

City Manager..... (802) 334-5136
City Clerk/Treasurer 334-2112
Public Works/Parks 334-2124
Zoning Adm./Assessor 334-6992
Recreation 334-6345
Fax..... 334-5632



City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Newport City Council Meeting
Council Meeting Agenda
Monday, July 15, 2024, beginning at 6:00 p.m.
Newport City Council Room

Google Meet joining info

Video call link: <https://meet.google.com/fve-psjt-nnx>

Or dial: (US) +1 316-742-1357 PIN: 107 815 182#

City Council: Linda Joy Sullivan, Mayor
Chris Vachon, Council President
Kevin Charboneau
Clark Curtis
Rick Ufford-Chase

James D. Johnson, City Clerk/Treasurer
Jonathan DeLaBruere, City Manager

1. Call the Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Consent Agenda
 - a. Regular meeting minutes of July 1, 2024
 - b. Special meeting minutes of July 8, 2024
 - c. Payroll Warrant: July 11, 2024
 - d. Accounts Payable Warrants: June 28, 2024, July 8, 2024
 - e. Liquor Licenses / Vendor Permits / Special Events Permits
4. Decorum of Alderman - Discussion
5. Resolution to Designate a Public Agency (PM-4) - Anticipated VOTE
6. Municipal Policies and Codes (MP-1) - Anticipated VOTE
7. Audio/Visual Recording Policy - Anticipated VOTE
8. 2024 Reappraisal Order - Anticipated VOTE
9. Health Officer Appointment - Anticipated VOTE
10. Evaluation of an Employee - Potential Executive Session ((1 V.S.A. 313(a)(3))
11. Comments by Members of the Public
12. New Business
13. Old Business
14. Set next meeting: Regularly Scheduled Council Meeting: August 5, 2024
15. Adjourn

Newport City Council Meeting Participation Guidelines

Newport City Council meetings are for the purpose of allowing Council members to conduct City business. Distinct from public hearings or town meetings, City Council meetings are held in public, but are not meetings of the public. City Council meetings are the only time the City Council members have to discuss, deliberate and decide upon City matters. In an effort to conduct orderly and efficient meetings, the Mayor kindly requests your cooperation and compliance with the following guidelines:

1. Please be respectful of each other, Council members, city staff, and the public.
2. Please raise your hand to be recognized by the Mayor. Once recognized, please state your name and address or affiliation.
3. Please address only the Mayor and not members of the public, staff, or presenters.
4. Please abide by any time limits. Time limits will be used to ensure everyone is heard and that there is sufficient time for the Council to complete their agenda within a reasonable timeframe.
5. The Mayor will make a reasonable effort to allow everyone to speak once before speakers address the Council a second time per the limited 2 minute timeline adopted on January 23, 2017.
6. Once public comment has been heard, discussion will be limited to the City Council members.
7. Please do not interrupt or mock other speakers or otherwise exhibit disruptive behavior during the City Council meeting.
8. Please do not repeat the points made by others, except to indicate agreement or disagreement with other views.
9. Please use the hallway for side conversations. It is difficult to hear speaker remarks when side conversations are occurring in the Council Chamber.
10. Presentations to the Council are not open to public comment. However, per the policy adopted on December 21, 2015, matters on the agenda requiring a vote are open to public comment immediately prior to the Council vote.
11. Individuals who do not abide by these procedures will be asked to leave the Council Chamber.

Council Minutes

July 1, 2024

A duly warned meeting of the Newport City council was held on July 1, 2024, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President Chris Vachon, Council Members Kevin Charboneau, Clark Curtis, Rick Ufford-Chase, City Manager Jonathan DeLaBruere, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, Police Chief Travis Bingham, Zoning Administrator Frank Cheney, City Attorney David Rugh, members of the Newport City School Board

Mayor Sullivan called the meeting to order at 6:00 pm.

Representative Woodman Page commented on the merger of NEK Communication Union District, NEK Broadband, and CVFiber. There will be a Public Hearing on Tuesday, July 16, 2024, at 6:00 pm. This will be a hybrid meeting with a TEAMS link. (attached)

Additions, Deletions to the Agenda

Mr. Curtis questioned invoices from Phil Laramie, Great Bay Hydro, Al's Snowmobile and John Gilfoil.

Consent Agenda

Mr. Curtis moved to approve the consent agenda with changes. Seconded by Mr. Vachon, motion carried.

Newport City Elementary School Board

Mr. Curtis moved for the boards finding that specific premature general public knowledge of the subjects of the executive session tonight would clearly place the board and/or persons involved at a substantial disadvantage. 1 V.S.A. 313(a)(1). Seconded by Mr. Ufford-Chase, motion carried.

Mr. Curtis moved to enter executive per 1 V.S.A. 313(a)(2) for discussions with the School Board. Seconded by Mr. Vachon, motion carried.

Mr. Curtis moved that each Newport City School District Trustee be bonded in the amount of \$100,000. Seconded by Mr. Ufford-Chase, motion carried.

Evaluation of a City Councilor 1 V.S.A. 313(a)(3)

Mr. Ufford-Chase moved to enter executive session for confidential discussion of evaluation of a city councilor 1 V.S.A. 313(a)(3). Seconded by Mr. Curtis.

Discussion, Mr. Charboneau noted that the statute reference should be 313 (a)(4) not 313 (a)(3). Mr. Charboneau would like the discussion in open session.

The motion carried, Curtis, Ufford-Chase, Vachon in favor, Charboneau against.

No action.

Comments by the Public

Jennifer Bjurling commented on the delay in the Personnel Policy.

Jennifer Hopkins commented on the Personnel Policy and non-union personnel being treated differently than union personnel.

Laurie Grimm commented on the situation between Mr. Charboneau and Mr. Curtis.

Claire McIntyre commented on Canada Day.

New Business

Mr. Curtis noted there was no manager report in the council packet. He had been asked where the Fire works were being held. Mr. Curtis thanked the Police Dept for handling the robbery.

The council signed the Gardner Park Remediation loan documents.

Mr. Johnson presented loan documents for a new \$2,000,000 LOC. Mr. Ufford -Chase moved to extend the 1,700,000 LOC until August 1, 2024. Seconded by Mr. Vachon, motion carried. Vachon, Ufford-Chase, Charboneau in favor, Curtis against.

Mayor Sullivan and Mr. Vachon met with the Happy Campers group. The council has been invited to breakfast at Prouty Beach on Saturday, July 6 at 9:00 am.

Old Business

Mr. Charboneau read a statement.

Mr. DeLaBruere stated he is still working on his report.

Mayor Sullivan presented a list of department liaisons from July 1, 2024, to March 1, 2024. (attached)

Next Meeting

Mr. Curtis moved to set the next meeting for July 15, 2024. Seconded by Mr. Ufford-Chase, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 8:55 pm. Seconded by Mr. Vachon, motion carried.

Attested _____ This _____ Day of July 2024

Mayor

DRAFT

Council Minutes

July 8, 2024

A duly warned meeting of the Newport City council was held on Monday, July 8, 2024 in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President Chris Vachon, Council members Kevin Charboneau, Rick Ufford-Chase, Clark Curtis, City Manager Jon DeLaBruere, City Clerk/Treasurer James Johnson, and Asst. City Clerk/Treasurer Stacey Therrien, members of the Press and Public

Mayor Sullivan called the meeting to order at 6:00pm

Additions/Deletions to the Agenda

None

Tax Anticipation Note Line of Credit

Mr. Vachon moved to approve the line of credit for \$2,000,000 with any draw down over \$1,700,000 to be approved by the city council. Seconded by Mr. Ufford-Chase, motion carried

Comments by the Public

Beth Barnes commented on the Water Sewer Funds and thanked the Mayor for asking questions.

Pam Ladds commented on the Water Sewer Funds.

Jennifer Hopkins Commented on getting a copy of the budget status every month.

Anne Chiarello commented on a loan by the sewer water funds to repay the General fund and a TIF district.

Jen Bjurling commented on the water/sewer funds.

Donna Constantineau commented on Mr. Charboneau's complaint against Mr. Curtis.

New Business

Mr. Curtis noted the July 4th fireworks were great

Old Business

None

Adjourn

Mr. Vachon moved to adjourn at 7:23 pm. Seconded by Mr. Curtis, motion carried.

Attested _____ This _____ Day of July, 2024

_____ Mayor

07/09/24
04:19 pm

City of Newport Payroll
Check Warrant Report #
Check date 07/11/24 to 07/11/24

Page 1 of 3
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	19723	07/11/24	748.39	0.00
BERNTH	BERNIER, THOMAS L.	E2088249	07/11/24	0.00	2339.16
BINGTR	BINGHAM, TRAVIS R.	E2088226	07/11/24	0.00	2309.40
BLAIJE	BLAIS, JEFFREY C.	E2088270	07/11/24	0.00	962.64
BOOSLE	BOOSKA, LEVI A.	E2088250	07/11/24	0.00	1389.43
BOUCBE	BOUCHER, BENJAMIN G.	E2088251	07/11/24	0.00	1572.30
BRASAR	BRASSARD, ARNOLD J.	19737	07/11/24	353.73	0.00
BRIGAI	BRIGGS, AIDEN J.	19727	07/11/24	718.60	0.00
BROWMI	BROWN, MICHAEL E.	E2088264	07/11/24	0.00	1677.63
BRYASC	BRYANT, SCOTT A.	E2088242	07/11/24	0.00	1449.06
BURDRO	BURDICK, ROBERT A., JR	E2088252	07/11/24	0.00	2215.11
CAMBTU	CAMBER, TUCKER J.	E2088253	07/11/24	0.00	1552.61
CARRER	CARRIER, ERIC A.	E2088259	07/11/24	0.00	1973.47
CHENFR	CHENEY, FRANCIS E., III	19718	07/11/24	1710.74	0.00
CHURRO	CHURCHILL, ROBYN D. H.	19717	07/11/24	1314.68	0.00
COLLDA	COLLINS, DANIEL F.	19719	07/11/24	1577.03	0.00
COTNQU	COTNOIR, QUINCY E.	19731	07/11/24	338.83	0.00
CROWNI	CROWLEY, NICOLE A M.	19724	07/11/24	577.59	0.00
DALEMI	DALEY, MICHAEL, II	19732	07/11/24	621.39	0.00
DELAJO	DELABRUERE, JONATHAN D.	E2088222	07/11/24	0.00	661.67
DELAJO	DELABRUERE, JONATHAN D.	E2088223	07/11/24	0.00	3395.06
DELAJO	DELABRUERE, JONATHAN D.	E2088221	07/11/24	0.00	2600.57
Total of 3 items for DELAJ0				0.00	6657.30
DESRCA	DESROCHERS, CAMERON J.	19734	07/11/24	388.68	0.00
DILLTR	DILLON, TRAVIS J.	E2088254	07/11/24	0.00	1623.99
FINNPA	FINN, PATRICK W.	E2088265	07/11/24	0.00	1569.97
FLYNKU	FLYNN, KURK O.	E2088243	07/11/24	0.00	2292.99
GLODAD	GLODGETT, ADAM L.	E2088258	07/11/24	0.00	1340.48
GONYAN	GONYAW, ANDREW T.	E2088228	07/11/24	0.00	4005.37
GONYAN	GONYAW, ANDREW T.	E2088227	07/11/24	0.00	283.08
Total of 2 items for GONYAN				0.00	4288.45
GOSSRO	GOSSELIN, ROBERT J.	E2088274	07/11/24	0.00	1334.92
GRENLE	GRENIER, LEO C., III	19720	07/11/24	1941.74	0.00
GRUBRO	GRUBE, ROSS E.	E2088260	07/11/24	0.00	1843.41
GUYEDA	GUYER, DAVIS M.	E2088229	07/11/24	0.00	2290.98
HERMJA	HERMAN, JASON M.	E2088261	07/11/24	0.00	2007.57
HORNDU	HORNE, DUSTIN J.	E2088247	07/11/24	0.00	983.28
JACODA	JACOBS, DAVID M.	E2088230	07/11/24	0.00	2568.31
JACOTA	JACOBS, TANNER D.	E2088231	07/11/24	0.00	1950.02
JOHNJA	JOHNSON, JAMES D.	E2088224	07/11/24	0.00	1922.26
KEITNI	KEITHAN, NICHOLAS N.	E2088232	07/11/24	0.00	2578.37
KEMPSA	KEMPTON, SARA L.	E2088266	07/11/24	0.00	204.10
LANCRJ	LANCASTER, ROYCE J., JR	E2088255	07/11/24	0.00	1493.39
LANCRO	LANCASTER, ROYCE E., SR	E2088233	07/11/24	0.00	1964.93
LECLJJ	LECLAIR, JAMES A., JR	E2088234	07/11/24	0.00	2188.25
LEFEAA	LEFEBVRE, AARON M.	E2088235	07/11/24	0.00	1987.07

07/09/24
04:19 pm

City of Newport Payroll
Check Warrant Report #
Check date 07/11/24 to 07/11/24

Page 2 of 3
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
LEINEM	LEINOFF, EMILY R. L.	E2088244	07/11/24	0.00	1755.97
LILLJO	LILLIS, JOSHUA S.	E2088236	07/11/24	0.00	2736.43
MARCCO	MARCOUX, COREY J.	E2088256	07/11/24	0.00	787.96
MARCKI	MARCOTTE, KIERA B.	19728	07/11/24	914.64	0.00
MARSJA	MARSH, JARED A.	E2088263	07/11/24	0.00	1512.54
MARTCA	MARTINEZ, CARLOS D.	19725	07/11/24	488.34	0.00
MAYHCO	MAYHEW, COLLEEN A.	19722	07/11/24	250.54	0.00
MCCAED	MCCARTER, EDWARD R.	19735	07/11/24	406.43	0.00
MCGINA	MCGILLIVRAY, NATHAN J.	19729	07/11/24	959.03	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	19721	07/11/24	1669.32	0.00
MICHJA	MICHAUD-MUSGROVE, JACOB C.	E2088271	07/11/24	0.00	1142.65
MILLER	MILLER, ERIC R.	E2088245	07/11/24	0.00	1839.94
MORIJO	MORIN, JONATHAN L.	E2088237	07/11/24	0.00	2403.34
MOULCH	MOULTON, CHARLES D.	E2088238	07/11/24	0.00	3364.09
PATEAN	PATENAUDE, ANDREW M.	E2088257	07/11/24	0.00	1678.88
PETIRE	PETIT, REESE M.	E2088272	07/11/24	0.00	561.20
QUARHE	QUARLES, HENRY A., III	E2088262	07/11/24	0.00	946.17
RIVARO	RIVARD, ROBERT L.	E2088267	07/11/24	0.00	865.70
RIVENI	RIVERS, NICHOLAS R.	E2088239	07/11/24	0.00	2953.76
RONDJO	RONDEAU, JOSEE	E2088268	07/11/24	0.00	740.54
ROWEJO	ROWE, JONATHAN M.	19738	07/11/24	334.20	0.00
SAAMAB	SAAMAN, ABRAHAM J.	E2088248	07/11/24	0.00	406.47
SHANMA	SHANAHAN, MACKENZIE L.	19736	07/11/24	211.11	0.00
SMITCO	SMITH, CODY M.	E2088240	07/11/24	0.00	1656.61
SMITGR	SMITH, GREGORY P.	19733	07/11/24	417.14	0.00
STORRI	STORY, RICHARD P.	E2088275	07/11/24	0.00	530.82
SYKECO	SYKES, COLIN S.	E2088241	07/11/24	0.00	2178.34
THERST	THERRIEN, STACEY L.	E2088225	07/11/24	0.00	1193.07
VONHLO	VONHEEDER, LOGAN E.	E2088273	07/11/24	0.00	881.81
WASHPA	WASHBURN, PAYCI M.	19726	07/11/24	427.83	0.00
WATEAM	WATERMAN, AMBER E.	E2088269	07/11/24	0.00	86.34
WATTKR	WATTERS, KRISTEN M.	19730	07/11/24	847.38	0.00
WELLMO	WELLS, MONICA R.	E2088246	07/11/24	0.00	1716.83
				17217.36	92470.31

07/09/24
04:19 pm

City of Newport Payroll
Check Warrant Report #
Check date 07/11/24 to 07/11/24

Page 3 of 3
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
--------------------	------------------	-----------------	---------------	---------------	----------------

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 \$ *109,687.67

Let this be your order for the payments of these amounts.

City Council:

06/28/24
12:59 pm

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 06/28/24 To 06/28/24

Page 1
stherrien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIRGAS AIRGAS	5508002709	Cylinder Rental	59.31	0.00			--/--/--
AIRGAS AIRGAS	5508643135	Cylinder Lease Rental	848.00	0.00			--/--/--
FAGA ALDRICH & ELLIOTT, PC	82229	Proj. 20024,004	6933.60	0.00			--/--/--
FAGA ALDRICH & ELLIOTT, PC	22022,002	Proj. 22022,002	4014.59	0.00			--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	112-505203-0	Supplies/Materials	8759.89	0.00			--/--/--
ATT MOBIL AT&T MOBILITY	062724 FD	FD Phone Service Eng 2	41.23	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3017840	Disposal	619.74	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3019714	Sludge Disposal	2691.70	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3017849	Sludge Disposal	1156.63	0.00			--/--/--
SMITCO CODY SMITH	062524	Mileage Reimbursement	298.82	0.00			--/--/--
COMCAST COMCAST	070524 GP	GP Internet	136.28	0.00			--/--/--
COMCAST COMCAST	070524 PB	PB Internet	520.26	0.00			--/--/--
COMCAST COMCAST	070624 WWTF	WWTF Internet	133.10	0.00			--/--/--
COMCAST COMCAST	070724 FD	FD Internet	184.80	0.00			--/--/--
COMCAST COMCAST	070924 FW	FW Internet	179.51	0.00			--/--/--
COMCAST COMCAST	070924 PB2	PB Bldg 2 Internet	79.28	0.00			--/--/--
COMCAST COMCAST	071324 A	Arsenic Plant Internet	176.26	0.00			--/--/--
COMCAST COMCAST	071324 DOCK	Dock Internet	205.11	0.00			--/--/--
COMCAST B COMCAST BUSINESS	204724813	Phone Services	2155.90	0.00			--/--/--
ENDYNE ENDYNE INC	490854	Lab Services	75.00	0.00			--/--/--
ENDYNE ENDYNE INC	491435	Lab Services	130.00	0.00			--/--/--
ENDYNE ENDYNE INC	491629	Lab Services	125.00	0.00			--/--/--
ENDYNE ENDYNE INC	491628	Lab Services	25.00	0.00			--/--/--
ENDYNE ENDYNE INC	492296	Lab Services	25.00	0.00			--/--/--
ENDYNE ENDYNE INC	492295	Lab Services	25.00	0.00			--/--/--
FREDS FRED'S PLUMBING & HEATING INC	05312024	Fuel Acct: 80489	7852.13	0.00			--/--/--
GATES GATE'S ELECTRIC INC	5609	GP Field Lights	1011.78	0.00			--/--/--
GRAINGER GRAINGER	9121529185	Supplies/Materials	701.55	0.00			--/--/--
GRIFFIN GRIFFIN GREENHOUSE SUPPLIES IN	01599338	Landscaping Supplies	735.14	0.00			--/--/--
HOLLAND HOLLAND COMPANY, INC.	PI-27614	Supplies/Materials	9785.10	0.00			--/--/--
JP SICARD J.P. SICARD, INC.	060124	Proj 20024 Water System	77272.20	0.00			--/--/--
JOLLY FAR JOLLY FARMER	N1305886	Flower Cuttings	275.39	0.00			--/--/--
DELAJO JONATHAN DELABRUERE	062824	Mileage Reimbursement	41.22	0.00			--/--/--
DELAJO JONATHAN DELABRUERE	06282024	Mileage Reimbursement	45.90	0.00			--/--/--
LAWSON LAWSON PRODUCTS INC	9311612726	Supplies/Materials	309.74	0.00			--/--/--
MAGEE MAGEE OFFICE PRODUCTS	624569	Office Supplies	77.40	0.00			--/--/--
GRATMA MARK GRATTON	062424	PB Camping Points Refund	39.29	0.00			--/--/--
BROWMI MICHAEL BROWN	062824	Jun Phone Reimbursement	30.00	0.00			--/--/--
BROWMI MICHAEL BROWN	06282024	Mileage Reimbursement	111.22	0.00			--/--/--
MIRACLE MIRACLE RECREATION EQUIPMENT C	876439	GP Playground Equipment	93990.62	0.00			--/--/--
MES MUNICIPAL EMERGENCY SERVICES I	IN2071502	FD Personnel Equipment	494.86	0.00			--/--/--
NEWPIG NEW FIG CORPORATION	24357456-00	FD Supplies/Materials	1226.33	0.00			--/--/--
AGWAY NEWPORT FARM & GARDEN	T1-0197350	Parts	100.93	0.00			--/--/--
AGWAY NEWPORT FARM & GARDEN	T1-0197642	Split Rails	107.95	0.00			--/--/--
NWPT RENT NEWPORT RENTAL CENTER INC	1-573651	Supplies/Materials	20.98	0.00			--/--/--
NWPT RENT NEWPORT RENTAL CENTER INC	1-572996	Supplies/Materials	113.47	0.00			--/--/--
NEMUTUAL NORTHEAST INT'L MUTUAL AID	2024-823	Training	1920.00	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-127374	Credit Memo	-61.52	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-128381	Parts	9.44	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-132649	Parts	163.40	0.00			--/--/--

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 06/28/24 To 06/28/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PASSEK PD PASSUMPSIC SAVINGS BANK	063024	LOC Interest	5629.18	0.00			--/--/--
FINNPA PATRICK FINN	062824	Mileage Reimbursement	15.67	0.00			--/--/--
PEPINS PEPIN'S TRUCK REPAIR INC	37471	Inspection	75.00	0.00			--/--/--
PEPINS PEPIN'S TRUCK REPAIR INC	37457	Inspection	75.00	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE53423	Parts	417.94	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE51718	Parts	399.96	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	IE53434	Parts	97.57	0.00			--/--/--
RAYS RAY'S AUTO SERVICE	67996	FD Tire Rotation	45.61	0.00			--/--/--
LEVIRE RENA LEVINE	062424	Prop. Tax Ovrpmt Refund	1952.08	0.00			--/--/--
ROUND ROUND HILL FENCE & SECURITY IN	18499	GP Rink Fencing	12857.56	0.00			--/--/--
ROUND ROUND HILL FENCE & SECURITY IN	18791	GP Rink Posts	1143.87	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	737187	GP Supplies/Materials	23.75	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	739497	Supplies/Materials	48.69	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	739957	Supplies/Materials	75.00	0.00			--/--/--
SOUTHBAY SOUTH BAY SUPPLY	739992	Supplies/Materials	50.00	0.00			--/--/--
SOUTHWORT SOUTHWORTH MILTON INC	INV3258347	Parts	621.33	0.00			--/--/--
STICKS STICKS & STUFF DERBY	136280	Paint	52.00	0.00			--/--/--
TCE INC TCE INC.	435449	Proj. 470342-01-001	6667.50	0.00			--/--/--
TCE INC TCE INC.	435428	Proj. 470226-01-001	694.00	0.00			--/--/--
GRANITE THE GRANITE GROUP	16591226-00	Meter Supplies/Materials	61.38	0.00			--/--/--
GRANITE THE GRANITE GROUP	16534857-00	Supplies/Materials	124.70	0.00			--/--/--
GRANITE THE GRANITE GROUP	16502569-00	Supplies/Materials	76.62	0.00			--/--/--
GRANITE THE GRANITE GROUP	16489202-00	Supplies/Materials	29.52	0.00			--/--/--
GRANITE THE GRANITE GROUP	16232487-01	Supplies/Materials	280.56	0.00			--/--/--
GRANITE THE GRANITE GROUP	16232487-00	Supplies/Materials	23.38	0.00			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287819	Supplies/Materials	69.95	3.40			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	282756	Supplies/Materials	23.98	1.20			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287839	Supplies/Materials	49.99	2.50			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	288184	Supplies/Materials	47.98	2.40			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287345	Supplies/Materials	165.99	8.30			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287307	Supplies/Materials	229.99	0.00			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287682	Supplies/Materials	6.57	0.33			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287364	Supplies/Materials	18.48	0.92			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	287191	Supplies/Materials	1.29	0.06			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	285747	Supplies/Materials	162.99	8.15			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	285255	Supplies/Materials	53.98	2.70			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	285269	Credit Memo	-4.00	0.00			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	283555	Supplies/Materials	207.46	10.37			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	283860	Supplies/Materials	64.92	3.25			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	283086	Supplies/Materials	22.98	1.15			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	283077	Supplies/Materials	20.98	1.05			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	286757	Supplies/Materials	15.57	0.78			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	284794	Supplies/Materials	76.98	3.85			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	284439	Supplies/Materials	187.91	9.40			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	286428	Supplies/Materials	40.76	2.04			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	283896	Supplies/Materials	12.99	0.65			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	282093	Supplies/Materials	211.34	10.57			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	286647	Supplies/Materials	91.90	4.60			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	286605	Supplies/Materials	15.38	0.55			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	285271	Supplies/Materials	21.97	1.10			--/--/--

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 06/28/24 To 06/28/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHO	THE PICK & SHOVEL INC	285224	Supplies/Materials	30.98	1.55		--/--/--
PIC SHO	THE PICK & SHOVEL INC	284861	Supplies/Materials	102.68	2.75		--/--/--
PIC SHO	THE PICK & SHOVEL INC	284581	Supplies/Materials	113.62	5.68		--/--/--
PIC SHO	THE PICK & SHOVEL INC	284433	Supplies/Materials	71.96	3.60		--/--/--
PIC SHO	THE PICK & SHOVEL INC	284432	Supplies/Materials	28.97	1.45		--/--/--
PIC SHO	THE PICK & SHOVEL INC	284084	Supplies/Materials	27.99	1.40		--/--/--
PIC SHO	THE PICK & SHOVEL INC	283840	Supplies/Materials	21.49	1.07		--/--/--
PIC SHO	THE PICK & SHOVEL INC	283699	Supplies/Materials	31.98	1.60		--/--/--
PIC SHO	THE PICK & SHOVEL INC	283485	Supplies/Materials	14.18	0.71		--/--/--
PIC SHO	THE PICK & SHOVEL INC	283161	Supplies/Materials	14.18	0.71		--/--/--
PIC SHO	THE PICK & SHOVEL INC	283091	Supplies/Materials	29.99	1.50		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282745	Supplies/Materials	20.07	1.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282744	Supplies/Materials	179.88	8.99		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282654	Supplies/Materials	3.00	0.15		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282605	Supplies/Materials	22.99	1.15		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282495	Supplies/Materials	16.99	0.85		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282463	Supplies/Materials	28.36	1.42		--/--/--
PIC SHO	THE PICK & SHOVEL INC	282462	Supplies/Materials	67.96	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	285949	Supplies/Materials	15.98	0.80		--/--/--
PIC SHO	THE PICK & SHOVEL INC	287298	Supplies/Materials	66.98	3.35		--/--/--
PIC SHO	THE PICK & SHOVEL INC	287209	Supplies/Materials	25.29	1.26		--/--/--
PIC SHO	THE PICK & SHOVEL INC	285306	Supplies/Materials	32.97	1.65		--/--/--
PIC SHO	THE PICK & SHOVEL INC	285905	Supplies/Materials	10.49	0.52		--/--/--
PIC SHO	THE PICK & SHOVEL INC	287217	Supplies/Materials	35.97	1.80		--/--/--
PIC SHO	THE PICK & SHOVEL INC	285870	Supplies/Materials	23.96	1.20		--/--/--
PIC SHO	THE PICK & SHOVEL INC	288286	Supplies/Materials	12.49	0.62		--/--/--
TMDE	TMDE CALIBRATION LAB INC	51115	WWTF Calibrations	525.00	0.00		--/--/--
TROY	TROY OVERHEAD DOORS LLC	2960	Service Call & Repairs	482.00	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	10623883	Parts	4.21	0.00		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	038402	Garage Water Supplies	51.70	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	07172024	Electric Services	3033.36	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247097110	FD Supplies/Materials	69.09	0.00		--/--/--
WORKSAFE	WORKSAFE	34440	Signs	2970.20	0.00		--/--/--

06/28/2024

12:59 pm

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 06/28/24 To 06/28/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			267,516.69	126.10	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 \$ ***267,390.59
 Let this be your order for the payments of these amounts.

Report Grand Total

Fund Totals	Expenditures	Dis-Encumbrance
0	58,952.73	0.00
8	29,649.30	0.00
9	84,797.94	0.00
7	93,990.62	0.00
	267,390.59	0.00

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 02(GENERAL FUND) From / / To 06/30/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC	AFLAC	PR-06/13/24 Payroll Transfer	1000.80	0.00			--/--/--
AFLAC	AFLAC	PR-06/13/24A Payroll Transfer	48.66	0.00			--/--/--
AFLAC	AFLAC	PR-06/27/24 Payroll Transfer	1000.80	0.00			--/--/--
AFLAC	AFLAC	063024 AFLAC Adj	171.22	0.00			--/--/--
COUNCIL93	AFSCME COUNCIL 93	PR-06/13/24 Payroll Transfer	297.22	0.00			--/--/--
COUNCIL93	AFSCME COUNCIL 93	PR-06/13/24A Payroll Transfer	21.23	0.00			--/--/--
COUNCIL93	AFSCME COUNCIL 93	PR-06/27/24 Payroll Transfer	318.45	0.00			--/--/--
EYEMED	FIDELITY SECURITY LIFE INSURAN	PR-06/13/24 Payroll Transfer	3.12	0.00			--/--/--
EYEMED	FIDELITY SECURITY LIFE INSURAN	PR-06/27/24 Payroll Transfer	3.12	0.00			--/--/--
EYEMED	FIDELITY SECURITY LIFE INSURAN	063024 Eyemed Adj	0.50	0.00			--/--/--
MUTUAL O	MUTUAL OF OMAHA	063024 Life & Disability Ins	2259.87	0.00			--/--/--
MVP	MVP HEALTH CARE, INC	PR-06/13/24 Payroll Transfer	1556.99	0.00			--/--/--
MVP	MVP HEALTH CARE, INC	PR-06/27/24 Payroll Transfer	1556.99	0.00			--/--/--
MVP	MVP HEALTH CARE, INC	063024 Insurance Premium	46921.41	0.00			--/--/--
NEPBA	NEPBA LOCAL 434	PR-06/13/24 Payroll Transfer	450.00	0.00			--/--/--
NEPBA	NEPBA LOCAL 434	PR-06/27/24 Payroll Transfer	450.00	0.00			--/--/--
NE DELTA	NORTHEAST DELTA DENTAL	PR-06/13/24 Payroll Transfer	377.21	0.00			--/--/--
NE DELTA	NORTHEAST DELTA DENTAL	PR-06/13/24A Payroll Transfer	8.88	0.00			--/--/--
NE DELTA	NORTHEAST DELTA DENTAL	PR-06/27/24 Payroll Transfer	377.21	0.00			--/--/--
NE DELTA	NORTHEAST DELTA DENTAL	063024 Dental Ins Premium	1111.10	0.00			--/--/--
VTRETIRE	VMERS DB	PR-06/13/24 Payroll Transfer	26195.26	0.00			--/--/--
VTRETIRE	VMERS DB	PR-06/13/24A Payroll Transfer	287.64	0.00			--/--/--
VTRETIRE	VMERS DB	PR-06/27/24 Payroll Transfer	27396.51	0.00			--/--/--
VTRETIRE	VMERS DB	063024 VMERS Adj	-0.04	0.00			--/--/--
VSP	VSP INS - VISION CARE	PR-06/13/24 Payroll Transfer	103.57	0.00			--/--/--
VSP	VSP INS - VISION CARE	PR-06/27/24 Payroll Transfer	103.57	0.00			--/--/--
VSP	VSP INS - VISION CARE	063024 Vision Premium	420.92	0.00			--/--/--

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			112,442.21	0.00	0.00		

CITY COUNCIL

To the Treasurer of City of Newport, We Heraby 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 \$ ***112,442.21
 Let this be your order for the payments of these amounts.

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/08/24 To 07/08/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ATT MOBIL AT&T MOBILITY	070624 PD	PD Phone Service	591.99	0.00			--/--/--
AVENU AVENU INSIGHTS & ANALYTICS LLC	INVB-054381	Digital Recording	425.00	0.00			--/--/--
CNW ENVIR C.N. WOOD ENVIRO, LLC	P03552	Parts	1472.51	0.00			--/--/--
CAI TECH CAI TECHNOLOGIES	20214	Tax Map Maintenance	875.00	0.00			--/--/--
NWPTSAND CARROLL CONCRETE CO	INV202402523	GF Redi-Scapes	3386.78	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3021477	Sludge Disposal	2658.26	0.00			--/--/--
CJIS CJIS SOLUTIONS	INV2024-4738	PD Compliant Hosted Email	1500.00	0.00			--/--/--
COMCAST COMCAST	070824	ME Fax/Elevator Lines	638.00	0.00			--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	071624	PD Internet	199.95	0.00			--/--/--
FSB VISA FIRST BANKCARD	071424 CM	Supplies/Materials	320.30	0.00			--/--/--
FSB VISA FIRST BANKCARD	071424 TB	Supplies/Materials	829.24	0.00			--/--/--
CHENFR FRANCIS CHENEY III	063024	Phone & ICloud Reimburse	360.00	0.00			--/--/--
GMM GREEN MOUNTAIN MOLCH LLC	956	Mulch	180.00	0.00			--/--/--
MICHJA JACOB MICHAUD MUSGROVE	062824	Reimbursement	28.33	0.00			--/--/--
SENEKI KIMBERLY SENESAC	070324	PB Camping Refund	198.00	0.00			--/--/--
M&T/WILMI M&T BANK/WILMINGTON TRUST	070124	RF1-150 Priva Pump	14042.16	0.00			--/--/--
M&T/WILMI M&T BANK/WILMINGTON TRUST	07012024	RF3-129 Arsenic Plant	167178.17	0.00			--/--/--
M&T/WILMI M&T BANK/WILMINGTON TRUST	07 01 24	RF3-095 Water Well	42285.52	0.00			--/--/--
MAGEE MAGEE OFFICE PRODUCTS	01625249	Office Supplies	110.59	0.00			--/--/--
BROWMI MICHAEL BROWN	070124	PB Campground Quarters	200.00	0.00			--/--/--
MIRACLE MIRACLE RECREATION EQUIPMENT C	876439.	GF Playground Equipment	7600.00	0.00			--/--/--
MOTOROLA MOTOROLA SOLUTIONS, INC	8281921637	Dispatch Equipment	1444.30	0.00			--/--/--
MOTOROLA MOTOROLA SOLUTIONS, INC	8281919517	Dispatcher Equipment	8415.47	0.00			--/--/--
NWPT AMEL NEWPORT AMBULANCE SERVICE, INC	201	JUL Ambulance Coverage	20072.50	0.00			--/--/--
NWPT CNCT NEWPORT AREA CONCERT BAND	070124	Appropriation	500.00	0.00			--/--/--
O'REILLY O'REILLY AUTO PARTS	5691-132723	Parts	54.34	0.00			--/--/--
SHERIFF ORLEANS COUNTY SHERIFF DEPT	11342	PD Work Attire	759.20	0.00			--/--/--
PASSEBK PD PASSUMPSIC SAVINGS BANK	070124 FD	2014 PD Spartan	42070.59	0.00			--/--/--
PASSEBK PD PASSUMPSIC SAVINGS BANK	071124	2023 PD Ford Explorer	1537.03	0.00			--/--/--
PASSEBK PD PASSUMPSIC SAVINGS BANK	070324	2023 PD Ford Explorer	1464.92	0.00			--/--/--
PASSEBK PD PASSUMPSIC SAVINGS BANK	070424	2021 PD Ford Explorer	1026.43	0.00			--/--/--
RAY'S RAY'S AUTO SERVICE	68012	PD Auto Repairs	2144.22	0.00			--/--/--
RAY'S RAY'S AUTO SERVICE	68040	PD Auto Repairs	780.84	0.00			--/--/--
SANTANDER SANTANDER BANK N.A.	11054107	FD SCBA Lease	24645.72	0.00			--/--/--
STAINLESS STAINLESS SOFTWARE INC.	070124	June Management Services	710.00	0.00			--/--/--
STITZEL STITZEL, PAGE & FLETCHER, P.C.	83918	Professional Services	14314.24	0.00			--/--/--
SWAMPGUAN SWAMPGUANA DIVING LLC	1068	WF Bottom Barriers	500.00	0.00			--/--/--
PIC SHO THE PICK & SHOVEL INC	289032	Supplies/Materials	222.97	11.15			--/--/--
PIC SHO THE PICK & SHOVEL INC	288748	Supplies/Materials	60.98	3.05			--/--/--
PIC SHO THE PICK & SHOVEL INC	288879	Supplies/Materials	107.94	5.40			--/--/--
PIC SHO THE PICK & SHOVEL INC	288512	Supplies/Materials	10.17	0.51			--/--/--
PIC SHO THE PICK & SHOVEL INC	288262	Supplies/Materials	61.95	3.10			--/--/--
PIC SHO THE PICK & SHOVEL INC	288643	Supplies/Materials	3.00	0.15			--/--/--
PIC SHO THE PICK & SHOVEL INC	288688	Supplies/Materials	65.94	3.30			--/--/--
PIC SHO THE PICK & SHOVEL INC	288978	Supplies/Materials	71.54	3.58			--/--/--
PIC SHO THE PICK & SHOVEL INC	288980	Supplies/Materials	35.82	1.79			--/--/--
PIC SHO THE PICK & SHOVEL INC	288981	Supplies/Materials	3.54	0.18			--/--/--
PIC SHO THE PICK & SHOVEL INC	288257	Supplies/Materials	111.48	5.57			--/--/--
PIC SHO THE PICK & SHOVEL INC	288131	Supplies/Materials	38.94	1.95			--/--/--
PIC SHO THE PICK & SHOVEL INC	288733	Supplies/Materials	9.39	0.47			--/--/--

07/05/24
11:54 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/08/24 To 07/08/24

Page 2
stherrien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHO	THE PICK & SHOVEL INC	289391	Supplies/Materials	61.48	3.07		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289284	Supplies/Materials	2.39	0.12		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289297	Supplies/Materials	23.07	1.15		--/--/--
USABLU	USA BLUEBOOK	INV00365579	Supplies/Materials	324.51	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00345310	Supplies/Materials	523.90	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00367608	Supplies/Materials	649.59	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00370622	Supplies/Materials	271.51	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00376032	Supplies/Materials	1070.55	0.00		--/--/--
USABLU	USA BLUEBOOK	INV00391001	Supplies/Materials	387.22	0.00		--/--/--
VLCT	VERMONT LEAGUE OF CITIES & TOW	8551	Dues 7/1/24-6/30/25	7189.00	0.00		--/--/--
VT TREAS	VERMONT STATE TREASURER	070124	Marriage License Fees	780.00	0.00		--/--/--
VISION	VISION GOVERNMENT SOLUTIONS IN	112698	CAMA Maint 7/1/24-6/30/2	8520.00	0.00		--/--/--
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE & BEN	REN037575-Q3	Unemployment Contributio	2381.00	0.00		--/--/--
VLCT PROP	VLCT PROPERTY & CASUALTY INS.	REN240445-Q3	WC & Property & Casualty	84187.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	072624	Electric Services	9906.89	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247382267	Supplies/Materials	137.49	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247335486	Office Supplies	126.39	0.00		--/--/--
WHOLE MAR	WHOLESALE MARINE	QU2219	Floating Dock	8006.49	0.00		--/--/--
Report Total				490,841.74	44.54	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 \$ ***490,797.20
Let this be your order for the payments of these amounts.

Fund Totals	Expenditures	Dis-Encumbrance
0	227,986.81	0.00
8	31,057.97	0.00
9	224,152.42	0.00
7	7,600.00	0.00
	490,797.20	0.00



Home (/DLLLicenseManagment/s/)

Application
DLL - Application - 46110

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

Primary Phone No

DLL - Application Id

DLL - Application - 46110

Business Entity Name

Memphremagog Arts Collaborative, Inc.

Business Entity Phone

Foundational License

Renewal Application

Student Name

Town User Approval/Rejection Comments

Contact Engagement

[Jennifer Hopkins \(/DLLLicenseManagment/s/detail/a4:8:0000000ZDIAAM\)](#)

Designated Caterers Details

Training Completion Record

Indoor Or Outdoor

Days Since Last Modified

4

Estimated time period for alcohol

Name and address from whom you purchase

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures

URL for Duties

Event Details

Start date of event

7/26/2024 4:00 PM

Physical Location Street 1

158 Main Street

Physical Location Street 2/Unit/Suite

Suite 2

Primary Contact Person

Jennifer Hopkins

Internal Status

Application sent to municipality

External Status

Application sent to municipality

Historical Id

AGSP

Application Type

Permit

Application Category

One Time Occasion

Application For

Art Gallery Malt Vinous Serving Permit

Mode of Training

Applicant Email

Applicant Name:

Training Completion Date

Applicant Action Comments

License/Permit Location Description

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

End date of event

7/26/2024 8:30 PM

Physical Location Name

MAC Center for the Arts

Physical Location State

Vermont

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 6-28-2024

Name(s) David P. Montague

Business Name Hungry? Phone # 802-624-0715

Address 3326 Dane H. II Rd. W. Charleston VT. 05872

Date of Birth 02/26/1960

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 # _____

Vehicle Registration # Car plate # KCT 171 ^{Trailer #} License Plate # 532-6948

Type of Goods Being Sold Hamburgers, Hot dogs, chips
Water and soda

Description of Cart, Stand, or Vehicle Canopy and tables

Proposed Location City ball park / Gardner Park

Hours of operation VariouS Days of operation VariouS

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

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

Insurance Information HISCOX Policy # P103.568.391.1

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 _____

RESOLUTION TO DESIGNATE A PUBLIC AGENCY

FORM PM-4

WHEREAS, the Town/City/Village of _____ has the authority under Section 102 (c) of Title I of the Housing and Community Development Act of 1974, as amended [42 USC 5301 et seq.] to designate one or more public agencies to undertake activities assisted under that Title;

Now, THEREFORE, BE IT RESOLVED as follows:

1) that the Legislative Body of this Municipality authorize the Chief Executive Officer to designate the _____;
(name of public agency)

2) that said public agency undertake the following activities:

3) and that the Chief Executive Officer is hereby authorized, on behalf of the municipality, to enter into and contract with said public agency for the performance of said activities.

Passed this ____ day of _____, <YEAR> _____.

LEGISLATIVE BODY (Typed Name)	(Signature)
_____	_____
_____	_____
_____	_____
_____	_____

The above Resolution is a true and correct copy of the Resolution as finally adopted at a meeting of the Legislative Body held on the ____ day of _____, <YEAR> _____, and duly recorded in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, <YEAR> _____

(SEAL)

(Signature of Municipal Clerk)

MUNICIPAL POLICIES AND CODES (FORM MP1)

Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one) Town City Village of _____ has adopted the following policies and codes:

Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on the State of Vermont's State Government EEO Plan for FY 2022):

A. It is the policy and practice of this municipality to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. This municipality is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identification, or disabling condition. It is the policy of this municipality to provide a workplace that is free of harassment for being a member of a protected class, and this municipality prohibits retaliatory action for any protected activity. With this in mind, the following policy is set in place.

1. This municipality shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the municipality's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
7. Any municipal employee who engages in discrimination of a member of a protected class or unlawful harassment may be subject to appropriate discipline.

8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

B. The municipality is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the municipality's commitment to workplace diversity;
3. Ensure that all other personnel actions such as compensation, benefits, municipal-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity; or opposed any act or practice made unlawful;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6):

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

A. This municipality will not, directly or through contractual, licensing, or other arrangements, take any of the following actions on the grounds of race, color, national origin, religion, or sex:

1. Deny any individual any facilities, services, financial aid, or other benefits provided under any VCDP-funded program or activity;
2. Provide any facilities, services, financial aid, or other benefits that are different, or are provided in a different form, from that provided to others under any VCDP-funded program or activity;
3. Subject an individual to segregated or separate treatment in any facility, or in any matter of process related to the receipt of any service or benefit under any VCDP-funded program or activity;

4. Restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under any VCDP-funded program or activity;
5. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirements or conditions that the individual must meet in order to be provided any facilities, services, or other benefit provided under any VCDP-funded program or activity;
6. Deny an individual an opportunity to participate in any VCDP-funded program or activity as an employee;
7. Aid or otherwise perpetuate discrimination against an individual by providing VCDP-funded financial assistance to an agency, organization, or person that discriminates in providing any housing, aid, benefit, or service;
8. Otherwise limit an individual in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service;
9. Use criteria or methods of administration that have the effect of subjecting persons to discrimination or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin, religion, or sex; or
10. Deny a person the opportunity to participate as a member of planning or advisory boards.

B. In determining the site or location of housing, accommodations, or facilities, this municipality will not make selections that have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the ground of race, color, national origin, religion, or sex. This municipality will not make selections that have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of this policy.

C. This municipality will not, directly or through contractual, licensing, or other arrangements, solely on the basis of handicap:

1. Deny a qualified individual with handicaps the opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service;
2. Afford a qualified individual with handicaps an opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service that is not equal to that afforded to others;
3. Provide a qualified individual with handicaps with any VCDP-funded housing, aid, benefit, or service that is not as effective in affording the individual an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
4. Provide different or separate VCDP-funded housing, aid, benefits, or services to individuals with handicaps or to any class of individuals with handicaps from that provided to others unless such action is necessary to provide qualified individuals with handicaps with housing,

aid, benefits, or services that are as effective as those provided to others;

5. Aid or perpetuate discrimination against a qualified individual with handicaps by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any housing, aid, benefit, or service to beneficiaries in the recipient's federally assisted program or activity;
6. Deny a qualified individual with handicaps the opportunity to participate as a member of planning or advisory boards;
7. Deny a dwelling to an otherwise qualified buyer or renter because of a handicap of that buyer or renter or a person residing in or intending and eligible to reside in that dwelling after it is sold, rented or made available; or
8. Otherwise limit a qualified individual with handicaps in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the housing, aid, benefit, or service.

D. This municipality will not, directly or through contracting, licensing, or other arrangements, use age distinctions or take any other actions that have the effect, on the basis of age, of:

1. Excluding individuals from, denying them the benefits of, or subjecting them to discrimination under, a VCDP-funded program or activity; or
2. Denying or limiting individuals in their opportunity to participate in any VCDP-funded program or activity.

Use of Excessive Force Policy (42 USC sec. 5304(l)):

This municipality (1) prohibits the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations; and (2) prohibits its law enforcement agencies from physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration.

Policy on the Use of VCDP Funds for Federal Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying. Submission of an application also represents the applicant's certification of the statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying):

This municipality will not allow the use of VCDP funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Code of Ethics for Administration of Vermont Community Development Program (24 CFR 570.489(h)):

The following code of ethical conduct for public officials, employees and/or affected contractors covers all aspects of the VCDP, whether or not specifically cited.

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
3. Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
4. Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.):

Requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and an ongoing drug-free awareness program.

If this municipality does not already have a drug-free workplace policy that is at least as robust as the following, it hereby establishes that:

As an employer, the {Municipality} is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances in or on property belonging to the municipality will not be tolerated and is considered to be grounds for review and termination of employment at the discretion of the employee's supervisor.
2. Any employee of the municipality who has a controlled substance dependency, or any other controlled substance-related problem, shall immediately seek professional assistance or counseling.
3. Any employee of the municipality who is convicted of violating any criminal drug statute must inform his or her supervisor within 5 days after the conviction. The criminal conviction of any

employee of this municipality for the use, possession, sale or distribution of a controlled substance may be considered grounds for review and termination of employment at the discretion of the employee's supervisor.

4. If an employee who is convicted of violating any criminal drug statute works in a federally funded program, the municipality shall notify the agency that provides the federal funding within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Development.
5. Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, may be temporarily relieved from duty pending further investigation.
6. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
7. All current and future employees shall be informed of this policy and shall acknowledge in writing their understanding and acceptance of this policy.

Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part 200):

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Municipality will designate a municipal individual responsible for subrecipient monitoring. At a minimum, this will include:

1. Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
2. Reviewing the Subrecipient's financial management systems, internal control procedures, separation of duties, ensuring that different individuals review the invoices for payment and accuracy, from someone who writes the check, to someone who authorizes or signs the check, to someone who reconciles the Bank statements;
3. Reviewing the Subrecipient's procurement policies to ensure that they meet the requirements of 2 CFR Part 200, Uniform Federal Guidance;
4. Reviewing Labor Standards, if applicable, and the appropriate wage rates; securing payrolls and reviewing them for accuracy, and in the event there are any errors securing proof of restitution;
5. Ensuring that contractors are being paid appropriately, and lien waivers and other releases are secured from the contractors;

6. Closely monitoring the progress of the funded project through the review of required progress reports; and
7. Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$750,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.
8. Authorized representatives of the Secretary of the Agency, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belong to, or in use by, any Subgrantee or Subrecipients pertaining to the receipts of VCDP funds as may be necessary to make audits, examinations, excerpts, and transcripts.

Whistleblower Protections:

A. The Municipality shall not discriminate or retaliate against a municipal employee or agent for engaging in the following:

1. Providing to a public body a good faith report or good faith testimony that alleges an entity of municipal or state government, a municipal employee or official, or a person providing services to the municipality under contract has engaged in a violation of law or in waste, fraud, or abuse of authority, or an act threatening health or safety.
2. Assisting or participating in a proceeding to enforce the provisions of this policy.

B. Neither the Municipality nor any municipal officer or employee shall attempt to restrict or interfere with, in any manner, a municipal employee's ability to engage in any of the protected activity described in subsection (a) of this policy. Employees are not required to report misconduct to the municipality or its agents prior to reporting to any governmental entity and/or the public.

C. Neither the Municipality nor any municipal offer or employee shall require employees or agents to forego monetary awards as a result of such reports.

Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving):

This municipality certifies and assures the Department that it will establish a formal written policy that informs employees that text messaging while operating a municipal vehicle is prohibited, and to conduct initiatives that encourage voluntary compliance with the municipal policy while off duty. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality (1) prohibits the practice of texting while driving by its employees in municipal vehicles; and (2) requires its employees to adhere to Vermont statute, 23 V.S.A. § 1095b. "Handheld use of portable electronic device prohibited."

Violence Against Women Act (reauthorization March 2022: VAWA 2022):

This municipality certifies and assures the Department that it will establish formal written policies that support an individual's, including survivor's, right to seek law enforcement or emergency assistance, including, but not limited to, making certain forms available to occupants of publicly assisted housing. Further, this municipality shall develop additional requirements to review and report non-compliant local laws and ordinances. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality shall (1) report on the existence of laws or policies they or their subgrantees (or state grant recipients) adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property; and (2) make

all [required forms](#) available to individuals living in CDBG assisted housing on the municipality's website and as requested.

Accessibility & 508 Compliance requirements (Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990):

This municipality certifies and assures the Department that it shall consider and implement required accessibility requirements in its CDBG assisted facilities. Further, the municipality shall consider the accessibility of any materials produced via or related to federal funds and implement accessibility measures.

Adoption

Adopted by the Legislative Body on the _____ day of _____, _____.

LEGISLATIVE BODY

(Typed Name)

(Signature)

City of Newport

Audio/Visual Recording Policy

The City of Newport City Council, pursuant to the authority granted to it by the City of Newport Charter § 9 (24A V.S.A. Ch. 7, § 9) and 24 V.S.A. §§ 872, 1121 and 1122 to adopt rules relating to personnel administration, hereby adopts the following policy which shall be considered an addendum and part of the City of Newport Personnel Policy:

Section 1 - Purpose.

The purpose of this Policy is to inform all City of Newport Employees, including department heads, of the conditions under which the use of recording devices may be permitted and to foster trust and transparency in the workplace.

Section 2 - Definitions.

When used in this Policy, the following terms have the following meanings:

“City” means the City of Newport, Vermont.

“Recording,” when used as a noun, means any audio and/or visual record, in electronic or other form, of human physical activities or human voices.

“Employee” includes all City personnel, including department heads and the City Manager, whether paid by the City or authorized City volunteers.

“Work Hours” means the time during an Employee’s workday for which the City is obligated to compensate the Employee. For salaried Employees, “Work Hours” includes any time the salaried Employee is performing City business.

“Public Record” means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of City business.

Section 3 - Scope.

This Policy shall apply to all City Employees including department heads and the City Manager.

Section 4 – No Secret Recording.

No Employee of the City shall make a Recording of conversations or activities with or of another Employee during Work Hours unless prior to the commencement of the Recording of the conversation or activity, all parties to the conversation or activity know that the conversation or activity is being recorded.

Section 5 — Exceptions.

The prohibition stated in Section 4 above, shall not apply to:

- a) Employees while making any Recordings that an Employee is required by law, regulation or other City policy to create;
- b) Employees while making Recordings of potential work safety concerns;
- c) City police officers while using Police Department issued recording devices while on duty in public or while on duty and responding to an incident, in compliance with law, regulation and other City policy; and
- d) the use and maintenance of recording equipment used in conjunction with City property security operations.

Section 7 – Situations When Recording Is Not Permitted.

An Employee may not record in any circumstances:

- a) Privileged communications with the City Attorney or conversations concerning privileged advice provided by the City Attorney;
- b) City trade secrets and other persons' or entities' trade secrets provided to the City in confidence;
- c) Conversations and activities concerning communications and information designated confidential by law; and
- d) Persons in lavatories.

Section 8 – Public Record Preservation.

- a) An Employee who makes a Recording that is a Public Record shall provide a copy of the Recording to the City Manager within two days of its creation. The City Manager shall download, catalog and store the Recording in accordance with the City Records Retention Policy.
- b) Recordings exempt from the prohibition against secret Recordings listed in Section 5(a), (b), and (d) that are Public Records shall be provided to the City Manager in accordance with subsection (1) of this Section.
- c) Recordings exempt from the prohibition against secret Recordings listed in Section 5(c) that are Public Records shall be provided to the City Chief of Police within two days of their creation. The Chief of Police shall

download, catalog and store such Recordings in accordance with the City Records Retention Policy.

Section 9 – With Whom Recordings May Be Shared.

Any Recording made by an Employee during Work Hours may only be shared with the recording Employee’s supervisor, legal council, or union representative, or the City Manager, unless the recording Employee is otherwise required to provide the Recording by law or court order.

Section 10 – Consequences for Violation.

Any Employee that violates this Policy may be subject to discipline up to and including termination.

Section 11 – No Retaliation.

No Employee shall be reprimanded or disciplined for providing notice of intent to record a conversation or activity in compliance with this Policy.

Section 12 – Effective Date.

This Policy shall be effective upon adoption by the City Council.

Adopted by the Newport City Council on July __, 2024

Linda Joy Sullivan, Mayor

Chris Vachon, Council President

Kevin Charboneau, Council Member

Clark Curtis, Council Member

Rick Ufford-Chase, Council Member



Jan Frank

State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

June 14, 2024
Newport City Municipal Officials
222 Main St
Newport, VT 05855

RECEIVED
JUN 17 2024
CLERK/TREASURER
CITY OF NEWPORT, VT

2024 REAPPRAISAL ORDER

You are receiving this letter because the Vermont Department of Taxes is notifying towns required to reappraise Education Grand List properties. Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise. The statutory change in 2023 does not alter existing reappraisal orders; municipalities that received a reappraisal order in prior years are still obligated to reappraise.

Based on the results of the 2023 Equalization Study, the COD in Newport City was outside the acceptable parameters, and therefore, an order to reappraise is issued. The municipal CLA was 76.11% and COD was 25.86%.

What do you need to do?

1. **Please provide this information to your Board of Listers or Assessor.** Additional information about reappraisals, required forms, reappraisal rules, PVR guidance and helpful resources can be found on the Tax Department website at: <https://tax.vermont.gov/municipal-officials/listers-and-assessors/reappraisals>. Please reach out to PVR/your District Advisor with any additional questions.
2. **Within 30 days respond** to this order to indicate receipt of order and intention to develop a detailed compliance plan. A response form is attached. The response must be signed by the chair of the legislative body of the municipality or their designee. If contesting the order, a response in writing is required.
3. **Plan a reappraisal as soon as possible.** Work with PVR/your District Advisor and send a completed detailed compliance plan, Form RA-308, within 150 days of this order. Based on the date of this order the town response is due by Friday, November 15, 2024.

If your municipality has already voluntarily scheduled a reappraisal and submitted a detailed compliance plan (Form RA-308), a municipal response within 30 days is still required to indicate receipt and acknowledgement of the order. The municipality does not need to resubmit Form RA-308. The municipality should check in with their District Advisor (DA) about the status of the reappraisal. If any details or the timeline of the reappraisal have changed, please send updated information.

Send communications to: tax.pvr@vermont.gov and your DA (electronic submissions are preferred)
Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal, 133 State Street FL 1,
Montpelier, VT 05633

Sincerely,

Jill Remick, Director, Property Valuation and Review
cc: Selectboard, Board of Listers/Assessor



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Newport City Municipal Response to Reappraisal Order

Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise.

Based on the results of the 2023 Equalization Study the COD in your municipality was outside the acceptable parameters, and therefore, an order to reappraise was issued.

This response acknowledges the municipalities receipt of the reappraisal order. The municipality will work towards submitting a reappraisal compliance plan (Form RA-308) within 150 days of the date of order.

The response must be signed by the chair of the legislative body of the municipality or their designee.

Signature

Date

Please return response to:

tax.pvr@vermont.gov and your District Advisor (electronic submission preferred)

Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal,
133 State Street FL 1, Montpelier, VT 05633



FOR OFFICE USE ONLY
Beginning Date: _____
Expiration Date: _____
Resignation Date: _____
Entered: _____

Town Health Officer Recommendation Form

This is a: New Appointment Re-appointment

Is a resignation letter needed from previous Health Officer? Yes No

Start Date: _____ Town/Municipality: _____

County: _____ Full Name: _____

Home Delivery Address: _____
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: _____

Email Address: _____

Telephone(s): W: _____ H: _____ Cell: _____

Education: High School ___ College ___ Other (list) _____

Professional Degree: ___ (e.g. MD, RN, DVM, DDS) Occupation: _____

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: _____
Chair of the Select Board Date

Print Name: _____

Return completed recommendation form to:
VT Department of Health
Environmental Health, Town Health Officer Program
280 State Drive
Waterbury, VT 05671-8300
AHS.VDHTHO@vermont.gov



Town Health Officer Oath / Affirmation

In taking actions as a Local Health Officer under the authority of 18 VSA Chapters 3 and 11, I do solemnly swear/affirm that I will be true and faithful to the State of Vermont, and that I will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof, so help me God (oath)/under the pains and penalties of perjury (affirmation).

I do solemnly swear/affirm that I will faithfully execute the office of Local Health Officer for the municipality named below and therein do equal right and justice to all persons, to the best of my judgment and ability, according to law, so help me God (oath)/under the pains of penalties of perjury (affirmation).

(Signature)

(Name Printed)

Local Health Officer for the Municipality of

Date