



**Regular Council Meeting**  
**Special Council Meeting**  
**Monday, December 22 · 6:00 – 8:00pm**  
**Video call link: <https://meet.google.com/hhd-nsqp-jwo>**  
**Or dial: (US) +1 505-738-1169 PIN: 990 321 816#**

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: 12/15/2025
  - b. AP Warrants: 12/19/2025
  - c. PR Warrants:
  - d. Liquor Licenses, Vendor Permits, Special Events
    - i. Eden Ice Cider Co.
4. Review of Finances
5. Resolution re: Invitation from Town of Stanstead, QC regarding action to Protect Lac Memphremagog
6. Executive session under 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications for the purposes of rendering legal services to the City regarding recommendations on Charter revisions.
7. Charter revisions and a decision on whether to move forward with a public hearing on January 5th, 2026.
8. Public Comment
9. New Business
10. Old Business
11. Set the Next meeting of the Council - Regular Meeting January 5, 2026 at 6 pm
12. Adjournment

## **Council Minutes**

**December 15, 2025**

A duly warned meeting of the Newport city council was held on Monday, December 15, 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, Financial and Office Administrator Kari Schulze, Police Chief Travis Bingham, Rec. Director Mike Brown, Public Works Director Tom Bernier, Chip Stearns, Dominic Cloud, John Klesch, Chet Greenwood, Frank Cheney

Mayor Ufford-Chase opened the meeting at 6:00 pm.

### **Additions/Deletions**

None

### **Consent Agenda, Minutes of 12/1/25, AP Warrants 12/4/25 & 12/12/25, Liquor Licenses**

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

### **Consideration of Approval of City Manager Search Contract with VLCT**

Dominic Cloud gave a presentation on how a search a city manager would be conducted. Ms. Carter moved to approve the contract with VLCT, authorize the mayor to sign the contract and change the title to Vermont League of Cities and towns. Seconded by Mr. Touchette, motion carried.

### **Personnel policy – Executive Session per 1 V.S.A. 313(a) (1) (F)**

Mr. Charboneau moved that premature public knowledge of the City's attorney client communications would place the City at a disadvantage. Seconded by Mr. Monette, motion carried.

Mr. Charboneau moved to enter executive session to discuss confidential attorney-client communications for the purpose of rendering legal services to the City regarding final recommendations on the personnel policy and invite attorney John Klesch into executive session. Seconded by Mr. Monette, motion carried.

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

No action.

Mr. Charboneau moved to approve the revised Personnel Policy as presented. Seconded by Ms. Finegan, motion carried.

#### **Resolution Regarding Snowmobile use of Beebe Spur Trail**

Ms. Finegan moved to approve the resolution declaring the Newport City's opposition to allowing snowmobiles on the Beebe Spur Rail Trail during the winter. Seconded by Mr. Touchette, motion carried.

#### **Review Balance Sheets and Budget to Actuals YTD**

Chip Stearns reviewed the Balance Sheets, Due /To Due/From Summary Report and Budget Status Report with the council.

#### **Budget Presentation**

Mayor Ufford-chase gave an update on the Vermont Bond Bank application.

Ms. Schulze and Mr. Bernier reviewed the draft 2026-27 Water/Sewer budgets with the council.

Chip Stearns, Ms. Schulze and Department heads reviewed debt service and proposed capital Expense with the council.

#### **Financial Reporting and Fiscal Practices**

Ms. Finegan presented a Credit Card Policy to the city council. Ms. Finegan moved to approve the Credit Card Policy. Seconded by Mr. Monette, motion carried.

Ms. Finegan updated the council on the Bank of America Agreement. Ms. Finegan moved to approve Credit Card Policy acknowledgement. Seconded by Mr. Monette, motion carried.

#### **City Charter, Consideration by Council to Warn a Second Public Hearing Thirty Days in Advance**

Ms. Finegan moved to warn a Special Meeting for a second public hearing on proposed charter revisions to be held on January 21, 2026. Seconded by Mr. Monette, motion carried.

#### **Municipal Planning Grant**

Ms. Finegan stated that the City has been awarded a grant to investigate Thermal Networking Opportunities.

### **Review of Current Grants**

Mr. Cheney reviewed all current grants with the council.

### **Executive Session Regarding Pay Increases for Specific Employees 1 V.S.A. 313(a) (3)**

Ms. Finegan moved to enter into executive session per 1 V.S.A. 313(a) (3) and invite Mr. Bernier into the session. Seconded by Mr. Charboneau, motion carried.

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

No action.

### **Task Force Reports**

Water/ Sewer, Mr. Monette noted working on water/sewer budget and policy questions. Next meeting January 8<sup>th</sup>.

Housing Insecurity, Public Encampments, Community Safety, Mr. Charboneau no report. Mayor Ufford-Chase reported the warming shelter may be open by Christmas.

Fire department Strategic Planning, Mr. Touchette had no report.

### **Public Comment**

Ms. Chiarello commented on the charter regarding loans

Ms. Bjurling commented on the charter and personnel policy regarding at will employees.

### **New Business**

None

### **Old Business**

None

### **Next Meeting Date**

Mr. Monette moved to set the next meeting for December 22, 2025. Seconded by Ms. Finegan, motion carried.

**Adjournment**

Mr. Charboneau moved to adjourn at 10:00 PM. Seconded by Mr. Touchette, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_\_ Day of December 2025

\_\_\_\_\_  
Mayor

## **CREDIT CARD POLICY**

*Newport City*

**December 15, 2025**

**PURPOSE.** Credit cards provide a convenient method of obtaining goods and services for the City. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting City business.

**CARD HOLDERS AND LIMITS.** The City Council will determine which positions and employees of the City will be authorized to use a City credit card. Current policy designates the following as purchasing agents: City Manager, City Treasurer, Department Heads, and designees. Prior to credit card use, authorized purchasing agents must have a completed Credit Card Policy Acknowledgement Form. Cards will be issued to positions, not personal names, of authorized purchasing agents. Newport City will have a limit of \$50,000.00 in credit line on the card, with purchase exceeding \$5,000.01 triggering review by City Manager and/or council.

**CREDIT CARD USE.** Credit cards issued under this policy may only be for purchasing agents to conduct City business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a City credit card, up to and including termination.

**SECURITY.** Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the City Manager and the credit card company or bank if the credit card is lost or stolen.

**DOCUMENTATION AND PAYMENT.** Each month, with submission of the credit card bill to the treasurer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which it was purchased and the reference account for the expense to be used. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a faxed copy of the receipt from the vendor. City and staff will make timely payments toward the line of credit to avoid interest payments and impacts on credit. The Financial and Office Administrator will administer cards and has the authority to submit payments on card balance. If credit payments are due prior to council convening, the card administrator will coordinate with the City Treasurer's office to submit timely payment and prepare a warrant for the same to present at the next available City Council meeting after approval by the City Manager or Mayor.

**SEPARATION.** Prior to separation from the City, cardholders will surrender the credit card to the City Manager or Mayor.

The foregoing Policy is hereby adopted by the City Council of the City of Newport, Vermont, this 15th day of December and is effective as of this date until amended or repealed.

(Continued on next page)

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Treasurer

City Council members

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# Credit Card Policy Acknowledgement Form for Authorized Purchasing Agents

## Employee Information

Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

## Policy Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received, read, and understood the City's policies outlined in the Credit Card Policy. I agree to comply with these policies and understand that failure to adhere may lead to disciplinary action, up to and including termination of employment or contract. I understand that these policies may be updated as required, and I will be informed of any changes. By signing below, I confirm my acceptance of these policies and agree to abide by the standards set forth.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager or Mayor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF NEWPORT  
SERVICE AGREEMENT  
WITH  
VERMONT LEAGUE OF CITIES AND ~~CITIES~~ TOWNS**

**THIS AGREEMENT**, made and entered into as of \_\_\_\_\_, 20\_\_ by and between the Vermont League of Cities and Towns, hereinafter referred to as the "**LEAGUE**," and the City of Newport, Vermont, hereinafter referred to as the "**CITY**".

**WHEREAS**, the **CITY** has determined that there is a need for assistance in the recruitment for the position of City Manager.

**WHEREAS**, the **LEAGUE** will provide recruitment consulting assistance upon the terms and conditions of the mutual covenants, promises and agreements contained herein, the parties agree to the following:

**A. IT IS MUTUALLY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. That this agreement shall become effective upon legislative action during a duly warned meeting by the **CITY** and the **LEAGUE**.
2. That the **LEAGUE** and **CITY** agree that the recruitment process for a City Manager will take between three (3) and six (6) months, though some processes may take longer.
3. That this agreement may be amended, in writing, by mutual consent of the **CITY** and the **LEAGUE**.
4. That the **LEAGUE** is an independent contractor and is not to be considered an employee of the **CITY** for any purpose.

**B. THE LEAGUE AGREES TO PROVIDE THE FOLLOWING SERVICES AS NEEDED:**

The **LEAGUE** will work with the **CITY** to provide the following services as needed:

1. Provide a consultant to manage, facilitate, and advise on the process and serve as principal administrative lead for the search committee and/or Selectboard.
2. Work with search committee and/or Selectboard to identify desired characteristics, attributes and qualifications to create a Position Profile.
3. Prepare a recruitment brochure that reflects the Position Profile and character of the community.
4. Review, revise or draft job description that aligns with recruitment brochure.
5. Recommend salary range based on recent experience, marketplace, and Position Profile.
6. Set a mutually agreeable recruitment timeline including deadlines for applications, interviews, second interviews and other associated critical milestones.
7. Draft and place advertisements in appropriate publications and on websites.



8. Receive, organize, and sort resumes for consideration by the **CITY**.
9. Draft proposed interview questions.
10. Conduct preliminary review of potential candidates prior to interviews.
11. Conduct reference checks and background investigations (criminal, social media, and credit) of the finalists and provide a written summary of those efforts to the **CITY**.
12. Serve as principal point of contact with applicants throughout the process.
13. Negotiate employment terms between **CITY** and candidate and work with the City Attorney to draft agreement.
14. Provide additional services as requested if intrinsically related to the City Manager selection process.

**C. THE CITY AGREES AS FOLLOWS:**

1. To provide all information necessary to conduct the recruitment process.
2. To, through legislative action (during a duly warned meeting), appoint a primary point of contact.
3. To make a final determination on which candidate to hire.
4. To honor the recruitment timeline.
5. To refrain from negotiating or communicating with candidates without knowledge of the **LEAGUE**.
6. To pay the **LEAGUE** for professional and administrative services:
  - a. A flat fee of \$12,000.00 for the **LEAGUE** consultant's time to deliver the services listed in item B.
  - b. Reimbursement for the direct costs of advertising, brochure design and expenses incurred during the project. (Estimated direct cost range: \$3,100.00 - \$5,000.00).
  - c. Contract fees and expenses shall be paid upon receipt of invoice from the **LEAGUE**.

**D. INDEMNIFICATION**

The **CITY** agrees to indemnify, defend, and hold harmless the **LEAGUE** and its employees from and against any and all claims, actions, demands and lawsuits (together "claims") and all resulting costs, liabilities, damages and expenses including reasonable attorneys' fees (together "liabilities") allegedly arising in whole or in part from any act or omission by the **LEAGUE** related to the services performed for the **CITY**.

**E. LIMITATION OF LIABILITY AND DAMAGES**

In no event shall the **LEAGUE's** liability and damages to the **CITY** for any claim made against the **LEAGUE** related in any manner to the services performed, or not performed, by the **LEAGUE** for the **CITY** exceed the amount of compensation the **LEAGUE** has received from the **CITY** for work performed under this Agreement. In no event shall the **LEAGUE** be liable to the **CITY** for any indirect, special or consequential damages, nor for any claim against the **LEAGUE** by any



person or entity arising from or in any way related to this Service Agreement.

The provisions hereof are binding on the parties hereto, their successors and assigns.

**VERMONT LEAGUE OF CITIES AND CITIES**

BY: \_\_\_\_\_

Executive Director

DATE: \_\_\_\_\_

**CITY OF NEWPORT**

BY: \_\_\_\_\_

Rick Ufford-Chase, Mayor, City of Newport

DATE: \_\_\_\_\_



Draft Resolution – Newport – 12/8/25 – Draft 5

WHEREAS, Orleans County is blessed with a bounty of outdoor recreation activities such as hunting, fishing, boating, kayaking, running, biking, hiking, walking, snowmobiling, cross country skiing and downhill skiing, along with cherished and well used recreational infrastructure such as the 450 miles of groomed VAST snowmobile trails, The Craftsbury Outdoor Center, The Memphremagog Ski Touring Foundation (now known as Memphremagog Trails), and Jay Peak Resort that are a part of the lifeblood of our community and create a hub of outdoor recreation activity that draws visitors from near and far.

WHEREAS, when the Beebe Spur was first converted to a rail trail, in or around 1998, the Environmental Board ruled that there would be no adverse environmental impact (and no Act 250 jurisdiction to review the project) because no motorized vehicles would be allowed on the four miles of trail. As a result, Memphremagog Trails obtained permission to groom the trail in winter for traditional, two track skiing and for skating. In doing so, the Beebe Spur became linked to the cross-country ski trails in Primeau Woods and elsewhere.

WHEREAS, the Beebe Spur is four miles long, three of them in the Town of Derby and one of them within the City of Newport.

WHEREAS, for almost three decades, Memphremagog Trails, has invested in grooming equipment, its volunteers have regularly groomed the trail throughout the winter, and hundreds, if not thousands, of cross-country skiers and other pedestrians have made regular use of the trail, it being especially well used by young families, seniors, and elite skate skiers. Its gentle grade and extraordinary views make it an ideal and relatively pristine place for non-motorized winter recreation.

WHEREAS, the City of Newport and the Newport Downtown Development Corporation have spent years and significant resources promoting Newport and the surrounding towns of Orleans County as a hub of world-class outdoor recreational activity, including our VAST trail system and the Memphremagog Trail system. This includes a brochure featuring the Waterfront Recreational Path stretching from Newport to Beebe and including Memphremagog Trails.

WHEREAS, the 450 miles of the groomed VAST trail system in Orleans County and the groomed Memphremagog Trail system have co-existed together without adverse impact on either and to the mutual benefit of our entire community.

WHEREAS a handful of landowners abutting the Beebe Spur are intent on using the trail for access to the VAST Trail system and VTrans is intent on allowing such use.

WHEREAS. Pursuant to 23 U.S.C. § 217(h), motorized vehicles are not permitted on nonmotorized trails and pedestrian walkways funded under 23 U.S.C. Exceptions to this general rule exist for maintenance purposes, motorized wheelchairs, snowmobiles (when snow conditions **and State or local regulations permit**), electric bicycles, “and such other circumstances as the Secretary [of the United States Department of Transportation] deems appropriate.”

WHEREAS, 5 V.S.A. § 3408a (b)(11) prohibits the use of all motorized vehicles on the four Vermont Rail Trails, except for:

“(A) maintenance purposes;

“(B) snowmobiles, **subject to applicable State rules**, when the Vermont Association of Snow Travelers, Inc. has declared the Statewide Snowmobile Trail System officially open;”

WHEREAS, the four-mile Beebe Spur Rail Trail is only 7 feet wide in many parts (compared with LVRT and MVRT which are at least 8 and 10 feet wide), with steep embankments in many places, making it impossible for two-way snowmobile traffic and inherently dangerous for shared use with other users.

WHEREAS, any use of the trail by even a few snowmobiles will **ruin** the grooming designed for cross-country skiing, rendering such shared use of this resource incompatible in addition to being inherently dangerous.

WHEREAS, once opened to a handful of snowmobilers, others can't be prevented from using the trail. In fact, VTrans now advertises that the Beebe Spur is open to **all** snowmobilers.

WHEREFORE, by this resolution,

The City of Newport declares its opposition to allowing snowmobiles on the Beebe Spur Rail Trail during the winter

Because it is wholly incompatible with the existing, long standing, and cherished use of this trail as a well-groomed cross-country ski trail and the investment of Memphremagog Trails in this recreational resource which is now used regularly throughout the winter by hundreds from near and far.

Because the trail is only 7 feet wide in most places, with steep embankments on either side in many places, its use by snowmobiles is inherently dangerous to two-way snowmobile traffic as well as cross-country skiing and other pedestrian users.

Because, closing this four-mile stretch of trail to snowmobiles has no adverse impact on the 450 miles of groomed VAST trails in Orleans County

Because it is detrimental to the efforts of Newport and Newport Downtown Development to promote itself as a hub of outstanding outdoor recreational activity.

The City of Newport urges

VTrans to use its regulatory authority under 5 V.S.A. § 3408a (b) to close the Beebe Spur to snowmobiles for all of these reasons and,

in the absence of such action by VTrans

The City of Newport urges

the Vermont legislature to amend 5 V.S.A. § 3408a (b) to prohibit the use of the Beebe Spur Rail Trail by snowmobiles because of the special local conditions that exist on this four-mile stretch of rail trail.

## Newport City Grant Funding/ Active – 12/12/25

Grant Title/ Award date	Awarding Entity	Grant Award \$	Project Cost \$	City Obligations\$	Fund Procurement Method	Exp date
Causeway Signals 07/2019	Northern Borders Regional	250,000.00	N/A	N/A	Invoiced as Expended	9/30/26
Causeway Signals 06/2021	USDA Facility Disaster Grant	119,845.00	N/A	N/A	Invoiced as Expended	9/30/26
<b>Causeway Signals Total \$</b>		<b>369,845.00</b>	<b>1,606,387.00</b>	<b>1,236,542.00</b>		
Gardner Park Playground 06/2019	CBDG	100,000.00	465,922.00	365,922.00	Invoice as Expended	12/31/26
Eastside Water Tower/Reservoir 2022-23	ARPA Revenue Replacement \$	1,272,719.37	N/A	0	Funded Upfront	12/31/24
Eastside Water Tower/Reservoir 03/2021	Community Recovery Program	997,000.00	N/A	80% of total expenditure	Invoiced as Expended	12/31/26
<b>Eastside Water Tower/ Reservoir Total \$</b>		<b>2,269,719.37</b>	<b>4,985,000.00</b>	<b>2,715,280.63</b>		
CSO Separation 01/2024	ARPA CSO	784,000.00	784,000.00	0	Invoiced as Expended	09/30/2026
Grandstand Project 12/2022	HUD/Congressional	500,000.00	N/A	N/A	Invoiced as Expended	08/31/2031
Grand Stand Project	Freeman Foundation	100,000.00	N/A	N/A	Invoiced as Expended	Not specified
<b>Grand Stand Project total \$</b>		<b>600,000.00</b>	<b>630,000.00</b>	<b>30,000.00</b>		
Blgd Energy Resilience Prog(MERP) 12/2024	Buildings & General Services MERP	469,184.42	469,184.42	0	Invoiced as Expended	12/31/2026
Bicycle/Ped Scoping Study 08/2024	VTrans	48,000.00	60,000.00	12,000.00	Invoiced as Expended	TBD
Stormwater permit Gardner Park 06/2024	ARPA- 3 Acre Permit Assistance	49,999.00	49,999.00	0	Invoice on completion	04/2026
Stormwater permit Prouty Beach 06/2024	ARPA- 3 Acre Permit Assistance	49,999.00	49,999.00	0	Invoice on completion	04/2026
Stormwater Permit Recy. Center 06/2024	ARPA- 3 Acre Permit Assistance	49,999.00	49,999.00	0	Invoice on completion	04/2026
Stormwater Permit WWTF 06/2024	ARPA-3 Acre Permit Assistance	49,999.00	49,999.00	0	Invoice on completion	04/2026
Stormwater Mephemagog View 06/2024	ARPA- 3 Acre Permit Assistance	49,999.00	49,999.00	0	Invoice on Completion	04/2026

Prouty Beach Cabin Project	10/2024	Vt. Buildings & General Services	16,000.00	32,000.00	50%- 16,000.00	Invoice on completion	10/31/26
SWIP	Ongoing	Dept of Environmental Cons.	3,447.00	4000.00	533.00	Invoice as expended	3/31/26
Causeway Bridge Proj/ Design	7/2024	AOT	27,000.00	30,000.00	10%-3000.00	Invoices on completion	12/31/26
C&S Engineering/Administration (loan)		VT Bond Bank RF1-384-1.0	22,200.00	Forgivable	0	Draw as expensed	ongoing
C&S Engineering/Administration (loan)		Vt Bond Bank RF1-259-1.1	95,200.00	Forgivable	0	Draw as expensed	ongoing
PD Funding		Stone Garden Funding Program	TBD	Pending hrs	0	Invoice monthly	various
Electric Vehicle Eq. Grant		ACCD	21000.00	Reporting On	n/a	n/a	ongoing
Aquatic Nuisance Control		VT DEC	11,590.00	Percentage	0	Inv at completion	ongoing
Building Mini Grant		Vt Building and General Services	4000.00	4000.00	0	Funded upfront	12/31/2026
VTSUI Program		Dept of States Attorney	60,000.00	60,000.00	0	Inv as Expensed	ongoing
Distracted Driving/DUI		Chittenden County Sheriff	Multiple	Pending hrs	0	Inv as expended	ongoing
Municipal Planning Grant		VT Dept. of Housing and Development	30,000	33,000	3,000	Inv on completion	TBD

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 12/19/25 To 12/19/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIGS	AIGS AI GLOBAL SOLUTIONS LLC 9434	AP Professional Services	2035.00	0.00			--/--/--
ALLEN ENG	ALLEN ENGINEERING & CHEMICAL ICS-503169-0	WWTF Supplies/Materials	2917.86	0.00			--/--/--
APPLIEDSP	APPLIED SPECIALTIES INC 358696	WWTF Supplies/Materials	4883.68	0.00			--/--/--
CAI TECH	CAI TECHNOLOGIES 23994	Axis GIS Support	1950.00	0.00			--/--/--
CASELLA	CASELLA WASTE MGT INC 3216659	Septage Disposal	3373.28	0.00			--/--/--
COMPASS M	COMPASS MINERALS AMERICA 1578900	Bulk Salt	2946.27	0.00			--/--/--
COMPASS M	COMPASS MINERALS AMERICA 1577718	Bulk Salt	8994.00	0.00			--/--/--
COMPASS M	COMPASS MINERALS AMERICA 1575633	Bulk Salt	3112.38	0.00			--/--/--
CONS COMM	CONSOLIDATED COMMUNICATIONS 010926	Pump Station Alarm Lines	78.49	0.00			--/--/--
ENDYNE	ENDYNE INC 559572	Lab Services	125.00	0.00			--/--/--
ENDYNE	ENDYNE INC 559362	Lab Services	75.00	0.00			--/--/--
ENDYNE	ENDYNE INC 559363	Lab Services	75.00	0.00			--/--/--
ENDYNE	ENDYNE INC 559551	Lab Services	25.00	0.00			--/--/--
FREDS	FRED'S PLUMBING & HEATING INC 113025	Fuel Acct: 80489	5218.98	0.00			--/--/--
FREDS	FRED'S PLUMBING & HEATING INC 11/30/25	Fuel Acct: 1661	1820.42	0.00			--/--/--
FREDS	FRED'S PLUMBING & HEATING INC 11.30.25	Fuel Acct: 5369	4417.76	0.00			--/--/--
GATES	GATE'S ELECTRIC INC 6510	Sludge Press Breaker	292.50	0.00			--/--/--
SCHUKA	KARI SCHULZE 120525	Reimbursement - Google	816.20	0.00			--/--/--
SCHUKA	KARI SCHULZE 12/05/25	Reimbursement - Google	62.33	0.00			--/--/--
SCHUKA	KARI SCHULZE 12.05.25	Reimbursement - Domain	21.19	0.00			--/--/--
LD SAFE	L AND D SAFETY MARKING CORPORA 12456-145931	Pavement Marking	4059.73	0.00			--/--/--
LEBLANC'S	LEBLANCS PEST CONTROL 31570	Pest Control	100.00	0.00			--/--/--
LEBLANC'S	LEBLANCS PEST CONTROL 31615	Pest Control	55.00	0.00			--/--/--
MISSION C	MISSION COMMUNICATIONS, LLC 2015684	Contract 97166 & 97678	1270.80	0.00			--/--/--
MSK ATTY	MSK ATTORNEYS 60575	Professional Services	1619.50	0.00			--/--/--
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE 58257	Professional Services	4730.00	0.00			--/--/--
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE 58261	Professional Services	715.00	0.00			--/--/--
NWPT AMBL	NEWPORT AMBULANCE SERVICE, INC 251	December Coverage	21426.16	0.00			--/--/--
NWPT RENT	NEWPORT RENTAL CENTER INC 1-583686	Supplies/Materials	60.00	0.00			--/--/--
OREILLY	O'REILLY AUTO PARTS 5691-234913	Parts	109.90	0.00			--/--/--
OREILLY	O'REILLY AUTO PARTS 5691-234827	Parts	16.81	0.00			--/--/--
OREILLY	O'REILLY AUTO PARTS 5691-234826	Parts	176.25	0.00			--/--/--
OREILLY	O'REILLY AUTO PARTS 5691-234308	Parts	29.99	0.00			--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK 122025	2025 - 10 Year Note	27628.11	0.00			--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK 12.20.25	Water Tower BAN	19098.47	0.00			--/--/--
PECKHAM	PECKHAM MATERIALS CORP 1209939	Supplies/Materials	284.58	0.00			--/--/--
PECKHAM	PECKHAM MATERIALS CORP 1209424	Supplies/Materials	881.36	0.00			--/--/--
PITNEY	PITNEY BOWES (POSTAGE) 011126	Postage	2024.75	0.00			--/--/--
R R CHARL	R R CHARLEBOIS INC IE78333	Parts	159.38	0.00			--/--/--
R R CHARL	R R CHARLEBOIS INC RC90975	Truck Repairs	2692.59	0.00			--/--/--
R R CHARL	R R CHARLEBOIS INC IE77846A	Parts	54.05	0.00			--/--/--
SOUTHBAY	SOUTH BAY SUPPLY 795165	Supplies/Materials	109.71	0.00			--/--/--
SOUTHBAY	SOUTH BAY SUPPLY 795524	Supplies/Materials	48.99	0.00			--/--/--
SOUTHBAY	SOUTH BAY SUPPLY 795369	Supplies/Materials	154.92	0.00			--/--/--
SOUTHBAY	SOUTH BAY SUPPLY 795359	Supplies/Materials	124.98	0.00			--/--/--
SP&F ATT	SP&F ATTORNEYS PC 97501	Professional Services	12523.30	0.00			--/--/--
TAPLINSEP	TAPLIN SEPTIC PUMPING AND PORT I6475	Service	70.00	0.00			--/--/--
GRANITE	THE GRANITE GROUP 18146798-00	Supplies/Materials	27.21	0.00			--/--/--
MEMPRESS	THE MEMPHREMAGOG PRESS INC. 64425	Meter Door Hangers	162.00	0.00			--/--/--
PIC SHOY	THE PICK & SHOVEL INC 348684	Supplies/Materials	3.79	0.00			--/--/--

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 12/19/25 To 12/19/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHO	THE PICK & SHOVEL INC	346871	Supplies/Materials	66.48	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	346777	Supplies/Materials	138.53	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347128	Supplies/Materials	49.88	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	346897	Supplies/Materials	18.04	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347094	Supplies/Materials	16.62	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	346746	Supplies/Materials	77.71	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347235	Supplies/Materials	37.99	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347231	Supplies/Materials	17.09	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347222	Supplies/Materials	50.34	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347269	Supplies/Materials	8.52	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	344505	Supplies/Materials	237.45	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	348179	Supplies/Materials	37.96	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	348166	Supplies/Materials	40.84	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	348103	Supplies/Materials	11.75	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	348071	Supplies/Materials	16.99	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347967	Supplies/Materials	9.38	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347933	Supplies/Materials	299.96	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347705	Supplies/Materials	33.79	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347829	Supplies/Materials	20.42	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347846	Supplies/Materials	99.64	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347879	Supplies/Materials	33.24	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347897	Supplies/Materials	92.12	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347847	Supplies/Materials	20.98	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	347885	Work Attire	2016.43	0.00		--/--/--
TISALES	TI-SALES INC	INV0189523	Meter Supplies/Materials	27688.48	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	11404361	Supplies/Materials	108.24	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	11404358	Supplies/Materials	197.37	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	11411720	Supplies/Materials	16.72	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	11402365	Parts	4.99	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00903863	Supplies/Materials	200.12	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00898480	Supplies/Materials	200.12	0.00		--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO	23115	Exam Registration	64.00	0.00		--/--/--
VESTIS	VESTIS	27675266	Work Attire	358.94	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	010925		15667.33	0.00		--/--/--
WESTON	WESTON & SAMPSON CMR., INC.	12255094	Well 2 & Pump Repairs	76354.00	0.00		--/--/--

12/19/2025  
12:21 pm

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 12/19/25 To 12/19/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			267,970.13	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 \$ \*\*\*267,970.13  
Let this be your order for the payments of these amounts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Home (/DLLLicenseManagement/s)

Application DLL - Application - 67845	Approve	Reject	Applicant Action Required	Town Payment Received	Download
--	---------	--------	---------------------------	-----------------------	----------

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id  
DLL - Application - 67845

Business Entity Name  
Eden Ice Cider Company

Applicant Email  
[compliance@edenciders.com](mailto:compliance@edenciders.com) (mailto:compliance@edenciders.com)

Business Entity Phone  
(802) 334-4232

Renewal Application

Foundational License  
[LP-030687 \(/DLLLicenseManagement/s/dll-licensemaster/a5A8z0000008AQEAY/p030687\)](#)

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 ⓘ  
Eden Ice Cider (MANU)

Physical Location Street 1  
150 Main Street

Physical Location Street 2/Unit/Suite

Location  
[LN-017986 \(/DLLLicenseManagement/s/detail/a0At0000002ZN1vEAG\)](#)

Address of warehouse located in Vermont:

Name Address of Vermont Wholesale Dealer

Physical Location City/Town  
Newport

Physical Location State  
Vermont

Physical Location Zip  
05855

Education Details

Student Name  
Riley Duffie

Mode of Training  
DLC Online Training

Type of Training  
First Class (On Premise)

Training Completion Date  
6/14/2024

Valid Till  
6/14/2026

Premises Lease Details

Do you Lease the Premises  
Yes

Landlord Email

Landlord Name  
Northeast Kingdom Tasting Center LLC

Lease Expiration Date

Information

Food

Signer's Name  
Johanna Demers

Meal & Rooms Certificate/Business Account  
MRT-10019430

Lodging(if licensed as a Hotel)

Question Poll

What would you like to know? Ask

Search this feed...

Johanna Co. (/DLLLicenseManagement/s/profile/005t000000BnoMtAAI) (Eden Specialty Ciders) created this dll application.  
28m ago (/DLLLicenseManagement/s/feed/0D5eq000018mLJxCAN)

[DLL - Application - 67845](#)

[View more details](#)

Like

Comment

Write a comment...

Contact Violations

Violation Id	First Name	Last Name	Contact Role	Offense	Date of Off
CV-4330 ( <a href="https://dllportal.mv.gov/...">https://dllportal.mv.gov/...</a> )	Thomas Leger	Leger		Prior Conviction Reported	
CV-4904 ( <a href="https://dllportal.mv.gov/...">https://dllportal.mv.gov/...</a> )	Jennifer Detweller	Detweller		Prior Conviction Reported	



**At a regular meeting of the Council of the Municipality of Stanstead Township held on the tenth (10<sup>th</sup>) day of November in the year town thousand twenty-five (2025), at the usual time and place of meetings.**

**Present: Ms. Johanne Fradette, Ms. Marie-Josée Filteau, Ms. Thérèse McCutcheon, Mr. Mario Cantin, Mr. Andrew Phaneuf and Mr. Brian Wharry.**

**All forming a quorum, under the chairmanship of Mayor Jean-Pierre Berger.**

#### **RESOLUTION NUMBER 25-11-116**

#### **8.5 PROTECTION OF LAKE MEMPHREMAGOG FROM LEACHATE ORIGINATING FROM THE COVENTRY, VERMONT LANDFILL**

**WHEREAS** Lake Memphremagog is a natural and cultural jewel of the Eastern Townships, shared between Canada and the United States, and plays a fundamental environmental, cultural, economic, and social role for the surrounding communities;

**WHEREAS** this lake is a source of drinking water for more than 185,000 Canadians;

**WHEREAS** the municipalities of Sherbrooke, Magog, Pottou, and Saint-Benoît-du-Lac draw their drinking water from Lake Memphremagog, and the municipalities of Austin, the Township of Stanstead, and Ogden are in its immediate vicinity;

**WHEREAS** the only landfill site in the State of Vermont is located at the head of Lake Memphremagog, in the town of Coventry, and the lake flows from south to north, from the United States into Canada;

**WHEREAS** this landfill generates significant amounts of leachate, containing per- and polyfluoroalkyl substances (PFAS or "forever chemicals") and other toxic and hazardous pollutants;

**WHEREAS** the discharge of this leachate into the Lake Memphremagog watershed has been prohibited since November 1, 2019, thanks in particular to the sustained efforts of the organizations Don't Undermine Memphremagog's Purity (DUMP) and Memphremagog Conservation Inc. (MCI);

**WHEREAS** the Memphremagog RCM, as well as the Cities of Magog and Sherbrooke, formally opposed, as early as 2004, the treatment of Coventry's leachate at the Newport municipal wastewater treatment plant, and this opposition remains fully justified;

**WHEREAS** these same municipalities and the Memphremagog RCM were successful in achieving an initial moratorium banning the treatment of leachate at the Newport wastewater treatment facility from 2004 to 2009;

**WHEREAS** action by representatives from the Memphremagog RCM, the municipalities of Sherbrooke, Magog, and other lakeside communities, along with numerous environmental organizations, led to the permanent closure in 2010 of the Bestan landfill operated by Waste Management in Magog, explicitly aiming to protect Lake Memphremagog from a known source of pollution;

**WHEREAS** the National Assembly of Québec unanimously adopted, on June 3<sup>rd</sup>, 2021, a motion calling for the permanent ban of leachate discharge into the Lake Memphremagog watershed;

**Resolution number 25-11-116**

**WHEREAS** the Canadian Consulate General wrote to Governor Scott in April 2024 “to express Canada’s concern about the application from Casella Waste Systems to amend its discharge leachate pretreatment permit for the Coventry landfill, particularly the proposal to attempt to remove per- and polyfluoroalkyl substances (PFAS) from leachate, (then) injecting (residuals) into concrete blocks and then burying them at Coventry landfill.

**WHEREAS** the Boundary Waters treaty of 1909, Article IV “It is further agreed that the waters herein defined as boundary waters and waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other.”

**WHEREAS** Health Canada issued drinking water quality guidelines for PFAS substances in August 2024;

**WHEREAS** the State of Vermont adopted in May 2024 the Environmental Justice Act (S.259), which recognizes the importance of marginalized populations in environmental decision-making, and that the population living within the Lake Memphremagog watershed represents 6% of Vermont’s total population;

**WHEREAS** despite the current moratorium, leachate could once again be discharged into the Lake Memphremagog watershed at the end of this period if the technology implemented by the landfill operator is effective in achieving Vermont’s regulatory standards;

**WHEREAS** treating leachate within the Lake Memphremagog watershed raises serious environmental, health, and ethical concerns, particularly as it could facilitate a new expansion of the Coventry landfill, increase the risk that treated leachate may again be discharged into the watershed, and raise the possibility that leachate from other landfills could also be treated on site;

**WHEREAS** the discharge of leachate, treated or not , into the Lake Memphremagog watershed poses a serious risk to public health, notably due to the persistent presence of toxic and hazardous pollutants such as arsenic, cadmium, and PFAS, a large family of thousands of chemical substances, many of which are recognized as endocrine disruptors, bio accumulative, toxic to reproduction, and proven or suspected carcinogens;

**WHEREAS** testing conducted in Lake Memphremagog has already revealed PFAS contamination in four species of fish in exceedance of EPA guidelines for consumption; and of PFOS in surface waters approaching the MCL of 4ppt.

**WHEREAS** numerous scientific studies have demonstrated that landfill leachate contains high concentrations of heavy metals, PFAS, volatile organic compounds, and other emerging contaminants that are not fully removed by conventional wastewater treatment processes, making their release into a drinking water source unacceptable;

**WHEREAS** elected officials on both sides of the border share a moral duty of mutual respect and shared responsibility in preserving the Lake Memphremagog watershed;

**THEREFORE, it is moved by Thérèse McChutcheon and unanimously resolved:**

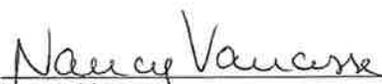
1. **THAT** the Township of Stanstead formally and permanently opposes the treatment of leachate from the Coventry landfill at the Newport municipal wastewater treatment facility or at any other existing or future location within the Lake Memphremagog watershed;
2. **THAT** the Township of Stanstead invites the elected officials of the City of Newport to act in solidarity with Canadian lakeside communities by refusing to receive these wastewater discharges, whether treated or not;
3. **THAT** the Township of Stanstead reiterates its commitment to protecting Lake Memphremagog, its ecosystems, and its water quality, in accordance with the precautionary principle;

**Resolution number 25-11-116**

4. **THAT** a copy of this resolution be sent to:

- The members of the City Council of Newport, Vermont; Mr. Rick Ufford-Chase, Mayor and all council members, 222, Main Street, Newport, Vt 05855  
Rick.UffordChase@newportvermont.org
- The Vermont Agency of Natural Resources; c/o Mrs. Julie More, 1 National Life Drive, Davis 2, Montpelier, VT 05620-3901
- Honorable Governor of Vermont, Mr. Phil Scott, Pavilion Building, 209 State Street, Montpelier, Vt. 05609;
- The Québec-Vermont Steering Committee on the "Cooperation Agreement on Environmental Management of Lake Memphremagog and its Watershed"; c/o Mrs. Ariane Orjikh, General Manager, 51, Cabana, Magog (Québec) J1X 2C4
- The Memphremagog RCM; Mr. Dominick Faucher, Director General and Clerk-Treasurer, 455, rue MacDonald, bureau 200, Magog (Québec) J1X 1M2,  
d.faucher@mrcmemphremagog.com
- Québec's Ministry of the Environment, the Fight Against Climate Change, Wildlife and Parks; Mr. Bernard Drainville, Ministre de l'Environnement, de la Lutte Contre les changements climatiques, de la Faune et des Parc, 674, boulevard René-Lévesque Est, 30<sup>e</sup>, Étage, Québec, (Québec) G1R 5V7 ministre@environnement.gouv.qc.ca
- The Member of the National Assembly for the riding of Orford; Mr. Gilles Bélanger Orford County Deputy, 2389, rue Principale Ouest, Suite 100, MGOG (Québec) J1X 0J4 Gilles.Belanger.ORFO@assnat.qc.ca
- The federal Members of Parliament for the ridings of Brome-Missisquoi, Sherbrooke, and Compton-Stanstead;
  - The Honorable Mr. Louis Villeneuve, Riding of Brome-Missisquoi  
[louis.villeneuve@parl.qc.ca](mailto:louis.villeneuve@parl.qc.ca)
  - The Honorable Mrs. Élisabeth Brière, Riding of Sherbrooke, M20 2640, rue King Ouest, Sherbrooke, (Québec) J1J 2C3 [Elisabeth.Briere@parl.qc.ca](mailto:Elisabeth.Briere@parl.qc.ca)
- The organizations:
  - Casella, 21 Landfill Lane, Coventry, Vt 05825
  - MCI, c/o Mrs. Ariane Orjikh, General Manager, 51, Cabana, Magog (Québec) J1X 2C4

I, the undersigned Nancy Vanasse, Acting Director General and Clerk Treasurer, of the Township of Stanstead hereby certify that the above extract is true.

  
\_\_\_\_\_  
Nancy Vanasse  
Acting Director General and Clerk Treasurer  
778, Sheldon Road  
Canton de Stanstead, QC  
J1X 3W4

**Memo to City Council:**

Re: Attorney Advice regarding proposed changes to Charter

From: Mayor Rick Ufford-Chase

Date: 12/19/2025

Council Members,

On advice of City attorneys, I have added an executive session to our special meeting on Monday night to consider and discuss recommendations from Legal Counsel regarding the proposed charter and the questions we submitted to them following our meeting on December 1, 2025.

I will be providing a confidential copy of their recommendations to you today. Attorney Beriah Smith will be available to meet with us in Executive Session to answer any questions about their advice. Following the Executive Session and hearing the advice of Counsel, I expect to come out of Executive Session to discuss any changes to the draft of the proposed charter that you would like to make before voting on whether to circulate an updated draft in the community and go ahead with the first Public Hearing on the matter on January 5th as previously warned.

I intend to limit comments from the community to two minutes per item under discussion with the understanding that if you choose to move ahead, we will have extended discussion during the public hearings. I know that all of you have busy lives this week, and I hope to keep the meeting to no more than an hour and a half.

I expect that Carter will be joining us virtually, and Andrew has let me know that he has a family obligation that may be unable to change, but that he will submit and suggestions he has in writing to me in advance of the meeting.

Rick