

**Council Minutes**  
**December 2, 2024**

A duly warned meeting of the Newport City Council was held on Monday, December 2, 2024. Present were Mayor Linda Sullivan, Council President Chris Vachon, council members Kevin Charboneau, Rick Ufford-Chase, Clark Curtis, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, Zoning Administrator Frank Cheney, Fire Chief Kevin LaCoss, Andrew Carbine, Jack Roberge, members of the Press and Public.

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

**Additions/Deletions to the Agenda**

Accounts Payable Warrant for December 2, 2024 and Special Events Permit for the Light Parade on December 14, 2024 were added to the agenda.

**Consent Agenda**

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

**Causeway Contract Modification No. 1 (attached)**

Mr. Vachon moved to approve the causeway contract modification no. 1. Seconded by Mr. Charboneau, motion carried unanimously.

**MVP Health Plan**

Mr. Roberge presented the MVP Health Plan for council approval. Mr. Vachon moved to approve the MVP Health Plan as presented. Seconded by Mr. Ufford-Chase, motion carried unanimously.

**Fire Department Personnel Matter 1 V.S.A. 313(a)(1)**

Mr. Vachon moved to enter executive session for a fire Department Personnel Matter. Seconded by Mr. Curtis, motion carried unanimously.

No Action

Mr. Ufford-Chase moved to hire a 40/hr. per week Administrative Fire Fighter. Seconded by Mr. Charboneau, motion carried unanimously.

### **Employee Evaluation of City Official 1 V.S.A. 313(a)(3)**

Mr. Curtis moved to enter executive session for City Official Evaluation and invite Frank Cheney into the session. Seconded by Mr. Vachon, motion carried unanimously.

No action

Mr. Ufford-Chase moved to establish an internal Grants Manager position with compensation of \$15,000 per year to cover the responsibilities of Grants Manager. Seconded by Mr. Curtis, motion carried unanimously.

Mr. Ufford-Chase moved to assign Frank Cheney the responsibilities of Internal Grants Manager effective immediately. Seconded by Mr. Vachon, motion carried unanimously.

### **Financial Discussion - Water and Sewer**

Mayor Sullivan discussed working on rate structures for meters, equitable rate structure for all water/Sewer users, how broken meters are identified and meter installation issues.

### **Comments by Members of the Public**

Joe Greaser commented on the Fire Dept. Administrator.

Jen Hopkins commented on the Personnel Policy.

### **New Business**

Mr. Vachon noted the Home Town holiday event on December 7<sup>th</sup>.

### **Old Business**

Mr. Charboneau asked about a member of the public working in the City Manager's office.

### **Next Meeting Date**

Mr. Curtis moved to set the next meeting for December 16, 2024. Seconded by Mr. Vachon, motion carried unanimously.

**Adjournment**

Mr. Vachon moved to adjourn at 8:36 PM. Seconded by Mr. Curtis, motion carried unanimously.

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

\_\_\_\_\_ Mayor

DRAFT

CITY OF NEWPORT  
**Causeway Traffic Signals Removal & Replacement**

**CONTRACT MODIFICATION #1**

It is hereby agreed by and between the municipality of the City of Newport, hereinafter referred to as the MUNICIPALITY, and Electric Light Company, Inc., hereinafter referred to as the CONTRACTOR, that the Construction Agreement dated September 21, 2023, as modified by Change Order #1 dated April 4, 2024, shall be modified as follows:

1. **MEASUREMENT AND PAYMENT (REVISED) Causeway Traffic Signal & Street Lighting Replacement Project** is hereby modified by modifying Payment Items 3A, 3B and 3C by replacing bullets (a)(1) through (a)(6) in the Basis of Payment section with the following:
  - (1) Payment of 25% of the Contract Unit Price will be paid upon the completion of the installation of the reinforced concrete foundations for the new traffic signal cantilever/mast arm poles and pedestal posts.
  - (2) Payment of 20% of the Contract Unit Price will be paid upon the completion of the installation of the new traffic signal cantilever/mast arm poles and pedestal posts.
  - (3) Payment of 10% of the Contract Unit Price will be paid upon the completion of the installation of new traffic signal and detector conduits and wiring not otherwise paid for under other Payment Items.
  - (4) Payment of 15% of the Contract Unit Price will be paid upon the completion of the installation of the installation of all new traffic signal hardware (signal heads, pedestrian signals, etc.) on the new traffic signal cantilever/mast arm poles and pedestal posts.
  - (5) Payment of 10% of the Contract Unit Price will be paid upon completion of the installation of new traffic signal vehicle detection equipment.
  - (6) Payment of 20% of the Contract Unit Price will be paid upon completion of the installation of the new traffic signal controller cabinets, all appurtenances contained therein, and all other equipment, labor and materials necessary to complete the new traffic signals and make them operational.
  - (7) Retainage of 10% will be withheld from the above partial payments as outlined in the above-referenced Construction Agreement.
  
2. This **Contract Modification** does not include any changes to the previously agreed upon Contract Sum, the Contract Time or Contract Completion Date.

Except as modified by this and all previous Contract Modifications and Change Orders, all other provisions of the original Construction Agreement dated September 21, 2023 shall remain in full force and effect.

**NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.**

CITY OF NEWPORT  
NEWPORT, VERMONT

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ELECTRIC LIGHT COMPANY, INC.  
CAPE NEDDICK, MAINE 03902

BY: \_\_\_\_\_

TITLE: Kenneth P. Miller - President

DATE: 11/22/2024