



**Regular Council Meeting**  
**Monday, June 15 · 6:00 – 8:00pm**  
Video call link: <https://meet.google.com/ixr-mzap-uxe>  
Or dial: (US) +1 252-501-3090 PIN: 434 677 055#

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

*All times listed below are estimated as a courtesy to community residents, with an apology in advance for the amount of time the Council will spend in Executive Session at this meeting.*

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
  - a. Approval of Minutes: 06/01/26
  - b. AP Warrants: 06/03/26, 06/12/26
  - c. PR Warrants: 06/10/26
  - d. Liquor Licenses, Vendor Permits, Special Events
    - i. DLL: Jimmy Kwik Store
    - ii. DLL: Fortin Enterprises, LLC
    - iii. Maria's Kusina
    - iv. Hobo's Cafe
    - v. The Lunchbox
    - vi. Jan's Lunch Box
    - vii. Sessions
    - viii. Potential additional permit requests
4. Public Comment for items not covered on the Agenda
5. Announcement re: Northern Borders Regional Commission Grant (5 minutes)
6. Update from White and Burke Consultant Stephanie Clarke (15 minutes)

*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.*

7. Executive Session as per 1 V.S.A. § 313(a)(2) for the purpose of receiving sensitive information from NDD and White and Burke regarding real estate matters related to potential development in Downtown Newport (45 minutes - Dave Laforce NDD, Brian Gray NDD, Stephanie Clarke from White and Burke)
8. Proposed Memorandum of Understanding between Newport Downtown Development and the City of Newport - Probable vote. (10 minutes - to be facilitated by Council President Carter Finegan)
9. Executive Session as per 1 V.S.A. § 313(a)(2) for the purpose of receiving sensitive information regarding real estate matters. (15 mins - With Brian Gray from NDD, Clerk Jim Johnson)
10. Executive Session as per 1 V.S.A. § 313(a)(3) - regarding potential part-time staff hire for Zoning and Assessment Office (10 Mins - With Frank Cheney)
11. Discussion and probable vote to form a Charter Task Force (10 mins - see Mayor memo)
12. Executive Session as per 1 V.S.A. § 313(a)(3) to discuss candidates for Charter Task Force (20 mins)
13. Probable vote to appoint members of Charter Task Force (15 mins)
14. Task Force Reports (10 mins)
  - a. Water and Sewer
  - b. Financial Reporting and Fiscal Practices
  - c. City Manager Search Committee
  - d. Fire Department Strategic Planning
15. New Business
16. Old Business
17. Set the Next meeting of the Council - Regular Meeting July 6th, 2025 at 6 pm
18. Adjournment

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**Council Minutes**  
**Including Special Budget Meeting**  
**June 1, 2026**

Mayor Ufford-Chase called the meeting to order at 5:40 pm

**Additions/Deletions**

None

**Consent Agenda, Approval of Minutes 5/18/26, AP Warrants: 5/22/26, 5/29/26, PR Warrant: 5/26/26, Liquor Licenses, Vendor Permits**

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

**Town Meeting, "Newport fiscal Vision 28"**

Mayor Ufford-Chase and Council President Carter Finegan presented a slide show on the current year budget status. The attendees split into groups by city departments to list what each department does. The list were posted around the Gateway attendees mark what they thought was priority using colored sticky dots. This info will be compiled and used in setting the 27-28 budget.

**Consideration of Council Intention to form a Short term Task force to Propose Charter Amendments (see Mayor's Memo)**

Mr. Touchette moved to begin the process of appointing a Task force to begin a charter review to be done by the end of September. Seconded by Ms. Finegan, motion carried.

**Set Next Meeting Date**

Ms. Finegan moved to set the next meeting for June 15, 2026. Seconded by Ms. Pare' motion carried.

**Adjournment**

Mr. Monette moved to adjourn at 8:17 pm. Seconded by Ms. Finegan, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_\_ Day of June 2026

\_\_\_\_\_ Mayor

**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 12<sup>th</sup>.  
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 3<sup>rd</sup>.

**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.

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 02 (GENERAL FUND) From 05/01/26 To 06/02/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC	AFLAC	PR-05/14/26 Payroll Transfer	892.87	0.00			
AFLAC	AFLAC	PR-05/28/26 Payroll Transfer	892.87	0.00			
AFLAC	AFLAC	05312026 AFLAC Adj	0.04	0.00			
COUNCIL93	AFSCME COUNCIL 93	PR-05/14/26 Payroll Transfer	309.92	0.00			
COUNCIL93	AFSCME COUNCIL 93	PR-05/28/26 Payroll Transfer	309.92	0.00			
MUTUAL O	MUTUAL OF OMAHA	05312026 Life & Disability Ins	2402.88	0.00			
MVP	MVP HEALTH CARE, INC	PR-05/14/26 Payroll Transfer	1679.14	0.00			
MVP	MVP HEALTH CARE, INC	PR-05/28/26 Payroll Transfer	1679.14	0.00			
MVP	MVP HEALTH CARE, INC	05312026 Health Insurance Premium	47343.73	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	PR-05/14/26 Payroll Transfer	292.39	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	PR-05/28/26 Payroll Transfer	307.14	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	05312026 Dental Premium	888.21	0.00			
NEPBA	NEPBA LOCAL 434	PR-05/14/26 Payroll Transfer	425.00	0.00			
NEPBA	NEPBA LOCAL 434	PR-05/28/26 Payroll Transfer	425.00	0.00			
VSP	VSP INS - VISION CARE	PR-05/14/26 Payroll Transfer	75.67	0.00			
VSP	VSP INS - VISION CARE	PR-05/28/26 Payroll Transfer	80.30	0.00			
VSP	VSP INS - VISION CARE	05312026 Vision Insurance-VSP	442.38	0.00			
VTRETIRE	VMERS DB	PR-05/14/26 Payroll Transfer	26934.73	0.00			
VTRETIRE	VMERS DB	PR-05/28/26 Payroll Transfer	27075.11	0.00			
VTRETIRE	VMERS DB	05312026 VMERS Adj	0.06	0.00			
Report Total			112,456.50	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 \$ \*\*\*112,456.50  
Let this be your order for the payments of these amounts.

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

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 06/12/2026 To 06/12/2026

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABLE COM	ABLE COM ANSWERING SERVICE INC 260500776101	Answering Service	159.00	0.00			
AIGS	AIGS AI GLOBAL SOLUTIONS LLC 9658	TM Hours	2035.00	0.00			
AIGS	AIGS AI GLOBAL SOLUTIONS LLC 9794	Professional services	2035.00	0.00			
ALARMCO	ALARMCO INC 26M0365	Annual alarm system moni	320.00	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83655	24043.002 Newport Gardne	9702.03	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83848	24043.003 Newport Gardne	5390.00	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83873	20024.004 Newport East S	2094.02	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83901	24043.003 Newport Gardne	42234.98	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83938	22018.001 Newport WW Tre	475.00	0.00			
ALD ELL	ALDRICH AND ELLIOTT PC 83816	20024.004 Newport East S	2560.00	0.00			
AMAZON	AMAZON BUSINESS 1DTR-P3C4-WN	5/1/26 to 5/31/26	4704.99	0.00			
ARTIC AIR	ARCTIC AIR REFRIGERATION 00-7-70-79-6	service	485.22	0.00			
BANKAMER	BANK OF AMERICA 05/31/26	May 01 2026 - May 31 202	3006.03	0.00			
BEAUR EQ	BEAUREGARD EQUIPMENT INC WV39197A	580SN	3081.75	0.00			
BISSNA	NANCY BISSON 05/27/2026	cancelled	57.00	0.00			
BROWMI	MICHAEL BROWN 6/2/26	travel to properties Pho	185.87	0.00			
BUDBOS	AG SUPERMARKETS INC 01-931191	Drinks	39.23	0.00			
BUDBOS	AG SUPERMARKETS INC 03-1067037	Salad	42.40	0.00			
CANON	CANON FINANCIAL SERVICES INC 43192256	Contract Charge 05/01/20	160.00	0.00			
CASELLA	CASELLA WASTE MGT INC 3281855	DISPOSAL - SLUDGE	3825.86	0.00			
CERT LAB	CERTIFIED LABORATORIES 9579812	NAC CL, AEROSOL	474.95	0.00			
COMCAST B	COMCAST BUSINESS 271144664	Phone	1572.20	0.00			
DD ELEC	D & D ELECTRIC INC 13822	Install power for Heat P	1930.00	0.00			
ENDYNE	ENDYNE INC 214755	Newport Wastewater Treat	37.89	0.00			
ENDYNE	ENDYNE INC 579227	Weekly Discharge Ecoli	25.00	0.00			
ENDYNE	ENDYNE INC 579735	Newport Weekly Discharge	75.00	0.00			
GRANITE	THE GRANITE GROUP 18666407-00	pex	106.80	0.00			
GRANITE	THE GRANITE GROUP 18675803-00	Ball valve	84.67	0.00			
GRAYS	GRAY'S PAVING & ASPHALT PLANT, 6305	Asphalt Purchases for Ma	1294.30	0.00			
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN 01632900	Supplies	475.89	0.00			
HARRIS PL	HARRIS PLUMBING AND HEATING 26068	50% Deposit for Installa	7637.00	0.00			
HARRIS PL	HARRIS PLUMBING AND HEATING 26069	50% Deposit for Installa	6980.00	0.00			
HARRIS PL	HARRIS PLUMBING AND HEATING 26070	50% Deposit for Estimate	2157.00	0.00			
HARRIS PL	HARRIS PLUMBING AND HEATING 26071	50% Deposit for Installa	7262.50	0.00			
HORIZONS	HORIZONS ENGINEERING INC 40097	086.0000041170 City of N	344.00	0.00			
HORIZONS	HORIZONS ENGINEERING INC 40138	HEL.0024074300 City of N	5037.50	0.00			
JOHNJA	JAMES JOHNSON 06152026	Medicare Reimbursement	202.90	0.00			
JOHNNI	NICOLE JOHNSON 06152026	Medicare Reimbursement	202.90	0.00			
JOLLY FAR	JOLLY FARMER INV0068297	plants	526.16	0.00			
LEBLANCS	LEBLANCS PEST CONTROL 31629-12	ext bait stations	55.00	0.00			
LETS CAMP	LETS CAMP HOLDINGS INC PCM53475	booking fees	104.00	0.00			
MSK ATTY	MSK ATTORNEYS 62807	Legal	1343.00	0.00			
MT WILM	M&T BANK WILMINGTON TRUST 05/11/2026	(RF3-095)	42285.54	0.00			
MT WILM	M&T BANK WILMINGTON TRUST 05/11/2026-A	(RF1-150)	14042.16	0.00			
MT WILM	M&T BANK WILMINGTON TRUST 05/11/2026-R	(RF3-129)	167178.16	0.00			
MYREC COM	MYRECDEPT.COM 03218764S	Software - Annual Subscr	3445.00	0.00			
NCHS	NORTH COUNTRY HOSPITAL 7019	Course	406.00	0.00			
NWPT RENT	NEWPORT RENTAL CENTER INC 1-585583	Welding Glove	34.99	0.00			
OREILLY	OREILLY AUTO PARTS 5691-264216	Pickup	101.22	0.00			

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
OREILLY	OREILLY AUTO PARTS	5691-265537 FUEL PUMP OIL FILTER A/T	77.30	0.00			
PETESTIRE	PETES TIRE BARNS INC	291003 SERVICE	522.00	0.00			
PIC SHO	THE PICK & SHOVEL INC	365659 WIRE ROPE CLIP	11.36	0.00			
PIC SHO	THE PICK & SHOVEL INC	365669 PROPANE CYLINDER, FILL	68.98	0.00			
PIC SHO	THE PICK & SHOVEL INC	365715 11/2" SS BALL VALVE	62.09	0.00			
PIC SHO	THE PICK & SHOVEL INC	366210 FOOTWEAR	161.49	0.00			
PIC SHO	THE PICK & SHOVEL INC	366367 MOP	16.62	0.00			
PIC SHO	THE PICK & SHOVEL INC	366491 STRIPING	125.29	0.00			
PIC SHO	THE PICK & SHOVEL INC	366497 2X4X12'	14.61	0.00			
R DESROCH	DESROCHERS, INC.	18024 REMOVE LIGHT POLES	718.00	0.00			
R R CHARL	R R CHARLEBOIS INC	2000158P FLOOR MAT COVERALLS	425.44	0.00			
RAYS TOW	RAY'S TOWING AND RECOVERY	#26-16743 Winch Out	770.00	0.00			
SANTANDER	SANTANDER BANK N.A.	21234214 SCBA Payment	24645.72	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	814629 HEATER HOSE	12.27	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	814845 PARTS	84.98	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	815021 CP SCREW ()	19.96	0.00			
SOUTHBAY	SOUTH BAY SUPPLY	815055 GRO BOOSTER CBL 6GA ()	162.25	0.00			
STAPLES	STAPLES	6065404513 c/y office supplies	489.04	0.00			
STICKS	STICKS & STUFF DERBY	170303 materials	596.96	0.00			
STICKS	STICKS & STUFF DERBY	170573 SIMPSON ACCENT BLK PST B	442.83	0.00			
TAPLINSEP	TAPLIN SEPTIC PUMPING AND PORT	I8231 Portable Toilet Service	80.00	0.00			
UNITED AG	UNITED AG & TURF NE	11641032 parts	199.64	0.00			
UNITED AG	UNITED AG & TURF NE	3062383 STREET SWEEPER ENGINE	1880.69	0.00			
VLCT	VERMONT LEAGUE OF CITIES AND T	24023 VLCT Dues	7561.00	0.00			
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE & BEN	REN041312-Q3 Billing Quarter Q3 Emplo	3598.00	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/21/2026f 04/17/2026 05/17/2026	406.67	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/21/2026tt 04/13/2026 05/17/2026	117.54	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026aa 04/22/2026 05/24/2026	136.32	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026bb 04/22/2026 05/24/2026 19	4306.34	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026c 04/22/2026 05/24/2026	110.26	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026ff 04/22/2026 05/24/2026	24.33	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026hh 04/22/2026 05/24/2026 45	5477.57	0.00			
VTELEC	VT ELECTRIC COOPERATIVE INC	05/27/2026p 04/22/2026 05/24/2026	37.14	0.00			
VTSRINGS	VERMONT SPRINGS LLC	124446 Water	59.54	0.00			
VTSRINGS	VERMONT SPRINGS LLC	124464 Water	31.38	0.00			
WILCOR	WILCOR INTERNATIONAL INC	943664 CUSTOM HAT TSHIRT COMBO	1005.23	0.00			

06/12/2026  
08:50 am

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 06/12/2026 To 06/12/2026

Page 3 of 3  
jjohnson

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			403,425.57	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 \$ \*\*\*403,425.57  
Let this be your order for the payments of these amounts.

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06/10/26  
08:36 am

City of Newport Payroll  
Check Warrant Report #  
Check date 06/11/26 to 06/11/26

Page 1 of 2  
rchurchill

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	24676	06/11/26	1394.87	0.00
BERNTH	BERNIER, THOMAS L.	E2090962	06/11/26	0.00	2312.88
BINGTR	BINGHAM, TRAVIS R.	E2090940	06/11/26	0.00	2415.38
BORSSA	BORSARI, SAMUEL J.	24672	06/11/26	2828.90	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2090963	06/11/26	0.00	1527.15
BROCAS	BROCK, ASHLEIGH E.	E2090936	06/11/26	0.00	1205.55
BROWMI	BROWN, MICHAEL E.	E2090976	06/11/26	0.00	1799.13
BROWMI	BROWN, MICHAEL E.	E2090977	06/11/26	0.00	1852.02
Total of 2 items for BROWMI				0.00	3651.15
BRUNAE	BRUNELL, AERO M.	24677	06/11/26	433.36	0.00
BURDRO	BURDICK, ROBERT A., JR	E2090964	06/11/26	0.00	1415.67
CAMBTU	CAMBER, TUCKER J.	E2090965	06/11/26	0.00	1554.42
CARRER	CARRIER, ERIC A.	E2090973	06/11/26	0.00	2694.01
CHENFR	CHENEY, FRANCIS E., III	E2090939	06/11/26	0.00	2286.87
CHURRO	CHURCHILL, ROBYN D. H.	E2090937	06/11/26	0.00	2418.95
COLLDA	COLLINS, DANIEL F.	24673	06/11/26	3418.74	0.00
DILLTR	DILLON, TRAVIS J.	E2090966	06/11/26	0.00	1802.68
FLYNKU	FLYNN, KURK O.	E2090952	06/11/26	0.00	1976.85
GAGELA	GAGE, LARRY L., JR	E2090967	06/11/26	0.00	1685.52
GONYAN	GONYAW, ANDREW T.	E2090941	06/11/26	0.00	2512.29
GOSSRO	GOSSSELIN, ROBERT J.	E2090985	06/11/26	0.00	1356.45
GOSSROG	GOSSSELIN, ROGER M.	E2090958	06/11/26	0.00	519.15
GRENLE	GRENIER, LEO C., III	24674	06/11/26	1958.40	0.00
HAMIZA	HAMILTON, ZACHARY P.	E2090983	06/11/26	0.00	1149.43
HARTER	HARTMAN, ERIC P.	E2090968	06/11/26	0.00	1412.11
HERMJA	HERMAN, JASON M.	E2090974	06/11/26	0.00	2076.04
HORNDU	HORNE, DUSTIN J.	E2090957	06/11/26	0.00	987.06
JACOTA	JACOBS, TANNER D.	E2090942	06/11/26	0.00	1974.56
JOHNJA	JOHNSON, JAMES D.	E2090938	06/11/26	0.00	1800.23
KEITNI	KEITHAN, NICHOLAS N.	E2090943	06/11/26	0.00	1453.25
LACOKE	LACOSS, KEVIN W.	E2090960	06/11/26	0.00	532.78
LANCRJ	LANCASTER, ROYCE J., JR	E2090969	06/11/26	0.00	1487.25
LANCRO	LANCASTER, ROYCE E., SR	E2090944	06/11/26	0.00	2460.62
LECLJJ	LECLAIR, JAMES A., JR	E2090945	06/11/26	0.00	2275.36
LEINEM	LEINOFF, EMILY R. L.	E2090953	06/11/26	0.00	2679.31
LILLJO	LILLIS, JOSHUA S.	E2090946	06/11/26	0.00	1981.04
MARCCO	MARCOUX, COREY J.	E2090970	06/11/26	0.00	968.81
MARSJA	MARSH, JARED A.	E2090975	06/11/26	0.00	2324.62
MATTCH	MATTHEWS, CHRISTOPHER B.	E2090972	06/11/26	0.00	1031.61
MCCAED	MCCARTER, EDWARD R.	24679	06/11/26	415.57	0.00
MCCAJA	MCCARTER, JAYMI N.	24680	06/11/26	343.55	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	24675	06/11/26	1590.29	0.00
MILLER	MILLER, ERIC R.	E2090954	06/11/26	0.00	2167.52
MORIJO	MORIN, JONATHAN L.	E2090947	06/11/26	0.00	2367.59
MOULCH	MOULTON, CHARLES D.	E2090948	06/11/26	0.00	3193.21
PATEAN	PATENAUDE, ANDREW M.	E2090971	06/11/26	0.00	1766.42
PHILEM	PHILLABAUM, EMILY G.	E2090955	06/11/26	0.00	1739.00
PROVHA	PROVENCHER, HAZEN M.	24681	06/11/26	73.88	0.00

06/10/26  
08:36 am

City of Newport Payroll  
Check Warrant Report #  
Check date 06/11/26 to 06/11/26

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rchurchill

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
RIVARO	RIVARD, ROBERT L.	E2090979	06/11/26	0.00	1256.52
RIVASP	RIVARD, SUSAN P.	E2090980	06/11/26	0.00	416.04
RIVENI	RIVERS, NICHOLAS R.	E2090949	06/11/26	0.00	2580.27
RONDJO	RONDEAU QUARMBY, JOSEE	E2090981	06/11/26	0.00	825.50
ROSSNY	ROSSI, NYLA T. E.	E2090984	06/11/26	0.00	41.56
ROSSTE	ROSSI, TELS A. E.	E2090982	06/11/26	0.00	316.55
ROWEJO	ROWE, JONATHAN M.	24683	06/11/26	355.15	0.00
SCHUKA	SCHULZE, KARI G.	E2090935	06/11/26	0.00	1562.29
SERLAN	SERLIS, ANDREW J.	24684	06/11/26	325.46	0.00
SMITCO	SMITH, CODY M.	E2090950	06/11/26	0.00	2110.78
SMITGR	SMITH, GREGORY P.	24678	06/11/26	960.01	0.00
STAPMA	STAPLES, MARY E.	E2090978	06/11/26	0.00	277.05
STERRY	STERLING, RYAN J.	24682	06/11/26	341.47	0.00
STORRI	STORY, RICHARD P.	E2090986	06/11/26	0.00	1015.08
SYKECO	SYKES, COLIN S.	E2090951	06/11/26	0.00	2569.26
WALTKR	WALTERS, KRISTEN L.	E2090959	06/11/26	0.00	342.24
WELLMO	WELLS, MONICA R.	E2090956	06/11/26	0.00	1690.33
YOUNJE	YOUNG, JEFFREY R.	E2090961	06/11/26	0.00	1786.04
				14439.65	85952.30
				=====	=====

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 \$ \*100,391.95  
Let this be your order for the payments of these amounts.

City Council:



Home (/DLLLicenseManagment/s/)

Application  
DLL - Application - 78435

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id

DLL - Application - 78435

External Status

Application sent to municipality

Business Entity Name

Michael Marcotte, Inc.

Town Clerk/ Municipal Jurisdiction

Newport City

Applicant Email

[jimkwik@surfelcoba.net](mailto:jimkwik@surfelcoba.net) (mailto:jimkwik@surfelcoba.net)

Application Type ⓘ

License

Business Entity Phone

802-334-2132

Application Category

Tobacco

Renewal Application



Application For

Tobacco License

Foundational License

Historical Id

TOBC

Town Fee

0

Holding Tobacco License

Application Fee

110.00

Not Holding Tobacco License

License/Permit Location Description

Applicant Action Comments

Expected start date of Half Year License

Town User Approval/Rejection Comments

Designated Caterers Details

Quantity of Alcohol required

Days Since Last Modified

-1

what purpose this alcohol is used to be

Estimated time period for alcohol

Where is this alcohol to be used

Name and address from whom you purchase

Renewal Change Indicated



Renewal Change Description

URL for Policies & Procedures

URL for Duties

Send Approval Email



Location Details

Physical Location Name

Jimmy Kwik Store

Location

LN-016678 (/DLLLicenseManagement/s/detail/a0A-00000027MgsEAG)

Physical Location Street 1

153 Coventry Street

Address of warehouse located in Vermont:

Physical Location Street 2/Unit/Suite

Name Address of Vermont Wholesale Dealer

Physical Location City/Town

Newport City

Physical Location State

Vermont

Physical Location Zip

05855

Education Details

Student Name

Michael Marcotte

Training Completion Date

10/1/2025



Home (/DLLLicenseManagement/s/)

Application  
DLL - Application - 78324

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id

DLL - Application - 78324

External Status

Application sent to municipality

Business Entity Name

Michael Marcotte, Inc.

Town Clerk/ Municipal Jurisdiction

Newport City

Applicant Email

[jimkwik@surfglobal.net](mailto:jimkwik@surfglobal.net) (mailto:jimkwik@surfglobal.net)

Application Type ⓘ

License

Business Entity Phone

802-334-2132

Application Category

Second Class

Renewal Application



Application For

Second Class License

Foundational License

Historical Id

SECN

Town Fee

70

Holding Tobacco License

Application Fee

70.00

Not Holding Tobacco License

License/Permit Location Description

Applicant Action Comments

Expected start date of Half Year License

Town User Approval/Rejection Comments

Designated Caterers Details

Quantity of Alcohol required

Days Since Last Modified

-1

what purpose this alcohol is used to be



Home (/DLLLicenseManagement/s/)

Application  
DLL - Application - 78585

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id

DLL - Application - 78585

External Status

Application sent to municipality

Business Entity Name

Fortin Enterprises, LLC

Town Clerk/ Municipal Jurisdiction

Newport City

Applicant Email

[westsidemarketanddel498@gmail.com](mailto:westsidemarketanddel498@gmail.com) (mailto:westsidemarketanddel498@gmail.com)

Application Type

License

Business Entity Phone

(802) 487-9020

Application Category

Second Class

Renewal Application

Application For

Second Class License

Foundational License

[LP-018C00 \(/DLLLicenseManagement/s/dll-licensemaster/a5Aa0000000Cp81EAC/tp018C00\)](#)

Historical Id

SECN

Town Fee

70

Holding Tobacco License

Application Fee

70.00

Not Holding Tobacco License

License/Permit Location Description

Applicant Action Comments

Expected start date of Half Year License

Town User Approval/Rejection Comments

Designated Caterers Details

Quantity of Alcohol required

Days Since Last Modified

2

What purpose this alcohol is used to be



Home (/DLLLicenseManagement/s/)

Application  
DLL - Application - 78586

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL-Application Id

DLL - Application - 78586

External Status

Application sent to municipality

Business Entity Name

Fortin Enterprises, LLC

Town Clerk/ Municipal Jurisdiction

Newport City

Applicant Email

[westsjdemarkeandell498@gmail.com](mailto:westsjdemarkeandell498@gmail.com) (mailto:westsjdemarkeandell498@gmail.com)

Application Type <sup>1</sup>

License

Business Entity Phone

(802) 487-9020

Application Category

Tobacco

Renewal Application



Application For

Tobacco License

Foundational License

[LP-018001 \(/DLLLicenseManagement/s/e/l-license/master/a5A10000000C082EAC/ln018001\)](#)

Historical Id

TOBC

Town Fee

0

Holding Tobacco License

Application Fee

110.00

Not Holding Tobacco License

License/Permit Location Description

Applicant Action Comments

Expected start date of Half Year License

Town User Approval/Rejection Comments

Designated Caterers Details

Quantity of Alcohol required

Days Since Last Modified

2

What purpose this alcohol is used to be

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE June 02, 2026

Name(s) Maria Flora Belardo

Business Name Maria's kusina

Phone # 802-5359922

Address 181 Old Bradley Rd. St. Johnsbury, VT 05819

Date of Birth July 29, 1963

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 NONE

Food Peddler's State License # \_\_\_\_\_

Vehicle Registration # \_\_\_\_\_

License Plate # 515A779

Type of Goods Being Sold Philippine Food

Description of Cart, Stand, or Vehicle 10x10 tent, Ford Maverick & TRAILER

Proposed Location Newport From Every Wed. & 4th of July

Hours of operation 3-10 Days of operation Wed.

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

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

Insurance Information \_\_\_\_\_

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 \_\_\_\_\_

I will have only one sign advertising my business in front of or on my cart, stand or vehicle.

I hereby certify that the information that I provided on this application is true and complete to the best of my knowledge and belief. I understand that any false or incomplete statements can lead to the revocation of my license. I also authorize the Newport Police Department to release any information relevant to the truth of this application. I have also read the conditions of my license and I understand that failure to abide by them and all ordinances pertaining to peddling may lead to the revocation or denial of my license.

*Maria Clara C. Belardo*

*June 03, 2026*

Signature of Peddler

Date

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 6-12-26

Name(s) Robert McComiskey

Business Name Xobo's Cafe Phone # 802-266-3678

Address PO BOX 236, Canaan, VT 05903-0236

Date of Birth 12/06/1955

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 N/A

Food Peddler's State License # 14863 (VT)

Vehicle Registration # VT 387A758 License Plate # VTAYT011

Type of Goods Being Sold BBQ (ribs, pulled pork, brisket), hamburgers, hot dogs, french fries, onion rings

Description of Cart, Stand, or Vehicle \_\_\_\_\_

Proposed Location MAIN Street WOW

Hours of operation \_\_\_\_\_ Days of operation \_\_\_\_\_

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

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

Insurance Information TO be sent

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 \_\_\_\_\_

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 6/12/26

Name(s) The Lunchbox

Business Name Green Mountain Farm to School Phone # 802-334-2044

Address 115 2nd St. Newport, VT 05855

Date of Birth n/a

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

If yes, please explain n/a

Name, address, and phone # of current employer, if applicable Green Mountain Farm to School  
(we are a registered non-profit)

Food Peddler's State License # 8085

Vehicle Registration # 4U3AARBW91CJ21144 License Plate # 159A750

Type of Goods Being Sold food

Description of Cart, Stand, or Vehicle The Lunchbox is a mobile food truck serving free meals to children 18 and younger

Proposed Location Gardner Memorial Park north entrance parking lot

Hours of operation 11am - 1pm Days of operation Thursdays, June 26<sup>th</sup> - Aug. 1<sup>st</sup>

Duration  1 YEAR (\$300)  6 MONTHS (\$200)  2 # OF MONTHS  MONTHLY (\$100/MTH)  WEEKEND (\$50/WKND)  # OF WEEKENDS

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

Insurance Information \_\_\_\_\_

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 \_\_\_\_\_

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 5-18-26

Name(s) Jan & Fred Ouellette

Business Name Jan's Lunch Box Phone # 802-624-6898

Address 646 EAST MAIN ST NEWPORT VT 05855

Date of Birth 10/04/1958

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 \_\_\_\_\_

Food Peddler's State License # 9452

Vehicle Registration # \_\_\_\_\_ License Plate # \_\_\_\_\_

Type of Goods Being Sold FOOD-DRINK

Description of Cart, Stand, or Vehicle 1989 Chevy Coachman

Proposed Location 4th of July @ WOW

Hours of operation \_\_\_\_\_ Days of operation \_\_\_\_\_

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

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

Insurance Information FLIP Ins.

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 \_\_\_\_\_

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

No. \_\_\_\_\_ Date 6/12/26

Name(s) Christian Lakos

Business Name Axiom Adventures LLC <sup>DBA:</sup> SESSIONS Phone No. \_\_\_\_\_

Address 3831 EAST HILL RD N. TROY VT 05859

Date of Birth 7/5/85 Place of Birth CONCORD, NH

Have you ever been convicted if any misdemeanor, felony or violation of any municipal ordinance? NO If yes, please explain: \_\_\_\_\_

Name, address, and phone no. of current employer, if applicable: \_\_\_\_\_

Gross Receipts No. \_\_\_\_\_ Food Peddler's State License No. \_\_\_\_\_

Vehicle Registration No. SESSION License Plate No. SESSION

Type of Goods Being Sold FOOD

Description of Cart, Stand or Vehicle ENCLOSED TRAILER

Proposed Location WOW 7/1, 8, 15, 22, 29/8/5

Length of Time For Which To Do Business \_\_\_\_\_

Pictures Enclosed?  Insurance Info HISCOX GL P.102.070.927.3

FOR OFFICE USE ONLY

Type of License: Central ( ) General ( ) Vehicle ( )

Fee Due: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Duration \_\_\_\_\_

Temporary Issued \_\_\_\_\_ to \_\_\_\_\_ Atty \_\_\_\_\_

License Approved \_\_\_\_\_  
signature title date

Dated Valid \_\_\_\_\_ to \_\_\_\_\_ Notes \_\_\_\_\_

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

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 keep Newport residents informed throughout each phase of the 2024 Detailed Master Plan implementation process, including project renderings, timelines, and the funding sources necessary to achieve the plan's objectives. The campaign will also provide balanced information regarding the advantages and disadvantages of each potential funding source, as well as the overall benefits and challenges associated with the proposed development.
- 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. All contracts associated with this fund will be submitted to the Mayor and City Council for approval.
- 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)

## **Memo Regarding Formation of a Charter Review Task Force**

**From: Mayor Rick Ufford-Chase**

**To: Members of Newport City Council**

**Date: 6/12/2026**

Council Members,

I am pleased to report that we have a good slate of potential candidates to serve on the Task Force.

I picture the following process on Monday night, June 15, to get the Task Force up and running:

1. Council takes action to create the Task Force, based on the understanding of its task and how it will operate which I have drafted for your review and edits (see below in this memo).
2. Council reviews the Task Force candidate nominations in Executive Session.
3. Council comes out of Executive Session and announces five to seven people (including at least one council member) who have been nominated.
4. Council takes action to appoint the members of the Charter Task Force and a chair or co-chairs of the Charter Task Force.

Following their appointment, members of the Task Force will meet to review their agenda, agree on a process for their initial deliberations, and set a meeting schedule for the summer (subject to change at their discretion so long as the changes are announced publicly at least 48 hours in advance of each meeting).

The role of the Charter Task Force is to examine all available documents that might help them to determine the best course of action for recommendations to City Council regarding potential edits to the Newport City Charter, as well as the most appropriate process and timeline for consideration of those recommendations by City Council, Community Residents, and (if so authorized by Newport Voters, the State Legislature.

The Task Force has the power only to make recommendations to the City Council. It has no power to act on any of its recommendations without specific authorization from the City Council.

The Task Force (and Community Residents who choose to attend meetings) will operate with the following understandings:

1. All meetings of the Task Force will be governed by the Open Meeting Laws set forth by the State of Vermont. Meeting times, location and agenda will be publicly warned on the City's website at least 48 hours in advance of the meetings. If three or more members of the Task Force are in conversation with one another regarding Task Force matters, it is considered a meeting of the Task Force. Communications between any two members of the Task Force are appropriate at any time.

2. The Charter Task Force will be facilitated by the Chair or Co-Chairs. If they need support, they will call on the Mayor, who has permission to attend meetings of the Task Force with voice but no vote at his discretion.
3. The Chair or Co-Chairs will be responsible for ensuring that there are minutes and a recording kept for each meeting.
4. Meetings of the Charter Task Force can be held in person, entirely on-line by video conference, or hybrid at the Chair/Co-Chair's discretion.
5. Any recommendations that the Task Force chooses to make for Council consideration must be written, with a record in the minutes of the vote count behind each recommendation. The reports to Council will be made by the Council Member who serves on the Charter Task Force or by that person's designee at Council Meetings.
6. The Charter Task Force may meet as often as it deems necessary.
7. Members of the Community are welcome to attend Task Force Meetings with the following rules in effect:
  - a. Community members are observing a meeting of duly appointed Task Force members. They will be offered an opportunity to speak for one to two minutes to each topic or recommendation under consideration. Length of speaking times allowed may change meeting to meeting or even topic to topic, but they will be applied fairly and consistently to all those who would like to speak to the subject at hand. Allowable speaking times will be at the discretion of the Chair/Co-Chairs based on meeting efficiency as well as the number of specific changes being considered at that meeting).
  - b. Community residents are welcome to offer written comments in advance of Task Force meetings by submitting those comments to the Chair/Co-Chairs for distribution to all members of the Task Force.
  - c. Any comments that are deemed a personal attack on appointed members of the Task Force will be referred to the City Council to determine an appropriate course of action.
  - d. Decisions regarding Community Resident participation will be made by the Charter Task Force Chair/Co-Chairs, with review by the Mayor as requested.