

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](http://www.newportvermont.org)

**Newport City Council Meeting**  
**Council Meeting Agenda**  
**Monday, August 5, 2024, beginning at 6:00 p.m.**  
**Newport City Council Room**

**Google Meet joining info**

**Video call link:** <https://meet.google.com/nrv-wfpy-ihz>

**Or dial: (US) +1 530-395-0823 PIN: 829 827 048#**

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

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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 15, 2024
  - b. Payroll Warrant: July 25, 2024
  - c. Accounts Payable Warrants: July 15, 2024, July 22, 2024, July 29, 2024, August 5, 2024
  - d. Liquor Licenses / Vendor Permits / Special Events Permits
4. Tax Abatement - Northeast Kingdom Development Corporation
5. FY 2023-2024 Single Audit Engagement Letter - Anticipated VOTE
6. Update to the Policy on the Administration of Public Records Requests - Anticipated VOTE
7. DPW 2024 Paving Bids - Anticipated VOTE
8. DPW Equipment Purchases - Anticipated VOTE
9. DPW In-Kind Grant Timeline - Update
10. Authorization to have counsel conduct a tax sale - Anticipated VOTE
11. USDA Community Facilities Grant Public Meeting for FY24 Radios and Water Rescue Equipment
12. FY 2024-2025 Cash Flow Projection - Update
13. Water / Sewer Audit of Timecards - Update
14. Real Estate / Litigation - Potential Executive Session (1 V.S.A. 313(a)(2))
15. Evaluation of an Employee - Potential Executive Session (1 V.S.A. 313(a)(3))
16. Comments by Members of the Public
17. New Business

18. Old Business
19. Set next meeting: Regularly Scheduled Council Meeting: August 19, 2024
20. 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 15, 2024**

A duly warned meeting of the Newport City Council was held on Monday, July 15, 2024. Present were Mayor Linda Sullivan, Council President Chris Vachon, council members Clark Curtis, Rick Ufford-Chase, Kevin Charboneau, City Manager Jonathan DeLaBruere, City Clerk/Treasurer James Johnson, Francis Cheney, Carter Finegan, Beriah Smith, members of the Press and Public.

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

### **Additions/Deletions to the Agenda**

None.

### **Consent Agenda**

Mr. Charboneau noted that his papers regarding the investigation were not included in the minutes of July 1st. Mr. Vachon moved to approve the consent agenda. Seconded by Mr. Ufford-Chase, motion carried. Ufford-Chase, Curtis, Vachon in favor, Charboneau against.

### **Decorum of Alderman**

Mr. Ufford-Chase moved that the City council formally censure council member Kevin Charboneau for his actions and his statement regarding fellow council member Clark Curtis's brief tenure as Constable. Seconded by Mr. Vachon, motion carried. Curtis, Vachon, Ufford-Chase in favor, Charboneau against.

### **Resolution to Designate a Public Agency**

Mr. Vachon moved to approve the designation of a public agency. Seconded by Mr. Curtis, motion carried. Form PM-4 was signed.

### **Municipal Policies and Codes**

Mr. Vachon moved to approve Form MP-1, Municipal Policies and Codes. Seconded by Mr. Ufford-Chase, motion carried.

### **Audio/Visual Recording Policy**

City Attorney Beriah Smith presented the updated policy. Mr. Ufford-Chase moved to approve the Audio/Visual Recording Policy and amend Section 2- Definitions, "employee" to read serving as city volunteers. Seconded by Mr. Curtis, motion carried.

### **2024 Reappraisal Notice**

Mr. Vachon moved to authorize the Mayor to sign the 2024 Notice of Reappraisal. Seconded by Mr. Ufford-Chase, motion carried.

### **Health Officer Appointment**

Mr. Vachon moved to update the Health Officer appointment with the Department of Health. Seconded by Mr. Curtis, motion carried.

### **Evaluation of an Employee**

Mr. Curtis moved to enter executive session for the evaluation of an employee 1 V.S.A. 313(a) (3). Seconded by Mr. Vachon, motion carried.

No action.

### **Comments by the Public**

Jennifer Bjurling commented on the mayor's alleged fixation with her.

Beth Barnes commented on Mr. Charboneau sleeping during council meetings

Laurie Grimm commented on the Treasurers response to her Facebook post.

Mayor Sullivan commented on attorney client privilege.

### **New Business**

Mayor Sullivan issued Executive Order No. 2024-1, Civility and Professionalism

**Old Business**

The Treasurer commented on Ms. Grimm's comment.

Mr. Ufford-Chase does not want to lose site of the Personnel Policy.

**Next Meeting Date**

Mr. Vachon moved to set the next meeting for August 5, 2024. Seconded by Mr. Ufford-Chase, motion carried.

**Adjourn**

Mr. Curtis moved to adjourn at 8:35 pm. Seconded by Mr. Vachon, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Mayor

07/23/24  
11:15 am

City of Newport Payroll  
Check Warrant Report #  
Check date 07/25/24 to 07/25/24

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stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	19810	07/25/24	723.10	0.00
BERNTH	BERNIER, THOMAS L.	E2088304	07/25/24	0.00	2377.42
BINGTR	BINGHAM, TRAVIS R.	E2088279	07/25/24	0.00	2621.46
BLAIJE	BLAIS, JEFFREY C.	E2088325	07/25/24	0.00	987.33
BOOSLE	BOOSKA, LEVI A.	E2088305	07/25/24	0.00	1408.22
BOUCBE	BOUCHER, BENJAMIN G.	E2088306	07/25/24	0.00	1473.90
BRASAR	BRASSARD, ARNOLD J.	19825	07/25/24	363.99	0.00
BRIGAI	BRIGGS, AIDEN J.	19813	07/25/24	315.68	0.00
BROWMI	BROWN, MICHAEL E.	E2088319	07/25/24	0.00	1701.95
BRYASC	BRYANT, SCOTT A.	E2088294	07/25/24	0.00	1628.93
CAMBTU	CAMBER, TUCKER J.	E2088307	07/25/24	0.00	1417.42
CARRER	CARRIER, ERIC A.	E2088314	07/25/24	0.00	1677.11
CHENFR	CHENEY, FRANCIS E., III	19804	07/25/24	1733.41	0.00
CHURRO	CHURCHILL, ROBYN D. H.	19803	07/25/24	1355.74	0.00
COLLDA	COLLINS, DANIEL F.	19805	07/25/24	1601.01	0.00
CORBJA	CORBITT, JASON L.	19820	07/25/24	62.33	0.00
CROWNI	CROWLEY, NICOLE A M.	19811	07/25/24	624.60	0.00
DALEMI	DALEY, MICHAEL, II	19818	07/25/24	411.47	0.00
DELAJO	DELABRUERE, JONATHAN D.	E2088276	07/25/24	0.00	3643.67
DESRCA	DESROCHERS, CAMERON J.	19821	07/25/24	103.44	0.00
DILLTR	DILLON, TRAVIS J.	E2088308	07/25/24	0.00	1705.64
FINNPA	FINN, PATRICK W.	E2088320	07/25/24	0.00	1553.50
FLYNKU	FLYNN, KURK O.	E2088295	07/25/24	0.00	1681.32
GAGEPA	GAGE, PAULINE M.	E2088321	07/25/24	0.00	38.79
GLODAD	GLODGETT, ADAM L.	E2088313	07/25/24	0.00	1361.46
GONYAN	GONYAW, ANDREW T.	E2088280	07/25/24	0.00	1794.27
GOSSRO	GOSELIN, ROBERT J.	E2088329	07/25/24	0.00	1334.92
GOSSROG	GOSELIN, ROGER M.	E2088301	07/25/24	0.00	533.27
GRENLE	GRENIER, LEO C., III	19806	07/25/24	1797.19	0.00
GRUBRO	GRUBE, ROSS E.	E2088315	07/25/24	0.00	2106.95
GUYEDA	GUYER, DAVIS M.	E2088281	07/25/24	0.00	1815.97
HERMJA	HERMAN, JASON M.	E2088316	07/25/24	0.00	1962.68
HOADAN	HOADLEY, ANNIE J.	19807	07/25/24	669.90	0.00
HORNDU	HORNE, DUSTIN J.	E2088299	07/25/24	0.00	706.08
JACODA	JACOBS, DAVID M.	E2088282	07/25/24	0.00	2685.55
JACOTA	JACOBS, TANNER D.	E2088283	07/25/24	0.00	1886.77
JOHNDO	JOHNSON, DOUGLAS H.	E2088330	07/25/24	0.00	64.64
JOHNJA	JOHNSON, JAMES D.	E2088277	07/25/24	0.00	1981.42
KEITNI	KEITHAN, NICHOLAS N.	E2088284	07/25/24	0.00	1748.54
KEMPSA	KEMPTON, SARA L.	E2088322	07/25/24	0.00	188.39
LACOTA	LACOURSE, TAMMY L.	E2088302	07/25/24	0.00	164.84
LANCRJ	LANCASTER, ROYCE J., JR	E2088309	07/25/24	0.00	1417.42
LANCRO	LANCASTER, ROYCE E., SR	E2088285	07/25/24	0.00	2153.10
LECLJJ	LECLAIR, JAMES A., JR	E2088286	07/25/24	0.00	2101.63
LEFEAA	LEFEBVRE, AARON M.	E2088287	07/25/24	0.00	1807.42
LEINEM	LEINOFF, EMILY R. L.	E2088296	07/25/24	0.00	1588.18
LILLJO	LILLIS, JOSHUA S.	E2088288	07/25/24	0.00	1666.86
MARCCO	MARCOUX, COREY J.	E2088310	07/25/24	0.00	871.37
MARCKI	MARCOTTE, KIERA B.	19814	07/25/24	936.58	0.00
MARSJA	MARSH, JARED A.	E2088318	07/25/24	0.00	1533.53

07/23/24  
11:15 am

City of Newport Payroll  
Check Warrant Report #  
Check date 07/25/24 to 07/25/24

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stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MARTCA	MARTINEZ, CARLOS D.	19812	07/25/24	852.91	0.00
MAYHCO	MAYHEW, COLLEEN A.	19809	07/25/24	271.19	0.00
MCCAED	MCCARTER, EDWARD R.	19822	07/25/24	311.68	0.00
MCGINA	MCGILLIVRAY, NATHAN J.	19815	07/25/24	1008.11	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	19808	07/25/24	1562.77	0.00
MICHJA	MICHAUD-MUSGROVE, JACOB C.	E2088326	07/25/24	0.00	1397.91
MILLER	MILLER, ERIC R.	E2088297	07/25/24	0.00	1506.28
MORIJO	MORIN, JONATHAN L.	E2088289	07/25/24	0.00	2069.73
MOULCH	MOULTON, CHARLES D.	E2088290	07/25/24	0.00	1919.07
PATEAN	PATENAUDE, ANDREW M.	E2088311	07/25/24	0.00	1702.83
PETIRE	PETIT, REESE M.	E2088327	07/25/24	0.00	735.98
PRUEMI	PRUE, MICHAEL R.	E2088312	07/25/24	0.00	1247.51
PRUEPA	PRUE, PARADIS L.	19823	07/25/24	331.26	0.00
QUARHE	QUARLES, HENRY A., III	E2088317	07/25/24	0.00	1425.24
QUINAN	QUINN, ANNA K.	19816	07/25/24	110.82	0.00
RIVARO	RIVARD, ROBERT L.	E2088323	07/25/24	0.00	986.72
RIVENI	RIVERS, NICHOLAS R.	E2088291	07/25/24	0.00	2708.52
RONDJO	RONDEAU, JOSEE	E2088324	07/25/24	0.00	545.02
ROWEJO	ROWE, JONATHAN M.	19826	07/25/24	344.03	0.00
SAAMAB	SAAMAN, ABRAHAM J.	E2088300	07/25/24	0.00	1548.95
SHANMA	SHANAHAN, MACKENZIE L.	19824	07/25/24	211.11	0.00
SMITCO	SMITH, CODY M.	E2088292	07/25/24	0.00	1464.85
SMITGR	SMITH, GREGORY P.	19819	07/25/24	306.79	0.00
STORRI	STORY, RICHARD P.	E2088331	07/25/24	0.00	466.51
SYKECO	SYKES, COLIN S.	E2088293	07/25/24	0.00	1762.59
THERST	THERRIEN, STACEY L.	E2088278	07/25/24	0.00	1159.57
VONHLO	VONHEEDER, LOGAN E.	E2088328	07/25/24	0.00	776.47
WALTKR	WALTERS, KRISTEN L.	E2088303	07/25/24	0.00	339.31
WATTKR	WATTERS, KRISTEN M.	19817	07/25/24	1070.95	0.00
WELLMO	WELLS, MONICA R.	E2088298	07/25/24	0.00	1604.22
				17080.06	82759.20

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 \$ \*\*99,839.26  
Let this be your order for the payments of these amounts.

City Council:



City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/15/24 To 07/15/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BUDBOS	AG SUPERMARKETS, INC	02-194285	Supplies/Materials	16.38	0.00		--/--/--
BUDBOS	AG SUPERMARKETS, INC	03-255486	Supplies/Materials	15.58	0.00		--/--/--
BUDBOS	AG SUPERMARKETS, INC	03-235777	Supplies/Materials	15.98	0.00		--/--/--
BELOIN	BELOIN COMPUTING	070124	C/T Computer Upgrades	1839.00	0.00		--/--/--
BRIANSREP	BRIAN'S REPAIR SERVICES LLC	042924	Generator Repairs	51.22	0.00		--/--/--
CANON SOL	CANON SOLUTIONS AMERICA INC	6008520041	CM Copier Maintenance	29.48	0.00		--/--/--
R DESROCH	DESROCHERS, INC.	16646	Crane Service	360.00	0.00		--/--/--
EASTERNREP	EASTERN SALES INC.	4LF213	Tax Bill Forms	245.00	0.00		--/--/--
GREATBAY	GREAT BAY HYDRO CORP.	6/7-7/6/2024	Clyde St Solar Metering	4186.34	0.00		--/--/--
ROBEJA	INDEPENDENT INSURANCE BROKER	070224	Professional Services	250.00	0.00		--/--/--
INVEST	INVEST EAP	070124	FD EAP 7/1-9/30/24	134.55	0.00		--/--/--
		071524			0.00		--/--/--
WHELMA	MATTHEW WHALEN	070924	PB Camping Refund	35.93	0.00		--/--/--
		071524			0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	07112024	2023 PD Ford Explorer	3000.87	0.00		--/--/--
RAYS	RAY'S AUTO SERVICE	68169	FD Repairs & Inspection	1952.93	0.00		--/--/--
STONE ENV	STONE ENVIRONMENTAL, INC.	16611	Proj. GP Remedial	21752.39	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289709	Supplies/Materials	12.08	0.60		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289792	Supplies/Materials	13.99	0.70		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289669	Supplies/Materials	191.10	9.56		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289672	Credit Memo	-23.20	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289757	Supplies/Materials	57.99	2.90		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289901	Supplies/Materials	64.89	3.24		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289997	Supplies/Materials	30.57	1.53		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289534	Supplies/Materials	49.98	2.50		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289524	Supplies/Materials	27.91	1.35		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	039421	C/T Water Supplies	23.90	0.00		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	044721	Council Water Supplies	12.00	0.00		--/--/--
VISION	VISION GOVERNMENT SOLUTIONS IN	112698	CAMA Maint 7/1/24-6/30/2	1742.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	080224	Electric Services	2974.48	0.00		--/--/--
WALTS	WALT'S SALES & SERVICE INC.	RO 22079	FD Car-Am Repairs	105.00	0.00		--/--/--

07/12/2024  
11:44 am

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/15/24 To 07/15/24

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stherrien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			39,517.74	22.38	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 \$ \*\*\*\*39,495.36  
Let this be your order for the payments of these amounts.

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Report Grand Total

Fund Totals	Expenditures	Dis-Encumbrance
0	34,939.81	0.00
9	4,409.60	0.00
8	145.95	0.00
	39,495.36	0.00

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/22/24 To 07/22/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIRGAS AIRGAS	5508677172	Cylinder Rental	54.88	0.00			--/--/--
AL ELEC AL'S ELECTRIC	061424	PD Fire Alarm Testing	630.00	0.00			--/--/--
AL ELEC AL'S ELECTRIC	071724	Garage Fire Alarm Testin	380.00	0.00			--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	1C9-501452-0	Supplies/Materials	7886.89	0.00			--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	112-505245-0	Bulk Chlorine	3093.00	0.00			--/--/--
ALLEN ENG ALLEN ENGINEERING & CHEMICAL	112-505244-0	Bulk Chlorine	4602.00	0.00			--/--/--
ATT MOBIL AT&T MOBILITY	070624	CM & PW Phone Service	141.02	0.00			--/--/--
BAKERS AG BAKER'S AG SALES & SERVICE INC	094431	Supplies/Materials	255.00	0.00			--/--/--
BAKERS AG BAKER'S AG SALES & SERVICE INC	094380	Supplies/Materials	510.00	0.00			--/--/--
BROWMI MICHAEL BROWN	071624	Reimbursement	47.63	0.00			--/--/--
CALKINS CALKINS SAND & GRAVEL INC	47270	Drainage Ledge	384.46	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024302	Disposal	159.78	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024309	Disposal	180.84	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024386	Disposal	120.56	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024307	Disposal	512.38	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024305	Disposal	497.33	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024304	Disposal	168.79	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024303	Disposal	60.28	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3027250	Sludge Disposal	3310.24	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	063024	Juna Hook Fee	243.00	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3026546	Disposal	1406.28	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3024306	Disposal	60.28	0.00			--/--/--
CHADKY KYLE CHADBURN	070424	July 4th Band	250.00	0.00			--/--/--
CHRONICLE THE CHRONICLE INC	10793	Ads	88.50	0.00			--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	080924	Pump Station Alarm Lines	79.41	0.00			--/--/--
DONCCE CHRIS DONCASTER	070424	July 4th Band	250.00	0.00			--/--/--
ELECTRICAL ELECTRIC LIGHT CO., INC.	8520	Traffic Signals	39150.00	0.00			--/--/--
ENDYNE ENDYNE INC	494522	Lab Services	75.00	0.00			--/--/--
ENDYNE ENDYNE INC	494263	Lab Service	75.00	0.00			--/--/--
ENDYNE ENDYNE INC	492917	Lab Service	75.00	0.00			--/--/--
FAGA ALDRICH & ELLIOTT, PC	82295	Proj. 22022.002 PS CSO	544.62	0.00			--/--/--
FAGA ALDRICH & ELLIOTT, PC	82326	Proj 20024.004 ES Storag	23883.80	0.00			--/--/--
FARMYARD THE FARMYARD STORE	2406-145513	Supplies/Materials	446.00	0.00			--/--/--
FARMYARD THE FARMYARD STORE	2406-143878	Supplies/Materials	237.60	0.00			--/--/--
FARMYARD THE FARMYARD STORE	2406-145544	Supplies/Materials	189.60	0.00			--/--/--
GAUDRI RICHARD GAUDREAU	071224	PB Camping Refund	51.00	0.00			--/--/--
GILLS POI GILLS POINT S TIRE	2048268	Alignment	186.27	0.00			--/--/--
GRAYS GRAY'S PAVING & ASPHALT PLANT, 5444		Asphalt	1648.20	0.00			--/--/--
GRN MTN E GREEN MOUNTAIN ELECTRIC SUPPLY	S4902576.001	Supplies/Materials	280.70	0.00			--/--/--
GRN MTN E GREEN MOUNTAIN ELECTRIC SUPPLY	S4902212.001	Supplies/Materials	120.42	0.00			--/--/--
GRN MTN E GREEN MOUNTAIN ELECTRIC SUPPLY	S4884522.001	Supplies/Materials	342.25	0.00			--/--/--
GRN MTN E GREEN MOUNTAIN ELECTRIC SUPPLY	S4885290.001	Supplies/Materials	58.67	0.00			--/--/--
GRN MTN E GREEN MOUNTAIN ELECTRIC SUPPLY	S4852565.003	Supplies/Materials	4664.23	0.00			--/--/--
GUYER RUSSELL GUYER	070324	Over Guardrail Mowing	9405.00	0.00			--/--/--
HARD WIRE HARD WIRED AUTO ELECTRONICS	2958	Cruiser Equipment	2343.51	0.00			--/--/--
HEBEMA MANON HEBERT	071224	PB Camping Refund	51.00	0.00			--/--/--
HORIZONS HORIZONS ENGINEERING, INC	34382	Proj. 230933 Engineering	1384.82	0.00			--/--/--
HORIZONS HORIZONS ENGINEERING, INC	34066	GP Playground Survey	110.00	0.00			--/--/--
HUGHWE WENDELL HUGHES	071224	Band Performance 7/26	600.00	0.00			--/--/--
J&S J&S ELECTRICAL	4507	Gateway Alarm Inspection	600.00	0.00			--/--/--

07/19/24  
12:55 pm

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/22/24 To 07/22/24

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stherrian

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
JF SICARD J.P. SICARD, INC.	060124 - 4	Proj. 20024 Water System	124241.89	0.00			--/--/--
KIMBALL KIMBALL MIDWEST	102378143	Supplies/Materials	181.42	0.00			--/--/--
LABLTR TRAVIS LABLANC	070424	July 4th Band	250.00	0.00			--/--/--
LAMOLI LINE LAMOTHE	071724	PB Camping Refund	51.00	0.00			--/--/--
LAWSON LAWSON PRODUCTS INC	9311651632	Supplies/Materials	468.75	0.00			--/--/--
LEBLANC'S LEBLANC'S PEST CONTROL	25515	Pest Control	1248.00	0.00			--/--/--
MAGEE MAGEE OFFICE PRODUCTS	626496	Office Supplies	177.96	0.00			--/--/--
MAGEE MAGEE OFFICE PRODUCTS	626482	Office Supplies	10.15	0.00			--/--/--
MAGEE MAGEE OFFICE PRODUCTS	626495	Office Supplies	199.84	0.00			--/--/--
MICHA JACOB MICHAUD MUSGROVE	071324	PB Camp Reimbursement	18.95	0.00			--/--/--
NWPT RENT NEWPORT RENTAL CENTER INC	1-573780	Supplies/Materials	12.50	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-135189	Parts	135.43	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-135290	Parts	101.00	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-134043	Credit Memo	-254.09	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-134742	Parts	188.97	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-134439	Parts	174.93	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-134028	Parts	71.64	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-133945	Parts	68.76	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-133971	Parts	38.68	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-133159	Parts	114.23	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-133141	Parts	109.88	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-134023	Parts	11.20	0.00			--/--/--
OREILLY O'REILLY AUTO PARTS	5691-133998	Parts	99.91	0.00			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290329	Supplies/Materials	13.56	0.68			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290307	Supplies/Materials	39.99	2.00			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290460	Supplies/Materials	131.88	6.59			--/--/--
PIC SHOV THE PICK & SHOVEL INC	289023	Supplies/Materials	24.18	1.21			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288352	Supplies/Materials	12.80	0.64			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288336	Supplies/Materials	27.98	1.40			--/--/--
PIC SHOV THE PICK & SHOVEL INC	287828	Supplies/Materials	7.39	0.37			--/--/--
PIC SHOV THE PICK & SHOVEL INC	287818	Supplies/Materials	6.19	0.31			--/--/--
PIC SHOV THE PICK & SHOVEL INC	287783	Supplies/Materials	59.96	3.00			--/--/--
PIC SHOV THE PICK & SHOVEL INC	287536	Supplies/Materials	149.99	0.00			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288238	Supplies/Materials	56.50	2.83			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288282	Supplies/Materials	80.45	4.02			--/--/--
PIC SHOV THE PICK & SHOVEL INC	289296	Supplies/Materials	136.47	6.82			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288419	Supplies/Materials	21.96	1.10			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288219	Supplies/Materials	21.44	1.07			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288520	Supplies/Materials	14.97	0.50			--/--/--
PIC SHOV THE PICK & SHOVEL INC	289376	Supplies/Materials	174.99	8.75			--/--/--
PIC SHOV THE PICK & SHOVEL INC	289365	Supplies/Materials	71.96	3.60			--/--/--
PIC SHOV THE PICK & SHOVEL INC	289360	Supplies/Materials	9.29	0.46			--/--/--
PIC SHOV THE PICK & SHOVEL INC	287349	Supplies/Materials	68.96	3.45			--/--/--
PIC SHOV THE PICK & SHOVEL INC	283930	Supplies/Materials	33.98	1.70			--/--/--
PIC SHOV THE PICK & SHOVEL INC	288509	Supplies/Materials	44.99	2.25			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290913	Supplies/Materials	13.49	0.67			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290757	Supplies/Materials	27.99	1.40			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290720	Supplies/Materials	18.49	0.92			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290537	Supplies/Materials	42.74	2.14			--/--/--
PIC SHOV THE PICK & SHOVEL INC	290504	Supplies/Materials	6.99	0.35			--/--/--

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/22/24 To 07/22/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHO	THE PICK & SHOVEL INC	289046	Supplies/Materials	53.98	2.70		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290435	Supplies/Materials	20.60	1.03		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290742	Supplies/Materials	38.80	1.94		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290336	Supplies/Materials	222.99	11.15		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290308	Supplies/Materials	316.85	15.84		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290213	Supplies/Materials	11.89	0.59		--/--/--
PIC SHO	THE PICK & SHOVEL INC	289837	Supplies/Materials	12.87	0.64		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290201	Supplies/Materials	4.67	0.23		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290076	Supplies/Materials	1.29	0.06		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290906	Supplies/Materials	11.64	0.58		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291161	Supplies/Materials	66.95	3.35		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291151	Supplies/Materials	5.49	0.27		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291190	Supplies/Materials	13.56	0.68		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291028	Supplies/Materials	26.99	1.35		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290514	Supplies/Materials	14.98	0.75		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291027	Supplies/Materials	23.98	1.20		--/--/--
P&B VISA	FIRST BANKCARD	071424 RT	Supplies/Materials	2434.33	0.00		--/--/--
R R CHARL	R R CHARLEBOIS INC	IE54269	Parts	202.95	0.00		--/--/--
RENEFAL	RENEE FALCONER	1005	Boarding	250.00	0.00		--/--/--
SEWER EQ	SEWER EQUIPMENT	0000221974	Supplies/Materials	3275.95	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	741685	Supplies/Materials	1070.52	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	741411	Supplies/Materials	27.95	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	741559	Supplies/Materials	15.99	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	740755	Supplies/Materials	59.45	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	740741	Supplies/Materials	95.34	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	741852	Supplies/Materials	516.00	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742815	Supplies/Materials	29.73	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742240	Supplies/Materials	8.49	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742151	Supplies/Materials	71.88	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742772	Supplies/Materials	49.61	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	137149	Supplies/Materials	152.95	0.00		--/--/--
STICKS	STICKS & STUFF DERBY	137177	Supplies/Materials	118.00	0.00		--/--/--
TAPLINSE	TAPLIN SEPTIC SERVICE	I905	GP Rentals	500.00	0.00		--/--/--
TAPLINSE	TAPLIN SEPTIC SERVICE	I904	PB Rentals	270.00	0.00		--/--/--
TAPLINSE	TAPLIN SEPTIC SERVICE	I869	Service	70.00	0.00		--/--/--
TETREAU	TETREAU'S MAPLE FARM, LLC	2600	PB Firewood	800.00	0.00		--/--/--
THE MAHER	THE MAHER CORPORATION	29467	Equipment	1995.00	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	10679681	Parts	101.50	0.00		--/--/--
VITAL DEL	VITAL DELIVERY SOLUTIONS	166205	Delivery Services	30.90	0.00		--/--/--
VLCT	VERMONT LEAGUE OF CITIES & TOW	7499	Training	10.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	080924	Electric Services	9420.72	0.00		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	039457	PD Water Supplies	102.35	0.00		--/--/--
VTSRINGS	VERMONT SPRINGS LLC	041778	Garage Water Supplies	65.60	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247673541	Office Supplies	60.04	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247699663	Office Supplies	22.97	0.00		--/--/--
WHIPPLES	WHIPPLE'S STUDIO	2014 003848	Employee ID Cards	250.00	0.00		--/--/--
WHIPPLES	WHIPPLE'S STUDIO	2014 003847	PD ID Cards	655.00	0.00		--/--/--
WRIGHTTOW	WRIGHT'S TOWING	24-0020	Parts	9955.00	0.00		--/--/--

07/19/2024  
12:55 pm

City of Newport Accounts Payable  
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Unpaid Invoices For Check Acct 01(GENERAL FUND) From 07/22/24 To 07/22/24

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			274,472.57	100.59	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 \$ \*\*\*274,371.98  
Let this be your order for the payments of these amounts.

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Fund Totals	Expenditures	Dis-Encumbrance
0	92,880.21	0.00
8	29,380.57	0.00
9	152,111.20	0.00
	274,371.98	0.00



Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/29/24 To 07/29/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADVENTGLA	ADVENTURE GLASS	115952	4 GP Pedal Boats	4668.00	0.00		--/--/--
AMAZON	AMAZON BUSINESS	1MC9DVWT64LC	Supplies/Materials	7977.40	0.00		--/--/--
ATT MOBIL	AT&T MOBILITY	072724 FD	FD Phone Service Eng 2	41.23	0.00		--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-044280	Digital Recording	425.00	0.00		--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-045720	Digital Recording	425.00	0.00		--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-046648	Digital Recording	425.00	0.00		--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-050163	Digital Recording	425.00	0.00		--/--/--
CANON	CANON FINANCIAL SERVICES INC.	33696375	CM Copier Contract	175.49	0.00		--/--/--
CASELLA	CASELLA WASTE MGT INC	06302024	Disposal	60.28	0.00		--/--/--
CLAIRS LI	CLAIRE'S LINEN SERVICE LLC.	4313CC	GW Linen Cleaning	169.98	0.00		--/--/--
COMCAST	COMCAST	080824 PW	PW Internet	179.67	0.00		--/--/--
COMCAST	COMCAST	080824 FD	FD Internet	184.96	0.00		--/--/--
COMCAST	COMCAST	080824 PB2	PB Bldg 2 Internet	79.28	0.00		--/--/--
COMCAST	COMCAST	080724 MB	MB Fax/Elevator Lines	319.17	0.00		--/--/--
ROGEEL	ELLEN ROGERS	072224	PB Camping Refund	57.00	0.00		--/--/--
FREDS	FRED'S PLUMBING & HEATING INC	04302024	Fuel Acct: 80489	8696.46	0.00		--/--/--
MICHJA	JACOB MICHAUD MUSGROVE	071924	Reimbursement	32.77	0.00		--/--/--
JACKJE	JEREMY JACKSON	072324	PB Camping Refund	44.86	0.00		--/--/--
KITTELL	KITTELL BRANAGAN & SARGENT	94107	Professional Services	2500.00	0.00		--/--/--
LAWSON	LAWSON PRODUCTS INC	9311677821	Supplies/Materials	315.37	0.00		--/--/--
MAGEE	MAGEE OFFICE PRODUCTS	627276	Office Supplies	1.40	0.00		--/--/--
MEDTECH	MED-TECH RESOURCE LLC	677182	Defibrillator	1804.20	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2086630	FD Gear Storage	6577.14	0.00		--/--/--
MES	MUNICIPAL EMERGENCY SERVICES I	IN2085771	FD Equipment	1460.00	0.00		--/--/--
NWPT AMBL	NEWPORT AMBULANCE SERVICE, INC	735	First Response Bag	48.99	0.00		--/--/--
NWPT AMBL	NEWPORT AMBULANCE SERVICE, INC	205	AUG Ambulance Coverage	20072.50	0.00		--/--/--
AGWAY	NEWPORT FARM & GARDEN	T1-0197723	Supplies/Materials	67.97	0.00		--/--/--
AGWAY	NEWPORT FARM & GARDEN	T1-0199494	Supplies/Materials	20.97	0.00		--/--/--
NIROM	NIROM PEAT MOSS INC.	39252	FD Absorbent	2560.00	0.00		--/--/--
NEKCA	NORTHEAST KINGDOM COMMUNITY AC	2024-002	Grant Management Service	6480.00	0.00		--/--/--
BRENPA	PAULA BRENNAN	072224	PB Camping Refund	59.00	0.00		--/--/--
SHEEHY	SHEEHY FURLONG & BEHM P.C.	80350	Professional Services	1950.00	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742833	Supplies/Materials	5.24	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742812	Supplies/Materials	336.51	0.00		--/--/--
SOUTHBAY	SOUTH BAY SUPPLY	742813	Supplies/Materials	34.16	0.00		--/--/--
TCE INC	TCE INC.	440861	Proj. 470226-01-001 Ligh	138.80	0.00		--/--/--
MEMPRESS	THE MEMPREMAGOG PRESS INC.	60324	Office Supplies	329.00	0.00		--/--/--
MEMPRESS	THE MEMPREMAGOG PRESS INC.	60505	P&R Work Attire	509.00	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	290992	Supplies/Materials	55.98	2.80		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291685	Supplies/Materials	27.99	1.40		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291640	Supplies/Materials	64.47	3.22		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291737	Supplies/Materials	47.56	2.38		--/--/--
PIC SHO	THE PICK & SHOVEL INC	291306	Supplies/Materials	19.99	1.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292035	Supplies/Materials	10.17	0.51		--/--/--
UNITED AG	UNITED AG & TURF NE	10682593	Parts	17.52	0.00		--/--/--
UNITED AG	UNITED AG & TURF NE	10682602	Supplies/Materials	21.27	0.00		--/--/--
VLCT PROP	VLCT PROPERTY & CASUALTY INS.	INT202440372	Worker's Comp	25434.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	081624	Electric Services	15693.45	0.00		--/--/--
W B MASON	W.B. MASON CO., INC.	247665398	Office Supplies	9.17	0.00		--/--/--

07/26/24  
11:19 am

City of Newport Accounts Payable  
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Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 07/29/24 To 07/29/24

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			111,148.97	11.31	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 \$ \*\*\*111,137.66  
Let this be your order for the payments of these amounts.

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08/02/24  
02:38 pm

City of Newport Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Unpaid Invoices For Check Acct 01(GENERAL FUND) From 08/05/24 To 08/05/24

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AAA POLIC	AAA POLICE SUPPLY	45739	FD Equipment	408.00	0.00		--/--/--
AVENU	AVENU INSIGHTS & ANALYTICS LLC	INVB-055244	Digital Recording	425.00	0.00		--/--/--
COMCAST	COMCAST	080624 PD	PD Internet	214.55	0.00		--/--/--
COMCAST B	COMCAST BUSINESS	209992210	Phone Services	2166.95	0.00		--/--/--
CONS COMM	CONSOLIDATED COMMUNICATIONS	081524 PD	PD Internet	199.95	0.00		--/--/--
FREDS	FRED'S PLUMBING & HEATING INC	5134969	City Dock Gasoline	3900.41	0.00		--/--/--
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	60502	PB Business Cards	76.00	0.00		--/--/--
NEMRC	NEW ENGLAND MUNICIPAL RESOURCE	55376	Professional Services	72.50	0.00		--/--/--
OREILLY	O'REILLY AUTO PARTS	5691-498824	Parts	86.77	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	080124 GP	GP Resoration Loan	3783.01	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	080324	2023 PD Ford Explorer	1464.92	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	080424	2021 PD Ford Explorer	1026.43	0.00		--/--/--
PASSBK PD	PASSUMPSIC SAVINGS BANK	080124 LOC	LOC Interest	3107.86	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292416	Credit Memo	-20.38	0.00		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292578	Supplies/Materials	71.40	3.57		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292594	Supplies/Materials	15.98	0.80		--/--/--
PIC SHO	THE PICK & SHOVEL INC	X92492	Supplies/Materials	31.28	1.56		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292208	Supplies/Materials	65.98	3.30		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292204	Supplies/Materials	22.28	1.11		--/--/--
PIC SHO	THE PICK & SHOVEL INC	292156	Supplies/Materials	131.88	6.59		--/--/--
RAYS	RAY'S AUTO SERVICE	68295	PD Repairs	1261.07	0.00		--/--/--
SECURSHRE	SECURESHRED	461738	Shredding Services	24.00	0.00		--/--/--
SYMOKONIC	SYMQUEST GROUP INC	534166178	PD Copier Contract	1671.84	0.00		--/--/--
TETREAU	TETREAU'S MAPLE FARM, LLC	071824	PB Firewood	800.00	0.00		--/--/--
VLCT PROP	VLCT PROPERTY & CASUALTY INS.	INT445070924	Property & Casualty	2769.00	0.00		--/--/--
VMCTA	VMCTA	073124	Dues	70.00	0.00		--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC	082524	Electric Services	9717.35	0.00		--/--/--

08/02/2024

02:38 pm

City of Newport Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 08/05/24 To 08/05/24

stherrien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			33,564.03	16.93	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 \$ \*\*\*\*33,547.10  
 Let this be your order for the payments of these amounts.

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Fund Totals	Expenditures	Dis-Encumbrance
0	23,460.79	0.00
9	9,597.24	0.00
8	489.07	0.00
	33,547.10	0.00

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 7/23/24

Name(s) Victor Russell

Business Name Aladdin, LLC Phone # 802-275-2516

Address 1880 Mountain Rd. Unit 2 Stowe VT 05672

Date of Birth 7/15/1980

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 Aladdin, LLC  
1880 Mountain Rd., Stowe VT 05672

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

Vehicle Registration # 13700064 License Plate # KNM 783

Type of Goods Being Sold Middle Eastern Cuisine - All Vegan / Vegetarian

Description of Cart, Stand, or Vehicle 8' x 26' Food Truck

Proposed Location Gardner Park Green Space Adirondic Fair

Hours of operation 10Am - 4pm Days of operation 2 August 31<sup>st</sup>, 2024

MONTHLY (\$100/MTH)  WEEKEND (\$50/WKND)

Duration  1 YEAR (\$300)  6 MONTHS (\$200) \_\_\_\_\_ # OF MONTHS 1 # OF WEEKENDS

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

Insurance Information

Insurance Certificate Enclosed  City of Newport as certificate holder  
including  \$100,000 Liability for personal injury  \$25,000+ Property Damage

FOR OFFICE USE ONLY

Type of License Central  General  Vehicle

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

Temporary Issued \_\_\_\_\_ To \_\_\_\_\_

License Approved \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dated Valid \_\_\_\_\_ To \_\_\_\_\_ Notes \_\_\_\_\_

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 7/31/24

Name(s) Newport Downtown DWP

Business Name \_\_\_\_\_ Phone # 845-608-4056

Address P.O. Box 741, 194 MAIN ST. STE 213, NEWPORT

Date of Birth 5/19/24

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

If yes, please explain \_\_\_\_\_

Name, address, and phone # of current employer, if applicable N/A

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

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

Type of Goods Being Sold VARIETY OF GOODS SOLD OUT OF UP TO 13 VENDOR CARTS OWNED BY NDD

Description of Cart, Stand, or Vehicle each cart is 20" DEEP BY 4' WIDE BY 5'10" HIGH - STORED AT 150 MAIN ST.

Proposed Location ALONG EMPTY BLOCK - OR MUNICIPAL PARK for Special events

Hours of operation varied Days of operation varied

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

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

Insurance Information ACORD - Gen. Liability

Insurance Certificate Enclosed including  City of Newport as certificate holder  \$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 \_\_\_\_\_

September 28, 2022

MEMORANDUM

From: Richard Isabelle, Vice-President, NEKDC

To: Laura Dolgin, Newport City Manager

RE: NEKDC Request for Municipal Tax Stabilization

Dear Ms. Dolgin:

The Northeast Kingdom Development Corporation (NEKDC), a 501c3 non-profit development corporation, is requesting to utilize the City of Newport's adopted Industrial and Commercial Tax Stabilization Policy. As the new owner of 172 Bogner Drive, a 25-acre parcel with a vacant 43,875 sq. ft. former manufacturing facility, NEKDC is planning to rehabilitate and fit-up the long-vacant building for an expanding business in the area. Due to the condition of the property, NEKDC is requesting municipal tax stabilization as we are unable to rent the facility until renovations and fit-up are complete.

NEKDC has a \$2.06M renovation budget for the project. When renovations are completed to existing building, the facility will be leased to Track, Inc. a snow grooming equipment business currently located in Newport Center. Track, Inc. estimates that 22 jobs will be created and retained in Year 1, with 80 total jobs expected by Year 5. The project will improve the aesthetics of the 25-acre parcel and remedy the long-neglected building.

The project will not negatively impact municipal infrastructure or public safety. The project does meet all current local zoning requirements and will be applying for the appropriate local and state permits. NEKDC is in good standing with the City of Newport and State of Vermont with respect to taxes.

Included with this memorandum is a worksheet that follows the scoring criteria of the City's adopted policy. Also included is a project budget that identifies Sources and Uses and project expenses. Thank you very much for your consideration.

Sincerely,

Richard Isabelle  
Vice-President, NEKDC



## City of Newport – Industrial and Commercial Tax Stabilization Policy

3. **Eligibility** - all criteria a - f will be met by this project.

### 4. Gen. Criteria & Eligibility -

a. Renovations won't begin until after City Council meeting

b. No additions planned until after renovation of existing building but will likely happen in year 2 or so.

c. Increase in assessment will be likely after renovations are completed. NEKDC does have a 2021 appraisal that indicates value is less than the current assessment for the property.

d. Scoring:

1) Size = @43,875 sf (per appraisal report) = 3 - 4.5 = 4 = 11.5 points

2) Cost = \$2.06M renovation budget = 3 - 10 = 2 = 15 points

3) Machinery & Equipment - Tenant fit-up costs will easily exceed \$100,000 just for the new lifts-hoists and support structure that they will need = 4 points

4) Jobs – Year 1 (22) by Year 5 (80) = 0.4 points/Year for 240 points (Year 5)

5) Diversification – The business (industry) will employ less than 5% of the covered workforce in Orleans County. This would diversify the industrial employment base. = 5 points

6) Municipal Impacts - None expected. The building will be connected to the City's municipal water and wastewater systems. Bogner Drive does connect to Lake Road, so coordinating with the City of Newport for upgrading the road will be necessary.

7) Environmental Impacts – None.

8) Exclusionary Criteria – N/A

9) Historic Structures or Designated Downtown – 0 points

5. **Tax Stabilization Agreement structure** – The project would qualify for a five-year tax stabilization.

6. **Application and Approval** – NEKDC is appreciative of the City Council's consideration.

Sources and Uses Revise 9-7-22

	<u>CIP</u>	<u>Newport Development Grant</u>	<u>VEDA Loan</u>	<u>NCIC Loan</u>	<u>RCDI</u>	<u>TOTAL</u>
Acquisition		\$ 916,000				\$ 916,000
Environmental Remediation			\$ 70,000			\$ 70,000
Engineering		\$ 113,000	\$ 122,000		\$ 15,000	\$ 250,000
Roof				\$ 250,000		\$ 250,000
Landscaping			\$ 15,000			\$ 15,000
Floors				\$ 170,000		\$ 170,000
Ceiling and Paint			\$ 85,000			\$ 85,000
Heating and Cooling	\$ 232,468		\$ 59,532			\$ 292,000
Doors and Windows			\$ 60,000			\$ 60,000
Electrical			\$ 50,000			\$ 50,000
Equipment Removal			\$ 23,000			\$ 23,000
Contingency			\$ 441,468			\$ 441,468
Legal, Construction Management, Accounting, Interest, Taxes			\$ 339,532		\$ 10,468	\$ 350,000
<b>Total Costs</b>	<b>\$ 232,468</b>	<b>\$ 1,029,000</b>	<b>\$ 1,265,532</b>	<b>\$ 420,000</b>	<b>\$ 25,468</b>	<b>\$ 2,972,468</b>

**NEWPORT CITY COUNCIL MINUTES**  
**October 3, 2022**

A duly warned meeting of the Newport City Council was held on Monday, October 3, 2022, in the Council Room in the Newport City Municipal Building. Present were: Mayor Paul Monette, Council President John Wilson, Council Members Kevin Charboneau (by phone), Melissa Pettersson, and Christopher Vachon, City Manager Laura Dolgin, Assistant City Clerk/Treasurer Stacey Therrien, Fire Chief John Harlamert, and members of the press and public.

Mayor Monette called the meeting to order at 6:30 p.m.

**Approval of Minutes**

Mr. Wilson moved to approve the minutes of September 19, 2022. Seconded by Mr. Charboneau, motion carried unanimously.

**Comments by the Public**

None.

**Tax Stabilization Request for Approval:** Richard Isabelle, Vice-President of Northeast Kingdom Development Corp (NEKDC); Mike Desmaris, Track Inc.; Dave Snedeker, Executive Director of NVDA & a NEKDC Board Member.

Dave Snedeker stated that NEKDC closed on the Bogner Building last week from the EB-5 receivership. They will rehabilitate the long neglected vacant facility. Due to the conditions of the building, they are seeking to use the City of Newport's Industrial and Commercial Tax Stabilization Policy until the renovations and fit-up are complete. Once completed they will lease the building to Track Inc., a snow grooming equipment business. They estimate 22 jobs in year one with a total of 80 jobs by year five.

Motion made by Mr. Vachon to allow the use of the City's Tax Stabilization policy, seconded by Mr. Wilson. Motion approved with Mr. Charboneau abstaining.

**Proclamation for Childhood Cancer Awareness Week.**

The City of Newport proclaim October 23 through October 29, 2022, as Childhood Awareness week. Motion made by Mr. Vachon to accept the proclamation. Seconded by Mr. Charboneau, motion carried unanimously.

**New Business**

None.

City Manager ..... (802) 334-5136  
 334-3891  
 City Clerk/Treasure ..... 334-2112  
 334-3892  
 Public Works ..... 334-2124  
 Zoning Adm./Assessor ..... 334-6992  
 Recreation/Parks ..... 334-6345  
 Fax ..... 334-5632



**COPY**

City of Newport  
 222 Main Street  
 Newport, Vermont 05855

RECEIVED & RECORDED  
 On 12/29/10  
 At 2:30 P. M.  
 Book 15 Page 23-27  
 \_\_\_\_\_  
 City Clerk, City of Newport, VT

City of Newport, Vermont  
 Industrial and Commercial Tax Stabilization Policy  
 December 20, 2010

1. Statement of Purpose

One of the major objectives of the Newport City Council is to promote and encourage commercial and industrial development with the City of Newport. Tax stabilization is an incentive for businesses and or developers considering locating, relocating developing and expanding within the City of Newport or for business owners to aid new businesses moving into their building.

2. Authority to Grant Tax Stabilization

The authority to grant tax stabilization falls under Vermont State Statute 24 V.S.A. § 2741. Municipal corporations; property values fixed by contract. No tax stabilization agreement can be for more than 10 years as per statute and may only include the municipal portion of the taxes. If the commercial/industrial business wishes to have the state education tax stabilized it must apply for stabilization with the Vermont Economic Progress Council (VEPC).

3. Criteria and Eligibility for Tax Stabilization

In order for a project to qualify for tax stabilization it must meet the following criteria.

- a) Create new jobs.
- b) Create new commercial/industrial establishments or modify existing spaces.
- c) Improve aesthetics or eliminate blight on the exterior of an existing structure.
- d) Does not have a negative impact on municipal, public safety or infrastructure.
- e) Meets all current local zoning by-laws and pertinent state regulations.
- f) Applicant must be in good standing with the City of Newport, State of Vermont and the Internal Revenue Service with respect to all taxes and not under indictment, incarceration or parole.

#### 4. General Criteria and Eligibility

The following general and specific criteria shall be used by the City Council in making determinations on eligibility and application.

- a) All applications for tax stabilization shall be presented to the City Council prior to the commencement of construction (which shall include renovations, remodeling repairs, etc. in case of existing buildings).
- b) All additions to stabilized or non-stabilized buildings for which stabilization applications are received, shall be handled as new construction with only the addition considered.
- c) Owners of properly zoned existing buildings may seek stabilization of the increase in assessment of the building(s) resulting from repairs, renovations, or remodeling.
- d) In addition, the City Council must find that the project proposal shall receive a minimum score of 20 points based upon an evaluation by the City Council in accordance with the following scoring system:

1) Size:

1000 sq. ft minimum	3 points
For each additional 1000 sq. ft. up to 10,000 sq. ft. .5 points per 1000 sq. ft.	4.5 points max
Over 10,000 sq. ft. – 1 point per 10,000 sq. ft.	20 points max

2) Cost:

For new construction (building or addition)	
\$300,000 minimum construction cost (excluding land/utilities/site)	5 points
For each full \$100,000 additional up to \$1,000,000 add	1 point
Over \$1,000,000 add .5 points per million	20 points max
For renovations	
\$100,000 minimum cost (excluding utility and site work)	3 points
For each full \$100,000 additional up to \$1,000,000 add	1 point
Over \$1,000,000 add 1 point for every \$500,000	1 point

3) Machinery and Equipment:

Minimum cost new - \$100,000

4 points

For each full \$100,000 add

1 point

4) Jobs:

For each new permanent (excluding construction) job created (including retained jobs only if applicant certifies that jobs would be lost immediately if project is not completed).

3 points / job

For each job created which is 2 times the minimum wage prevailing in the state of Vermont add

2 points / job

5) Diversification:

If industrial start would, in the opinion of the City Council, diversify the industrial employment base\* OR new or expanded industry would create markets for or be a significant supplier to existing Orleans County area industries OR industry is identified as a "target industry" in the Newport City Municipal Plan add

5 points

*\*Generally, the diversification test is met if the proposed industry type currently employs less than 5% of the covered workforce in the Orleans County.*

6) Impacts – Municipal

If the project will, over the long run, demand unusual, excessive, or unreasonable burdens on City services for police, fire, water, sewer, traffic, or roadways, and no plan for compensation or mitigation is made between the developer and City deduct

<6 points>

7) Impacts - Environmental:

If the project will cause degradation to the physical and natural environment of the City through discharges to the air, water, or groundwater, or by emission of noise, dust, vibration, radio interferences, threat of chemical or biological release deduct

<2-8 points>

8) Exclusionary Criteria:

If the project is offensive to the public values or is contrary to the ordinances and by-laws of the City of Newport, is incompatible with the City Plan, or would create an unreasonable nuisance or disturbance to neighboring landowners, no tax stabilization shall be granted.  
Under normal circumstances retail trade will be allowed unless

it is a clear public nuisance.

9) Historic Structures or Designated Downtown

Projects involving the preservation of historic structures and or are located in the designated downtown will be awarded an additional 10 points.

5. Tax Stabilization Agreements may be structured as follows:

- a) Three year tax stabilization agreement for new or existing projects under \$1,000,000 based solely on the increase in assessed valuation due to the project:

Year 1: Taxed at 25% of the current assessed value of the real property  
Year 2: Taxed at 50% of the current assessed value of the real property  
Year 3: Taxed at 75% of the current assessed value of the real property  
Year 4: Taxed at 100% of the current assessed value of the real property

- b) Five year tax stabilization agreement for new or existing projects between \$1,000,000 and \$10,000,000 based solely on the increase in assessed valuation due to the project:

Year 1: Taxed at 10% of the current assessed value of the real property  
Year 2: Taxed at 20% of the current assessed value of the real property  
Year 3: Taxed at 40% of the current assessed value of the real property  
Year 4: Taxed at 60% of the current assessed value of the real property  
Year 5: Taxed at 80% of the current assessed value of the real property  
Year 6: Taxed at 100% of the current assessed value of the real property

- c) Ten year tax stabilization agreement for new or existing projects greater than \$10,000,000 based solely on the increase in assessed valuation due to the project:

Year 1: Taxed at 10% of the current assessed value of the real property  
Year 2: Taxed at 20% of the current assessed value of the real property  
Year 3: Taxed at 30% of the current assessed value of the real property  
Year 4: Taxed at 40% of the current assessed value of the real property  
Year 5: Taxed at 50% of the current assessed value of the real property  
Year 6: Taxed at 60% of the current assessed value of the real property  
Year 7: Taxed at 70% of the current assessed value of the real property  
Year 8: Taxed at 80% of the current assessed value of the real property  
Year 9: Taxed at 90% of the current assessed value of the real property  
Year 10: Taxed at 100% of the current assessed value of the real property

6. Application and Approval

- a) The applicant shall submit a letter of interest to the City Manager, prior to the start of the project and/or issuance of a zoning permit. The letter of interest must include project location, plans, estimated project cost, projected employment data and any other information that demonstrates the need for tax stabilization.

- b) Applicants for tax stabilization agreements will be invited to meet with the City Council to discuss any type of agreement before the applicant undertakes the construction of a new facility or the expansion of an existing facility. No retroactive agreements will be considered; however, applicants who commence construction of a new facility or the expansion or renovation of an existing facility during a given tax year shall be entitled to apply for stabilization prior to the start of the next tax year.
- c) The City Council shall be responsible for approving tax stabilization. All projects shall be required to obtain all applicable federal, state and local project permits.

7. Cancellation of Agreement

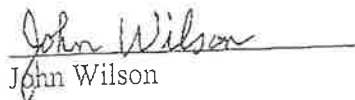
If prior to the termination of the stabilization agreement the property is used for other than commercial or industrial purposes the City shall have the right to cancel the agreement.

If all or part of the real property is transferred to a new owner, and that owner uses the property for other than commercial/industrial uses or there is a loss of jobs, the City shall have the right to cancel the agreement.

Such cancellations may result in the City seeking repayment of the full taxes which would have been billed without stabilization, less the amount actually paid during the actual period of stabilization, or imposing other remedies as described under the terms of the contract or by operation of law.

Approved this 20<sup>th</sup> day of December 2010 by the Newport City Council

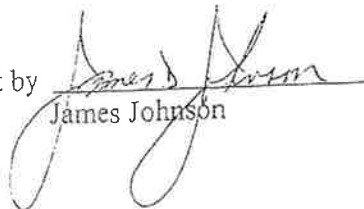
  
Paul I. Monette, Mayor

  
John Wilson

  
Richard Baraw

  
Timothy Delabruere

  
Denis Chenette

Attest by  City Clerk  
James Johnson



TOPO	UTILITIES	STRT./ROAD	LOCATION	DESCRIPTION	CURRENT ASSESSMENT
Rolling	All Public	Paved	Industrial	INDUSTR. IND LAND	Code 4000 Appraised Value 733,300 Assessed Value 733,300
				INDUSTR. IND LAND	Code 4000 Appraised Value 541,700 Assessed Value 541,700
				INDUSTR.	Code 4000 Appraised Value 25,000 Assessed Value 25,000
<b>SUPPLEMENTAL DATA</b>					
Other ID:	12	1	Tax Map Description	INDUSTRIAL	
Average	25.1 AC		THE WELLS TH-6		
Use code	1		Exemption	Homestead	
Residence	5				
Survey	025				
Total # lots					
Total Homestead Value: 1,300,000					
Total Homestead Value: 0					
Total Homestead Value: 0					



RECORD OF OWNERSHIP	BK-VOL/PAGE	SALE DATE	Q/H	W/I	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)
NORTHEAST KINGDOM DEVELOPMENT CORP	266/ 513	09/27/2022	U	1	950,000	10	Yr. Code Assessed Value
GOLDBERG MICHAEL RECEIVER	124044	07/05/2017	U	1	0	09	2018 4000 1,678,500
GSI OF DADE COUNTY INC	209/ 132	09/16/2011	Q	1	3,150,000	00	2018 4000 541,700
MULLEN JAMES & MARY ANN & BOGNER OF AMERICA INC	189/ 054	12/03/2007	Q	1	1,900,000	00	2018 4000 25,000
	055/ 005				0		
<b>TOTAL:</b>							<b>2,245,200</b>

EXEMPTIONS	Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.
					LO	CNB	1	1,500,000	0
<b>OTHER ASSESSMENTS</b>									
<b>TOTAL:</b> 2,245,200									

ASSESSING NEIGHBORHOOD	ASSESSING NEIGHBORHOOD	NOTES
NBHD/ SUB	NBHD NAME:	FRONT ADDITION=1991-1992
0001/A	STREET INDEX NAME:	MORE AOE ADDED FOR 9% CI.
	TRACING:	11/10/15 BOGNER DR GATED + LOCKED
	BATCH:	ANC BIO VERMONT COMING SOON
		4/17=VACANT BLDG

APPRaised VALUE SUMMARY	APPRaised VALUE SUMMARY
Appraised Bidg. Value (Card)	729,200
Appraised Xf (B) Value (Bldg)	48,200
Appraised OB (L) Value (Bldg)	25,000
Appraised Land Value (Bldg)	541,700
Special Land Value	0
Total Appraised Parcel Value	1,300,000
Valuation Method:	0
Exemptions	0
Adjustment:	0
Net Total Appraised Parcel Value	1,300,000

PERMIT ID	Issue Date	Type	Description	Amount	Issp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result
14-009	07/11/2014			0	06/09/2016	0	06/30/2016	84,934 SF medical manu	06/09/2016	SP		SP	P	Permit
2011 Appra	04/01/2011			0	06/30/2011	0	05/27/2010	2011 appeal	11/10/2015	PM		PM	P	Mesur+1 Visit
09-042	06/15/2009		Change of Use	350,000	05/27/2010	0	04/01/2005	change to office use	06/04/2015	SP		SP	P	Permit
04-004	01/08/2004		Change of Use	5,000	04/01/2005	100	04/01/1996	ADD FACTORY RETA	05/20/2010	SP		SP	P	Permit
95-055	06/10/1995		RENOVATE: 3,200 OI	375,000	05/06/1996	0	03/31/1992	ADD 3,000 WAREHOUSE	12/01/2007	BK		BK	T	Property Transfer
90-024	04/04/1990			900,000	05/04/1992	0								

Use	Description	Zone	Frontage	Depth	Home Stead %	House Site %	Units	Unit Price	Factor A	S	Acres	C	ST	S.I	Notes-Adj	Special Pricing	Adj. Unit Price	Land Value
1	FACTORY MDL-96	IND	0	0	0	0	130,680	SF	0.631	0.0000	5	1.0000	1.00	2.00	SITE=1.75:1		1.26	164,700
1	FACTORY MDL-96	IND	0	0	0	0	22.10	AC	19,166,001	0.0000	0	0.8900	1.00	0.00	EXP LIM BY TOPO		17,057.74	377,000
<b>TOTAL CARD LAND UNITS: 25.10 AC</b>																		
<b>PARCEL TOTAL LAND AREA: 25.1 AC</b>																		
<b>TOTAL LAND VALUE: 541,700</b>																		

BUILDING PERMIT RECORD	LANDLINE VALUATION SECTION

**CONSTRUCTION DETAIL**

**CONSTRUCTION DETAIL (CONTINUED)**

Element	Code	Ch. Description	Element	Code	Ch. Description
Style	96	Office/Warehs			
Model	96	Industrial			
Grade	05	Average			
Stories	1				
Occupancy	1				
Interior Wall 1	27	Pre-finish Metl			
Interior Wall 2					
Roof Structure	01	Flat			
Roof Cover	04	Tar & Gravel			
Interior Wall 1	01	Minimum/Masonry			
Interior Wall 2					
Interior Floor 1	06	Inhaid Sht Gds			
Interior Floor 2					
Heating Fuel	02	Oil			
Heating Type	04	Forced Air-Duc			
AC Type	03	Central			
Bldg Use	4000	FACTORY MIDL-96			
Total Rooms	00				
Total Bedrms	2				
Total Baths					
Window Type					
Insulated					
Heat/AC	00	NONE			
Frame Type	05	STEEL			
Baths/Plumbing	02	AVERAGE			
Ceiling/Wall	04	CEIL & MIN WL			
Rooms/Prns	02	AVERAGE			
Wall Height	14				
% Conn Wall	0				

**MIXED USE**

Code	Description	Percentage
4000	FACTORY MIDL-96	100

**COST/MARKET VALUATION**

Adj Base Rate:	24.18
Replace Cost	1,121,831
VY1B	1971
LY1B	1987
Dep Code	P
Remodel Rating	
Year Remodeled	
Dep %	30
Functional Obshc	0
External Obshc	5
Cost Trend Factor	1
Condition	
% Complete	65
Overall % Cond	729,200
Apprais Val	

**BUILDING HOMESTEAD/HOUSESITE**

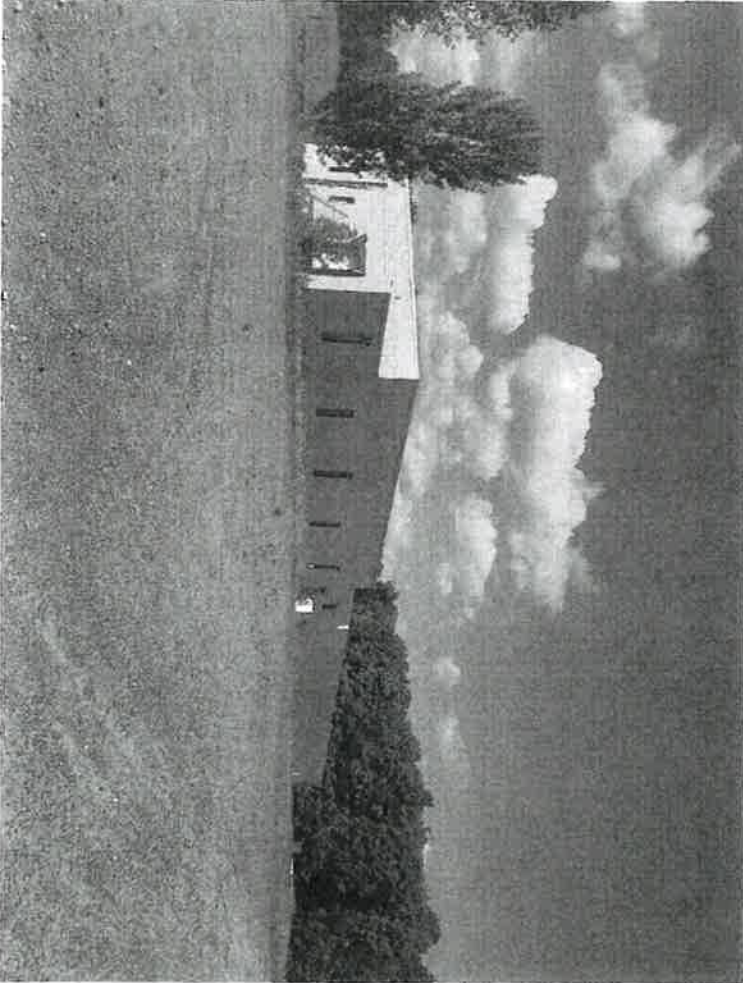
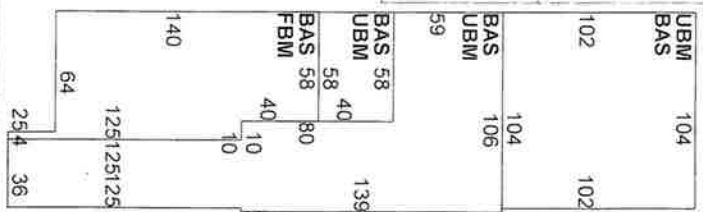
Homestead	N
Homestead %	0
HouseSite	N
HouseSite %	0

**OB-OUTBUILDING & YARD ITEM(S) / XF-BUILDING EXTRA FEATURES(B)**

Code	Description	Sub	Sub Description	Stead	House	House	Price	Yr	Code	Yr	Code	Yr	Code	Yr	Code	Yr	Code	Yr	
PAV1	PAVING-ASPH			0	0	1	20,000	1990											
SPR2	WE/VE-ONCE			0	0	B	3,321	1978											
SPR1	SPRINKLERS			0	0	B	61,740	1978											
ELEV3	ELEVATOR-C			0	0	B	2	13,000	1978										

**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Gross Area	Eff Area	Unit Cost	Indeprec Value
BAS	First Floor	36,742	36,742	36,742	24.18	888,422
FBA1	Basement, Finished	0	9,220	4,149	10.88	100,523
UBA1	Basement, Unfinished	0	27,522	5,504	4.84	133,087





Kittell Branagan & Sargent

*Certified Public Accountants*

Vermont License # 167

July 23, 2024

City of Newport, Vermont  
22 Main Street  
Newport, VT 05855

We are pleased to confirm our understanding of the services we are to provide for City of Newport, Vermont for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of City of Newport, Vermont as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Newport, Vermont's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Newport, Vermont's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Proportionate Share of the Net Pension Liability
- 4) Schedule of Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City of Newport, Vermont's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Newport, Vermont's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Newport, Vermont's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Newport, Vermont's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed

to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on July 23, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant

assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of City of Newport, Vermont in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We will also assist you in preparing the book depreciation schedules for the general fund as well as the water and sewer funds. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to City of Newport, Vermont; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kittell, Branagan & Sargent and constitutes confidential information.



However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kittell, Branagan & Sargent's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. The regulator or its designee may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Andrew M. Bachand, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 23, 2024.

Our fee for these services will be \$47,000 and an additional \$5,000 for the single audit. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered bi-weekly as work progresses and are payable on presentation. Work may be suspended if your account balance becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will have deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all unpaid invoices and any unbilled time expended and out of pocket expenditures through date of termination.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City council of City of Newport, Vermont. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to City of Newport, Vermont and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

KITTELL, BRANAGAN & SARGENT

Handwritten signature in cursive script that reads "Kittell Branagan Sargent".

RESPONSE:

This letter correctly sets forth the understanding of City of Newport, Vermont.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager ..... (802) 334-5136  
334-3891  
City Clerk/Treasurer ..... 334-2112  
334-3892  
Public Works ..... 334-2124  
Zoning Adm./Assessor ... 334-6992  
Recreation/Parks ..... 334-6345  
Fax ..... 334-5632



City of Newport  
222 Main Street  
Newport, Vermont 05855

TO: Jonathan Delabruere/City Manager  
FROM: Thomas L. Bernier/P.W. Director  
DATE: July 18, 2024  
RE: Paving Bids

Jonathan,

You should have received all three paving bid requests that I sent out to the local companies. I have Pike Industries and Gray's, but I haven't received Hutchins. I had a list of various streets that I want to pave, which was to include traffic control.

All three companies are competent to complete and do a good job with the streets we hope to pave. Bid should be based on per ton price to include traffic control

June 19, 2024

**2024 Street Paving List:**

Paving per ton cost to cover traffic control

		<u>Length-Width Est.</u>
Glen Road:	1 ¾" overlay	14,546' X 22'
West Main Street:	1 ¾" Overlay	3116' X 26'
Prouty Drive:	1 ¼" Overlay	2852' X 26'
Pleasant Street:	1 ¼" Overlay	1690' X 26'
Third Street:	1 ¼" Overlay	582' x 29'
Gardner Park Road:	1 ¼" Overlay	1100' X 30'

The City may pave all of these streets depending on tonnage cost and actual tonnage placed during paving.

City Manager ..... (802) 334-5136  
 334-3891  
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 Fax ..... 334-5632



City of Newport  
 222 Main Street  
 Newport, Vermont 05855

TO: Jonathan Delabruere/City Manager  
 FROM: Thomas L. Bernier/P.W. Director  
 DATE: August 1, 2024  
 RE: Equipment Purchases

Jonathan,

We have three equipment issues going on that I need to get approval from the city Council to address:

Gardner Park 2017 Ex mark z-turn mower: This mower needs a complete motor rebuild and the mowing deck. This work could all be handled by our mechanic, but timing of the mowing season hurts us since this is the most used mower at all our facilities.

We have \$10,000 in our current budget for recreation vehicles. There may also be monies in the assigned funds for last year. I would like to solicit for bids for a new machine asap and take the time to fix up the old one to sell for a better price.

1983 Eager Beaver equipment trailer: This trailer was not budgeted to be replaced but will not be able to be used for safety reasons or inspected because of a crack in the frame. We have equipment money in the general fund capital equipment that could be utilized.

This trailer also gets used by water and sewer and would normally be split three ways. The trailer we are looking at would be in the \$25,000 range. There where no funds allocated to the sewer and water budgets for this purchase.

2014 Ford F150: This pickup will not be able to be inspectable after February 2025. The cost of doing body work if you find someone available is becoming cumbersome. We just put \$10,000 into the City Landscapers ton truck for the exact type of body work excluding the rear bed. Like the trailer this pickup gets split between all three budgets. I wasn't aware of the extent of body work

needed and didn't budget in water and sewer for its replacement. These two items estimated cost to the water and sewer budgets would be around \$26,000 each.

I would like approval to go out for bids and to allow me to spend in the water and sewer budgets, by offsetting the cost somewhere within those budgets.