



**Special Council Meeting to Consider Proposed Charter**  
**Wednesday, January 28 · 6:00 – 8:00pm**  
Video call link: <https://meet.google.com/dmt-qxoi-qcf>  
Or dial: (US) +1 402-862-6182 PIN: 422 606 113#

**Note: Agenda Edited on 1 27 26**

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:
  - b. AP Warrants:
  - c. PR Warrants:
  - d. Liquor Licenses, Vendor Permits, Special Events
    - i. Caledonia Spirits Inc.
4. Review Public Charter and act on proposed changes from Public Hearings
5. Action to approve Proposed Charter and Recommend it for Voter Consideration on March 3, 2026
6. Council Action to Warn Ballot Articles for March 3, 2026 Town Meeting
7. Public Comment
8. New Business
9. Old Business
10. Set the Next meeting of the Council - Regular Meeting February 2nd, 2025 at 6 pm
11. Adjournment

*ADA Accessibility Statement: City Council Meetings are open to all who wish to attend, including those who need special accommodations. There is a sign and intercom at street level in front of the building that you can push to let Police Dispatch know that you need access to the wheelchair ramp.*

Newport City  
Physical Location City/Town

Newport

Do you Lease the Premises

Lease Expiration Date

Outside Side Consumption Start time

Physical Location Zip

05855

Location

[LN-025049 /DLLLicenseManagement/s/detail/a0A8z000001ERYpEAO](#)

Outside Side Consumption Days Requested

Describe the type of event/ OCP Area

10x10 pop up on outdoor deck of the Eastside offering samples and bottles and RTD purchases to 21+ customers.

Days or specific bingo date(s)

Outside Side Consumption Hours Requested

Landlord Name

Landlord Email

Business Location

Approximate Number of Persons Expected:

100

Education Details

Student Name

Mode of Training

Type of Training

Training Completion Date

Valid Till

Post Question Poll

Share an update...

Share

Search this feed...



Riva Reynolds (/DLLLicenseManagement/s/profile/005t0000008nkkdAAA) (Customer) created this dll application.  
January 23, 2026 at 9:35 AM (/DLLLicenseManagement/s/feed/005eq0CC01Hh3NnGA)

[DLL - Application - 68915](#)

[View more details](#)

Like

Comment



Write a comment...

Contact Violations

Violation Id	First Name	Last Name	Contact Role	Offense	Date of Off
<a href="#">CV-4613</a> ( <a href="https://dllportal.my.vt.gov/">https://dllportal.my.vt.gov/</a> ..	Ryan Christiansen	Christiansen		Prior Conviction Reported	
<a href="#">CV-5192</a> ( <a href="https://dllportal.my.vt.gov/">https://dllportal.my.vt.gov/</a> ..	Aminta Conant	Conant		Prior Conviction Reported	



Home (/DLLLicenseManagement/s/)

Application  
DLL - Application - 68915

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

Primary Phone No  
(802) 472-8000

DLI - Application Id  
DLL - Application - 68915

Business Entity Name  
Caledonia Spirits Inc.

Business Entity Phone  
8024728000

Foundational License  
[LP-016469 /DLLLicenseManagement/s/dll-licensemaster/a5At0000000CqjKEAS/lp016469](#)

Renewal Application

Town User Approval/Rejection Comments

Contact Engagement  
[Riva Reynolds\\* /DLLLicenseManagement/s/detail/a4z:0000000EiwvAAC](#)

Designated Caterers Details

Indoor Or Outdoor  
Outdoor

Days Since Last Modified  
5

Estimated time per od 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

Primary Contact Person  
Riva Reynolds

External Status  
Application sent to municipality

Historical Id  
SPEV

Application Type  
Permit

Application Category  
Manufacturer

Application For  
Special Events Permit (Manufacturer)

Applicant Email  
[retail@caledoniaspirits.com \(mailto:retail@caledoniaspirits.com\)](mailto:retail@caledoniaspirits.com)

Applicant Name:

Applicant Action Comments

License/Permit Location Description

Quantity of Alcohol required

What purpose this alcohol is used to be

Where is this alcohol to be used

Event Details

Start date of event  
2/21/2026, 11:00 AM

Physical Location Street 1  
47 Landing Street

Physical Location Street 2/Unit/Suite

Town Clerk/ Municipal Jurisdiction

End date of event  
2/21/2026, 6:00 PM

Physical Location Name  
Eastside Restaurant & Pub

Physical Location State  
Vermont

Outside Side Consumption End Time

**CHARTER  
PROPOSAL –  
DECEMBER 23,  
2025 DRAFT**

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## **Subchapter 1: INCORPORATION AND POWERS OF THE CITY**

**Commented [G1]:** Sharon – unrelated to this section, but school coming to council meeting was required in former charter but not in current charter

John – not sure needs to be in the charter more of a courtesy.

### **§ 101. Corporate existence retained**

Notwithstanding the provisions of any other municipal charter, the City of Newport, as constituted by 1917 Acts and Resolves No. 273, and as amended, continues to be a municipal corporation within the State of Vermont.

### **§ 102. General powers; law**

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the City of Newport, all provisions of the laws of the State of Vermont applicable to municipal corporations shall apply to the City of Newport.

### **§ 103. Specific powers**

The City of Newport shall have all the powers granted to cities and municipal corporations by the Constitution and laws of the State of Vermont together with all the implied powers necessary to carry into execution all the powers granted, and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.

### **§ 104. Reservation of powers**

Nothing in this charter shall be construed as in any way to limit the powers and functions conferred upon the City of Newport and the City Council by general or special enactments in force or effect or hereafter enacted, and the powers and functions conferred by this charter shall be

cumulative and in addition to the provisions of such general or special enactments.

## § 105. Form of government

The municipal government provided by this charter shall be known as **council-manager** form of government. Pursuant to its provisions and subject only to the limitations imposed by the Vermont Constitution and by this charter, all powers of the City of Newport shall be vested in an elected City Council which shall include four **Council Members** and a Mayor, and which shall enact ordinances, codes, and regulations; adopt budgets; determine policies; and appoint the City Manager, who shall enforce the laws and ordinances and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this charter or prescribed by ordinance.

**Commented [G2]:** Suggestion to include citizen in the form type

**Commented [G3]:** Language inconsistency throughout. Suggestions include Alderperson, Councilor.

## Subchapter 2: GOVERNANCE STRUCTURE

### § 201. Powers and duties of City Council

(a) The members of the City Council shall constitute the legislative body of the City of Newport for all purposes required by statute and, except as otherwise provided in this charter, shall have all the powers and authority given to and perform all duties required of municipal legislative bodies or City councils under the laws of the State of Vermont.

(b) Within the limitations of the foregoing, the City Council shall have the power to:

(1) Appoint, direct, supervise and remove the City Manager, City Clerk, City Attorney, and City Treasurer.

(2) Create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.

(3) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.

(4) Provide for an independent audit by a certified public accountant.

(5) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.

(6) Authorize the sale or lease of any real estate or personal property belonging to the City.

(7) Exercise every other power that is not specifically set forth herein but that is granted to city councils or municipal legislative bodies by the laws of the State of Vermont.

## § 202. Composition of City Council and terms of office

(a) There shall be a City Council consisting of five persons: a Mayor and four Council Members.

(b) All members of the City Council shall reside within the boundaries of the City of Newport and shall be elected by the qualified voters.

(c) The term of office of all persons on the City Council shall be two years. Terms shall be staggered, so that two members and the Mayor are elected in odd-numbered years, and the other two

**Commented [G4]:** Suggestion to add "or by state statute" to the end

**Commented [G5]:** Question on role of city council vs city manager in this area.

**Commented [G6R5]:** Dave says council can ask City Manager to conduct an investigation, or hire a 3<sup>rd</sup> party investigator. Council can ask about what is going on but not get involved themselves.

**Commented [G7R5]:** 208c allows for a bypass - John

**Commented [G8R5]:** Suggestion that this may not be enough coverage, shooting yourself in the foot

**Commented [G9]:** Pam – voter approval should be required

Dave – can be brought to a vote via state statute

**Commented [G10]:** Should there be a dollar cap or lease, where is the sale part of this?

**Commented [G11R10]:** Dave is reluctant to restrict authority to acquire property. suggests no change.

**Commented [G12]:** Suggestion there may be a conflict in duties vs city manager.

members are elected in even numbered years.

### **§ 203. Mayor**

(a) The Mayor shall be the head and chief executive officer of the City Government and shall have all powers and authority necessary or advisable therefor, except for the authority granted by the provisions in this Charter to the City Manager. The Mayor shall use the Mayor's best efforts to see that the laws and the City ordinances are enforced. The Mayor shall take care that the finances of the City are properly managed and shall bring before the City Council public issues relevant to the affairs of the City. The Mayor shall preside at all City Council meetings with the powers of moderator, shall have a voice in City Council meetings in accordance with Council rules and procedures, and shall be entitled to a vote in the circumstances set forth in this charter.

(b) The Mayor may veto any action passed by the City Council, provided that documentation of the veto and an explanation of the reasons for it are provided to the Council in writing at least three days before the next regular Council meeting. Any veto by the Mayor can be overridden by a vote of three or more Council members at the next regular City Council meeting.

### **§ 204. Commencement of terms; Election of City Council President**

The terms of elected officers shall commence as soon as new members are sworn into office by the City Clerk at a duly warned meeting immediately following the election at which the certification of votes shall be announced as the first order of business. At the first regular or special meeting following the annual City meeting, the Council shall, by majority vote of the entire Council,

**Commented [G13]:** John – Suggestion remove this part about three days. Insert a 7 day deadline and language about mandatory agenda item at next meeting.

John can prepare suggested language

**Commented [G14]:** Shortening to: remove starting with "at" in this sentence.

organize and appoint a President who shall assume the duties of the Mayor as requested or necessary when the Mayor is unable to carry out those duties.

## § 205. Vacancy in office

If the Mayor dies, resigns, is incapacitated, is recalled or ceases to be a resident of the City, the President of the Council shall serve as acting Mayor until either the next annual election or the date of a special city meeting called for by petition signed by 5% of the registered voters of the City for the purpose of an election to fill the position. Incapacity shall be determined by a vote of the Council. If a Council member other than the Mayor dies, resigns, is incapacitated, is recalled or ceases to be a resident of the City, the remaining members of the Council shall appoint a person to fill that position until either the next annual meeting or the date of a special city meeting called by petition signed by 5% of the registered voters of the City for the purpose of an election to fill the position. Incapacity shall be determined by a vote of the Council. Incapacity shall include the failure by any member of the Council to attend at least one half of the meetings of the Council in any calendar year. At the next annual or special City meeting, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. If the Council is unable to agree upon an interim replacement, a special City meeting shall be held within sixty (60) days of the vacancy to fill the position.

## § 206. Recall

Any elected officer of the City may be recalled from office as follows:

(a) A petition signed by not less than fifteen percent of the registered voters of the City shall be

**Commented [G15]:** Dave – Council has ability under state law to call an election if needed.

**Commented [G16]:** John has seen a charter that action differs based on timing of end of term – if less than a year vs full year+

**Commented [G17]:** Suggestion – petition by 25 people rather than 5% of registered voters.

**Commented [G18R17]:** Dave – this is the universal standard in VT.

**Commented [G19R17]:** Laurie – 30 signatures to run for office. 25% is a whole lot more.

**Commented [G20R17]:** 5%\*\* (correction)

filed with the City Clerk requesting a vote on whether the elected officer shall be removed from office.

(b) The City Council shall call a special City meeting to be held within 60 days of receiving the petition to vote on whether the elected officer shall be removed.

(c) The official shall be removed only if at least as many registered voters of the City vote as voted in the election wherein the officer was elected and a majority of that number vote for removal.

(d) If the City votes for removal of an elected officer, the office shall thereupon become vacant and the City Council shall follow the procedure in Section 205, above.

## **§ 207. Compensation**

(a) **Compensation paid to the Council members shall be set by the voters at the annual meeting, with a minimum of \$1,500.00** a year each. Council members' compensation must be set forth as a separate item in the budget presented to the annual meeting. Council members may choose to forgo the compensation or a portion of the compensation.

(b) The City Council shall fix the compensation of all appointees and the City Manager. The Council shall review, approve, and ratify any collective bargaining agreements, which may be negotiated or fixed by the City Manager or their designee.

## **§ 208. Conflict of interest; prohibitions**

(a) No Council member shall hold any other

**Commented [G21]:** Charlie – believes this compensation needs reform, suggests to set a minimum base and then set with a cost of living increase on an annual basis.

Dave has never seen an escalator written into charter. Voters have to determine how compensation is done. Not uncommon for council to set their own rate in the budget and then seek voter approval for it.

**Commented [G22]:** Dave – municipal code of ethics (new training) covers the concerns of a city official involved in a contract that benefits them

compensated City position or employment during the term for which they were elected to the Council, unless allowed by the laws of the State of Vermont. A Council member may be appointed to represent the City on other boards, except as limited by the laws of the State of Vermont.

(b) Neither the Council nor any of its members shall in any manner dictate the appointment, supervision or removal of any City administrative officers or employees whom the City Manager or any of the Manager's subordinates are empowered to appoint. The Council may discuss with the Manager the appointment, evaluation, and removal of such officers and employees in executive session.

(c) Except for the purpose of inquiries and investigations under Section 201(b)(5) of this Charter, the Council and its individual members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the Council nor any of its members shall give orders to any such officer or employee, either publicly or privately.

## **§ 209. Council meetings and procedure**

(a) As soon as possible after the election of the Mayor and Council, the Council shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

(b) The Council shall determine its own rules and order of business. The Mayor shall set the agenda for Council meetings with advice from Council Members, the City Manager, the Clerk, and the Treasurer.

**Commented [G23]:** Carter – allow for Mayor to call unscheduled meetings.

**Commented [G24R23]:** Dave – not a lot of state law consensus on this. We have always advised our municipal clients that they should not hold emergency meetings except in case of a true emergency. Hold special meetings instead with 24 hr notice, fine with the city establishing a more defined process – suggests the mayor be able to call these.

**Commented [G25R23]:** Rick can see it being problematic if a mayor can refuse a meeting while the majority of council desires one. Suggests allowing for special meeting called by mayor OR majority of council.

(c) The Mayor shall vote only in the instances where the Mayor's presence is necessary to attain the quorum or in those instances where it is necessary to break a tie vote among Council members.

### **§ 210. Appointments**

The Council shall appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment and continue until the original term of the vacant position expires.

**Commented [G26]:** Laurie suggestion to list out the boards – for example planning commission.

### **§ 211. Harbor Commission**

There shall be a Harbor Commission, and its powers, obligations and operation shall be under and in accordance with the laws of the State of Vermont, as amended. Members will be appointed by the City Council for three-year terms pursuant to the process set forth in existing ordinances, as the same may be subsequently amended from time to time.

### **§ 212. Other boards, committees and task forces**

The Council may from time to time establish, modify the charge and terminate other boards, committees and task forces, as may be necessary or beneficial for the administration of the affairs of the City. The composition of such boards, committees and task forces shall be established by the Council upon creation of the same. Unless authority is expressly conferred by State law, all such boards,

**Commented [G27]:** Suggestion – when a recommendation is made by a task force a vote count should be taken.

committees and task forces shall be advisory only.

### § 213. Obligation to Serve as Water and Sewer Commissioners

The City Council shall serve as the Board of Water and Sewer Commissioners. The Board of Water and Sewer Commissioners shall meet at least once per calendar year to review the prior year's audit, approve the coming year's budget, and to alter rates as necessary or desirable. Other than this mandatory annual meeting, the Board of Water and Sewer Commissioners shall be subject to the terms and provisions of 24 V.S.A. Chapter 89, 95, 101 and such other general enactments as may be applicable thereto.

## Subchapter 3: CITY MANAGER

### § 301. Manager; appointment and hiring

The Council shall appoint a City Manager under and in accordance with the laws of the State of Vermont.

### § 302. Powers of Manager

(a) The Manager shall be the chief administrative officer of the City of Newport. The Manager shall be responsible to the Council for the administration of all City affairs placed in the Manager's charge by or under this Charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the laws of the State of Vermont.

**Commented [G28]:** Suggestion – more frequent review than annual. Part of current issue = historical lack of oversight.

**Commented [G29]:** Suggestion – as necessary to ensure our budget is balanced – or something similar

**Commented [G30R29]:** Dave suggests "no deficit spending"

**Commented [G31]:** Dave – suggestion to include a statement on if the city manager is required to be a city resident. State this specifically rather than leaving it out.

**Commented [G32R31]:** John – silent on the point of residence

**Commented [G33R31]:** Carter – st albans doesn't require

**Commented [G34R31]:** Rick – mayor meeting, recommendation was to not require.

**Commented [G35R31]:** Ann – require city manager has a presence in the building, not from home.

**Commented [G36R31]:** Nicole prefers city manager lives in Newport.  
Sharon feels having an involved city manager located locally is advantageous.

**Commented [G37]:** Pam – concerns with the power structure of council vs city manager

**Commented [G38R37]:** Ann – concerns with rights given to city manager, for example with contracts

**Commented [G39]:** Shall vs may

**Commented [G40R39]:** Dave has concerns with may – certain duties and responsibilities for city manager, may lead to ineffective management

**Commented [G41R39]:** Laurie – current charter has a time frame  
Jennifer – it is may once approved by the voters.

**Commented [G42R39]:** Ann likes may language because of flexibility

**Commented [G43]:** Suggestion to renumber – remove (a) and have that be the introduction and then renumber to start with a where b is.

**Commented [G44]:** Ann – powers provided are deadly

**Commented [G45R44]:** Dave – charter defined roles of council specifically are retained by council despite this language. It goes without saying but you could add a note saying that the powers defined in section 200 are retained by council.

**Commented [G46R44]:** Carter likes st albans language in this area.

**Commented [G47R44]:** Rick – stating the retaining of powers would be helpful

(b) With the exception of the positions of City Clerk and City Treasurer who shall be appointed by City Council, the Manager shall appoint and, when the Manager deems it necessary for the good of the City, suspend or remove all City of Newport employees and other employees provided for by or under this Charter under the Manager's supervision. The City Manager shall consult with Council in executive session of a duly-warned Council meeting before exercising the Manager's sole authority to suspend or remove any staff member under the City Manager's Supervision at the level of department head or director. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable State and federal laws, including 21 V.S.A. § 495. Subject to the terms of any applicable collective bargaining unit contract, appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

(c) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the City of Newport except as otherwise provided by this Charter or by law.

(d) The City Manager and the City Council shall share the authority to contract with and direct the City Attorney. The City Council shall reserve the authority to approve contracts with the City Attorney and to retain additional legal counsel as needed. The City Manager shall have the authority to work with the Attorneys to carry out the business

**Commented [G48]:** Ann – who has the right to talk to the city attorney and get advice. Who has the right to appoint the city attorney.

**Commented [G49R48]:** Dave – typically non-controversial, from attorney pov the city and manager is one client.

**Commented [G50R48]:** Rick – is it worth naming something specific about who has the right to the information provided by the city attorney.

**Commented [G51R48]:** Pam – concerns with mayor not being allowed to contact attorneys due to city manager.

**Commented [G52R48]:** Dave – city attorney's advice shall be shared with council upon request – also could be issues if dealing with an issue with council, etc. Dave to think about this to see if there is a best practice here.

John – very situational with many possibilities

**Commented [G53]:** John - Need to add somewhere in this sub section – assistant clerks/treasurers are appointed by clerk/treasurer and report to.

**Commented [G54R53]:** Dave – may want to add in section 4 instead

**Commented [G55]:** Dave sees this sentence as being specific to dept head level.

**Commented [G56]:** Jennifer – concerns with the timeframe considering that this may be an issue if there is a timely issue after an incident.

of the City as needed.

(e) The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion or evaluation of the Manager's performance or if the Manager is the subject of an investigation pursuant to Section 201(b)(5) of this Charter.

(f) The Manager shall see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.

(g) The Manager shall prepare and submit the annual budget and capital program to the Council.

(h) The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Newport as of the end of each fiscal year and at such other times as the City Council may require.

(i) The Manager shall make such other reports as the Council may require concerning the operations of the City of Newport's departments, offices, and agencies subject to the Manager's direction and supervision.

(j) The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Newport and make such recommendations to the Council concerning the affairs of the City of Newport as the Manager deems desirable.

(k) The Manager shall be responsible for the enforcement of all City of Newport ordinances and

**Commented [G57]:** Ann – necessary rather than deems desirable.

laws.

(l) When advisable or proper, the Manager may delegate to appropriate officers and employees of the City of Newport any duties conferred upon the Manager by this Charter, the Vermont statutes, or the Council.

(m) The Manager shall perform such other duties as are specified in this Charter, in State law or as may be required by the Council.

(n) Except as otherwise provided in this Charter or in any applicable collective bargaining unit contract, **the Manager shall fix the compensation of City employees.**

(o) The Manager may recommend specific candidates to the Council's consideration in their appointment of the City Clerk and Treasurer to **three-year terms.**

(p) The Manager shall serve as delinquent tax collector.

### **§ 303. Manager; removal; hearing**

The Council may remove the Manager from office for cause in accordance with the following procedures:

(a) The Council shall adopt by affirmative vote of a majority of all its members a **preliminary** resolution that must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. Within three days after the vote, a copy of the resolution shall be delivered to the Manager.

(b) Within five days after a copy of the resolution is delivered to the Manager, the Manager may file

**Commented [G58]:** John has a rewrite suggestion to include personnel policy and budget

**Commented [G59]:** Jennifer -- should this require council approval

**Commented [G60]:** Jennifer -- inconsistencies w term length being defined vs not. Says an annual review.

Laurie -- annual review of the city manager, clerk/treasurer -- recommendation.

John suggests deleting phrase three-year terms, provides additional flexibility

Perhaps add to personnel policy language around annual review of city manager (& clerk treasurer) by council.

**Commented [G61]:** Jennifer -- consistency in language needed with preliminary vs resolution

with the Council a written request for a hearing; the hearing shall be in a public or executive session by choice of the Manager. This hearing shall be held at a special Council meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Council a written reply not later than five days before the hearing.

(c) The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing, if the Manager has requested one.

### **§ 304. Vacancy in office of City Manager**

The Council shall make appropriate arrangements to carry out the City Manager's responsibilities if the Manager's position is vacant. **For periods up to one continuous month of absence for any reason, the Manager may appoint appropriate staff member to perform the Manager's duties.** If the City Manager is absent for longer than one month, Council approval will be required to assign the City Manager's responsibilities appropriately. If the Manager fails to make such designations, the Council may by resolution appoint an officer or employee of the City to perform the duties of the Manager until the Manager is able to return to duty.

**Commented [G62]:** Ann – is there a time limit to absence  
Rick – would be in the terms of the contract signed with the employee/city

**Commented [G63]:** Jennifer – would like to add incapacity  
John – also sees situation such as stroke

**Commented [G64]:** Longer than a month or incapacity. Should have a chain of command plan.

## Subchapter 4. City Clerk and Treasurer

### § 401. Completion of elected term

The incumbent elected City Clerk and City Treasurer shall continue to serve in those capacities through the expiration of the terms of office on March 7, 2028. In the event that the currently serving Clerk/Treasurer either chooses to or must leave office prior to completion of his term of office on March 8, 2028, the Council shall appoint a City Clerk and a City Treasurer to serve out the remainder of the respective terms of office.

### § 402. Appointment

(a) The City Clerk and the City Treasurer shall be appointed by the City Council with advice from the City Manager with a term commencing on March 8, 2028. The City Clerk and City Treasurer shall serve as an officer and employee of the City, but under the City Council's supervision and administrative control.

(b) The same person may be appointed to both City Clerk and City Treasurer positions if the Council so chooses. The positions of City Clerk and City Treasurer shall be compensated at a level of compensation to be determined by the City Council with the advice from the City Manager.

(c) The City Clerk and City Treasurer shall be supervised by the City Council, which will set the terms of the job descriptions, taking into account all requirements of and duties imposed by the laws of the State of Vermont on municipal clerks and treasurers. The City Council's authority hereunder includes evaluation of the performance of said duties, and removal from office with notice

**Commented [G65]:** John – somewhere maybe in here, add a sentence that makes it clear that the assistant clerks and treasurers are appointed by the clerk/treasurer, continuation of current practice. John will work on a sentence to add in around this.

**Commented [G66]:** Ellen – what does this mean if the person decides they don't want to complete their term.

Rick says this situation would provide a chance to do a review of the new clerk/treasurer at a short term point.

Jim – consider the existing employees in the office when making hiring decisions

**Commented [G67]:** See comment in section 3 about assistants to Clerk/Treasurer

and a hearing, if requested, at an appropriately warned meeting of City Council. The requested hearing may be held in open session or in executive session at the election of the Clerk or Treasurer.

## Subchapter 5: CITY MEETINGS

### § 501. City meetings and elections

(a) The annual City meeting shall be held on the first Tuesday in the month of March, at which time the voters shall vote for the election of officers, the voting on the City budget, and any other business included in the warnings for the meetings. The agenda and all ballot items for the annual meeting shall be warned no later than January 31 of the same calendar year.

(b) Special City meetings shall be called in the manner provided by the laws of the State of Vermont.

(c) The election of officers and the voting on all questions at annual and special meetings shall be by Australian ballot system. The City Clerk and Board of Civil Authority shall conduct elections in accordance with laws of the State of Vermont.

## Subchapter 6: ORDINANCES

### § 601. Adoption of ordinances

Ordinances shall be adopted in accordance with State law pursuant to 24 V.S.A. §§ 1972–1976, as amended.

**Commented [G68]:** Dave – is it at will, or do we want to have a standard on the removal of the appointed clerk/treasurer?

**Commented [G69]:** Add “city” “City clerk or treasurer”

**Commented [G70]:** Ann – voters do not vote on city budget, vote on the amount of tax

Dave – voters are really voting on a maximum expenditure amount. Some towns do more of a deconstructed budget, others do one single dollar amount. Budget is routinely used in election laws.

**Commented [G71]:** Make singular

**Commented [G72]:** John - replace with state statute language, no less than 30 or more than 40 days prior. Rather than Jan 31<sup>st</sup>.

**Commented [G73]:** Ann – does the language need to be more specific and allow for two potential exceptions.

**Commented [G74R73]:** Dave – council can warn when deemed necessary or 5% of voters for special election.

## **Subchapter 7: ADMINISTRATION**

### **§ 701. Real estate assessor**

In lieu of the election of listers, there shall be either a real estate assessor who is a certified real estate appraiser or an independent appraisal firm, headed by a certified real estate appraiser, appointed by the City Manager that shall carry out the duties of assessor in the same manner, shall be subject to all of the same liabilities prescribed for listers under the laws of the State of Vermont in assessing property within the City of Newport, and shall establish the grand list thereof and shall return such list to the City Clerk within the time required by Vermont law.

**Commented [G75]:** John – suggests changing this to city council

### **§ 702. Officers' and employees' bonds**

On an annual basis, all officers and employees from whom bonds are required by law shall give bonds to the City, to the satisfaction of the Council, for the faithful discharge of their respective trusts. Such bond shall be given before the officer or employee concerned enters upon his or her duties. If the Council requires a bond with a fidelity company as surety, the City shall pay the expense thereof. The City Manager may contract for one blanket bond to cover all City officers and employees required to furnish bonds.

**Commented [G76]:** John – add a sentence at the end of section. The city council in its discretion can purchase crime insurance... (continues)

**Commented [G77]:** Ann – limitation on borrowing power from prior charter, calculation on grand list.

## **Subchapter 8: BUDGET PROCESS**

### **§ 801. Fiscal year**

The fiscal year of the City shall begin on the first

day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

**Commented [G78]:** Chip – update to following calendar year for end

## § 802. Annual City budget

With support from the finance department, the Manager shall submit to the Council a budget for review before the annual City Meeting or at such previous time as may be directed by the Council. The budget shall contain:

(a) an estimate of the financial condition of the City as of the end of the fiscal year;

(b) an itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year;

**Commented [G79]:** Jennifer – is this the best word to use given we use it in other contexts.

John – update to an itemized statement of the nature and sums recommended... (cont)

(c) an itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years;

(d) a capital budget for not fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements; and

(e) such other information as may be required by the Council.

## § 803. City Council action on budget

The Council shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks

**Commented [G80]:** Jennifer – define published, is this going to be a problem on this timeline.

John – take out word published and replace with the budget should be available to the public... (cont)

after its preliminary adoption by the Council. The Council shall fix the time and place for holding a public hearing for the budget and shall give public notice of the hearing.

### § 804. Budget meeting; warning

(a) The Council shall hold at least one public hearing at least 30 days prior to the Annual Meeting to present and explain its proposed budget and shall give a public notice of such hearing.

(b) The Manager shall, not less than 30 days prior to the Annual Meeting, make available the Council's recommended budget and the final warning of the pending Annual Meeting.

(c) The annual City report shall be made available to the legal voters of the City not later than 10 days prior to the Annual Meeting.

### § 805. Appropriation and transfers

(a) An annual budget shall be adopted at the City's Annual Meeting by the vote of a majority of eligible voters by Australian ballot in accordance with section 501 of this Charter. If, after the total budget has been appropriated, the Council finds additional appropriations necessary, the appropriations shall be made and reported at the next City Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. In special circumstances or situations of an emergency nature, any office, department, or agency may increase their spending over the office's, department's, or agency's allocated budget amount by not more than five percent (5%) upon written approval of the City Manager.

(b) From the effective date of the budget, the

**Commented [G81]:** Dave – is this really a public hearing, or just part of the regular council meeting. Public informational meeting at least 30 days prior to the annual meeting.

Issue is public hearing has a specific legal requirement. Public informational meeting would be more clear.

**Commented [G82]:** Replace with the 30-40 day time frame language in both uses in this section

**Commented [G83]:** Ann – warrants in excess of current revenues is a violation in the current charter. Council is responsible.

**Commented [G84R83]:** Dave – happens all the time now due to emergencies and other circumstances. If there is nefarious intent this is why we have insurance/bond coverage.

**Commented [G85R83]:** Pam – emergencies are one thing but new "toy" is different

**Commented [G86]:** Ann – issue with word.

John – in some cases need to replace expenditures rather than use appropriation. Dave agrees.

**Commented [G87]:** Ann – suggests separation into two sections.

**Commented [G88]:** Ann – consider phrasing – voting on budget

**Commented [G89]:** Jennifer – suggesting council meeting rather than city meeting. City meeting may be a long wait.

**Commented [G90R89]:** Dave – something in current charter about calling a city meeting if deficit budget. Council meeting is not a city meeting, not the same thing.

amounts stated therein, as approved by the voters, become appropriated to the several offices, departments or agencies and for the purposes therein named.

(c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Council budget from one department, office, or agency to another.

(d) Notwithstanding the above, no unexpended balance in any appropriation not included in the Council budget shall be transferred or used for any other purpose without approval of the City Council.

### **§ 806. Amount to be raised by taxation**

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the City in the corresponding tax year, and the Council shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

## **Subchapter 9: GENERAL PROVISIONS**

### **§ 901. Savings clause**

The enactment, modification or subsequent repeal of this charter shall not affect the validity of a previously enacted ordinance, resolution, or bylaw.

**Commented [G91]:** Ann – there are places where there can't be transfers (W&S)

## **§ 902. Severability**

The provisions of this charter are declared to be severable. If any provision of this charter is found to be invalid for any reason, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision.

**WARNING**  
**City of Newport, Vermont**  
**108<sup>th</sup> Annual Meeting**  
**March 3, 2026**

The legal voters of the City of Newport, County of Orleans, State of Vermont, are hereby notified and warned to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 3, 2026, beginning at 8:00 am, at which time the polls will open, until 7:00 pm, at which time the polls will close, to act on the following articles to be voted by Australian Ballot (Articles through ), and to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 3, 2026 at 8:00 pm to transact on the following articles not involving voting by Australian Ballot (Article 18)

The legal voters of the City of Newport, County of Orleans, State of Vermont, are further notified and warned that a public informational hearing to explain and discuss the Australian Ballot Articles set forth below (Articles 1 through 17) will be held on Monday, March 2, 2026 beginning at 6:00 pm, at the Newport Municipal Building, 222 Main St., in said City of Newport. The public may attend the informational hearing in person or remotely at the following link.

Video Link: <http://meet.google.com/tpx-zctw-shc> .

**ARTICLES TO BE VOTED BY AUSTRALIAN BALLOT**

**Article 1**

To elect in accordance with provisions of the Charter of the City of Newport, Vermont as amended and title 17 VSA, Chapter 55, Sec. 2630, the following officers: two Council Members for two years ensuing, One Trustee to Newport City School District for three years ensuing, One Trustees to North Country Union High School District #22 for three years ensuing, a Constable for one year ensuing, and three Grand Jurors for three years ensuing, a School District Moderator for One year ensuing,

**Article 2**

Shall the City compensate the Mayor and Council Members serving the City of Newport for the ensuing year as follows: for the Mayor Two Thousand Two Hundred Fifty Dollars (\$2,250), for the Council Member serving as Council President Two thousand Dollars (\$2,000), for the remaining Council Members One Thousand Seven Hundred Fifty Dollars (\$1,750)?

### **Article 3**

Shall the City of Newport, Vermont approve the FY2027 budget , as recommended by the City Council, of \$9,341,645.09 of which \$3,184,208.45 is non-tax revenue, and \$6,157,436.64 of which is to be raised by taxes, for the general operation and to cover liabilities of the City of Newport, Vermont, including amounts approved by the voters as appropriations or assessments, and authorize the City to assess a tax in addition to amounts the City is by law allowed to assess, sufficient to provide for the same?

### **Article 4**

Shall the voters of the Newport City School District authorize the Newport City School District to authorize the Newport City School Board to expend \$9,293,096, which is the amount the School Board has determined to be necessary for the ensuing fiscal year?

The district estimates that this proposed budget, if approved, will result in per pupil education spending of \$15,603, which is 5.47% higher than per pupil education spending for the current year.

### **Article 5**

Shall the voters of the Newport City School District authorize the Newport City School Board to transfer \$250,000, of unallocated, unaudited general fund balance to the Construction/Building Maintenance Fund from the 2024-2025 school year?

### **Article 6**

Shall the voters of the City of Newport, Vermont vote to pay Real Property Taxes in Four installments with due dates of September 15, 2026, December 15, 2026, March 15, 2027, and June 15, 2027, (32 V.S.A. sec. 4773) with an interest charge of 1% per month added if each installment is not paid by the due date (32 V.S.A. sec. 5136); and after June 15, 2027, any unpaid taxes will be charged an 8% commission or Penalty (32 V.S.A. sec. 1674) plus interest?

## **Article 7**

Shall the voters of the City of Newport approve an amendment to the City's Charter, dated January 28, 2026, containing the following sections?

Subchapter 1: Incorporation and Powers of the City

Subchapter 2: Governance Structure

Subchapter 3: City Manager

Subchapter 4: City Clerk and Treasure

Subchapter 5: City meetings

Subchapter 6: Ordinances

Subchapter 7: Administration

Subchapter 8: Budget Process

Subchapter 9: General Provisions

The Charter Amendment in its entirety is available for inspection at the City of Newport City Clerk's Office during regular office hours, Monday–Thursday, 8:00 a.m. to 4:30 p.m.; Friday, 8:00 a.m. to 12:00 p.m. the Charter Amendment is also available for review on the City's website at [www.newportvermont.org](http://www.newportvermont.org)

## **Article 8**

Shall the City of Newport, Vermont appropriate the sum of One Hundred Ten Thousand Dollars (\$110,000) to help defray the operational expenses of the Goodrich Memorial Library and direct the City to assess a tax sufficient to pay the same?

## **Article 9**

Shall the City of Newport, Vermont appropriate the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) to Orleans/Essex VNA & Hospice, Inc. for the services of Skilled Nursing, Physical Therapy, Speech Therapy, Occupational Therapy, Medical Social Work, Licensed Nurse's Aids, Homemaker and Personnel Care Attendants, Hospice and Maternal Child Health Programs, and other community health programs provided by the agency to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

## **Article 10**

Shall the City of Newport, Vermont appropriate the sum of Eleven Thousand Dollars (\$11,000) to Rural Community Transportation (RCT) for services provided to the residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

**Article 11**

Shall the City of Newport, Vermont appropriate the sum of Seven Thousand Dollars (\$7,000) to assist the Northeast Kingdom Council on Aging in providing services to older Vermonter's and residents of the City of Newport for the ensuing year and direct the City to assess a tax sufficient to pay the same?

**Article 12**

Shall the City of Newport, Vermont appropriate the sum of Four Thousand Eight Hundred Eighteen Dollar (\$4,818) to support Northeast Kingdom Human Services, Inc. a non-profit 501-C3 organization, to assist in providing Psychiatric Mental Health Services to residents of Caledonia, Essex, and Orleans counties and direct the City a assess a Tax sufficient to pay the same?

**Article 13**

Shall the City of Newport, Vermont appropriate the sum of Eight Thousand Five Hundred Dollars (\$8,500) to support Umbrella, Inc. in providing services to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

**Article 14**

Shall the City of Newport, Vermont appropriate the sum of Three Thousand Dollard (\$3,000) to Northeast Kingdom Learning Services, Inc. to provide services to residents of City of Newport and direct City to assess a tax sufficient to pay the same?

**Article 15**

Shall the City of Newport, Vermont appropriate the sum of Four Thousand Dollars (\$4,000) to the Orleans County Historical Society to assist in maintaining the Old Stone House Museum and its educational programs for the residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

**Article 16**

Shall the City of Newport, Vermont appropriate the sum of Two Thousand Dollars (\$2,000) to ConnectABILITIES, formally OCCA, for the purpose of supporting programs and activities which seek to provide support, advocacy, and community connections for individuals with developmental disabilities in the Coty of Newport and Orleans County and direct the City to assess a tax sufficient to pay the same?

**Article 17**

Shall the City of Newport, Vermont appropriate the sum of Two thousand Dollars (\$2,000) to assist the Pope Memorial Frontier Animal Shelter with its commitments to rescuing, providing care for, and finding homes for unwanted pets in the City of Newport and direct the City to assess a tax sufficient to pay the same?

**ARTICLES TO BE VOTED FROM THE FLOOR**

**Article 18**

To act on any other business that may legally come before the 108<sup>th</sup> Annual Meeting of the City of Newport, Vermont.

The legal voters of the City of Newport are further notified that voter qualification, registration, and absentee voting relative to said Annual meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated

**Dated and Posted at the City of Newport, Vermont, in the County of Orleans, State of Vermont**

This \_\_\_\_\_ Day of \_\_\_\_\_ 2026

**Mayor**

\_\_\_\_\_

**Rick Ufford-Chase**

**City Council**

\_\_\_\_\_

**Carter Finegan**

\_\_\_\_\_

**John Monette**

\_\_\_\_\_

**Andrew Touchette**

\_\_\_\_\_

**Kevin Charboneau**

**City Clerk**

\_\_\_\_\_

**James Johnson**

**The Municipal Building is Handicapped Accessible**