

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

**Newport City Council Meeting
Council Meeting Agenda
Monday, Mar 3, 2025, beginning at 6:00 p.m.
Newport City Council Room**

Google Meet joining info
Video call link: <https://meet.google.com/per-hcic-vex>
Or dial: (US) +1 669-220-6725 PIN: 298 692 296#

****Public Informational Meeting on the Articles to be Voted on at the Meeting****

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

James D. Johnson, City Clerk/Treasurer

1. Call the Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Consent Agenda
 - a. Regular meeting minutes of February 24 2025
 - b. AP Warrants
 - c. PR Warrants
 - d. Liquor Licenses / Vendor Permits / Special Events
4. Council Member Conflict of Interest Statement per Statute
5. Special Election - Discussion
6. Comments Members of the Public
7. New Business
8. Old Business
9. Set next meeting: Regularly Scheduled Council Meeting: March 17, 2025 at 6:00 p.m.
10. Adjourn

WARNING

City of Newport, Vermont

107th Annual Meeting

March 4, 2025

The legal voters of the City of Newport, County of Orleans, State of Vermont, are hereby notified and warned to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 4, 2025, beginning at 8:00 am, at which time the polls will open, until 7:00 pm, at which time the polls will close, to act on the following articles to be voted by Australian Ballot (Articles 1 through 16), and to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 4, 2025, at 8:00 pm to transact business on the following article not involving voting by Australian Ballot (Article 17):

The legal voters of the City of Newport, County of Orleans, State of Vermont, are further notified and warned that a public informational hearing to explain and discuss the Australian Ballot Articles set forth below (Articles 1 through 16) will be held on Monday, March 3, 2025, beginning at 6:00 PM, at the Newport Municipal Building, 222 Main St., in said City of Newport. The public may attend the informational hearing in person or on Zoom at the following information:

Video Link: meet.google.com/per-hcic-vex or dial: +1 669-220-6725, PIN 298692296

Article 1

To elect by Australian Ballot in accordance with provisions of the Charter of the City of Newport, Vermont as amended and Title 17 VSA, Chapter 55, Sec. 2630, the following officers: a Mayor for two years ensuing, two Council Members for two years ensuing, a City Clerk for three years ensuing, a City Treasurer for Three years ensuing, one Trustee to North Country Union High School District #22 for three years ensuing, two Trustees to Newport City School District for three years ensuing, a Constable for one year ensuing, and three Grand Jurors for three years ensuing.

Article 2

Shall the City compensate the Mayor and Council Members serving the City of Newport for the ensuing year as follows: for the Mayor Two Thousand Two Hundred Fifty Dollars (\$2,250), for the Council Member serving as Council President, Two Thousand Dollars (\$2,000), for the remaining Council Members, One Thousand Seven Hundred fifty dollars (\$1,750)?

Article 8

Shall the City of Newport, Vermont appropriate the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) to Orleans Essex VNA & Hospice, Inc. for the services of Skilled Nursing, Physical Therapy, Speech Therapy, Occupational Therapy, Medical Social Work, Licensed Nurse's Aids, Homemaker and Personnel Care Attendants, Hospice and Maternal Child Health Programs, and other community health programs provided by the agency and direct the City to assess a tax sufficient to pay the same?

Article 9

Shall the City of Newport, Vermont appropriate the sum of Eleven Thousand Dollars (\$11,000) to Rural Community Transportation (RCT) for services provided to the residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Article 10

Shall the City of Newport, Vermont appropriate the sum of Seven Thousand Dollars (\$7,000) to assist the Northeast Kingdom Council on Aging in providing services to older Vermonter's for the ensuing year and direct the City to assess a tax sufficient to pay the same?

Article 11

Shall the City of Newport, Vermont appropriate the sum of Four Thousand Eight Hundred Eighteen Dollars (\$4,818) to support Northeast Kingdom Human Services, Inc. a nonprofit 501-C3 organization, to assist in providing Psychiatric Mental Health Services to residents of Caledonia, Essex, and Orleans Counties and direct the City to assess a tax sufficient to pay the same?

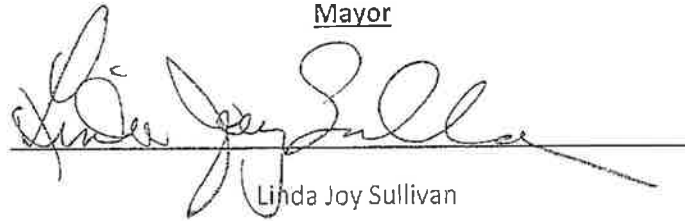
Article 12

Shall the City of Newport, Vermont appropriate the sum of Eight Thousand Five Hundred Dollars (\$8,500) to support Umbrella, Inc. in providing services to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Article 13

Shall the City of Newport, Vermont appropriate the sum of Three Thousand Dollars (\$3,000) to Northeast Kingdom Learning Services, Inc. to provide services to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Mayor



Linda Joy Sullivan

City Council

Kevin Charboneau



Clark Curtis



Christopher Vachon



Rick Ufford-Chase

City Clerk



James D. Johnson

The Municipal Building is Handicapped Accessible

WARNING

City of Newport, Vermont

107th Annual Meeting

March 4, 2025

The legal voters of the City of Newport, County of Orleans, State of Vermont, are hereby notified and warned to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 4, 2025, beginning at 8:00 am, at which time the polls will open, until 7:00 pm, at which time the polls will close, to act on the following articles to be voted by Australian Ballot (Articles 1 through 16), and to meet at the Newport Municipal Building, 222 Main St., in said City of Newport on Tuesday, March 4, 2025, at 8:00 pm to transact business on the following article not involving voting by Australian Ballot (Article 17):

The legal voters of the City of Newport, County of Orleans, State of Vermont, are further notified and warned that a public informational hearing to explain and discuss the Australian Ballot Articles set forth below (Articles 1 through 16) will be held on Monday, March 3, 2025, beginning at 6:00 PM, at the Newport Municipal Building, 222 Main St., in said City of Newport. The public may attend the informational hearing in person or on Zoom at the following information:

Video Link: meet.google.com/per-hcic-vex or dial: +1 669-220-6725, PIN 298692296

Article 1

To elect by Australian Ballot in accordance with provisions of the Charter of the City of Newport, Vermont as amended and Title 17 VSA, Chapter 55, Sec. 2630, the following officers: a Mayor for two years ensuing, two Council Members for two years ensuing, a City Clerk for three years ensuing, a City Treasurer for Three years ensuing, one Trustee to North Country Union High School District #22 for three years ensuing, two Trustees to Newport City School District for three years ensuing, a Constable for one year ensuing, and three Grand Jurors for three years ensuing.

Article 2

Shall the City compensate the Mayor and Council Members serving the City of Newport for the ensuing year as follows: for the Mayor Two Thousand Two Hundred Fifty Dollars (\$2,250), for the Council Member serving as Council President, Two Thousand Dollars (\$2,000), for the remaining Council Members, One Thousand Seven Hundred fifty dollars (\$1,750)?

Article 3

Shall the City of Newport, Vermont approve a budget of Five Million Two hundred Sixty Seven Thousand Seven Hundred Dollars and Twenty Cents (\$5,267,700.20) for the general operation and to cover liabilities of the City of Newport, Vermont, including amounts approved by the voters as appropriations or assessments, and authorize the City to assess a tax in addition to amounts the City is by Law authorized to assess, sufficient to provide funds for the same?

Article 4

Shall the voters of the Newport City School District authorize the Newport City School District approve the Newport City School Board to expend \$8,802,517, which is the amount the School Board has determined to be necessary for the ensuing fiscal year? The district estimates that this proposed budget, if approved, will result in per pupil education spending of \$14,757, which is 0.36% higher than per pupil education spending for the current year.

Article 5

Shall the voters of the Newport City School District authorize the Newport City School Board to transfer \$310,000, of unallocated, audited General Fund Balance to the Construction/Building Maintenance Fund from the 2023-2024 school year?

Article 6

Shall the voters of the City of Newport, Vermont appropriate the sum of Forty Nine Thousand Eight Hundred Forty Seven Dollars (\$49,847) to support recycling in the City of Newport, and direct the City to assess a tax sufficient to pay the same?

Article 7

Shall the City of Newport, Vermont appropriate the sum of One Hundred Ten Thousand Dollars (\$110,000) to help defray the operational expenses of the Goodrich Memorial Library and direct the City to assess a tax sufficient to pay the same?

Article 8

Shall the City of Newport, Vermont appropriate the sum of Seventeen Thousand Five Hundred Dollars (\$17,500) to Orleans Essex VNA & Hospice, Inc. for the services of Skilled Nursing, Physical Therapy, Speech Therapy, Occupational Therapy, Medical Social Work, Licensed Nurse's Aids, Homemaker and Personnel Care Attendants, Hospice and Maternal Child Health Programs, and other community health programs provided by the agency and direct the City to assess a tax sufficient to pay the same?

Article 9

Shall the City of Newport, Vermont appropriate the sum of Eleven Thousand Dollars (\$11,000) to Rural Community Transportation (RCT) for services provided to the residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Article 10

Shall the City of Newport, Vermont appropriate the sum of Seven Thousand Dollars (\$7,000) to assist the Northeast Kingdom Council on Aging in providing services to older Vermonter's for the ensuing year and direct the City to assess a tax sufficient to pay the same?

Article 11

Shall the City of Newport, Vermont appropriate the sum of Four Thousand Eight Hundred Eighteen Dollars (\$4,818) to support Northeast Kingdom Human Services, Inc. a nonprofit 501-C3 organization, to assist in providing Psychiatric Mental Health Services to residents of Caledonia, Essex, and Orleans Counties and direct the City to assess a tax sufficient to pay the same?

Article 12

Shall the City of Newport, Vermont appropriate the sum of Eight Thousand Five Hundred Dollars (\$8,500) to support Umbrella, Inc. in providing services to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Article 13

Shall the City of Newport, Vermont appropriate the sum of Three Thousand Dollars (\$3,000) to Northeast Kingdom Learning Services, Inc. to provide services to residents of the City of Newport and direct the City to assess a tax sufficient to pay the same?

Article 14

Shall the City of Newport, Vermont appropriate the sum of Two Thousand Dollars (\$2,000) to assist the Pope Memorial Frontier Animal shelter with it's commitments to rescuing, providing care for, and findings homes for unwanted pets and direct the City to assess a tax sufficient to pay the same?

Article 15

Shall the City of Newport, Vermont appropriate the sum of Four Thousand Dollars (\$4,000) to the Orleans County Historical Society to assist in maintaining the Old Stone House Museum and its educational programs, and direct the City to assess a tax sufficient to pay the same?

Article 16

Shall the City of Newport, Vermont appropriate the sum of Two thousand Dollars (\$2,000) to ConnectABILITIES, formally OCCA, for the purpose of supporting programs and activities which seek to provide support, advocacy, and community connections for individuals with developmental disabilities in Orleans County and direct the City to assess a tax sufficient tom pay the same?

The preceding articles will be voted upon at the Newport City Municipal Building using the Australian Ballot System. The polls will open at 8:00 am in the forenoon and close at 7:00 pm in the afternoon.

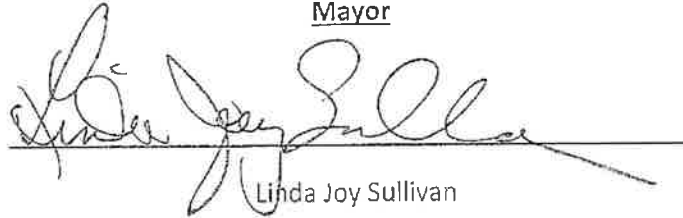
The Following article(s) will be voted upon at the same place beginning at 8:00 pm in the evening.

Article 17

To act on any other business that may legally come before the 107th Annual meeting of the City of Newport, Vermont.

The legal voters of the City of Newport are further notified that voter qualification, registration, and absentee voting, related to said Annual Meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statues Annotated.

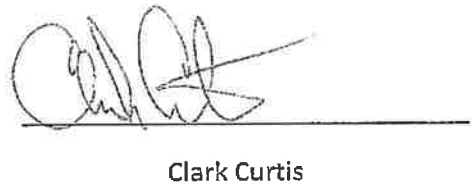
Mayor



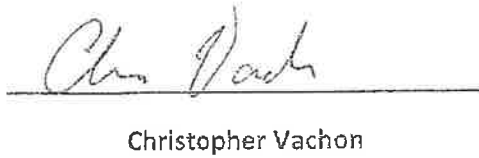
Linda Joy Sullivan

City Council

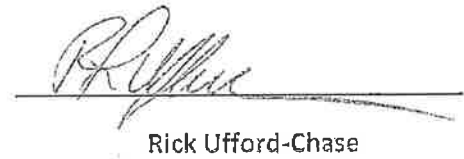
Kevin Charboneau



Clark Curtis

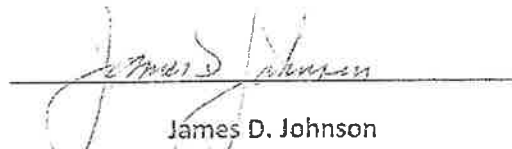


Christopher Vachon



Rick Ufford-Chase

City Clerk



James D. Johnson

The Municipal Building is Handicapped Accessible

NEWPORT CITY COUNCIL MINUTES

February 24, 2025

A duly warned meeting of the Newport City Council was held on Monday, February 24, 2025, in the Council Room in the Newport City Municipal Building. Present were: Mayor Linda Sullivan, Council President Chris Vachon, Council Members Kevin Charboneau, Rick Ufford-Chase, and Clark Curtis, Police Chief Travis Bingham, Public Works Director Tom Bernier, Fire Chief Kevin Lacoss, Assistant City Clerk/Treasurer Robyn Churchill, members of the Fire Dept, and members of the press and public.

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

Additions/Deletions to the Agenda

Deletions: Item number 6

Change wording: Item number 21

From-Set next meeting: Regularly Scheduled Council Meeting: March 3, 2025

To-Set next meeting: Annual Public Informational Hearing followed by Council Meeting: March 3, 2025

Additions: Payroll Warrant for February 20, 2024, Accounts Payable Warrant for February 21, 2024, and two coin drop requests for American Legion Post 21 Auxiliary on October 4, 2025 and American Legion Post 21 for August 8, 2025.

Council President Chris Vachon presented a plaque to Mayor Sullivan in recognition of her time as Newport's Mayor.

Consent Agenda

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

Contract for Services City of Newport and New England Municipal Consultants Ltd-Ratification

Mr. Vachon moved to ratify the Mayor's signature on the contract for services City of Newport and New England Municipal Consultants Ltd. Seconded by Mr. Curtis, the motion carried unanimously.

Grant Agreement Resolution – Single Grantee

Ms. Carter Finegan from NVDA spoke regarding the PM-1 form with updated contact information and the remaining course to settle the grant.

Mr. Vachon moved the Council approve the Grant Agreement Resolution- Single Grantee, Form PM-1. Seconded by Mr. Ufford-Chase, the motion carried unanimously.

Approval of Funding Strategy Developed by NDD with NCIC/NHCLF to help with costs of Contracts Related to the TIF District Application.

Mayor Sullivan spoke regarding progression to date including an approved contract with White & Burke and the MOU with NDD.

Mr. Ufford-Chase moved the City Council approve the funding strategy developed by Newport Downtown Development with NCIC/New Hampshire Community Loan Fund to help with the costs of contracts related to the TIF District Application, which includes authorization for NDD to pursue a \$25,000 proposal to the

NCIC/NHCLF Small Business Professional Assistance Program, 70% of which would be paid by the grant with a 30% match of \$7,500 from the Walmart Funds. Seconded by Mr. Vachon, the motion carried unanimously.

Mr. Ufford-Chase moved the City Council approve the funding strategy developed by Newport Downtown Development with NCIC/NHCLF to help with the costs of contracts related to the TIF District Application, which includes authorization for NDD to pursue a USDA RBDG proposal that Newport Downtown Development will prepare for submission by February 28, 2025 to pay for up to 74% of the remaining costs (estimated at \$200,000 to \$250,000) associated with the TIF application, 26% of which will be a match provided by the Walmart Funds. Seconded by Mr. Vachon, the motion carried unanimously.

Form PVR-4155 Certificate – No Appeal or Suit Pending

In Mr. Cheney's absence, the Mayor advised that this is a form which certifies there are no appeal or suit pending for actions to recover taxes and which will be attached to the final grand list.

Mr. Vachon moved to have the Council sign Form PVR-4155 Certificate - No Appeal or Suit Pending. Seconded by Mr. Curtis, the motion carried unanimously.

Assistant Fire Chief Appointment- Executive Session 1 VSA § 313(a)(1)(F)

Mr. Vachon moved to enter executive session to discuss the appointment of the Assistant Fire Chief and invite the Fire Chief and members of the Fire Department into that executive session. Seconded by Mr. Ufford-Chase, the motion carried unanimously.

No action was taken.

Mr. Vachon moved to appoint Andrew Carbine as Second Assistant Fire Chief, effective immediately. Seconded by Mr. Curtis, the motion was carried unanimously.

Grant Update

No discussion as Mr. Cheney was unavailable.

CSO Loan Signed Document and Supporting Information

Mayor Sullivan made the Council aware that this document goes back to Aldrich & Elliott and keeps getting renewed and that the current renewal was signed off by the Treasurer. Mr. Bernier said the initial one was to do the engineering for the Bluff Road pump station and this addition is to do the engineering so we can utilize the ARPA funds for CSO projects to do the siphon across the river and to line the pipe through Gardner Park soil.

White & Burke Decision Making – Team Leadership Picks/Conflicts of Interest

Mayor Sullivan spoke regarding the upcoming discussions, assignments from the City and through NDD, working with Brian Gray on the TIF, and the need for the established process to continue after the upcoming election.

Mr. Vachon moved that regarding White & Burke decision making, team leadership and picks and who is going to be working within the City, that it is the Mayor and the President of the Council who are the communicators and make those decisions. Seconded by Mr. Curtis, the motion carried unanimously.

Renewal of Casella SWIP Agreement

Mr. Vachon moved to approve the renewal of the Casella SWIP Agreement. Seconded by Mr. Charboneau, the motion carried unanimously.

Broken Meter and Other Meter Issues

Mayor Sullivan noted that currently there are no ramifications for broken meters which are not being allowed to be fixed. Discussion around a formal letter being created and available that identifies the ramifications if there is no response and the meter is not fixed were had. The Mayor will obtain several formats of such a letter, give them to the Treasurer and noted that this issue needs to be brought back for further consideration as it is a problem.

Memorandum of Understanding Between City of Newport, Vermont and the American Federation of State, County and Municipal Employees, Council 93, Local 2413, AFL-CIO

Mr. Vachon moved to authorize the Mayor to sign the Memorandum of Understanding Between City of Newport, Vermont and the American Federation of State, County and Municipal Employees, Council 93, Local 2413, AFL-CIO. Seconded by Mr. Curtis, the motion carried unanimously.

Employee Evaluation – Executive Session (1 VSA § 313(a)(1)(E))

Removed from consideration.

Newport City Armory Potential Vote – Potential Executive Session (1 VSA § 313(a)(1)(F) and/or §313(a)(2))

Mr. Vachon moved to enter executive session regarding the Newport City Armory. Seconded by Mr. Ufford-Chase, the motion carried unanimously.

No action was taken.

Mr. Vachon made the motion to approve the Mayor to sign the Purchase of Sales-Right of First Refusal for the Armory property at 540 Union Street. Seconded by Mr. Charboneau, the motion carried unanimously.

Comments by the Public

Anne Chiarello commented on no vote for the W/S budget and performance of current and future Mayor and Council.

Pam Ladds commented on Town Meeting.

Jennifer Bjurling commented on the memorandum of understanding with the union.

Laurie Grimm thanked members of the Council and Mayor for their hard work.

Jennifer Hopkins thanked the City Council Members for all they have done and commented on the need for continuation of work on W/S budget, personnel policy, and other items.

New Business

Mr. Curtis thanked the Mayor for her 18 months of service.

Mr. Curtis addressed a false allegation against him.

Old Business

Mayor Sullivan confirmed that the Annual Report and Financial Audit Report are available on the website.

Mayor Sullivan thanked everyone for their support and noted that the current group of people and those who will be stepping up to fill these seats are doing their best for the interest of the City.

Mayor Sullivan spoke regarding the audit and the criteria for an audit.

Next Meeting

Mr. Vachon moved to set the Annual Public Informational Hearing followed by a Council Meeting for March 3, 2025. Seconded by Mr. Curtis, the motion carried unanimously.

Adjournment

Mr. Carboneau moved to adjourn the regular Council meeting at 7:44pm. Seconded by Mr. Vachon, the motion carried unanimously.

Attested _____ **This** _____ **Day of** _____ **2025.**

Mayor

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2024, grand list of City of Newport, Vermont.

Given under our hands at Newport, in the County of Orleans, State of Vermont, this 17 day of February, 2025.

Listers

Francis Henry

Selectboard

Lizbeth Sulem, mayor

Chris Vard

[Signature]

[Signature]

[Signature]

Attested this 24th day of February, 2025.

[Signature], Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

32 V.S.A. § 4157. Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

[Home \(/DLLLicenseManagement/s/\)](#)

Application

DLL - Application - 53697

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id

DLL - Application - 53697

Business Entity Name

B and C Enterprises LLC

Applicant Email

[bandcenterprisesllc@yahoo.com \(mailto:bandcenterprisesllc@yahoo.com\)](mailto:bandcenterprisesllc@yahoo.com)

Business Entity Phone

(802) 334-5510

Renewal Application

Foundational License

[LP-017022 \(/DLLLicenseManagement/s/detail/a5AtC000000CosFEAS\)](#)

Town Fee

70

Application Fee

70.00

License/Permit Location Description

Designated Caterers Details

Days Since Last Modified

2

Estimated time period for alcohol

Name and address from whom you purchase

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ¹URL for Duties ¹

Send Approval Email

Location Details

Physical Location Name ¹

Buzzy's Beverage

Physical Location Street 1

100 East Main St

Physical Location Street 2/Unit/Suite

Physical Location City/Town

Newport City

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Newport City

Application Type ¹

License

Application Category

Second Class

Application For

Second Class License

Historical Id

SECN

Holding Tobacco Licence

Not Holding Tobacco License

Applicant Action Comments

Town User Approval/Rejection Comments

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

Location

[LN-019033 \(/DLLLicenseManagement/s/detail/a0AtC000002ZNirFAO\)](#)

Address of warehouse located in Vermont:

Name Address of Vermont Wholesale Dealer