

Council Minutes

May 1, 2023

A duly warned meeting of the Newport City Council was held on Monday, May 1, 2023, in the council room in the Newport Municipal Building. Present were Mayor Beth Barnes, Council President John Wilson, Council Members Kevin Charboneau, Chris Vachon and Clark Curtis, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Public Works Director Tom Bernier, Recreation Director Mike Brown, Fire Chief John Harlamert, Police Chief Travis Bingham, Zoning Administrator Francis Cheney, Programs Administrator Rebecca Therrien, Asst. Clerk/Treasurer Stacey Therrien, Members of the Press and Public.

Mayor Barnes called the meeting to order at 6:30 pm.

Approval of Minutes

Mr. Wilson moved to approve the minutes of April 17, 2023. Seconded by Mr. Vachon, motion carried unanimously.

Mr. Vachon moved to approve the minutes of April 24, 2023. Seconded by Mr. Curtis, the motion was carried unanimously.

Comments by the Public

Pam Ladds, Anne Chiarello, Jennifer Bjurling and Jennifer Hopkins commented on the proposed sewer/water rates.

Water and Sewer Rates Presentation

Stacey Therrien and Rebecca Therrien presented the sewer/water rates. (attached)

Appointment to the DRB

Mr. Wilson moved to appoint Denis Chenette as an alternate to the DRB. Seconded by Mr. Charboneau, the motion carried unanimously.

Capital Improvement Plan Presentation (attached)

Mr. Vachon moved to schedule public hearings on the plan for June 5, 2023, at 6:00 pm and July 10, 2023, at 6:00 pm. Seconded by Mr. Curtis, motion carried unanimously.

New Business

Mr. Charboneau moved to approve a vendors permit for Rhonda Quirion. Seconded by Mr. Vachon, motion carried unanimously.

Mayor Barnes noted she had met with the Mayor of Winooski and Ernie Pomerleau. Greenup Day is May 6, 2023, a hike with the Mayor at Bluff Side Farms is also on May 6, 2023, and keys were found on Elm St.

Old Business

None

Next Meeting Date

May 15, 2023

Executive Session to Discuss the Appointment of a Public Officer or Employee, 1 VSA (3)(a)(3)

Mr. Vachon moved to enter executive session. Seconded by Mr. Wilson, motion carried unanimously.

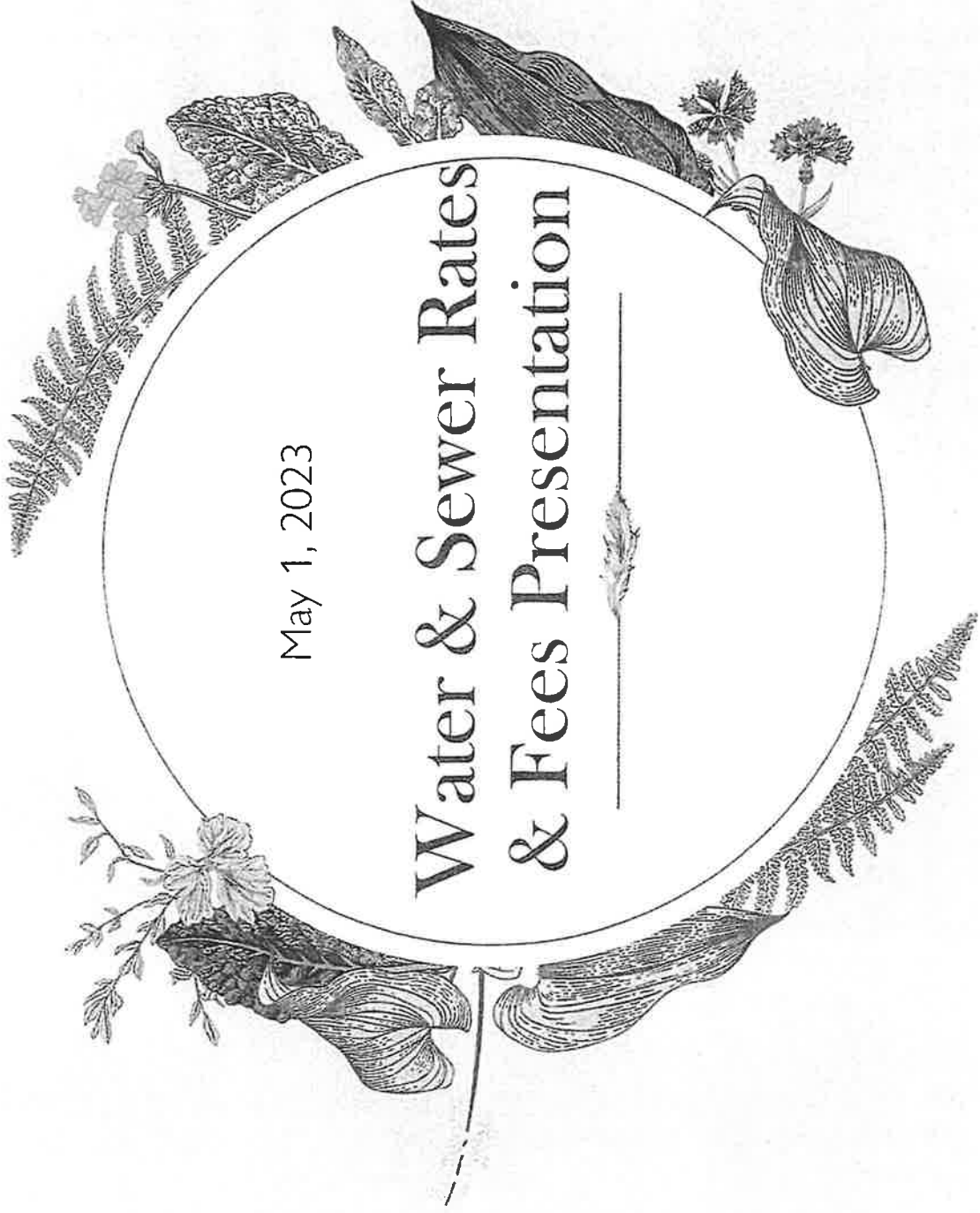
In open session Mr. Curtis moved to appoint Francis Cheney III to take on additional duties of Assessor, with assessor authority beginning May 15, 2023. Seconded by Mr. Vachon, motion carried unanimously.

Adjournment

Mr. Charboneau moved to adjourn at 8:12 PM. Seconded by Mr. Wilson, motion carried unanimously.

Attested James Johnson this 15th day of May, 2023.

Beth Barnes Mayor



May 1, 2023

Water & Sewer Rates
& Fees Presentation

Agenda

- Water/Sewer Current Status
- How We Got Here
- Solution - Improvements
- Timeline
- Summary – Meter Installations
- Council Questions





Current Status

- Although the rates were scheduled for an increase in 2019/2020, the City was reluctant to raise water and sewer rates during the pandemic because the country was facing unprecedented financial challenges.
- The City attempted to increase the rates in 2022 after the intensity of the pandemic subsided. The proposal never made it to a vote. Today, the enterprise funds are facing dire financial consequences as a result.
- Loss of Leachate in 2019 = need to make up \$180,000 per year



Water & Sewer Revenue

City of Newport Sewer & Water Budgets		FY17-18		FY18-19		FY19-20		FY20-21		FY21-22		FY22-23		FY23-24	
GL ACCT CODE		BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	BUDGET
SEWER INCOME															
SEWER USER FEES	8-00-26.40	1,079,782.98	1,165,801.15	1,200,000.00	1,165,767.74	1,200,000.00	1,107,921.72	1,420,244.00	1,082,744.39	1,516,211.00	1,085,323.12	1,446,079.00	1,511,271.00		
DERBY SHARE	8-00-26.41	82,266.00	78,943.46	83,400.00	71,326.24	80,000.00	161,749.90	116,000.00	40,232.34	100,000.00	83,706.85	92,000.00	95,000.00		
LABOR & MATERIAL	8-00-26.42	2,500.00	0.00	2,500.00	3,944.00	1,000.00	0.00	1,000.00	-791.97	1,000.00	0.00	1,000.00	0.00		
SEWER ALLOCATION FEES	8-00-26.43	500.00	889.80	500.00	1,417.20	500.00	-560.40	500.00	125.20	500.00	477.40	500.00	450.00		
REIMBURSE/MISC.	8-00-26.44	0.00	2,078.00	0.00	0.00	0.00	10,698.97	0.00	0.00	0.00	0.00	0.00	0.00		
DISCHARGE FEES	8-00-26.45	95,000.00	108,851.27	95,000.00	116,271.35	98,000.00	199,847.95	110,000.00	181,972.64	150,000.00	193,604.86	170,000.00	185,000.00		
LEACHATE	8-00-26.48	195,000.00	217,861.67	185,000.00	148,418.80	190,000.00	37,297.36	0.00	0.00	0.00	0.00	0.00	0.00		
OTHER INCOME	8-00-26.49	0.00	2,750.00	0.00	319.08	0.00	5,300.00	0.00	1,000.00	0.00	0.00	0.00	0.00		
CHANGE IN UNBILLED REVENUE	8-00-26.50	0.00	0.00	0.00	-22,199.00	0.00	-5,892.00	0.00	5,755.00	0.00	-20,777.00	0.00	0.00		
SALE OF ASSET GAIN/LOSS	8-00-26.55	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00		
INTEREST INCOME	8-00-26.70	8,000.00	9,927.62	10,000.00	9,988.59	10,000.00	8,986.68	10,000.00	9,621.17	10,000.00	6,507.32	10,000.00	6,500.00		
INSURANCE REIMBURSEMENT	8-00-29.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,860.00	0.00	0.00		
SINKING FUND INTEREST	8-00-29.75	160.00	174.85	160.00	175.12	160.00	168.09	160.00	84.98	160.00	58.72	160.00	50.00		
TOTAL SEWER INCOME		1,463,208.98	1,603,546.04	1,576,560.00	1,505,686.29	1,579,660.00	1,526,018.27	1,657,904.00	1,320,743.75	1,777,871.00	1,461,761.27	1,719,739.00	1,798,271.00		
WATER INCOME															
WATER RENTS	9-00-26.50	813,454.07	811,889.82	867,000.00	803,845.26	850,000.00	804,211.61	886,027.00	815,397.61	928,169.00	798,352.50	969,593.00	1,009,483.00		
WATER ALLOCATION FEES	9-00-04.20	250.00	265.20	250.00	0.00	250.00	30.00	250.00	150.00	250.00	270.00	250.00	250.00		
LABOR & MATERIALS	9-00-26.51	7,500.00	11,619.11	3,500.00	11,288.21	3,500.00	1,046.61	3,500.00	9,569.16	1,000.00	11,182.03	1,000.00	1,000.00		
CHANGE IN UNBILLED REVENUE	9-00-26.52	0.00	0.00	0.00	-12,254.00	0.00	7,437.00	0.00	3,636.00	0.00	-22,550.00	0.00	0.00		
SALE OF ASSET GAIN/LOSS	9-00-26.55	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	655.17	0.00	0.00	0.00	0.00		
INTEREST INCOME	9-00-26.60	7,800.00	8,811.49	10,000.00	8,298.25	8,800.00	6,541.87	8,200.00	7,099.61	8,200.00	4,735.00	7,200.00	4,700.00		
MISC INCOME	9-00-26.97	1,200.00	2,578.32	1,200.00	0.00	1,200.00	872.84	0.00	200.00	0.00	0.00	0.00	0.00		
USDA EQUIPMENT GRANT	9-00-26.32	0.00	16,268.22	0.00	10,257.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
WATER TOWER FUND INTEREST	9-00-26.80	225.00	291.07	225.00	313.63	225.00	307.47	225.00	188.53	225.00	160.90	225.00	150.00		
ARPA FUND INTEREST	9-00-26.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	757.38	0.00	0.00		
WTF REPLACEMENT INTEREST	9-00-26.98	0.00	302.03	0.00	326.59	300.00	239.71	300.00	167.78	300.00	122.65	300.00	120.00		
TOTAL WATER INCOME		830,829.07	852,123.79	882,175.00	822,075.30	864,275.00	822,180.91	898,502.00	837,063.86	938,144.00	793,030.46	978,568.00	1,015,703.00		
TOTAL SEWER/WATER INCOME		2,294,038.05	2,455,669.83	2,458,735.00	2,327,761.59	2,443,935.00	2,348,199.18	2,556,406.00	2,157,807.61	2,716,015.00	2,274,791.73	2,698,307.01	2,813,974.00		
Reimbursement															
*Income less Insurance Reimbursement															
2,141,931.73															

How We Got Here

- Out of 1788 Accounts, 969 meters are installed, leaving 819 left. As meters get installed, revenues go down.
- The pandemic interfered with our ability to recommend an adjustment in 2020
- Failure to adjust in 2022
- Sewer loss in 2022 was \$378,456. (70%)
- Water loss in 2022 was \$163,130 = **\$541,586.** (30%) (2022 Audit Page 8)
- Best Case Scenario is small incremental increases. Unfortunately, that opportunity is gone.
- This year requires an immediate correction.
- Upcoming Necessary Projects:
 - Water Tower
 - Gardner Park Syphon Project
 - Sias Ave Waterline Upgrade
 - Bluff Road Pump Station Upgrade
 - Combined Sewer Overflow for Storm Water Mandates
 - Road Reconstruction replaces aging water and sewer infrastructure.

Keep in Mind

- An enterprise fund is a self-supporting government fund that sells goods and services to the public for a fee. An enterprise fund uses the same accounting framework as Generally Accepted Accounting Practices (GAAP).
- Must do something now or the loss will be greater. Making up for the loss of the leachate in 2019 has compounded the matter. The leachate revenues kept the rates down for years.
- Water & Sewer Ratepayers and Property taxpayers may not be the same.
- 26% of the grand list meets the definition of tax exemption so they do not pay taxes. Out of this 26%, all pay water and sewer rates.
- Newport City pays fees to Derby Village for the use of water on the Derby Road.
- Although some existing sewer debt service will get paid off over the next 2 years, more debt is coming with needed maintenance and repairs. The water tower is expected to be a \$20 per quarter increase once the loan is activated.

Quarterly Billing with Rate Adjustment

	Quarterly Sewer Charges				2/6/23 Water/Sewer Billing				Rate Adjuster				Additional		
	# of Accts	Amount	Gallons Used	Rate	# of Accts	Amount	Gallons Used	Rate	Additional Usage Rate	# of Accts	Amount	Gallons Used	Rate	Usage Rate	% Increase
Quarterly Sewer Charges															
Residential Sewer - Apis	114	\$12,282.36		\$107.74						114	\$13,680.00		\$120.00		10.22%
Industrial/Commercial Sewer	13	\$1,471.21		\$113.17						13	\$1,638.00		\$126.00		10.18%
Industrial Sewer Meter Base Rate	158	\$49,791.07	8,714,393.00	\$63.73						158	\$55,389.00	8,714,393.00	\$71.00	\$0.005250	10.24%
Industrial Sewer Meter Usage Rate	150	\$31,068.82	8,714,393.00	\$0.003280						150	\$34,971.81	8,714,393.00	\$0.003600		9.44%
Sewer Meter Base Rate	655	\$54,281.80	7,840,588.00	\$63.72						655	\$60,470.00	7,840,588.00	\$71.00	\$0.005260	10.25%
Sewer Meter Usage Rate	637	\$25,560.30	7,840,583.00	\$0.003280						637	\$28,226.10	7,840,583.00	\$0.003600		9.44%
Non-Residential Sewer	1	\$452.71		\$452.71						1	\$452.71		\$505.00		10.35%
Residential Sewer	582	\$62,704.68		\$107.74						582	\$69,640.00		\$120.00		10.22%
Total Quarterly Sewer Revenue		\$238,213.06									\$264,667.62				10.04%
Quarterly Water Charges															
Industrial/Commercial Water	16	\$1,777.44		\$111.08						16	\$1,984.00		\$124.00		10.41%
Industrial Water Meter Base Rate	170	\$33,338.82	10,951,601.00	\$37.86						170	\$37,267.47	10,951,601.00	\$42.00	\$0.003150	9.62%
Industrial Water Meter Usage Rate	158	\$21,246.10	10,951,588.00	\$0.001940						158	\$23,545.94	10,951,588.00	\$0.002150		8.77%
Non-Residential Water	3	\$333.27		\$111.09						3	\$372.00		\$124.00		10.41%
NR Water Meter Base Rate	3	\$160.01	43,489.00	\$37.96						3	\$177.67	43,489.00	\$42.00	\$0.003160	9.62%
NR Water Meter Usage Rate	3	\$84.39	43,489.00	\$0.001940						3	\$93.52	43,489.00	\$0.002150		9.77%
Residential Water	850	\$54,527.60		\$64.15						850	\$61,200.00		\$72.00		10.90%
Residential Water Data	0	\$0.00	0.00	\$64.15						0	\$0.00	0.00	\$72.00		10.90%
Water Meter Base Rate	769	\$36,824.24	8,588,840.00	\$37.96						769	\$40,960.60	8,588,840.00	\$42.00	\$0.002150	9.62%
Water Meter Usage Rate	733	\$18,662.54	8,588,836.00	\$0.001940						733	\$18,456.21	8,588,836.00	\$0.002150		10.00%
Seasonal Water on ledge pipe	4	\$117.08		\$29.27						4	\$128.00		\$32.00		8.55%
Seasonal Water	18	\$1,111.89		\$61.52						18	\$1,235.00		\$65.00		9.77%
Swimming Pool	1	\$17.39		\$69.56						1	\$19.60		\$76.00		8.97%
Treatment Plant Water Meter Base Rate	3	\$1,167.48	422,281.00	\$37.96						3	\$1,328.64	422,281.00	\$42.00	\$0.003150	10.82%
Treatment Plant Water meter Usage Rate	3	\$819.24	422,281.00	\$0.001940						3	\$807.93	422,281.00	\$0.002150		9.62%
Water Turn Off	15	\$607.05		\$40.47						15	\$675.00		\$45.00		10.07%
Total Quarterly Water Revenue		\$168,814.62									\$188,351.38				9.97%
Total Quarterly Sewer & Water Revenue		\$407,127.67									\$453,019.00				10.73%

Orange - Flat Rate
 Step - Fixed Rate with Variable Component
 Yellow - Variable Rate



Solution

An immediate substantial increase with others to follow soon thereafter. Flat fees will be rounded to the nearest dollar.

Timeline

A change to the current ordinance will take affect 60 days after the commissioner's vote. If the commissioners vote in May, the December 2023 billing will reflect the new rates. Another similar adjustment will be needed as soon as possible to take affect in 2024.



Meter Installations

- The Council ordered that all meters be installed by 2027 for water efficiency and to identify leaks in the system.
- As more meters get installed, revenues will go down. As revenues go down, rates need to increase.
- Rate increases need to happen to correct the current deficit and then stay on par with revenue reductions and new debt.
- How do the Commissioners wish to incentivize meter installation?



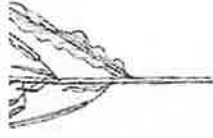


Council Questions and Ideas?





**Will the
Council
Vote on May
15, 2023?**



If so, questions from the public should be submitted in writing to the city manager no later than May 9 in preparation of the May 15 Council Meeting when questions from the public will be taken. This will give us time to prepare.



**Newport City Five Year Capital Investment Plan
City of Newport, Vt.
2022 - 2027**

Public Hearing # 1 June 5, 2023

Public Hearing #2 July 10, 2023

Adopted on _____ by a majority of the City Council.

Adoption Process Overview:

Per Title 24, Chapter 117, Section 4385

- (a) Not less than 30 nor more than 120 days after a proposed plan is submitted to the legislative body of a municipality under section 4384, the legislative body of a municipality with a population of more than 2500 persons shall hold two or more such hearings. Failure to hold a hearing within the 120 days shall not invalidate the adoption of the plan or amendment.
- (b) The legislative body may change the proposed plan or amendment, but shall not do so less than 15 days prior to the final public hearing. If the legislative body at any time makes substantial changes in the concept, meaning or extent of the proposed plan or amendment, it shall warn a new public hearing under subsection (a) of this section. If any part of the proposal is changed, the legislative body, at least 15 days prior to the hearing, shall file a copy of the changed proposal with the clerk of the municipality, with any individual or organization requesting a copy in writing, and with the planning commission.
- (c) The plan shall be adopted by a majority of the members of its legislative body at a meeting which is held after the final public hearing.

Adopted by a majority of the Newport City Council after a duly held public hearing on

_____ 2023.

Mayor Beth Barnes

John Wilson, Council President

Kevin Charboneau

Chris Vachon

Clark Curtis

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Newport City Five Year Capital Budget Program

Introduction:

The Vermont Planning and Development Act (24 VSA Chapter 117) specifically authorizes municipalities to adopt capital budgets and programs (§§ 4402,4443). Capital budgets and programs allow municipalities to prioritize capital expenditures over a specific period, thereby establishing a schedule of investments. A Capital Program is a plan of capital projects proposed to be undertaken during each year of a five year period, the estimated costs, and the proposed method of finance. The City of Newport's Five-Year Capital Improvement Plan (The Plan) is generated with input from each Department Head and reasonably coincides with the Waterfront and Downtown Master Plan. The goal is to maintain and physically improve the City's infrastructure, equipment, usability, and beautification, while continuing to meet all state and federal mandates in a cost-effective way.

This Five-Year Capital Improvement Plan helps anticipate long term financial and physical impacts. The annual operating budget provides for expenditures and revenues for a one-year period and is closely integrated with, and complementary to, this Plan.

The benefits of having a Five-Year Capital Investment Plan is that it serves as a long-range working document for planning and is subject to changing conditions and needs. The Plan is arranged to reflect the order of priority of each capital project within each department. It provides an additional layer of management control in identifying capital needs and goals and helps establish priorities. It helps stabilize public expectations and expenses for improvements and can assist city officials in acting timely.

The City Council will review, may modify, and adopt this Plan. The City Planning Commission and interested citizens may also provide input to the Council before adoption. While the Planning Commission does not adopt the Plan, they may review it towards consistency with the City Municipal Plan.

Citizens may comment during two public hearings. **The first public hearing will be held on Monday, June 5, 2023, at 6:30 p.m., and the second Public Hearing will be held on Monday, July 10, 2023, at 6:30 p.m.** The Plan shall be adopted by a majority of the members of the City Council at a meeting held after the final public hearing (24 VSA 4385). The adoption of the plan does not approve any of the projects or authorize the expenditure of any funds. A copy of this proposed Plan is available in the Clerk/Treasurer's office for review and on our website.

Many of the projects and/or equipment in this program are likely to be funded by sources other than the General Fund Operating Budget. The City has actively engaged in grant application programs.

The Waterfront & Downtown Master Plan is a multi-year plan targeting the waterfront, various main intersections, and Main St. Improvements. This plan is available in the City Clerk/Treasurer's office for review, or on the City's website in our Downtown Development Documents.

The Waterfront & Downtown Master Plan breaks the city into sections and chunks projects into priority areas. It includes a timetable, assigns a likely champion for each project, and suggests plausible funding sources. While grants can be labor intensive, often the cost savings to the taxpayer and project completion accountability is worth it. This 5 Year Capital Investment Plan is intended to complement the Waterfront and Downtown Master Plan.

The Capital Budget and Program provides information needed for short-range land use planning and development decisions and serves as a coordinating device for facilities and services planning. It represents Newport City's commitment to provide public projects in specific areas within the time period covered by the capital program. Capital projects included in the capital program can be expected to be carried out essentially as programmed, but some projects may be subject to modification, either in scope or timing, based on review of needs, the availability of funding, or other circumstances which cannot be predicted with any certainty far in advance. Should substantial modification need to occur in the capital program, the statutory process to amend or update the Capital Program would be implemented. One of our objectives is to refine the budget process to make the programming of capital projects more precise in scope and timing. The intent is to give more reliable information about the availability of public improvements to both the private and public sector decision makers.

Definitions:

The following definitions are based on the Vermont Planning and Development Act (24 VSA, Chapter 117, section 4430):

Capital Budget - lists and describes the capital projects to be undertaken during the coming fiscal year, the estimated costs of those projects, and the proposed method of financing.

Capital Program - a plan of capital projects proposed to be undertaken during each year through year five of the Capital Budget and Plan, including the costs for those projects and the method of financing.

Capital Project - a capital project is any one or more of the following:

- (1) Any physical betterment or improvement including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired;
- (2) Any preliminary studies and surveys relating to any physical betterment or improvement.
- (3) Lands or rights in land;
- (4) Any combination of (1), (2), and (3).

Funding Sources for the Capital Budget and Program:

- A. Reserves - a reserve fund is a sum of money raised from the General Fund, via taxes, that is deposited in an interest earning account where applicable. These are generally derived from prior year surpluses and safeguarded in 'unassigned funds.' The Council has the authority to assign, restrict, or commit these funds for special projects, tax offsets, down or partial payments.
- B. General Obligation Bonds - These loans are written promises by Newport City to pay a specified sum of money (the principal amount) at a specified date (i.e., the maturity date), together with periodic interest at a specified rate. A bond typically runs for a longer term and is a more formal instrument than a note or most lease purchase agreements.

- C. Bank Notes and Loans - short term with current interest rates. Capital equipment replacement loans are utilized for items such as vehicles and typically have been financed for 4 years or less.
- D. State Aid & Grants - state aid in the form of grants or matching funds are utilized as much as possible.
- E. User Fees - a user fee is imposed upon only the user or renter of a public facility or public equipment. For example, only those residents hooked into the municipal water and sewer systems will be charged fees for paying fixed costs and upgrades. A renter of a city facility would be charged based on the council approved rates and fees structure.
- F. Fundraiser - Capital projects, such as the Gardner Park Playground improvements, are financed by fund raisers which are obtained through voluntary contributions and donations.
- G. General Fund - Any capital projects not funded in part or in whole from the aforementioned revenue sources will be financed through the General Fund, i.e., taxes.

Newport City Capital Project Description and Justification

Street Reconstruction and Resurfacing

Street reconstruction and street resurfacing is the most visible part of this capital program. The street construction costs shown in the summary by fund does not include any cost for water and sewer infrastructure. Each time a road is rebuilt, the water and sewer lines are updated, as referenced in the sewer fund narrative.

The resurfacing of Main Street was completed in FY21. The street resurface project was part of the intersection rebuild project at Main St., Field Ave., and Second St.

Vehicles and Equipment

We continuously rotate our fleet of vehicles and equipment when the maintenance becomes cost prohibitive. The City seeks vehicle and equipment grant funding wherever possible and appropriate to offset taxpayer expenses. We extend the life of our equipment by practicing proper maintenance and care. Our replacement cycle for our large dump trucks sometimes stretches longer than the desired ten years. The Police Department fleet rotation for patrol vehicles is one per year.

Public Facilities and Downtown Economic Development

Public facilities repair, maintenance, city beautification, and user experience is a high priority for the City Council. Recent operational restructuring has invigorated facility maintenance and improvements at Prouty Beach, the Waterfront, Pomerleau Park, and Gardner Park. The plan for improving the Gardner Park Playground area, skate shack and skating rink, the ball fields, lighting, and dugouts are ongoing and substantiates our efforts to support the Outdoor Recreational Economy. The completion of Newport's City's Waterfront and Recreation Trail is the impetus for new and exciting public and private collaborations that take advantage of the City as a sought after destination. Now it is time for our infrastructure to meet the expectations of visitors and locals through wayfinding signage and other amenities that compliment a growing tourism economy.

Other grant awards from the Downtown Transportation grant and the NBRC grant are designed to improve our main intersections in our downtown designated area, by promoting a sense of safety and convenience for all users.

The common theme of recent grant applications is to support infrastructure improvements for the purpose of reinventing the city to highlight and take advantage of our outdoor recreational assets. The recently expired RCDI grant provided professional grant writers, administrative support to see the grant through to completion, and assisted with proper and timely record keeping and accountability. The RCDI grant expired in late 2022. Continuity of these grant writing services is critical for the City to continue to evolve.

Long Range Capital Improvement Program Street Reconstruction/Resurfacing

Fiscal Year	Street	Description	Cost
2023-2024	Paving Estimates @ \$87Ton		
	<u>Committed Fund Balance</u>		<u>\$154,347</u>
	Prospect Street	2½ Inch Base @ 645T	56,115
	Green Place	1 ½ Inch Overlay @ 40T	3,480
	Eastern Avenue	2½ Inch Base @ 197T	17,139
	Central Street	1 ½ Inch Overlay @ 172T	14,964
	East Main Street	1 ½ Inch Overlay @ 2600T	230,000
	Pleasant and Coventry	1 ½ Inch Overlay @ 1500T	<u>130,500</u>
			\$452,198
	2024-2025	Paving Estimates @ \$87Ton	
Prospect Street		1½ Inch Top @ 645T	56,115
Eastern Avenue		1½ Inch Base @ 197T	17,139
Outlook Street		1 ½ Inch Overlay @ 90T	7,830
Summer Street		1 ½ Inch Overlay @ 88T	7,656
Winter Street		1 ½ Inch Overlay @ 132T	11,484
Second Street		2½ Inch Base @ 417T	36,279
Hillside Street		2½ Inch Base @ 216T	18,792
Gardner Park Road		1 ½ Inch Overlay @ 300T	26,100
Glen Road-1 st Mile Section		2 Inch Overlay @ 2400T	<u>53,605</u>
		\$235,000	
Gardner Park Sidewalks		1425'x5'x5" 132c.y. @170	22,240
East Main Street Retaining Wall			70,000
Reconstruction Expenses		Pavement Planning/Gravel Stone/Fill	\$35,000
ST. Capital Design Projects			<u>\$80,000</u>
Total		\$442,240	
2025-2026	Paving Estimates @ \$88Ton		
	Glen Road-1 st Mile Section	2 Inch Overlay	\$240,000
	Misc. Expenses	Pavement Planning/Gravel	

	Stone/Fill	\$35,000
East Main Street Retaining Wall		70,000
ST. Capital Design Projects		<u>\$100,000</u>
Total		\$445,000

2026-2027 Paving Estimates @ \$89Ton

Sias Avenue	2 ½ Inch Base @ 1120T	99,680
Farrant Street	1 ½ Inch Overlay 352T	31,328
Scottsdale Drive	1 ½ Inch Overlay @ 246T	21,894
Colodny Terrace	1 ½ Inch Overlay @ 40T	3,560
Bluff Rd.	2 ½ Inch Base @ 1100T	<u>97,900</u>
		\$254,362
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	40,000
ST. Capital Design Projects		<u>\$150,638</u>
Total		\$445,000

2027-2028 Paving Estimates @ \$90Ton

Lake Road 1 st half	1 ½ Inch Overlay @ 2840T	255,600
West Main Street	2 ½ Inch Base @ 1120T	<u>100,800</u>
		\$340,560
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	40,000
ST. Capital Design Projects		<u>\$69,440</u>
Total		\$450,000

2028-2029 Paving Estimates @ \$91Ton

Lake Road 2 nd half	1 ½ Inch Overlay @ 2840T	258,440
West Main Street	1 ½ Inch Top @ 725T	65,975
Freeman St.	1 ½ Inch Overlay @ 205T	18,655
Veterans Avenue	1 ½ Inch Overlay @ 305T	<u>27,755</u>
		\$370,825
Misc. Expenses	Crack sealing/Gravel Stone/Fill, Concrete	40,000
ST. Capital Design Projects		<u>\$39,175</u>
Total		\$450,000

Grand Total: \$2,684,438

**Long Range Capital Improvement Program
Vehicle Replacement Schedule
2023-2024 2027-2028**

<u>Fiscal Year</u>	<u>Equipment Description</u>	<u>Replacement Cost</u>
22-23	Assigned Funds	51,446.90

	22/23 Budget	154,346
	2011 #7 Freightliner M2 on Order	<u>-185,310</u>
	Remaining	\$22,482.90
23-24	Remaining	22,482.90
	2015 #30 & 31 John Deere L3560HSTC & Plows	120,000
	2015 #10 Freightliner M2 1 st Installment	<u>62,482.90</u>
		\$160,000
24-25		
	2015 #10 Freightliner M2 2 nd Installment	130,000
	2001 #21 Caterpillar Grader 1 st Installment	<u>40,000</u>
		\$170,000
25-26		
	2001 #21 Caterpillar Grader 2 nd Installment	20,000
	2016 #16 International 4300 1 st Installment	100,000
	2012 #14 Freightliner/Vactor 1 st Installment	<u>60,000</u>
		\$180,000
26-27		
	2001 #21 Caterpillar Grader 3 rd Installment	90,000
	2016 #16 International 4300 2 nd Installment	<u>90,000</u>
		\$180,000
27-28		
	2001 #21 Caterpillar Grader 4 th Installment	180,000
		\$180,000
<u>Total</u>	Capital Equipment Funds	\$870,000

Newport City Police Department

2023-2028

Police vehicles face unusual wear and tear and are replaced when mileage is very high or the vehicle becomes too expensive to maintain. This Capital Plan includes one new police vehicle purchase each year in order to keep the fleet rotation cost-effective. A variety of cost-effective financing strategies are available that respects the impact on taxpayer dollars from short term financing to purchasing. The city council makes the determination.

The Police Department consists of 5 main line patrol vehicles, one of which is a specialized kennel vehicle assigned to the K9 Patrol Officer. The 24/7 working schedule requires a minimum of 3 operational patrol vehicles at all times. The Police Chief drives a 2018 Ford Explorer due to be replaced in 2023.

The Police Department received a grant in 2016 from the Department of Public Safety and an additional grant from the USDA, totaling \$286,000.00, which funded the installation of a dispatch facility, in response to the local VSP dispatch closing in 2015. The grant enabled the evolution of 24/7 dispatch service and added dispatch staff by adding contracts to emergency service providers outside of the city. The voters adopted a 24/7 Dispatch Center effective July 1, 2019 which provides accurate dispatch coverage and has been a well-respected service since opening. As of March 2022 we are dispatching for 19 area agencies within Orleans County.

This Capital Investment Plan considers a predictable incremental 'set aside' each year in the event of a dispatch equipment failure. Although redundancy does exist with the current technology, equipment replacement and repair are an inevitable part of functionality and these small 'set aside' increments are proactively planned in advance of an emergency.

The longevity of Bullet Proof Vests is five years according to the National Institute of Justice. The Capital Improvement Plan includes restocking the Department's inventory of bullet proof vests every five years at a cost of approximately \$20,000.00. Small predictable incremental amounts are set aside each year so that vest replacement can occur timely and without a surprise expense.

POLICE DEPARTMENT VEHICLE REPLACEMENT PLAN

FY 23-24	1 vehicle purchase + debt service	
	Total	\$50,000
FY 24-25	1 vehicle purchase + debt service	
	Total	\$50,000
FY 25-26	1 vehicle purchase + debt service	
	Total	\$50,000
FY 26-27	1 vehicle purchase + debt service	
	Total	\$50,000
FY 27-28	1 vehicle purchase + debt service	
	Total	<u>\$50,000</u>

TOTAL FIVE YEAR VEHICLE REPLACEMENT PLAN \$250,000

Police Dept Vehicle Inventory:

EQ 40 = Chief Vehicle

EQ 41 = K-9 Vehicle

EQ 42 = Patrol Vehicle

EQ 43 = Patrol Vehicle

EQ 44 = Patrol Vehicle

EQ 45 = Sergeant Vehicle

DISPATCH REPLACEMENT RESERVE FUND

FY 23-24	\$10,000
FY 24-25	\$10,000
FY 25-26	\$10,000
FY 26-27	\$10,000
FY 27-28	<u>\$10,000</u>

TOTAL FIVE YEAR DISPATCH REPLACEMENT RESERVE PLAN **\$50,000**

TECHNOLOGY RESERVE FUND

FY 23-24	\$10,000
FY 24-25	\$10,000
FY 25-26	\$10,000
FY 26-27	\$10,000
FY 27-28	<u>\$10,000</u>

TOTAL FIVE YEAR TECHNOLOGY RESERVE PLAN **\$50,000**

BULLETPROOF VEST REPLACEMENT FUND

FY 23-24	\$5,000
FY 24-25	\$5,000
FY 25-26	\$5,000
FY 26-27	\$5,000
FY 27-28	<u>\$5,000</u>

FIVE YEAR BULLETPROOF VEST REPLACEMENT FUND **\$25,000**

POLICE DEPT 5-YEAR CAPITAL INVESTMENT PLAN **\$375,000**

Proposed 5 Year Capital Plan

Recreation Department in Coordination with Public Works

Maintaining and enhancing our existing facilities and acquiring additional equipment to promote and encourage rural tourism account for the 5-year capital plan. This plan coincides with the Waterfront and Downtown Master Plan to enhance activities along the lake and bike path to promote tourism as well as providing for more outdoor activities for residents.

A systematic approach to capital budgeting has helped establish capital reserves for each facility and equipment purchase. These reserves, which are carried over annually if unused, will accumulate over time and off-set major future expenses. Adopting this model provides consistency for taxpayers and ensures that funds are available when needed. Along with facility reserves, vehicle and equipment rotation are included in the capital reserve plan to ensure that equipment can be replaced or upgraded when items have reached the end of their lifespan. Below is a breakdown of annual expenses totaling \$78,000 for facility reserves and \$12,500 for vehicle and equipment.

Facility Reserves Annual Breakdown

Prouty Beach and Campground	\$10,000
Gardner Memorial Park	\$30,000
Newport City Dock	\$32,000
Gateway Building	<u>\$6,000</u>
TOTAL	\$78,000

Vehicle/Equipment Capital Reserves Annual Breakdown

Vehicles & Equipment	\$10,000
Event and program equipment	<u>\$2,500</u>
TOTAL	\$12,500

Gardner Park

Fiscal year 2023-2024 we will renovate the ice rink and ice shack which is a highly utilized asset, although in need of repair. We will take advantage of the waterfront area by looking into offering a small boat sailing pilot program for lessons to utilize the dock and inner bay. This will enhance outdoor activities, attract visitors, and provide a fresh new accessible way to take advantage of the lake. In addition, we are poised to start the playground and splash pad project once the corrective action plan is approved by VTDEC. We will install a propane heating system in the garage to allow for year round use.

Fiscal year 2024- 2025 We will continue with expanded waterfront improvements by installing a new dock system. We will also work on skate shack upgrades.

Fiscal Year 2025-26: Continued improvements to the ice rink by installing a steel roof to expand the skating season and protect the ice longer from winter warming trends.

Fiscal Year 26-27/ 27-28: Assess continued maintenance needs and keep up with general improvements.

Prouty Beach

Fiscal year 23-24: the Prouty Beach playground will undergo necessary upgrades and repairs. Continue expansion of permanent sites on the overflow field.

Fiscal year 24-25: Assess the need for a permanent bathroom/shower house in the primitive tent site area.

Fiscal year 25-26: Refurbish laundry room and bathrooms in main shower house building

Fiscal year 26-27, 27-28: assess continued maintenance needs and keep up with general improvements

Gateway Center/ Harbor

Fiscal year 2023-2024: upgrade stove and refrigerator in the first floor kitchen. Finish replacing exterior locks and door handles. On the docks, the power pedestals have arrived and installation is occurring this spring along with new decking where needed.

Fiscal year 24-25,25-26 general improvements reserving funds for rug replacement in the gateway center.

Fiscal year 26-27 interior rug replacement. We will investigate relocation of the fuel pier at the Newport City Dock and upgrade the fuel equipment and other improvements in alignment with the Waterfront and Downtown Master Plan.

**City of Newport Fire Department
2022-2028**

The Newport City Fire Department is made up of one full time Fire Chief and 25 volunteer firefighters with each volunteer holding a special firefighting designation. Our two Assistant Chiefs, two Captains, and two Lieutenants are volunteers. Each volunteer firefighter, regardless of designation, voluntarily submits to 100's of annual training hours. Indeed, the City of Newport is lucky to have this qualified resource at our disposal.

The Fire Department has 5 vehicles with an average anticipated longevity of 25 years each. Periodically, fleet rotation must occur when the maintenance costs become prohibitive. The large scale items listed in the Equipment Replacement Schedule are planned to be financed, most likely through the bonding process.

The Fire Department has specialized personal safety equipment which must be rotated and fitted to each firefighter. This Five-Year Capital Investment Plan considers the potential to file grants while keeping our fighters safe.

FY 23-24	Equipment for New Truck & Upgrade existing Equip and Paint Apparatus Bay	\$100,000.00
FY 24-25	Replacement Brush Truck	\$100,000.00
FY 25-26	Fire Chief Cruiser Replacement + Debt Service	\$ 50,000.00
FY 26-27	Replace Firefighter Bunker Gear	\$ 75,000.00
FY 27-28	Replace Aerial Ladder Truck	\$ 2,000,000.00
TOTAL:		\$2,325,000.00

City Beautification Plan

The City Council authorized the creation of a City Landscaper in February of 2019. The initial budget was formulated by retooling portions of the Public Works and Recreation budgets. The addition of this position provided the city with expertise in implementing a City Beautification Plan as outlined in the Waterfront and Downtown Master Plan. While the City formerly engaged a landscaper as a vendor, bringing the position in house meant getting more for each dollar spent. Each summer brought astounding colors, landscaping, flower arrangements and the anecdotal uptick in city pride. The City is rapidly becoming known as a destination famous for our Botanical Garden as outlined in the Waterfront and Downtown Master Plan. As we continue to transform into a desirable destination, the endless spectacular gardens and annual arrangements provide a source of pride, as well as a 'can do' and inviting message for residents and visitors alike. Grant funding will be sought to subsidize the projects.

23-24	Botanical Gardens Annuals/Perennials	\$ 10,000.00
	Green House	<u>\$ 5,000.00</u>
		\$ 20,000.00
24-25	Botanical Gardens Annuals/Perennials	\$ 10,000.00
	Streetscape Amenities	\$ 5,000.00
	Wayfinding Kiosk & info Center	<u>\$ 10,000.00</u>
		\$ 25,000.00
25-26	Botanical Gardens Annuals/Perennials	\$ 5,000.00

	Streetscape Amenities	\$ 5,000.00
	Waterfront Parking & Boatyard	\$ 5,000.00
		\$ 20,000.00
26-27	Waterfront Landslide Overlook	\$ 5,000.00
	Botanical Gardens/Perennials	\$ 10,000.00
	Wayfinding Kiosk & Info Center	\$ 5,000.00
	Streetscape Amenities	<u>\$ 10,000.00</u>
		\$ 30,000.00
27028	Botanical Gardens Annuals/Perennials	\$10,000.00
	Streetscape Amenities	\$10,000.00
	Vehicle/Equipment	<u>\$10,000.00</u>
		\$30,000.00
	Five Year Total City Beautification:	<u>\$125,000.00</u>

Newport Municipal Building

23-24	Municipal Building Sinking Fund (slate roof, ongoing brick facade maintenance & modernization)	\$10,000
24-25	Municipal Building Sinking Fund	10,000
25-26	Municipal Building Sinking Fund	10,000
26-27	Municipal Building Sinking Fund	10,000
	Vault Bond Debt Service	41,000
27-28	Municipal Building Sinking Fund	10,000
	Vault Bond Debt Service	<u>41,000</u>
	Total Five Year:	\$132,000

Enterprise Funds:

A major Water Fund capital expenditure to occur over the next 2 years is the voter approved construction of a new water tower on the east side of the city, funded through the one time ARPA funding and bonds. The Water Tower will supply 450,000 gallons per day (gpd) to the East Side of the city including the Industrial Park and nearby residential areas, and will relieve us of being reliant upon the Derby Village Trustees for water service. The project includes a new storage tank and land acquisition, the work at the existing Palin Hill reservoir and water meters. Construction costs are increasing, and the water meters added an additional \$1,334,000. By including the water meters, the City qualifies for federal grants. Additional benefits of this major upgrade include the costs of replacing the reservoir cover (if we can wait) and installing a booster pump station. The project is anticipated to cost \$4,985,000, The new reservoir liner and cover will be replaced in June of 2023. As the city makes progress installing the 'free water meters' there will be less to borrow for this purpose.

The Council approved a 15 year contract with SUEZ, (a company that collects, treats, and distributes drinkable water) to maintain the west side water tower at a cost of \$95,000.00 per year for the first five years, and then the cost reduces to approximately \$26,162 for the remainder of the contract. This provides the City with a level of confidence that our existing water tower investment and water supply supply is being maintained at the highest quality. The water project has begun at Lakemont to replace the galvanized 2" water line that serves the homeowners. The anticipated cost is \$93,000 with the Lakemont residents paying for the costs except the city's labor. We expect the financial arrangements to be mirrored after the Campbell Development.

Long Range Capital Improvement Program Water/Sewer Infrastructure 2023-2024 2027-2028

<u>Fiscal Year</u>	<u>Street</u>	<u>Description</u>	<u>Cost</u>
2023-2024			
	Prospect Street	Sewer Main & Service Connections	20,000
	Eastern Avenue	Sewer Main & Service Connections	20,000
	Gardner Park	Pipe Lining	90000
	Sewer Siphon	Causeway	<u>60,000</u>
	Total	Sewer Infrastructure	\$190,000
2024-2025			
	Hillside Street	Sewer Main & Service Connections	30,000
	Sewer Siphon	Long Bridge – Sinking Fund	110,000
	Glen Road	Sewer Main & Service Connections	100,000
	Total	Sewer Infrastructure	\$240,000
	Hillside Street	Water Service Connections	40,000
		Sias Ave Water Engineering	20,000
		Sias Ave Water Project Fund	200,000
		1984 Water System Bond	<u>-41,850</u>
	Total	Water Infrastructure	\$218,150
2025-2026			
	Coventry Street	Sewer Main & Service Connections	120,000
	Bluff Road	Force Main Sinking Fund	120,000
	Gateway & Indian Head Pump Stations	Debt Service	<u>-41,885</u>

	Total	Sewer Infrastructure	\$198,115
		Coventry Street Water Main	60,000
		Sias Ave Water Project Fund	<u>160,000</u>
	Total	Water Infrastructure	\$220,000
2026-2027			
	Bluff Road	Force Main Sinking Fund	<u>200,000</u>
	Total	Sewer Infrastructure	\$200,000
	Coventry Street	Water Main & Service Connections	60,000
		Sias Ave Water Project Fund	<u>160,000</u>
	Total	Water Infrastructure	\$220,000
2027-2028			
		West Main Street Sewer System Fund	<u>200,000</u>
	Total	Sewer Infrastructure	\$200,000
		West Main Street Water Engineering	20,000
		West Main Street Water Project Fund	<u>200,000</u>
	Total	Water Infrastructure	\$220,000
	<u>Grand Total:</u>		
		Sewer Infrastructure	\$1,028,115
		Water Infrastructure	\$878,150

