

Council Minutes

August 18, 2025

A duly warned meeting of the Newport city Council was held on Monday, August 18, 2025 in the council room in the Newport municipal building. Present were Mayor Rick Ufford-Chase (remotely), Council President Kevin Charboneau, council members John Monette, Andrew Touchette, Carter Finegan, City Clerk/Treasurer James Johnson, Pw Director Tom Bernier, Dave LaForce, Beriah Smith, Chris young, Dwight Brunnette, members of the Press and Public. Council President Charboneau presiding.

Council President Charboneau called the meeting to order at 6:02pm.

Additions/Deletions

Two DLC permits from Eden Ice Cider Company

Consent Agenda

Minutes of 8/11/2025

Three

DLC permits, Eden Ice Cider (2) and Memphremagog Maritime

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

Executive Session to Consider Matters Related to Jennifer Bjurling Lawsuit per 1 V.S.A. 313 (A)(1) (F)

Mr. Monette moved to find that premature public knowledge of confidential attorney – client communications made for providing legal services to the city council would place the city at a substantial disadvantage and would waive the city’s attorney-client privilege and prematurely disclose the city’s legal strategies. Seconded by Ms. Finegan, motion carried.

Mr. Monette moved to enter executive session as per 1 V.S.A. 313(A)(1)(F) to consider matters related to Jennifer Bjurling lawsuit and related confidential attorney-client communications and invite attorney Beriah Smith into executive session. Seconded by Ms. Finegan, motion carried.

Mr. Monette moved to come out of executive session. Seconded by Mr. Touchette, motion carried.

No action.

Report from NCUHS on Initial Plans for New High School

NCUHS Principle Chris young and board member Dwight Brunnette gave a presentation on a proposed new high school due to PCB contamination. Sketch of possible plan attached.

NDD Request for Council Approval to Circulate RFP for Real Estate attorney with TIF Experience (proposal attached)

Dave LaForce gave a report on NDD progress regarding the TIF and a request to circulate RFP for a Real Estate Attorney with TIF experience to represent the City in legal issues.

Mr. Touchette move to approve the request and move forward with RFP. Seconded by Ms. Finegan, motion carried.

Possible Review of Financial Reports with Chip Stearns

No report.

Task Force Reports

Carter Finegan reported on the Financial Reporting and Fiscal Practice. John Monette reported on the Water/ Sewer Task force. Kevin reported on the housing Insecurity, Public encampments, and community Safety Task force. Andrew Touchette reported on the Fire department Strategic Planning.

Executive Session with DPW Tom Bernier to Review Personnel file, 1 V.S.A. 313(a)(3)

Mr. Monette moved to enter executive session to review personnel file and invite Mr. Bernier into executive session. Seconded by Mr. Touchette, motion carried.

No action

Public Comment

Anne Chiarello commented on the Charter

Karen Geraghty commented on the charter and transparency.

Carol Darling commented on the smell from the Sewer plant.

New Business

Three members of the Fire department are in South Dakota inspecting the new fire truck.

A letter of intent has been received from Kari Schulze, She will begin work on August 25, 2025.

Old Business

None

Next Meeting Date

Mr. Touchette moved to set the next meeting date for September 8, 2025. Seconded by Mr. Monette, motion carried.

Adjourn

Mt. Touchette moved to adjourn at 8:57 PM. Seconded by Mr. Monette, motion carried.

Attested, James J. Johnson This 8th day of September 2025

[Signature] Council President Mayor

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

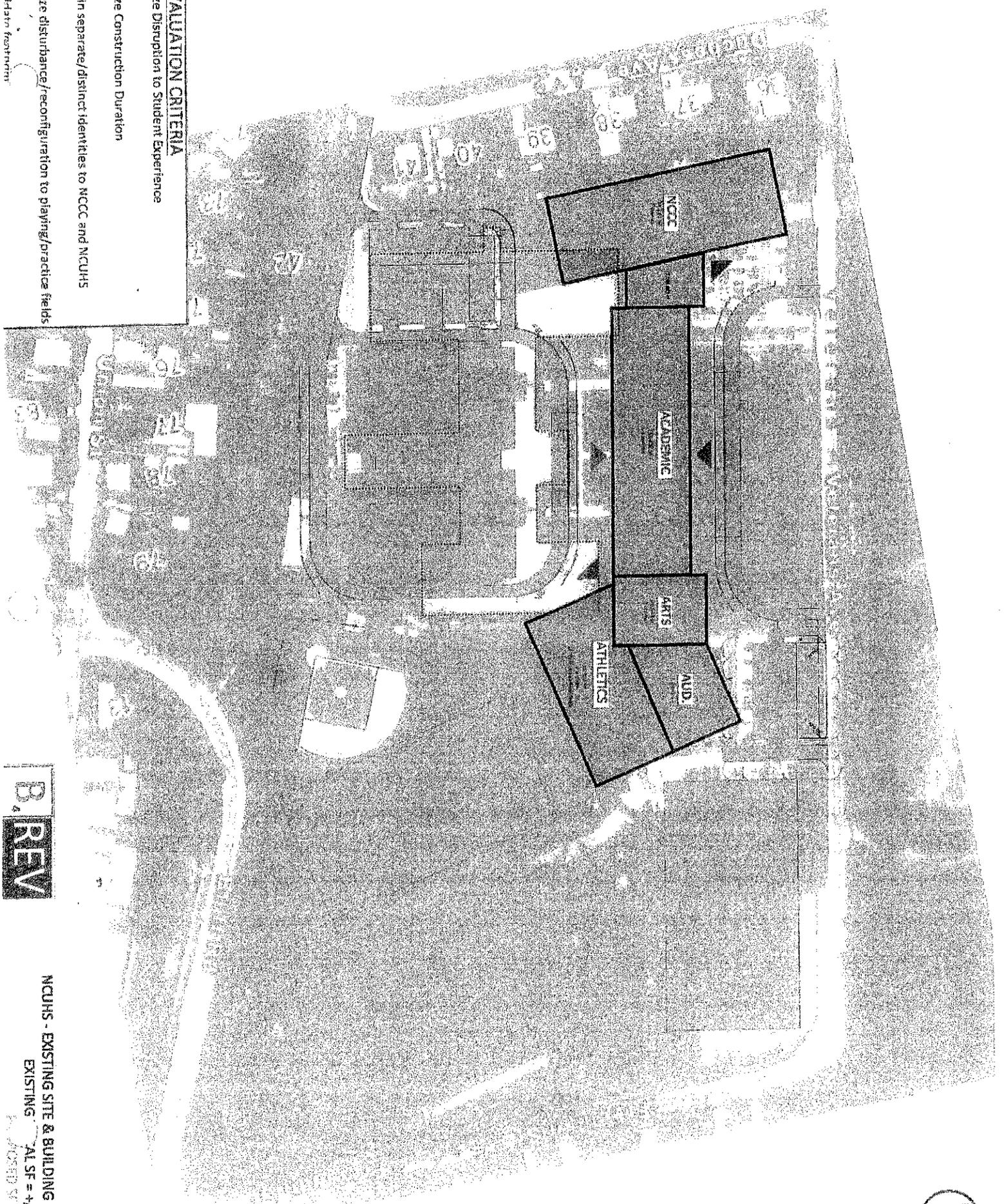
Evaluation Criteria

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.



ITE EVALUATION CRITERIA

Minimize Disruption to Student Experience

Minimize Construction Duration

Maintain separate/distinct identities to MCCC and NCUHS

Minimize disturbance/reconfiguration to playing/practice fields

Preserve/Highlight Features

B. REV

NCUHS - EXISTING SITE & BUILDING CONDITION
EXISTING TOTAL SF = +/- 180,584
PROPOSED SF = 287,725