

District 5  
Certcode 0120-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2023**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2023 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of **VERGENNES CITY** in **ADDISON** County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 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	2.850			2.850	0.000
Class 2	3.740			3.740	0.000
Class 3	8.10	0.11		8.21	0.000
State Highway	0.000			-	0.000
<b>Total</b>	<b>14.690</b>			<b>14.800</b>	<b>0.000</b>
* Class 1 Lane	0.000			-	
* Class 4	0.13			0.13	0.000
* Legal Trail	0.00			-	

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

DS  
PO

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".  
0.11 Class 3 Commodore Drive
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).  
[Redacted]
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).  
[Redacted]
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.  
[Redacted]

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

**PART III - SIGNATURES - PLEASE SIGN.**

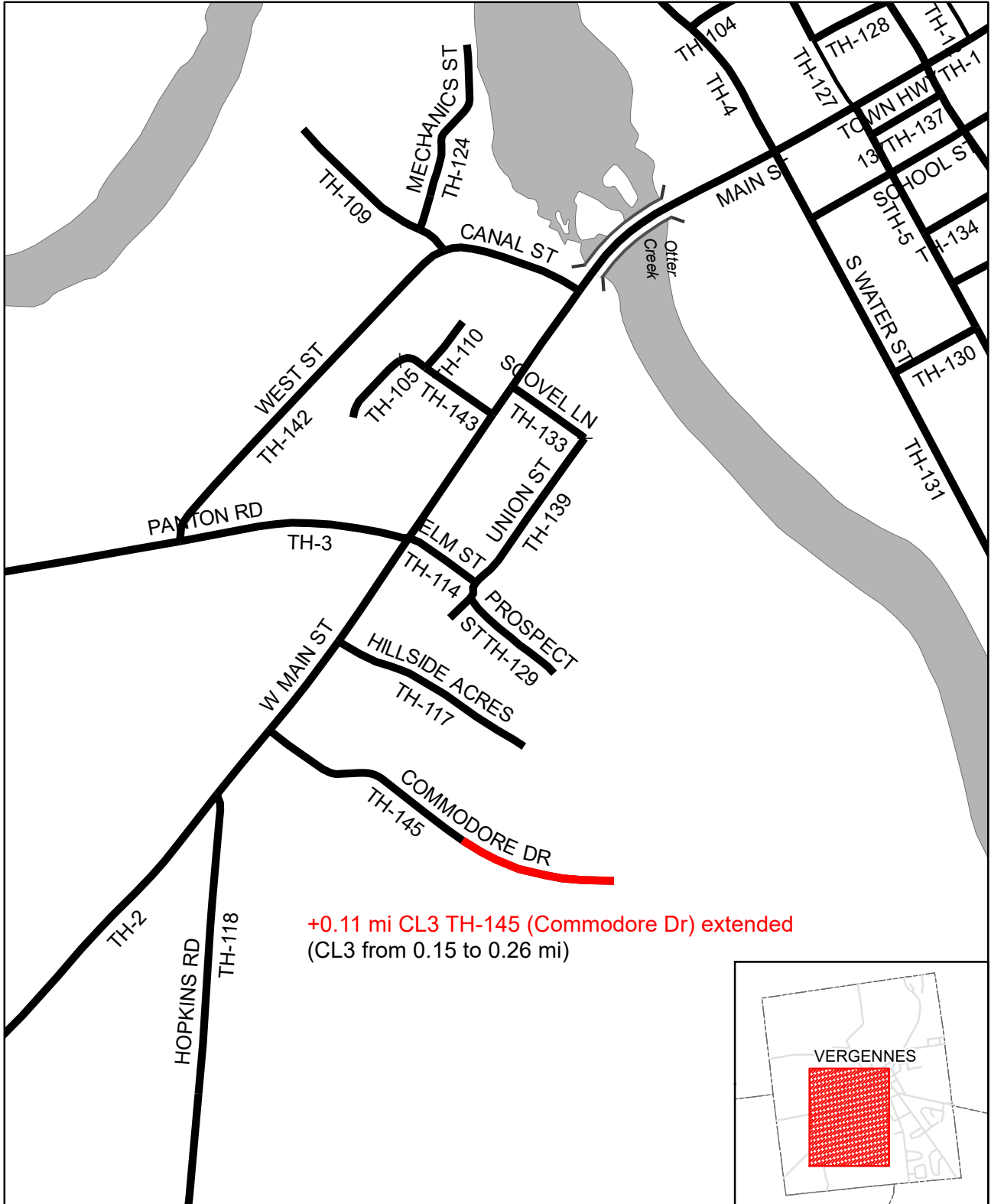
Signatures of Selectmen/ Aldermen/ Trustees: [Signatures]

Signature of T/C/V Clerk: Penny Austin Date Filed: 2/16/2023

Please sign ORIGINAL and return it for Transportation signature.

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

APPROVED: [Signature] Johnathan Croft 8B1F350F309C4C9... Representative, Agency of Transportation DATE: 4/28/2023



**Mileage Certificate Changes 2023**  
**VERGENNES**

Mapping Section  
 Division of Policy and Planning  
 Vermont Agency of Transportation -- April 26, 2023

(CTUA:0120-0)  
 (CERTCODE:0120-0)



**CERTIFICATE of COMPLETION and OPENING  
of a HIGHWAY for PUBLIC TRAVEL**

<b>VTrans Use Only</b>	
Certificate Year:	_____
Highway Class:	_____
Town Highway #:	_____
Mileage:	_____

Penny Austin, \_\_\_\_\_ City Clerk of the City \_\_\_\_\_ of  
(Clerk's Name) (City/Town/Village) (City/Town/Village)  
Vergennes, Vermont.  
(City/Town/Village Name)

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class 3  
(1,2,3 or 4)  
Highway in the City of Vergennes was COMPLETED AND OPENED  
(City/Town/Village) (City/Town/Village Name)  
FOR PUBLIC TRAVEL on March 8, 2022.  
(Month - Day) (Year)

**DESCRIPTION OF RIGHT OF WAY:**  
(Include road name and intersecting town highway numbers)  
Commodore Drive - Phase 2  
Intersects with TH-2

and as shown on a Highway Map of the City of Vergennes,  
(City/Town/Village) (City/Town/Village Name)  
dated March 8, 2022, and filed in Book 94 on page 211-214 of the Records of  
(Month - Day) (Year) (Book #) (Page #)  
the City of Vergennes by the City Clerk of said City  
(City/Town/Village) (City/Town/Village Name) (City/Town/Village) (City/Town/Village)  
incorporated herein by reference and attested to on said map by said City Clerk.  
(City/Town/Village)

Dated at Vergennes, County of Addison and State of Vermont,  
(City/Town/Village Name) (County Name)  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D.,  
(Date - Day) (Date - Month) (Date - Year)

\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)  
\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)  
\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)  
\_\_\_\_\_  
(Manager/Mayor Signature)

\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)  
\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)  
\_\_\_\_\_  
(Selectman/Alderman/Trustee Signature)

BOARD  
OF  
SELECTMEN,  
ALDERMAN,  
or TRUSTEES

and the Manager/Mayor of the City/Town/Village of Vergennes.  
(City/Town/Village Name)

\*\*\*\*\*

Vergennes, VERMONT  
(City/Town/Village Name)

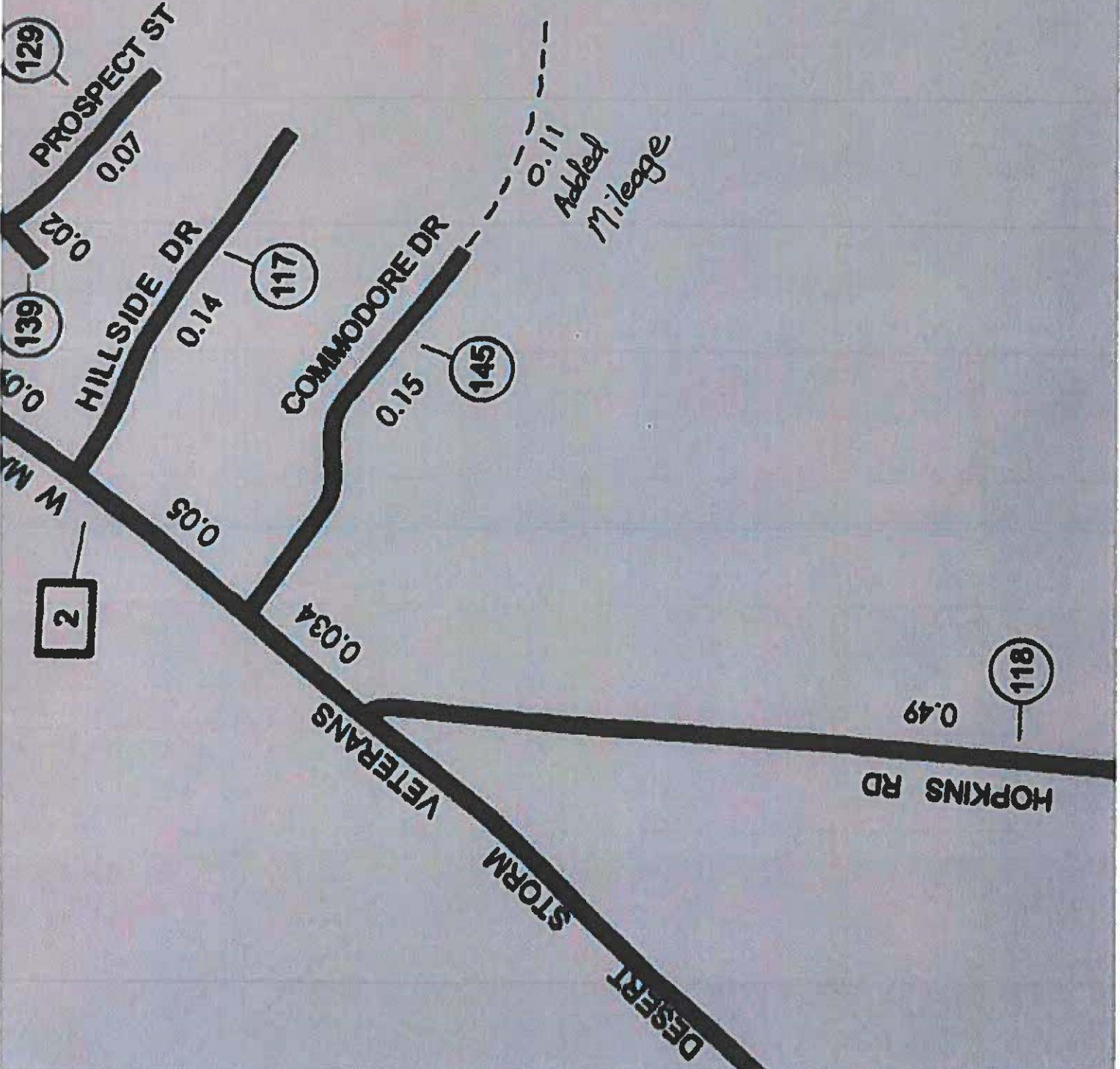
February 16, 2023  
(Month - Day) (Year)

THE ABOVE IS A TRUE COPY OF THE DESCRIPTION OF CLASS 3 HIGHWAY COMPLETED AND OPENED  
(1,2,3 or 4)  
FOR PUBLIC TRAVEL, RECORDED IN BOOK 94 ON PAGE 211-214 OF THE Highway RECORDS  
(Book #) (Page #) (Land Highway, etc. 1)  
OF THE City OF Vergennes ON THE 17<sup>th</sup> DAY OF February,  
(City/Town/Village) (City/Town/Village Name) (Date - Day) (Date - Month)  
2023, AT 4:00 O'CLOCK, P.M.  
(Date - Year) (Time) (A or P)

ATTEST: Penny Austin  
(Clerk's Name)

Revision 12/2020

City CLERK OF Vergennes, VERMONT  
(City/Town/Village) (City/Town/Village Name)







**WARRANTY DEED**

**KNOW ALL PERSONS BY THESE PRESENTS, That River's Edge Associates LLC, a Vermont limited liability company with place of business in Essex, in the County of Chittenden and State of Vermont, GRANTOR (whether singular or otherwise, hereinafter referred to as "Grantor"), in the consideration of TEN AND MORE DOLLARS paid to Grantor's full satisfaction by the City of Vergennes, a Vermont municipality within in the County of Addison and State of Vermont, GRANTEE (whether singular or otherwise, hereinafter referred to as "Grantee"), by these presents, do freely GIVE, GRANT, SELL, CONVEY AND CONFERM unto the said Grantee, City of Vergennes, and Grantee's successors and assigns forever, a certain piece of land in the City of Vergennes, in the County of Addison and State of Vermont, described as follows, viz:**

**Being a parcel of land, which comprises a portion of the roadway known as Commodore Drive, which said parcel is more particularly described as follows:**

**Being a parcel of land having a uniform width of sixty feet (60') which extends from the southeast corner of Lot 30 to an easterly direction to the northwest corner of Lot 25, then turning to the left at a 90° angle and continuing 60' to the southeast corner of Lot 10, then turning to the left and continuing in a westerly direction to the southwest corner of Lot 6, then turning to the left at a 90° angle and continuing 60' to the pole and place of beginning. Reference is made to a plan entitled "Subdivision Plan of Lands Owned by River's Edge Associates, LLC", prepared by O'Leary-Burk Civil Associates, PLLC, dated September 18, 2014, last revised April 20, 2021 and recorded on May 7, 2021, at Map Book 3, Page 108A, 108B and 108C of the City of Vergennes Land Records. Meaning and intending to convey hereto that land comprising the roadway of Phase II of Commodore Drive.**

**Also conveyed hereto is an easement for a temporary turnaround for municipal vehicles located at the easterly end of the above-described property. The turnaround easement conveyed hereto shall terminate upon Grantor's completion of Phase III of Commodore Drive.**

**The herein conveyed lands and premises are subject to easements to Green Mountain Power Corporation and Vermont Gas Systems all as more particularly set forth on the above-referenced plan.**

**The herein conveyed parcel of land is a portion of the lands and premises conveyed to River's Edge Associates LLC by Warranty Deed of Paul Bourgeois, Loretta Ann Bourgeois, Marcel Bourgeois and Carolyn Bourgeois dated December 26, 2010, and of record at Volume 515 Page 94 of the City of Vergennes Land Records**

**To said deeds and plan, the records thereof, and to the deeds and records therein referred to, reference is hereby made in further aid of this description.**

TO HAVE AND TO HOLD all said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, City of Vergennes, and Grantee's successors and assigns, to Grantee's own use and behoof forever;

And the said Grantor, River's Edge Associates LLC, for Grantor and Grantor's successors and assigns, does covenant with the said Grantee, and Grantee's heirs and assigns, that until the encasing of these presents Grantor is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that they are FREE FROM EVERY ENCUMBRANCE, except as aforesaid, and except for all easements, rights of way and other rights as may appear of record, provided that such exception shall not reinstate any such rights or encumbrances previously extinguished by Title 27 Vermont Statutes Annotated, Chapter 5, Subchapter 7; and Grantor hereby engages to WARRANT AND DEFEND the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, Peter Kahn, duly authorized agent for Grantor has caused this instrument to be executed and acknowledged this 15<sup>th</sup> day of January, 2022.

RIVER'S EDGE ASSOCIATES LLC

BY: [Signature]  
Duly Authorized Agent

STATE OF VERMONT  
ADDISON COUNTY, SS

At Vergennes, Vermont, this 15<sup>th</sup> day of January 2022, Peter Kahn, duly authorized agent for River's Edge Associates LLC, personally appeared and acknowledged this instrument, by him sealed and subscribed to be his free act and deed, and the free act and deed of River's Edge Associates LLC.

Before me, [Signature]  
Notary Public  
My commission expires: 1/31/23

Britney B. Aulsebrook  
Notary Public, State of VT  
0187.001271800p. 10/1/22

VERGENNES, VT, CITY CLERK'S OFFICE  
RECEIVED FOR RECORD

JANUARY 20 A.D. 2022  
at 4 o'clock 37 minutes P  
was recorded in Book 91 Page 247-248  
Notary Britney B. Aulsebrook City Clerk



**CITY OF VERGENNES, VERMONT**  
**REGULAR MEETING of the CITY COUNCIL**  
**March 8, 2022**  
**Meeting Held In-Person & via Zoom**

- |                                 |                                |
|---------------------------------|--------------------------------|
| • Mayor Mathew Chabot           | • City Manager Ron Redmond     |
| • Alderman Dickie Austin        | • City Clerk Britney Aube      |
| • Alderman Mel Hawley           | • City Treasurer Angela Bolduc |
| • Alderwoman Jill Murray-Killon | • Chris Spencer                |
| • Alderwoman Zoe Kaslow         | • Kathy Rossier                |
| • Alderman Ian Huizenga         | • Peter Carnes, IACP           |
| • Alderwoman Susan Rakowski     | • Meghan Casanova, IACP        |
| •                               | • Kathleen Kelley, IACP        |

**1. Microphone Check**

**2. Call to Order**

Mayor Mathew Chabot called the meeting to order at 5:31 P.M.

**3. Pledge of Allegiance**

**4. Amendments to Agenda**

Alderman Mel Hawley requested to add discussion regarding the Notice of Tentative Redetermination of Equalized Education property Value and Coefficient of Dispersion (EGL Appeal) and discussion regarding the various vacancies. Mayor Mathew Chabot added the EGL appeal as agenda item 8. (j) and discussion of vacancies as item 8 (k). Alderman Mel Hawley also suggested that item "h." Be amended to "City Manager's Annual Performance Evaluation". Mayor Chabot agreed with that change as well.

**5. Visitors**

None.

**6. Approval of Minutes (2/22/22) and Warrant\* (3/8/22)**

A motion was made by Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to approve the minutes of February 22, 2022, as presented. Alderman Mel Hawley noted a typographical error and Alderwoman Susan Rakowski noted one additional change. VOTE – all members voted in favor.

A motion was made by Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to approve the warrants of March 8, 2022 as presented. VOTE- all members voted in favor.

**7. City Council Organization**

**a. Welcome to Alderwoman Zoe Kaslow.**

Mayor Mathew Chabot welcomed Alderwoman Zoe Kaslow to the City Council.

**b. City Council Organization**

**i. Adoption of City Council meeting schedule through FY 23\***

Alderwoman Zoe Kaslow noted that the meeting dates in April and May were incorrect. City Manager Ron Redmond noted he would revise the dates prior to posting. A motion was made by Alderwoman Jill Murray-Killon, seconded by Alderman Dickie Austin, to approve the City Council meeting schedule as revised. VOTE – All members voted in favor.

**ii. Election of Senior Alderman to serve as Deputy Mayor\*\*\***

A motion was made by Alderwoman Jill Murray-Killon, seconded by Alderwoman Sue Rakowski, to nominate Alderman Dickie Austin as the Senior Alderman to serve as the Deputy Mayor. VOTE – 6 in favor; one abstained (Alderman Dickie Austin).

**iii. Adoption of Roberts Rules of Order for executive boards and committees which waives various formalities and calls for Mayor to vote on all motions\*\***

<https://robertsrules.org/robertsrules.pdf>

A motion was made by Alderman Dickie Austin, seconded by Alderwoman Jill-Murray Killon, to adopt Roberts Rules of Order for executive boards and committees which waives various formalities and calls for the Mayor to vote on all motions. Mayor Mathew Chabot noted that he be considered as voting in the affirmative unless otherwise stated. VOTE – All members voted in favor.

**iv. Designation of Newspaper of Record\*\***

A motion as made by Alderwoman Susan Rakowski, seconded by Alderman Dickie Austin, to designate the Addison Independent as the newspaper of record. VOTE – all member voted in favor.

**v. Appointment of Alderwoman Rakowski to the Parks & Recreation Committee as City Council representative\***

A motion was made by Alderman Dickie Austin, seconded by Alderwoman Jill Murray- as the City Council Representative Killon, to appoint Alderwoman Susan Rakowski to the Parks and Recreation Committee as the City Council Representative. VOTE – all members voted in favor.

**C. Appointments**

**i. Members of the Parks and Recreation Committee (per charge adopted at 2/23/21 meeting). Kathy Rossier; Erin Wolcott; Lynne Rapoport; Lisa Casey; Michelle Eckels; Julian Cesner; Ben Hatch; Kim Palmer; Tania Bolduc; Mike Daniels; Matthew Hawes; and Robyn Newton (representing ANWSD) for one-year terms.\***

A motion was made by Alderwoman Susan Rakowski, seconded by Alderman Dickie Austin, to appoint Kathy Rossier; Erin Wolcott; Lynne Rapoport; Lisa Casey; Michelle Eckels; Julian Cesner; Ben Hatch; Kim Palmer; Tania Bolduc; Mike Daniels; Matthew Hawes; and Robyn Newton (representing ANWSD) for one-year terms. VOTE – All members voted in favor.

- ii. **Delinquent Tax Collector, Ron Redmond\***  
A motion was made Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to appoint Ron Redmond as the Delinquent Tax Collector. VOTE- All members voted in favor.
- iii. **Tree Warden, Ron Redmond\***  
A motion was made Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to appoint Ron Redmond as the Tree Warden. VOTE- All members voted in favor.
- iv. **Service Officer, Britney Aube\***  
A motion was made Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to appoint Britney Aube as the Service Officer. VOTE- All members voted in favor.
- v. **Designation of Bixby Memorial Free Library Trustee, Laura Mack\***  
A motion was made Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to appoint Laura Mack as the Bixby Memorial Free Library Trustee. VOTE- All members voted in favor.

## 8. Business

- a. **Introduction by the IACP (International Association of Chiefs of Police) consulting team in advance of their Vermont visit, April 4-8, 2022. \*\*\***  
Kathleen Kelley, the Project Manager for IACP provided an overview of the police staffing study they are conducting on behalf of the City. Kathleen explained that the final product will be a report that outlines recommendations. IACP will be looking at police staffing, hours, and policing alternatives. The report will be based on various types of data collected through call data, interviews, focus group, and a community survey. Kathleen noted that IACP has already collected information from interviews with various stakeholders in the city. Kathleen also explained that the survey has been created and is ready to be shared with the public. Manager Ron Redmond stated that the survey would be marketed through Front Porch Forum and Facebook. All responses would remain anonymous. Kathleen explained that the survey was meant to be completed by people who live or work in Vergennes. The survey was set up so that there can only be one submission from each computer IP address. The survey is available now and will expire March 22<sup>nd</sup>. Mayor Mathew Chabot questioned how IACP would be able to determine if the participant is a Vergennes resident, since Vergennes shares a zip code with several neighboring towns. Kathleen explained that there was a question in the survey that asked the participant what town they reside. Alderwoman Zoe Kaslow requested that paper copies of the survey be available for those who do not have access to a computer. Manager Ron Redmond reviewed his plan for promoting the survey and urged the City Council to use their personal platforms to spread the word.
- i. **Summarize the process IACP undertakes i.e. focus groups and community survey; Entertain Council's questions**  
Chris Spencer questioned who would be available to attend the focused discussion occurring in early April. Kathleen noted that the focus group were selected based on a

comprehensive list of stakeholders and will not be an open public forum. Individual community members who are not invited to the discussion are encouraged to submit comments directly to IACP team.

**b. FY 23 Budget Overview and Schedule \*\*\***

Manager Ron Redmond reviewed the proposed budget schedule, noting that each department head would be invited to present their budget and answer questions. Manager Redmond also noted that he would like to discuss a capital improvements plan.

**c. Acknowledgement and receipt of proposed amendments of the Zoning and Subdivision Regulations, forwarded by the Vergennes Planning Commission.\* (Planning Commission unanimously voted on 02/07/22 to formally forward the proposed amendments to the City Council for their review and to begin/schedule their public hearing process.)**

Planning Commission Chair Shannon Haggett explained that the proposed amendments to the Zoning and Subdivision Regulations are now in the hands of the City Council. The Council will need to hold two public meetings to review and discuss the regulations with the public. Alderman Mel Hawley suggested that the Council set the first meeting now and wait to set the second meeting at a later date.

A motion was made by Alderman Mel Hawley, seconded by Alderwoman Susan Rakowski, to set the first public hearing to review the proposed zoning and subdivision regulations for Tuesday, April 12, 2022, at 5:30 p.m. VOTE- all members voted in favor.

**d. Recommendation for appointment to the Vergennes Planning Commission for term to expire August 1, 2023.\***

Planning Commission Chair Shannon Haggett Requested the appointment of Ryan Adreon to the Planning Commission for a term expiring August 1, 2023.

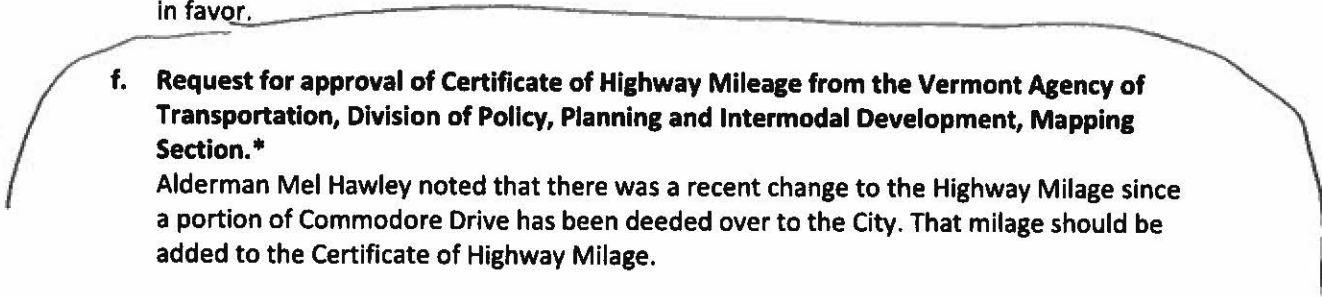
A motion was made by Alderwoman Susan Rakowski, seconded by Alderman Dickie Austin, to appoint Ryan Adreon to the Planning Commission for a term expiring August 1, 2023. VOTE- all members voted in favor.

**e. Request to appoint Britney Aube, City Clerk, to be Assistant to the Listers/Assessor, a requirement for certification as a Level 1 Assessor.\***

A motion was made by Alderman Mel Hawley, seconded by Alderwoman Susan Rakowski, to appoint Britney Aube as the assistant to the listers/assessor. VOTE- all members voted in favor.

**f. Request for approval of Certificate of Highway Mileage from the Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section.\***

Alderman Mel Hawley noted that there was a recent change to the Highway Mileage since a portion of Commodore Drive has been deeded over to the City. That milage should be added to the Certificate of Highway Milage.



A motion was made by alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to approve the Certificate of Highway Millage as amended adding the new portion of Commodore Drive. VOTE- all member voted in favor.

**g. Request for approval of Municipal Policies and Code MP-1 Form for grant portfolio with State of Vermont, Vermont Community Development Program.\***

A motion was made by Alderwoman Susan Rakowski, seconded by Alderwoman Jill Murray-Killon, to approve the Municipal Policies and Code MP-1 Form for grant portfolio with State of Vermont, Vermont Community Development Program. VOTE – all members voted in favor.

**h. Request for approval to:**

- i. allocate up to \$6,000 from the Watershed Fund, to purchase a pool vacuum for the Sam Fishman Memorial Pool;**
- ii. and allocate up to \$50,000 from the Water Tower Fund to fund a second, \$30,000 donation to the Pavilion Project and up to \$20,000 to fund electrical improvements at Veterans Memorial Park.\***

A motion was made by Alderwoman Susan Rakowski, seconded by Alderman Dickie Austin, to allocate up to \$6,000 from the Watershed Fund, to purchase of a pool vacuum for the Sam Fishman Memorial Pool. Alderman Mel Hawley noted that there were plenty of funds available in the Watershed Fund to purchase the vacuum, which may cost less than \$6,000. VOTE – All members voted in favor.

A motion was made by Alderwoman Susan Rakowski, seconded by Alderman Dickie Austin, to approve allocating \$50,000 from the Water Tower Fund to fund a second, \$30,000 donation to the Pavilion Project and up to \$20,000 to fund electrical improvements at Veterans Memorial Park. Manager Redmond provided an overview of the revenue generated by the Water Tower Fund, noting that 75% of the revenue goes into the Water Tower Reserve Fund, which amongst other things, can be used to fund capital projects. Manager Redmond explained that he is recommending that Council allocate up to \$50,000 from the Water Tower Fund for a second \$30,000 donation for phase two of the pavilion project and up to \$20,000 to fund electrical improvements at Veterans Memorial Park. Kathy Rossier explained that the \$30,000 will be used to show city support, which is needed for the final application to the Hoehl Foundation for Phase II of the pavilion project, which is the construction of the pavilion structure. The application to the Hoehl Foundation will be for the remaining cost of the project which is approximately \$890,000. Kathy Rosier explained that the allocation of \$20,000 would be used to bring the electrical up to code for the entire Veterans Memorial Park. VOTE – All members voted in favor.

**i. City Manager's Annual Performance Evaluation\*\*\***

Mayor Mathew Chabot reminded the Council that per the Manager's Contract, he was due for his annual review. Mayor Mathew Chabot suggested that a review metric be created and circulated to the Council.

**j. Equalized Education Property Value and Coefficient of Dispersion (EEGL Appeal)\*.**

Alderman Mel Hawley explained that State made an error in the evaluation of Vermont Gas Systems which he had uncovered during the annual review of the equalization study results. The error has been corrected, which will raise the City's CLA slightly. The Stipulation Agreement must be signed by the Chair of the legislative body and mailed back to the State. A motion was made by Alderman Mel Hawley, seconded by Alderman Dickie Austin, to authorize the Mayor to sign the Stipulation Agreement accepting the revised EEGL . VOTE- all members voted in favor.

**k. Discussion of Vacancies**

City Clerk Britney Aube reviewed the various open positions in the City, the most concerning being two open Lister positions. Since the City only has one Lister, it cannot act on any business items. City Clerk Britney Aube explained that there is currently an application for property tax exemption that has been submitted by Habitat for Humanity that need to be reviewed and acted upon. Mayor Mathew Chabot encouraged interested citizens to contact City Hall.

**9. City Manager's Report**

City Manager Ron Redmond noted that he had submitted the grant for the Wayfinding Signs. Manager Redmond also noted that the City Hall front door project was moving forward as well as an assessment of the Vergennes Public Works building.

**10. Mayor's Report**

Mayor Mathew Chabot noted that the Sewer Bond passed overwhelmingly and thanked all the City staff who worked to make the bond vote happen.

**11. Adjournment**

A motion was made by Alderman Dickie Austin, seconded by Alderwoman Jill Murray-Killon, to adjourn the meeting. VOTE – all members voted in favor.

The meeting was adjourned at 7:15 p.m.

Minutes respectfully submitted by:

Britney Aube

Vergennes City Clerk