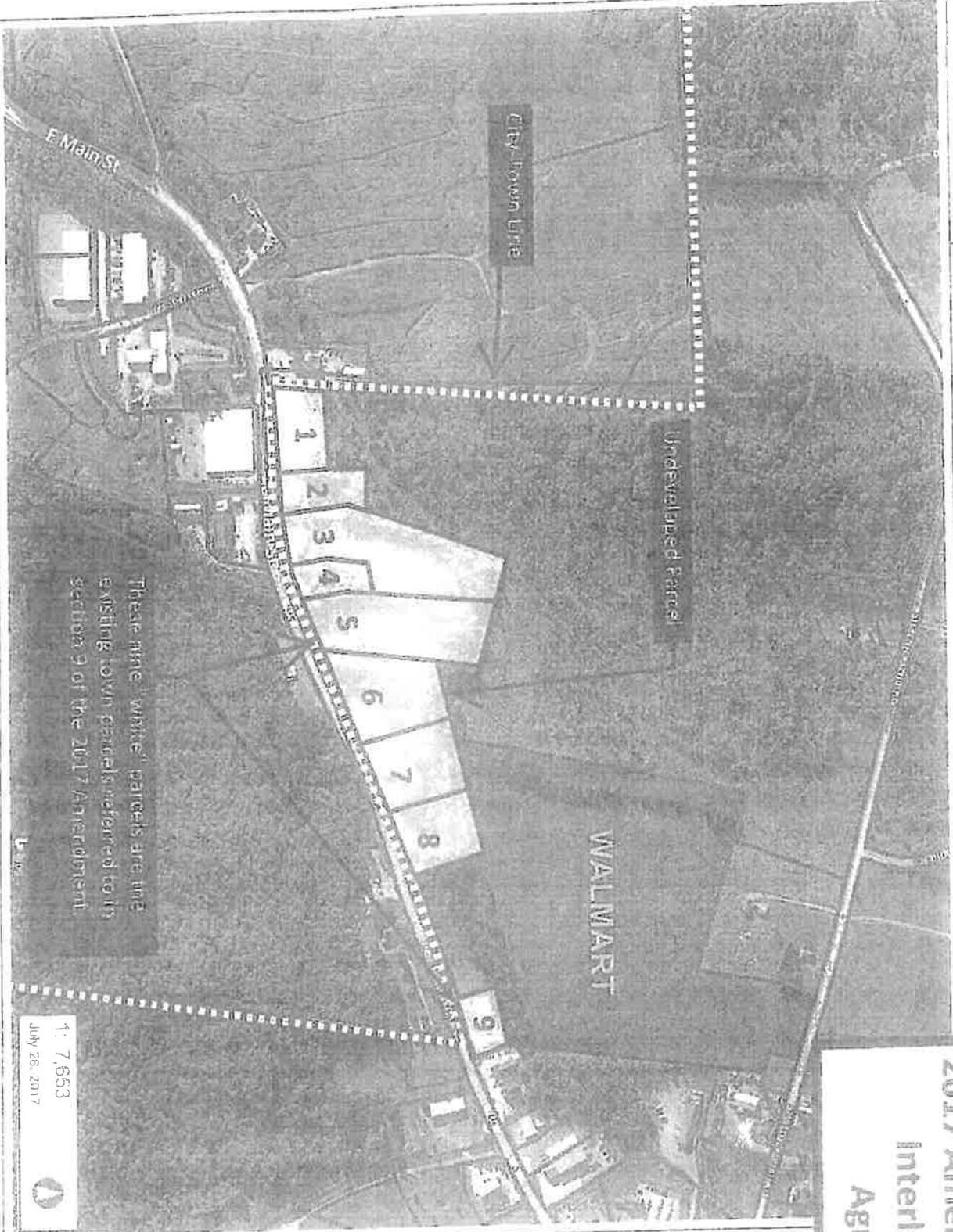
Attest



James D. Johnson, Clerk



EXHIBIT A
2017 Amendment to 1997
Interlocal Water
Agreement



These nine "white" parcels are the existing town parcels referred to in section 9 of the 2017 Amendment.

1: 7,653
July 26, 2017

LEGEND

- Parcels (where available)
- Town Boundary

NOTES

Map created using AMap's Natural Resources Atlas

389.0 194.00 389.0 Meters

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. AVER and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.