



Regular Council Meeting
Monday, October 19 • 6:00 – 8:00pm
Video call link: <https://meet.google.com/nmi-rxjo-sdo>
Or dial: (US) +1 405-353-0071 PIN: 759 044 285#

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

1. Public Hearing- VCDP Grant closeout
2. Call the Regular Meeting to Order
3. Additions/Deletions
4. Consent Agenda:
 - a. Approval of Minutes: 10/5/26
 - b. AP Warrants: 10/09/26; 10/16/2026
 - c. PR Warrants: 10/15/26
 - d. Liquor Licenses, Vendor Permits, Special Events
5. Two Minutes for Public Comment (for items not on the agenda)
6. City Manager's Report
7. Old Business:
 - a. None
8. New Business:
 - a. Sewer funding application
 - b. What is Community Leadership: Discussion regarding speech by Sarah Waring at VCRD conference
9. Task Force Reports:
 - a. Water and Sewer
 - b. Financial Reporting and Fiscal Practices
 - c. Fire Department Strategic Planning
10. Council Round Table
11. Executive session: 1 VSA 313(a)(2) Lease Agreement
12. Executive session: 1 VSA 313(a)(2) Downtown Development
13. Next Scheduled Meetings: November 2, 16
14. Adjournment

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

Council,

Welcome to the agenda cheatsheet.

I like to provide additional information on selected agenda items that might require a little more explanation to help with decision making. As I become more integrated into the position this sheet will contain more and more content. It will be a little light on info in the beginning.

Old Business:

None

New Business:

- Sewer application
 - This is another Clean Water State Revolving Fund loan (CWSRF)
 - The application is for \$19,800 with a 50% grant to the city
 - These funds will be used for the long term control plan for the wastewater plant
 - This study is required by the state because we have a combined sewer system with Derby
- Water Allocation
 - The Rural Edge project is moving forward with renovating the catholic school
 - This allocation request is for that portion of the project
 - A check has been submitted for the fees
- What is Community Leadership
 - This is a great speech from Vermont Council on Rural Development conference
 - Rick was at the conference and thought it would be a good addition to the meeting as a way to start the conversation about leadership in our community
 - This is worth the 6 minutes of time. Very inspiring and quotable

Council Round table:

- No additional info from my office. Just a reminder that this is an opportunity, for you, as individual council members, to bring up topics important to you
- This could be a pothole not filled you heard about or to call out the good things you've heard about over the last two weeks

Council Minutes

October 5, 2026

A duly warned meeting of the Newport City Council was held on Monday, October 5, 2026 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, Council President Carter Finegan, council members Sharon Pare', John Monette, Andrew Touchette, City Manager Joe Gunter, City Clerk/Treasurer James Johnson and members of the Press and Public

Mayor Ufford-Chase called the meeting to order at 6pm.

Additions /Deletions

Mr. Monette moved to add the 9/30/26 warrant. Seconded by Mr. Touchette, motion carried.

Consent Agenda, Minutes of 9/21/26, AP Warrants 9/25/26, 9/30/26, 10/2/26, PR Warrant 10/1/26

Ms. Finegan moved to approve the consent agenda. Seconded by Ms. Pare', motion carried.

Public Comment

Teresa Gerade commented on the Casella open house

Pam Ladds commented on the upcoming Gardner Park Grant Public Hearing

Laurie commented on the Charter Article being voted on in November

Pam Ladds commented on the General Election and City Charter ballots

City Manager's Report (attached)

Old Business

Ms. Pare' asked about compliance regarding vacancies on the City School Board. The City council will appoint if not filled. The council will work with the School board to fill the vacancy.

New Business

(A) Budget discussion

The consensus of the council was not to make cut but minimize the increases

(B)

Mr. Monette moved to appoint the City Manager, Title VI Coordinator. Seconded by Ms. Finegan, motion carried.

(c) Appoint Authorized Representative for the NBRC Grant

Mr. Touchette moved to remove the mayor and appoint the City Manager, Authorized Representative for the New NBRC Grant. Seconded by Ms. Pare', motion carried.

Task Force Reports

Water and Sewer, No changes waiting for the audit.

Financial Reporting and Fiscal Practices, Still having budget and audit discussions

Fire Department Strategic Planning, no update

Mayor Ufford-Chase updated the council on the Housing Task Force

Council Round Table

The council discussed things on their minds such as unruly people on the waterfront and status of the Board Walk.

Next Meeting Date

Mr. Touchette moved to set the next meeting for October 19, 2026

Adjournment

Mr. Monette moved to adjourn at 7:03pm. Seconded by Mr. Touchette, motion carried.

Attested _____ this _____ day of October 2026

Mayor

10/09/26
10:30 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 10/09/26 To 10/09/26

Page 1
jjohnson

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADAAPTA ADAAPTA LLC	5814	August 1-August 31, 2026	8431.34	0.00	-----	-----	--/--/--
ALLEN ENG ALLEN ENGINEERING AND CHEMICA	1CS-504273-0	CHLORINE, LIQUID	7142.00	0.00	-----	-----	--/--/--
APPLIEDSP APPLIED SPECIALTIES INC	362179	Charge Pack	5206.44	0.00	-----	-----	--/--/--
BANKAMER BANK OF AMERICA	09/30/26	September 01, 2026 - Sep	23466.94	0.00	-----	-----	--/--/--
CAI TECH CAI TECHNOLOGIES	25778	TAX MAP MAINTENANCE QUAR	925.00	0.00	-----	-----	--/--/--
CANON SOL CANON SOLUTIONS AMERICA INC	6017540221	MAINTENANCE COPIER	35.26	0.00	-----	-----	--/--/--
COMCAST COMCAST	09/16/2026_9	Sep 17, 2026 to Oct 16,	310.96	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	090126-80489	8/1/2026 To 8/31/2026	9216.85	0.00	-----	-----	--/--/--
FREDS FRED'S PLUMBING & HEATING INC	445050	skate shack propane furn	7270.00	0.00	-----	-----	--/--/--
HORIZONS HORIZONS ENGINEERING INC	40478	HEI.0024074300 City of N	2257.75	0.00	-----	-----	--/--/--
JOHNJA JAMES JOHNSON	100926	mileage	108.68	0.00	-----	-----	--/--/--
MORRIS MORRIS STRATEGIES LLC	NO.10/26	October 2026 invoice	3500.00	0.00	-----	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	379091	FLASHING TAPE	66.48	0.00	-----	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	379262	KEY CUTTING	3.80	0.00	-----	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	379365	GLOVES	43.68	0.00	-----	-----	--/--/--
PIC SHOV THE PICK & SHOVEL INC	379738	materials	48.24	0.00	-----	-----	--/--/--
STAPLES STAPLES	6075980913	PAPER	14.69	0.00	-----	-----	--/--/--
STAPLES STAPLES	6075980914	ink	169.06	0.00	-----	-----	--/--/--
STAPLES STAPLES	6075980916	ink, supplies	259.66	0.00	-----	-----	--/--/--
STONE ENV STONE ENVIRONMENTAL, INC.	18619	Gardner Park Remedial Im	1027.75	0.00	-----	-----	--/--/--
TAPLINSEP TAPLIN SEPTIC PUMPING AND PORT	I10727	Rental: Portable Toilet	520.00	0.00	-----	-----	--/--/--
TAPLINSEP TAPLIN SEPTIC PUMPING AND PORT	I10728	Rental: Portable Toilet	145.00	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026ll	08/17/2026 09/17/2026	114.01	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026mm	08/17/2026 09/17/2026	792.99	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026nn	08/17/2026 09/17/2026	159.73	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026d	08/17/2026 09/17/2026	24.33	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026e	08/17/2026 09/17/2026	24.33	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026f	08/17/2026 09/17/2026	230.85	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026jj	08/17/2026 09/18/2026	49.95	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026kk	08/17/2026 09/17/2026	1093.39	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026oo	08/17/2026 09/17/2026	555.77	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026pp	08/17/2026 09/17/2026	337.76	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026qq	08/17/2026 09/17/2026	458.58	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026rr	08/17/2026 09/17/2026	102.96	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026s	08/17/2026 09/17/2026	318.32	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026ss	08/17/2026 09/17/2026	732.69	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026uu	08/17/2026 09/17/2026	483.76	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/21/2026zz	08/17/2026 09/17/2026	453.72	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026aa	08/24/2026 09/24/2026	148.91	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026bb	08/24/2026 09/24/2026	4274.71	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026c	08/24/2026 09/24/2026	129.91	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026ff	08/24/2026 09/24/2026	24.33	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026hh	08/24/2026 09/24/2026	5819.71	0.00	-----	-----	--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	09/28/2026p	08/24/2026 09/24/2026	91.47	0.00	-----	-----	--/--/--
VTSPPRINGS VERMONT SPRINGS LLC	138252	Water	25.84	0.00	-----	-----	--/--/--
VTSPPRINGS VERMONT SPRINGS LLC	138263	Water	40.16	0.00	-----	-----	--/--/--
WHITE BUR WHITE AND BURKE REAL ESTATE AD	14962	Professional Services	6110.35	0.00	-----	-----	--/--/--

10/09/2026

10:30 am

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 10/09/26 To 10/09/26

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jjohnson

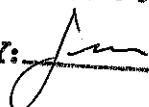
Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			92,768.11	0.00	0.00		

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 \$ ****92,768.11
Let this be your order for the payments of these amounts.

EMAILED

OCT 09 2026

BY: 

Kari

Joe

Rick

Council

10/16/26

City of Newport Accounts Payable

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10:29 am

Check Warrant Report # Current Prior Next FY Invoices

jjohnson

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 10/16/26 To 10/16/26

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADAPTA	ADAPTA LLC	5827	Market Study Project	5037.50	0.00		--/--/--
AMAZON	AMAZON BUSINESS	1JKD-T6XF-QR	9/1/26 to 9/30/26	2459.21	0.00		--/--/--
APPLIEDSP	APPLIED SPECIALTIES INC	362584	Charge Pack	5499.76	0.00		--/--/--
AVENU	AVENU INSIGHTS AND ANALYTICS L	INV002099	JUNE Vision Land Records	510.00	0.00		--/--/--
AVENU	AVENU INSIGHTS AND ANALYTICS L	INV007022	Vision System	510.00	0.00		--/--/--
BEAUR EQ	BEAUREGARD EQUIPMENT INC	IV44493	GLASS	2206.80	0.00		--/--/--
BROWMI	MICHAEL BROWN	10/1/26	Reimbursement phone, tra	159.96	0.00		--/--/--
BUDBOS	AG SUPERMARKETS INC	03-1195318	Drinks, cleaning supplie	22.46	0.00		--/--/--
CAI TECH	CAI TECHNOLOGIES	26505	TAX MAP MAINTENANCE - QU	925.00	0.00		--/--/--
CAMERAS	CAMERA NETWORKING AND SECURITY	8578	Service	95.00	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330229	WEEKLY TRASH	144.36	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330230	WEEKLY TRASH	72.18	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330231	TRASH	202.10	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330232	WEEKLY TRASH REC	595.50	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330233	WEEKLY TRASH	72.20	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330234	TRASH, RECYCLIN	613.52	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330235	TRASH	72.18	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330236	trash	204.28	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3330302	TRASH	144.36	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	3332184	MTH USAGE RE	358.75	0.00		--/--/--
CD START	C AND D STARTER SHOP	8/10/26	Voltage Regulator	87.00	0.00		--/--/--
CD START	C AND D STARTER SHOP	8/25/26	battery	130.00	0.00		--/--/--
COMCAST	COMCAST	10/05/2026_6	Oct 12, 2026 to Nov 11,	198.52	0.00		--/--/--
FARMYARD	THE FARMYARD STORE	6732/1	pipe, materials	210.96	0.00		--/--/--
GRENIER	GRENIER'S TRUCK SHOP	15608	sand blast, paint	4000.00	0.00		--/--/--
JOHNJA	JAMES JOHNSON	101926	Med	202.90	0.00		--/--/--
JOHNNI	NICOLE JOHNSON	101926	Med	202.90	0.00		--/--/--
LAWSON	LAWSON PRODUCTS INC	9313829572	parts and materials	935.42	0.00		--/--/--
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	66645	DISPATCH SWEATSHIRTS	420.00	0.00		--/--/--
MSK ATTY	MSK ATTORNEYS	64214	legal - development	477.50	0.00		--/--/--
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE	60222	NEMRC Annual Support Agr	5985.60	0.00		--/--/--
OREILLY	OREILLY AUTO PARTS	5691-289564	OIL, FILTER	91.19	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	370209	A/C CORD	20.89	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	370271	GLOVE	12.34	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	373116	STAKES	21.23	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379763	SCREW, PINE STOP	70.04	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379911	CLOTHING	14.24	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379923	KEY CUTTING	3.80	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379935	ADAPTER, ELBOW	18.79	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379964	PIPE CAP	5.22	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	379989	DUCK TAPE, CABLE TIES	9.58	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380055	FOAM SLNT	5.99	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380089	parts and materials	43.32	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380516	PAINT	18.22	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380547	CLEANER	12.33	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380575	ALKALINE BATTERIES	37.98	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380583	LATCH GUARD	18.98	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380643	WD SCREW	20.89	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380711	ENAMEL, TAPE, SLNT	67.17	0.00		--/--/--
PIC SHOV	THE PICK & SHOVEL INC	380768	DW SCREW	16.70	0.00		--/--/--

10/16/26
10:29 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 10/16/26 To 10/16/26

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jjohnson

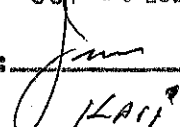
Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
POLAPP	POLICEAPP.COM INC.	1429	staff recruitment	3250.00	0.00		--/--/--
RAY'S TOW	RAY'S TOWING AND RECOVERY	2617287	towing service	103.25	0.00		--/--/--
SECURSHRE	SECURESHRED	545310	Police Dept Shredding	25.00	0.00		--/--/--
STAPLES	STAPLES	6075980915	ink, paper	136.77	0.00		--/--/--
STAPLES	STAPLES	6075980917	keyboard wrist rest	15.92	0.00		--/--/--
SYMQRKONIC	SYMQUEST GROUP INC	591819974	POLICE COPIER	214.96	0.00		--/--/--
T&CB INC	TOWN AND COUNTRY BUILDER, INC	1109	barrels	410.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026b	08/30/2026 09/30/2026	53.93	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026i	08/30/2026 09/30/2026	24.33	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026ii	08/30/2026 09/30/2026	140.29	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026j	08/30/2026 09/30/2026	24.33	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026r	08/30/2026 09/30/2026	58.79	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026vv	08/30/2026 09/30/2026	368.91	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	10/05/2026xx	08/30/2026 09/30/2026	452.83	0.00		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	138264	Water	90.40	0.00		--/--/--
Report Total			38,634.53	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 \$ ****38,634.53
Let this be your order for the payments of these amounts.

EMAILED

OCT 16 2026

BY: 
Joe
Rick

10/14/26
07:34 am

City of Newport Payroll
Check Warrant Report #
Check date 10/15/26 to 10/15/26

Page 1 of 3
rchurchill

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	25615	10/15/26	689.80	0.00
BERNTH	BERNIER, THOMAS L.	E2091511	10/15/26	0.00	2386.51
BINGTR	BINGHAM, TRAVIS R.	E2091484	10/15/26	0.00	2683.39
BORSSA	BORSARI, SAMUEL J.	25611	10/15/26	2792.96	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2091512	10/15/26	0.00	1565.60
BROCAS	BROCK, ASHLEIGH E.	E2091479	10/15/26	0.00	1217.44
BROWMI	BROWN, MICHAEL E.	E2091525	10/15/26	0.00	1844.96
BURDRO	BURDICK, ROBERT A., JR	E2091513	10/15/26	0.00	1448.38
CAMBTU	CAMBER, TUCKER J.	E2091514	10/15/26	0.00	1527.68
CARRER	CARRIER, ERIC A.	E2091521	10/15/26	0.00	2013.21
CHENFR	CHENEY, FRANCIS E., III	E2091482	10/15/26	0.00	2335.83
CHURRO	CHURCHILL, ROBYN D H.	E2091480	10/15/26	0.00	1845.99
DILLTR	DILLON, TRAVIS J.	E2091515	10/15/26	0.00	1858.48
FLYNKU	FLYNN, KURK O.	E2091500	10/15/26	0.00	5823.23
FLYNKU	FLYNN, KURK O.	E2091499	10/15/26	0.00	1904.75
Total of 2 items for FLYNKU				0.00	7727.98
FOLSJO	FOLSOM, JOSHUA A.	25614	10/15/26	1260.84	0.00
GAGELA	GAGE, LARRY L., JR	E2091516	10/15/26	0.00	1607.14
GAGEPA	GAGE, PAULINE M.	E2091527	10/15/26	0.00	156.35
GONYAN	GONYAW, ANDREW T.	E2091485	10/15/26	0.00	1934.75
GOSSRO	GOSSELIN, ROBERT J.	E2091535	10/15/26	0.00	1393.74
GRENLE	GRENIER, LEO C., III	25612	10/15/26	2063.16	0.00
GUNTJO	GUNTER, JOSEPH A.	E2091477	10/15/26	0.00	3264.46
HAMIZA	HAMILTON, ZACHARY P.	E2091528	10/15/26	0.00	1197.94
HARTER	HARTMAN, ERIC P.	E2091517	10/15/26	0.00	1444.80
HERMJA	HERMAN, JASON M.	E2091522	10/15/26	0.00	2026.79
HORNDU	HORNE, DUSTIN J.	E2091507	10/15/26	0.00	1931.45
JACOTA	JACOBS, TANNER D.	E2091486	10/15/26	0.00	1739.24
JOHNJA	JOHNSON, JAMES D.	E2091481	10/15/26	0.00	1823.09
KEITNI	KEITHAN, NICHOLAS N.	E2091487	10/15/26	0.00	1802.87
KREIKI	KREIG, KIMBERLY S.	E2091483	10/15/26	0.00	816.65
LACOKE	LACOSS, KEVIN W.	E2091509	10/15/26	0.00	774.82
LANCRJ	LANCASTER, ROYCE J., JR	E2091518	10/15/26	0.00	1495.06
LANCRO	LANCASTER, ROYCE E., SR	E2091488	10/15/26	0.00	2310.65
LANCRO	LANCASTER, ROYCE E., SR	E2091489	10/15/26	0.00	5780.75
Total of 2 items for LANCRO				0.00	8091.40
LECLJJ	LECLAIR, JAMES A., JR	E2091491	10/15/26	0.00	2948.85
LECLJJ	LECLAIR, JAMES A., JR	E2091490	10/15/26	0.00	2561.42
Total of 2 items for LECLJJ				0.00	5510.27
LEINEM	LEINOFF, EMILY R L.	E2091501	10/15/26	0.00	1984.00
LILLJO	LILLIS, JOSHUA S.	E2091492	10/15/26	0.00	1851.53
MARCCO	MARCOUX, COREY J.	E2091519	10/15/26	0.00	816.39
MARSJA	MARSH, JARED A.	E2091523	10/15/26	0.00	2245.87
MCCAED	MCCARTER, EDWARD R.	25617	10/15/26	848.22	0.00

10/14/26
07:34 am

City of Newport Payroll
Check Warrant Report #
Check date 10/15/26 to 10/15/26

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Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MCCAJA	MCCARTER, JAYMI N.	25618	10/15/26	732.51	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	25613	10/15/26	1626.67	0.00
MILLER	MILLER, ERIC R.	E2091502	10/15/26	0.00	1983.81
MORIJO	MORIN, JONATHAN L.	E2091493	10/15/26	0.00	2764.32
MOULCH	MOULTON, CHARLES D.	E2091494	10/15/26	0.00	2053.99
PATEAN	PATENAUDE, ANDREW M.	E2091520	10/15/26	0.00	1807.58
PAVEWI	PAVELCHAK, WILLIAM J.	E2091524	10/15/26	0.00	250.26
PHILEM	PHILLABAUM, EMILY G.	E2091503	10/15/26	0.00	1559.79
PHILEM	PHILLABAUM, EMILY G.	E2091504	10/15/26	0.00	2190.96
Total of 2 items for PHILEM				0.00	3750.75
RIVARO	RIVARD, ROBERT L.	E2091529	10/15/26	0.00	875.70
RIVASP	RIVARD, SUSAN P.	E2091530	10/15/26	0.00	559.86
RIVENI	RIVERS, NICHOLAS R.	E2091495	10/15/26	0.00	2825.73
RONDJO	RONDEAU QUARMBY, JOSEE	E2091533	10/15/26	0.00	269.59
ROSSTE	ROSSI, TELS A E.	E2091531	10/15/26	0.00	207.53
ROWEJO	ROWE, JONATHAN M.	25619	10/15/26	365.66	0.00
SCHUEM	SCHUBERT, EMILY E.	E2091534	10/15/26	0.00	251.20
SCHUKA	SCHULZE, KARI G.	E2091478	10/15/26	0.00	1601.59
SERLAN	SERLIS, ANDREW J.	25620	10/15/26	335.07	0.00
SEVIAS	SEVIGNY, ASHLEY M.	E2091532	10/15/26	0.00	266.89
SMITCO	SMITH, CODY M.	E2091496	10/15/26	0.00	2081.60
STAPMA	STAPLES, MARY E.	E2091526	10/15/26	0.00	277.05
STORRI	STORY, RICHARD P.	E2091536	10/15/26	0.00	915.15
SYKECO	SYKES, COLIN S.	E2091498	10/15/26	0.00	5258.09
SYKECO	SYKES, COLIN S.	E2091497	10/15/26	0.00	2157.99
Total of 2 items for SYKECO				0.00	7416.08
SYLVDE	SYLVESTER, DENISE M.	25616	10/15/26	549.75	0.00
WALTKR	WALTERS, KRISTEN L.	E2091508	10/15/26	0.00	254.89
WELLMO	WELLS, MONICA R.	E2091506	10/15/26	0.00	4710.83
WELLMO	WELLS, MONICA R.	E2091505	10/15/26	0.00	1420.87
Total of 2 items for WELLMO				0.00	6131.70
YOUNJE	YOUNG, JEFFREY R.	E2091510	10/15/26	0.00	1746.00
				11264.64	110655.33

10/14/26
07:34 am

City of Newport Payroll
Check Warrant Report #
Check date 10/15/26 to 10/15/26

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Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
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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 \$ *121,919.97
Let this be your order for the payments of these amounts.

City Council:

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form.
This form MUST be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

A draft [Engineering Services Agreement \(ESA\)](#) must be submitted via [ANR Online](#). Do not submit a draft ESA with this loan application.

This loan will be used for (select all that apply):

- | | |
|--|--|
| ☐ Step I Drinking Water Loan (Feasibility & Planning) | ☒ Step I Clean Water Loan (Feasibility & Planning) |
| ☐ Step II Drinking Water Loan (Final Design) | ☐ Step II Clean Water Loan (Final Design) |
| ☐ Step III Drinking Water Loan (Construction) | ☐ Step III Clean Water Loan (Construction) |
| ☐ Drinking Water Loan Amendment | ☐ Clean Water Loan Amendment |
| ☐ Municipal Source Water Protection Loan | ☐ CWSRF Interim Financing |
| | ☐ Pollution Control or ARPA Grant |

ANR Online Submission ID from the "Engineering Services Agreement Review and Approval" form:

HQQ-SDWQ-B2ZCM

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
City of Newport		Oct 16, 2026	
SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER	
Newport Wastewater System		3-1241	
MAILING ADDRESS	TOWN	STATE	ZIP+4
222 Main Street	Newport City	VT	05855 -
PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
(802) 334-2112		03-6000595	W X J Y A V U 7 J 4 8 1

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

All authorized representatives and any alternate authorized representatives must be members of the owner's governing body or direct employees of the owner and may not be independent contractors working for the owner.

CONTACT NAME		TITLE	
Joseph Gunter		City Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
222 Main Street	Newport City	VT	05855
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 334-5136		city.manager@newportvermont.org	

ALTERNATE AUTHORIZED REPRESENTATIVE(S) (At least one Alternate Authorized Representative is Required)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME		TITLE	
Joseph Gunter		City Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
222 Main Street	Newport	VT	05855
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 334-5136		city.manager@newportvermont.org	

AUTHORIZED REPRESENTATIVE NAME		TITLE	
Thomas Bernier		Public Works Director	
MAILING ADDRESS	TOWN	STATE	ZIP
222 Main Street	Newport City	VT	05855
PHONE	CELL PHONE	EMAIL ADDRESS	
802-334-2124		thomas.Bernier@newportvermont.org	

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME	CONTACT NAME		
Aldrich + Elliott, PC	Michael Mainer		
MAILING ADDRESS	TOWN	STATE	ZIP
6 Market Place Suite 2	Essex	VT	05452
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 879-7733		mmainer@aeengineers.com	

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title:	CSO Long-Term Control Plan Update
Total amount requested for this loan:	\$ 19,800
Total projected project cost:	\$ 19,800
Please enter details of costs not included in the Engineering Services Agreement that the requested loan amount will cover:	
N/A	

Please describe the history of the project:

The City of Newport has historically had combined sewer overflows (CSO's) and has been working to mitigate these. In 2020 a Long-Term Control Plan was prepared and the City has completed several CSO mitigation projects. The City's 1272 Order requires an updated LTCP be prepared.

Please describe who will benefit from the proposed project:

Users of Newport's sewer system, downstream users of Lake Memphremagog.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

Current and potential customers have no other viable source of wastewater disposal.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

An updated LTCP will be prepared in the form of an LTCP addendum.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☒ No

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date: Nov 1, 2026

Estimated Project Completion Date: Mar 31, 2027

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
October - December	2026	\$9,800
January - March	2027	\$10,000
Add Another Quarter		
TOTAL -->		\$19,800

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed					
Amount Collected					
Amount Uncollected/Outstanding					
Estimated Amount of Commercial Revenue					

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☐ No

Will taxes or fees need to be adjusted based on the proposed project?

☐ Yes ☐ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment						

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
Total As of -->			

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☐ Yes ☒ No

Does the Applicant have any future borrowing plans over the next 5 years?

☒ Yes ☐ No

Please describe the system's future borrowing plans.

Are there other capital projects in the near term (5 years)?

☐ Yes ☒ No

Does the Applicant have an annual or cumulative deficit?

☒ Yes ☐ No

Please describe your plans to retire the system's annual or cumulative deficit and to avoid deficits in the future.

Does the Applicant intend to increase user's fees/charges to pay for this debt service:

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☐ Yes ☒ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

The population in the City continues to decrease and new job opportunities in this region are limited.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

None

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

☐ Yes ☒ No

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☐ Yes ☒ No

What does the Applicant do with surpluses, if any?

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available					

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the Applicant have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☐ Yes ☒ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☒ Yes ☐ No What is the % of the unfunded liability?

Explain how do you plan to reduce the liability:

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

The City uses monthly report to monitor.

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom:

Comments:

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: James Johnson

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: James Johnson

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: James Johnson

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Kari Schulze

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Kari Schulze

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know By Whom: James Johnson

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom: Ashleigh Brock

Comments:

Does the same individual open the mail and deposit checks?

☒ Yes ☐ No ☐ Don't Know By Whom: Ashleigh Brock

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom: James Johnson

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Robyn Churchill

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: Robyn Churchill

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

☒ Yes ☐ No ☐ Don't Know

By Whom:

Treasurer and Assistant Treasurer

Comments:

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know

By Whom:

Batchelder Associates

Comments:

Does the Authorized Representative assist in the audit planning process?

☒ Yes ☐ No ☐ Don't Know

By Whom:

James Johnson

Comments:

Is a specific individual responsible for correcting audit findings?

☐ Yes ☒ No ☐ Don't Know

By Whom:

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know

By Whom:

Joseph Gunter

Comments:

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know

By Whom:

Joseph Gunter

Comments:

Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application being considered incomplete.

NAME

POSITION (select from the list or enter another value)

Joseph Gunter

Town Manager/Administrator

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Thomas Bernier

Public Works Director

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via the ANR Online website at:

<https://anronline.vermont.gov/?formtag=SRFLoanIntake>