

## **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 100<sup>th</sup> 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 100<sup>th</sup> 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 Vector 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 James Johnson This 1<sup>ST</sup> Day of June 2026

Patricia Pare' 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.

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Carter Finegan  
President - City Council  
Newport City

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Sarah Chadburn  
President  
Newport Downtown Development (NDD)

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

**OWNER/APPLICANT:** Susannah and Nicholas Howe  
**ADDRESS:** 19 Ice Pond Drive  
Florence, MA 01062

**Permit #** W26-001

**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: 5/14/2026

Signature: Theresa F. Bernier

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. DeLuca*

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:

- o Reviewing all charges on their statement for accuracy
- o Assigning the appropriate General Ledger (GL) account code for each transaction
- o 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.