

Council Minutes

October 20, 2025

A duly warned meeting of the Newport City Council was held on Monday, October 20, 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, Office Administrator Kari Schulze, Tom Bernier, Frank Cheney, members of the Press and Public.

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

Additions/Deletions

None

Consent Agenda

Approval of Minutes: 10/6/25, 10/8/25

AP Warrants: 10/08/25, 10/09/25, 10/17/25, 10/17/25

PR Warrants: 10/14/25

Liquor Licenses, Vendor Permits, Special Events

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

Update on Joshua House Warming Shelter

Brenda Lowther and Tim Daley gave an update on the warming shelter being planned by Joshua House.

Review of Finances: Balance Sheet, Budget to Actuals, Recommendations from Financial Consultant Chip Stearns

Chip Stearns from NEMRC review the Balance Sheets and Budget to Actual reports with the council.

Mayor update on FY27 budget Process (attached)

Mayor Ufford-Chase reviewed the proposed budget process.

Resolution and Match Commitment: Municipal planning Grant (attached)

Mr. Cheney presented a resolution for FY26 Municipal planning Grant.

Mr. Touchette moved to approve and sign the resolution as presented. Seconded by Mr. Charboneau, motion carried.

Review Progress and Decisions that need to be Made Regarding the Personnel Policy

Mayor Ufford-Chase and Councilman Charboneau will work on the policy this week and bring it back to the council on the 10/27/25.

Task Force Reports:

Water and Sewer: Mr. Monette reported on the water/sewer task force. (rate adjustment, Transfer from non- metered to metered, leak detection study)

Financial Reporting and Fiscal Practices: Ms. Finegan reported on the financial reporting and fiscal Practices task force. (Credit Card policy, appropriation policy)

Housing Insecurity Mr. Charboneau reported on the housing insecurity, public encampments, community safety task force. (Ordinance)

Fire Department Strategic Planning. (Justin Laforce working on reporting, open house)

Public Comment

Ms. Ladds spoke on boil water notices.

New Business

Mayor Ufford-Chase spoke on the Act 181 outreach, mapping.(attached)

Old Business

None

Next Meeting Date

Mr. Charboneau moved to set the next meeting for October 27, 2025 at 6:00 pm. Seconded by Mr. Touchette, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 7:45 pm. Seconded by Mr. Touchette, motion carried.

Attested James Johnson This 27th Day of October 2025

Robert White Mayor

FY26 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of the City of Newport is applying for funding as provided for in the FY26 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant.

Gina Cirelli

(Name of Planning Commission Chair)

(Signature)

- 3a. That Rick Ufford-Chase Title: Mayor

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That Kevin Charboneau Title: Council President

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That Frank Cheney Title: Grant Administrator

Is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 20th day of October 2025

(For rural towns or consortia only) The regional planning commission will serve as agent for the municipality or consortium. (Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)

LEGISLATIVE BODY

(name)

(signature)

Rick Ufford-Chase, Mayor

Kevin Charboneau, Council President

Carter Finegan, Member

John Monette, Member

Andrew Touchette, Member

Memo: Proposal for Budgeting Process

From: Mayor Rick Ufford-Chase and Council Member Carter Finegan

To: City Council

Date: 10/03/25

Proposed Timeline:

1. Oct 6th - Review proposed Budget process with Council
2. Week of October 6th - Final Audit delivered - To be reviewed by Finance Task Force
3. By October 15th - Chip/Carter/Kari provide recommendations to the Task Force regarding new Chart of Accounts
4. October 15th - Task Force reviews and adjusts Chart of Accounts/General Ledger recommendations and submits them to Council for approval on Monday, October 20.
5. Oct 20 - Council takes action on new Chart of Accounts
6. Following three weeks - Staff goes to work on their budgets for 26/27 - Rick and/or Carter to meet with each Staff person to discuss, review and synthesize their budget recommendations. Each Department Head will be asked to provide short rationales for choices they are making to help the Council and community residents understand their recommendations.
7. Nov 17th - Council discusses draft of budget in open meeting with presentations from Department Heads - no community comment at this meeting - just council and staff. Department Heads should plan to attend this Council Meeting.
8. December 1 - first opportunity for Community Residents to ask questions and share thoughts - Department Heads in attendance.
9. December 15th - Council consideration of second budget draft
10. January 10th - "Newport New Year" - a full-day, informational Town Meeting during which this will be one of three primary topics on the agenda - an opportunity to present to the community and hear questions and concerns. No action to be taken
11. Week of January 12th - Final review by Staff before presenting final draft of budget to Council.
12. January 26th - Council to take action to approve for submission to Voters on March 3.



Kari Schulze <kari.schulze@newportvermont.org>

Fwd: Act 250 Tier 3 Rulemaking Public Engagement Sessions

rick uffordchase <rick.uffordchase@newportvermont.org>

Tue, Oct 14, 2025 at 3:59 PM

To: Kari Schulze <kari.schulze@newportvermont.org>, Zoning Administrator <zoning.administrator@newportvermont.org>

Frank and Kari,

Can we talk about this when I get back and make sure that we help get the word out about the Newport meeting on October 28th.

Rick

----- Forwarded message -----

From: **Liam Abbate** <labbate@nvda.net>

Date: Tue, Oct 14, 2025 at 9:52 AM

Subject: Act 250 Tier 3 Rulemaking Public Engagement Sessions

To: Cathlin Lord <clord@nvda.net>, Alison Low <alow@nvda.net>

Hi there people of the NEK towns,

You are receiving this email because you have been involved in NVDA's Act 181 outreach. In our outreach, we have received hundreds of questions about Tier 3 lands. In part due to feedback from RPCs (such as NVDA), the **Land Use Review board will be having 4 public engagement sessions, including one on 10/28 in Newport** which I will be attending.

More specifics below, as sent by LURB member Alex Weinhagen, who is leading the Tier 3 working group. Let me know if you have any questions.

Best,

Liam

Act 250 Tier 3 Rulemaking Public Engagement Sessions

providing information and getting input on Draft 2 of the rules and mapping

All four meetings run from 6pm-8pm. All are hybrid with in-person and remote participation available.

each session will cover the same content – pick the one that works best for you

- **October 21 – Morrisville** – Morrystown Tegu Building Meeting Room, 43 Portland Street, Morrisville