

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 17, 2025, beginning at 6:00 p.m.
Newport City Council Room**

Google Meet joining info

Video call link: <https://meet.google.com/uif-pzok-tns>

Or dial: (US) +1 260-351-1079 PIN: 936 885 109#

Rick Ufford-Chase - Mayor, Kevin Charboneau - Council, Carter Finegan - Council, Andrew Touchette - Council, 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 March 3 2025, March 4 2025, and March 10,
 - b. AP Warrants 03/07/25 and 03/14/25
 - c. PR Warrants 03/06/25
 - d. Liquor Licenses / Vendor Permits / Special Events
 - i. Northeast Pizza Enterprises Inc.
4. Department Orientation for New Council Members (No materials provided)
5. Proposal from Rec Department for Food Shelf (Potential Vote)
6. Annual Appointments - see attached worksheet (draft form)
7. Appointments to Special Task Force for Water and Sewer and Special Task Force for Financial Reporting and Fiscal Practices: Possible Executive Session - 1 V.S.A. § 313(a)(3)
8. Update on Bonds for Mayor and Council
9. Comments Members of the Public
10. New Business
11. Old Business
12. Set next meeting: Special Called meeting of the Newport City Council, March 20, 2025 6:00 p.m.
13. 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

March 3, 2025

A duly warned meeting of the Newport City Council was held on Monday, March 3, 2025 in the Council room in the Newport Municipal Building immediately following a public informational meeting. Present were council President Chris Vachon, council members Kevin Charboneau, Clerk Curtis, Rick Ufford-Chase, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, Rep. Woodman Page, members of the Press and Public. Mayor Sullivan was absent.

Council President Chris Vachon called the meeting to order at 6:38 pm.

Additions/Deletions to the Agenda

Mr. Vachon added the warrant of February 28, 2025.

Consent Agenda

Mr. Charboneau moved to accept the consent agenda as presented. Seconded by Mr. Ufford-Chase, motion carried unanimously.

Council Member Conflict of Interest Statement (attached)

Mr. Ufford-Chase provided a conflict of interest disclosure statement for the record.

Special Election Discussion

The council discussed a possible special Election to fill a vacant council seat. Mr. Johnson felt the earliest date for the election would be April 29, 2025

Comments by the Public

None

New Business

Mr. Curtis thanked Mr. Vachon for his years of service to the city.

Old Business

None

Next Meeting Date

Mr. Curtis moved that the next regular council meeting would be on March 17, 2025. Seconded by Mr. Charboneau, motion carried unanimously.

Adjournment

Mr. Charbonneau moved to adjourn at 6:43 pm. Seconded by Mr. Ufford-chase, motion carried unanimously.

Attested _____ This _____ Day of March 2025

_____ Mayor

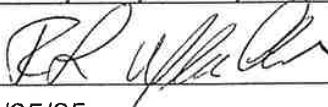
**DISCLOSURE OF CONFLICT OF INTEREST AS REQUIRED BY THE VT CODE OF ETHICS
TO BE FILED ONLY IF A PUBLIC SERVANT CHOOSES TO ACT**

PUBLIC SERVANT INFORMATION	
Name and title/position of public servant:	Rick Ufford-Chase
Agency/Department:	Newport City Council
Office Phone:	845 608 4056
Office E-mail:	rick.uffordchase@newportvermont.org
<p>In my capacity as a public servant, I am expected to take certain action(s) in the performance of my official duties. Under present circumstances, a reasonable person could conclude that I am, or will be, confronted with a conflict of interest in the performance of these duties.</p> <p>A conflict of interest is defined as a direct or indirect interest in the outcome of a matter pending before me, or the public body in which I serve, that is greater than that of another person generally affected by the outcome of the matter. The interest can be my own, that of an immediate family or household member, or of a business associate.</p> <p>I am filing this disclosure form to disclose the facts surrounding this potential conflict of interest, and to explain why, despite the conflict, I choose to take official action.</p>	
CONFLICT OF INTEREST INFORMATION	
<p>Briefly state the nature of the conflict (including identities of all potentially affected parties or properties, whether the conflict is ongoing or a one-time event, potential or perceived benefits, and any other relevant information).</p>	<p>At the City Council meeting on Feb 24, 2025, There were two matters before the Council regarding the work that Newport Downtown Development, the nonprofit agency I direct, is doing on behalf of the City. The first regarded a funding strategies to seek funds through NCIC/NHCLF to support the the initiation of work for which the City has contracted with White and Burke to develop a TIF District Application, and the second is for NDD to pursue a USDA RBDG grant to fund a significant portion of the rest of the work that White and Burke and related entitites will need to do to complete that application over the coming year.</p> <p>At the Mayor's request, I explained the two strategies to the Council and made a separate motion regarding each of those strategies. I then participated in the unanimous vote to authorize NDD to pursue each of the strategies. There is no potential material benefit to me personally or to Newport Downtown Development. In fact, NDD is doing this work on behalf of the City and with no administrative fee beyond the annual support of \$30,000 that the organizations receives from the City.</p> <p>The second matter was simply to codify that the formal relationship between the City and White and Burke is to be handled by the Mayor, the President of Council, or by the Council's designee. Here as well, I chose not to recuse myself because there is no potential benefit to me personally or to Newport Downtown Devp.</p>
<p>Explain your relationship to the person or organization at issue.</p>	<p><input checked="" type="checkbox"/> Self</p> <p><input type="checkbox"/> Immediate family member</p> <p><input checked="" type="checkbox"/> Business I am associated with</p> <p><input type="checkbox"/> Business a family member is associated with</p> <p><input type="checkbox"/> Business partner</p> <p><input type="checkbox"/> Property I own or co-own</p> <p><input type="checkbox"/> Property owned or co-owned by a family member</p> <p><input type="checkbox"/> Other [Explain]:</p>

<p>State the action(s) you intend to take, and how your action(s) may affect the person or organization at issue.</p>	<p>I chose to vote in favor of both actions explained above.</p>
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- | | |
|---|---|
| <p>Explain why, despite the relationship, you will act on the matter (Check at least one box)</p> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The conflict is de minimis in nature <input type="checkbox"/> My action on the matter is ministerial or clerical <input checked="" type="checkbox"/> My action will not benefit me [or the person or organization at issue] any more than others who are generally affected by the outcome of the matter <input type="checkbox"/> The conflict is amorphous, intangible, or speculative <input type="checkbox"/> I cannot legally or practically delegate the matter to another person <input type="checkbox"/> I have received advice from the Ethics Commission that permits my action(s) <input type="checkbox"/> Other [Explain]: |
|---|---|

Confirmation and Signature

Confirmation	<input checked="" type="checkbox"/> This disclosure fully discloses the nature of my conflict of interest. Taking into account the facts that I have disclosed above, I believe that I nonetheless can perform my official duties objectively and fairly, and in the best interest of the State.
Public servant signature:	
Date:	2/25/25

Attach additional pages if necessary.

Annual Meeting Minutes

March 4, 2025

The 107th Annual Meeting of the City of Newport, VT. Was held on Tuesday, March 4, 2025 in the Newport Municipal Building beginning at 8:00 am.

Articles 1 thru 16 were voted on by Australian ballot. North Country Union High School District Articles 4 & 7, North Country Union Junior High School District Articles 5 & 6 were voted on by paper ballot. The polls opened at 8:00 am and closed at 7:00 pm.

NCUHSD Articles 4 & 7 passed, NCUJHSD Articles 5 & 6 passed, Newport City Articles 1 thru 16 passed. Article 17 any other business was address in the Newport Municipal Building starting at 8:00 pm. Present were Council President Chris Vachon, Council Members-Kevin Charboneau, Clark Curtis, Rick Ufford-Chase, City Clerk/Treasurer James Johnson and members of the Press and Public.

Mr. Vachon continued the Annual Meeting at 8:00 pm.

City Clerk James Johnson read the results for city offices.

For Mayor (vote for 1)

Rick Ufford-Chase	427*
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For City Council (vote for 2)

Clark Curtis	167
Carter Finegan	301*
Carl King	130
Adam Ortiz	49
Andrew Touchette	345*

For City Clerk (vote for 1)

James Johnson 484*

For City Treasure (vote for 1)

James Johnson 476*

For City School Trustee (vote for 2)

Mary Ellen MaClure 448*

For Trustee to Union

School District #22 (vote for 1)

Christopher Royer 460*

No one was elected to the offices of City school Moderator, Grand Juror, or Constable.

Article 17

Other business to legally come before the Annual Meeting.

None.

Adjournment

Mr. Charboneau moved to adjourn at 8:09 pm. Seconded by Mr. Ufford-chase, motion carried.

Attested _____ this _____ Day of March 2025

_____ Mayor

558 Voters

**OFFICIAL BALLOT
107TH ANNUAL MEETING
CITY OF NEWPORT, VERMONT
MARCH 4, 2025**

FOR MAYOR		REJECTS	WRITE-INS	MACHINE	TOTAL
for Two Years	Vote for One	TOTAL		TOTAL	
RICK UFFORD-CHASE	<input type="radio"/>	6		421 ✓	
(Write-in)	<input type="radio"/>	1		62	
BLANK	<input type="radio"/>	2		66	
FOR CITY COUNCIL					
for Two Years	Vote for Two				
CLARK CURTIS	<input type="radio"/>	4		167	
A. CARTER FINEGAN	<input type="radio"/>	4		301 ✓	
CARL P. KING	<input type="radio"/>	4		186	
ADAM ORTIZ	<input type="radio"/>			49	
ANDREW TOUCHETTE	<input type="radio"/>	2		315 ✓	
(Write-in)	<input type="radio"/>			2	
BLANK	<input type="radio"/>	4		95	
FOR CITY CLERK					
for Three Years	Vote for One				
JAMES D. JOHNSON	<input type="radio"/>	9		484 ✓	
(Write-in)	<input type="radio"/>			7	
BLANK	<input type="radio"/>			52	
FOR CITY TREASURER					
for Three Years	Vote for One				
JAMES D. JOHNSON	<input type="radio"/>	8		416 ✓	
(Write-in)	<input type="radio"/>			10	
BLANK	<input type="radio"/>	1		61	
FOR CITY SCHOOL TRUSTEE					

558 Voters

OFFICIAL BALLOT 107TH ANNUAL MEETING CITY OF NEWPORT, VERMONT MARCH 4, 2025

		Reject Total	Machine Total	Grand Total
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)?	YES	9	466	475
	NO		78	78
	BLANK SPOILED		5	5
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?	YES	4	371	375
	NO	4	161	171
	BLANK SPOILED	1	11	12
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 \$6,802,517, which is the amount the School Board has determined to be necessary for the ensuing fiscal year? The district certifies 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.	YES	4	323	329
	NO	4	186	190
	BLANK SPOILED	1	8	9
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?	YES	2	421	423
	NO	1	113	116
	BLANK SPOILED		4	4
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?	YES	7	403	410
	NO	2	143	144
	BLANK SPOILED		4	4
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?	YES	7	429	436
	NO	2	104	106
	BLANK SPOILED		6	6
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 Aides, Homebased and Per wound 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?	YES	7	427	434
	NO	2	63	67
	BLANK SPOILED		4	4
Article 9 Shall the City of Newport, Vermont appropriate the sum of Eleven Thousand Dollars (\$11,000) to Rural Community	YES	2	445	453
	NO	1	94	98

Wester 174

OFFICIAL BALLOT

NORTH COUNTRY UNION HIGH SCHOOL DISTRICT
 MARCH 4, 2025

<p>ARTICLE IV Shall the voters of the North Country Union High School District approve the school board to expend \$3,213,400, which is the amount the school board has determined to be necessary for the ensuing fiscal year? The North Country Union High School District estimates that this proposed budget, if approved, will result in per pupil education spending of \$12,700, which is 0.35% higher than per pupil spending for the current year.</p>	<p>IN FAVOR 5 238 10 12 315</p>	<p>OPPOSED 235 144 30 39 223</p>
<p>ARTICLE V Shall the voters of the North Country Union Junior High School District approve the school board to expend \$6,955,000 which is the amount the school board has determined to be necessary for the ensuing fiscal year? The North Country Union Junior High School District estimates that this proposed budget, if approved, will result in per pupil education spending of \$13,391, which is 6.36% higher than per pupil spending for the current year.</p>	<p>IN FAVOR 6 258 15 13</p>	<p>OPPOSED 11 34 24 226</p>
<p>ARTICLE VI Shall the voters of the North Country Union Junior High School District approve the Board of School Directors to place \$225,000 of undesignated FY2024 fund balance from the general fund operations in the Building Maintenance Reserve fund?</p>	<p>IN FAVOR 23 208 42 45</p>	<p>OPPOSED 7 10 15 15</p>
<p>ARTICLE VII Shall the voters of the North Country Union Junior High School District approve the Board of School Directors to establish and place \$250,000 of undesignated FY2024 fund balance from the general fund operations to an equity fund?</p>	<p>IN FAVOR 17 258 28 32</p>	<p>OPPOSED 4 108 21 146</p>

Wester

Council Minutes

March 10, 2025

A duly warned meeting of the Newport City Council was held on Monday, March 10, 2025 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, Council Members Kevin Charboneau, Andrew Touchette, A. Carter Finegan, City Clerk/Treasurer James Johnson, Recreation Director Michael Brown, Police Chief Travis Bingham, Public Works Director Thomas Bernier, Zoning Administrator Francis Cheney, members of the Press and Public.

Mayor Ufford-Chase called the meeting to order at 6:00 pm.

Additions, Changes, and Deletions to the Agenda

None

Consent Agenda

Tabled until the next regular council meeting.

Council introductions

Each council member introduced themselves and gave a brief statement on why they ran for office.

Council Review of Legal Matters with Legal counsel 1 V.S.A. 313(a)(1) (F)

Mr. Charboneau moved to find that premature general public knowledge of the City's attorney client communications would clearly place the council at a disadvantage by disclosing the City's privileged attorney-client communications and potentially waving said privilege. Seconded by Mr. Touchette, motion carried.

Ms. Finegan moved to enter executive session to discuss confidential attorney –client communications with the City Attorney for the purpose of providing professional legal services and invite the city attorney into executive session pursuant to 1 V.S.A. 313 (a)(1)(F). Seconded by Mr. Charboneau, motion carried.

No action.

Grant Agreement Resolution-Single Grantee-Gardner Park Improvement

Mr. Touchette moved to approve the Grant Agreement Resolution – Single- Grantee- Gardner Park Improvements, Seconded by Mr. Charboneau, motion carried. Mr. Charboneau, Mr.Touchette and Mayor Ufford-Chase voter in favor of the motion.

Resolution Authorizing Mayor Ufford-Chase to Act as Authorized Agent for the City of Newport.

Ms. Finegan moved to authorize Mayor Ufford-chase to act as authorized agent for the City of Newport. Seconded by Mr. Touchette, motion carried.

Special Task Force on Water and Sewer

Mr. Touchette moved to establish a Special Task Force on water and sewer as amended with letters of interest received by Friday, March 14, 2025. Seconded by Mr. Charboneau, motion carried.

Special Task Force for Financial Reporting and Fiscal Practices

Mr. Charboneau moved to establish a Special Task force as amended to be called Financial Reporting and Fiscal Practices. Seconded by Ms. Finegan, motion carried.

Council Assignments

The council discussed appointed city positions

Financial and Office Admin. Position

Mr. Touchette moved to ask Chris Vachon to serve as a volunteer to help with creating council packets and posting warnings and minutes appropriately for up the three months until we have filled the Financial and Office Administrator position and that person has been oriented to those tasks appropriately. This would not include access to any confidential materials that the council would consider in executive session. Seconded by Mr. Charboneau, motion carried.

Process to fill Empty Council Seat – to appoint or call a Special Election

Mr. Johnson presented a petition to hold a special election that was received today.

Mr. Touchette moved to appoint a person to fill the vacant council seat until a special election is held. Letters of interest and a brief resume should be filed with the City Clerk by March 20, 2025. Seconded by Mr. Charboneau, motion carried.

Mr. Charboneau moved to hold a Special Meeting on March 20, 2025 to appoint a person to fill the vacant seat on the council until the next election. Seconded by Mr. Touchette, motion carried.

Ms. Finegan moved to hold a Special election on May 6, 2025 to fill the vacant council seat. Seconded by Mr. Charboneau, motion carried.

Invitation to Council to Request Items be placed on Council Agenda

The Mayor requested that any item to be placed on the agenda be submitted by mid-week of the week before the next meeting.

Agree to Hold a Special Meeting on March 31, 2025

The council agreed to hold a special meeting on March 31, 2025 and cancel the regular meeting scheduled for April 7, 2025 to accommodate the mayor's travel schedule.

Public Comment

Ann Chiarello commented on generally including the public on city business.

Jennifer Bjurling thanked the new council members for running.

Old Business

None

New Business

Mayor Ufford-Chase read a statement (attached)

Next Meeting Date

Mr. Charboneau moved to set the next council meeting for March 17, 2025. Seconded by Mr. Touchette, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 8:20 pm. Seconded by Mr. Touchette, motion carried.

Attested _____ this _____ Day of _____ 2025

_____ Mayor

Authorizing Resolution

A Resolution Authorizing Rick Ufford-Chase, Mayor of Newport, to act in his role as Mayor and on behalf of the City of Newport, VT as the Authorized Official and granting him permission to sign all investment documents for any/all Grants awarded to the City of Newport, VT.

Resolved by City Council of Newport VT as follows:


Whereas the City of Newport, VT has been awarded certain Grants for infrastructure and community development projects;

Now therefore, the City Mayor, Rick Ufford-Chase, is hereby authorized, on behalf of the City of Newport, VT to be the authorized Official and apply for, accept, and expend grant funds for those Grants awarded to the City of Newport, VT. As Authorized Official, City Mayor Rick Ufford-Chase has permission to sign all investment documents that bind the City of Newport for any/all grants awarded to the City of Newport, VT.

Approved this 10th Day of March, 2025



Mayor Rick Ufford-Chase



Kevin Charboneau



Carter Finegan



Andrew Touchette

Seat Vacant

Memo: Recommendation for Council Consideration

From: Mayor Rick Ufford-Chase

Regarding: Special Task Force on Water and Sewer

Date: 3/7/25

Recommendation: That the Council establish a Special Task Force on Water and Sewer with the following mandate:

1. To Review the Water and Sewer Expense Budget with a focus on whether the operation is being managed efficiently and at the appropriate cost to the rate-payers, and on whether all expenses are allocated appropriately to Water and Sewer budgets.
2. To Review plans for long-term maintenance and improvements to our facilities.
3. To Review income from other entities and whether the costs for plant operations and service delivery are being billed appropriately.
4. To determine the potential shortfall between the FY25/26 expense budget and the current rate structure.
5. To recommend the most fair and responsible way to address the rate structure and develop short-term recommendation (2 to 3 year plan) for regarding rates that the Council should consider setting for metered and non-metered accounts and for residential and commercial accounts. (NOTE: Initial recommendations must be provided to the Council by Friday, April 18th at noon in order for the Council to consider rate adjustments at its meeting on April 21, 2025. If necessary, the Task Force may request that the Mayor consider calling a special meeting later in the month of April in order for the Council to consider rate adjustments before the deadline of May 1, 2025.)
6. To develop a plan for Council consideration that will allow the City to complete meter installations asap and begin collecting data on actual usage.
7. To develop recommendations (possibly in consultation with the Financial Reporting and Fiscal Practices Task Force) for the Council's consideration regarding the best approach to address the deficit created by the failure to address these questions earlier. These recommendations can include (if necessary) any analysis of how much of the current deficit can legitimately be attributed to Water and Sewer Operations, and how much can/should be attributed to the City Operating budget.

Term: The Council authorizes the work of the Task Force for Water and Sewer for six months (with the possibility to extend the commitment at the Council's request) or upon completion of its work, whichever comes first.

Boundaries and Expectations to the Special Task Force's Authority:

1. The Special Task Force shall meet as often as it deems necessary.

2. Meetings of the Special Task Force shall be warned at least 48 hours in advance of the meeting, and posted on the City website and in physical locations at the Post Office, the Goodrich Library, and the Municipal Building.
3. Meetings of the Special Task Force shall be governed by the same Open Meetings laws that govern the City Council:
 - a. All deliberations of the Task Force will be open to the public. Permission for the public to speak in the Special Task Force meetings will be at the discretion of the Chair of the Task Force.
 - b. If more than two members are involved in a task requested by the Task Force, it shall be deemed a meeting of the entire task force and therefore subject to the Open Meeting requirements.
4. The Task Force shall have the authority only to make recommendations to the Mayor and Council. No authority to implement policies or recommendations is given to the Task Force or its individual members.
5. The Task Force shall have access to all public documents of the City.
6. While the press is welcome at all public meetings of the Task Force, it should bear in mind that the Task Force has no approval to take action on its recommendations. Only the Mayor and Council can implement the recommendations of the Task Force.
7. The Council is volunteer and has no budget. With the Mayor's approval, the Council may request staff assistance from Department Heads who have particular expertise in the work before the Task Force. If the Task Force determines that it would be helpful to contract for professional help for some portion of the work, it must make a request that the Council consider doing so.

Committee Membership, Nominations and Appointment: Task Force members will be appointed by City Council at its regularly scheduled meeting on March 17th or at any other time it deems appropriate to support the Task Force's work.

The Mayor and One Council Member will serve as members of this Task Force, and the Council member will either chair the meetings or delegate that responsibility to another member of the Task Force.

The Task Force will have no fewer than 3 and no more than 7 additional members. Since there is no authority for the Task Force to act on its recommendations, there may be an even or odd number of members of the Task Force at the Council's discretion.

The process for nominations for appointment is:

1. Interested parties (~~who may or may not be residents of the City of Newport~~) will have until Friday, March 14th at noon to submit a brief written statement of their interest and qualifications to the Mayor.

2. Interested parties must be present in person or by video conference at the Council Meeting scheduled for March 17th to answer any questions the Council may have.
3. Task Force Members serve as volunteers at the pleasure of the Council, and may be removed by action of the Council at any time.

Memo: Recommendation for Council Consideration

From: Mayor Rick Ufford-Chase

Regarding: Financial Reporting and Practices

Date: 3/7/25

Recommendation: That the Council establish a Special Task Force to be called “Financial Reporting and Fiscal Practices” with the following mandate:

1. To review best practices from other municipalities and make recommendations to Council to implement financial reporting to ensure that the Council and City Staff will have the best possible access to timely and accurate financial reporting. This should include concise reports on Assets and Liabilities, Profit and Loss Statements, and Cash Flow/Financial Projections that change monthly based actual expenses to date and any new information regarding budgeted or unforeseen expenditures for the rest of the fiscal year.
2. To assess the deficit and develop a strategy for Council’s consideration to re-establish solid, long-term fiscal practices.
3. To determine the best strategy and make recommendations to Council to re-establish a fiscally responsible cash reserve for the City of Newport.
4. To make recommendations to Council regarding the creation of a policy to guide the City that will discourage unnecessary debt and encourage fiscally responsible planning for significant capital expenditures.

Term: The Council authorizes the work of the Task Force for Financial Reporting and Fiscal Practices for six months (with the possibility to extend the commitment at the Council’s request) or upon completion of its work, whichever comes first.

Boundaries and Expectations to the Special Task Force’s Authority:

1. The Special Task Force shall meet as often as it deems necessary.
2. Meetings of the Special Task Force shall be warned at least 48 hours in advance of the meeting, and posted on the City website and in physical locations at the Post Office, the Goodrich Library, and the Municipal Building.
3. Meetings of the Special Task Force shall be governed by the same Open Meetings laws that govern the City Counsel:
 - a. All deliberations of the Task Force will be open to the public. Permission for the public to speak in the deliberations of the Task Force will be at the discretion of the Chair of the Task Force.
 - b. If more than two members are involved in a task requested by the Task Force, it shall be deemed a meeting of the entire task force and therefore subject to the Open Meeting requirements.

4. The Task Force shall have the authority only to make recommendations to the Mayor and Council. No authority to implement policies or recommendations is given to the Task Force or its individual members.
5. The Task Force shall have access to all public documents of the City.
6. While the press is welcome at all public meetings of the Task Force, it should bear in mind that the Task Force has no approval to take action on its recommendations. Only the Mayor and Council can implement the recommendations of the Task Force.
7. The Council is volunteer and has no budget. With the Mayor's approval, the Council may request staff assistance from Department Heads who have particular expertise in the work before the Task Force. If the Task Force determines that it would be helpful to contract for professional help for some portion of the work, it must make a request that the Council consider doing so.

Committee Membership, Nominations and Appointment: Task Force members will be appointed by City Council at its regularly scheduled meeting on March 17th or at any other time it deems appropriate to support the Task Force's work.

The Mayor, ~~the Treasurer~~ and One Council Member will serve as members of this Task Force, and the Council member will either chair the meetings or delegate that responsibility to another member of the Task Force.

The Task Force will have no fewer than 3 and no more than 7 additional members. Since there is no authority for the Task Force to act on its recommendations, there may be an even or odd number of members of the Task Force at the Council's discretion.

The process for nominations for appointment is:

1. Interested parties (~~who may or may not be residents of the City of Newport~~) will have until Friday, March 14th at noon to submit a brief written statement of their interest and qualifications to the Mayor.
2. Interested parties must be present in person or by video conference at the Council Meeting scheduled for March 17th to answer any questions the Council may have.
3. Task Force Members serve as volunteers at the pleasure of the Council, and may be removed by action of the Council at any time.

10

Memo: Information and Request for Council Consideration

From: Mayor Rick Ufford-Chase

Regarding: Initial Council Assignments and Opportunities

Date: 3/7/25

Council Members,

I believe it is critically important to fill the empty Financial and Administrative Position as soon as and with as much care as possible. Ideally, I would like Council members to divide responsibilities over the coming two months as follows:

- 1 Council Member to serve as Council President, which will involve being fully aware of all the balls that the Council is juggling and being willing to step in to facilitate meetings or cover other responsibilities in the event that I am unable to do so.
- 1 Council Member to serve on the Special Task Force for Water and Sewer
- 1 Council Member to serve on the Special Task Force for Financial Reporting and Fiscal Planning
- 1 Council Member to work directly with the Mayor to identify a candidate to fill the empty position titled "Financial and Office Administrator" for the Council's consideration, and potentially to work with me on other personnel matters that may arise.

In addition, Council members are welcome to coordinate with me to attend any of the following events (the coordination is to ensure that we do not inadvertently trip up on Open Meeting Law requirements):

- Weekly meetings I will be holding with Department Heads on Tuesdays at 10 am (starting March 18th).
- Meetings between NDD folks and White and Burke or other consultants with whom the City has contracted for the TIF Feasibility and Potential Application Process
- Meetings of Standing Commissions or Committees of the City (Planning, Rec Committee which Carter already serves on), Cemetery Commission, Forever Young Club, Fire Department, etc. – these should always be arranged in advance and at the invitation of the people who are responsible for those groups.
- Related entities that the City supports through appropriations – again – with the permission and invitation of the responsible parties. This includes a standing invitation to attend meetings of the various committees of Newport Downtown Development.
- Community events where Council representation might be appreciated. Please bring brief written summaries back to share with the Council as you see fit.
- VLCT Select Board Training

Given the heavy workload I anticipate for Council over the next few months, I recommend that we hold off on naming Council members to function as liaisons to

individual departments of the City. If the Council members agree with that recommendation, we can take it up again in June, or at any time that the Council would like.

In the meantime, as I have said to each of you privately, you are welcome to speak with our Department Heads or other City staff at any time, with three requests:

1. Please be sensitive to the amount of time you are taking with our Department Heads. Like you, they are going to be extremely busy over the next few months. Ask if it is a good time to talk, and be willing to find another time if they have other obligations or priorities in that moment.
2. Please refrain from speaking with other City Staff about City matters without consulting with me first so that I can involve the Department Heads appropriately. Of course, normal interactions at the grocery store or Pick and Shovel are just fine.
3. Please do not give specific instructions to Department Heads about tasks you would like them to address, either on your behalf or on behalf of City residents who may have spoken with you about a concern. For those matters, please bring the requests to me and I either respond immediately if it is an emergency, or I will share the concern with the Department Heads at our weekly meeting and agree on a timeline that will allow them to fit it in with their other priorities.

11

Memo: Information for Council Consideration

From: Mayor Rick Ufford-Chase

Regarding: Process to fill the Financial and Office Admin Position

Date: 3/7/25

Council Members,

I would like to make two requests:

1. Council approval to ask Chris Vachon to serve as a volunteer to help with creating Council packets and posting warnings and minutes appropriately for up to three months until we have filled the Financial and Office Administrator position and that person has been oriented to those tasks appropriately. This would not include access to any confidential materials that the Council would consider in Executive Session.
2. That we name a Council member on March 17th to work with the Mayor to address the vacant "Financial and Office Administrator" position with a qualified candidate as soon as possible. The steps involved will likely be as follows:
 - a. Review the job description for the Financial and Office Administrator Position as previously approved by Council to ensure that it is appropriate.
 - b. Review the applicants to date
 - c. Determine whether it is advisable to advertise the position again (allowing those who have already applied to be considered for the position)
 - d. Organize necessary Council interviews with candidates (likely in executive session).
 - e. Implement a plan to appropriately manage the City's office and financial administrative needs - in place no later than May 1

03/11/25
07:31 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 03/07/25 To 03/07/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AVENU AVENU INSIGHTS & ANALYTICS LLC	INVB-060702	Digital Recording	425.00	0.00			--/--/--
REAPPRAIS CITY OF NEWPORT	030525	Reappraisal Funds	17943.50	0.00			--/--/--
GILLS POI GILLS POINT S FIRE	2054647.	Supplies/Materials	5.24	0.00			--/--/--
BROWMI MICHAEL BROWN	030525	Dec Jan Feb Phone & Mile	213.77	0.00			--/--/--
NWPT AMBL NEWPORT AMBULANCE SERVICE, INC	225	March Coverage	21426.16	0.00			--/--/--
PASSBK-PD PASSUMPSIC SAVINGS BANK	030725	Tower LOC	3227.28	0.00			--/--/--
PASSBK PD PASSUMPSIC SAVINGS BANK	031125	PD 2023 Ford Explorer	1463.84	0.00			--/--/--
R R CHARL R R CHARLEBOIS INC	012325	2025 Freightliner VIN018	116167.00	0.00			--/--/--
MEMPRESS THE MEMPHREMAGOG PRESS INC.	62062	Folding Utility Bills	42.00	0.00			--/--/--
PIC SHOVS THE PICK & SHOVEL INC	315693	Supplies/Materials	20.94	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	031925	Electric Services	22429.25	0.00			--/--/--
Report Total			184,330.99	0.00	0.00		

CITY COUNCIL

R. Sullivan Mayor

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 \$ ***184,330.99
Let this be your order for the payments of these amounts.

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 03/14/25 To 03/14/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABLE COM	ABLE COM ANSWERING SERVICE INC	250200776101 Answering Services	144.00	0.00			
AGWAY	NEWPORT FARM & GARDEN	T1-0209263 Supplies/Materials	75.00	0.00			
AIRGAS	AIRGAS	5514324086 Cylinder Rental	62.41	0.00			
ALLEGIANC	ALLEGIANCE TRUCKS	X12203685601 Parts	67.18	0.00			
ALLEGIANC	ALLEGIANCE TRUCKS	R12200500501 Repairs	279.22	0.00			
AMAZON	AMAZON BUSINESS	143GH7T676VL Supplies/Materials	946.02	0.00			
AMAZON	AMAZON BUSINESS	1F96Y7HX3XL6 Supplies/Materials	1265.14	0.00			
ATT MOBIL	AT&T MOBILITY	030625 PD Phone Svc	576.12	0.00			
BAKERS AG	BAKER'S AG SALES & SERVICE INC	096094 Supplies/Materials	255.00	0.00			
BUDBOS	AG SUPERMARKETS, INC	02-478387 Supplies/Materials	16.74	0.00			
BUDBOS	AG SUPERMARKETS, INC	03-437335 Supplies/Materials	29.20	0.00			
BUDBOS	AG SUPERMARKETS, INC	02-558504 Supplies/Materials	12.37	0.00			
CAI TECH	CAI TECHNOLOGIES	21638 Tax Maintenance	875.00	0.00			
CANON SOL	CANON SOLUTIONS AMERICA INC	6010427777 CM Copier	14.98	0.00			
CANON SOL	CANON SOLUTIONS AMERICA INC	6010752119 CM Copier	30.02	0.00			
CANON SOL	CANON SOLUTIONS AMERICA INC	6011058261 CM Copier	21.40	0.00			
CARGILL	CARGILL, INC.	2910709853 Deicer Salt	3040.54	0.00			
CARGILL	CARGILL, INC.	2910640051 Deicer Salt	3052.09	0.00			
CASELLA	CASELLA WASTE MGT INC	311881 Sludge Disposal	1118.30	0.00			
CASELLA	CASELLA WASTE MGT INC	3113307 Sludge Disposal	1972.34	0.00			
CCP	CCP DIRECT	IN05097408 Supplies/Materials	221.48	0.00			
COMCAST	COMCAST	031425 AP Arsenic Plant Internet	210.23	0.00			
COMM MA	COMMONWEALTH OF MASSACHUSETTS	110437082 PD Travel	3.30	0.00			
DELL	DELL MARKETING LP	10776470156 PD Computer	2968.20	0.00			
ENDYNE	ENDYNE INC	521804 Lab Services	130.00	0.00			
ENDYNE	ENDYNE INC	522372 Lab Services	75.00	0.00			
ENDYNE	ENDYNE INC	508180 Lab Services	125.00	0.00			
FA&A	ALDRICH & ELLIOTT, PC	82871 Proj. 22022.003 Bluff PS	120.78	0.00			
FA&A	ALDRICH & ELLIOTT, PC	82856 Proj 20024.004 ES Storag	6290.70	0.00			
FREDS	FRED'S PLUMBING & HEATING INC	022825 Fuel Acct: 80489	24222.85	0.00			
FREDS	FRED'S PLUMBING & HEATING INC	02282025 Fuel Acct: 5369	9378.45	0.00			
GILLS POI	GILLS POINT S TIRE	2089036 Inspection	70.00	0.00			
GRANITE	THE GRANITE GROUP	17165989-00 Supplies/Materials	38.67	0.00			
GRANITE	THE GRANITE GROUP	17165732-00 Supplies/Materials	174.30	0.00			
GRANITE	THE GRANITE GROUP	17214599-00 Supplies/Materials	149.60	0.00			
GRAYS	GRAY'S PAVING & ASPHALT PLANT,	5806 Truck Rental	1430.00	0.00			
GRIFFIN	GRIFFIN GREENHOUSE SUPPLIES IN	01613400 Landscaping Supplies	235.58	0.00			
GRN MTN E	GREEN MOUNTAIN ELECTRIC SUPPLY	S5218074.001 Supplies/Materials	5.75	0.00			
HOAGIES	HOAGIES PIZZA & PASTA	62 Elections Supplies	105.39	0.00			
HOAGIES	HOAGIES PIZZA & PASTA	63. Elections Supplies	94.42	0.00			
HORIZONS	HORIZONS ENGINEERING, INC	36603 Proj 240743 Strm Wtr Per	5703.50	0.00			
HORIZONS	HORIZONS ENGINEERING, INC	36620 Proj 19514 P&R GP	346.50	0.00			
KITTELL	KITTELL BRANAGAN & SARGENT	96223 Professional Services	625.00	0.00			
LAWSON	LAWSON PRODUCTS INC	9312231807 Supplies/Materials	61.31	0.00			
LAWSON	LAWSON PRODUCTS INC	9312246594 Supplies/Materials	303.34	0.00			
LEBLANC'S	LEBLANC'S PEST CONTROL	28556 GP Pest Control	100.00	0.00			
LEBLANC'S	LEBLANC'S PEST CONTROL	28557 Pest Control	55.00	0.00			
MCMASTER	MCMASTER-CARR SUPPLY CO	41287424 Supplies/Materials	93.54	0.00			
MEMPRESS	THE MEMPHREMAGOG PRESS INC.	62200 P&R Camp Flyers	215.00	0.00			

03/14/25

11:22 am

City of Newport Accounts Payable

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Check Warrant Report # Current Prior Next FY Invoices

stherrien

Unpaid Invoices For Check Acct 01(GENERAL FUND) From 03/14/25 To 03/14/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MEMPRESS THE MEMPHREMAGOG PRESS INC.	62133	Audit Reports	172.50	0.00			
MVP ADMIN MVP SELECT CARE INC.	CINV008987	Admin Fees	112.00	0.00			
PEAK PEAK ELECTRIC MOTOR & PUMP SER	101209	Supplies/Materials	271.00	0.00			
PEAK PEAK ELECTRIC MOTOR & PUMP SER	101207	Pump Motor	3343.93	0.00			
PEAK PEAK ELECTRIC MOTOR & PUMP SER	100594	Pump Repairs	7582.00	0.00			
PEPINS PEPIN'S TRUCK REPAIR INC	38353	Parts	770.00	0.00			
PEPINS PEPIN'S TRUCK REPAIR INC	38388	Parts	96.00	0.00			
PIC SHO THE PICK & SHOVEL INC	316035	Supplies/Materials	129.99	6.50			
PIC SHO THE PICK & SHOVEL INC	316604	Supplies/Materials	37.92	1.90			
PIC SHO THE PICK & SHOVEL INC	316434	Supplies/Materials	6.27	0.31			
PIC SHO THE PICK & SHOVEL INC	316216	Supplies/Materials	15.99	0.80			
PIC SHO THE PICK & SHOVEL INC	316005	Supplies/Materials	23.46	1.17			
PIC SHO THE PICK & SHOVEL INC	316331	Supplies/Materials	128.33	6.42			
PIC SHO THE PICK & SHOVEL INC	315953	Supplies/Materials	28.27	1.41			
PIC SHO THE PICK & SHOVEL INC	316088	Supplies/Materials	29.99	1.50			
PIC SHO THE PICK & SHOVEL INC	304583	Supplies/Materials	484.98	24.25			
PIC SHO THE PICK & SHOVEL INC	312937	Supplies/Materials	30.06	1.50			
PIC SHO THE PICK & SHOVEL INC	312956	Supplies/Materials	60.36	3.02			
PIC SHO THE PICK & SHOVEL INC	313961	Supplies/Materials	20.98	1.05			
PIC SHO THE PICK & SHOVEL INC	317015	Supplies/Materials	29.99	1.50			
PIC SHO THE PICK & SHOVEL INC	313929	Supplies/Materials	10.28	0.51			
PIC SHO THE PICK & SHOVEL INC	316814	Supplies/Materials	18.36	0.92			
PIC SHO THE PICK & SHOVEL INC	316966	Supplies/Materials	34.94	1.75			
PIC SHO THE PICK & SHOVEL INC	317210	Supplies/Materials	32.99	1.65			
PIC SHO THE PICK & SHOVEL INC	317212	Supplies/Materials	7.59	0.38			
PIC SHO THE PICK & SHOVEL INC	316812	Supplies/Materials	319.27	15.96			
R DESROCH DESROCHERS, INC.	17410	Truck Rental	880.00	0.00			
R R CHARL R R CHARLEBOIS INC	IE64863	Parts	521.29	0.00			
RADIONRTH THE RADIO NORTH GROUP INC	24146902	PW Radio	361.00	0.00			
RADIONRTH THE RADIO NORTH GROUP INC	24146930	Antenna Replacement	10588.00	0.00			
RADIONRTH THE RADIO NORTH GROUP INC	24146909	Antenna Replacement	2475.00	0.00			
RAVS RAY'S AUTO SERVICE	1246	PD Truck Repair	320.44	0.00			
SOUTHBAY SOUTH BAY SUPPLY	764577	Supplies/Materials	47.99	0.00			
SOUTHBAY SOUTH BAY SUPPLY	764125	Supplies/Materials	121.86	0.00			
SOUTHBAY SOUTH BAY SUPPLY	764758	Credit Memo	-57.99	0.00			
SOUTHBAY SOUTH BAY SUPPLY	764841	Supplies/Materials	74.99	0.00			
SOUTHBAY SOUTH BAY SUPPLY	765045	Supplies/Materials	158.95	0.00			
SOUTHBAY SOUTH BAY SUPPLY	765280	Supplies/Materials	53.99	0.00			
SYMQRONIC SYMQUEST GROUP INC	549943264	PD Copier Contract	214.96	0.00			
TCE INC TCE INC.	481242	Proj 470342-01-001 Light	1890.00	0.00			
UNITED AG UNITED AG & TURF NE	10981305	Repairs	114.33	0.00			
UNITED AG UNITED AG & TURF NE	10981316	Parts	183.67	0.00			
UNITED AG UNITED AG & TURF NE	10985197	Repairs	658.07	0.00			
UNITED AG UNITED AG & TURF NE	10986635	Parts	143.89	0.00			
UNITED AG UNITED AG & TURF NE	10981319	Parts	207.42	0.00			
VCRW THER VERMONT CENTER FOR RESPON	1692	Professional Services	500.00	0.00			
VIKING CI VIKING-CIVES USA	4541269	Parts	1922.53	0.00			
VIKING CI VIKING-CIVES USA	4541268	Parts	142.00	0.00			
VIKING CI VIKING-CIVES USA	4541318	Parts	1664.60	0.00			
VIKING CI VIKING-CIVES USA	4541329	Parts	145.51	0.00			

03/14/25
11:22 am

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 03/14/25 To 03/14/25

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stherrien

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
VLCTUNEMP	VLCT EMPLOYMENT RESOURCE & BEN RENO40972-Q2	Qrtly Unemployment	2394.00	0.00			--/--/--
VTELEC	VT ELECTRIC COOPERATIVE INC 040225	Electric Services	18936.15	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 18786	Registration	85.00	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 18792	Registration	24.00	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 18496	Registration	16.00	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 18494	Registration	20.00	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 02042025	Registration	48.00	0.00			--/--/--
VTRURALWA	VERMONT RURAL WATER ASSOCIATIO 03032025	Membership Renewal	460.00	0.00			--/--/--
W B MASON	W.B. MASON CO., INC. 252642079	Office Supplies	27.67	0.00			--/--/--
Report Total			127,285.29	72.50	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 \$ ***127,212.79
Let this be your order for the payments of these amounts.

03/04/2025
03:30 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/06/2025 to 03/06/2025

Page 1
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BENND0	BENNETT, DONNA J.	21346	03/06/25	506.74	0.00
BERNTH	BERNIER, THOMAS L.	E2089153	03/06/25	0.00	2572.65
BINGTR	BINGHAM, TRAVIS R.	E2089131	03/06/25	0.00	2374.92
BORSSA	BORSARI, SAMUEL J.	21340	03/06/25	1714.88	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2089154	03/06/25	0.00	2167.00
BRASAR	BRASSARD, ARNOLD J.	21348	03/06/25	364.60	0.00
BROWMI	BROWN, MICHAEL E.	E2089168	03/06/25	0.00	336.88
BROWMI	BROWN, MICHAEL E.	E2089167	03/06/25	0.00	1706.24
Total of 2 items for BROWMI				0.00	2043.12
BRYASC	BRYANT, SCOTT A.	E2089144	03/06/25	0.00	1471.42
CAMBTU	CAMBER, TUCKER J.	E2089155	03/06/25	0.00	1604.43
CARRER	CARRIER, ERIC A.	E2089162	03/06/25	0.00	1679.34
CHENFR	CHENEY, FRANCIS E., III	21339	03/06/25	2097.47	0.00
CHURRO	CHURCHILL, ROBYN D. H.	E2089128	03/06/25	0.00	1461.39
CLONVA	CLONEY, VAUGHN M., III	E2089172	03/06/25	0.00	207.01
COLLDA	COLLINS, DANIEL F.	21341	03/06/25	1841.08	0.00
DILLTR	DILLON, TRAVIS J.	E2089156	03/06/25	0.00	2342.09
FINNPA	FINN, PATRICK W.	E2089169	03/06/25	0.00	1364.93
FLYNKU	FLYNN, KURK O.	E2089145	03/06/25	0.00	2415.69
GAGELA	GAGE, LARRY L., JR	E2089157	03/06/25	0.00	2264.63
GONYAN	GONYAW, ANDREW T.	E2089132	03/06/25	0.00	2384.42
GRENLE	GRENIER, LEO C., III	21342	03/06/25	1812.10	0.00
GRUBRO	GRUBE, ROSS E.	E2089163	03/06/25	0.00	1967.88
GUYEDA	GUYER, DAVIS M.	E2089133	03/06/25	0.00	2079.99
HARTER	HARTMAN, ERIC P.	E2089158	03/06/25	0.00	1702.59
HERMJA	HERMAN, JASON M.	E2089164	03/06/25	0.00	2265.46
HORNDU	HORNE, DUSTIN J.	E2089149	03/06/25	0.00	773.59
JACOTA	JACOBS, TANNER D.	E2089134	03/06/25	0.00	1891.96
JOHNJA	JOHNSON, JAMES D.	E2089129	03/06/25	0.00	1767.78
KEITNI	KEITHAN, NICHOLAS N.	E2089135	03/06/25	0.00	1647.08
LACOKE	LACOSS, KEVIN W.	E2089151	03/06/25	0.00	532.78
LANCRJ	LANCASTER, ROYCE J., JR	E2089159	03/06/25	0.00	1487.24
LANCRO	LANCASTER, ROYCE E., SR	E2089136	03/06/25	0.00	2820.50
LECLJJ	LECLAIR, JAMES A., JR	E2089137	03/06/25	0.00	2014.20
LEINEM	LEINOFF, EMILY R. L.	E2089146	03/06/25	0.00	1598.01
LILLJO	LILLIS, JOSHUA S.	E2089138	03/06/25	0.00	2147.00
MARCCO	MARCOUX, COREY J.	E2089160	03/06/25	0.00	1788.31
MARSJA	MARSH, JARED A.	E2089166	03/06/25	0.00	1536.85
MAYHCO	MAYHEW, COLLEEN A.	21344	03/06/25	405.42	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	21343	03/06/25	1543.79	0.00
MILLER	MILLER, ERIC R.	E2089147	03/06/25	0.00	2564.15
MORIJO	MORIN, JONATHAN L.	E2089139	03/06/25	0.00	2451.22
MOULCH	MOULTON, CHARLES D.	E2089140	03/06/25	0.00	2721.93
PATEAN	PATENAUDE, ANDREW M.	E2089161	03/06/25	0.00	1821.98
QUARHE	QUARLES, HENRY A., III	E2089165	03/06/25	0.00	954.93
RIVENI	RIVERS, NICHOLAS R.	E2089141	03/06/25	0.00	2763.42
RONDJO	RONDEAU QUARMBY, JOSEE	E2089170	03/06/25	0.00	662.88
ROWEJO	ROWE, JONATHAN M.	21349	03/06/25	174.84	0.00

03/04/25
03:30 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/06/2025 to 03/06/2025

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stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
SEARES	SEARLES, ESTHER M.	21345	03/06/25	138.52	0.00
SMITCO	SMITH, CODY M.	E2089142	03/06/25	0.00	1709.68
SMITGR	SMITH, GREGORY P.	21347	03/06/25	625.68	0.00
SYKECO	SYKES, COLIN S.	E2089143	03/06/25	0.00	2371.15
THERST	THERRIEN, STACEY L.	E2089130	03/06/25	0.00	1029.79
WALTKR	WALTERS, KRISTEN L.	E2089150	03/06/25	0.00	116.36
WATEAM	WATERMAN, AMBER E.	E2089171	03/06/25	0.00	413.43
WELLMO	WELLS, MONICA R.	E2089148	03/06/25	0.00	1538.81
YOUNJE	YOUNG, JEFFREY R.	E2089152	03/06/25	0.00	1457.97
				-----	-----
				11225.12	76951.96
				=====	=====

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 \$ **88,177.08
Let this be your order for the payments of these amounts.

City Council:



Home (/DLLLicenseManagment/s/)

Application
DLL - Application - 55132

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

Primary Phone No

DLL - Application Id
DLL - Application - 55132

Business Entity Name
Northeast Pizza Enterprises, Incorporated

Business Entity Phone
802-334-0200

Foundational License
[LP-014540 \(/DLLLicenseManagment/s/detail/a5At0000000CoEDEA0\)](#)

Renewal Application

Student Name

Town User Approval/Rejection Comments

Contact Engagement

Designated Caterers Details

Training Completion Record

Indoor Or Outdoor

Days Since Last Modified
-1

Estimated time period for alcohol

Name and address from whom you purchase

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ⓘ

URL for Duties ⓘ

Send Approval Email

Event Details

Start date of event

Physical Location Street 1
59 Waterfront Plaza

Primary Contact Person

External Status
Application sent to municipality

Historical Id
OUTC

Application Type ⓘ
Permit

Application Category
OCP

Application For
Outside Consumption Permit

Mode of Training

Applicant Email
[office@hoagiesvt.com \(mailto:office@hoagiesvt.com\)](mailto:office@hoagiesvt.com)

Applicant Name:

Training Completion Date

Applicant Action Comments

License/Permit Location Description

Quantity of Alcohol required
what purpose this alcohol is used to be

Where is this alcohol to be used

End date of event

Physical Location Name ⓘ
Northeast Pizza Enterprises, Incorporated

MEMO

To: Rick Ufford-Chase, Mayor
City Council

From: Michael Brown, Director of Recreation

Date: March 10, 2025

Re: Food Pantry

In light of growing food instability and decreasing SNAP assistance for Newport families, the Recreation Department proposes establishing a small “Sharing Shelf” to supplement existing community food programs. We would make the initial purchases of shelf-stable foods, hygiene products, and baby care items (such as diapers and wipes).

The concept is simple: families can take what they need and leave something when they can. We would promote the initiative on Facebook, highlighting specific items for donation, and the Recreation Department would oversee the shelf’s management. With the Council’s approval, the Rec Director and Chief of Police will work out an appropriate location and logistical arrangements (with consultation with other Department Heads as needed).

MEB

Draft – Not final w/o Council Approval

Appointments Worksheet for Newport City Council

March 17, 2025

Position	Recommendation	Notes
City Manager	No action	
Superintendent of Streets and Waterworks	Tom Bernier/DPW	
Chief of Police	Travis Bingham	
Board of Fire Wardens	Chief Kevin LaCoss, First Asst James LeClair, 2 nd Asst. Andrew Carbine	
Director Recreation/Parks	Michael Brown	
Recreation Committee	For Reappointment – Jaime Comtois (Newport) -2025 Kelli Rhodes (Brownington)- 25 Carter Finnegan (Newport) - 25	
Chief Assessor	Frank Cheney	
Collector of Taxes	Frank Cheney	Until Financial/Office Admin position is filled
Zoning Administrator	Frank Cheney	
City Attorney	Appoint two firms: SP&F & Sheehy, Furlong, Behm	
Cemetery Commission	Paul Monette, Denis Chanette, Jean Condon	
City Landscaper	Robert Gosselin	
Planning Commission and Historic Preservation	Re- Appointment Denis Chanette	
Harbor Master	Patrick Flynn	
Harbor Commission	Terms expire for John Monette, Steven Edgerley, and James Johnson – recommend no action	Probable re-appointment – need confirmation from Jim J.
Devp Review Board	Reappoint Melissa Pettersson Jay Gonyaw is resigning	
Animal Control Officer	Newport Police	Until contract w independent contractor can be arranged
Health Officer	Michael Brown	

Grants Administrator	Frank Cheney	Short-Term – possibly till appt of City Manager
Tree Warden	Robert Gosselin	
Representative to NVDA	2 people	Check with Dave Snedeker
Representative to NVEDD		Check with Dave Snedeker
Weigher of Coal	No action	
Inspector of Wood and Shingles	No Action	
Building Safety Officer	Frank Cheney	
E911 Coordinator	Fire Chief Kevin LaCoss	
Emergency Management Director	Fire Chief Kevin LaCoss	
Constable	No action required	
Auditors	KBS (Kittel, Branagan, and Sargent)	
Grand Jurors	No appointments necessary	Terms expire 2027

Process for Appointments to Special Task Forces

The Mayor received expressions of interest directly from members of the public. He compiled those notes and provided them to the Council privately in advance of the Regular Council meeting on Monday, March 17th. The Council will deliberate on whether to consider those candidates in open session or in an Executive Session. Council will deliberate and then, if they feel prepared to do so, appoint at least the initial members to each of the two Special Task Forces. Council will make those appointments with the following understanding:

1. These Special Task Forces will have a six month duration, unless the Council chooses to authorize their continuing work.
2. The Special Task Forces have no authority to act on behalf of the City in any formal capacity. Their only mandate is to study the challenges we are confronting, seek best practices from other communities, and develop recommendations to the Council. Those recommendations may be made at any time during their six month tenure.
3. The Special Task Force Members serve at the pleasure of Mayor and Council. If Mayor and Council choose, they may appoint others to the Special Task Forces, and they may remove a member of the Special Task Force if they feel that person's behavior is not constructive.
4. The scope of work for each of the Task Forces is laid out in the mandates approved by the Council on 3/10/25. Those mandates may only be expanded by action of the Mayor and Council.
5. Each of the Task Forces will be chaired by the assigned Council member or that person's designee. Council meetings will be held under the provisions of Open Meetings Laws. Members of the public will be welcome to attend meetings and will be given appropriate opportunity to offer their thoughts.