

Council Minutes

November 3, 2025

A duly warned meeting of the Newport City Council was held on Monday, November 3, 2025 on the Second floor of the Gateway Center. Present were Mayor Rick Ufford-Chase, council members Kevin Charboneau, John Monette, Andrew Touchette, Carter Finegan, City Clerk/Treasurer James Johnson, Office and Financial Administrator Kari Schulze, Doug Coutts and John Aldridge from MemSEC and Chip Stearns from NEMRC.

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

Addition/Deletions

None

Consent Agenda, AP Warrants of 10/27, 10/29, PR Warrant 10/28 and permit from Eden Ice.

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

MemSEC Presentation by Doug Coutts and John Aldridge

Mr. Coutts introduced the MemSec staff and gave an update on the MemSec Program. Mr. Aldridge gave a presentation on the four education programs, school, Gateway, Floating and Field Based.

Jacques Roberge Presentation (attached)

Mr. Roberge gave a presentation on Healthcare Plans. Mr. Roberge recommend staying with the MVP Plan. Mr. Monette moved to authorize the Mayor to sign the MVP certification as presented. Seconded by Mr. Touchette, motion carried.

Review of Audit from KBS

Andy Bachand and bill Keyser from Kittell, Branagan and Sargent reviewed the June 30, 2025 audit with the council and public.

Review Proposed Chart of Accounts for the General Fund with Chip Stearns

Chip Stearns from NEMRC reviewed the proposed Chart of Accounts with the Council and Public.

Consideration of Approval of General Fund refunding Loan and Related Documents

Mr. Touchette moved to adopt the Refunding Note Borrowing Resolution and to approve the loan Commitment, Municipal Refunding Note, Tax Certificate, and other related loan documents associated with the City's borrowing of \$1.3 million from Passumpsic Savings Bank to refund the City's tax anticipation, or current expense note and to authorize the Mayor and Treasurer to sign any documents needed or advisable to issue the Municipal Refunding Note. Seconded by Ms. Finegan, motion carried unanimously.

Consideration of Approval of Sewer Fund Deficit Refunding Loan and Related Loan Documents

Mr. Monette moved to adopt the Deficit Refunding Note Borrowing Resolution and to approve the Loan Commitment, Municipal Deficit Refunding Note, Tax Certificate, and other related loan documents associated with the City's borrowing of \$874,000 from Passumpsic Savings Bank to refund the sewer fund deficit and to authorize the Mayor and Treasurer to sign any documents needed or advisable to issue the Municipal Deficit refunding Note. Seconded by Ms. Finegan, motion carried unanimously.

Sign Documents: New Water and Sewer Rates

The council signed the new Water and Sewer Rates approved at the October 27, 2025 meeting. The council signed the updated labor and equipment rates.

Honoring Stacey for Twenty Year Anniversary

The council recognized Stacey Therrien on her Twenty years of service to the City of Newport.

Task Force Reports

Water and Sewer, Mr. Monette had nothing to report.

Financial Reporting and Fiscal Practices, Ms. Finegan reported on the Credit Card Policy and Appropriations. Mr. Monette moved to approve the Credit Card Policy with corrections. Seconded by Mr. Touchette, motion carried.

Housing Insecurity, Public Encampments, Community Safety, Mr. Charboneau had nothing to report.

Fire department Strategic Planning, Mr. Touchette noted they will be meeting on November 13th to review data from the last five years.

Public Comment

None

New Business

Ms. Finegan noted she is working on ton the MERP Grant, i.e.: the Municipal building, Fire Station, PW Garage and other facilities.

Old Business

Mayor Ufford-Chase thanked Frank and Kari for their work on the Municipal Planning Grant. He will be meeting with John Klesch on the Personnel Policy next week.

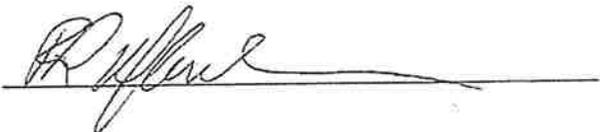
Next Meeting Date

Mr. Touchette moved to set the next meeting for November 17, 2025. Seconded by Mr. Monette, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 8:47 pm. Seconded by Ms. Finegan motion carried.

Attested  This 15th Day of December 2025

 Mayor