

District 9  
Certcode 0506-0

**CERTIFICATE OF HIGHWAY MILEAGE**  
**YEAR ENDING FEBRUARY 10, 2024**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 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 CANAAN in ESSEX 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	0.000	—	—	—	0.000
Class 2	2.350	—	—	2.350	0.000
Class 3	15.08	0.15	—	15.230	0.000
State Highway	17.840	—	—	17.840	0.000
<b>Total</b>	<b>35.270</b>	<b>0.15</b>		<b>35.420</b>	<b>0.000</b>
* Class 1 Lane	0.000	—	—	—	
* Class 4	10.86	0.04	0.15	<del>10.71</del> 10.75	0.000
* Legal Trail	0.00	—	—	—	

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

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

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).

0.15 mi TH-8 (Judd Rd) reclassified from CL4 to CL3  
+0.04 CL4 TH-8 (Judd Rd) remeasured  
TH-8

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

Mileage adjustments and corrections by P. DeAndrea, VTrans per emails with Zachary Brown, Town Clerk, 2/6 and 2/8/2024

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:

X *Alfred Beechey* \_\_\_\_\_ X *Johnathan Croft* \_\_\_\_\_

Signature of T/C/V Clerk: *Zachary William Brown* Date Filed: *02/06/2024*

Please sign ORIGINAL and return it for Transportation signature.

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

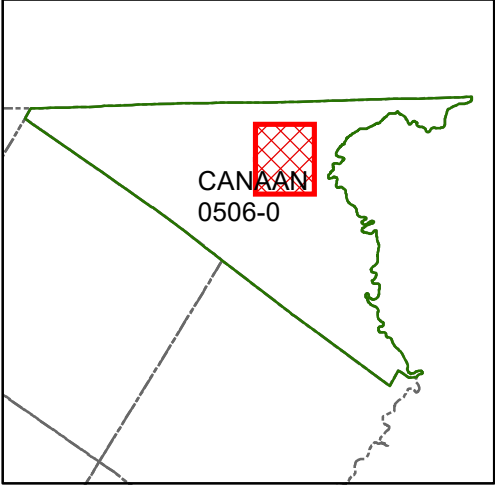
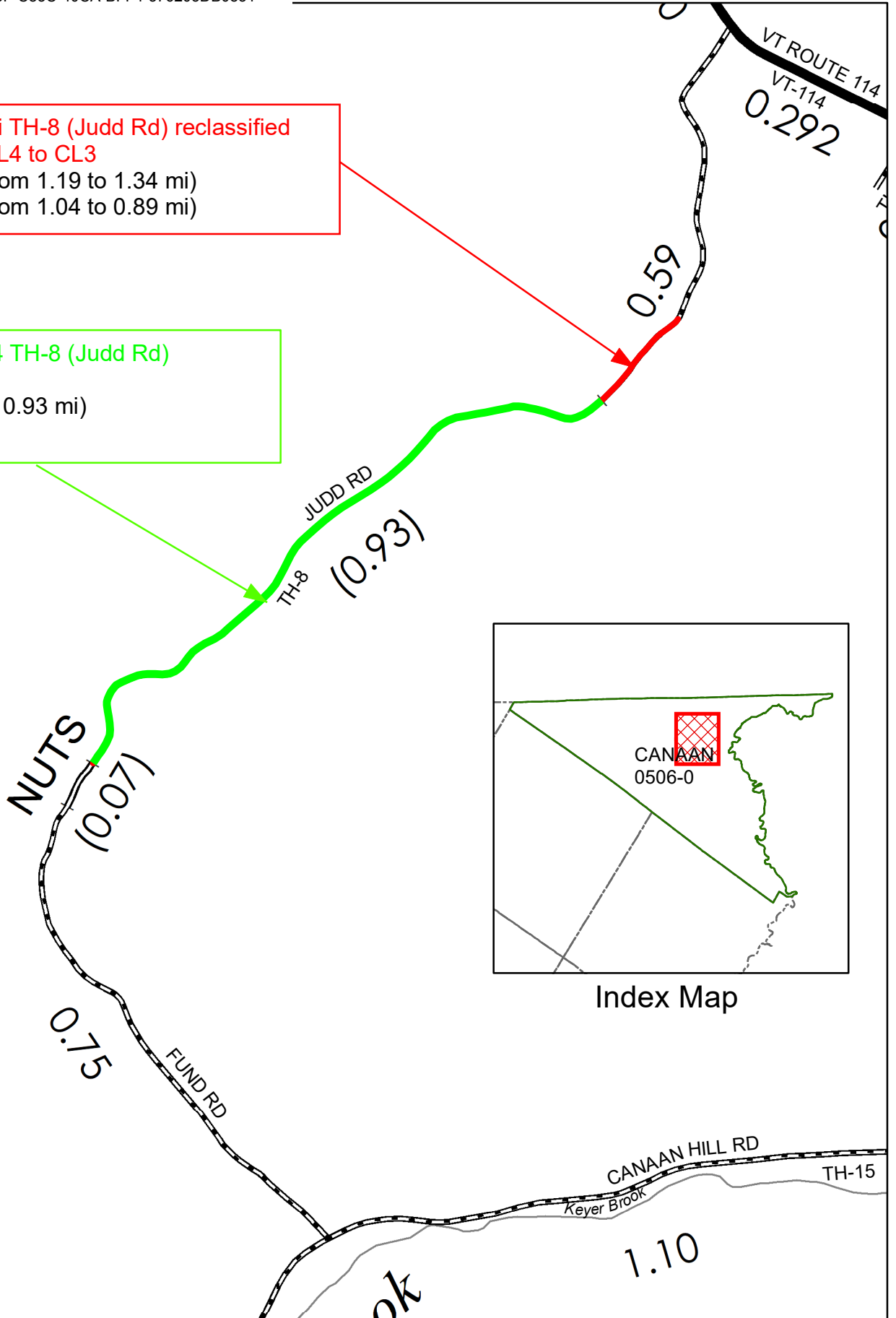
APPROVED:

*Johnathan Croft*  
8B1F350F309C4C9...  
Representative, Agency of Transportation

DATE: 2/8/2024

0.15 mi TH-8 (Judd Rd) reclassified from CL4 to CL3  
(CL3 from 1.19 to 1.34 mi)  
(CL4 from 1.04 to 0.89 mi)

+0.04 mi CL4 TH-8 (Judd Rd) remeasured  
(from 0.89 to 0.93 mi)

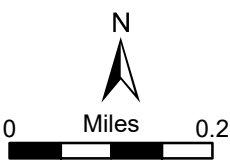


Index Map

**Mileage Certificate Changes 2024**

**CANAAN TH-8**

(CTUA:0506-0)  
(CERTCODE:0506-0)



**SELECTBOARD MEETING****MINUTES****December 27, 2023**

- I. OPEN MEETING – Chairman Mark Bullard called the December 27, 2023, Selectboard meeting to order at 6:02 p.m. Those presents include Mark Bullard, Alfred Buckley, Michael Daley (arriving at 6:10 p.m.), Zachary Brown, and Richard Thibeault. No members of the public were in attendance.
- II. APPROVAL OF MINUTES– December 11, 2023, Meeting Minutes– Meeting minutes for the December 11, 2023, meeting were distributed and reviewed by board members before and at the meeting. Mark made a motion to approve the December 11, 2023, meeting minutes as written, and Al seconded. Seeing no further discussion, the board took a vote. The motion passed unanimously in the affirmative.
- III. ADDITIONS/DELETIONS TO AGENDA – No additions nor deletions were made to the agenda.
- IV. GENERAL PUBLIC COMMENT – No action was taken.
- V. REPORT FROM HIGHWAY –
  - a. 2024 Budget – The board along with Richard and Zach went line by line through the 2023 budget and current figures to create the proposed 2024 budget. Zach will compile the numbers and have the board vote on the final budget at the next meeting.
  - b. Judd Road Reclassification – Zach told the board that the original measurement for the reclassification of a portion of Judd Road was short by 0.04 miles according to the State’s measurement. The board asked Zach what this means. Zach said nothing except for the board needs to vote on whether to use the original figure of 0.123 miles and end at a different end point then was discussed or vote to approve an 0.04-mile increase. Al made a motion to approve the increase from 0.123 miles to 0.154 miles. Mark seconded this motion. Seeing no further discussion, the board took a vote. The motion passed unanimously in the affirmative. Zach will let the State know the board approved the increase.
  - c. Treatment Plant Road discussion – Mike brought to the board’s attention that Twin State Clean Energy planned to attend the February 20<sup>th</sup> meeting to discuss the project further. The company is looking to get insight from the community on what the grant funding they will be providing can be used for. The company is essentially looking for a wish list from community organizations. Mike said that he has talked with the Historical Society, Canaan Naturally Connected, Canaan Border Riders, and several other organizations in towns to get their feedback. This sparked the brief discussion on what the board could use some money for. The board discussed several option, including potentially paving Treatment Plant road with the funds. No action was taken.
- VI. REPORT FROM WASTEWATER TREATMENT PLANT –
  - a. IXOM Watercare 2024 Contract – Zach presented the board with the annual renewal contract for IXOM. The board reviewed the contract. Mike made a motion to approve the contract and accept option 1 and accessory 1 for 2024. Al seconded this motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote.

**SELECTBOARD MEETING****MINUTES****December 27, 2023**

The motion passed unanimously in the affirmative. Chairman Bullard signed and executed the contract. Zach will forward it to the appropriate parties.

**VII. SOLID WASTE –**

- a. Canaan Pay-as-you-Throw Stickers – Zach reported to the board that the stickers came in and he had been making the 50 quantity rolls. These will be available just as soon as the bags run out. The board discussed the pricing of the stickers and decided to stick with the original \$0.50 price. No further action was taken.

**VIII. NEW BUSINESS –**

- a. Call-Out Policy – The board reviewed the updated call out policy, which reduces the call out period from 3 to 2 hours. Mike made a motion to approve the new policy. Al seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. Zach will distribute the new policy soon.
- b. 2024 Budgeting – The board will meet on Tuesday January 2, 2024 at 1:00 p.m. to create the 2024 general budget and to finalize the 2024 sewer budget.
- c. Tobacco License for Quechee Farms – Zach told the board that Quechee Farms had submitted a renewal of their tobacco license to the Department of Liquor and Lottery Control. The license is waiting for Town approval. Al made a motion to approve the tobacco license for Quechee Farms. Mike seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative and the license was approved.
- d. Second Class Liquor License for Quechee Farms – Zach told the board that Quechee Farms had submitted a renewal of their second-class liquor license to the Department of Liquor and Lottery Control. The license is waiting for Town approval. Al made a motion to approve the second-class license for Quechee Farms. Mike seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative and the license was approved.
- e. Joint Sewer Commissioners Meeting – January 9, 2024, at 5:30 p.m. – Zach reminded the board of their upcoming quarterly meeting with Stewartstown. Al will do the inspection prior to the meeting.
- f. Town Report Cover – Zach distributed his idea for the Town report cover. He would like to see a comparison between the old St. Paul Episcopal Church and the new Canaan Community Center. The board liked the idea. Al made a motion to approve the cover as presented. Mike seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- g. Dash Grant for the Rec Park – Zach told the board that Diana Rancourt was looking to start up a summer program down at the Rec Park again. Hopefully something in conjunction with the school and library. She is hoping to apply for a dash grant but needs the board's approval first, as the Town only gets one dash grant every year. Mike made a motion to approve the request. Al seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.

**SELECTBOARD MEETING**

**MINUTES**

**December 27, 2023**

- h. Essex County Natural Resources Conservation District Appropriation Request - \$1,000 – The board reviewed a request by the Essex County Natural Resources Conservation District to have the Selectboard add \$1,000 to their general budget to add to the district's annual funding. The board discussed the district and what they have done for the area. Mike made a motion to approve the request. Al seconded the motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.

IX. OLD BUSINESS – No action/discussion was taken.

X. EXECUTIVE SESSION – Mike made a motion to enter executive session at 8:00 p.m. to discuss personnel and potential cuts to current positions. Al seconded this motion. Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board entered executive session at 8:00 p.m. Al made a motion to exit executive session at 8:28 p.m. Mike seconded this motion. Chairman Bullard asked if there was further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board exited executive session at 8:15 p.m. In executive session the board ratified prior conversations and have decided to reduce the assistant clerk and treasurer position down to one day per week. This day will be at the discretion of the Zach. This cut will mean that no benefits will be carried by the position. The board hopes this will help to offset the increases to the general budget that are out of their control. The board also voted to give a blanket 5% raise to every part-time and full-time employee.

XI. SORT MAIL/SIGN WARRANT – Warrant 26-23 for \$37,435.75 was signed and executed by the board.

XII. ADJOURN MEETING- Al motioned for the meeting to be adjourned, and Mike seconded. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Chairman Bullard adjourned the meeting at 8:19 p.m.

**TOWN OF CANAAN  
NOTICE OF INSPECTION & PUBLIC HEARING REGARDING  
THE RECLASSIFICATION OF A 0.123-mile Section of Judd Road (TH 8):**

The Town of Canaan Selectboard hereby gives notice pursuant to 19 V.S.A. § 701 et seq. of public hearing to consider the reclassification of a 0.123-mile (650 feet) portion of Judd Road (TH 8) from a Class 4 Highway to a Class 3 Highway.

The 0.123-mile addition of the Class 3 section of Judd Road (TH 8) will begin 0.44 miles onto Judd Road starting at the intersection of Judd Road and VT RTE 114. The reclassification will continue for another 0.123 miles.

The site inspections for the proposed reclassification will be held on June 26, 2023, preceding the hearing at 5:45 PM. The inspection will start just beyond 436 Judd Road, where the road turns from a Class 3 highway to a Class 4 highway.

Further notice is hereby given that on June 26, 2023, the Selectboard shall conduct the hearing for the proposed reclassification. This will be in conjunction with the regularly scheduled Selectboard meeting and will begin at 6:00 PM, at the Canaan Town Office.

For more information, please contact Zachary Brown, Town Clerk and Treasurer at (802) 266-3370 or [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org).

**TOWN OF CANAAN  
NOTICE OF THE SELECTBOARD'S RULING ON  
THE RECLASSIFICATION OF A 0.123-MILE SECTION OF JUDD ROAD (TH 8):**

**On June 26, 2023, the Selectboard along with the Road Supervisor and Town Clerk, inspected the 0.123-mile section of Judd Road, in question. The hearing convened shortly after at 6:05 PM. A motion was made by Michael Daley to reclassify the additional 0.123-mile section of Judd Road (TH 8) from a Class IV Highway to a Class III Highway. Alfred Buckley seconded this motion. A vote was taken and the Selectboard unanimously approved the motion. The 0.123 section starting after 477 Judd Road and continuing to 596 Judd Road will be classified as a Class III Highway from here on out. The decision was based on the condition of the road, that was improved prior to the request by the landowner.**

**Canaan Selectboard**

**Attest: Zachary William Brown, Town Clerk and Treasurer**

## SELECTBOARD MEETING

### MINUTES

June 26<sup>th</sup>, 2023

- I. JUDD ROAD RECLASSIFICATION INSPECTION – Near 477 Judd Road at 5:45 PM- Among attendance at the inspection were property owner Yvan Belleville, Al Buckley, Mark Bullard, and Michael Daley, Selectboard, Zachary Brown, Town Clerk and Richard Thibeault, Road Foreman. The board inspected the road and heard from Richard about the condition.
- II. OPEN MEETING – Chairman Mark Bullard opened the June 26<sup>th</sup>, 2023, Selectboard meeting at 6:05 PM. Those present include Al Buckley, Mark Bullard, Michael Daley, Zachary Brown, and Richard Thibeault. Members of the public included: Dave and Terrie Herr, Irving Cullivan, and Sharon Belleville.
- III. APPROVAL OF MINUTES– June 12<sup>th</sup>, 2023 – Meeting minutes for the June 12<sup>th</sup>, 2023, meeting were distributed and reviewed by board members prior to and at the meeting. Mike made a motion to approve the June 12<sup>th</sup>, 2023, meeting minutes as written, and Al seconded. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- IV. ADDITIONS/DELETIONS TO AGENDA – Zach made one addition to the agenda that Al brought up, which was a speed limit sign on Treatment Plant Road. (No discussion was had on this addition as there are already signs.)
- V. GENERAL PUBLIC COMMENT –
  - a. Dave and Terrie Herr – They were in to learn more about the reclassification of Judd Road and what that entailed for the entirety of Judd Road. Terrie expressed concerns about not fully understanding the notice. The board told her they were changing a 0.123-mile section of Judd Road from a Class IV to a Class III. Terrie and Dave had no objections.
  - b. Sharon Belleville– She was in to see what the outcome of the hearing would be, as her husband was the property owner who initially requested the reclassification. She also gave an update on the Twin State Transmission Line open house held at the same time as the meeting at the American Legion.
  - c. Irving Cullivan– He was in to discuss traffic concerns on Holmes Street. He would like to see the addition of two signs at the entrance of the street—one depicting children at play and the other a dead-end sign. The board discussed the children at play sign and decided against it. A while back, the State had advised towns not to place them on their streets as it may become a liability issue. The dead-end sign was discussed, and Richard said he would look into it. The board felt it is unnecessary as they don't think many cars get "lost" on the road.
- VI. REPORT FROM HIGHWAY –
  - a. Reclassification of Judd Road– Hearing– Al made a motion to approve the reclassification request for a 0.123-mile section of Judd Road (TH 8), starting from the end of the Class III portion to the first driveway of 596 Judd Road, to be reclassified as a



**SELECTBOARD MEETING****MINUTES****June 26<sup>th</sup>, 2023**

Class III highway. Mike seconded this motion. Chairman Bullard called for further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The decision will be drafted and posted.

- b. Roadside Mowing– Richard told the board that it was time to complete the roadside mowing for the Town roads. Richard has always contracted with David White Trucking and has been happy with the quality of the work. Richard asked the board if he could get a quote from him again this year. The board agreed. Richard will contact David White to get the proposal and start the work.
- c. Better Back Roads Update– Richard reported that he had started preliminary work on the Better Back Roads grant this year. He has ordered the culverts and is waiting to get a start date for the project. Richard will use the grant to replace culverts on Canaan Hill Road and Claybrook Road.
- d. Grant in Aid Grant Money– Richard reported that the Old County Road project was complete, and he was waiting on one invoice to finish the grant and get reimbursed for the work completed.

VII. REPORT FROM WASTEWATER TREATMENT PLANT – No report nor discussion was had for this line item.

**VIII. SOLID WASTE –**

- a. Stump Dump Attendant Search– Mike made a motion to enter into an executive session to discuss the three candidates for the position. Al seconded this motion. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative, and the board entered executive session at 6:49 PM. A motion was made by Mark and seconded by Mike to exit the executive session. The motion passed unanimously in the affirmative, and the board exited at 6:57 PM. The board decided to hire Dennis Sweatt for the position of Stump Dump attendant for \$16.50 per hour. Zach will reach out to Dennis to let him know the decision.
- b. Stump Dump Repairs – Al mentioned that the pole supporting the gate down at the Stump Dump was rotted and needed to be repaired. The board will ask Richard if he has anything that would work as a replacement. If Richard doesn't, then Mike will contact Emmett to see if he has anything.

**IX. NEW BUSINESS –**

- a. Zoning Board – Zach told the board that two candidates for the zoning board had been recommended for appointment. Cheryl Cote recommended Noreen Labrecque and Gayl Fisher suggested Suzanne Phinney. Cheryl will also take on the position of interim zoning administrator until another person is found. She would prefer to stay on the board but will take the position to keep the zoning process moving more smoothly. The board discussed the candidates at length. Mike made a motion to appoint Cheryl Cote as the interim zoning administrator until another person is found and Suzanne Phinney to the Zoning Board of Adjustments until the next election. Al seconded this motion.

**SELECTBOARD MEETING****MINUTES****June 26<sup>th</sup>, 2023**

Chairman Bullard asked for any further discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative. The board signed appointment forms for both Suzanne Phinney and Cheryl Cote. Zach will reach out to let the two know of the decision.

- b. Electronic Speed/Radar Signs – Zach added this to the agenda to continue the conversation on adding these around Town. The board agreed that the Town needs them as there is a lot of speeding. The signs will hopefully help to curb this issue. Al also asked if the board would look into getting the reduced-speed school zone signs. Mike will reach out to his contact in the Vermont Agency of Transportation to see what grants may be available for these signs. The school zone signs would be on state-maintained highways, so there may be a different course of action to get these added. Mike added that a grant was written for the Town to get the speed radar signs but was turned down by the past board. A lengthy discussion ensued, but no decisions were made.
- c. Junky Yards 2023 – The board reviewed the Junky Yard ordinance and who had previously been sent a violation letter. Zach presented the board with a letter that he wrote, and the board decided that it would be used to send out the new junky yard letters. The board then compiled a list of properties that would need to receive the letter. Zach will reach out to VLCT to better understand the legal aspect of these violation letters and what recourse the Town has against violators ignoring the letters. The board will continue to work on these letters.
- d. ATV Trail Extension – Christian Hill to the American Legion – Zach presented the board with a request letter that Mike had written. The letter asked Secretary Joe Flynn of the Agency of Transportation to allow the ATV trail in Canaan to continue up Christian Hill from the intersection to Kingsley Road, where ATVs could access the American Legion. The board reviewed the letter. Mike made a motion to accept the written letter and send it to the Agency of Transportation. Al seconded this motion. Chairman Bullard asked if there was any discussion. Zach added one point that if access were granted, the Town would have to update its ATV ordinance to include Kingsley Road. No other discussion was had. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Mike will deliver the letter to Secretary Flynn.
- e. Dispatch Meeting with VT Towns – Al asked the board what they thought of meeting with all of the VT towns with dispatch agreements with Northern Border's Dispatch to discuss why Lemington is refusing the repeater. Zach distributed a letter that Al asked him to write detailing this issue and asking for a meeting. The board discussed this proposition at great length. The board decided that instead of a large meeting, it would contact Lemington's board directly to have a conversation with them. No action was taken.
- f. Office Closure for July 4<sup>th</sup> Holiday – Zach told the board that the office would be closed on Tuesday, July 4<sup>th</sup>, for the holiday. The board asked him if they were also taking off the 3<sup>rd</sup>. Zach said that he intended to ask them that question tonight. He said that the office is his to close. He requested that all departments be closed on July 3<sup>rd</sup> and receive

**SELECTBOARD MEETING**

**MINUTES**

**June 26<sup>th</sup>, 2023**

a longer holiday. The board saw no issue with this request. Zach will inform the other employees and the Town of the two-day closure.

- g. Streetlight at 123 Ethan Allen Drive– Zach reported to the board that he was still working with Rodney to get this fixed. He will reach back out to see what progress has been made.
- h. Fletcher Park Fountain – Zach told the board that the pump had been ordered, and Norm will hopefully install it before July 4<sup>th</sup>.
- i. Flowers in Town – Mike commented on how nice the flower beds around Town looked and wondered who was doing them for the Town. Zach told him that Annette and Leslie Perrin were the ones doing them. He asked the board what they thought of sending them a card thanking them for their work. The board decided to add a thank you note to the newsletter.

X. OLD BUSINESS – No action/discussion was taken.

XI. OTHER BUSINESS – No action/discussion was taken.

XII. EXECUTIVE SESSION – No action/discussion was taken.

XIII. SORT MAIL/SIGN WARRANT – Warrant 13-23 for \$49,271.23 was signed and executed by the board.

XIV. ADJOURN MEETING- Mike motioned for the meeting to be adjourned, and Al seconded. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Chairman Bullard adjourned the meeting at 7:40 PM.

## SELECTBOARD MEETING

### MINUTES

May 1<sup>st</sup> , 2023

- I. OPEN MEETING- Chairman Mark Bullard opened the May 1<sup>st</sup> , 2023, Selectboard meeting at 6:00 PM. Those presents include: Al Buckley, Mark Bullard, Michael Daley, Zachary Brown, Dencie Cunningham, Richard Thibeault, and April Busfield joined at 6:10 PM. Members of the public included: Vernon Crawford, Diana Rancourt, Tony Wheeler, Christopher Fletcher, Denis Fuller, and Yvan Belleville.
- II. APPROVAL OF MINUTES- April 17<sup>th</sup> , 2023- Meeting minutes to the April 17<sup>th</sup> , 2023 meeting were distributed and reviewed by board members prior to and at the meeting. Mike made a motion to approve the April 3<sup>rd</sup> , 2023, meeting minutes as written, and Al seconded. Chairman Bullard asked if there was any discussion; seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- III. ADDITIONS/DELETIONS TO AGENDA- No additions or deletions were made to the agenda.
- IV. GENERAL PUBLIC COMMENT –
  - a. Rec Park Committee- Splash Pad- Vern and Diana were in the present the Rec Park's new idea for the addition of a Splash pad in the Rec Park. Vern reported that the Rec Park commission has received permission from the Fire District 1 to move forward with the project. They seek the support of the Selectboard as well as \$25,000 from ARPA monies. Mark asked what the hours of the splash pad would be and during what months it would be operational. Vern told the selectboard that it would be on as soon as the committee and April thought it could be without it freezing and would be shut off in the same fashion. Mike asked what the total estimate for the project would be. Vern said as of right now \$32,000, but they are looking into adding an apron around the splash pad made from pavers of stamped concrete. Diana assured the board that the VLCT PACIF would be working with the committee every step of the way, to ensure safety and a less likelihood of future liability. Al asked Vern who would be supervising the construct and design. Vern said that he has been working with Jim Wells and he would be doing all the work. Al rephrased his question, who on the committee will be overseeing the project. Vern said he trusted Jim Wells but would be the one overseeing the project. The board asked Vern about the run-off. Vern said he had been working closely with April and the sewer system can take any and all run-off/draind water that the splash pad would have. Mike made a motion to support the splash pad and expend \$25,000 of the ARPA monies to them for the project, Al seconded. Al commented that this motion was limited to \$25,000. Mike said yes but it is not restrictive in its nature to prevent the committee from asking for more. Zach added that if the committee did not need the full \$25,000 it would remain in ARPA. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Vern thanked the selectboard on behalf of the Rec Park Committee. Zach presented a letter of support from the Selectboard for the Rec Park committee to use when applying for grants. The board reviewed it and signed the letter.
  - b. Fire District 2 Prudential Committee- Water Meters- April, Diana, and Tony were in attendance to request \$65,000 in ARPA monies to finish replacing all of the outdated

**SELECTBOARD MEETING****MINUTES****May 1<sup>st</sup> , 2023**

water meters with new ones, that can be read electronically with the Neptune system. The project would be completed by a third party, most likely New England Backflow, to ensure that all meters were replaced within a good timeframe. The project would replace approximately 80 meters. April reported that she still was not able to get a quote yet but has made this estimate based on prices of the meters as well as figures from when Fire District 1 replaced theirs. Both Diana, April, and Zach told the board what a valuable improvement this would be. Mike asked why Fire District 2 needed ARPA money. April said that Fire District 2 can only replace a few meters a year, due to monetary and personnel constraints. Mike asked Zach how Fire District 2's finances looked. Zach said that they are meager and would not have the funds to pay for this project alone. The Selectboard asked April and Diana if Stewartstown could contribute, sense they have users on the system. April said that although they have users the system is still owned by Canaan and Canaan receives the billing revenue from those users. Mark asked if the board wanted to wait until April received a quote. Mike and Al didn't find it necessary. Mike made a motion to expend up to \$65,000 to Fire District 2 to pay for the water meter project, Al seconded this motion. April said the \$65,000 is most likely on the high side, but she would rather request more money and not need it than request less and need more. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative.

- c. CNC Use of Facilities Application- Flea Market 05/27/2023- Zach presented a use of facilities application from Canaan Naturally Connected and asked Diana if she would like to present it. Diana stated that CNC in collaboration with the Rec Park committee are hosting a Flea Market and would like to use Fletcher Park. Mike made a motion to approve the application and Al seconded this motion. Chairman Bullard called for discussion, seeing none, he called for a vote. The motion passed unanimously in the affirmative.
- d. Morgan Wade - NEK Broadband Representatives- Morgan was in to give an update to the Selectboard about the happening of NEK Broadband. She reported that they have been working hard to reach their goal, but it was going slow. With a lack of workforce and need parts, it has been quite slow going but NEK broadband is gaining. Morgan was also seeking the reappointment for both herself and Frank Sawicki to be Canaan's representatives to NEK Broadband. Al made a motion to renominate Morgan as the primary representative and Frank as the alternate, Mike seconded this motion. Chairman Bullard called for discussion, seeing none, he called for a vote. The motion passed unanimously in the affirmative. Zach will print off the reappointment form and have Mark sign it.
- e. Yvan Belleville- Judd Road- Yvan Belleville was requesting that the remaining 400–500-foot section of Judd Road leading to his house be reclassified from a Class 4 road to a Class 3 road. He has put in a lot of work over the years to maintain the road and will continue to do so. He deems it in a condition that meets the class 3 requirements. Al asked the board if they thought a bigger issue would arise from reclassifying Yvan's portion. His fear is that more people will come in expecting the same. Mark and Mike

**SELECTBOARD MEETING****MINUTES****May 1<sup>st</sup> , 2023**

disagreed and said it is on a case-by-case basis. Mike made a motion to reclassify the final portion of Judd Road, leading to Yvan's house, to a Class 3 road, pending approval and any requirements that the Agency of Transportation has, Al seconded this motion. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Zach will look into what steps are needed to officially reclassify a portion of Judd Road. Richard told Zach that this information could be found in the Orange VTrans Book.

- f. Denis Fuller- Cemetery Commission- Denis Fuller was in to let the Selectboard know what the Cemetery Commission was planning to do this summer. Al and Denis reported that the Village Cemetery was given a \$500 donation to be used for any needed expense. The donator, however, did add that her mother, before passing, wanted there to be a more permanent sign at the cemetery. Al and Denis stated that they would like to keep the current sign but to have it supported with granite posts and have metal work on the top. Al said that they also wish to have solar lights to light the sign. The Selectboard thought it would be a good idea and offered any help the town could give to help put it up. Al added that they would be moving the current signposts down to the South Canaan Cemetery.
- g. Denis Fuller- Historical Society- Denis also asked the Selectboard if they would allow the Town to continue to handle the Historical Society's payroll. Denis stated that in the past the town has because the Historical Society was not a 501 (c)(3) and the Town became the fiscal sponsor for all of their grants. The Selectboard asked Zach if he was all set with this. Zach said he was and would be happy to continue. The Selectboard approved Denis' request.

**V. REPORT FROM HIGHWAY –**

- a. Stump Dump Clean Up- Richard reported that he had burned the stump dump pile, last week. He said that there was still some debris in the stump dump yard that would not burn and asked if he could hire Cunningham Logging to push the remainder over the bank as they have done in years past. The Selectboard saw no issue in doing this and told Richard to go ahead and do it.
- b. Richard reported that the grader tires had been replaced by Northern Tire. They honored their original quote of \$5000, however, that quote never took into consideration disposal. Richard said he had Northern Tire dispose of three of the four replaced tires for an additional \$300. He kept one tire in case of an emergency.
- c. Richard reported that he had been doing some light grading and that Kemp Hill and Fund Road were holding up nicely with their repairs.
- d. Richard reported that Hudson Road was holding up nicely for the time of year, proving the gates are working. Mike asked about Old County Road. Richard said it is quite bad and will need serious repairs. Typically, the landowners on the road do repairs as it is a Class 4 road. Mike would like to see this road restored as it is an alternative route off from Canaan Hill if anything ever happened to Canaan Hill Road. He will investigate the possibility of grant money.

## SELECTBOARD MEETING

### MINUTES

May 1<sup>st</sup> , 2023

- e. Richard reported that two weeks ago, Brian and he cleaned up the lawn around the town office.

#### VI. REPORT FROM WASTEWATER TREATMENT PLANT –

- a. LED Light Rebates- Zach and April reported that the LED light rebate from Efficiency Vermont had been approved. Zach reported that the total estimate for the project was \$1,048 and that Efficiency Vermont will be giving a rebate of \$768. April and Zach will work in the coming weeks with Rodney Smith to get these lights changed over.
- b. Telemetry Antenna on Hall Stream Road- April reported that she was still waiting on parts and nothing new had changed with the antenna.
- c. Zach added that Jim Reynolds would like to be paid \$17.00 per hour for the work he will be doing on the floors at the Treatment Plant and around the Town Office. The Selectboard saw no issue with this and accepted his proposal.

#### VII. SOLID WASTE –

- a. HHW Event- May 5-6, 2023- Zach told the board that the first HHW event was to be held this Friday and Saturday. He also asked on behalf of Brian, if Brian would continue to be paid overtime for these events, or if he should take time off during the week. The board saw no issue with the overtime and granted it.
- b. The board discussed the C&D container and if it was breaking even. Zach will analyze the expenditures and revenues for 2022 and have those figures ready for the Selectboard's review at the next meeting.

#### VIII. NEW BUSINESS –

- a. Town Mowing Bids- Open Bids- Mark Bullard opened the mowing bids at 6:45PM. Three bids were submitted: No Sweatt Mowing- \$34,860 for weekly mowing or \$23,904 for biweekly mowing, Chris Fletcher LLC \$20,140.00 for biweekly and weekly mowing, and Yetti Yard Man for \$17,760.00. The Selectboard all reviewed the bids and discussed them in great length. The Selectboard based the bid selection on quality of work and overall price. A motion was made by Mike to accept the bid from Yetti Yard Man, Al seconded this motion. Chairman Bullard called for discussion. More discussion on the three bids occurred. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. The board thanked Chris Fletcher for his bid. Zach will reach out to Jason Rella, owner of Yetti Yard Man to let him know he received the bid.
- b. Local Emergency Management Plan 2023- Zach distributed the updated LEMP for 2023. He noted that the only changes were dates, positions, and contact information. Zach told Mike that he would be in contact with other town clerks and NVDA to get a better

**SELECTBOARD MEETING**

**MINUTES**

**May 1<sup>st</sup>, 2023**

handle on what the emergency management coordinator was responsible for. Mike made a motion to approve the LEMP, Al seconded this motion. Chairman Bullard called for discussion, seeing none, he called for a vote. The motion passed unanimously in the affirmative. Chairman Bullard signed and executed the adoption form.

- c. Tax Sales- June 6, 2023- Zach reported that three tax sales would take place on June 6, 2023 here at the Town Office, with the first one starting at 9:30 AM.
- d. VMCTA Clerk Training – 04/27/2023- Zach reported that training went really well and that he learned a lot.

IX. OLD BUSINESS – No action/discussion was taken.

X. OTHER BUSINESS – No action/discussion was taken.

XI. EXECUTIVE SESSION – No action/discussion was taken.

XII. SORT MAIL/SIGN WARRANT – Warrant 09-23 for \$72,110.98 was signed and executed by the board.

XIII. ADJOURN MEETING- Mike motioned for the meeting to be adjourned, and Al seconded. Chairman Bullard called for a vote. The motion passed unanimously in the affirmative. Chairman Bullard adjourned the meeting at 7:25 PM.



**From:** [Zachary Brown](#)  
**To:** [DeAndrea, Pam](#)  
**Subject:** RE: 2024 Certificate of Highway Mileage  
**Date:** Thursday, February 8, 2024 9:51:07 AM  
**Attachments:** [image001.png](#)

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Hi Pam,

No worries, neither I nor the board caught it either. The notation is fine with me, and I am sure it will be fine with the board.

Thank you,

**Zachary Brown** (he/him) | Town Clerk and Treasurer  
Town of Canaan  
Po Box 159 | Canaan, VT 05903  
802-266-3370 | [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)

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On 02/08/2024 9:48 AM EST DeAndrea, Pam <[pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)> wrote:

Hi Zachary,

I completely apologize, but we had an error on the certificate we sent you. It should have read **+0.04 mi CL4 TH-8 remeasured not +0.04 mi CL4 TH-4 remeasured**. The total mileage for Class 4 for the Town remains the same as we discussed, we just had the wrong road noted on the certificate. I can make a note on the cert to this affect before we sign and return to you.

There is no change in mileage for TH-4! When making the reclassification for TH-8 (Judd Rd) a remeasure of the total Class 4 was needed for that road.

Thank you so much for understanding,

Pam

**Pamela DeAndrea (she/her)** | AOT GIS Professional III

Policy, Planning & Research Bureau – Mapping Section

Policy, Planning & Intermodal Development Division

Vermont Agency of Transportation

219 N. Main Street | Barre, VT 05641

802-793-7555 phone | [pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)

<http://vtrans.vermont.gov>



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Impacted Vermonters can find resources and referrals by visiting [Vermont.Gov/Flood](http://Vermont.Gov/Flood).

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**From:** AOT - Mileage Certificates

**Sent:** Tuesday, February 6, 2024 12:27 PM

**To:** Zachary Brown <[clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)>; AOT - Mileage Certificates <[AOT.MileageCertificates@vermont.gov](mailto:AOT.MileageCertificates@vermont.gov)>

**Subject:** RE: 2024 Certificate of Highway Mileage

Hi Zachary,

Thank you so much for the 2024 Mileage Certificate for Cannan. In Part II of the

certificate, we had preloaded a remeasurement change for **CL4 TH-4 of +0.04 miles** in addition to the TH-8 change. That should be accounted for in Part I as well. I can make that change on the certificate before we sign it as long as the Town and Selectboard agree. That would result in a **Class 4 mileage of 10.75 miles**. Let me know if the Town approves of this change.

Best,

Pam

**Pamela DeAndrea (she/her)** | AOT GIS Professional III

Policy, Planning & Research Bureau – Mapping Section

Policy, Planning & Intermodal Development Division

Vermont Agency of Transportation

219 N. Main Street | Barre, VT 05641

802-793-7555 phone | [pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)

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**From:** Zachary Brown <[clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)>  
**Sent:** Tuesday, February 6, 2024 11:31 AM  
**To:** AOT - Mileage Certificates <[AOT.MileageCertificates@vermont.gov](mailto:AOT.MileageCertificates@vermont.gov)>  
**Subject:** 2024 Certificate of Highway Mileage

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Good Morning,

Attached is Canaan's annual certificate of highway mileage. I have also included the minutes of the meeting discussing and approving the addition of 0.15 miles of Class III highway, which subsequently reduced the Class IV mileage by 0.15 miles.

Best,

**Zachary Brown** (he/him) | Town Clerk and Treasurer

Town of Canaan

Po Box 159 | Canaan, VT 05903

802-266-3370 | [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)

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**From:** [Zachary Brown](#)  
**To:** [DeAndrea, Pam](#)  
**Cc:** [AOT - Mileage Certificates](#)  
**Subject:** RE: Judd Rd reclassification (Canaan)  
**Date:** Tuesday, January 2, 2024 12:05:39 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Good Morning,

The selectboard approved the additional 0.04 miles.

Best,

**Zachary Brown** (he/him) | Town Clerk and Treasurer

Town of Canaan

Po Box 159 | Canaan, VT 05903

802-266-3370 | [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)

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On 01/02/2024 11:58 AM EST DeAndrea, Pam <[pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)> wrote:

Hi again Zachary,

I also noticed that the Class 4 for Judd Rd needed a remeasure and should have an adjustment of +0.04 miles.

Best,

Pam

**Pamela DeAndrea** (she/her) | AOT GIS Professional III

Policy, Planning & Research Bureau – Mapping Section

Policy, Planning & Intermodal Development Division

Vermont Agency of Transportation

219 N. Main Street | Barre, VT 05641

802-793-7555 phone | [pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)

<http://vtrans.vermont.gov>



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**From:** DeAndrea, Pam  
**Sent:** Friday, December 22, 2023 10:02 AM  
**To:** Zachary Brown <clerktreas@canaan-vt.org>  
**Cc:** AOT - Mileage Certificates <AOT.MileageCertificates@vermont.gov>  
**Subject:** RE: Judd Rd reclassification (Canaan)

Good morning Zachary,

I was making the change for the reclassification of TH-8 from CL4 to CL3 in our data and came up with a different measure than what is indicated in the documents you sent. I get 0.15 miles from the end of the Class 3 currently mapped to where you indicated to Kerry where the new Class 3 should end (see the blue highlighted line in the image below). You can see that the measure from the intersection of VT-114 is measured at 0.44 miles, which is what is indicated in your documents. Can you make sure the Selectboard agrees with the addition to be 0.15 miles and not 0.123 miles and let me know? I can make preload the adjustment on the 2024 Mileage Certificate and include the documentation of their approval of the change in the certification packet.

Thank you so much and Happy Holidays!

Pam



**Pamela DeAndrea (she/her)** | AOT GIS Professional III  
Policy, Planning & Research Bureau – Mapping Section  
Policy, Planning & Intermodal Development Division  
Vermont Agency of Transportation

219 N. Main Street | Barre, VT 05641

802-793-7555 phone | [pam.deandrea@vermont.gov](mailto:pam.deandrea@vermont.gov)

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Impacted Vermonters can find resources and referrals by visiting [Vermont.Gov/Flood](http://Vermont.Gov/Flood).

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**From:** Zachary Brown <[clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)>

**Sent:** Wednesday, July 5, 2023 10:29 AM

**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>

**Cc:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>; DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>

**Subject:** Re: Judd Rd reclassification (Canaan)

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Good Morning Kerry,

Attached you will find the notice of reclassification, the original meeting minutes where the board decided to move forward with the request, the minutes from the board meeting where the reclassification was approved, and the written decision from the Selectboard, which was published in the newspaper of general circulation. The reclassification ends at the blue arrow. Please let me know if you need anything else from me or if you have any questions.

Thank you,

**Zachary Brown** | Town Clerk and Treasurer

Town of Canaan

Po Box 159 | Canaan, VT 05903

802-266-3370 | [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)

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On 06/30/2023 5:45 PM EDT Alley, Kerry <[kerry.alley@vermont.gov](mailto:kerry.alley@vermont.gov)> wrote:

Good afternoon Zachary,

Thank you for reaching out to the VTrans Mapping Section. Johnathan is currently out of the office, so he asked me to respond to your questions regarding the recent reclassification of Judd Rd.

Could you send us (e-mail or snail-mail ok) copies of the documentation related to the reclassification (meeting minutes, selectboard decision, notice of site visit and hearing, and any additional documentation you might have)? In order to help pinpoint the new location where the class three road ends, I've pasted a screen-capture (below) showing the relevant section of Judd Rd with imagery and the home addresses. I've marked two locations that I thought might correspond to the end of the newly reclassified section (a blue and a red line). Could you confirm if one of those lines correctly indicates the new end of the class 3 section? If neither of my guesses is correct, let me know and we can give it another shot.

I will take a look at any documentation you send to us and let you know if we have any questions. If we have everything we need, we will pre-load the change onto Canaan's 2024 Mileage Certificate which will be sent to [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org) by email in early January, 2024.

Feel free to reach out to me if you have additional questions, and have a great holiday weekend!

Kerry





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Kerry Alley | GIS Professional III  
Policy, Planning & Research Bureau – Mapping Section  
Policy, Planning & Intermodal Development Division  
Vermont Agency of Transportation  
219 North Main Street | Barre, VT 05641  
802-917-2621 (cell) | [Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)  
<http://vtrans.vermont.gov/planning/maps>

**From:** Zachary Brown <[clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)>  
**Sent:** Thursday, June 29, 2023 2:01 PM  
**To:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Subject:** Portion of a Road Reclassified

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Good Morning Johnathan,

It has been a while, but I believe I am supposed to contact you after the selectboard has reclassified a road. At Monday night's meeting, the Canaan Selectboard completed the process of reclassifying a 0.123-mile section of Judd Road from a Class IV to a Class III. The section starts at the end of the Class III section of Judd Road, near 477 Judd Road, and continues to 596 Judd Road. The Selectboard heard the request, moved forward with it as their own, held the inspection and hearing, and made the decision. Please let me know if I need to do anything else or if I need to contact someone else.

Thank you,

**Zachary Brown** | Town Clerk and Treasurer

Town of Canaan

Po Box 159 | Canaan, VT 05903

802-266-3370 | [clerktreas@canaan-vt.org](mailto:clerktreas@canaan-vt.org)