

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, April 7, 2025, beginning at 6:00 p.m.
Newport City Council Room**

Google Meet joining info

Video call link: <https://meet.google.com/yud-ntkb-mrd>

Or dial: (US) +1 650-781-0578 PIN: 553 179 059#

Mayor Rick Ufford-Chase, President Kevin Charboneau, Council Members Carter Finegan, John Monette, Andrew Touchette and City Clerk/Treasurer James D. Johnson

1. Call the Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Consent Agenda
 - a. Regular meeting minutes of March 31 2025
 - b. AP Warrants 03 31 2025
 - c. PR Warrants
 - d. Liquor Licenses / Vendor Permits / Special Events -
 - i. Carter Vendor Permit Application
4. Request to Establish Two Restricted Bank Accounts:
 - a. For USDA Grant Funds
 - b. Other Grant Funds
5. Orleans County Housing Presentation by Brian Gray, Economic Development Coordinator, Newport Downtown Development
6. Special Task Forces - Verbal Reports/Requests:
 - a. Water and Sewer
 - b. Financial Reporting and Fiscal Practices
7. Comments by Members of the Public
8. New Business
9. Old Business
10. Set next meeting: Regularly Scheduled Council Meeting: May 21, 2025 at 6:00 p.m.
11. Adjourn

Special Council Meeting Minutes

March 31, 2025

A duly warned Special Meeting of the Newport City Council was held on Monday, March 31, 2025 in the council room in the Newport Municipal Building. Present were Mayor Rick Ufford-Chase, council members Carter Finegan, Kevin Charboneau, John Monette, Andrew Touchette, City Clerk/Treasurer James Johnson, DPW Director Tom Bernier, Rec Director Mike Brown, members of the Press and Public.

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

Additions/Deletions to the Agenda

Mr. Monette moved to add the purchase of a trailer for public works to the agenda. Seconded by Mr. Charboneau, motion carried.

Mr. Charboneau moved to add permits for Tobacco and Tobacco Substitute sales to the agenda. Seconded by Mr. Monette, motion carried.

Consent Agenda

Mr. Touchette moved to approve the consent agenda. Seconded by Ms. Finegan, motion carried. Mr. Monette abstained.

Resignation from Planning Commission by John Monette, establishing odd number of positions on the Planning Commission. (Attached)

Ms. Finegan moved to accept the resignation of John Monette from the Planning Commission. Seconded by Mr. Touchette, motion carried.

Mr. Monette moved to return to five members on the Planning Commission. Seconded by Mr. Charboneau, motion carried.

Resignation from the Development Review Board by Andrew Touchette. (Attached)

Ms. Finegan moved to accept the resignation of Andrew Touchette from the DRB. Seconded by Mr. Monette, motion carried.

Public Works Trailer Purchase (Attached)

Mr. Touchette moved to approve the purchase of a 2025 12-Ton Full Tilt Trailer from Boyd Truck Center in the amount of \$24,900. Seconded by Mr. Monette, motion carried.

Approval for Recreation Department Summer Staff, Executive Session per 1 V.S.A. 313(a)(3)

Mr. Touchette moved to enter executive session to discuss Rec. Dept. summer staff. Seconded by Ms. Finegan, motion carried.

No action.

Mr. Touchette moved to hire the nine applicants who applied. Seconded by Mr. Charboneau, motion carried.

Initial Reports from Special Task Forces

Mr. Monette gave a report on the initial meeting of the Water/Sewer Task Force.

Ms. Finegan gave a report on the initial meeting of the Financial Reporting and Fiscal Practices Task Force.

Applications for Parade Permits

Mr. Monette moved to approve parade permit applications Memorial Day, Pride Parade, Kingdom Swim Parade, and Light up the Night Parade. Seconded by Mr. Touchette, motion carried.

Approve Dates Requested for Coin Drops (Attached)

Mr. Monette moved to approve the seven requests for coin drops. Seconded by Mr. Charboneau, motion carried.

Appointment of Mayor as Representative to NVDA and NVEDD

Mr. Touchette moved to appoint Mayor Ufford-Chase representative to NVDA and NVEDD. Seconded by Ms. Finegan, motion carried.

Public Comment

Ann Chiarello commented on the Water/Sewer budget

New Business

Ms. Finegan noted that volunteers are needed to reopen the NEKCA Thrift Store.

Old Business

Mayor Ufford-Chase noted that tomorrow Mr. Touchette, Mr. LaForce, Mr. Gray, and the Mayor would be meeting with the Governor to discuss development plans for Newport.

Mr. Johnson noted that Dog Licenses are due April 1st and that petitions have been received from Carl King, John Monette, and Adam Ortiz to run for the vacant council seat on May 6, 2025.

Set the Next Meeting Date

Mr. Monette moved to set the next meeting for April 7, 2025 with Chris Vachon available to set up the Tech equipment. Seconded by Mr. Touchette, motion carried.

Adjournment

Mr. Charboneau moved to adjourn at 6:45 pm. Seconded by Ms. Finegan, motion carried.

Attested _____ This _____ Day of _____ 2025

_____, Mayor

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**

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City of Newport
 222 Main Street
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TO: Rick Ufford-Chase/Mayor
 FROM: Thomas L. Bernier/P.W. Director *TAB*
 DATE: March 31, 2025
 RE: New 2025 12-Ton Full Tilt Equipment Trailer

The Public Works Department has had a 1983 10-Ton equipment trailer for many years that recently had a steel frame failure. This trailer wasn't in the 5-year Capital plan to be replaced. This trailer is our only means to move our excavator around the city for construction projects.

The specifications for this trailer limited many dealers from quoting because most utilize hydraulic systems hooked to the trailer. The city dump trucks only supply electrical system to the rear of the truck, which limited suppliers.

We specified a 102" wide deck for the trailer because our excavator's width is 91" wide. The Champlain Valley Equipment trailer is only 82" between the fenders.

We only received two quotes for this trailer as follows:

<u>Boyd Truck Centers:</u> Econoline DP1225TE 12-Ton Tilt Trailer	\$24,900
<u>Champlain Valley Equipment:</u> Cam Superline PFTB8222-BP-220	\$22,176

Of the two quotes that were submitted only one meets our specifications. I would like to request authorization to purchase a new 2025 Econoline DP1225TE 12-Ton Tilt Trailer from Boyd Truck Centers for \$24,900 delivered. This trailer will be split between Public Works, Water, and Sewer funds.

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 (approved Jan.Council Meeting consent agenda item)
- September: Recreation Committee, September 13th 9am-3pm
- October: American Legion Post 21 Auxiliary, Oct. 4th 9am-3pm (approved Jan. consent agend item)
- November: Disabled American Veterans Chapter 22, Nov. 1st 9am-3pm

MEB

Unpaid Invoices For Check Acct 02(GENERAL FUND) From 03/01/2025 To 03/31/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AFLAC	AFLAC	PR-03/06/25 Payroll Transfer	957.97	0.00			
AFLAC	AFLAC	PR-03/20/25 Payroll Transfer	957.97	0.00			
AFLAC	AFLAC	033125 AFLAC Adj	171.60	0.00			
COUNCIL93	AFSCME COUNCIL 93	PR-03/06/25 Payroll Transfer	324.10	0.00			
COUNCIL93	AFSCME COUNCIL 93	PR-03/20/25 Payroll Transfer	347.25	0.00			
EYEMED	FIDELITY SECURITY LIFE INSURAN	PR-03/06/25 Payroll Transfer	3.12	0.00			
EYEMED	FIDELITY SECURITY LIFE INSURAN	PR-03/20/25 Payroll Transfer	3.12	0.00			
EYEMED	FIDELITY SECURITY LIFE INSURAN	033125 Eyemed Adj	0.50	0.00			
MUTUAL O	MUTUAL OF OMAHA	033125 Life & Disability Ins	2612.31	0.00			
MVP	MVP HEALTH CARE, INC	PR-03/06/25 Payroll Transfer	1682.57	0.00			
MVP	MVP HEALTH CARE, INC	PR-03/20/25 Payroll Transfer	1870.01	0.00			
MVP	MVP HEALTH CARE, INC	033125 Health Insurance Premium	56627.52	0.00			
NEPBA	NEPBA LOCAL 434	PR-03/06/25 Payroll Transfer	450.00	0.00			
NEPBA	NEPBA LOCAL 434	PR-03/20/25 Payroll Transfer	450.00	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	PR-03/06/25 Payroll Transfer	294.31	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	PR-03/20/25 Payroll Transfer	327.79	0.00			
NE DELTA	NORTHEAST DELTA DENTAL	033125 Dental Premium	1434.24	0.00			
VTRETIRE	VMERS DB	PR-03/06/25 Payroll Transfer	28019.58	0.00			
VTRETIRE	VMERS DB	PR-03/20/25 Payroll Transfer	28154.21	0.00			
VTRETIRE	VMERS DB	033125 VMER Adj	4.01	0.00			
VSP	VSP INS - VISION CARE	PR-03/06/25 Payroll Transfer	107.81	0.00			
VSP	VSP INS - VISION CARE	PR-03/20/25 Payroll Transfer	124.59	0.00			
VSP	VSP INS - VISION CARE	033125 Eye Insurance Premium	491.45	0.00			
Report Total			125,416.03	0.00	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 \$ ***125,416.03

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

NEWPORT CITY TRANSIENT MERCHANTS AND ITINERANT VENDORS APPLICATION

PLEASE ANSWER ALL APPLICABLE QUESTIONS

DATE 3-27-25

Name(s) Briley Carter John Carter

Business Name Burger Bus Phone # 802-673-8789

Address 1302 lake RD

Date of Birth 01-27-02

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 _____

Food Peddler's State License # _____

Vehicle Registration # _____ License Plate # _____

Type of Goods Being Sold Burgers, Fries, Milkshakes, and Chicken Sandwiches

Description of Cart, Stand, or Vehicle A school bus that does smash burgers with cool cart on it.

Proposed Location 1700 E main street

Hours of operation 11am- 8pm Days of operation Wed- Mon

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

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

Insurance Information Ohio mutual insurance group CPP0040163

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

FOR OFFICE USE ONLY

Type of License Central General Vehicle

Fee Due _____ Fee Paid _____ Duration _____

Temporary Issued _____ To _____

License Approved _____

Signature _____ Title _____ Date _____

Dated Valid _____ To _____ Notes _____