



Regular Council Meeting (Including Special Budget Meeting: Newport Fiscal Vision '28)
Monday, June 1 · 5:30 – 7:30pm (Free Spaghetti Dinner served at 5 pm)
Children’s Activities provided by Memphremagog Science and Education Center
Gateway Center - 84 Fyfe Dr., Newport, VT
Video call link: <https://meet.google.com/osv-gmoz-dtx>
Or dial: (US) +1 301-882-5257 PIN: 401 913 880#

Mayor Rick Ufford-Chase, President Carter Finegan, Council Members; Sharon Pare, John Monette and Andrew Touchette

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
 - a. Approval of Minutes: 5/18/26
 - b. AP Warrants: 5/22/26, 5/29/26
 - c. PR Warrants: 05/26/26
 - d. Liquor Licenses, Vendor Permits, Special Events
 - i. The Ice Palace
4. Town Meeting “Newport Fiscal Vision 28”
5. After close of Town Meeting - Consideration of Council intention to form a short-term Task Force to propose Charter Amendments (See Mayor’s Memo).
6. Set the Next meeting of the Council - Regular Meeting June 15, 2026 at 6 pm
7. Adjournment

Note: wheelchair access on the east side of The Gateway Center.

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.

Council Minutes

May 18, 2026

A duly warned meeting of the Newport City Council was held on Monday, May 18, 2026 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, Council President Carte Finegan, council members Sharon Pare', Johns Monette, Andrew Touchette, City Clerk/Treasurer James Johnson, Financial and Office Administrator Kari Schulze, Fire Chief Kevin Lacoss, Jeff Young, Ivy Crowe and Scout Troop 811, Carol Viens, Miriam Viens, Randy Viens, Chip Stearns, Roger Gosselin, Sarah Chadburn, David LaForce, members of the Press and Public.

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

Additions/Deletions

None

Proclamation 100 yrs. Honoring the 100th Birthday of Newport Resident Miriam Viens

Ms. Pare' introduced Ms. Viens. Mayor Ufford-Chase on behalf of the city council presented Ms. Viens with a certificate honoring her 100th birthday. Randy Viens accepted the certificate for Ms. Viens who was on a video call from Florida.

Consent Agenda

Minutes: 5/4/2026, 5/11/2026

AP Warrants: 5/8/2026, 5/15/2026

PR Warrant: 5/12/2026

Liquor Licenses and Vendor Permits, The Brew Bus, Le Belvedere, Cumberland Farms, American Legion Post 21, Hobo's Café Mobile Unit, Special Event Permit for Wednesdays on the Waterfront.

Mr. Touchette moved to approve the Consent Agenda. Seconded by Ms. Pare' motion carried.

Public Comment on Items not on the Agenda

Ms. Chiarello commented on the purchase of the Vactor Truck

Theresa Gerade commented on the signing of the Leachate Resolution.

Scouting America Troop 811, Scoutmaster Ivy Crowe and the Scouts Will Join us to Describe Their Working on Citizenship in the Community Merit Badge

Troop members Jackson, Melinda, and Julie spoke about their work towards earning their Citizenship in the Community Merit Badges

Presentation by the Fire Department Strategic Planning Task Force

Roger Gosselin gave a presentation on the Fire Departments Strategic Plan for the evaluation on current and future emergency service needs of the City and develop sustainable recommendations for emergency response capabilities.

Burn Permit Review with Chief Kevin Lacoss (attached)

Chief Lacoss reviewed the proposed burn permit guidelines with the council.

Ms. Finegan moved to approve the Burn Permit Guidelines as presented. Seconded by Mr. Monette, motion carried.

Proposed Memorandum of Understanding between Newport Downtown Development and the city of Newport (attached)

Mayor Ufford-Chase stepped down and Ms. Finegan facilitated this Item.

The council discussed changes and additions to the MOU. Ms. Pare' moved to table the item until the second meeting in June. Seconded by Mr. Monette, motion carried.

Review of Finances.

Chip Stearns from NEMRC reviewed the Due To/Due from Report, Balance Sheets, Budget Status Reports, with the council. The city looks good in all funds.

Ms. Finegan moved that the City council authorize the transfer of \$23,005.39 as General fund expenditures to the East Main St. Cemetery fund to relieve the inter fund balance. Seconded by Mr. Touchette, motion carried.

Executive Session to Consideration of Proposed Bargaining Agreement with the Northeast Police Benevolence Association.

Mr. Touchette moved to find that premature public knowledge of collective bargaining with the city's police and dispatchers union would place the City at a substantial disadvantage. Seconded by Mr. Monette, motion carried.

Mr. Monette moved to enter executive session to consider contract negotiations between the City and police and dispatchers union. Seconded by Mr. Touchette, motion carried.

Mr. Touchette moved to come out of executive session. Seconded by Ms. Pare' motion carried.

No action.

Possible Action to Approve Proposed Bargaining Agreement with the Northeast Police Benevolence Association

Mr. Monette moved that the contract with the Newport Police Department through the Northeast Police Benevolence Association previously presented to us in executive session be approved. With the addition of language in the second line in the second paragraph in section 603. So that the line reads through a spouse, domestic partner, legal guardian or through the U.S. department of Veterans Affairs. Seconded by Ms. Pare' motion carried.

Water and Sewer Allocation Request

Mr. Touchette moved to approve a water allocation request for Susannah and Nicholas Howe on Hartley Lane #W26-001. Seconded by Ms. Finegan, motion carried.

Mr. Touchette moved to approve a preliminary Wastewater Allocation request for Susannah and Nicholas Howe on Hartley Lane #P26-001. Seconded by Mr. Monette, motion carried.

Task Force Reports

Water and Sewer, Mr. Monette stated they are done with the ordinance amendment.

Financial Reporting and Fiscal Practices, Ms. Finegan reported on the Mooring Management Fund, Niles fund, and the Credit Card Policy, forgiveness of interfund balance in the Cemetery fund and Vision 2028 at the next council meeting.

City Manager Search Committee, Applications are due May 29, 2026

New Business

Ms. Finegan attended the Steering Committee meeting in Magog. Ms. Pare' will recognize Andy and Ernestine Pepin both 100 years old soon.

Old Business

Ms. Finegan noted the Bike Rodeo is scheduled for August 1, 2026

Next Meeting Date

Ms. Finegan moved to schedule the next meeting for June 1, 2026 and the agenda to include Vision 2028. Food will be served at 5:00 pm and the meeting will start at 5:30pm. Seconded by Mr. Monette, motion carried.

Adjournment

Ms. Pare' moved to adjourn at 9:50 pm. Seconded by Ms. Finegan, motion carried.

Attested _____ This _____ Day of _____ 2026

_____ Mayor

City Of Newport Burn Permit Guidelines

- You may have an open fire by permit only. It must be clean natural wood.
- Burning will be allowed between the hours of 8:00am and 10:00 pm only.
- Any open fire must be always attended by the permit holder.
- No person shall set, maintain, or increase a fire at any time without a permit.
- You must be 18 years or older to apply for a permit.
- You must have an appropriate means to extinguish an open fire.
- The Fire Chief can refuse or cancel a permit at any time.
- The permit holder will be financially responsible for Fire dept services if the Fire spreads, causing damage to any structure or creating a grass fire.
- It is illegal to burn any rubbish in a fire, pursuant to Vermont Statutes Title 24 Section 220, Violations are subject to a civil ticket with a fine of up to \$250.00.
- A permit holder will be asked to put out the fire if there are complaints about Smoke, fire or any fire safety related issues.
- Refusal to extinguish a fire, permitted or otherwise, will be extinguished by The fire dept at the permit holders' expense and billed accordingly.

Campfires are exempt from Permits

A campfire is described as a pit or fire ring, no larger than 3ftx3ft.

Fire suppression must always be readily available.

A campfire must never be left unattended.

Class "A" material only can be burned, no treated, painted, or stained wood. Absolutely no trash, rubber, plastic etc.

Complaints regarding campfires will be dealt with on an individual basis. You may be asked to extinguish the fire.

Discretion must be considered on dry conditions, or windy days.

Note: Please be advised that we follow all State Burn/ no fire bans and restrictions when issued. This includes campfires.

The Fire Chief, Fire officer, or senior Firefighter has the final word on granting or refusing fire permits and campfires.

Permit Requester: _____

Physical location of Burn: _____

Date: _____

Time: _____

Fire Chief or Fire officer signature: _____

Memorandum of Understanding
Between Newport Downtown Development and the City of Newport
July 1, 2026 - Draft

Newport Downtown Development (NDD) agrees to manage a collaborative process with the Mayor and City Council of Newport to assist the city in the execution of the 2024 Detailed Master Plan. NDD will facilitate coordination, communication, and provide strategic support to ensure the city is positioned for successful implementation. The items covered under this MOU will include:

- Management of contracts with White & Burke for submission to the Mayor and City Council for approval. If White & Burke is unavailable or deemed unsuitable, NDD, subject to approval by the Mayor and City Council, shall identify and present an alternative qualified firm.
The scope of such contracts shall include, but not be limited to, the development of potential TIF districts, CHIP projects, and related developer agreements.
- Management of other contracts associated with the execution of the 2024 Detailed Master Plan for submission to the Mayor and City Council for approval. The scope of such contracts shall include, but not be limited to, infrastructure work, brownfield mitigation and data analysis for grant applications.
- Implementation of a comprehensive public education campaign to inform Newport residents of each phase of implementation of the 2024 Detailed Master Plan, including project renderings, timelines, and the funding sources required to achieve its objectives.
- Working closely with the Mayor and City Council to build relationships with potential developers and to develop initial agreements for Council review, ensuring that projects identified in the 2024 Detailed Master Plan can be advanced in a timely manner. This will include coordination with local, state, regional, and federal funding agencies to identify and secure appropriate funding sources to support private/public partnerships.
- Management and organization of all documentation related to contracts, grants, drawings, proposals, and other materials associated with the 2024 Master Plan, ensuring such documents can be readily retrieved upon request.
- Throughout the process, NDD shall provide quarterly reports to the City Council to ensure they are well informed and prepared to make decisions at each stage of implementation.
- Other items as requested by the Mayor and City Council.

Unless renewed, this agreement will expire on June 30, 2027.

Assumptions:

- NDD has the capacity to manage the administrative responsibilities of this project. NDD will not seek additional financial support from the City of Newport for these administrative functions beyond the \$30,000 that was given in FY 2025/2026 and requested again by NDD for the FY 2026/2027.
 - NDD receives financial support from the State of Vermont Downtown Vibrancy Fund. Access to this funding is available to all designated downtown areas in Vermont, provided the municipality attests its support and maintains financial support for its local downtown organization at the same financial level or greater each year.
- NDD will work with the Mayor and City Council to support the City of Newport in identifying and pursuing appropriate grant funding when available to offset direct costs associated with approved service contracts with the intent of reimbursing and/or supplementing the Walmart Development Fund.
 - As previously approved by the City Council, the Walmart Development Fund — designated for direct costs associated with the broader 2024 Master Plan — shall be available to cover any expenses and/or contracts not funded through grant sources.
- In signing this contract, NDD is not assuming responsibility for any contractual expenses or service contracts.
- NDD understands its role to be that of project manager in support of the City of Newport.
- NDD will make no substantive decisions in carrying out this effort without consultation with the Mayor and Council.
- NDD's offer to manage this project is possible because of three primary assets:
 - The continuing work of its Economic Develop Task Force and the Housing Committee, both of which are made up of community leaders in the business, public, and non-profit sectors.
 - NDD's chair of the Economic Development Task Force leading the effort to help shape and advance a proactive economic development strategy for and in collaboration with the City of Newport.
 - NDD's strong Board of Directors, that is committed to supporting the City of Newport in developing our downtown.

Carter Finegan
President - City Council
Newport City

Sarah Chadburn
President
Newport Downtown Development (NDD)

**CITY OF NEWPORT
APPLICATION FOR WATER ALLOCATION/TURN-ON**

OWNER/APPLICANT: Susannah and Nicholas Howe

Permit # W26-001

ADDRESS: 19 Ice Pond Drive
Florence, MA 01062

ADDRESS WHERE ALLOCATION IS BEING REQUESTED:
Hartley Lane (corner of Hartley and Roberge)

FEE: RESIDENCE - \$44.00
COMMERCIAL - \$110.00
INDUSTRIAL - \$220.00
EXISTING - \$17.00

Allocation GPD 210
City Tax Map # 135-009

GENERAL CONDITIONS:

- 1) All costs for connecting to the City water system shall be borne by the owner/applicant.
- 2) All plumbing shall be done in accordance with all applicable national, state and/or local codes.
- 3) Water lines two (2) inches or less in diameter installed within the City's R.O.W shall be K type copper.
- 4) Water lines greater than two (2) inches in diameter shall be ductile iron.
- 5) **The owner/applicant shall install a radio read water meter which shall be purchased from the city and paid for by owner/applicant.**
- 6) Water and sewer billing will commence from date of water meter purchase.
- 7) An application for water service connection shall be filed with the City when a new service needs to be installed.
- 8) The city must be notified 48 hours in advance of a water turn On/Off to activate system. **No person other than a City employee shall operate a City-owned water shut off valve. The water turn on will not take place unless all conditions have been addressed.**

Special Conditions: _____

Susannah Howe

Owner/applicant Signature

Date: 14 May 2026

Approval: The City of Newport has sufficient uncommitted reserve hydraulic capacity to serve the above proposed project.

PR Afford-Che
Authorized Signature

5/18/26
Date



CITY OF NEWPORT

PRELIMINARY WASTEWATER ALLOCATION APPLICATION

Application No. P06-001

Date Received: 5/14/2020

Signature: Theresa J. Brennan

Application Fee:	\$44 Residential
	\$110 Commercial
	\$220 Industrial
Reserve Capacity Fee:	\$0.15 per gallon
Final Allocation Fee:	\$0.29 per gallon

To the City of Newport, Vermont:

The undersigned, being the Owner of the property located at Hartley Lane (corner of Hartley and Roberge) Parcel ID # 135-009
 (Number) (Street)
 does hereby request a permit for sewer use to serve the Residence
 (Residence, apt., commercial bldg., industrial facility, etc.)
 at said location. Sewer use is for (check the appropriate boxes)

- Renewal of an existing permit.
- Expansion of an existing connection.
- A new connection.
- A reserve capacity flow allocation.
- Other.

1. Residential:

- a. Number of living units by types:
 - Single Family Homes:
 - Mobile Homes: 1
 - Apartments:
 - Townhouse/Condominiums:
- b. Estimate of Flow:

Use the Vermont Wastewater System and Potable Water Supply Rule, effective 1 January 05, Table 1, Design Flow: 210 gallons per day

2. Non-Residential:

- a. Description of Connection's Flow.
 - Type:
 - Number of Units:
- b. Estimate of Flow:

Use the Vermont Wastewater System and Potable Water Supply Rule, effective 1 January 05, Table 1, Design Flow: gallons per day

3. Will the strength of the wastewater be typical domestic wastewater?
 X Yes No

4. Failure of the applicant to meet the requirements of the Sewer Ordinance and this permit, will result in permit revocation.

5. The applicant may not transfer, by any means, this allocation approval to any other person.
6. Submit the application fee with this application. Make the check out to "City of Newport."
7. Submit the allocation fee with this application by separate check. Check will be returned if application is denied.

8. Applicant Information:

Date: 14 May 2026

Applicant: _____

Name: Susannah and Nicholas Howe

Address: 19 Ice Pond Drive, Florence, MA 01062

Susannah Howe

Signature: _____

Daytime Phone No.: 413.522.3140

Daytime Fax No.: email: susannah.howe@gmail.com

9. Is this a Preliminary or Final Application? Refer to the Newport Sewer Ordinance for the details of the reserve capacity allocation request.

Preliminary
 Final

If this is a final application, then ensure the submittals identified in the Sewer Ordinance are included in this application.

Connections which generate a flow over 1000 gpd or have waste strength above residential use must be certified by a Vermont registered engineer.

To be completed by the City:

A. PRELIMINARY COMMITMENT OF RESERVE CAPACITY

1. Your request for permission to use the Newport public sewage system has been received and considered.
2. Preliminary Commitment of Reserve Capacity for sewer system use is granted. You must comply with all provisions of the City's "Sewer Use Ordinance."
3. The committed reserve capacity allocated for you is 210 gallons per day.
4. This preliminary commitment will expire ONE YEAR from the preliminary approval date below.
5. Review for Final Approval will not proceed until your letter request, including required documents, for Final Approval is received.

Preliminary Approval:

City of Newport
 City Council

D. P. O'Brien

Date: _____

MAYOR - 5/18/26

Expiration Date: _____

Monthly Credit Card Processing Procedure

1. **Statement Availability/Retrieval**

Monthly credit card statements are available on the first day of each month. The Financial and Office Administrator retrieves the monthly statement when it becomes available.

2. **Cardholder Review and Documentation**

During the first week of the month, each cardholder is responsible for:

- Reviewing all charges on their statement for accuracy
- Assigning the appropriate General Ledger (GL) account code for each transaction
- Compiling and submitting all supporting receipts and documentation for purchases made during the billing cycle

3. **Accounts Payable Entry**

After statements and receipts are received, the Financial and Office Administrator will enter all into the AP Essentials software. Transactions will be electronically coded and matched with supporting receipts.

4. **Approval Process**

The completed statement packet will be reviewed and approved within AP Essentials by the City Manager.

5. **Payment Processing**

Once approved, the statement payment will be imported into the NEMRC financial system. The Clerk/Treasurer's Office is responsible for processing payment through NEMRC by ACH transfer to the Bank of America account.

6. **Payment Deadline**

Payment must be received by Bank of America no later than the 25th day of each month. To ensure timely receipt and avoid any late fees, payment should be processed no later than the 20th day of each month.

Responsibilities

- **Cardholders:** Timely coding of transactions and submission of receipts.
- **Financial and Office Administrator:** Retrieve monthly statements, enter statements into AP Essentials, and verify supporting documentation.
- **City Manager:** Review and approval of charges prior to payment.
- **Clerk/Treasurer's Office:** Final payment processing through NEMRC in advance of the payment deadline.

ARTICLE I
General Provisions

PREAMBLE

WHEREAS, this agreement is made and entered into between the City of Newport (the City) and the New England Police Benevolent Association, hereinafter known as the Union.

WHEREAS, it is the intent of the parties to promote the efficient administration of police service and to provide for the well-being of employees; and to maintain high standards of work performance on behalf of the public; and

WHEREAS, the parties to this agreement consider themselves mutually responsible to establish stable and meaningful relations based on this agreement;

NOW THEREFORE, the parties to this Agreement, in consideration of the mutual covenants herein set forth, agree as follows:

Section 101. RECOGNITION CLAUSE

In accordance with the certification of the Vermont State Labor Board, dated August 26, 2022, the City recognizes the New England Police Benevolent as the exclusive bargaining representative of all full-time employees of the Newport Police Department, excluding the Lieutenant and Chief.

Section 102. DISTRIBUTION OF AGREEMENT

The CITY will provide three (3) copies of the final executed agreement to the Union. Any additional copies required by the Police Department will be at the expense of the Union.

Section 103. SAVINGS CLAUSE

Should any provision of this agreement be held to violate a Federal or State law, all other provisions shall remain in force. Should any provision of this agreement be invalidated, the City and the Union agree to meet within forty-five (45) days to negotiate replacement provisions.

Section 104. MODIFICATION OF AGREEMENT

No agreement, alteration, understanding, variation, waiver or modification of any section of this agreement shall be made by any employee or group of employees with the City and in no case shall be binding upon the parties hereto, unless such agreement is made in writing and signed by the City and the Union. The waiver of any breach or condition of this agreement by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.

Section 105. DURATION OF AGREEMENT

This agreement shall be effective from July 1, 2022 to June 30, 2026. Either party may notify the other party of its desire to modify this agreement by written notice no later than six (6) months prior to the expiration

date of this agreement. This agreement shall be renewed automatically for periods of one year, unless either party gives written notice of its desire to modify the agreement at least six (6) months prior to the yearly effective date of any renewal. During negotiations, this agreement shall remain in full force and effect.

Section 106. NON-DISCRIMINATION CLAUSE

Neither the City nor the Union shall discriminate against any employee on the basis of race, religion, color, creed, national origin, sex, sexual orientation, gender identity, age, marital status, disability, political affiliation, or membership or non-membership in the Union.

Section 107. UNION BULLETIN BOARD

Space will be made available for use by the Union on the existing bulletin board.

Section 108. MANAGEMENT RIGHTS

All employer rights, powers, discretion, authority and prerogatives are retained by and shall remain exclusively vested in the employer, except as clearly and specifically limited by this agreement.

ARTICLE II Union Rights

Section 201. UNION SECURITY

In accordance with 21 VSA. Chapter 22, the Vermont Municipal Labor Relations Act, after the 30th day of employment, all employees who elect to do so shall be afforded the opportunity to become a member of the Union. All members covered by this Agreement shall elect or decline to acquire and maintain membership in the Union, by completing a Union Membership form as identified in **Appendix A**.

Section 202. PAYROLL DEDUCTIONS

The City agrees to deduct Union dues or an agency fee as certified by the Secretary of the Union, each pay period, from the pay of employees, who have given signed, written authorization to the City for such deductions. Remittance of the amount of deductions will be made to the Union Treasurer within fifteen (15) days after the month in which deductions are made. The City will list each employee and the amount deducted for each employee.

Section 203. GRIEVANCE COMMITTEE

All time spent on grievance Committee meetings during normal working hours shall be paid as time worked.

Section 204. VISITATIONS

Union Representatives will be granted access to the premises for individual discussions of grievances with employees, provided care is exercised not to interfere with work and provided the Chief or Chief's designee is notified in advance.

ARTICLE III
Seniority

Section 301. DEFINITION

Seniority shall mean length of continuous service with the police department since the last date of hire. On July 1st of each year the City will post on the bulletin board a seniority list showing the continuous service of each employee. A copy of the seniority list shall be furnished to the Chapter Chairperson when it is posted.

Section 302. CONTINUOUS SERVICE

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, and refusal of recall to previous position or retirement.

Section 303. APPLICATION

Seniority shall be controlling in all cases of choice of vacations, leaves and any disputes between employees, including time off, not provided for otherwise.

Section 304. LAYOFF

In the event of a reduction in force within the dispatchers, the dispatcher with the least seniority shall be laid off first.

In the event of a reduction in force within the officers, the officer with the least seniority shall be laid off first.

Section 305. RECALL

Laid off employees will be recalled in order by seniority before any new employee is hired. An employee notified by certified, return signature required mail, must notify the City within three (3) work days and return within ten (10) days of signing for the notice, if being recalled for the previously held position; contingent upon maintaining equal certification as when the employee was laid off. Part-time employees shall not be used on a full-time basis, to replace laid off employees or employees not replaced.

ARTICLE IV
Working Conditions

Section 401. NORMAL HOURS OF WORK

The normal shifts and hours of work shall be:

Police Officers	Dispatchers
5:00 AM to 5:00 PM	6:00 AM to 6:00 PM
*11:00 AM to 11:00 PM	6:00 PM to 6:00 PM
5:00 PM to 5:00 AM	

*Used at Chief's discretion

The City has invested time and resources to establish a dispatch center capable of serving multiple dispatch clients. As such, the City retains the right to expand the dispatch center hours to include 24 hour a day, 7 day a week, 365 days a year operation. Dispatchers will work 12-hour shifts Monday through Sunday. The start and end times of the shifts will be established by mutual agreement between the City and the Union. Dispatchers will also be paid double-time for any time worked in excess of 14 consecutive hours acknowledging that meal breaks, and lessor breaks shall not count as a break in consecutive hours worked. The City may exercise its management right to create a Dispatch Supervisor position

Sergeants

7:00 AM to 5:00 PM Monday through Thursday

5:00 PM to 3:00 AM Tuesday through Friday

Dispatch Supervisor

11:00 AM to 7:00 PM Monday through Friday

The two Sergeants shall rotate between the day shift and night shift, every three months, unless they mutually agree not to.

The City retains the right to make temporary changes in this schedule. In the event of an incident, which causes an extended absence for any bargaining unit member, temporary shall be a time period as determined by the Chief but not exceed twelve (12) weeks. The Chief will have one shift per vacancy that he/she will have to fill as needed or as Chief sees fit to accommodate a personal/family or medical need. The other shifts will be made available to be bid on by the bargaining unit. In that event the Chief would determine shifts that are deemed essential and they would be available for bid. Re-bidding would be allowed and completed every eight weeks during the temporary change period.

When there are three (3) or more officers on shift or two (2) or more dispatchers on shift one officer and/or dispatcher may use the department gym for up to one (1) hour, to include changing and cleanup time, while on shift with prior approval from their supervisor. Use of the gym while on shift is subject to interruption or cancellation if necessary, at which time an employee must return to work reasonably promptly.

Employees may swap shifts, with the approval of the Chief or the Chief's designee. Such swaps shall not obligate the City to pay any extra overtime.

The pay period shall consist of eighty (80) hours within fourteen (14) calendar days. Time and one-half (1 1/2) shall be paid for all time worked over eighty (80) hours per pay period.

Section 402. COMPENSATORY TIME

Employees earning overtime have the option to choose comp time (for time off) for up to 60 hours, or get paid in cash. For purposes of using comp time as time off, the 60 hours is a hard cap. Comp time may also be banked for future cash payout in excess of 60 hours. Compensatory time shall be cashed out at the employee's discretion, but all comp time will be cashed out no later than June 29 in the fiscal year in which earned, and at the rate at which it was accumulated. Employees shall request compensatory time off from

the Chief, or his designee, three days prior to the start of their shift. The Chief will grant such requests unless there is a reasonable operational basis to deny it. Compensatory time scheduled and taken shall be part of the hourly base for overtime calculations during the pay period in which taken.

Section 403. USE OF PERSONAL VEHICLES

Employees using their personal vehicles for police department functions shall be paid at the IRS allowable rate as determined each July first.

Section 404. UNIFORMS AND EQUIPMENT

The City will provide uniforms, and replace them as needed, to all sworn officers and dispatchers of the Department. A cleaning allowance for uniforms of \$450.00 shall be paid annually during December.

Practice ammunition in reasonable quantities shall be provided upon request, the quality to be determined by the Chief.

Employees required to qualify with weapons shall qualify with both duty and off-duty weapons. When shooting for qualification, service grade ammunition shall be provided.

The City will provide and pay for service for cellular telephones for employees to use for work purposes only, subject to rules and restrictions to be issued by the Chief of Police. The telephones and all data stored on them and/or transmitted over cellular carrier service paid for by the City, including but not limited to voice, text, images, etc., constitute public records and the property of the City of Newport. Such cellular telephones may be subject to inspection by the City at any time and employees have no right of privacy in the information stored or accessed via such devices.

Section 405. HEALTH AND SAFETY

The City and the Union shall form a Health and Safety Committee composed equally of Union and City members. Each will select its own representatives. The committee shall meet at least twice per year.

Section 406. TRAINING

The City will provide each officer all hours of certified training, as required by the State, including first aid, use of force/tactics, Taser/CEW and firearms training, each year and domestic violence and fair and impartial policing every other year. The Union will be provided with copies of training records when requested. Required meals to be paid. All training time shall be paid including overtime.

Travel time shall be paid at straight time. (Excluding overtime for the Basic Police Academy Course required of full-time officers).

A training chart shall be posted showing each officer and the amount of training received in the current year. The chart shall be updated monthly by the Chief or his/her designee.

ARTICLE V Compensation

Section 501. WAGES

New employees shall be hired at step 1 as indicated in **Appendix B**. A new employee may receive up to 50% credit for previous experience and slotted into the nearest year step.

When and if an employee is promoted to Sergeant or Dispatch Supervisor, the employee shall move horizontally into the corresponding step grid at their current step.

A night differential of \$21.00 per hour for all regularly scheduled patrol and dispatching night shifts, for Officers working 5:00 PM until 5:00 AM and Dispatchers working 6:00 PM until 6:00 AM.

All employees shall receive the annual pay increase at the first full pay period after July 1 as indicated in **Appendix B**.

Effective July 1, 2023, the step-based wage grid shall be adjusted annually by a cost of living at the beginning of each new fiscal year, as indicated in **Appendix B**.

The City may exercise discretion to pay retention bonuses, of such amount the City determines (provided the amounts are equal for all bargaining unit members, on either a base pay percentage or a dollar amount basis as the City chooses), to employees who remain employed at the time of ratification of this agreement, and payment of such bonuses shall not affect an employee's base rate of pay nor establish any obligation to pay such bonuses thereafter.

The City may exercise discretion to pay sign on bonuses, of such amount the City determines. Payment of such bonuses shall not affect an employee's base rate of pay nor establish any obligation to pay such bonuses thereafter.

~~Employees who are assigned to specialty assignments and who have obtained the required certifications shall receive an annual stipend of \$250 per special assignment to a maximum of \$500 annually. The Chief shall have the authority to approve specialty assignments to meet regulatory or operational needs of the department. Specialty assignments shall be defined as, but not limited to, Field Training Officers, Communications Training Officers, and other in-house departmental instructors such as: Firearms Instructors, Use of Force Instructors, and Taser/CEW Instructors. The City shall determine when the stipends are paid annually.~~

Section 502. OVERTIME SCHEDULE

~~Subject to reasonable management discretion relating to safety and operational concerns, o~~Overtime work shall be rotated fairly among bargaining unit employees by seniority. Overtime refused shall be treated as if worked for the purpose of rotation. Sick time does not count as hours worked for purposes of calculating overtime.

Section 503. CALL-IN

Employees called in to work outside of their regularly scheduled shift shall be paid at the appropriate overtime rate and shall be guaranteed a minimum of ~~two four (4)~~ two (2) hours of overtime pay and may leave when reason for call-in is satisfied. Alternatively, employee may choose to work a full three (3) hours when called in.

Minimum call-in does not apply to hours added to the beginning or end of a shift. Employees will be paid call-in pay for court duty if appearance is cancelled with less than two (2) hours' notice. Employees called in to work from approved scheduled vacation shall be paid at the overtime rate with compensatory time not allowed to be accrued.

Section 504. ON CALL

~~Effective July 1, 2022, employees who volunteer to be on call from Friday at 5:00 PM to Monday at 7:00 AM shall receive \$175 per weekend.~~ Effective July 1, 2023, employees who volunteer to be on call from Friday at 5:00 PM to Monday at 7:00 AM shall receive \$300~~225~~ dollars per weekend for each weekend they are on call.

Section 505. PAY PERIOD

The weekly pay period is on a bi-weekly pay period at the discretion of the City of Newport.

Section 506. K-9 HOME CARE

Dog Needs:

The City of Newport will be responsible for all dog food expenses.

All necessary veterinary appointments will be paid for by the City of Newport. This will include: vaccinations, prescription medications, preventative medications, checkups, and emergency visits to a veterinary clinic chosen by the Handler, and authorized by the Chief of Police or designee.

All training tools and dog needs items to include: protective equipment, collars, leashes, harnesses, kenneling equipment, and training equipment will be paid for by the City of Newport. All purchases made will first be authorized by the Chief of Police or designee.

Any short or long-term boarding costs will be paid for by the City of Newport in the event the K-9 Handler is injured and unable to care for the dog, or goes on vacation and is unable to take the dog. The boarding site will need to be approved by the Chief of Police or designee, and proper notice of 14 days prior to boarding dates (Vacation only) will be provided to the Chief of Police or designee.

Handler Needs:

The K-9 Officer will be paid 0.5 hours a day (7 hours per 14 day period), as compensation for maintenance of the K-9.

A marked Newport patrol vehicle will be designated for exclusive K-9 use and will be equipped to safely transport the K-9 to and from the K-9/Handler's residence. All vehicle associated costs to include, fuel will be paid for by the City of Newport. All maintenance scheduling will be the responsibility of the K-9 Handler, but needs to be approved by the Chief of Police or designee prior to going into an approved shop or garage for maintenance.

The cost of laundry service will be the responsibility of the City of Newport. Any uniforms damaged or

ruined in the line of duty will be replaced by the City of Newport with no expense to the K-9 Handler.

At the end of the K-9's service to the City of Newport and upon retirement of the dog. The Handler will have the option to purchase the animal from the City of Newport for the price of \$1.00.

The City of Newport shall pay for K-9 Handler's annual Vermont Police Canine Association dues from the Police Department budget.

Section 507. LONGEVITY PAY

Beginning in the sixth year of full-time employment, longevity pay will be paid per year as follows (payment to be made no later than end of fiscal year during which anniversary occurs):

- After 5 Years of Continuous Service: \$ 300
- After 10 Years of Continuous Service: \$ 600
- After 15 Years of Continuous Service: \$ 900
- After 20 Years of Continuous Service: \$1,200

Section 508. BILLABLE DETAILS

The hourly rate of pay for a billable detail shall be twice (2x) the employee's regular rate of pay for all billable details for which the City charges a fee for employee services. It shall be the sole discretion of the City whether to accept billable details, to account for associated costs, and to set rates charged for billable details. Employees' service on billable details shall be voluntary.

**ARTICLE VI
Fringe Benefits**

Section 601. VACATION

Vacation shall accrue on a monthly basis credited on the last day of the month. Employees covered by this agreement may borrow against vacation time up to their full annual amount in order to take vacation prior to its actual accrual. Employees who do so and leave service with the city prior to paying back borrowed vacation shall be docked in their final pay periods for all vacation time owed.

First year of service through sixth <u>second</u>	6.67 Hours/Month
Seventh-Third year through fourteenth <u>fifth</u>	10.00 Hours/Month
Fifteenth-Sixth year through nineteenth <u>tenth</u>	13.34 Hours/Month
Twenty-Eleventh year through fifteenth <u>sixteen</u>	16.67 Hours/Month
<u>Sixteenth years or more</u>	<u>20.00 Hours/Month</u>

Vacation requests need to be made in writing on forms provided by Chief of Police. Vacation requests shall not be unreasonably denied. In the event of conflicts in vacation scheduling, seniority shall be the determining factor. Vacation carry over shall not exceed one week (40 hours). An additional 40 hours may be carried over with permission from the Chief. All vacation time due shall be paid upon termination or death. Holidays or days

observed as holidays shall not be charged to vacation time.

Up to 40 hours of vacation per year may be taken in pay rather than time off at the employee's option.

A vacation roster shall be made available in January for the purpose of selecting vacation times. For purposes of employee vacation preference, the roster shall be considered closed by May 1st of each year. Employees may take individual days or unscheduled vacation time as vacation days, provided at least five (5) days' notice is provided to the department, and the days are approved. The Chief shall have the discretion to waive the five (5) day notice.

A day shall mean eight (8) hours if working an eight (8) hour day, a day shall mean ten (10) hours if working a ten (10) hour day, or twelve (12) hours if working a 12-hour day.

It is the intention of the department to provide emergency use of vacation days whenever possible.

There will be only one officer, per shift, allowed to be on vacation leave, and no more than two officers within the department on vacation leave during the same time period. There will be only one dispatcher allowed to be on vacation leave during any period of time.

Vacation time may be exchanged by the employees, with the permission of the Chief, due to unforeseen events. "Exchange" shall mean the changing of vacation time with another employee in the shift, who is agreeable to such a change.

Section 602. HOLIDAYS

The following shall be paid holidays together with any other day so proclaimed by the City Council:

New Year's Day - January 1

Martin Luther King Jr. Holiday

President's Day aka Washington's Birthday

Memorial Day

The 4th of July

~~Bennington Battle Day~~

Labor Day

Indigenous People's Day

Veteran's Day - November 11

Thanksgiving Day

The day after Thanksgiving Day

1/2 day before Christmas

Christmas Day

1/2 day before New Year's Day

An employee scheduled to work on a holiday shall receive time and one half for the hours worked plus ten (10) hours of holiday pay if working a ten-hour (10) or more hour shift per day.

Employees not scheduled to work shall receive ten (10) hours holiday pay.

Those employees not scheduled to work, but are called in on a holiday, shall receive double time for the hours worked plus 10 hours holiday pay.

A day shall mean eight (8) hours if working an eight-hour day and a day shall mean ten (10) hours if working a ten-hour day, or twelve (12) hours if working a twelve-hour day.

Section 603. MEDICAL INSURANCE

For health insurance beginning on July 1, 2023 the City of Newport shall, on behalf of employees covered by this agreement, contribute an amount up to 90% of the Gold CDHP or equivalent. An employee shall pay the first \$1600 out-of-pocket (OOP) expenses for the single plan and \$3200 of the first OOP for all other plans. The City shall pay the remainder of the OOP expenses for the single plan and for all other plans. The City shall make no contribution to a Health Savings Account. Any out of pocket expenses that may be increased or decreased shall be split on a 50/50 basis for each year of the contract with a \$900 yearly cap increase for the employees. At no time shall an employee's OOP expenses increase above \$2,500 for a single plan or \$5,000 for all other plans.

As a buy-out option for employees who obtain reasonably comparable health insurance coverage through a spouse or domestic partner or parent or legal guardian, or through the U.S. Dept. of Veterans Affairs, the City will allow 50% of the annual premium cost of the plan type an employee would otherwise select (e.g., Employee: Employee + spouse; Employee + child(ren); or Family), provided that an employee must annually submit proof of such other coverage (including enrolled plan type) in a form acceptable to the City.

~~The City will allow 40% of the single person premium cost as a buy-out option for employees who find health coverage elsewhere after employees first show proof of elsewhere coverage.~~

Effective July 1, 1997 the City agrees to allow retirees and their dependents after July 1, 1997 who have been enrolled in the Plan the year prior to the employee's retirement access to the City Health Care Plan until the retiree reaches the age of Medicare eligibility. The retiree will pay full cost of the plan plus a 2% administrative fee. Retirement meaning eligible under the Vermont Municipal Retirement System.

For dental and vision insurance beginning on July 1, 2023 the City of Newport shall, on behalf of employees covered by this agreement, contribute an amount up to 100% of the single-person dental and vision insurance plans, as identified in **Appendix C** of this Agreement. The City may change the insurance carriers with sufficient prior notice to the Union and when coverage is reasonably comparable or better.

Section 604. LIFE AND DISABILITY INSURANCE

The City will provide a life insurance policy equal to 1 times annual salary, with Accidental Death and Dismemberment. The terms of the policies shall control.

Section 605. LIABILITY INSURANCE

The City will continue to provide liability protection for its employees when acting in good faith and within the scope of employment on behalf of the City of Newport, consistent with 24 VSA §901(a).

Section 606. PENSION

The City will offer the Vermont Municipal Employees Retirement Plans as follows:

Effective January 1, 2016

	City	Employees
Plan C	7.375%	10.125 %
Plan D	9.975%	11.475%

All sworn police officers will have the option of participating in Group D plan as follows: The governing body of the municipality must designate allowable group's eligible employees to become members of Group D on or before December 31, 2016, for an effective date of July 1, 2017. For purposes of this contract, the designated group shall be all sworn police officers. This plan is not mandatory for existing employees. All new employees hired after the original vote is taken shall become members of the Group D plan.

Employer contribution rates may change in accordance with VMERS Board of Trustees decisions. Employee contribution rates may change in accordance with Statute.

Section 607. WORKER'S COMPENSATION

The City will pay the difference between the employee's pay and the amount received from Worker's Compensation Insurance while an employee is on Worker's Compensation. In no case shall the employee be required to use sick leave while on Worker's Compensation.

It is the City's intent that no employee should suffer economically due to an injury received while working. To this end, the City will handle each employee's case in the manner which is best for that employee upon mutual agreement. In no case will the employee receive less, nor more, than his or her net regular take home pay. All health insurance benefits, as provided by this agreement, shall continue while on Worker's Compensation.

Section 608 A. SHORT TERM & LONG-TERM DISABILITY POLICIES

The City will pay the premium for a short term and long-term policy. The terms of the policies shall control.

Section 608 B. SICK LEAVE

Sick leave may be accrued at the rate of 8 hours per month (96 hours per year) for those employees with less than ten years of service, and 10 hours per month (120 hours) for those employees with more than ten years of service. Sick leave may accumulate year to year to a maximum of 240 hours, and the maximum 'buy back' at termination shall be 240 hours.

City may require a fitness for duty evaluation at its own expense at any time if it believes an employee may not be able to perform the essential functions of his/her position.

Employees will be eligible to use sick days, provided all of the following occurs:

1. The employee telephones the department at least two (2) hours prior to the scheduled starting

time for all shifts, when possible.

2. An employee who is unable to report for work because of illness shall report to the dispatcher, who in turn, shall relay the information to the Officer in Charge.

An employee may be required to provide a statement from his/her doctor, stating his/her inability to work due to illness/disability after three consecutive work days or a pattern of use that indicates potential abuse. Failure to comply with the provision of this requirement shall be cause for denial of sick leave pay and shall constitute an unexcused absence.

Section 608 C. PFLA LEAVE

The City shall comply with the requirements of the Vermont Parental and Family Leave Act ("PFLA") for eligible employees. Whenever an employee is granted paid or unpaid leave pursuant to the terms of this Agreement, and the employee is also entitled to leave pursuant to the PFLA for the same occurrence, both the leave provided pursuant to the Agreement and that which is provided pursuant to the PFLA will be provided concurrently. Also, PFLA leave will be provided concurrent with Workers' Compensation benefits. The employee may elect to use up to twelve (12) weeks of any paid leave (to which the employee is entitled under the terms of this Agreement) during any period of leave provided pursuant to PFLA. The 12-month period shall begin on the day a PFLA approved leave begins. All other matters regarding the administration of leave provided pursuant to the PFLA shall be as provided by the District's policies and practices.

Section 609. BEREAVEMENT LEAVE

An employee shall be granted three (3) working days in the event of death of mother, father, sister, brother, father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, or spouses' grandparents. In the case of spouse or child, such leave shall be for a period of five (5) working days. Such leave shall not be deducted from either sick leave or vacation leave.

In the event of death of any person, other than those listed above, requiring attendance at a funeral, one (1) working day of leave may be granted, with the approval of the Chief.

Section 610. CIVIL DUTY AND JURY LEAVE

All employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leave shall be given by the Chief.

Should any employee be called for jury duty within any state or federal judicial court, the City shall pay to the employee the difference between the employee's actual salary and that received from the court.

Section 611. MILITARY LEAVE

All employees who, by reason of membership in the Active Reserve Forces of the United States or the Vermont National Guard, are ordered by the proper authority to full-time active duty or to attend full-time training activities, shall be entitled to leave of absence without pay during the actual duration of such activity but not to exceed fifteen (15) consecutive days in any one year. Military leave may be taken as vacation leave.

Weekend duty with the Active Reserve Forces of the United States or the Vermont National Guard shall be on the employee's own time. If such employee is scheduled to work on a drill weekend, the employee shall make arrangements with the Chief.

Section 612. LEAVE OF ABSENCE WITHOUT PAY

All requests for leave of absence without pay shall be submitted in writing to the Chief and the City Manager and shall set forth the purpose for which the leave is requested. Leaves shall be granted at the discretion of the Chief of Police and City Manager, except that PFLA Leaves shall be controlled by the PFLA and the Policy and Procedures thereon. In no instance shall leave be longer than one year. Benefits will be provided at 100% paid for by employee. Seniority will not continue to accrue while on leave.

Section 613. COFFEE BREAKS & LUNCH PERIODS

During a shift, two (2) fifteen-minute coffee breaks will be allowed, time permitting.

- a. The first coffee break is not to be taken within the first 1/2 hour of the shift.
- b. The second coffee break is not to be taken within the last 1/2 hour of the shift.

A lunch break of no more than 1/2 hour will be permitted, per shift, time permitting.

If, during either coffee break or lunch break, an officer is notified to respond to an incident, that officer will respond immediately. If the incident should occur during lunch break, the officer, after completing investigation of the incident, may go back and finish lunch break; however, the total length of time for lunch is not to exceed 1/2 hour.

Dispatchers will be allowed to have coffee and/or lunch breaks any time that is practical during a shift.

ARTICLE VII Personnel Actions

Section 701. VACANCIES

All vacant positions and all shift vacancies which the City intends to fill, shall be posted in accordance with this article. Shift vacancies of short duration shall be offered with the senior qualified employee having the right of first refusal. For leave of absences longer than one (1) month, City can fill position with temporary employee(s) until such time as employee returns from leave of absence.

All shifts shall be subject to an annual posting, bidding and filled by seniority. Any employee on leave or assignment shall be returned to the shift last bid.

All shifts not permanently vacant (return to work within bidding year) shall be posted and filled by seniority. It is understood that upon return of the incumbent, the employee filling the shift shall be returned to the shift last bid.

In the event that multiple changes could occur as a result of the post/bid procedure a single posting

requesting preferences will be considered as complying with the intent of this article.

When the City decides to fill a vacancy or create an opening, it shall make its selection on the basis of qualifications and test scores. Seniority shall control when qualifications and scores are relatively equal. Positions shall be filled by outside applicants only if there are no qualified applicants from the bargaining unit.

A notice of vacancy or opening shall be posted for ten days. Notice shall include the job description, qualifications and testing procedure.

The results of each portion of the above procedure will be made available to the Union upon written request of the applicant. A Police Officer, Senior Patrol Officer or above, chosen by the bargaining unit, shall serve on a review board: for civilian personnel, the officer shall sit in on interviews and provide input to the Chief. For police officer, the officer shall be part of the oral board and have input on employee selection.

Section 702. PROBATIONARY PERIOD

Each newly hired employee becomes a probationary employee upon date of hire.

Probationary employees shall be eligible to receive all the benefits extended to non-probationary employees covered under this Agreement in accordance with the enrollment policies of the specific benefit provided. Probationary employees are considered employees at will and may be terminated with or without cause or notice.

Officers shall be on probation for no less than twelve (12) months upon completion of the Full time (Level III) Police Academy.

Dispatchers shall be on probation for 6 months following the completion of their field training program (F.T.O./C.T.P.).

The probationary period may be extended for an additional three (3) months at the discretion of the City.

Promotional probation of 6 months shall be used to see if the employee satisfactorily performs the requirements of the new position. If the position proves unsatisfactory to the City or the employee, the employee shall be returned to his/her previous position and pay.

Dismissal while on initial probation, or demotion while serving promotional probation is not grievable and the Chief's decision will be final.

Section 703. TEMPORARY ASSIGNMENTS

When a temporary vacancy occurs requiring an employee to assume the duties and responsibilities of a higher-ranking position, and this temporary assignment exceeds four (4) consecutive weeks, that employee shall be paid at the rate of the higher-ranking position for the full duration of that temporary assignment.

Section 704. DISCIPLINE AND DISCHARGE

Non-probationary employees shall be subject to disciplinary action only for just cause.

It is agreed that a system of progressive discipline shall be followed.

- Step 1 - Oral warning
- Step 2 - Written warning
- Step 3 - Up to two (2) weeks suspension
- Step 4 - Discharge

Nothing in this Section shall prohibit the City from bypassing progressive discipline when just cause requires, or from applying disciplinary action of differing degrees, or progressively, for different kinds of offenses. The failure of the City to employ progressive discipline in any case shall not by itself be deemed a violation of the "just cause" standard.

The City, through the Chief of Police retains the right to adopt policies, procedures, rules and regulations for the operation of the Newport Police Department and the conduct of its employees, provided that such rules do not conflict with the provisions of this Agreement or are not mandatory subjects of bargaining.

Nothing in this agreement shall prevent the Chief or his/her designee from requiring an employee under administrative investigation to submit to photographs for a photo lineup or submit to a written or oral interrogation that specifically relates to the subject matter of the investigation provided union representation is afforded. In any case involving a discharge of a firearm or death, the officer in question shall not be required to submit to any questioning for a period of no less than 48 hours after the incident.

Nothing in this Agreement shall prevent the Chief or his/her designee from requiring an employee to submit to breath or urine tests for controlled substances and alcohol in accordance with 21 VSA Chapter 5, subchapter 11. The results of any test, examination, or interrogation as may be required are not admissible or discoverable in any criminal or civil proceeding against the employee when he/she has been ordered to submit thereto.

Disciplinary action shall be taken privately and, when requested, in the presence of the Union Chapter Chairperson or Steward.

Records of disciplinary action shall be removed from an employee's records after 18 months if no other disciplinary action is taken against the employee within such eighteen-month period.

The Union Grievance Committee and the City Manager shall meet before any employee is suspended or discharged and that employee shall have the right to attend such meeting. An employee may be suspended without a meeting when it is necessary to have the employee leave the area of work if that employee is in no condition to work or if the infraction is sufficiently serious, provided the Union is notified as soon as practical. In this instance, the meeting must be held within five (5) days.

Actions under this Section are subject to the grievance and arbitration procedure.

Section 705. GRIEVANCE AND ARBITRATION PROCEDURE

A grievance is any dispute between the parties as to the meaning, interpretation or the correct

application of a provision of this agreement, or a complaint that discipline has been imposed without just cause.

Working days shall mean Monday through Friday on days that the City Offices are open for the public. Grievances shall be processed as follows:

Step 1. An employee, group of employees, or the Union must present the grievance in writing to the Chief within seven (7) working days after the incident or the Union's knowledge of the incident, but not to exceed more than twenty-one (21) working days from the date of the original incident. The grievance shall be expressed in writing. The Chief must respond in writing within seven (7) working days. Failure of the City to meet a timeline as outlined in this article may result in the union advancing the grievance to the next step within seven (7) working days of the failure of the City to act or the issues is considered closed. If the parties settle the matter in an agreement, the City shall draft a letter stating the matter is closed, and will be signed by the employee, group of employees, or the Union and the Chief of Police.

Step 2. If no satisfactory agreement is reached in Step 1, the grievant and/or the Union shall present a written grievance within seven (7) days of Step 1 to the Chief who shall convene and meet with the Grievance Committee within fourteen (14) working days. The Grievance Committee shall consist of the Union Representative, the Union Steward, the grievant, the Chief of Police, and any Supervisory staff not in the bargaining unit seen as necessary by the Chief, and a member of the City Council as selected by the Chief of Police.

If the parties settle the matter in an agreement, the City shall draft a letter stating the matter is closed and will be signed by the Grievance Committee. If no agreement is made, the Chief of Police shall respond in writing within seven (7) working days after the meeting.

Step 3. If no satisfactory agreement is reached, the grievant and/or the Union shall submit a written grievance within seven (7) working days after the Grievance Committee concludes, to the City Manager or Designee who shall meet with the Grievance Committee within seven (7) working days after receipt of the grievance. If the parties settle the matter in an agreement, the City shall draft a letter stating the matter is closed and will be signed by the Grievance Committee and City Manager. If no agreement is made, the City Manager shall respond in writing within seven (7) working days after the meeting.

Step 4. Grievances arising from discipline: If the grievance is not resolved at Step 3, the Union and not any individual employee may, within twenty-one (21) days of the date the City Manager's response, forward the grievance in writing to the City Manager requesting arbitration.

If the parties are unable to agree on the selection of an arbitrator, the Federal Mediation and Conciliation Service shall be requested to provide a panel of arbitrators from which a selection shall be made using the alternate, strike out methodology. The expenses for the arbitrators' services shall be equally shared by the parties.

The arbitrator's authority shall be limited to interpreting and applying the provisions of this Agreement and they shall be without power to alter, amend, add to or detract from or modify any language of the Agreement. The arbitrator's award shall be in writing and shall set forth the findings of fact, reasoning and conclusion. The award of the arbitrator shall be submitted to the Employer and the

Union, and subject to law, shall be final and binding upon the Employer, the Union and the aggrieved employee. Arbitration shall be limited to the issues raised by the parties.

Section 706. PERSONNEL FILES

No information shall be placed in an employee's personnel file unless the employee is so informed at the time and is furnished with a copy upon request. An employee shall have the right to submit written comments to be included in their personnel file or to grieve any adverse information.

An employee or outside party with written authorization from the employee, shall have the right to inspect his/her personnel file during normal business hours, by appointment with the department clerk or supervisor who is custodian of the files.

Access to personnel files by the City other than the Chief of Police shall only be on a "need to know" basis. Access shall be limited to only those documents needed for a specific reason and the employee shall be notified of the need, what information, and by whom.

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AVENU	AVENU INSIGHTS AND ANALYTICS L INV000160	20/20 Perfect Vision Lan	510.00	0.00			
BEAUR EQ	BEAUREGARD EQUIPMENT INC IV43979	STRAP HOSE HYDRA SENSOR	1153.96	0.00			
CASELLA	CASELLA WASTE MGT INC 050126	20YD TEMP MTH USAGE-REC	82.50	0.00			
CASELLA	CASELLA WASTE MGT INC 3272577	TRASH	138.98	0.00			
CASELLA	CASELLA WASTE MGT INC 3272578	TRASH	94.23	0.00			
CASELLA	CASELLA WASTE MGT INC 3272579	TRASH	194.57	0.00			
CASELLA	CASELLA WASTE MGT INC 3272580	WEEKLY TRASH	701.84	0.00			
CASELLA	CASELLA WASTE MGT INC 3272581	WEEKLY OCC	69.50	0.00			
CASELLA	CASELLA WASTE MGT INC 3272582	WEEKLY TRASH	590.67	0.00			
CASELLA	CASELLA WASTE MGT INC 3272583	TRASH	69.49	0.00			
CASELLA	CASELLA WASTE MGT INC 3272584	WEEKLY MSW	196.67	0.00			
CASELLA	CASELLA WASTE MGT INC 3272649	TRASH	138.98	0.00			
CASELLA	CASELLA WASTE MGT INC 3274550	RECYCLABLES	358.75	0.00			
CASELLA	CASELLA WASTE MGT INC 3275483	DISPOSAL - SLUDGE	1208.67	0.00			
ENDYNE	ENDYNE INC 576790	Total Colif. Package P/A	125.00	0.00			
GRAINGER	GRAINGER 9912824969	HYDRANT RELIEF VALVE,	2192.74	0.00			
GRANITE	THE GRANITE GROUP 18609213-00	ADA Fishomtr El Bowl	294.30	0.00			
GRANITE	THE GRANITE GROUP 18621535-00	Repair Kit	101.64	0.00			
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN 09148702	Supplies	1937.11	0.00			
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY S5823562001	34 HP 1725 RPM	2421.57	0.00			
JOHNSONHA	JOHNSON HARDWARE & RENTAL 816406	POWER CUTTER	1239.00	0.00			
KIMBALL	KIMBALL MIDWEST 104368109	TOWEL	86.88	0.00			
LAWSON	LAWSON PRODUCTS INC 9313451053	parts and materials	158.02	0.00			
LEBLANCS	LEBLANCS PEST CONTROL 32545	bait stations	100.00	0.00			
MARSJA	JARED MARSH 5/7/26	WASTEWATER EXAM TRAVEL	166.75	0.00			
MEMPRESS	THE MEMPHREMAGOG PRESS INC. 65467	LETTERING CITY TRUCKS	125.00	0.00			
MEMPRESS	THE MEMPHREMAGOG PRESS INC. 65469	CONSUMER CONFIDENCE PRIN	989.06	0.00			
NCU JR H	NORTH COUNTRY UNION JUNIOR HIG 2026-U022A-T	Homestead Non-Homestead	426070.31	0.00			
NCUHS	NORTH COUNTRY UNION HIGH SCHOO 2026-U022B-T	Homestead Non-Homestead	916663.74	0.00			
NSCHOOL	NEWPORT CITY ELEMENTARY SCHOOL 2026-NCES-T1	Homestead Non-Homestead	1379759.97	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262365	HUB ASSEMBLY	165.24	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262406	F/P MOD ASM	185.88	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262415	PRES SEN	65.92	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262440	BEARING, OIL SEAL	72.27	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262441	BEARING	-30.73	0.00			
OREILLY	OREILLY AUTO PARTS 5691-262682	BAND CLAMP	14.24	0.00			
PETESTIRE	PETES TIRE BARNS INC 289871	RAD TUBE	229.84	0.00			
PIC SHO	THE PICK & SHOVEL INC 362257	PAINT AND BRUSH SET	57.48	0.00			
PIC SHO	THE PICK & SHOVEL INC 362425	GAS CAN, STAKES	101.62	0.00			
PIC SHO	THE PICK & SHOVEL INC 363217	SCRAPER	22.78	0.00			
PIC SHO	THE PICK & SHOVEL INC 363282	TARP STRAPS	14.78	0.00			
PIC SHO	THE PICK & SHOVEL INC 363296	FUEL, LINE	52.23	0.00			
PIC SHO	THE PICK & SHOVEL INC 363308	PAINT	92.68	0.00			
PIC SHO	THE PICK & SHOVEL INC 363334	FOR SALE SIGN	11.39	0.00			
PIC SHO	THE PICK & SHOVEL INC 363405	FLANGED WAX GASKET	4.73	0.00			
PIC SHO	THE PICK & SHOVEL INC 363434	materials	43.96	0.00			
PIC SHO	THE PICK & SHOVEL INC 363446	SEALANT	12.34	0.00			
PIC SHO	THE PICK & SHOVEL INC 363469	FREEZER BAGS	19.45	0.00			
PIC SHO	THE PICK & SHOVEL INC 363582	VLTG TESTER	20.89	0.00			
PIC SHO	THE PICK & SHOVEL INC 363663	GREEN EXT CORD	32.28	0.00			

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/22/2026 To 05/22/2026

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHO	THE PICK & SHOVEL INC	363922	FLAG	113.98	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	363994	CHAIN	41.59	0.00		--/--/--
PIT BOWES	PITNEY BOWES (MACH RENT)	3322520723	Lease Invoice	500.31	0.00		--/--/--
PSE LOAN	PASSUMPSIC SAVINGS BANK	04/27/2026	Loan: 7066003295	1147.06	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	812421	PARTS	157.30	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	169409	PRESSURE TREATED	105.48	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	169526	materials	1021.75	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	169528	10DX1-1/2" SCREW 100PK	37.98	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	169579	5/16" X 6" 5OCT	79.99	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	169662	#1 PRESSURE TREATED	19.66	0.00		--/--/--
TAPLINSEP	TAPLIN SEPTIC PUMPING AND PORT	I7862	PORTABLE TOILETS	154.43	0.00		--/--/--
THE MAHER	THE MAHER CORPORATION	30550	Watson Marlow Tubing	383.00	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	11614222	TANK VENT	12.99	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026a	03/28/2026 04/30/2026	1913.61	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026gg	03/27/2026 04/30/2026	162.16	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026i	03/27/2026 04/30/2026	24.33	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026j	03/27/2026 04/30/2026	24.33	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026m	03/28/2026 04/30/2026	157.30	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026r	03/28/2026 04/30/2026	88.17	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026u	03/28/2026 04/30/2026	286.07	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/04/2026vv	03/28/2026 04/30/2026	174.53	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	05/11/2026q	04/04/2026 05/07/2026	45.98	0.00		--/--/--
VTRURALMA	VERMONT RURAL WATER ASSOCIATIO	299986	Registration	24.00	0.00		--/--/--
W B MASON	WB MASON CO INC	261558581	BINDER.	11.97	0.00		--/--/--
Report Total			2,745,817.14	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 \$ *2,745,817.14
Let this be your order for the payments of these amounts.

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/29/26 To 05/29/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ATT MOBIL AT & T MOBILITY	05122026	Wireless Bill	41.73	0.00			--/--/--
BUDBOS AG SUPERMARKETS INC	03-1054201	Meeting Supplies	29.64	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3278288	DISPOSAL - SLUDGE	5545.92	0.00			--/--/--
COMCAST COMCAST	05/12/2026	from May 12, 2026 to Jun	198.52	0.00			--/--/--
COMCAST COMCAST	05/12/2026 G	from May 12, 2026 to Jun	123.57	0.00			--/--/--
COMCAST COMCAST	05/16/2026 N	from May 16, 2026 to Jun	176.52	0.00			--/--/--
COMCAST COMCAST	05/16/2026 P	from May 16, 2026 to Jun	88.53	0.00			--/--/--
EQUATURE EQUATURE	INV0030709	licensing	4422.40	0.00			--/--/--
FIREASSOC NEWPORT FIREFIGHTERS ASSOC.	05/14/2026	Building Supplies	58.09	0.00			--/--/--
FIREASSOC NEWPORT FIREFIGHTERS ASSOC.	5/18/2026	Password Software Reimbu	47.88	0.00			--/--/--
FPC FRANKLIN PAINT COMPANY INC.	91480099	PAINT	7025.90	0.00			--/--/--
GMM GREEN MOUNTAIN MULCH LLC	2785	Mulch	216.00	0.00			--/--/--
GRANITE THE GRANITE GROUP	18633058-00	Standard Flush Valve	354.00	0.00			--/--/--
HOLLAND HOLLAND COMPANY, INC.	PI-39206	ALUMINUM SULFATE	5419.05	0.00			--/--/--
HOLLAND HOLLAND COMPANY, INC.	PI-39207	Solution 38% SODIUM BISU	1876.24	0.00			--/--/--
JC MADI JC MADIGAN INC	357808	SWITCH, ACTUATOR, COVER	78.10	0.00			--/--/--
LEINEM EMILY LEINOFF	5/8/2026	Ludlow Training Travel	188.64	0.00			--/--/--
MEDTECH MED TECH RESOURCE LLC	159145	AED Plus Defibrillator W	153.53	0.00			--/--/--
MEMPRESS THE MEMPHREMGOG PRESS INC.	65634	PROCLAMATION	30.00	0.00			--/--/--
NATURE WA NATURE WATCH	241252A	Activity Kits	300.00	0.00			--/--/--
NEFEA NEW ENGLAND FIRE EQUIPMENT	38152	repair	3894.13	0.00			--/--/--
NEMUTUAL NORTHEAST INT'L MUTUAL AID	26RFS-0003	mutual aid classes	1070.00	0.00			--/--/--
NWPT RENT NEWPORT RENTAL CENTER INC	1-585213	Wallpaper Steamer	35.00	0.00			--/--/--
PECKHAM PECKHAM MATERIALS CORP	1268502	1 INCH CRUSHED GRAVEL	737.47	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363399	WRIST COIL KEY	12.88	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363437	tools/materials	49.83	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363464	PAINTING MATERIALS	92.07	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363575	PAINT	86.68	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363613	WALL PRIMER	22.24	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	363958	COUPLER	18.03	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364057	GRDN RAKE	34.18	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364201	STRIPING PAINT, MARKER	157.57	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364274	SURF GUARD, BATTERIES	13.28	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364496	BRUSH, DRAIN ACID	34.18	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364885	gripper band, glove	44.61	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	364941	MARKING PAINT	11.39	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	365025	DECK SCREW	44.64	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	365056	SNGLEBASN FAUCET	23.27	0.00			--/--/--
R DESROCH DESROCHERS, INC.	18056	CRANE SERVICE	250.00	0.00			--/--/--
RADIONRTH THE RADIO NORTH GROUP INC	24147870	service and install	1190.00	0.00			--/--/--
REYNOLDS REYNOLDS & SON INC	3465874	SRL Falcon+ Galvanized D	561.71	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	814370	parts	100.44	0.00			--/--/--
STAPLES STAPLES	6062814158	BLACK Office Chairs	356.18	0.00			--/--/--
STAPLES STAPLES	6062814159	HANDSET COIL CORD 12FT B	17.28	0.00			--/--/--
STORRI RICHARD STORY	050926	Reimbursement	109.89	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	05/11/2026aa	04/06/2026 05/07/2026 74	10361.51	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	05/11/2026dd	04/06/2026 05/07/2026 64	2136.23	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	05/11/2026z	04/06/2026 05/07/2026	313.02	0.00			--/--/--
VTHEALTH VT DEPARTMENT OF HEALTH	1937	Engraved Paper	158.00	0.00			--/--/--
VTSRINGS VERMONT SPRINGS LLC	120348	Water	81.22	0.00			--/--/--

05/29/26
10:18 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 05/29/26 To 05/29/26

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WILCOR	WILCOR INTERNATIONAL INC	941456	CUSTOM CAMPFIRE MUG RO	434.88	0.00	-----	---/--/---
Report Total			48,826.07	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 \$ ****48,826.07
Let this be your order for the payments of these amounts.

05/26/26
05:27 pm

City of Newport Payroll
Check Warrant Report #
Check date 05/28/26 to 05/28/26

Page 1 of 2
rchurchill

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	24557	05/28/26	756.95	0.00
BERNTH	BERNIER, THOMAS L.	E2090910	05/28/26	0.00	2312.88
BINGTR	BINGHAM, TRAVIS R.	E2090888	05/28/26	0.00	2415.37
BORSSA	BORSARI, SAMUEL J.	24553	05/28/26	1975.48	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2090911	05/28/26	0.00	1527.15
BROCAS	BROCK, ASHLEIGH E.	24552	05/28/26	1478.77	0.00
BROWMI	BROWN, MICHAEL E.	E2090925	05/28/26	0.00	1799.13
BRUNAE	BRUNELL, AERO M.	24558	05/28/26	402.22	0.00
BURDRO	BURDICK, ROBERT A., JR	E2090912	05/28/26	0.00	1415.67
CAMBTU	CAMBER, TUCKER J.	E2090913	05/28/26	0.00	1492.73
CARRER	CARRIER, ERIC A.	E2090921	05/28/26	0.00	2235.61
CHENFR	CHENEY, FRANCIS E., III	E2090887	05/28/26	0.00	2286.87
CHURRO	CHURCHILL, ROBYN D. H.	E2090885	05/28/26	0.00	2447.12
COLLDA	COLLINS, DANIEL F.	24554	05/28/26	1710.96	0.00
DILLTR	DILLON, TRAVIS J.	E2090914	05/28/26	0.00	1861.73
FLYNKU	FLYNN, KURK O.	E2090900	05/28/26	0.00	1772.56
GAGELA	GAGE, LARRY L., JR	E2090915	05/28/26	0.00	1827.93
GAGEPA	GAGE, PAULINE M.	E2090927	05/28/26	0.00	141.22
GONYAN	GONYAW, ANDREW T.	E2090889	05/28/26	0.00	2170.60
GOSSRO	GOSELIN, ROBERT J.	E2090933	05/28/26	0.00	1356.45
GOSSROG	GOSELIN, ROGER M.	E2090906	05/28/26	0.00	164.54
GRENLE	GRENIER, LEO C., III	24555	05/28/26	1958.40	0.00
HAMIZA	HAMILTON, ZACHARY P.	E2090932	05/28/26	0.00	1184.08
HARTER	HARTMAN, ERIC P.	E2090916	05/28/26	0.00	1424.84
HERMJA	HERMAN, JASON M.	E2090922	05/28/26	0.00	2146.38
HORNDU	HORNE, DUSTIN J.	E2090905	05/28/26	0.00	936.26
JACOTA	JACOBS, TANNER D.	E2090890	05/28/26	0.00	1639.04
JOHNJA	JOHNSON, JAMES D.	E2090886	05/28/26	0.00	1800.23
KEITNI	KEITHAN, NICHOLAS N.	E2090891	05/28/26	0.00	1534.77
LACOKE	LACOSS, KEVIN W.	E2090908	05/28/26	0.00	532.78
LANCRJ	LANCASTER, ROYCE J., JR	E2090917	05/28/26	0.00	1474.17
LANCRO	LANCASTER, ROYCE E., SR	E2090892	05/28/26	0.00	2504.24
LECLJJ	LECLAIR, JAMES A., JR	E2090893	05/28/26	0.00	1679.99
LEINEM	LEINOFF, EMILY R. L.	E2090901	05/28/26	0.00	2089.80
LILLJO	LILLIS, JOSHUA S.	E2090894	05/28/26	0.00	1764.56
MARCCO	MARCOUX, COREY J.	E2090918	05/28/26	0.00	847.12
MARSJA	MARSH, JARED A.	E2090923	05/28/26	0.00	2393.70
MATTCH	MATTHEWS, CHRISTOPHER B.	E2090920	05/28/26	0.00	926.69
MCCAED	MCCARTER, EDWARD R.	24560	05/28/26	575.87	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	24556	05/28/26	1590.29	0.00
MILLER	MILLER, ERIC R.	E2090902	05/28/26	0.00	2741.71
MORIJO	MORIN, JONATHAN L.	E2090895	05/28/26	0.00	2139.52
MOULCH	MOULTON, CHARLES D.	E2090896	05/28/26	0.00	3756.39
PATEAN	PATENAUDE, ANDREW M.	E2090919	05/28/26	0.00	1766.42
PAVEWI	PAVELCHAK, WILLIAM J.	E2090924	05/28/26	0.00	284.06
PHILEM	PHILLABAUM, EMILY G.	E2090903	05/28/26	0.00	1434.16
PROVHA	PROVENCHER, HAZEN M.	24561	05/28/26	391.32	0.00
RIVARO	RIVARD, ROBERT L.	E2090928	05/28/26	0.00	1211.49
RIVASP	RIVARD, SUSAN P.	E2090929	05/28/26	0.00	345.39
RIVENI	RIVERS, NICHOLAS R.	E2090897	05/28/26	0.00	2675.01

05/26/26
05:27 pm

City of Newport Payroll
Check Warrant Report #
Check date 05/28/26 to 05/28/26

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rchurchill

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
RONDJO	RONDEAU QUARMBY, JOSEE	E2090930	05/28/26	0.00	886.34
ROSSTE	ROSSI, TELS A E.	E2090931	05/28/26	0.00	184.16
ROWEJO	ROWE, JONATHAN M.	24563	05/28/26	355.15	0.00
SCHUKA	SCHULZE, KARI G.	E2090884	05/28/26	0.00	1562.29
SERLAN	SERLIS, ANDREW J.	24564	05/28/26	325.46	0.00
SMITCO	SMITH, CODY M.	E2090898	05/28/26	0.00	1701.50
SMITGR	SMITH, GREGORY P.	24559	05/28/26	914.45	0.00
STAPMA	STAPLES, MARY E.	E2090926	05/28/26	0.00	277.05
STERRY	STERLING, RYAN J.	24562	05/28/26	229.35	0.00
STORRI	STORY, RICHARD P.	E2090934	05/28/26	0.00	1276.75
SYKECO	SYKES, COLIN S.	E2090899	05/28/26	0.00	1992.91
WALTKR	WALTERS, KRISTEN L.	E2090907	05/28/26	0.00	342.24
WELLMO	WELLS, MONICA R.	E2090904	05/28/26	0.00	1400.74
YOUNJE	YOUNG, JEFFREY R.	E2090909	05/28/26	0.00	1649.57
				12664.67	79733.91

To the Treasurer of City of Newport Vermont:

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 \$ **92,398.58

Let this be your order for the payments of these amounts.

City Council:

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 5/16/26

Name(s) Athene Russell, Deb Russell, Katy Russell (filling out form)

Business Name The Ice Palace Phone # 802-917-4218

Address 225 Woodland road Waterford VT 05819

Date of Birth 04/22/1990

Have you ever been convicted of any misdemeanor, felony, or violation of any municipal ordinance? NO

if yes, please explain _____

Name, address, and phone # of current employer, if applicable Michael Phosphate

Tim Scott Real Estate, 725 Railroad Street St. Johnsbury

Food Peddler's State License # 15157

Vehicle Registration # _____ License Plate # _____

Type of Goods Being Sold Sorbet, small batch, made with fresh fruit simple ingredients

Description of Cart, Stand, or Vehicle 10x10 tent w/ coolers and decorations

Proposed Location Main Street / Wednesdays on the Water

Hours of operation 5-9 Days of operation 7/8, 7/29, 8/5

Duration 1 YEAR (\$300) 6 MONTHS (\$200) # OF MONTHS MONTHLY (\$100/MTH) WEEKEND (\$50/WKND) 3 # OF WEEKENDS just 3 days

Pictures Enclosed? Applicant(s) Cart, Stand, Vehicle, or Structure Emailed

Insurance Information Emailed

Insurance Certificate Enclosed City of Newport as certificate holder including \$100,000 Liability for personal injury \$25,000+ Property Damage

FOR OFFICE USE ONLY

Type of License **Central** **General** **Vehicle**

Fee Due _____ Fee Paid _____ Duration _____

Temporary Issued _____ To _____

License Approved _____ Signature _____ Title _____ Date _____

Dated Valid _____ To _____ Notes _____

Memo Regarding Formation of a Short-Term Task Force re: Newport City Charter

From: Mayor Rick Ufford-Chase

To: Newport City Council Members

Date: 5/29/26

Council Members,

Having allowed for a cooling off period since the failed March vote on the proposed City Charter revisions, I recommend that the Council take action to form a short-term Task Force (eight to twelve weeks) to review the City Charter and determine whether to make a recommendation to the Council regarding potential amendments to the Charter in time to be submitted to VT Legislature in its 2027 Session.

Make-up of Proposed Task Force:

Council Member Sharon Parè has expressed her willingness to co-chair the Task Force with a community resident to be selected by the Council. I would propose the Task Force be composed of five to seven members (at Council's discretion), including Council Member Parè, with the understanding that the Mayor may also participate at his discretion as an *ex officio* member (meaning having a voice but no vote). Task Force members may include Newport residents, Newport property owners and Newport business owners.

Proposed Timeline for the Task Force's work:

6/1/26 Council opens nominations submission period; deadline of noon on June 12th.

6/15/26 Council appoints Task Force members who meet as they deem necessary subject to requirements of the Open Meeting Law.

8/17/26 Council receives initial report from Task Force and determines whether/how to move forward, and if so, what the timeline for the two required public hearings and final Council approval will be.

Proposed Scope of Work:

1. To review the current Charter and determine what items, if any, should be addressed in a process to amend or revise the Charter.
2. To determine the most effective strategy to propose revisions that will result in as much clarity in the Charter as possible.
3. To recommend appropriate language to address proposed amendments.
4. To advise the Council in addressing public concerns regarding the current and/or proposed language.
5. To recommend a schedule of open hearings and council consideration that will allow the Council to take action (if it is their will to do so) to recommend revisions for public consideration at the election to be held November 3, 2026. Those revisions would have

to be warned for a Special City Meeting no less than 30 nor more than 40 days in advance of November 3rd.

Limits of the Task Forces Authority: The Task Force has the authority only to make recommendations to the Council. Any recommendations should be accompanied by a description of whether they are unanimous or there is a split opinion among the members.