



**Special City Council Meeting
Monday, March 31, 2025 · 6:00 pm**

Google Meet joining info

Video call link: <https://meet.google.com/vtk-giad-fnq>

Or dial: (US) +1 650-457-1260 PIN: 905 425 426#

Mayor: Rick Ufford-Chase
Council Member: President Kevin Charboneau
Carter Finegan
John Monette
Andrew Touchette

1. Call the Meeting to Order
2. Additions/Deletions
3. Consent Agenda
 - a. Approval of Minutes: 3/17/25 and 3/20/25
 - b. AP Warrants: 3/7/25, 3/21/25
 - c. PR Warrants: 3/6/25, 3/20/25
 - d. Liquor Licenses, Vendor Permits, Special Events
4. Resignation from Planning Commission by John Monette, establishing odd number of positions available on the Commission, announcing process for interested parties to apply See Memo from John Monette - Possible Vote)

5. Resignation from DRB by Andrew Touchette, announcing process for interested parties to apply (Possible Vote)
6. Approval for Rec Department Summer Staff Hires - possible Executive Session as per 1 V.S.A. § 313(a)(3)
7. Initial Reports from Special Task Forces (Verbal Reports only)
 - a. Water and Sewer (Council Member Monette)
 - b. Financial Reporting and Fiscal Practices (Council Member Finegan)
8. Applications for Parade Permits (Possible Vote)
 - a. Memorial Day Parade
 - b. Pride Parade
 - c. Kingdom Swim Parade
 - d. Light up the Night Parade
9. Approve Dates Requested for Coin Drops (Possible Vote)
10. Appointment of Mayor Rick Ufford-Chase as representative to NVDA and NVEDD (Possible Vote)
11. Public Comment
12. New Business
13. Old Business
 - a. Announcement: Dog Licenses due April 1, 2025
14. Set the Next meeting of the Council - Regular Meeting Monday, April 6th 2025 at 6 pm
 - a. Request for approval for Chris Vachon to help with Technology for that meeting
15. Adjournment

Council Minutes

March 17, 2025

A duly warned meeting of the Newport City Council was held on Monday, March 17, 2025 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, council members Carter Finegan, Kevin Charboneau, Andrew Touchette, City Clerk/Treasurer James Johnson, Police Chief Travis Bingham, Public works Director Tom Bernier, Recreation Director Mike Brown, Zoning Admin Francis Cheney, members of the Press and public.

Mayor Ufford-Chase called the meeting to order at 6:01 pm.

Additions/Deletions to the Agenda

Number five, proposed Rec. Dept. Food Shelf was tabled. Number five will be council Assignments.

Mr. Charboneau moved to remove number five and replace it with council assignments. Seconded by Mr. Touchette, motion carried.

Consent Agenda, Regular Meeting Minutes, AP Warrants, PR Warrants, Licenses and Permits

Mr. Touchette moved to accept the consent agenda. /seconded by Ms. Finegan, motion carried.

Department Orientation for New Council Members

Department Heads including the City Clerk/Treasurer gave an orientation/presentation to the new council members on their dept. makeup and the services they provide.

Council Assignments

Carter Finegan moved to elect Mr. Charboneau, Council President. Seconded by Mr. Touchette, motion carried. Mr. Charboneau abstained.

Mr. Touchette moved to name A Carter Finegan, Chair Person of the Financial Reporting and Fiscal Practices Task force. Seconded by Mr. Charboneau, motion carried. Charboneau, Touchette, Ufford-Chase in favor. Ms. Finegan abstained.

Mr. Charboneau moved to appoint Mr. Touchette to work with the mayor on personnel matters including the search for a Financial Administrator. Seconded by Ms. Finegan, motion carried. Ufford-Chase, Charboneau, Finegan in favor. Mr. Touchette abstained.

Annual Appointments (attached)

Ms. Finegan moved to affirm all appointments recommended with the Mr. Bernier's name as Weigher of Coal and Inspector of Shingles. Seconded by Mr. Charboneau, motion carried.

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)

Mr. Charboneau moved to enter executive session to review candidates for the Special Task Forces. Seconded by Mr. Touchette, motion carried.

No action.

Mr. Touchette moved to appoint Paul Tice, Patrick Hurley, Jennifer Hopkins, Carl King and Edward Gil De Rubio to the Water/Sewer Task force. Seconded by Mr. Charbonneau motion carried. Ms. Finegan abstained.

Ms. Finegan moved to appoint Suzy Small, Hal Rodenberg, Laurie Grimm to the Financial Reporting and Fiscal Practices Task Force. Seconded by Mr. Touchette, motion carried.

Update on Bonds for the Mayor and Council

The Mayor and council members have been bonded.

Comments by the Public

Jay Walsh read a statement regarding the appointment and special election for the vacant council seat.

New business

Ms. Finegan commented on the Bike Rodeo. Mr. Touchette commented on the RCT conference attended by himself and Ms. Finegan.

Old Business

None

Next Meeting Date

Ms. Finegan moved to set the next meeting date for March 20, 2025. Seconded by Mr. Charboneau, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 8:16 pm. Seconded by Mr. Touchette, motion carried.

Attested _____ This _____ Day of March 2025

_____ Mayor

Draft – Not final w/o Council Approval

Appointments Worksheet for Newport City Council

March 17, 2025

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

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

PKX
3/19/25

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 3/5/25

Name(s) Richard Lansing

Business Name " " "

Phone # 802-355-9247

Address Box 592

Date of Birth 12/24/47

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

If yes, please explain _____

Name, address, and phone # of current employer, if applicable retired

Food Peddler's State License # MRT 1009-1401

Vehicle Registration # _____ License Plate # 330A799 VT

Type of Goods Being Sold Pretzels, Slush, Nachos, virgin pine, cotton candy, water, maple cheez, strawberries, Lemona

Description of Cart, Stand, or Vehicle 10' x 10' white tent

Proposed Location Gardner Park - July 4th

Hours of operation Noon - 10pm Days of operation July 4th

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

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

Insurance Information Kinney - St. Albans, VT

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

FOR OFFICE USE ONLY

Type of License Central General Vehicle

Fee Due _____ Fee Paid _____ Duration _____

Temporary Issued _____ To _____

License Approved _____ Signature _____ Title _____ Date _____

Dated Valid _____ To _____ Notes _____

Special City Council Meeting

March 20, 2025

A duly warned special meeting of the Newport City Council was held on Thursday, March 20, 2025 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, Council President Kevin Charboneau, council members Carter Finegan, Andrew Touchette, City Clerk/Treasurer James Johnson, PW Director Tom Bernier, members of the Press and Public.

Mayor Ufford-Chase called the meeting to order at 6:02 pm.

Additions/Deletions to the Agenda

Add, possible addition to the Financial Reporting and Fiscal Practices Task Force. Motion by Ms. Finegan. Seconded by Mr. Touchette, motion carried.

Add, approval of Vendor Application. Motion by Mr. Touchette. Seconded by Ms. Finegan, motion carried.

Add, possible assignment to Water/Sewer Task force. Motion by Ms. Finegan. Seconded by Mr. Charboneau, motion carried.

Add, Statement to explain tonight's process. Motion by Mr. Charboneau. Seconded by Ms. Finegan, motion carried.

Approval of Vendor Permit

Mr. Touchette moved to approve a Vendor Permit for Richard Lansing. Seconded by Ms. Finegan, motion carried.

Statement of Process

Mayor Ufford-Chase read a statement of the process in regards to the appoint to a vacant council seat.

Appointment to Fill a Vacant Council Seat

Letters of interest in the vacant council seat were received from Karen Geraghty, Matt Kyle, Carl King, John Monette and Adam Ortiz. Mr. Charboneau moved to give each person five minutes to explain why they wish to serve on the City Council until the election for said seat on May 6, 2025. Seconded by Ms. Finegan, motion carried.

Mr. Charboneau moved to enter executive session to discuss the candidates per 1 V.S.A. 313(a)(3).
Seconded by Mr. Touchette, motion carried.

No action.

Mr. Touchette moved to appoint John Monette to the City council until the election for said seat on May 6, 2025. Seconded by Mr. Charboneau.

Mr. Monette responded to questions from the public.

Vote, motion carried.

Mr. Monette was sworn in by City Clerk James Johnson.

Appointment to Water/Sewer Task force

Mr. Charboneau moved to appoint Mr. Monette to the Water/Sewer Task force. Seconded by Ms. Finegan, motion carried.

Appointment to Financial Reporting and fiscal Practices Task Force

Ms. Finegan moved to appoint Travis Gaines to the Financial Reporting and Fiscal Practices Task force. Seconded by Mr. Charboneau, motion carried.

Comments by the Public

Ann Chiarello commented on voting on the water/sewer budget

New Business

Petitions for council due March 31, 2025.

Old Business

None

Next Meeting Date

Ms. Finegan moved to set the next meeting for March 31, 2025. Seconded by Mr. Touchette, motion carried.

Adjournment

Mr. Touchette moved to adjourn at 7:43 pm. Seconded by Mr. Monette, motion carried.

Attested _____ this _____ Day of _____ 2025

Mayor

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 TIRE 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 SHO	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

[Handwritten Signature]
MANAGER

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 03/21/25 To 03/21/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIRGAS AIRGAS	9158900994	Supplies/Materials	126.46	0.00			--/--/--
AL ELEC AL'S ELECTRIC	022025 FD	FD Air Compressor Repair	130.00	0.00			--/--/--
FINNAL ALISSA CARTER FINEGAN	032025	Bond Reimbursement	350.00	0.00			--/--/--
TOUCAN ANDREW TOUCHETTE	031925	Bond Reimbursement	350.00	0.00			--/--/--
ATT MOBIL AT&T MOBILITY	032725 FD	FD Eng 2 Service	123.69	0.00			--/--/--
ATT MOBIL AT&T MOBILITY	03062025	CM & PW Phone Service	141.20	0.00			--/--/--
ATIS ELEV ATIS ELEVATOR INSPECTIONS LLC	IN395264	GW Lift Annual Inspectio	150.00	0.00			--/--/--
ATIS ELEV ATIS ELEVATOR INSPECTIONS LLC	IN395243	ME Annual Inspection	200.00	0.00			--/--/--
ATLA TACT ATLANTIC TACTICAL	SI-80833072	PD Def-Tech	1260.55	0.00			--/--/--
CNW ENVIR C.N. WOOD ENVIRO, LLC	P03883	Parts	565.62	0.00			--/--/--
CANON CANON FINANCIAL SERVICES INC.	39308895	CM Copiar	175.49	0.00			--/--/--
CASELLA W CASELLA WASTE MANAGEMENT INC	SWIP-001	SWIP Mngmt Svc	4000.00	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115382	Disposal	59.56	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115378	Disposal	119.11	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115379	Disposal	59.56	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	8505891	Disposal	119.11	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115383	Disposal	178.67	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115380	Disposal	166.76	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3118260	Sludge Disposal	3587.55	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	022825	Disposal	81.00	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3117593	Disposal	358.75	0.00			--/--/--
CASELLA CASELLA WASTE MGT INC	3115381	Disposal	59.56	0.00			--/--/--
CHAMP CHAMPLAIN VALLEY EQUIPMENT	CD44103A	Parts	1279.98	0.00			--/--/--
NEWTCH CHARLES NEWTON	032025	Reimbursement	35.81	0.00			--/--/--
),00			--/--/--
COMCAST COMCAST	040825 FD	FD Internet	166.72	0.00			--/--/--
COMCAST COMCAST	040725 MB	MB Fax/Elevator Lines	213.11	0.00			--/--/--
COMCAST COMCAST	040425 PB	PB Internet	190.34	0.00			--/--/--
COMCAST COMCAST	040825 PB2	PB Bldg 2 Internet	85.35	0.00			--/--/--
COMCAST COMCAST	040425 GP	GP Internet	110.39	0.00			--/--/--
COMCAST COMCAST	040625 PD	PD Internet	166.39	0.00			--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	040925	Pump Station Alarm Lines	80.30	0.00			--/--/--
CONS COMM CONSOLIDATED COMMUNICATIONS	031825	PD Ethernet	199.95	0.00			--/--/--
CORELOGIC CORELOGIC INC.	031825	Property Tax Refund	15.50	0.00			--/--/--
MARCCO COREY MARCOUX	031825	CDL Reimbursement	144.00	0.00			--/--/--
BENNETT DAVID BENNETT	031725	DJ Services	599.00	0.00			--/--/--
ENDYNE ENDYNE INC	523606	Lab Services	50.00	0.00			--/--/--
ENDYNE ENDYNE INC	523904	Lab Services	75.00	0.00			--/--/--
ENDYNE ENDYNE INC	523709	Lab Services	75.00	0.00			--/--/--
ENDYNE ENDYNE INC	524483	Lab Services	130.00	0.00			--/--/--
ENDYNE ENDYNE INC	524600	Lab Services	125.00	0.00			--/--/--
ENDYNE ENDYNE INC	524619	Lab Services	25.00	0.00			--/--/--
PSB VISA FIRST BANKCARD	031425 CM	Supplies/Materials	1226.55	0.00			--/--/--
PSB VISA FIRST BANKCARD	031425 NR	Supplies/Materials	12.11	0.00			--/--/--
PSB VISA FIRST BANKCARD	031425 TB	Supplies/Materials	2491.42	0.00			--/--/--
PSB VISA FIRST BANKCARD	031425 RT	Supplies/Materials	497.97	0.00			--/--/--
GILLS POI GILLS POINT S TIRE	2089227	Inspection	70.00	0.00			--/--/--
GILLS POI GILLS POINT S TIRE	2089465	Inspection/Alignment	201.88	0.00			--/--/--
GRAINGER GRAINGER	9423380261	Parts	413.40	0.00			--/--/--
HAYES HAYES FORD INC	6988	Parts	183.27	0.00			--/--/--

Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 03/21/25 To 03/21/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
HAYES	HAYES FORD INC	7216	Parts	303.88	0.00		
HAYES	HAYES FORD INC	7173	Parts	80.26	0.00		
MORIHE	HELENE MORIN	031825	PB Camping Refund	171.00	0.00		
MERRJA	JAKE MERRILL	022025	Repairs	306.00	0.00		
KIMBALL	KIMBALL MIDWEST	103143861	Supplies/Materials	291.42	0.00		
NEFEA	NEW ENGLAND FIRE EQUIPMENT	36138	FD Tower 1 Repairs	2246.74	0.00		
NWPT RENT	NEWPORT RENTAL CENTER INC	1-578061	Supplies/Materials	13.49	0.00		
NWPT RENT	NEWPORT RENTAL CENTER INC	1-578023	Supplies/Materials	10.00	0.00		
NWPT RENT	NEWPORT RENTAL CENTER INC	1-577980	Supplies/Materials	42.97	0.00		
KEITNI	NICHOLAS KEITHAN	032025	Reimbursement	45.33	0.00		
NORTH PT	NORTHPOINT CHRYSLER DODGE JEEP	31564	Parts	45.78	0.00		
OREILLY	O'REILLY AUTO PARTS	5691-180976	Parts	99.91	0.00		
OREILLY	O'REILLY AUTO PARTS	5691-179478	Parts	54.99	0.00		
OREILLY	O'REILLY AUTO PARTS	5691-179401	Parts	143.22	0.00		
OREILLY	O'REILLY AUTO PARTS	5691-179373	Parts	85.62	0.00		
OREILLY	O'REILLY AUTO PARTS	5691-179913	Parts	29.99	0.00		
R R CHARL	R R CHARLEBOIS INC	IE65310	Parts	113.96	0.00		
R R CHARL	R R CHARLEBOIS INC	IE65303	Parts	169.99	0.00		
R R CHARL	R R CHARLEBOIS INC	IE65229	Parts	722.49	0.00		
R R CHARL	R R CHARLEBOIS INC	IE65237	Parts	261.32	0.00		
RAYS	RAY'S AUTO SERVICE	1311	PD Tire Repair	28.35	0.00		
RAYS TOW	RAY'S TOWING AND RECOVERY	25-13768	FD Engine Tow & Parts	919.26	0.00		
SECURSHRE	SECURESHRED	484559	Shredding	24.00	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	765816	Supplies/Materials	27.96	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	765766	Supplies/Materials	18.94	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	765664	Supplies/Materials	151.20	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	764780	Supplies/Materials	50.88	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	764519	Supplies/Materials	140.00	0.00		
SOUTHBAY	SOUTH BAY SUPPLY	760850	Supplies/Materials	39.89	0.00		
SP&F ATT	SP&F ATTORNEYS, P.C.	90589	Professional Fees	9570.14	0.00		
VTWTRSH	STATE OF VERMONT - DEC	8087-9040.AR	Operating Fee	1350.00	0.00		
STICKS	STICKS & STUFF DERBY	149102	Supplies/Materials	190.25	0.00		
STICKS	STICKS & STUFF DERBY	149438	Supplies/Materials	24.99	0.00		
STICKS	STICKS & STUFF DERBY	149027	Supplies/Materials	47.43	0.00		
STICKS	STICKS & STUFF DERBY	149019	Supplies/Materials	97.97	0.00		
STICKS	STICKS & STUFF DERBY	148894	Supplies/Materials	7.58	0.00		
STICKS	STICKS & STUFF DERBY	148892	Supplies/Materials	206.05	0.00		
TENCO	TENCO INDUSTRIES, INC.	9364680	Parts	41.73	0.00		
MEMPRESS	THE MEMPHREMOGOG PRESS INC.	62301	Annual Report	4324.70	0.00		
PIC SHO	THE PICK & SHOVEL INC	316123	Supplies/Materials	42.46	2.12		
PIC SHO	THE PICK & SHOVEL INC	316124	Supplies/Materials	1.76	0.09		
PIC SHO	THE PICK & SHOVEL INC	315773	Supplies/Materials	60.42	3.02		
PIC SHO	THE PICK & SHOVEL INC	315945	Supplies/Materials	38.43	1.92		
PIC SHO	THE PICK & SHOVEL INC	315839	Supplies/Materials	10.99	0.55		
PIC SHO	THE PICK & SHOVEL INC	316767	Supplies/Materials	7.09	0.35		
PIC SHO	THE PICK & SHOVEL INC	317377	Supplies/Materials	35.78	1.79		
PIC SHO	THE PICK & SHOVEL INC	318369	Supplies/Materials	5.99	0.30		
PIC SHO	THE PICK & SHOVEL INC	317370	Supplies/Materials	20.29	1.01		
PIC SHO	THE PICK & SHOVEL INC	303610	Supplies/Materials	696.38	0.00		
PIC SHO	THE PICK & SHOVEL INC	317865	Supplies/Materials	299.99	15.00		

City of Newport Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Unpaid Invoices For Check Acct 01 (GENERAL FUND) From 03/21/25 To 03/21/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PIC SHOV THE PICK & SHOVEL INC	317898	Supplies/Materials	49.98	2.50			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317879	Supplies/Materials	25.78	1.29			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317825	Supplies/Materials	252.10	12.61			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317337	Supplies/Materials	13.88	0.69			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317233	Supplies/Materials	3.94	0.20			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317565	Supplies/Materials	29.97	1.50			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317589	Supplies/Materials	1.48	0.07			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317608	Supplies/Materials	4.25	0.21			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317381	Supplies/Materials	119.03	5.95			--/--/--
PIC SHOV THE PICK & SHOVEL INC	317695	Supplies/Materials	7.90	0.40			--/--/--
RADIONRTH THE RADIO NORTE GROUP INC	24146942	Radio Repairs	1912.50	0.00			--/--/--
TOLLSBYMA TOLLS BY MAIL	18288946250	PD Tolls	27.16	0.00			--/--/--
USBANCO US BANCORP GOVERNMENT LEASING	550824551	FD Contract	185.44	0.00			--/--/--
USABLUE USA BLUEBOOK	INV00550364	Supplies/Materials	3660.31	0.00			--/--/--
VT WHOLE VERMONT WHOLESALE TIRE INC.	480707	PD Vehicle Tires	1524.00	0.00			--/--/--
VT WHOLE VERMONT WHOLESALE TIRE INC.	2766053	Credit Memo	-39.60	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30030	1456 East Main Street	955.21	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30040	1474 East Main Street	18.05	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30050	1724 East Main Street	498.20	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30000	29 Industrial Drive	1389.75	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30010	30 Industrial Drive	3094.86	0.00			--/--/--
VILLDERBY VILLAGE OF DERBY WATER & SEWER	041425-30020	90 Industrial Drive	182.76	0.00			--/--/--
VLCT PROP VLCT PROPERTY & CASUALTY INS.	10724	Property & Casualty & WC	101942.06	0.00			--/--/--
VTELEC VT ELECTRIC COOPERATIVE INC	040725	Electric Services	1185.92	0.00			--/--/--
WELLS FAR WELLS FARGO FINANCIAL LEASING	5033641158	C/T Copier Contract	172.48	0.00			--/--/--
Report Total			162,275.65	51.57	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 \$ ***162,224.08
Let this be your order for the payments of these amounts.

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

Page 2 of 2
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
				<u>11225.12</u>	<u>76951.96</u>

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:

03/18/25
02:23 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/20/25 to 03/20/25

Page 1 of 4
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ABBOJA	ABBOTT, JACOB T.	21443	03/20/25	12.94	0.00
ABBOZA	ABBOTT, ZACHARY S.	21444	03/20/25	38.81	0.00
ABELRY	ABEL, RYAN J.	21445	03/20/25	77.63	0.00
BENND0	BENNETT, DONNA J.	21463	03/20/25	477.36	0.00
BERNTH	BERNIER, THOMAS L.	E2089207	03/20/25	0.00	2633.05
BINGTR	BINGHAM, TRAVIS R.	E2089177	03/20/25	0.00	2321.61
BORSSA	BORSARI, SAMUEL J.	21441	03/20/25	1714.88	0.00
BORSSA	BORSARI, SAMUEL J.	21442	03/20/25	634.02	0.00
Total of 2 items for BORSSA				2348.90	0.00
BOUCBE	BOUCHER, BENJAMIN G.	E2089208	03/20/25	0.00	1635.02
BOWEDE	LETOURNEAU-BOWEN, DENISE E.	21440	03/20/25	77.63	0.00
BRASAR	BRASSARD, ARNOLD J.	21464	03/20/25	364.60	0.00
BROWMI	BROWN, MICHAEL E.	E2089228	03/20/25	0.00	1706.22
BRYASC	BRYANT, SCOTT A.	E2089192	03/20/25	0.00	1621.28
BURDRO	BURDICK, ROBERT A., JR	E2089209	03/20/25	0.00	711.39
CAMBTU	CAMBER, TUCKER J.	E2089210	03/20/25	0.00	2203.61
CAMBTU	CAMBER, TUCKER J.	E2089211	03/20/25	0.00	511.18
Total of 2 items for CAMBTU				0.00	2714.79
CARBAN	CARBINE, ANDREW W.	21446	03/20/25	278.51	0.00
CARRER	CARRIER, ERIC A.	E2089222	03/20/25	0.00	2214.58
CHARKE	CHARBONEAU, KEVIN J.	21434	03/20/25	282.46	0.00
CHENDE	CHENETTE, DENIS A.	21439	03/20/25	77.63	0.00
CHENFR	CHENEY, FRANCIS E., III	21438	03/20/25	2097.47	0.00
CHURRO	CHURCHILL, ROBYN D. H.	E2089174	03/20/25	0.00	1646.42
CLONVA	CLONEY, VAUGHN M., III	E2089231	03/20/25	0.00	207.01
COLLDA	COLLINS, DANIEL F.	21459	03/20/25	1659.83	0.00
COTNQU	COTNOIR, QUINCY E.	21447	03/20/25	216.90	0.00
CURTCL	CURTIS, CLARK W.	21435	03/20/25	387.87	0.00
DAVIRO	DAVIO, ROBERT E., JR	21426	03/20/25	90.57	0.00
DILLTR	DILLON, TRAVIS J.	E2089212	03/20/25	0.00	1852.85
DILLTR	DILLON, TRAVIS J.	E2089213	03/20/25	0.00	511.18
Total of 2 items for DILLTR				0.00	2364.03
ELLIMA	ELLIS, MANNING S.	21448	03/20/25	64.69	0.00
FINNPA	FINN, PATRICK W.	E2089229	03/20/25	0.00	1364.93
FLYNKU	FLYNN, KURK O.	E2089193	03/20/25	0.00	1687.40
FLYNKU	FLYNN, KURK O.	E2089194	03/20/25	0.00	1004.67
Total of 2 items for FLYNKU				0.00	2692.07
GAGELA	GAGE, LARRY L., JR	E2089215	03/20/25	0.00	479.00
GAGELA	GAGE, LARRY L., JR	E2089214	03/20/25	0.00	1762.23
Total of 2 items for GAGELA				0.00	2241.23

03/18/25
02:23 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/20/25 to 03/20/25

Page 2 of 4
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
GIRAMA	GIRARDI, MARK J.	21449	03/20/25	51.76	0.00
GONYAN	GONYAW, ANDREW T.	E2089178	03/20/25	0.00	2236.58
GOSSRO	GOSSELIN, ROBERT J.	E2089232	03/20/25	0.00	146.79
GOSSROG	GOSSELIN, ROGER M.	E2089200	03/20/25	0.00	96.97
GRENLE	GRENIER, LEO C., III	21460	03/20/25	1812.10	0.00
GRUBRO	GRUBE, ROSS E.	E2089223	03/20/25	0.00	1692.67
GUYEDA	GUYER, DAVIS M.	E2089179	03/20/25	0.00	1740.88
HALLRO	HALL, ROSEMARY A.	21427	03/20/25	77.63	0.00
HARTER	HARTMAN, ERIC P.	E2089216	03/20/25	0.00	1338.92
HARTRO	HARTLEY, ROSEMARIE M.	21428	03/20/25	77.63	0.00
HERMJA	HERMAN, JASON M.	E2089224	03/20/25	0.00	1772.48
HERMJA	HERMAN, JASON M.	E2089225	03/20/25	0.00	482.10
Total of 2 items for HERMJA				0.00	2254.58
HORNDU	HORNE, DUSTIN J.	E2089199	03/20/25	0.00	829.04
JACOTA	JACOBS, TANNER D.	E2089180	03/20/25	0.00	1555.80
JOHNJA	JOHNSON, JAMES D.	E2089175	03/20/25	0.00	1767.78
KEITNI	KEITHAN, NICHOLAS N.	E2089181	03/20/25	0.00	1767.20
KILEMA	KILEY, MATTHEW C.	21429	03/20/25	90.57	0.00
KILESU	KILEY, SUSAN C.	21430	03/20/25	90.57	0.00
LACOKE	LACOSS, KEVIN W.	E2089203	03/20/25	0.00	532.78
LACOKE	LACOSS, KEVIN W.	E2089204	03/20/25	0.00	521.66
Total of 2 items for LACOKE				0.00	1054.44
LACOTA	LACOURSE, TAMMY L.	E2089201	03/20/25	0.00	19.40
LADDPA	LADDS, PAMELA M.	21431	03/20/25	90.57	0.00
LAFOJU	LAFORCE, JUSTIN D.	21450	03/20/25	329.93	0.00
LANCRJ	LANCASTER, ROYCE J., JR	E2089218	03/20/25	0.00	511.18
LANCRJ	LANCASTER, ROYCE J., JR	E2089217	03/20/25	0.00	1419.72
Total of 2 items for LANCRJ				0.00	1930.90
LANCRO	LANCASTER, ROYCE E., SR	E2089182	03/20/25	0.00	2623.69
LANCRO	LANCASTER, ROYCE E., SR	E2089183	03/20/25	0.00	983.70
Total of 2 items for LANCRO				0.00	3607.39
LECLJJ	LECLAIR, JAMES A., JR	E2089184	03/20/25	0.00	1960.64
LEINEM	LEINOFF, EMILY R. L.	E2089195	03/20/25	0.00	1934.97
LILLJO	LILLIS, JOSHUA S.	E2089185	03/20/25	0.00	1644.14
MARCCO	MARCOUX, COREY J.	E2089220	03/20/25	0.00	511.18
MARCCO	MARCOUX, COREY J.	E2089219	03/20/25	0.00	1053.06
Total of 2 items for MARCCO				0.00	1564.24
MARQPH	MARQUETTE, PHILLIP J.	21451	03/20/25	131.33	0.00
MARSJA	MARSH, JARED A.	E2089227	03/20/25	0.00	1536.85
MAYHCO	MAYHEW, COLLEEN A.	21462	03/20/25	271.93	0.00

03/18/25
02:23 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/20/25 to 03/20/25

Page 3 of 4
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
MAYOST	MAYO, STEVEN J.	21452	03/20/25	250.70	0.00
MCKEDO	MCKENNY, DOUGLAS G., JR	21461	03/20/25	1543.79	0.00
MESSDY	MESSIER, DYLAN R.	21453	03/20/25	247.02	0.00
MILLER	MILLER, ERIC R.	E2089196	03/20/25	0.00	2136.63
MORIJO	MORIN, JONATHAN L.	E2089186	03/20/25	0.00	2133.91
MOULCH	MOULTON, CHARLES D.	E2089187	03/20/25	0.00	2215.68
NEWTCH	NEWTON, CHARLES W.	21454	03/20/25	458.03	0.00
NOYECR	NOYES, CRAIG M.	21455	03/20/25	187.60	0.00
PATEAN	PATENAUDE, ANDREW M.	E2089221	03/20/25	0.00	1714.29
POGIDI	POGINY, DIANA L.	21432	03/20/25	90.57	0.00
QUARHE	QUARLES, HENRY A., III	E2089226	03/20/25	0.00	1395.19
RIVENI	RIVERS, NICHOLAS R.	E2089188	03/20/25	0.00	2582.64
RONDJO	RONDEAU QUARMBY, JOSEE	E2089230	03/20/25	0.00	767.96
ROWEJO	ROWE, JONATHAN M.	21465	03/20/25	344.77	0.00
SMITCO	SMITH, CODY M.	E2089190	03/20/25	0.00	640.61
SMITCO	SMITH, CODY M.	E2089189	03/20/25	0.00	1502.75
Total of 2 items for SMITCO				0.00	2143.36
SPAUA	SPAULDING, JASMINE E.	21456	03/20/25	25.87	0.00
SULLLI	SULLIVAN, LINDA J.	21436	03/20/25	332.46	0.00
SYKECO	SYKES, COLIN S.	E2089191	03/20/25	0.00	1590.76
THERST	THERRIEN, STACEY L.	E2089176	03/20/25	0.00	1290.01
TOUCAN	TOUCHETTE, ANDREW S.	21457	03/20/25	123.51	0.00
TOUCBR	TOUCHETTE, BRYCE A.	21458	03/20/25	51.76	0.00
UFFORI	UFFORD-CHASE, RICHARD L.	E2089173	03/20/25	0.00	424.81
VACHCH	VACHON, CHRISTOPHER R.	21437	03/20/25	443.28	0.00
WALTKR	WALTERS, KRISTEN L.	E2089202	03/20/25	0.00	232.73
WELLMO	WELLS, MONICA R.	E2089197	03/20/25	0.00	1368.40
WELLMO	WELLS, MONICA R.	E2089198	03/20/25	0.00	893.36
Total of 2 items for WELLMO				0.00	2261.76
WILLDO	WILLOUGHBY, DONNA S.	21433	03/20/25	77.63	0.00
YOUNJE	YOUNG, JEFFREY R.	E2089205	03/20/25	0.00	1457.97
YOUNJE	YOUNG, JEFFREY R.	E2089206	03/20/25	0.00	237.87
Total of 2 items for YOUNJE				0.00	1695.84
				15754.81	79339.38

03/18/25
02:23 pm

City of Newport Payroll
Check Warrant Report #
Check date 03/20/25 to 03/20/25

Page 4 of 4
stherrien

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
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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 \$ **95,094.19

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

City Council:

JOHN P. MONETTE
P. O. Box 844
Newport, Vermont 05855
john.monette@newportvermont.org

March 22, 2025

Rick Ufford-Chase, Mayor
City of Newport

Via email

Re: Resignation from Planning Commission

Dear Mr. Mayor:

Confirming our conversation after the meeting Thursday night, this will formalize and confirm my immediate resignation from the Planning Commission due to my appointment as a member of the City Council.

Although the general statute on incompatible offices (17 V.S.A. §2647) does not prohibit a council member from serving on the planning commission, the clear inference to be drawn from the law governing planning commission membership (24 V.S.A. §4322) is that council members may not serve on the planning commission, except in an *ex officio* capacity if so designated by vote of the council.

Thank you.

John Monette

cc via email only:

Frank Cheney, Zoning Administrator
Gina Cirelli, Vice Chair-Planning Commission

MEMORANDUM

To: Rick Ufford-Chase, Mayor
From: John Monette
Re: Composition of Planning Commission
Date: March 22, 2025

Following up on our previous discussions regarding the composition of the Planning Commission, I mentioned that, historically in recent years, there have been five members. During the last mayoral administration, that number was changed. However, a definite specific number was never set by the council prior to solicitation of applications by additional potential members, so far as I am aware. Practically speaking, the number has been six as a sixth member was appointed and open ended recruitment of additional members apparently was suspended some weeks after appointment of the sixth member.

The applicable law is 24 V.S.A. §4322. It states that the legislative body (the council) is required to set the number of members of the commission, as it is an appointed commission. The minimum number is three — the maximum is nine.

Presently, based on a six person commission, there are two vacancies.

The quorum for a six member commission is four. The quorum for a five member commission is three.

My view is that (1) the membership should be an odd number and (2) five members is a good working number. There were five members during the period in which the municipal plan was updated and during the earlier stages of the zoning bylaw update process.

Setting the number at five would result in one vacancy to fill. Given the new energy developing in the community, I'm hopeful that there would not be a great deal of difficulty in filling one position.

Andrew Touchette

Dear Mayor,

03/24/2025

Please accept this letter as my formal resignation from the Development Review Board, effective immediately. It has been a privilege to serve on the board and contribute to the city's impressive growth and sustainability initiatives.

Due to recent personal obligations, I feel it would be in the best interest if I step aside, and let others step up and serve.

However, I am willing to serve in an advisory role as an ex officio member, if the board approves. I have great confidence in the future of the DRB team.

Thank you for the wonderful opportunity to work alongside such a talented team.

Sincerely,



Andrew Touchette

**65 Lord Nelson Lane
Newport, VT 05855
802-673-2698
Andrew.touchette@yahoo.com**

MEMO

To: Newport City Council
From: Michael Brown, Director of Recreation
Date: Mar 19, 2025
Re: 2025 Parade Permits Requests & Policy

Four parade requests for 2025 have been received. The municipal budget supports and funds up to \$1000 for 4 seasonal requests. Any other approved parades above the 4 must be funded by the requester. Deviations from the parade route outside the standard course or who require additional support will be responsible for paying all expenses incurred after the \$1000 allowance. Parades hosted by City departments are given priority, followed by preference for parades that are scheduled by season (ideally one parade for each season). This does not include organized walks or processions that use the bike path or do not interrupt the flow of traffic beyond the cross walk areas. Requests are to be submitted between January 1 and January 31 of the year in which the parade is requested to be held.

Parades are defined as a well advertised, organized and coordinated procession of parade participants such as floats, animals, people, marching bands, performers, etc., and must have a registration process that accounts for the number of participants which is provided to the city 3 days prior to the event so that appropriate safety measures can be planned.

Requested Permits:

- Memorial Day Parade to Gardner Park: 5/26/25
City of Newport submitted on January 6, 2025
- NEK Pride Celebration Parade: 6/22/25
NEK Rainbow Coalition submitted on January 2, 2025
- Kingdom Swim Parade: 7/25/25: Letter of intent included and submitted on 1/17/25, no application
- Light up the Night Parade: 12/6/25
City of Newport submitted on January 6, 2025

CITY OF NEWPORT
SPECIAL EVENT PERMIT APPLICATION

222 Main Street • Newport, VT 05855
Tel. (802) 334-2112 • Fax (802)334-5632

EVENT ORGANIZER

Business/Organization: *City of Newport*

Contact Person: *M. Brown*

Email:

Billing Address:

Phone: Home Work Cell

Phone: Home Work Cell

Website:

Fax:

EVENT DETAILS

Event Dates:

Use(s) Day(s) of the week Date(s) Time(s)

Set-Up

Main Event *5/26 10am*

Break-Down

Rain Date(s)

Event Description:

Memorial Day Parade 5/26

Is this an annual event? No Yes, this is our _____ year hosting this event.

Location/Venue: *municipal bldg to Garden Park*

Location/Venue Maximum Capacity:

Number of People Expected to Attend (includes participants, spectators, staff/volunteers, vendors, entertainers):

PUBLIC HEALTH & PUBLIC SAFETY

Public Safety/Security Plan: *PO involved*

First Aid/Medical Emergency Plan:

Parking Plan:

Litter Clean-up & Trash Plan:

Restroom Plan:

Will you have amplified sound? If so, please explain:

Will your event include a parade or road closure? If so, please explain:

Additional Services or Requests:

ATTACHMENTS - All large event permit applications must include: \$25 non-refundable permit fee payable to City of Newport Site map describing layout of event space.*
 Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured.

* SITE MAPS must include:

Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas.

By signing below, I acknowledge the information provided on this application is true and accurate. This application must be reviewed by relevant municipal departments and submitted at least 30 days prior to the event date. I understand that this permit is not approved until I have received confirmation from the City of Newport.

Signature: _____ Print: _____
 Date: _____

9/17/20

MUNICIPAL DEPARTMENT REVIEW

In this section, it is the Event Organizer's responsibility to solicit feedback from relevant municipal departments. During the review period, the Event Organizer may need to answer additional questions or make adjustments in the interest of public safety or convenience. This process may take up to two weeks and must be completed before the Event Permit application is submitted. Applications that have not been reviewed by department heads will not be accepted.



NEWPORT RECREATION
 Michael Brown, Recreation
 Director
recdirector@NewportRecreation.org
 (802)334-6345 ext. 4

Reviewed – Recommend approval with no conditions.
 Reviewed – Recommend approval with conditions:

Reviewed – Do not recommend approval.

Signature: *[Signature]* Date: 1/6/25



NEWPORT POLICE
 DEPARTMENT Travis Bingham,
 Chief
 Travis Bingham@NewportVermont.org
 (802)334-6733 ext. 2

Reviewed – Recommend approval with no conditions.
 Reviewed – Recommend approval with conditions:

Reviewed – Do not recommend approval.

Signature: *[Signature]* Date: 1/6/25



NEWPORT FIRE
 DEPARTMENT John
 Harlamert, Chief
John.Harlamert@NewportVermont.org
 (802)334-7919

Reviewed – Recommend approval with no conditions.
 Reviewed – Recommend approval with conditions:

Reviewed – Do not recommend approval.

Signature: *[Signature]* Date: 1/6/25



NEWPORT PUBLIC WORKS

Tom Bernier, Director

Thomas.Bernier@NewportVermont.org
(802)334-2124

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: Thomas Bernier Date: 1/6/25

OTHER:

Contact:

Title:

Email:

Phone:

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: _____ Date: _____

SUBMIT COMPLETED FORM TO: City of Newport, ATTN: City Clerk, 222 Main Street, Newport VT
05855 **Email:** James.Johnson.Clerk@NewportVermont.org **Phone:** 802-334-2112 **Fax:** 802-334-5632 with
a copy to info@newportrecreation.org

**CITY OF NEWPORT
SPECIAL EVENT PERMIT APPLICATION**

222 Main Street • Newport, VT 05855
Tel. (802) 334-2112 • Fax (802)334-5632

EVENT ORGANIZER	
Business/Organization: Northeast Kingdom Rainbow Coalition	
Contact Person: Avi IC Ward	Email: nekrainbowcoalition@gmail.com
Billing Address: PO Box 923, Newport VT, 05855	
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input checked="" type="checkbox"/> Cell 802-522-3539	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Website: NEKRC.org	Fax:
EVENT DETAILS	
Event Dates: 6/22/25 <u>Use(s) Day(s) of the week Date(s) Time(s)</u> Set-Up 9:00 am Main Event 11:00-3:00 Break-Down 3:00 pm Rain Date(s)	
Event Description: Pride parade and festival. The festival will include vendors, food, live music, and family activities.	
Is this an annual event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, this is our <u>3rd</u> year hosting this event.	
Location/Venue: Gardner Memorial Park	Location/Venue Maximum Capacity:
Number of People Expected to Attend (includes participants, spectators, staff/volunteers, vendors, entertainers): 200-300	
PUBLIC HEALTH & PUBLIC SAFETY	
Public Safety/Security Plan: Support from the police & volunteers trained in deescalation.	
First Aid/Medical Emergency Plan: First aid tent with credentialed staff	
Parking Plan: Public parking in town	
Litter Clean-up & Trash Plan: Volunteer	
Restroom Plan: Info center & rented porta-potties	
Will you have amplified sound? If so, please explain: Yes, we will have a stage with live performers	
Will your event include a parade or road closure? If so, please explain: Yes, we plan to have a parade on the usual route ending in Gardner Park, to kick off at noon.	
Additional Services or Requests:	
ATTACHMENTS - All large event permit applications must include: <input type="checkbox"/> \$25 non-refundable permit fee payable to City of Newport <input type="checkbox"/> Site map describing layout of event space.* <input type="checkbox"/> Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured.	* SITE MAPS must include: Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas.

By signing below, I acknowledge the information provided on this application is true and accurate. This application must be reviewed by relevant municipal departments and submitted at least 30 days prior to the event date. I understand that this permit is not approved until I have received confirmation from the City of Newport.

Signature: Avi IC Ward Print: Avi IC Ward
 Date: 12/29/24

9/17/20

MUNICIPAL DEPARTMENT REVIEW

In this section, it is the Event Organizer's responsibility to solicit feedback from relevant municipal departments. During the review period, the Event Organizer may need to answer additional questions or make adjustments in the interest of public safety or convenience. This process may take up to two weeks and must be completed before the Event Permit application is submitted. Applications that have not been reviewed by department heads will not be accepted.



NEWPORT RECREATION
 Michael Brown, Recreation
 Director
mrbrown@NewportRecreation.org
 (802)334-6345 ext. 4

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.
 Signature: [Signature] Date: 1/6/25



NEWPORT POLICE DEPARTMENT
 Travis Bingham,
 Chief
Travis.Bingham@NewportPD.org
 (802)334-6733 ext. 2

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

- Meeting w/ Police Chief and Capt. Heads
 Involved - Logistics, Safety and Security

€ Reviewed – Do not recommend approval.
 Signature: [Signature] Date: 1/6/25



NEWPORT FIRE DEPARTMENT
 John Harlamert, Chief
John.Harlamert@NewportVermont.org
 (802)334-7919

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.
 Signature: [Signature] Date: 1/6/25



NEWPORT PUBLIC WORKS

Tom Bernier, Director

Thomas.Bernier@NewportVermont.org
(802)334-2124

€ Reviewed – Recommend approval with no conditions.

€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: Thomas Bernier

Date: 1/7/2025

OTHER:

Contact:

Title:

_____ Email:

Phone:

€ Reviewed – Recommend approval with no conditions.

€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: _____

Date: _____

SUBMIT COMPLETED FORM TO: City of Newport, ATTN: City Clerk, 222 Main Street, Newport VT
05855 **Email:** James.Johnson.Clerk@NewportVermont.org **Phone:** 802-334-2112 **Fax:** 802-334-5632 with
a copy to info@newportrecreation.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux	FAX (A/C, No):	
	PHONE (A/C, No, Ext): (530) 477-6521	E-MAIL ADDRESS: info@theeventhelper.com	
INSURED Northeast Kingdom Rainbow Coalition c/o Samantha Simcoe PO Box 923 Newport VT 05855	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Lloyds Syndicate 2623		AA-1128623
	INSURER B : Lloyds Syndicate 623		AA-1126623
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	EH-771325-L3767639	06/22/2025	06/23/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES \$ 100,000
	Host Liquor Liability					MED EXP (Any one person) \$ 5,000
	Retail Liquor Liability					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	OTHER:					PRODUCTS - COM/PROP AGG \$ 2,000,000
						Deductible \$ 1,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below.	<input type="checkbox"/> N/A				E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 200, Event Type: Festival & Cultural Event - Indoor/Outdoor. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER**CANCELLATION**

Main Street / Gardner Park Newport Newport VT 05855	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

Main Street / Gardner Park
 Newport
 Newport, VT 05855

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



www.kingdomgames.co

via email
January 17, 2025

James Johnson, Treasurer and Clerk
Newport City
222 Main St.
Newport, VT 05855

re: Kingdom Swim Parade - July 25, 2025

Dear Mr. Johnson,

I am writing to request the City of Newport's approval for a parade down Main Street on Friday evening, July 25, 2025, starting at 6 pm and finishing up within 45 minutes. The Memphremagog Parade is intended to welcome Kingdom Swimmers from all over North America and to celebrate our wonder-filled life on the shores and on the waters of Mighty Lake Memphremagog. It is a unique opening ceremony to Kingdom Swim, which is now heading into its 17th year. It is one of the reasons that our swims have been praised as "One of the world's most prolific and beloved series of open water swims." *Marathon Swimmers Federation*. This past year, Kingdom Swim was a Silver Medal finalist in the World Open Water Swimming Awards for Best Event in the World in 2023.

In addition to Kingdom Swim, we have seen steady growth of our 25-mile (and 50-mile) swims the length of Lake Memphremagog, *In Search of Memphre*. This year, we have 23 amateur swimmers attempting the crossing, with four attempting a double crossing. Our NEK Swim Week regularly draws scores of swimmers each year. While our Winter Swim Festival now attracts 125 to 175 swimmers from all over the world each year. Newport has much to celebrate. It has become an "unlikely mecca" for highly acclaimed, world class, open water and winter swimming. I will be filing my actual Parade Application early next week.

Sincerely,

Phil Whitem Director, Kingdom Games

Kingdom Games, Inc.,
PO Box 310, 649 Sunset Acres, Newport, VT 05855
802-249-9100, phw1918@gmail.com



www.kingdomgames.co

March 25, 2025

James Johnson, Treasurer and Clerk
Newport City
222 Main St.
Newport, VT 05855

re: Kingdom Swim Parade - July 25, 2025

Dear Mr. Johnson,

Enclosed is my Parade Permit Application along with a check for \$25.

Also referenced is my letter to you of January 17, 2025

By way of further information, I am enclosing NEKOWSA Swim Data from 2009 through 2024, documenting the growth of open water swimming in the Northeast Kingdom over the past 16 years.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Whitem", with a long horizontal flourish extending to the right.

Phil Whitem Director, Kingdom Games

Kingdom Games, Inc.,
PO Box 310, 649 Sunset Acres, Newport, VT 05855
802-249-9100, phw1948@gmail.com

**CITY OF NEWPORT
SPECIAL EVENT PERMIT APPLICATION**

222 Main Street • Newport, VT 05855
Tel. (802) 334-2112 • Fax (802)334-5632

EVENT ORGANIZER

Business/Organization: <u>Kingdom Games</u>	
Contact Person: <u>Phil White</u>	Email: <u>phil@kingdomgames.co</u>
Billing Address: <u>PO Box 310, Newport, VT 05855</u>	
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <u>802 249 9100</u>	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Website: <u>www.kingdomgames.co</u>	Fax:

EVENT DETAILS

Event Dates: 7/25/25
Use(s) Day(s) of the week Date(s) Time(s)

Set-Up: 5:00 pm
 Main Event: 6:00 pm
 Break-Down: 6:30 pm
 Rain Date(s): none

Event Description: Parade on Main St. from Municipal Bldg to Carver Park

Is this an annual event? No Yes, this is our _____ year hosting this event. Started in 2009

Location/Venue: Main St. Newport Location/Venue Maximum Capacity: 1,000

Number of People Expected to Attend (includes participants, spectators, staff/volunteers, vendors, entertainers): 300 - 500

PUBLIC HEALTH & PUBLIC SAFETY

Public Safety/Security Plan: Police Escort

First Aid/Medical Emergency Plan: Call 911

Parking Plan: Parking at Municipal Lots, Side Sts, Waterfront Plaza

Litter Clean-up & Trash Plan: We will have 3 Cleanup Volunteers

Restroom Plan: Pub. & Restaurant Rest Rooms

Will you have amplified sound? If so, please explain: Possibly in back of truck

Will your event include a parade or road closure? If so, please explain: Yes - as in the past

Additional Services or Requests:

ATTACHMENTS - All large event permit applications must include:

- \$25 non-refundable permit fee payable to City of Newport
- Site map describing layout of event space.*
- Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured.

*** SITE MAPS must include:**

Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas.

Will be obtained

By signing below, I acknowledge the information provided on this application is true and accurate. This application must be reviewed by relevant municipal departments and submitted at least 30 days prior to the event date. I understand that this permit is not approved until I have received confirmation from the City of Newport.

Signature: [Signature] Print: Phil White
 Date: 3/21/25

9/17/20

MUNICIPAL DEPARTMENT REVIEW

In this section, it is the Event Organizer's responsibility to solicit feedback from relevant municipal departments. During the review period, the Event Organizer may need to answer additional questions or make adjustments in the interest of public safety or convenience. This process may take up to two weeks and must be completed before the Event Permit application is submitted. Applications that have not been reviewed by department heads will not be accepted.



NEWPORT RECREATION
 Michael Brown, Recreation
 Director
recdirector@NewportRecreation.org
 (802)334-6345 ext. 4

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: [Signature] Date: 3/26/25



NEWPORT POLICE DEPARTMENT
 Travis Bingham,
 Chief
Travis.Bingham@NewportPD.org
 (802)334-6733 ext. 2

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: [Signature] Date: 3.26.25



NEWPORT FIRE DEPARTMENT
 John Harlamert, Chief
John.Harlamert@NewportVermont.org
 (802)334-7919

€ Reviewed – Recommend approval with no conditions.
 € Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: [Signature] Date: 3/26/25



NEWPORT PUBLIC WORKS
Tom Bernier, Director
Thomas.Bernier@NewportVermont.org
(802)334-2124

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: Tom Bernier Date: 3/20/25

OTHER:

Contact:

Title:

Email:

Phone:

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: _____ Date: _____

SUBMIT COMPLETED FORM TO: City of Newport, ATTN: City Clerk, 222 Main Street, Newport VT
05855 **Email:** James.Johnson.Clerk@NewportVermont.org **Phone:** 802-334-2112 **Fax:** 802-334-5632 with
a copy to info@newportrecreation.org

Northeast Kingdom Open Water Swimming Association - 2009 through 2024

Year	Total	Kingdom Swim	Son of a Swim	Willby 5 & 10 M	Willby 1 Mile	Caspian 3 Mile	crystal 5 Mile	Island Pond 4 Mile	Masswip 9 & 18	Seymour 6.5 Mile	Echo 7 mile	Memph 6.5 Mile	ISOM 25 Mile	Clubhous Swims	MWSF (Winter)	Misc.
2009	104	103	1													
2010	214	195	4	15												
2011	235	201	6	17									11			
2012	251	207	8	23	5								8			
2013	247	170	5	21	15	4	8	5	5	5	5	4	4			
2014	238	110	15	25	23	14	0	9	11	14	12	14	5			
2015	299	144	7	25	25	12	7	5	7	14	7	14	5		41	
2016	309	136	5	27	17	14	11	7	12	12	12	16	1		42	9
2017	333	138	13	19	13	23	19	14	17	18	18	13	8		37	1
2018	361	101	19	35	29	17	14	14	15	16	16	14	12		72	3
2019	544	75	14	105	40	32	26	19	21	27	27	25	10		87	2
2020	216	0		10	9	5	6	4	7	2	2	5	0	70	93	5
2021	301	125		22	18	9	9	7	9	13	13	11	0	75	0	3
2022	437	128		23	14	12	11	9	11	12	12	10	11	67	127	2
2023	370	82		33	15	14	12	8	7	0	0	0	5	27	163	4
2024	485	154		25	10	8	12	10	14	14	12	14	15	22	184	5
2025	134														134	
5078	5078	2069	97	425	61	233	164	135	111	136	136	141	95	261	980	34

CITY OF NEWPORT
SPECIAL EVENT PERMIT APPLICATION

222 Main Street • Newport, VT 05855
 Tel. (802) 334-2112 • Fax (802)334-5632

EVENT ORGANIZER

Business/Organization: <i>City of Newport w/ Lowery Solutions LLC</i>	
Contact Person: <i>Chris Lowery</i>	Email: <i>christopherlowery27@gmail.com</i>
Billing Address: <i>33 VT Rt 105 Newport VT 05855</i>	
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <i>801-356-9239</i>	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Website:	Fax:

EVENT DETAILS

Event Dates: Use(s) Day(s) of the week Date(s) Time(s)

Set-Up

Main Event *12/6 5pm*

Break-Down

Rain Date(s)

Event Description: *Light up the Night Light Parade* *Parade St. down main st up E. main into City to Sun. Hillish*

Is this an annual event? No Yes, this is our _____ year hosting this event.

Location/Venue: _____ Location/Venue Maximum Capacity: _____

Number of People Expected to Attend (includes participants, spectators, staff/volunteers, vendors, entertainers): _____

PUBLIC HEALTH & PUBLIC SAFETY

Public Safety/Security Plan:

First Aid/Medical Emergency Plan:

Parking Plan:

Litter Clean-up & Trash Plan:

Restroom Plan:

Will you have amplified sound? If so, please explain:

Will your event include a parade or road closure? If so, please explain: *yes*

Additional Services or Requests:

<p>ATTACHMENTS - All large event permit applications must include: <input type="checkbox"/> \$25 non-refundable permit fee payable to City of Newport <input type="checkbox"/> Site map describing layout of event space.* <input type="checkbox"/> Certificate of Insurance including \$1,000,000 general liability coverage, listing the City of Newport as additional insured.</p>	<p>* SITE MAPS must include: Aerial view showing placement of parking, entrances/exits, tents, picnic/food areas, restrooms, waste receptacles, utilities (power/water supply), security/emergency bases, vendors, stage/entertainment/activity areas, seating and other pertinent areas.</p>
--	--

By signing below, I acknowledge the information provided on this application is true and accurate. This application must be reviewed by relevant municipal departments and submitted at least 30 days prior to the event date. I understand that this permit is not approved until I have received confirmation from the City of Newport.

Signature: _____ Print: _____
Date: _____

9/17/20

MUNICIPAL DEPARTMENT REVIEW

In this section, it is the Event Organizer's responsibility to solicit feedback from relevant municipal departments. During the review period, the Event Organizer may need to answer additional questions or make adjustments in the interest of public safety or convenience. This process may take up to two weeks and must be completed before the Event Permit application is submitted. Applications that have not been reviewed by department heads will not be accepted.

 <p>NEWPORT RECREATION Michael Brown, Recreation Director recdirector@NewportRecreation.org (802)334-6345 ext. 4</p>	<p>€ Reviewed – Recommend approval with no conditions. € Reviewed – Recommend approval with conditions:</p> <p>€ Reviewed – Do not recommend approval.</p> <p>Signature: <u>MB</u> Date: <u>1/6/25</u></p>
 <p>NEWPORT POLICE DEPARTMENT Travis Bingham, Chief travis.bingham@vermont.gov (802)334-6733 ext. 2</p>	<p><input checked="" type="radio"/> Reviewed – Recommend approval with no conditions. € Reviewed – Recommend approval with conditions:</p> <p>€ Reviewed – Do not recommend approval.</p> <p>Signature: <u>TB</u> Date: <u>1/6/25</u></p>
 <p>NEWPORT FIRE DEPARTMENT John Harlamert, Chief john.harlamert@NewportVermont.org (802)334-7919</p>	<p>€ Reviewed – Recommend approval with no conditions. € Reviewed – Recommend approval with conditions:</p> <p>€ Reviewed – Do not recommend approval.</p> <p>Signature: <u>JH</u> Date: <u>1/6/25</u></p>



NEWPORT PUBLIC WORKS
Tom Bernier, Director
Thomas.Bernier@NewportVermont.org (802)334-2124

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: Thomas Bernier Date: 11/7/2025

OTHER:

Contact:

Title:

Email:

Phone:

€ Reviewed – Recommend approval with no conditions.
€ Reviewed – Recommend approval with conditions:

€ Reviewed – Do not recommend approval.

Signature: _____ Date: _____

SUBMIT COMPLETED FORM TO: City of Newport, ATTN: City Clerk, 222 Main Street, Newport VT
05855 Email: James.Johnson.Clerk@NewportVermont.org Phone: 802-334-2112 Fax: 802-334-5632 with
a copy to info@newportrecreation.org

MEMO

To: Newport City Council
From: Michael Brown, Director of Recreation
Date: Mar 19, 2025
Re: 2025 Coin Drop Requests

The city approves up to 7 coin drops per year/ one per month from May thru November. A coin drop is reserved for the Fire Department and the Recreation Department. Four of the 5 remaining are reserved for Veterans organizations. (See Coin Drop Policy)

Requested Coin Drops:

- May: VFW Post 798 (no date requested, May 24th 9am-3pm)
- June: Recreation Department, June 7th 9am-3pm
- July: Fire Department, July 5th 9am-3pm
- August: American Legion Post 21, August 8th 8am-2pm
- September: Recreation Committee, September 13th 9am-3pm
- October: Disabled American Veterans Chapter 22, October 11th 9am-3pm
- November:

*Possible Am. legion Aux request is the Document
But not yet in this summary.*

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



City of Newport
 222 Main Street
 Newport, Vermont 05855

Adopted by Newport City
 Council on 12/17/01
 Amended on 3/3/03
 Amended on 3/7/05

COIN DROP POLICY

1. Only the section of Main Street between Seymour Lane and the entrance of Bayview Street will be used.
2. Proof of insurance in minimum amount of one million dollars is required.
3. Participants will not be allowed to park on the Main Street.
4. All coin drops will have duration not to exceed 6 hours.
5. A coin drop will be reserved for the Fire Department and the Recreation Department. Four of the remaining 5 coin drops will be reserved for Veterans organizations on a first come, first serve basis. Local organizations will be given preference where practical.
6. Exceptions to this policy may be approved by the City Council.
7. Only one coin drop per month from May thru November with a maximum number of seven will be allowed.
8. A request for a coin drop will not be accepted on or before 1 January or after 31 January of year in which coin drop is to occur. Requests are to be made in writing via City Manager's Office to be forwarded to the Newport City Council.



TO: City of Newport Council.

The VFW Post 798 and its members request a coin drop for the summer of 2025. The VFW is Proud to work with Newport City in supporting the community and it's Veterans. We thank you for your Consideration and cooperation.

VFW Post 798

141 Central st. Newport Vt. 05855

COMMANDER

Dan Martin

MEMO

To: Newport City Council

From: Michael Brown, Recreation Director

Date: January 6, 2025

Re: Request for Coin Drop

Newport Recreation Department is requesting to host a coin drop on Saturday, June 7, 2025 from 9am to 3pm for a coin drop to benefit the July 4th Fireworks in Gardner Memorial Park.

To: City of Newport, VT.

From: American Legion Post 21
Newport, VT.

RECEIVED

JAN 02 2025

CLERK/TREASURER
CITY OF NEWPORT, VT

RE: Coin Drop

American Legion Post 21 requests a Coin Drop date of Saturday, August 8, 2025 from 8:00 am until 2:00 pm.


Vice Commander

December 17, 2024

James Johnson:

American Legion Post 21 Auxillary
request a date for a coin drop.

RECEIVED

JAN 02 2025

CLERK/TREASURER
CITY OF NEWPORT, VT

Sharon Patten
Auxillary President
American Legion Post 21

My Phone Number is:

802-673-2228

January 1, 2025

Newport City Council
222 Main Street
Newport, VT 05855

Dear Newport City Council,

The Newport Recreation Committee assumes a role in developing a sense of community and enhancing the quality of life by influencing the recreational future of Newport. As part of this duty, we have a continued commitment to fundraise for events for our community, such as Pumpkinpoolza and maintenance of the new playground.

We would like to request a coin drop on Main Street to benefit continued fundraising efforts for the Gardner Park Playground and Splash Pad project maintenance and community events. We hope to staff the event with committee volunteers between 9AM-3PM on an appropriate date between May-November.

Thank you for your consideration.

Respectfully,

Jaime Comtois, Chair
Newport Recreation Committee
jaimecomtois@gmail.com

Disabled American Veterans
Orleans County Chapter 22
P. O. Box 735
Derby, VT 05829

January 15, 2025

To Whom It May Concern:

We are sending in our request for our annual coin drops for the Disabled American Veterans. We are requesting October 11th from 9:00-3:00. These coin drops help our local veterans in need.

We carry an insurance policy and have all safety equipment. If you allow us to have the requested coin drops we will send you a copy of our insurance policy.

Please let us know in writing so we can get you the paperwork that is needed.

Thank you,

Ron Lavoie

Treasurer/Adjutant Chapter 22