**District** 

District 4 YEAR ENDING FEBRUAR Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2008 to: Vermont Agency of Transportation, Policy and Planning Division, One National Life Dr, Montpelier, VT 05633. Aldormen or Trustees of HANCOCK in ADDISON County County Aldormen or Trustees of HANCOCK in ADDISON County N V S A. Sec #305, added 1985, is as follows:

#### PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 1 Lane	0.000				
Class 2	0.000				0.000
Class 3	8.800	0,11		8.91	0.000
State Highway	9.757				7.246
Class 4	2.160				0.000
Legal Trail	0.000				1
Total	18.557			18.667	7.246

\* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications is NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE. Notes by SiMoulton

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening"

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below.

PART III - SIGNATURES - PLEASE SIGN. Selectmen/ Aldermen/ Trustees Signatures:

T/C/V Clerk Signature:

Date Filed;

3/28/08

Please sign ORIGINAL and return it for Transportation signature.

Signed copy will be returned to T/C/V Clerk. AGENCY OF TRANSPORTATION APPROVAL:

**APPROVED:** 

Representative, Agency of Transportation

4/17/2008 DATE:

Agency of T.

MAR 2 8 2008

Agency of Transportation



State of Vermont Policy & Planning Division-Mapping Unit 1 National Life Drive Montpelier, VT 05633-5001 http://www.aot.state.vt.us

Telephone: 802-828-2109 Fax: 802-828-2334 Email: sara.moulton@state.vt.us

March 7, 2008

Chair, Selectboard Hancock, c/o Town Clerk PO Box 100 Hancock, VT 05748

Dear Town Clerk and Selectboard:

I am returning your 2008 Certificate of Highway Mileage because is it incomplete as submitted.

Specifically, the following items need to be addressed and documents included with the mileage certificate.

- The town clerk needs to sign and date the certificate. The amount and class of new highway mileage should be noted in Part I and Part II of the form.
- The top portion of the Certificate of Completion and Opening for the road is incompletely filled out.
- The town needs to include a copy of the minutes of meetings at which the selectboard took action on accepting the road as a town highway. The minutes that were submitted noted that "all but one signature that is needed to turn the road ... over to Town had been secured." It sounded as though the Town was considering acceptance of the road, but the details were not yet in place. There is no record of the motion to accept it and the resulting votes on the motion.
- The town needs to detail that it followed the process of laying out as defined in V.S.A. Title 19 Chapter 7. Specifically, the following questions need to be addressed:
  - was there a site visit?
  - were the abutting landowners notified?
  - was a notice posted in the office of the town clerk?
  - was a notice published in a local newspaper of general circulation in the area not less than ten days before the time set for the site visit?

If the town can supply this documentation before March 20, 2008, the change suggested by the documentation submitted with the certificate can be incorporated in this year's certificate process.

If you have any questions, please call me at 802-828-2109 or send e-mail to sara.moulton@state.vt.us Thank you.

Sincerely,

Bara Moulton

Sara Moulton Mapping & GIS Specialist



# <u>CERTIFICATE of COMPLETION and OPENING</u> <u>of a HIGHWAY for PUBLIC TRAVEL</u>

(City/Town/Village) Hancock of the Hancock of tarr Vermont. (City/Town/Vilage Name) Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class Highway in the Hancolk of Hancolk was COMPLETED was COMPLETED was COMPLETED AND (1,2,3 or 4) (City/Town/Village) (City/Town/Village Name) OPENED FOR PUBLIC TRAVEL on DESCRIPTION OF RIGHT OF WAY: Beginning BLir Hill Rd )tarcockof and as shown on a Highway Map of the \_ dated f, and filed in Book  $28^{\circ}$  on page  $484^{\circ}$  (Page # \_ of the Records of the by the <u>I-tanCoc</u> (City/Town/Village) (City/Town/Village Name) Hanci Clerk of said of incorporated herein by reference and attested to on said map by said the Handberger KClerk. ounty of and State of Vermont, Dated at A.D., 200 day of OC this BOARD (Date - Day) OF (Selectman/Alderman/Trustee Signature) SELECTMEN, ALDERMAN, (Selectman/Alderman/Trustee Signature) or TRUSTEES (Selectman/Alderman/Trustee Signature) Signature (Manager/Mayor Signature) and the Manager/Mayor of the City/Town/Village of (City/Town/Village Name) \*\*\*\*\*\*\*\*\* (Month - Day) VERMONT THE ABOVE IS A TRUE COPY OF THE DESCRIPTION OF CLASS  $3^{(1,2,3 \text{ or } 4)}$ HIGHWAY COMPLETED AND **OPENED FOR PUBLIC TRAVEL, RECORDED IN BOOK** 28 ON PAGE /OF THE RECORDS (Book #) DAY OF OCLOUR (Date - Month) (City/Town/Village Name) **ON THE** 101 Sr OF O'CLOCK,  $\underline{A}$ .M. **, AT ATTEST: CLERK OF** VERMONT **Revision 12/2005** 

# Town of Hancock Select Board Meeting Minuets October 2, 2007

#### Call to Order: 6:07 pm

Minuets of September 18th 2007 Meeting: Not Available

Introductions: James Leno (acting chairman), Adam Wood, Christine Farr (Town Clerk/Treasure), Richard Andrews (Road Commissioner), John Ross, Susan Disbrow (Town Attorney) and Steve and Janet Smyrychynski.

Concerns of local Citizens:

Announcements:

Reports: Road Commissioner report, Roads Maintenance for the summer is complete. Steve Smyrychynski reported that the corner at the top of Blair Hill road needed some attention do to a washout, he also reported that he has secured all but one signature that is needed to turn the road near his property over to the Town, the Road Commissioner has inspected the construction area and has approved what has been done and encourages the Select Board to go ahead and accept the road.

Ricky took a moment to discuss the letter sent from the Secretary of State office regarding the Snowplowing contract and let it be known that he accepted the ruling by their office.

Town Clerk: Christine reported that we have an invoice from GMEC and that the State had given their approval for it to be paid, Jim took exception with the idea of paying for something that the Town had not received and felt that GMEC needed to come and explain the invoice in question and lay out a game plan for closing the grant before we pay anything, he made that a motion and Adam agreed. So Moved. Christine also discussed the need to move ahead with the Paper Towel and Toilet Tissue issue at the Town Hall.

Fire Chief: Adam reported that an Electrician had been hired to turn the electric over from the mill to the Town and that the Firehouse had been inspected by the state and the approval had been given.

Law Enforcement: Jim commented that he noticed that not one speeding ticket was issued for anyone traveling under fifty miles an hour and asked Christine to please ask the Constable to be a little more aggressive on speeders through town.

New Business: Susan Disbrow (Town Attorney) was on hand to discuss the Select Board signing off on the lien that the Town currently has on the Vermont Plywood Mill, at that time we received a conference call from Ann Kroll (Director of Grants Management)

Ann was in favor of the signing and would like to see the Town move forward. Jim Leno felt that things were moving to fast and that the Town needed to gather it's thoughts on this matter and consider all of the Towns options before moving ahead so Susan was instructed to inform the Union Bank Attorney of our decision. The Select Board decided to hold a special meeting on October 9<sup>th</sup> 2007 at 5pm at the Town Clerks office to discuss the matter further and instructed Susan to invite the Union Bank President and their Attorney to our next regular scheduled meeting on the 16<sup>th</sup> of October.

Executive Session:

Select Board Orders: Approved and Signed

Adjournment: Meeting adjourned at 7:45pm

Respectfully Submitted By: James Leno Acting Secretary

484
HANCOCK TOWN CLERK'S OFFICE /
RECEIVED FOR RECORD
THIS 10 DAY OF OF OFTEN AD 2007
AT O O'CLOCK OO MINUTES A M
RECORDED IN HONCOCK NO MO RECORDS
IN VOLUME 28 PAGE 484 - 487
ATTEST Christing Fair TOWN CLERK

# VERMONT QUITCLAIM DEED

#### KNOW ALL PERSONS BY THESE PRESENTS THAT:

We. **Yorgi Borboroglu**, of Booton. in the County of Morris and State of New Jersey and **Peter C**. **Charoglu**, of Danville, in the County of Essex and State of New Jersey. Grantors, for the sum of one or more dollars, paid to our satisfaction by the **Town of Hancock**, a municipal corporation organized and existing under the laws of the State of Vermont. Grantees.

By these presents have **REMISED**, **RELEASED**, **AND FOREVER QUITCLAIMED** unto the said Grantee. **TOWN OF HANCOCK**, and its successors and assigns forever, all right and title which **Yorgi Borboroglu** and **Peter C. Charoglu** have in and to the following described property in the Town of Hancock, County of Addison and State of Vermont, described as follows, viz:

Being all of our interest in a certain road and cul-de-sac on property conveyed to us by Warranty Deed of Terry F. Allen, dated January 30, 1967 and recorded in Book 16, Page 33 of the Hancock Land Records.

This road and cul de sac are more particularly described on a survey map by Ralph J. Michael, dated August 1, 1989 and recorded in Map Book 1, page 76, as revised on November 9, 1989 – said revision being recorded in Map Book 1, page 83, glide 87 of the Hancock land records, as follows:

Beginning at an iron pin set on the Northeasterly side of Hancock Town Highway Number 7 and proceeding in a direction North 27 degrees. 36 minutes West, a distance of 70.7 feet along the edge of Hancock. Town Highway Number 7 to an iron pin set; then proceeding North 17 degrees, 24 minutes East, a distance of 268.2 feet to an iron pin set on the easterly side of Lot number 4; thence proceeding along the boundary of lot 4, a distance of 96.39 feet (chord North 16 degrees, 18 minutes West, 89.9 feet) to an iron pin set in a point in the corners of Lot #4 and Lot #5; thence turning and proceeding along the boundary of Lot #5, a distance of 116.87 feet (chord North 65 degrees, 09 minutes East, 105.4 feet) to an iron pin set at point on the Southerly corner of Lot #5 and #6; thence turning and proceeding along the boundary of Lot #6, a distance of 77.53 feet (chord South 40 degrees, 35 minutes East, 74.5 feet) to an iron pin set in the Southerly corner of Lots #6 and #7; thence turning and proceeding along the boundary of Lot #7, a distance of 129.47 feet (chord South 38 degrees, 29 minutes West, 114.0 feet) to an iron pin set in the Westerly corner of Lots #7 #8; thence proceeding South 17 degrees, 24 minutes West, a distance of 318.2 feet to an iron pin set in the point and place of beginning.

It is the purpose of this deed to confirm that the Grantors have no interest in road and cul de sac resulting from their original ownership of this property purchased from Terry Allen by way of the above referenced deed.

The owners of the following lots: Lot 3, Terry Severy (August 23, 1989, Book 19, pages 368-370 of the Hancock land records), Lot 4, Steven W. Smrychynski, (July 22, 2002, Book 24, pages 343-345 of the Hancock land records), Lot 5, Steven Smyrchynski (January 18, 1990, Book 19, pages

479-481 of the Hancock land records). Lot 6. David A Fournier, (May 12, 2000, Book 23, pages 420-421 of the Hancock land records). Lot 7. Frances E. Mamix (November 21, Book 19, pages 469-470 of the Hancock land records) and Lot 8, Jennifer G. Edmonds (October 31, 2002, Book 24, pages 514-516 of the Hancock land records), join in this deed to release whatever interest they have in this road and cut de sac by virtue of the conveynness to them in the above referenced deeds.

TO HAVE AND TO HOLD all right and title in and to the said quitelaimed premises, with the appurtenances thereof, to the said TOWN OF HANCOCK, VERMONT, and its successors and assigns forever.

AND FURTHERMORE, We, the said GRANTORS, YORGI BORBOROGLU and PETER C. CHAROGLU, do for ourselves and our heirs, executors and administrators, covenant with the said GRANTEE, TOWN OF HANCOCK, VERMONT, and its successors and assigns, that from and after the ensealing of these premises. We, the said YORGI BORBOROGLU and PETER C. CHAROGLU, will have and claim no right in or to the said Quitelaimed premises.

IN WITNESS WHEREOF. We hereunto set my hand and seal this  $\leq$  day of  $\underline{P_{UUS}}$ , 2007.

IN PRESENCE OF:

Witness to YB Win For water and to

YORGI BO

PETER C. CHAROGLI

Witness to PCC

STATE OF NEW JERSEY COUNTY OF MONTS

At  $\underline{3Bconton}$  this  $\underline{5}$  day of  $\underline{4uq}$  2007. Yorgi Borboroglu personally appeared and he acknowledged this instrument, by him sealed and subscribed to be his free act and deed.

Before Me: <u>Historica Lormleg</u> Notary Public My commission expires: <u>7/25/10</u>

SEAL

Victoria Gormley Notary Public of New Jersey Commission Expires July 25, 2010 No. 2331894

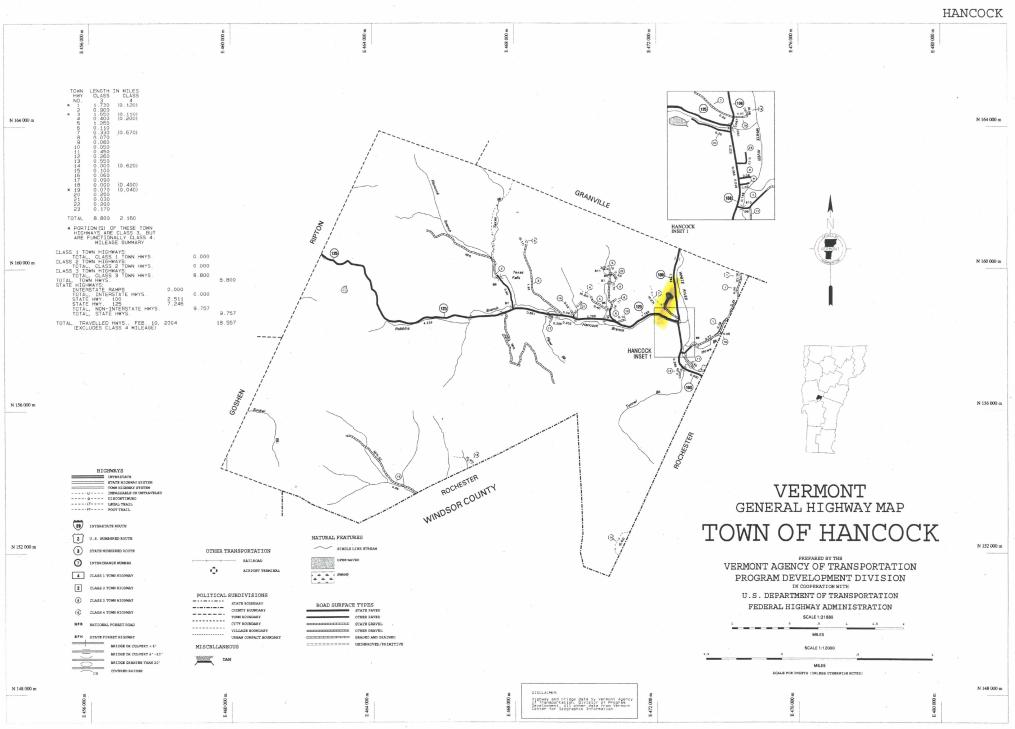
# STATE OF NEW JERSEY COUNTY OF

	this day of Septen ber 2007, Peter C. Charoglu personally appe	
and he acknowledged	this instrument, by him sealed and subscribed to be his free act and de	ed.

Before Me. <u>Illen Merie cello</u>tary Public My commission expires: <u>\$15 | 2010</u>

SEAL

ELLEN MARIE TULLO ID # 2332465 HOTARY PUBLIC OF NEW JERSEY Commission Explose 8/5/2010



TRANSPORTATION DISTRICT NO. 4

ADDISON COUNTY

District

# CERTIFICATE OF HIGHWAY MILEAGE YEAR ENDING FEBRUARY 10, 2008

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2008 to: Vermont Agency of Transportation, Policy and Planning Division, One National Life Dr, Montpelier, VT 05633.

We, the Selectmen or Aldermen or Trustees of HANCOCK in

in ADDISON County

incorporated.

S. Moulton

3/24/03

on an oath state that the mileage of highways, according to Title 19, V.S.A, Sec #305, added 1985, is as follows:

#### PART I - CHANGES\_TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 1 Lane	0.000				
Class 2	0.000				0.000
Class 3	8.800				0.000
State Highway	9.757				7.246
Class 4	2.160				0.000
Legal Trail	0.000	.			
Total	18.557				7.246

\* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications is NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE. No changes

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening"

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. [ ]

PART III - SIGNATURES - PLEASE SIGN. Selectmen/ Aldermen/ Trustees Signatures:	Walluh.
T/C/V Clerk Signature:	Date Filed:
Please sign ORIGINAL and return it for Transportation signature.	
AGENCY OF TRANSPORTATION APPROVAL: Signed cop	py will be returned to T/C/V Clerk.

APPROVED:

Representative, Agency of Transportation

DATE:



State of Vermont Policy & Planning Division-Mapping Unit 1 National Life Drive Montpelier, VT 05633-5001 http://www.aot.state.vt.us Agency of Transportation

Telephone: 802-828-2109 Fax: 802-828-2334 Email: sara.moulton@state.vt.us

March 7, 2008

Chair, Selectboard Hancock, c/o Town Clerk PO Box 100 Hancock, VT 05748

Dear Town Clerk and Selectboard:

I am returning your 2008 Certificate of Highway Mileage because is it incomplete as submitted.

Specifically, the following items need to be addressed and documents included with the mileage certificate.

- The town clerk needs to sign and date the certificate. The amount and class of new highway mileage should be noted in Part I and Part II of the form.
- The top portion of the Certificate of Completion and Opening for the road is incompletely filled out.
- The town needs to include a copy of the minutes of meetings at which the selectboard took action on accepting the road as a town highway. The minutes that were submitted noted that "all but one signature that is needed to turn the road ... over to Town had been secured." It sounded as though the Town was considering acceptance of the road, but the details were not yet in place. There is no record of the motion to accept it and the resulting votes on the motion.
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  - was there a site visit?
  - were the abutting landowners notified?
  - was a notice posted in the office of the town clerk?
  - was a notice published in a local newspaper of general circulation in the area not less than ten days before the time set for the site visit?

If the town can supply this documentation before March 20, 2008, the change suggested by the documentation submitted with the certificate can be incorporated in this year's certificate process.

If you have any questions, please call me at 802-828-2109 or send e-mail to sara.moulton@state.vt.us Thank you.

Sincerely,

Bara Moulton

Sara Moulton Mapping & GIS Specialist



# <u>CERTIFICATE of COMPLETION and OPENING</u> <u>of a HIGHWAY for PUBLIC TRAVEL</u>

(Clerk's Name)	(City/Town	Clerk of the	City/Town/Village)	of
	, Vermoi		City/Town/village)	
(City/Town/Vilage Name)				
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484
HANCOCK TOWN CLERK'S OFFICE
THIS 10 DAY OF OF DECORD
ATOCLOCK_OO MINUTES A M
RECORDED IN HOMOCK KO MO RECORDS
IN VOLUME 28 PAGE 484 - 487
ATTEST Christing Fran TOWN CLERK

### VERMONT QUITCLAIM DEED

### KNOW ALL PERSONS BY THESE PRESENTS THAT:

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By these presents have **REMISED**, **RELEASED**, **AND FOREVER QUITCLAIMED** unto the said Grantee. **TOWN OF HANCOCK**, and its successors and assigns forever, all right and title which **Yorgi Borboroglu** and **Peter C. Charoglu** have in and to the following described property in the Town of Hancock. County of Addison and State of Vermont, described as follows, viz:

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It is the purpose of this deed to confirm that the Grantors have no interest in road and cul de sac resulting from their original ownership of this property purchased from Terry Allen by way of the above referenced deed.

The owners of the following lots: Lot 3, Terry Severy (August 23, 1989, Book 19, pages 368-370 of the Hancock land records), Lot 4, Steven W. Smrychynski, (July 22, 2002, Book 24, pages 343-345 of the Hancock land records), Lot 5, Steven Smyrchynski (January 18, 1990, Book 19, pages

479-481 of the Hancock land records), Lot 6. David  $\wedge$  Fournier, (May 12, 2000, Book 23, pages 420-421 of the Hancock land records), Lot 7. Frances B. Mannix (November 21, Book) 19, pages 469-470 of the Hancock land records) and Lot 8, Jenniter G. Edmonds (October 31, 2002; Book 24, pages 514-516 of the Hancock land records), join in this deed to release whatever interest they have m this road and cul de side by virtue of the conveyances to them in the above referenced deeds.

TO HAVE AND TO HOLD all right and title in and to the said quitelaimed prenuses, with the appurtenances thereof, to the said TOWN OF HANCOCK, VERMONT, and its successors and assigns to rever.

AND FURTHERMORE, We, the said GRANTORS, YORGI BORBOROGLU and PETER C. CHAROGLU, do for ourselves and our heirs, executors and administrators, covenant with the said GRANTEE, TOWN OF HANCOCK, VERMONT, and its successors and assigns, that from and after the ensealing of these premises. We, the said YORGI BORBOROGLU and PETER C. CHAROGLU, will have and claim no right in or to the said Quitclaimed premises.

IN WITNESS WHEREOF. We hereunto set my hand and seal this  $\leq$  day of  $\underline{Aug}$ , 2007

IN PRESENCE OF:

these to YB Vinton a Altern

PETER C, CHAROGLU

Witness to PCC

STATE OF NEW JERSEY COUNTY OF MONTATS.

At  $\underline{\mathcal{B}_{acndon}}$  this  $\underline{\mathcal{5}}$  day of  $\underline{\mathcal{A}_{Uq}}$  2007. Yorgi Borboroglu personally appeared and he acknowledged this instrument, by him sealed and subscribed to be his free act and deed.

Before Me: <u>Hictoria Loumley</u> Notary Public My commission expires: <u>7/25/10</u>

Victoria Gormley Notary Public of New Jersey Commission Expires July 25, 2010 No. 2331894

# STATE OF NEW JERSEY COUNTY OF

At <u>Denville</u>, this day of <u>September</u> 2007. Peter C. Charoglu personally appeared and he acknowledged this instrument by him sealed and subscribed to be his free act and deed.

Before Me: <u>2llen Mane Sel</u> My commission expires: <u>51.5 Jacro</u> Selfotary Public

SEAL

SEAL

ELLEN MARIE TULLO ID # 2332465 HOTARY PUBLIC OF NEW JERSEY COMMISSION EXPIRES 8/5/2010

# Town of Hancock Select Board Meeting Minuets October 2, 2007

#### Call to Order: 6:07 pm

Minuets of September 18th 2007 Meeting: Not Available

Introductions: James Leno (acting chairman), Adam Wood, Christine Farr (Town Clerk/Treasure), Richard Andrews (Road Commissioner), John Ross, Susan Disbrow (Town Attorney) and Steve and Janet Smyrychynski.

Concerns of local Citizens:

Announcements:

Reports: Road Commissioner report, Roads Maintenance for the summer is complete. Steve Smyrychynski reported that the corner at the top of Blair Hill road needed some attention do to a washout, he also reported that he has secured all but one signature that is needed to turn the road near his property over to the Town, the Road Commissioner has inspected the construction area and has approved what has been done and encourages the Select Board to go ahead and accept the road.

Ricky took a moment to discuss the letter sent from the Secretary of State office regarding the Snowplowing contract and let it be known that he accepted the ruling by their office.

Town Clerk: Christine reported that we have an invoice from GMEC and that the State had given their approval for it to be paid, Jim took exception with the idea of paying for something that the Town had not received and felt that GMEC needed to come and explain the invoice in question and lay out a game plan for closing the grant before we pay anything, he made that a motion and Adam agreed. So Moved. Christine also discussed the need to move ahead with the Paper Towel and Toilet Tissue issue at the Town Hall.

Fire Chief: Adam reported that an Electrician had been hired to turn the electric over from the mill to the Town and that the Firehouse had been inspected by the state and the approval had been given.

Law Enforcement: Jim commented that he noticed that not one speeding ticket was issued for anyone traveling under fifty miles an hour and asked Christine to please ask the Constable to be a little more aggressive on speeders through town.

New Business: Susan Disbrow (Town Attorney) was on hand to discuss the Select Board signing off on the lien that the Town currently has on the Vermont Plywood Mill, at that time we received a conference call from Ann Kroll (Director of Grants Management)

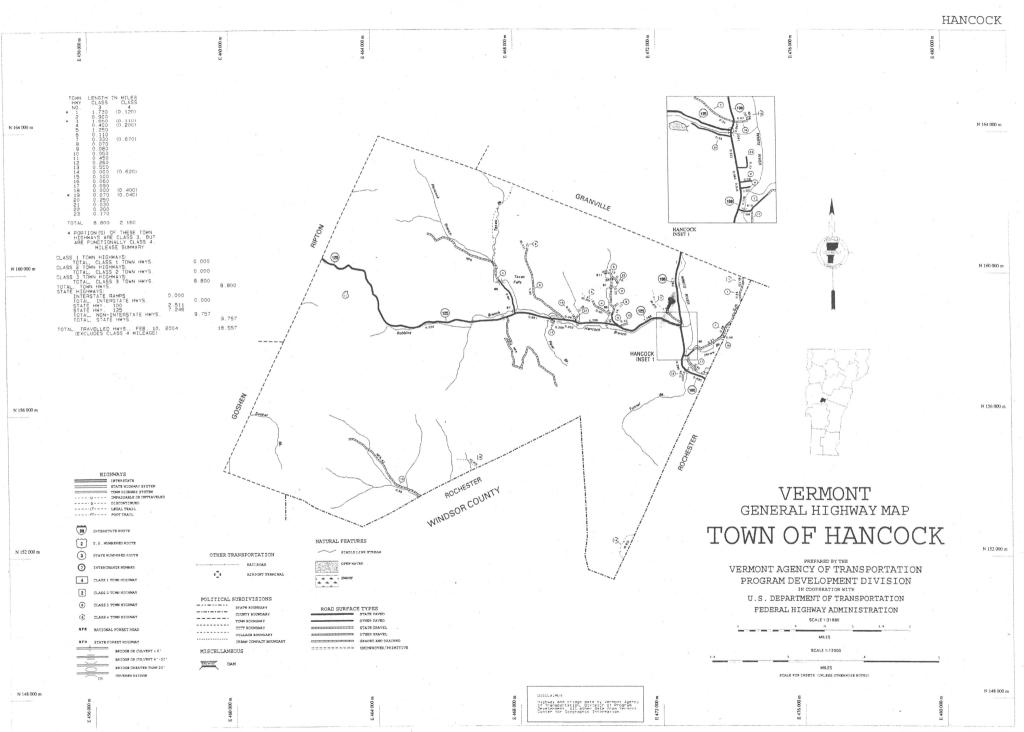
Ann was in favor of the signing and would like to see the Town move forward. Jim Leno felt that things were moving to fast and that the Town needed to gather it's thoughts on this matter and consider all of the Towns options before moving ahead so Susan was instructed to inform the Union Bank Attorney of our decision. The Select Board decided to hold a special meeting on October 9<sup>th</sup> 2007 at 5pm at the Town Clerks office to discuss the matter further and instructed Susan to invite the Union Bank President and their Attorney to our next regular scheduled meeting on the 16<sup>th</sup> of October.

Executive Session:

Select Board Orders: Approved and Signed

Adjournment: Meeting adjourned at 7:45pm

Respectfully Submitted By: James Leno Acting Secretary



TRANSPORTATION DISTRICT NO. 4

ADDISON COUNTY

Moritone Agoncy of Hansportation



FEB 2 0 2008

Policy & Planning Divisio

Agency of Transportation

State of Vermont Policy & Planning Division-Mapping Unit 1 National Life Drive, Drawer 33 Montpelier, VT 05633-5001 http://www.aot.state.vt.us

Telephone: 802-828-2109 Fax: 802-828-2334 Email: sara.moulton@state.vt.us

#### January 2008

Chairperson, Board of Selectmen Hancock c/o Town Clerk PO Box 100 Hancock, VT 05748

TO: TOWN / CITY / VILLAGE CLERK AND SELECTBOARD / ALDERMEN / TRUSTEES

Enclosed is your 2008 **Certificate of Highway Mileage.** This Certificate must be completed in order to determine your Town's share of state aid for Town Highways for Fiscal Year 2009.

Any changes in mileage or highway classification made by your selectboard this past year should be entered on this certificate. If there are changes that occurred before this past year that we have not shown on the Town Map, please let us know about those so we can update our maps.

Also enclosed is a reduced size copy of your current Town Map and a Certificate of Completion and Opening should you need it to document new town roads

>> Enter mileage and classification changes.
>> If you have no changes, you may simply check the box in PART II of Certificate.
>> Always sign Part III - Town Clerk, Selectmen, etc.

Return the certificate to this office before February 20, 2008. After the Agency has approved and signed the certificate, we will send you a copy.

If you have any questions, please call me at 802-828-2109 or send e-mail to sara.moulton@state.vt.us

Thank you.

Sincerely,

Sara Moulton

Sara Moulton Mapping & GIS Specialist

Enclosures



### Certificate of Highway Mileage Instructions

Towns use this certificate to update mileage of Town Highways and Trails, incorporating any changes made before February 10, 2008. Changes in road classification, additions of new roads and trails, or discontinuances must include documentation of Selectboard action, such as minutes of meetings when action was taken.

#### PART I

Previous Mileage – This shows mileage as of completion of last year's certificate.

Added Mileage – Enter total of any new legally accepted Class 3 or 4 roads or Trails, and any roads reclassified from Class 3 to 4 or vice versa, or roads reclassified to or from Trails.

Subtracted Mileage – Enter total of any discontinued road or trail mileage and any roads reclassified from Class 3 to 4 or vice versa, or roads reclassified to or from Trails.

*Total* – Enter total, same as last year if no changes. Enter a new total if there were changes reported.

*Scenic Highways* – Use this only if town has designated roads as official 'Scenic Highways' in accordance with 19 VSA 2502.

### PART II

Enter details needed for identification of New, Discontinued, Reclassified, or Scenic Highways. For example, Town Highway number (TH-number) or Legal Trail number (LT-number).

If there are no changes in Town Highway or Trail mileage, simply check box on last line in PART II.

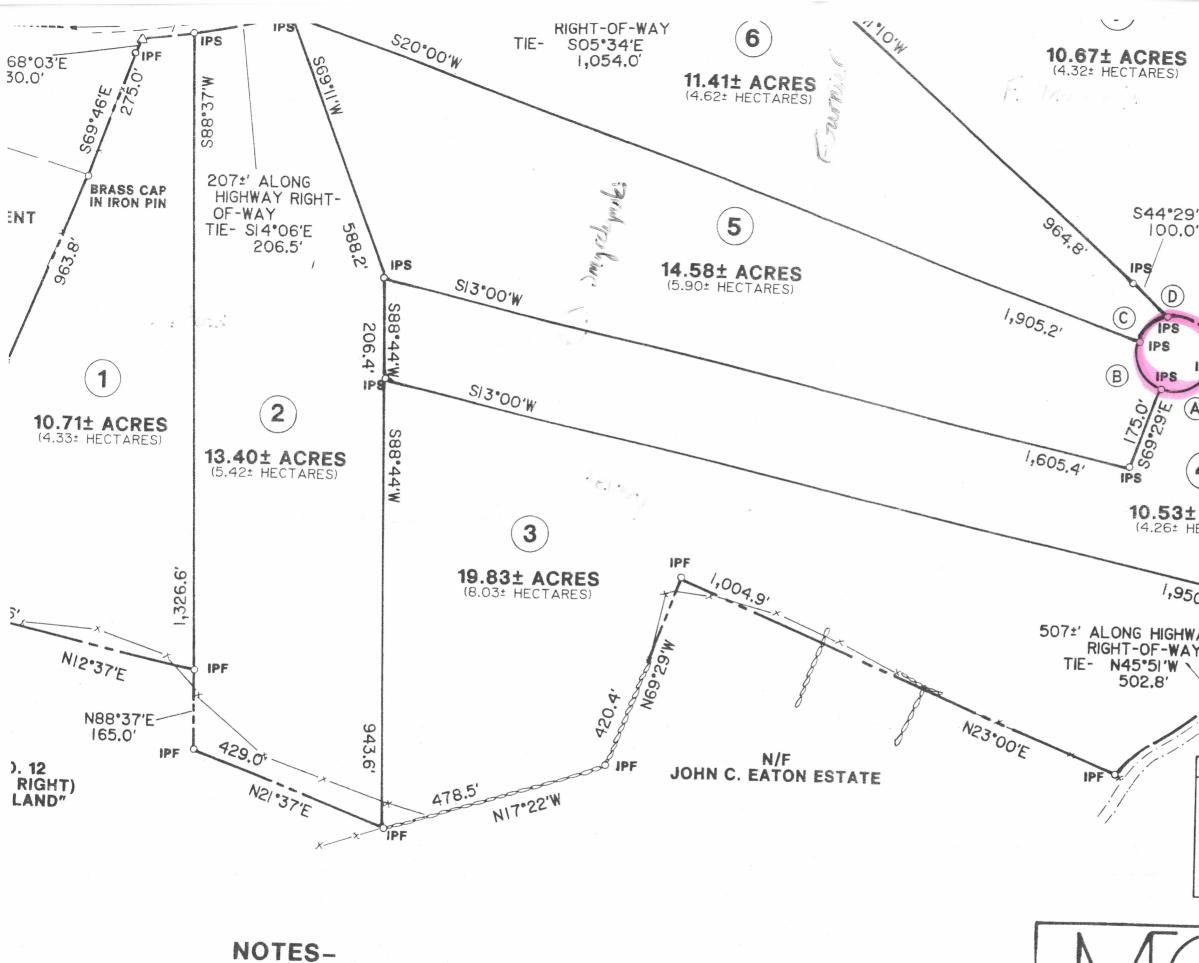
#### PART III

Board members and Town Clerk sign here.

Additional guidance is provided in the document "Vermont Agency of Transportation Guidelines - Certificate of Highway Mileage".

Return completed certificate, using enclosed envelope. If needed, use a larger envelope with same address as on the enclosed envelope. Please return before February 20, 2008.

10/2007



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