

Received

2/29/2024

VTrans Mapping Section

District 5  
Certcode 0403-0

**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 BURLINGTON CITY in CHITTENDEN 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	7.178				
Class 2	21.727				
Class 3	67.06				
State Highway	0.195				
<b>Total</b>	<b>96.160</b>				
* Class 1 Lane	4.161				
* Class 4	1.10				
* 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".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

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: \_\_\_\_\_

Signature of T/C/V Clerk: *[Signature]* Date Filed: 3/14/24

*3/28/24* *[Signature]*, City Engineer signing for Director of Public Utilities

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  
Representative, Agency of Transportation

DATE: 3/14/2024

**Board of Finance and City Council Submission Checklist**

Department: Department of Public Works      Submitter: Caleb Manna

Title/Subject: 2024 VTRANS Highway Mileage Certificate

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	2/20/2024
<input checked="" type="checkbox"/>	City Council	2/26/2024
<input type="checkbox"/>	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

**Signoffs Received**

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/12/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	2/12/2024	Jordan Redell
Board/Commission, if required	N/A		
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/12/2024	Hayley McClenahan Katherine Schad
CAO has reviewed budget, financing, and memo	N/A		
Human Resources, if personnel action -Identify HR Manager in note	N/A		
CIO, if an IT-related investment/purchase	N/A		

**Materials Included**

	Included?	Note
Final Memo Attached?	Yes	Checked by C. Spencer
Contract Attached, if applicable?	N/A	
Additional Materials, if necessary	Yes	Mileage Certificate, Map
Draft Resolution or Motion?	Yes	In Memo
If for submission to Council, are sponsors identified?	Yes	BOF



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov](http://www.burlingtonvt.gov)

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**MEMORANDUM**

TO: Board of Finance/City Council

FROM: Caleb Manna, Excavation Inspector, Department of Public Works

DATE: February 20, 2024

CC: Norman Baldwin, P.E., Assistant Director of Public Works/City Engineer  
Chapin Spencer, Director of Public Works.  
Laura Wheelock, P.E., Senior Public Works Engineer

RE: 2024 VTRANS Certificate of Highway Mileage

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**Background**

The Vermont Agency of Transportation (VTRANS) annually reviews and certifies accepted highway mileage in each Vermont municipality to be used towards determining the amount of state and federal aid each municipality is eligible for, and to ensure the Town Highway Map remains accurate.

As part of this process, additions, subtractions, modifications, and reclassifications of streets are reviewed. Any changes in mileage or classification are recorded and updated in the certificate of highway mileage sent annually to each municipality for review and approval. The certificate, once accepted by City Council, is then signed and returned to the state agency. The certificate will be approved as described, and current mileage will be updated by VTRANS in the 2024 Town Highway Map.

**Changes**

This year, the City of Burlington has no changes to the overall town highway mileage or road classification to report.

In 2023, The Department of Public Works Technical Service staff was able to produce documentation demonstrating ownership of several streets that had been previously excluded from the Town Highway Map. The missing streets, along with completion of the Shelburne Roundabout, added 1.807 previously unrecorded miles to the map.

RE: VTRANS Certificate of Highway Mileage  
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It is important to note, the Town Highway Map is only reflective of formally accepted streets within the municipality. Unaccepted streets, streets not built to city standards, or streets with missing deed documentation are not eligible for recording or state funding.

### **Recommendation**

The Department of Public Works is recommending that the City Council approve the following the requested motion authorizing Chapin Spencer, Director of Public Works, to sign the 2024 Highway Mileage Certificate on behalf of the City Council as their designee.

### **Attachments**

- A. 2024 City of Burlington Highway Mileage Certificate
- B. 2023 Town Highway Map

### **Motions**

#### **Board of Finance:**

1. "To approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2024 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council."

#### **City Council:**

1. "To accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2024 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council."

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