



Regular City Council Meeting
Monday, August 18 · 6:00 – 8:00pm
Video call link: <https://meet.google.com/eue-myeh-gim>
Or dial: (US) +1 929-282-0936 PIN: 352 236 715#

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

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
 - a. Approval of Minutes:
 - i. 8/11/25 - Special Council Meeting
 - ii. Announcement of Results from Special Town Meeting Ballot Initiatives - 8/12/25 (Clerk Jim Johnson)
 - b. AP Warrants: none
 - c. PR Warrants: none
 - d. Liquor Licenses, Vendor Permits, Special Events
 - i. Memphremagog Community Maritime (First Class Restaurant/Bar License)
4. Executive Session with Attorney Beriah Smith as per 1 V.S.A. § 313(F) to consider matters related to Jennifer Bjurling Lawsuit and related confidential attorney-client communications
5. Report from NCUHS on initial plans for new High School (in person presentation Board Member Dwight Brunnette and Principal Chris Young)

6. NDD Report with request for Council Approval to circulate RFP for Real Estate Attorney with TIF Experience (Dave Laforce, Chair of Economic Development, NDD - see attached RFP)
7. Possible Review of Financial Reports - no report available in advance (Chip Stearns may be available to make a verbal report)
8. Task Force Reports:
 - a. Financial Reporting and Fiscal Practices (Carter Finegan)
 - b. Water and Sewer Task Force (John Monette)
 - c. Housing Insecurity, Public Encampments, Community Safety (Kevin Charboneau)
 - d. Fire Department Strategic Planning (Andrew Touchette)
1. Executive Session with DPW Tom Bernier to review Personnel File (at the Staff Person's request) as per 1 V.S.A. § 313(a)(3)
9. Public Comment
10. New Business
11. Old Business
12. Action to set the next regular meeting of Council on September 8, 2025 at 6 pm (Note that there is no meeting on September 1st due to the Labor Day Holiday)
13. Adjournment

Special Meeting/Public Info in Preparation

For City Vote August 12, 2025

A duly warned Special Meeting was held on Monday, August 11, 2025 in the council room in the Newport City Municipal Building. Present were Mayor Rick Ufford-chase, Council President Kevin Charboneau, council members Carter Finegan, John Monette, Andrew Touchette, City Clerk/treasurer James Johnson, Fire Chief Kevin LaCoss, NEKTV, members of the Press and Public

Mayor Ufford-Chase called the meeting to order at 6:02pm.

Additions/Deletions

None

Consent Agenda

Approval of August 4, 2025 minutes, August 8, 205 AP Warrants, August 7, 25 PR Warrants, Permits.

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

Open Q & A Regarding the five Ballot Initiatives Warned for the Vote on Tuesday, August 12, 2025.

Mayor Ufford-Chase read each ballot. Comments were made, Questions were asked and answers given. This meeting is on tape and stored in the City clerk's office.

Notice by the Mayor

Mayor ufford-Chase noted the he would be out of the City from August 13th to August 24th. Council President Charboneau will be available for any official actions necessary, including approving invoices for the AP Warrant.

Next Meeting Dates

Special city vote, August 12, 2025.

Next regular council meeting August 18, 2025.

Mr. Monette moved to set the next two meeting as stated. Seconded by Mr. Charboneau, motion carried.

Adjournment

Ms. Finegan moved to adjourn at 7:25pm. Seconded by Mr. Charboneau, motion carried.

Attested _____ This _____ Day of August, 2025

_____ Mayor



Home (/DLLLicenseManagment/s/)

Application
DLL - Application - 63736

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id
DLL - Application - 63736

Business Entity Name
Memphremagog Community Maritime, Inc.

Applicant Email
cruises@mcmvt.org (mailto:cruises@mcmvt.org)

Business Entity Phone
8024870502

Renewal Application

Foundational License

Town Fee
115

Application Fee
115.00

License/Permit Location Description

Expected start date of Half Year License

Designated Caterers Details

Days Since Last Modified
-1

Estimated time period for alcohol

Name and address from whom you purchase

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ⓘ

URL for Duties ⓘ

Send Approval Email

External Status
Application sent to municipality

Town Clerk/ Municipal Jurisdiction
Newport City

Application Type ⓘ
License

Application Category
First Class

Application For
First Class Restaurant/Bar License

Historical Id
1RST

Holding Tobacco License

Not Holding Tobacco License

Applicant Action Comments

Town User Approval/Rejection Comments

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

Location Details

Physical Location Name ⓘ
Port Side Snack Bar

Physical Location Street 1
84 Fyfe Drive

Physical Location Street 2/Unit/Suite

Location
[LN-027187 \(/DLLLicenseManagment/s/detail/a0A8z000003Vg4HEAS\)](#)

Address of warehouse located in Vermont:

Name Address of Vermont Wholesale Dealer

Request for Proposal (RFP)

Legal Services for Real Estate Transactions and Tax Increment Financing (TIF) District Development City of Newport, Vermont

Introduction

The City of Newport, Vermont, is seeking proposals from qualified legal firms to provide professional legal services related to real estate transactions and negotiations of development agreements within a Tax Increment Financing (TIF) district. The selected firm will assist city officials and staff in navigating complex legal frameworks, ensuring compliance with state and federal laws, and representing the city's interests throughout the process.

Scope of Services

The selected legal firm will be expected to provide the following services:

- **Real Estate Legal Services**
 - Drafting, reviewing, and negotiating purchase and sale agreements, leases, easements, and other real estate documents
 - Conducting title reviews and resolving title issues
 - Advising on zoning, land use, and permitting matters
 - Representing the city in real estate closings and related proceedings
- **Public-Private Partnership Development Agreements (within TIF District)**
 - Drafting reviewing, and negotiating development agreements and addenda with complex public and private financing and funding sources (including, but perhaps not limited to Tax Increment Financing)
 - Any other legal services as required by the City

Timeline

- **RFP Release Date:** August 19, 2025
- **Proposal Submission Deadline:** September 3, 2025
- **Selection and Notification:** September 8, 2025
- **Anticipated Start Date:** September 9, 2025

Proposal Requirements

Interested firms must submit a proposal that includes:

- A cover letter expressing interest and summarizing qualifications
- A detailed description of the firm's experience with municipal real estate and TIF matters
- Identification of key personnel and their relevant experience
- A proposed fee structure (hourly rates, retainer, or other billing arrangements)
- At least three references from municipal clients with similar engagements
- Disclosure of any potential conflicts of interest

Submission Instructions

Proposals must be submitted electronically in PDF format via email to:

Newport Downtown Development
P.O. Box 741
Newport, VT 05855
Brian Gray: briangrayncdd@gmail.com

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of municipal and TIF-related legal issues
- Proposed approach and responsiveness to the scope of services
- Cost-effectiveness and clarity of fee structure
- References and past performance

Additional Information

The City of Newport reserves the right to reject any or all proposals, waive informalities, and negotiate terms with the selected firm. All submitted materials become the property of the city.