

Council Minutes

April 3, 2023

A duly warned meeting of the Newport City council was held on Monday, April 3, 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, Asst. Clerk/Treasurer Stacey Therrien, Police Chief Travis Bingham, Fire Chief John Harlamert, Zoning Administrator Francis Cheney, Recreation Director Mike Brown, Program Administrator Rebecca Therrien.

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

Approval of Minutes

Mr. Vachon moved to approve the Council minutes of March 20, 2023. Seconded by Mr. Wilson, the motion carried unanimously.

Mr. Charboneau moved to approve the Special council Minutes of March 28, 2023. Seconded by Mr. Wilson, the motion carried unanimously.

Comments by the Public

None.

Clarify Parade Vote from February 6, 2023 (attached)

Ms. Dolgin read her memo on the clarification of the parade vote on February 6th. Chief Bingham and Public Works Director Bernier both stated their objections to the parade sighting staff shortages and safety on the requested date. Mr. Wilson read a February 3rd memo from Mr. Brown stating that there were five parade requests. Mr. Wilson also read a February 24th e-mail from former Mayor Monette stating that his understanding was that the council had approved all five parades. Mr. Wilson stated that as far as he was concerned the council had approved five parades including the Kingdom Games Parade. Mr. Wilson noted that on February 24th Mr. White was notified that he could not hold the parade. Wilson stated that neither the City Manager nor the Staff could override a council decision. Mr. Wilson moved to approve the Kingdom Games Pet and Swimmer Parade scheduled for July 28, 2023. Seconded by Mr. Charboneau, the motion carried unanimously. Mr. Wilson noted that the council would review the parade policy so there would be no confusion or misinterpretation in the future. Ms. Dolgin noted

the request must include the registration process, security, and traffic control etc. before the permit is issued.

Annual Roads and Bridge Standards (attached)

Mayor Barnes read the Clarification of Compliance for Town Road and Bridge Standards. Mr. Charboneau moved to accept the Road and Bridge Standards. Seconded by Mr. Vachon, the motion was carried unanimously.

Annual Financial Plan for Town Highways, Class 1, 2 and 3 Roads State Funds (attached)

Mr. Vachon moved to approve the Annual financial Plan for Town Highways. Seconded by Mr. Curtis, the motion carried unanimously.

Municipal Building Parklet Name

Mr. Charboneau moved to table the item until the next meeting. Seconded by Mr. Vachon, the motion was carried unanimously.

New Business

Mr. Wilson moved to approve Liquor License applications for Northeast Pizza and Dusit Thai Cuisine.

Seconded by Mr. Vachon, the motion was carried unanimously.

Mr. Vachon noted the Purple Heart signs look good.

Mr. Vachon asked what time the ice went out. Mr. Brown stated the clock hadn't been retrieved yet.

Mayor Barnes stated since the last meeting she had attended a meeting with the Mayors from Stanstead and Magog, a Neighbor Up Presentation in St. Johnsbury, a meeting with the Director of Orleans Restorative Justice, attended a Jr. High and High School Scavenger Hunt attended the Legislative Breakfast, and had several one on one meetings with constituents.

Old Business

None

Next Meeting Date

April 17, 2023, at 6:30 PM.

Adjournment

Mr. Charboneau moved to adjourn at 7:15 PM. Seconded by Mr. Curtis, motion carried unanimously.

Attested James Johnson This 4/17/23 Day of April 2023

Beth Sans Mayor

To City Council

From: Laura Dolgin City Manager

Date: March 31, 2023



RE: Clarification of Parade Vote from February 6, 2023

On February 6, 2023, council meeting minutes reflect the following vote for the 2023 Parade Requests as follows: "The city received five parade requests. The City only funds four requests per year. Mr. White withdrew his request for funding but would still hold a parade. Mr. Vachon moved to approve the 2023 parade requests. Seconded by Mr. Charboneau, motion carried unanimously."

Internally, the city manager and department heads interpreted this vote as approving the four funding requests as this is all that is required from the council based on the Event's Policy.

We did not interpret the wording of this vote as the council had approved all five parade requests. We understand that some clarity is in order.

When we met with Phil White on March 16, 2023 per the Events Policy, it was with the understanding that the Department Heads are responsible for safety and coordination of all events that are required to file a permit, including parades.

Since then, we have come to understand that council members interpreted this vote as approving all five parades. We have no intention of undermining council votes.

We now understand that the city council voted on February 6, 2023, to approve permission for all five parades, assuming each parade meets all of the Event's Policy criteria, including Phil White's privately funded parade.

Our most important priority is safety for all public events. Parades require a substantial amount of manpower amongst all departments in order to maintain best practices for safety of participants, spectators, staff, and vehicular traffic. The weekend of July 28 has many trained staff on planned annual leave.

In order to prevent this type of misunderstanding in the future, we will recommend amending the Event's Policy so that any required votes are exceptionally clear to all.

Conversion of 95 Main St.

Frank Ricardi owner of LAGO's gave an update on the proposed conversion of the second floor of 95 Main St. into housing.

2023 Coin Drops

Mr. Wilson moved to approve the 2023 Coin Drops. Seconded by Ms. Pettersson, motion carried unanimously.

2023 Parade Requests

The city received five parade requests. The City only funds four requests per year. Mr. White withdrew his request for funding but would still hold a parade. Mr. Vachon moved to approve 2023 parade requests. Seconded by Mr. Charboneau, motion carried unanimously.

Certificate of Highway Mileage

Mr. Charboneau moved to approve the Certificate of Highway Mileage. Seconded by Mr. Wilson, motion carried unanimously.

New Business

Mr. Johnson presented liquor and tobacco licenses for approval. Mr. Charboneau moved to approve liquor and tobacco licenses for Caledonia Spirits, Cumberland farms, and NEK Vapor. Seconded by Ms. Pettersson, motion carried unanimously.

Mr. Wilson noted the Vietnam Veterans Day, March 29, 2023. A pinning ceremony will be held in Newport this year.

Old Business

Mayor mentioned the Purple Heart signs.

Next Meeting Date

February 27, 2023, at 6:30 PM.

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of *City of Newport* certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the City Council on *May 4, 2020*.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Village of Newport Fiscal Year 2024 Begin 7/1/2023 End 6/30/2024

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 \$11,947.73 (6.637)	\$79,300.00
Class 2 \$4,389.36 (6.640)	\$29,100.00
Class 3 \$1,630.55 (22.950)	\$37,400.00
Town Tax Funds – 19 V.S.A. Section 307	\$1,390,678.00
Special Funds (e.g., bonds or earmarks):	
a. Paving-Reconstruction	\$264,000.00
b. St Capital Design-Equipment	\$240,000.00
c. Main St Maint.-Bridge & Culvert	\$35,000.00
TOTAL	\$2,075,478.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$695,339.00
Non-Winter Maintenance	\$695,339.00
Major Construction Projects	
a. Special Funds	\$539,000.00
b. State Aid to Highway	\$
c. Off Set Funds	\$145,800.00
TOTAL	\$2,075,478.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.
 TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

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We, the Legislative Body of the Municipality of City of Newport certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator