

2/4/2025

VTrans Mapping Section

District 5, 8  
Certcode 0410-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2025**

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](mailto: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 MILTON 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	0.000				0.000
Class 2	33.560				0.000
Class 3	68.42	-609 <sup>0.79</sup>	0.08	-68.949 <sup>69.13</sup>	0.000
State Highway	18.117				0.000
<b>Total</b>	<b>120.097</b>	<b>-0.609<sup>0.79</sup></b>	<b>0.08</b>	<b>-120.626<sup>120.807</sup></b>	<b>0.000</b>
* Class 1 Lane	0.000				
* Class 4	5.55	0.23	0.15	5.63	0.000
* Legal Trail	1.61				

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

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

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

<sup>+0.38 mi</sup> 0.219 Horseshoe Circle & <sup>+0.25 mi</sup> 0.24 Greenbrook Circle

Adjustments to new highway mileage, addition of Sheldon Rd remeasurements, and mileage adjustments in Part I by K. Alley (VTrans) as per attached email correspondence dated 3/25/2024 and 2/26/2025.

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

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

-0.03 mi CL3 TH-29 (Slim Brown Rd) remeasured; +0.18 mi CL4 TH-29 remeasured; -0.02 mi CL3 TH-57 (Riverside Dr) remeasured without loop at the end; 0.15 mi CL4/NUTS TH-118 (Lamiolle Terr) no longer NUTS; 0.03 mi CL3 TH-83 designated Not Up To Standard (NUTS) pursuant to 19 VSA 305(a)

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

IF THERE ARE NO CHANGES RECORDED THIS YEAR: 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:

Kristi Bees

Date Filed:

2/4/2025

Please sign ORIGINAL and return it for Transportation signature.

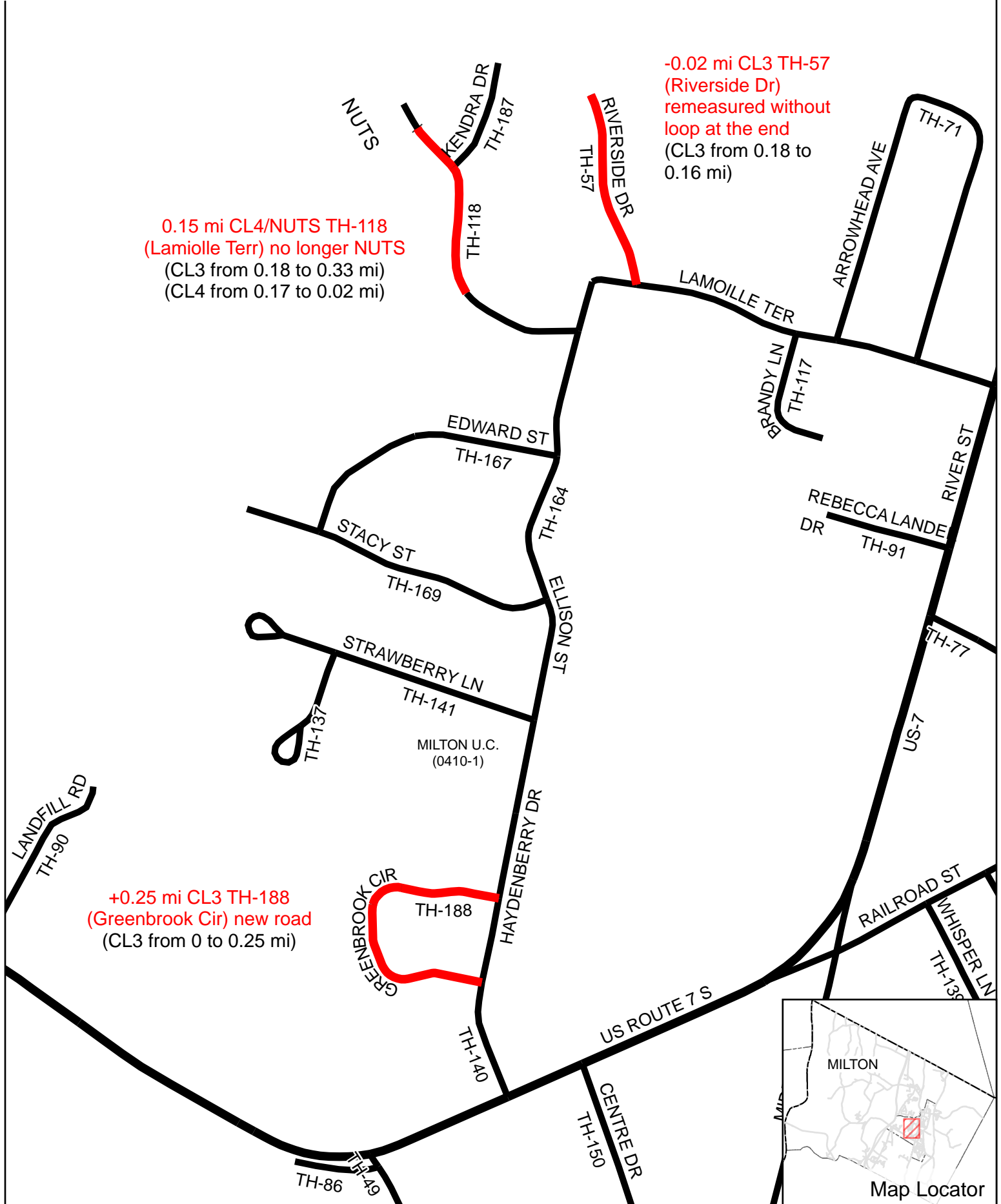
AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED:

DocuSigned by:

Representative, Agency of Transportation

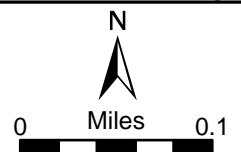
DATE: 5/15/2025

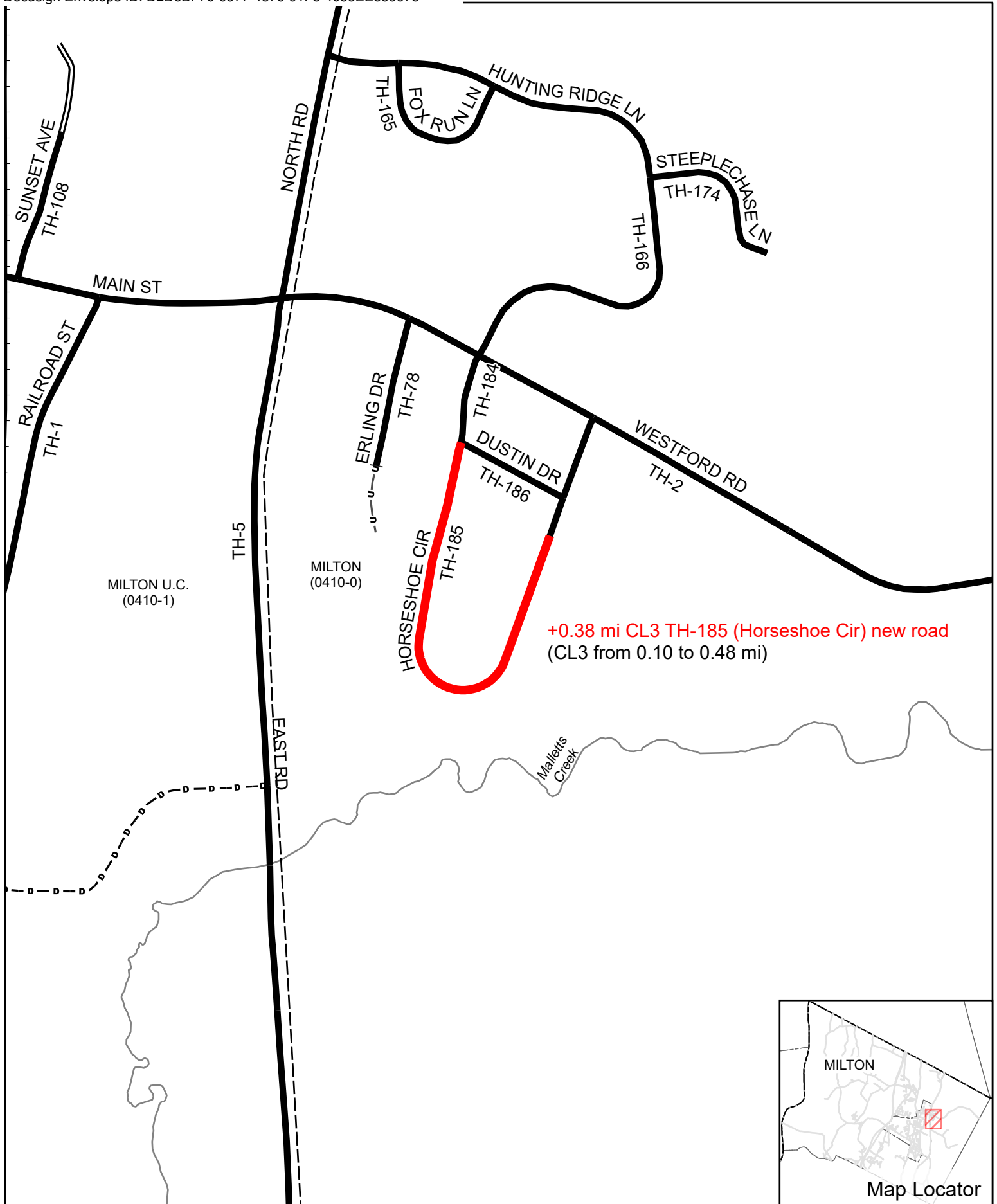


### Mileage Certificate Changes 2025 MILTON URBAN COMPACT

Mapping Section  
Division of Policy and Planning  
Vermont Agency of Transportation -- May 7, 2025

(CTUA:0410-1)  
(CERTCODE:0410-0)



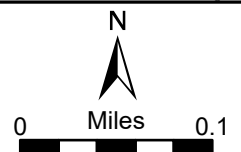


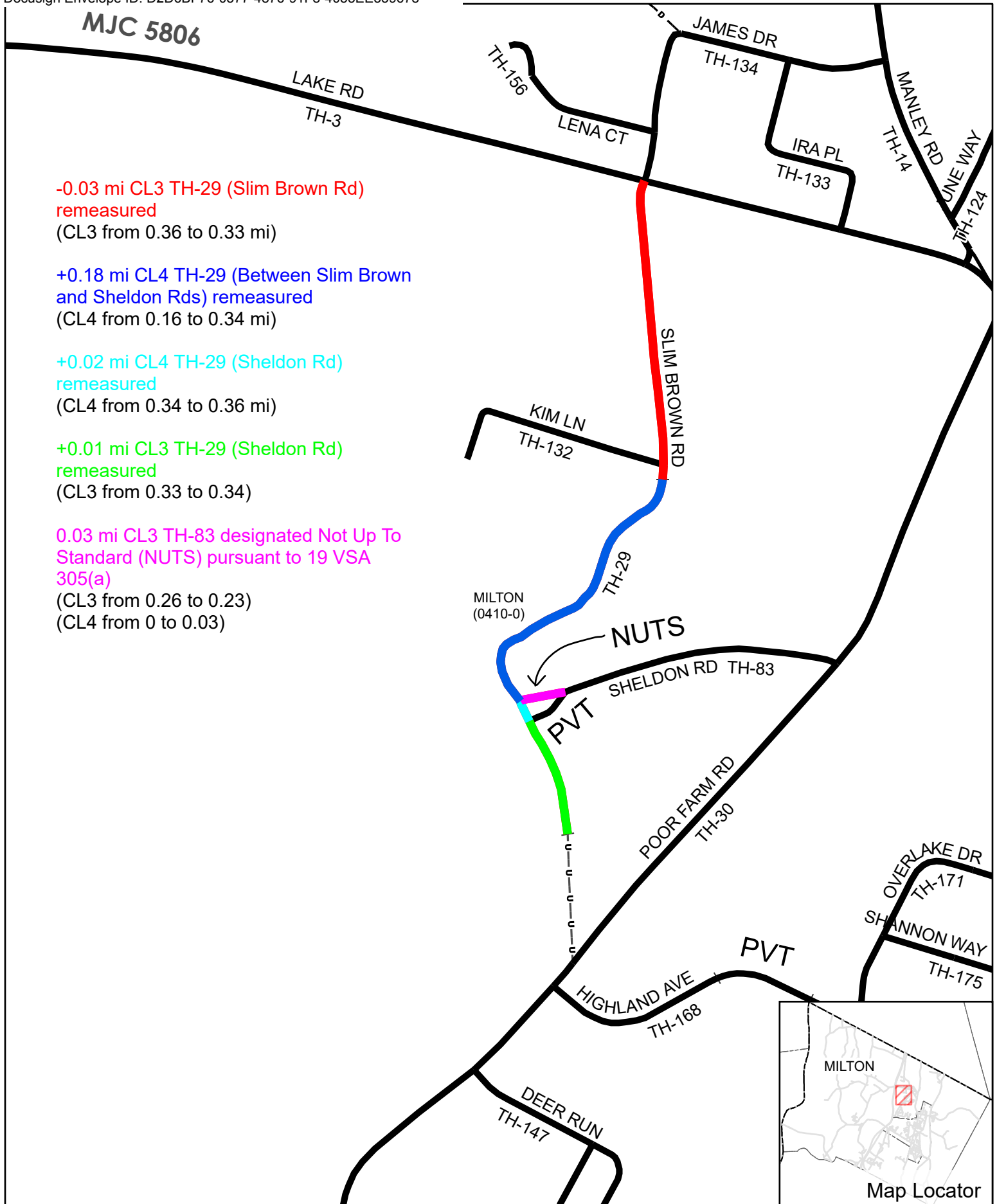
## Mileage Certificate Changes 2025

### MILTON

(CTUA:0410-0)  
(CERTCODE:0410-0)

Mapping Section  
Division of Policy and Planning  
Vermont Agency of Transportation -- May 5, 2025





## Mileage Certificate Changes 2025

### MILTON

(CTUA:0410-0)  
(CERTCODE:0410-0)



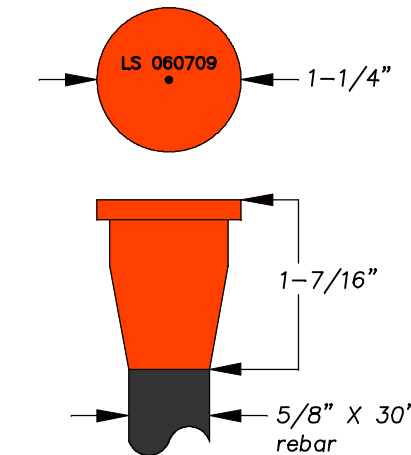
CORNER LIST

NOTE: (O.D.) Indicates outside diameter of applicable monument.  
CORNER 1: 1"(O.D.) metal pipe recovered 4" above grade.  
CORNER 2: 5/8" rebar recovered 9" above grade.  
CORNER 3: 1"(O.D.) metal pipe recovered leaning with an 8" reveal.  
CORNER 4: 5/8" rebar recovered 7" above grade.  
CORNER 5: Unmonumented point in drainage swale.  
CORNER 6: 1"(O.D.) metal pipe recovered leaning with a 12" reveal.  
CORNER 7: 1"(O.D.) metal pipe recovered leaning with a 7" reveal.  
CORNER 8: 4" X 4" concrete bound recovered 2" below grade.  
CORNER 9: Unmonumented point.  
CORNER 10: 5/8" rebar recovered 3" below grade.  
CORNER 11: 4" X 4" concrete bound recovered flush with grade.  
CORNER 12: 5/8" rebar recovered 4" below grade.  
CORNER 13: 5/8" rebar recovered 2" above grade.  
CORNER 14: 5/8" rebar TO BE SET  
CORNER 15: 5/8" rebar recovered 3" above grade.  
CORNER 16: 5/8" rebar recovered 14" above grade and bears S85°29'48"E, 60.82' from Corner 6.



LOCATION MAP (N.T.S.)

Typical Stamped Caps on Set Monumentation (not to scale)



FOOTPRINT LOT DIMENSIONS

Footprint lots 1-18 & 21-51 contain the following dimensions.  
Length = ±68.00'  
Width = ±32.8'  
Area = ±2,230.4 sq.ft.  
  
Footprint lots 19 & 20 dimensions are,  
Length = ±58.00'  
Width = ±32.8'  
Area = ±1,902.4 sq.ft.

GENERAL SURVEY NOTES

- The purpose of this survey was to retrace, monument and subdivide lands conveyed to Milton Shopping Center, LLC in Volume 483, Page 368 of the Town of Milton Land Records dated December 18, 2017.
- The following plats recovered within the Town of Milton Land Records and from other sources were used in aid of this survey:
  - Plat entitled; "Plat of Subdivision of Haydenberry Park", prepared by Fitzpatrick-Llewellyn, Inc., dated October, 1988 and is recorded in Map Slide #208 of the Milton Land Records.
  - Plat entitled; "Survey Plat, Minor Funeral Home, U.S. Route 7, Milton, Vermont", prepared by Larry D. Young, L.S. 568, dated February 29, 2006 and is recorded in Map Slide #208 of the Milton Land Records.
  - Plat entitled; "Beaver Creek Condominium, U.S. Route 7, Milton, VT, Property Plat", prepared by O'Leary-Burke Civil Associates, last revised August 17, 2012.
  - Plat entitled; "Boundary Adjustment Plat, Between Lands Owned by Martin & Debra Fitzgerald", prepared by O'Leary-Burke Civil Associates, PLC, last revised July 31, 2014.
- The location of the westerly sideline of Haydenberry Drive was established from existing monumentation recovered on site and information taken from the plats noted in 2a & 2b. The location of the northerly sidelines of U.S. Route 7 are shown as approximate only and are based on information taken from the plats noted above.
- Lands depicted hereon may be subject to additional easements or right of ways of record not already shown.
- Unless otherwise noted, the physical location of underground utilities were not determined by this survey.
- The information on this plat reflect conditions that were existing at the time of the survey both at the project location and within the land records of the Town of Milton as of July, August and September, 2020.
- All distances shown on this plat are at ground level.
- The direction of this survey is relative to Vermont Grid North (NAD83 (2011), VT-440) as determined from Network RTK GPS observations made on site.

Approved by Resolution of the Development Review Board of the Town of Milton, Vermont, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
subject to the requirements and conditions of said resolution.  
Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_  
Chairman or Clerk

MILTON DEVELOPMENT REVIEW BOARD NOTE

The undeveloped portion of the parcel shall be conserved and shall not be developed per Town of Milton DRB 2020-05 Notice of Decision.

THE INFORMATION ON THIS PLAT IS A COMPILATION AND REVIEW OF PERTINENT LAND RECORD INFORMATION, FIELD MEASUREMENTS, PAROL EVIDENCE AND OTHER STATE AND LOCAL DOCUMENTS. THIS PLAT IS IN ACCORDANCE WITH 27 V.S.A. 1403 AND CURRENT MEASUREMENT STANDARDS SET FORTH BY THE VERMONT BOARD OF LAND SURVEYORS. THIS PLAT IS ONLY VALID WITH MY ORIGINAL SEAL AND SIGNATURE.



TOWN OF MILTON CLERK'S OFFICE RECEIVED FOR RECORD

This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ minutes \_\_\_\_\_ M.,  
and filed in Map Slide \_\_\_\_\_ Map # \_\_\_\_\_  
Attest: \_\_\_\_\_  
Town Clerk

SHORT LINE COURSES

L1)	S28°09'33"E	74.21'	L10)	S79°45'30"E	162.04'
L2)	S24°17'45"E	40.55'	L11)	N79°45'30"W	162.98'
L3)	N17°31'35"W	19.80'	L12)	S76°59'13"W	88.81'
L4)	N79°11'10"W	117.30'	L13)	N20°25'51"W	86.88'
L5)	S84°12'53"W	77.86'	L14)	N01°12'25"W	108.90'
L6)	N79°06'35"W	115.59'	L15)	S79°06'35"E	115.59'
L7)	S01°12'25"E	108.90'	L16)	N84°12'53"E	77.86'
L8)	S20°25'51"E	86.88'	L17)	S79°11'10"E	116.95'

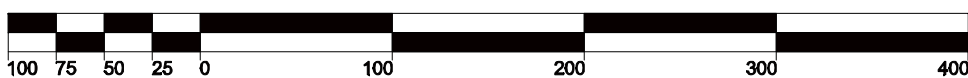
CURVE COURSES

C1)	L=31.78' R=179.53' C=31.74', N12°27'17"W	C8)	L=28.41' R=70.00' C=28.22', N88°36'51"E
C2)	L=58.05' R=179.53' C=57.80', N01°52'50"E	C9)	L=52.76' R=130.00' C=52.40', S88°36'51"W
C3)	L=52.15' R=180.00' C=51.97', N87°29'08"W	C10)	L=100.89' R=70.00' C=92.38', N61°43'19"W
C4)	L=34.92' R=120.00' C=34.80', N87°26'51"W	C11)	L=23.49' R=70.00' C=23.38', N10°49'08"W
C5)	L=231.65' R=130.00' C=202.20', S49°50'30"W	C12)	L=124.74' R=70.00' C=108.88', N49°50'30"E
C6)	L=43.62' R=130.00' C=43.41', S10°49'08"E	C13)	L=52.39' R=180.00' C=52.20', S87°26'51"E
C7)	L=187.37' R=130.00' C=171.57', S61°43'19"E	C14)	L=34.76' R=120.00' C=34.64', S87°29'08"E

LEGEND

- Found Corner Monument (See Corner List) ○ □  
Set Corner Monument (See Corner List) ●  
Unmonumented/Calculated Point △  
Corner Number (See Corner List) "2"  
Footprint Lot Number (8)  
Subject Boundary Line ———  
Former Boundary Line ———  
Adjoiner Boundary Line ———  
Footprint Lot Boundary - - - - -  
10' Zoning Setback Line - . - . -

GRAPHIC SCALE: 1" = 100'



"ORIGINAL MYLAR"

## WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS that RIVERS EDGE BUILDING DEVELOPMENT, LLC, a Vermont Limited Liability Company with principal place of business situated in the Town of Essex, in the County of Chittenden and State of Vermont, Grantor, in the consideration of TEN OR MORE Dollars, paid to its full satisfaction by TOWN OF MILTON, a Vermont municipal corporation in the County of Chittenden and State of Vermont, Grantee, by these presents, does freely GIVE, GRANT, SELL, CONVEY and CONFIRM unto the said Grantee, TOWN OF MILTON, and its successors or assigns forever, a certain piece of land located in the Town of Milton, County of Chittenden, and State of Vermont, described as follows:

Being a portion of the land and premises conveyed to Rivers Edge Building Development, LLC by Warranty Deed of Milton Shopping Center, LLC dated \_\_\_\_\_, 2020 and recorded in Volume \_\_\_\_ at Page \_\_\_\_\_ of the Town of Milton Land Records, and being more particularly described as follows:

Being a parcel of land described as "Proposed 60' Wide Public Street, ±1.71 acres," depicted on a survey entitled "Subdivision Plat, Haydenberry Estates PUD, Westerly Side of Haydenberry Drive and Northerly Side of U.S. Route 7, Town of Milton, County of Chittenden and State of Vermont," Sheet PL-1, prepared by O'Leary-Burke Civil Associates, PLC, dated February 25, 2021, Project No. 2020-15 and recorded at Map Slide ~~506~~ of the Milton Land Records (the "Plat").

This deed shall act as a Bill of Sale and does hereby convey all sidewalks, fire hydrants, water lines, sewer lines, drainage lines and catch basins located on, under and through the aforesaid parcel of land depicted on the Plat, together with all fixtures, appurtenances and equipment associated therewith, conveyed to Grantee free from all encumbrances. The Grantor conveys by the Bill of Sale only those portions of the aforesaid infrastructure that falls within the boundaries of the aforesaid parcel of land depicted on the Plat, and the Town accepts only those portions of the aforesaid infrastructure depicted as being within the boundaries of the aforesaid parcels of land on the Plat. Specifically excluded from this conveyance is the primary stormwater drainage outflow line running northerly from the infiltration basin on Lot 2 through the herein conveyed parcel of land to an outflow located between Units 26 and 27 as shown on the Plat and any street lights, lamps or poles, which shall remain the Grantor's and its successors' and assigns' private



infrastructure. Grantor, its successors and assigns, shall have the sole responsibility for upkeep, maintenance, repair and replacement of said stormwater drainage outflow line, street lights, lamps or poles and any electricity charges associated therewith.

Also conveyed herewith by Bill of Sale are all of Grantor's right, title and interest, in and to a new sidewalk to be constructed within the right-of-way for Haydenberry Drive shown as "Provide New 5' Wide Concrete Sidewalk From End of Existing Sidewalk to Southeasterly Property Line" on a plan entitled, "Final Plan, Haydenberry Estates, Haydenberry Drive, Milton, Vermont," Sheet #2, prepared by O'Leary-Burke Civil Associates, PLC, dated November 12, 2020, last revised February 8, 2021, and on-file with the Grantee's Department of Planning and Zoning.

The property herein conveyed is subject to the terms and conditions of (1) State of Vermont Wastewater System and Potable Water Supply Permit WW-4-~~2157-2~~ dated March 29<sup>th</sup>, 2021 and recorded in Volume 537 at Page 71 of the Town of Milton Land Records, (2) State of Vermont Land Use Permit 4C~~4600-4~~ dated March 29<sup>th</sup>, 2021 and recorded in Volume 517 at Page 358 of the Town of Milton Land Records, (3) Authorization to Discharge Under General Permit 3-       (Permit Number 3964-9015A) issued by the State of Vermont, dated February 26<sup>th</sup>, 2021 and recorded in Volume 516 at Page 356 of the Town of Milton Land Records, and (4) Town of Milton Development Review Board Notice of Decision on Case # DRB 2020-05, dated February 19, 2021 and recorded in Volume 515 at Page 649 of the Town of Milton Land Records.

Reference is hereby made to the aforementioned instruments and Land Records and to the references contained therein and records thereof in further aid of this description.

TO HAVE AND TO HOLD said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, TOWN OF MILTON, and its successors and assigns, to their own use and behoof forever; and the said Grantor, for itself and its successors and assigns, does covenant with the said Grantee and its successors and assigns, that until the ensealing of these presents, it 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 it hereby engages to WARRANT and DEFEND the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, Thomas Sheppard, duly authorized member of

RIVERS EDGE BUILDING DEVELOPMENT, LLC hereunto set his/her hand and seal this

29<sup>th</sup> day of October, 2021.

RIVERS EDGE BUILDING  
DEVELOPMENT, LLC

By:

  
\_\_\_\_\_, Member

STATE OF VERMONT  
COUNTY OF CHITTENDEN

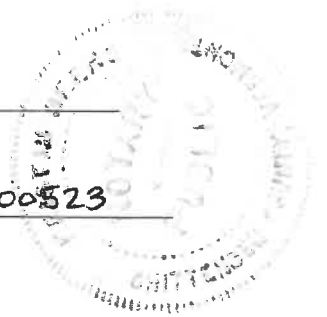
At Milton, in said County and State this 29<sup>th</sup> day of October,  
2021, personally appeared Thomas Sheppard, the duly authorized member of RIVERS  
EDGE BUILDING DEVELOPMENT, LLC, and he acknowledged this instrument by him  
subscribed, to be his free act and deed, individually and on behalf of RIVERS EDGE  
BUILDING DEVELOPMENT, LLC.



Notary Public

My Commission Expires 1/31/2023

My Commission Number: 157.0000523



Vermont Property Transfer Tax

32 V.S.A. Chap. 231

-ACKNOWLEDGEMENT-

RETURN REC'D-TAX PAID BOARD

OF HEALTH CERT. REC'D.

VT LAND USE & DEVELOPMENT

PLANS ACT CERT. REC'D

Return No. M125 24

Kristin Beers, Town Clerk

Date: JAN 28, 2025 02:30 PM



**Town of Milton – Selectboard Meeting**  
**43 Bombardier Road, Milton VT 05468**  
**In Person and/or via Zoom – Community Room**  
**Monday, December 16, 2024 at 6:00 p.m.**  
***Will begin immediately following the Liquor Board Meeting***

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** Michael Morgan, Vice Chair

**Staff Members Present:** John Bartlett, Acting Co-Town Manager, HR and Operations Director; Amber N. Baker, Acting Co-Town Manager, Finance Director; Kyle Brouillette, Public Safety Director; Amanda Pitts, Zoning Administrator; Eric Gallas, Highway Superintendent; Kristin Beers, Town Clerk; John Gifford, Town Treasurer; Lisa Schaeffler, Public Works Director (remote);

**Others Present:** Robert Lombard, Economic Development Commission Member; Rod Moore; Chuck Wilton; Seth Duchesneau; Jesse Carswell, Krebs & Lansing; Ken Robie, DuBois & King/VTrans; William Pikul, Milton on the Move; Taylor Newton, Chittenden County Regional Planning Commission (CCRPC); Sara Muskin, CCRPC; Shannon Gunderson, Milton Independent (remote); Joseph Duquette (remote); Tim Bradshaw, Green Mountain Transit (GMT) (remote); “Mike M” (remote); Diane Barrows (remote); Clayton Clark as “Green Mountain Transit” (remote); Karla Ummarino (remote); Maya Balassa, CCRPC (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:04 p.m.

**II. Flag Salute**

D. Adams led the attendees in the Pledge of Allegiance.

**III. Agenda Review**

No changes.

**IV. Public Forum**

None.

**V. Appoint Seth Duchesneau to Economic Development Commission (EDC)**

*Amber N. Baker, Acting Co-Town Manager and Ex-Officio Chair of EDC*

There was a brief discussion between S. Duchesneau and the Selectboard members.

**Motion made by B. Steady to appoint Seth Duchesneau to the EDC for a 3-year term, with a second by C. Taylor. Motion approved unanimously.**

**VI. Appoint Rod Moore to Cemetery Advisory Committee**

*Kristin Beers, Town Clerk*

There was a brief discussion between R. Moore and the Selectboard members.

**Motion made by B. Steady to appoint Rod More to the Cemetery Advisory Committee for 3-year term, with a second by L. Morgan. Motion approved unanimously.**

**VII. Green Mountain Transit (GMT): Older Adults and Persons with Disabilities (O&D) Transportation Program Agreement**

*Tim Bradshaw, Director of Grants, GMT*

T. Bradshaw provided an overview of the relationship between the Town of Milton and GMT. J. Bartlett requested that the document be revised to say “Town of Milton”, not “Milton Family Community Center”. T. Bradshaw will resend the document with the revision. There was a brief discussion between the Selectboard and GMT regarding the time frame for this agreement to clarify that it is for the current fiscal year (FY25) and funds are already approved in the current budget.

C. Clark addressed the Selectboard to express sympathies for the passing of D. Turner, Jr. He also provided an update stating that the potential service reduction for the Town of Milton discussed at a previous meeting was rejected by the GMT board. There will not be a reduction in services for the Town of Milton.

**Motion made by C. Taylor to allow the Town Manager or their designee to enter into a transportation agreement between Green Mountain Transit and the Town of Milton for the Older Adults and Persons with Disabilities (O&D) Transportation Program with the corrections that were mentioned about changing the Milton Family Community Center to the Town of Milton in the document, with a second by L. Morgan. Motion approved unanimously.**

**VIII. Bond Acceptance Note Extension**

*John Gifford, Town Treasurer*

J. Gifford explained that this Bond Anticipation Note was the cash used to build the new public works facility, and it was voted on and approved by tax payers. J. Gifford has requested an extension for an additional year to establish permanent long-term funding, due to the delay in the completion of the building. There are three documents that need Selectboard signatures: 1) the Bond Anticipation Note; 2) the resolution stating that the Town needs the money; and 3) a tax certificate that certifies the issuance and use of the proceeds from the note.

**Town of Milton Resolution: Bond Anticipation Borrowing**

WHEREAS, the Selectboard are authorized and empowered to borrow money on the credit of the Town of Milton in anticipation of the sale of municipal bond(s) to be issued to finance the construction of a Public Works Facility (Highway Garage) approved by the Town of Milton at a meeting thereof held on March 1, 2022; and

WHEREAS, the said Selectboard finds it expedient and it is necessary for the Town of Milton to borrow funds in anticipation of the sale of such municipal bond(s) in order to complete said improvements; and



WHEREAS, in order to have funds to complete said authorized improvements, the Selectboard has arranged to borrow \$5,500,000.00 from UNION BANK with such borrowing evidenced by a single Bond Anticipation Note (the "Note") as hereinafter set forth, which Note refunds and replaces an obligation previously issued on May 17, 2022 for the same purpose.

THEREFORE, BE IT RESOLVED, that the Selectboard and the Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness to cover the same; and

BE IT FURTHER RESOLVED, that said evidence of debt when issued and delivered pursuant to this Resolution shall be a valid and binding general obligation of the Town of Milton payable according to the terms and tenor thereof from the sale of municipal bond(s) by said Town of Milton, as established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Town of Milton in, about, or concerning the expenditure of proceeds of the Note are hereby ratified and confirmed; and

We, the undersigned Selectboard and Treasurer of the Town of Milton hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the above-described Note or the expenditures being financed by the proceeds of the same.

We certify also that no litigation is pending or threatened affecting the validity of the Note or the apportionment and assessment of taxes, if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Town of Milton, nor the title of any of us to our respective offices, is being questioned or contested.

Further, we hereby certify to and covenant with UNION BANK, its successors and assigns, including specifically the transferees, assigns, holders and owners of the above described Note that:

1. No proceeds of the Note (including investment proceeds thereof) will be used (directly or indirectly) in any trade or business carried on by any person other than the Town of Milton nor used to make or finance loans to any person.
2. During the current calendar year, neither the Town of Milton nor any subordinate agency thereof will issue debt of any sort aggregating \$10,000,000.00 or more.
3. The Town of Milton will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note and all other obligations of the Town of Milton.
4. The Town of Milton will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificate, execution and delivery of which is hereby authorized.

**Motion made by C. Taylor to accept and for the Selectboard to sign the Town of Milton bond anticipation note extension for the Public Works Facility, the resolution for the same and the tax certificate for also the same with a second by L. Morgan. Motion approved unanimously.**

## **IX. Hourglass Project Update**

*Ken Robie, PE, DuBois & King / VTrans*

K. Robie provided an update noting that VTrans has pushed the project construction into 2026 for budgetary reasons. There was discussion between the Selectboard, K. Robie and A. Baker regarding how this affects TIF Funding for the Hourglass Project. K. Robie noted that the right-of-way property acquisitions are still progressing, and the intent is to have the project shovel ready when the funding becomes available to begin construction.

#### **X. Downtown Core Master Plan Update**

*Cymone Bedford, Planning, DEI, and Development Review Director;  
Taylor Newton, Chittenden County Regional Planning Commission (CCRPC)*

T. Newton provided an overview of work up to this point, noting that the Selectboard was presented with a presentation in June but did not make a decision at that time regarding next steps. He requested approval to move forward to phase 2 of the project.

B. Steady noted that she would not be voting to move forward, due to her negative opinion of the renderings presented, which include multi-story buildings through the center of Milton.

There was a discussion, in which T. Newton noted that what has been presented are conceptual plans. Actual designs to implement these plans would require developers to follow Town regulations. By-law development would be a part of phase 2, including auditing existing regulations and determining how regulations would have to change to implement the conceptual designs.

**Motion made by C. Taylor to approve moving forward with Phase 2 of the Downtown Master Planning Process, to be paid for by grant funds received, with a second by L. Morgan. Motion passed. D. Adams, C. Taylor and L. Morgan voted in favor of the motion; B. Steady voted to oppose.**

#### **XI. Phosphorus Control Plan Purchase: Contech CDS Hydrodynamic Separator**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented background on this item along with the following resolution:

##### **Purchase of 3 Contech CDS Hydrodynamic Separators Recommendation of Award**

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton and amended October 5, 2020, requires competitive bidding and Selectboard approval for purchases over \$15,000 by the Town; and,

WHEREAS, the Town Manager may waive the bid process and authorize a sole source solicitation for purchases when there is only one possible retail source, Article 3 Authorization Levels and Procedures, Section 4407 Miscellaneous C. Sole source solicitation for the three Contech CDS Hydrodynamic Separators quotes were obtained by the Public Works Department and have been reviewed by the Acting Co-Town Managers. It was determined that Contech is the only qualified supplier of the goods or services to be purchased for the three Contech CDS Hydrodynamic Separators; and,

WHEREAS, formal estimates were obtained via email on November 25, 2024 in the amount of \$12,450 each includes shipping and handling. Funding for this coming from Stormwater ARPA PCP grant funds and,

NOW, THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton, that the Town Manager, or their designee, is authorized to execute the necessary documents to award the

purchase of 3 Contech CDS Hydrodynamic Separators, in the amount not to exceed \$37,350 related to the award of this contract.

**Motion made by C. Taylor to allow the Town Manager or their designee to execute the necessary documents to award the purchase of 3 Contech CDS Hydrodynamic Separators, in the amount not to exceed \$37,350, with an 80/20 match for the Town, to be paid out of Stormwater ARPA PCP grant funds, with a second by L. Morgan. Motion approved unanimously.**

## **XII. Public Infrastructure Acceptance**

*Amanda Pitts, Zoning Administrator*

- **Dogwood Circle – Cost Estimate**
- **Greenbrook Circle – Final Acceptance**
- **Rosewood Ln – Enter Warranty/Reduce Surety Amount**
- **Oakledge Way – Reduce Surety Amount**
- **Cornelia Ct – Final Acceptance**

A. Pitts presented the following public infrastructure acceptance projects.

### **Public Infrastructure Cost Estimate Acceptance – Dogwood Circle**

Sterling Home Properties LLC c/o Bart Frisbie, developer, received DRB approval for a 25 lot subdivision located on Lot 3 of the "Brault Subdivision". The project will be constructing 16 single family dwellings and 8 duplexes, extending Board Walk Way, a new looped road, sidewalks, public water line, hydrants, public sewer line and pump station. Eric Gallas, Highway Superintendent, and Tom Elwood, Water & Wastewater Superintendent, reviewed the attached Construction Cost Estimate for this project, and recommend this value be used for the public infrastructure surety. At this time, we are requesting the acceptance of the cost estimate for this public infrastructure, which the developer, will establish a surety in the amount of for the duration of construction and a warranty period.

Location of Infrastructure/Project Name: Dogwood Circle

Description of Infrastructure: Extension of Board Walk Way, Dogwood Circle, sidewalks, water line and hydrants, sewer line, pump station

We respectfully request that the Selectboard accept this Cost Estimate in the amount of \$737,898.00.

**Motion made by L. Morgan to approve the infrastructure acceptance as presented, with a second by C. Taylor. Motion approved unanimously.**

### **Public Infrastructure Acceptance – Greenbrook Circle**

At December 9, 2021 Selectboard hearing, the Town accepted the Greenbrook Circle development infrastructure and entered into a two year warranty period. The warranty period has been completed. The Water/Wastewater Department and Highway did final inspections and re-inspections in 2023 and 2024. The developer corrected deficiencies and the public infrastructure is now in satisfactory condition for take over by the Town. (See inspection reports from the Water & Wastewater Superintendent & Highway Superintendent).

At this time, we are requesting the acceptance of the easements for the public infrastructure (water, sewer, sidewalk, stormwater in the right of way, and road of Greenbrook Circle) of this development, and to release their current surety in the amount of \$54,342.50.

Location of Infrastructure/Project Name: Haydenberry Estates aka Greenbrook Circle

Description of Infrastructure: Water, sewer, stormwater in right-of-way, sidewalk, and road from Station 10+00 to Station 22+70.

We respectfully request that the Selectboard accept the Easements, and to release the remaining surety amount of \$54,342.50.

**Motion made by C. Taylor to accept the infrastructure as outlined by the Zoning Administrator Amanda Pitts for Greenbrook Circle, with a second by B. Steady. Motion approved unanimously.**

**Public Infrastructure Accept IOD/ Enter Warranty Period/ Reduce Surety – Rosewood Lane**

52 Lake Rd, now known as Rosewood Lane, owned by Rosewood One LLC c/o Bill Fogg has completed construction on the water line extension and 4 hydrants. Records drawings were submitted, legal documents were reviewed, Water Department has completed their final inspection and all relevant testing has passed. At this time, we are requesting the acceptance of the Irrevocable Offer of Dedication, this project to now enter a two-year warranty period (during this time the developer will maintain the infrastructure), and the surety to be reduced down to 10% of the original value (\$138,500 was the original value) for the duration of the warranty period.

Location of Infrastructure/Project Name: 52 Lake Rd aka Rosewood Lane

Description of Infrastructure: Water line to the Vermont Gas right of way and 4 hydrants

We respectfully request that the Selectboard accept the IOD, Enter Warranty & reduce surety.

**Motion made by C. Taylor to accept the Irrevocable Offer of Dedication for the water line and hydrants, enter the two-year warranty period, and reduce the surety amount down to \$13,850 for the Rosewood Lane water line project, with a second by L. Morgan. Motion approved unanimously.**

**Public Infrastructure Accept IOD/ Enter Warranty Period/ Reduce Surety – Oakledge Way**

Oakledge Way, owned and developed by Randy Livingston, has completed construction on the water line extension and 3 hydrants. Records drawings were submitted, legal documents were reviewed, Water Department has completed their final inspection, and all relevant testing has passed. At this time, we are requesting the acceptance of the Irrevocable Offer of Dedication, this project to now enter a two-year warranty period (during which the owner/developer will maintain the infrastructure), and the surety to be reduced down to 10% of the original value of \$99,690, which would be \$9,969 for the duration of the two-year warranty period.

Location of Infrastructure/Project Name: Oakledge Way

Description of Infrastructure: Water line and 3 hydrants

We respectfully request that the Selectboard accept the IOD, Enter Warranty & reduce surety.

**Motion made by C. Taylor to accept the Irrevocable Offer of Dedication for the water line and hydrants, enter the two-year warranty period, and reduce the surety amount down to \$9,969 for the Oakledge Way water line project, with a second by L. Morgan. Motion approved unanimously.**

**Public Infrastructure Acceptance – Cornelia Court**

The Cornelia Court development (Mixed-use commercial and residential buildings) began construction in 2019. The construction was completed for all phases in January of 2022. The proposed public infrastructure included an extended water and sewer line. A surety Letter of Credit was established by the developer (444-452 Route 7 South LLC c/o William Sawyer) in the amount of \$208,620.00 in 2019. Inspections were performed during the construction process by DPW, and the engineer submitted Record Drawings and applicable passing test results in 2022. The project did not enter a two-year warranty period, but two years have lapsed since construction was completed. The Water and Wastewater Department performed a Final Inspection on this development in fall of 2023 and sent minor items to be corrected prior to acceptance to the developer. The items were corrected by the developer. The Water/Wastewater Department performed an additional Final Inspection on December 9, 2024 and confirmed the water and sewer systems are in satisfactory condition to accept as public infrastructure. (See inspection reports from the Water & Wastewater Department).

At this time, we are requesting the acceptance of the easements for the public infrastructure (water, sewer) of this development, and to release their current letter of credit surety in the amount of \$208,620.00.

Location of Infrastructure/Project Name: Cornelia Court

Description of Infrastructure: Water, sewer.

We respectfully request that the Selectboard accept the Easements, and to release the remaining surety amount of \$208,620.00.

**Motion made by C. Taylor to accept the Easements for the Cornelia Court water and sewer; and release the letter of credit surety in the amount of \$208,620.00, with a second by L. Morgan. Motion approved unanimously.**

**XIII. Appoint Ethics Liaison for Vermont State Ethics Commission: John Bartlett and Amber Baker**  
*Darren Adams, Selectboard Chair*

D. Adams noted that this appointment is for compliance with Act 171. The Town must have an employee assigned as the Ethics Liaison by January 1. He noted that other towns are appointing their Town Managers in this position, so he proposes appointing both Acting Co-Town Managers Amber Baker and John Bartlett as the Ethics Liasons for the Town of Milton.

**Motion made by C. Taylor to appoint John Bartlett and Amber Baker as Milton's liasons to the Vermont State Ethics Commission, with a second by B. Steady. Motion approved unanimously.**

**XIV. Sale of Kienle Road Lots – Approval of Deeds and Authorization to Sign**  
*John Bartlett, Acting Co-Town Manager*

J. Bartlett introduced this item, noting that the closing of the sale of the Kienle Road property is Wednesday morning at 10 a.m. in Essex, and these documents are related to that sale.

**Motion made by B. Steady to approve the conveyance of the four lots on Kienle Road to Darrell Desranleau by Warranty Deed as well as two easements to John and Phyllis Mayville by Easement Deed, subject to review and final approval of the Town Attorney, and to authorize Acting Co-Town Manager John W. Bartlett to execute the deeds and any other closing documents on the Town's behalf, with a second by C. Taylor. Motion approved unanimously.**

**Motion made by B. Steady to waive recording fees associated with the deeds for the Town's exchange of access and utility easements with John and Phyllis Mayville that were needed as part of the sale of the four parcels being conveyed to Mr. Desranleau on the westerly side of Kienle Road, with a second by L. Morgan. Motion approved unanimously.**

**XV. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of 12/02/2024**
- **Approval of Selectboard Special Meeting Minutes of 12/09/2024**
- **Approval of Selectboard Special Meeting Minutes of 12/10/2024**
- **Approval of Warrant #12**

**Motion made by L. Morgan to approve the Consent Agenda, with a second by C. Taylor. Motion approved unanimously.**

**XVI. Update from Town Manager and Board Members**

*John Bartlett, Acting Co-Town Manager*

- The RFP for the Town Forest viewing platform project has had a good response so far.
- The Holiday Light Parade that went through town had many participants and has received a lot of positive feedback.
- The house at 17 Middle Road was sold at auction but the buyer did not remove it in a timely manner, so the ownership remains with the Town. The Town had an inspection done, and there is some asbestos present. It would require abatement if it was to be demolished or if the house was used for training by the fire department. The most economical next step is to relist it at auction. The Town will need to check on whether the structure can be sold with disclosures or if it will have to be abated first.
- Sergeant Paul Locke received the Drug Recognition Expert Outstanding Achievement Award. He has been the Town's DRE since 2017.
- LinkedIn recruiting is in progress for the Police Department, and they have already received one full-time, certified, well-qualified officer from out of state.
- 32 accounts are scheduled for water shutoffs this week, which is a bit higher than usual.
- K. Beers says petitions have started to come in for Town elections; cutoff is Tuesday, January 27.
- M. Noble was promoted to the full-time administrative assistant for Planning and Zoning and Public Works.
- Sharon Woodworth will be replacing M. Noble's position in the Town Clerk/Treasurer's office and will be starting on January 6.
- Open enrollment is in progress.
- B. Tradup will be drafting the annual reports for the Town Manager's office and the Selectboard.
- New public works building has been reset after the Celebration of Life event for Don Turner, Jr. The recording of the Celebration of Life is available on [lcatv.org](http://lcatv.org).
- On Wednesday, we will have our staff holiday luncheon.
- Town Offices are closed on Christmas Eve, Christmas Day and New Year's Day.

B. Steady asked if the Town can plan to dedicate the annual report to Don Turner and John Cushing.

**XVII. Executive Session – Contracts**



Motion made by B. Steady to find that premature knowledge about contracts would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor. Motion approved unanimously.

Motion made by B. Steady to move enter into executive session at 7:36 p.m. to discuss Real Estate and Contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, C. Taylor, B. Steady and L. Morgan; Acting Co-Town Manager and Director of Administration and HR John Bartlett; Acting Co-Town Manager and Director of Finance Amber Baker. Second by C. Taylor. Motion approved unanimously.

Motion made by B. Steady to close executive session at 8:58 p.m., with a second by L. Morgan. Motion approved unanimously.

No action was taken as a result of the Executive Session.

#### XVIII. Adjournment

Motion made by L. Morgan to adjourn the meeting at 9:05 p.m., with a second by B. Steady. Motion approved unanimously.  
Meeting adjourned by D. Adams.

All documents pertaining to this meeting may be viewed using the following link:

[https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/Egt6asKMURJiR27TmXx\\_34BEPu4nNtRdU8mQdnIDommBQ?e=fJj7Z9](https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/Egt6asKMURJiR27TmXx_34BEPu4nNtRdU8mQdnIDommBQ?e=fJj7Z9)

A video recording of this meeting can be found at the following location:

<https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/ERQ90GEV5uRKgnk19j0s3doBqyWrJWoU3qcKSDXtc4cubA?e=9KaIvM>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 1/6/24  
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 7<sup>th</sup> day of January, 2025.

ATTEST: Just Bees, Milton Town Clerk



GPS STRUCTURES		
DESCRIPTION	NORTHING	EASTING
CB10	779213.757	1484789.461
CB11	779240.090	1484670.561
CB12	779196.653	1484635.968
CB13	778961.714	1484601.903
CB14	778955.121	1484580.591
CB15	778645.806	1484556.864
CB16	778642.834	1484535.315
GATE VALVE 1	779003.550	1484614.530
GATE VALVE 2	778584.168	1484583.612
HYDRANT 1	778953.063	1484624.937
HYDRANT 2	778591.473	1484591.979
PUMP STATION	778631.171	1484509.899
SMH10	779350.571	1484683.766
SMH11	779050.369	1484610.855
SMH12	778764.672	1484557.098
SMH13	778626.932	1484526.322
VALVE PIT	778641.035	1484515.288

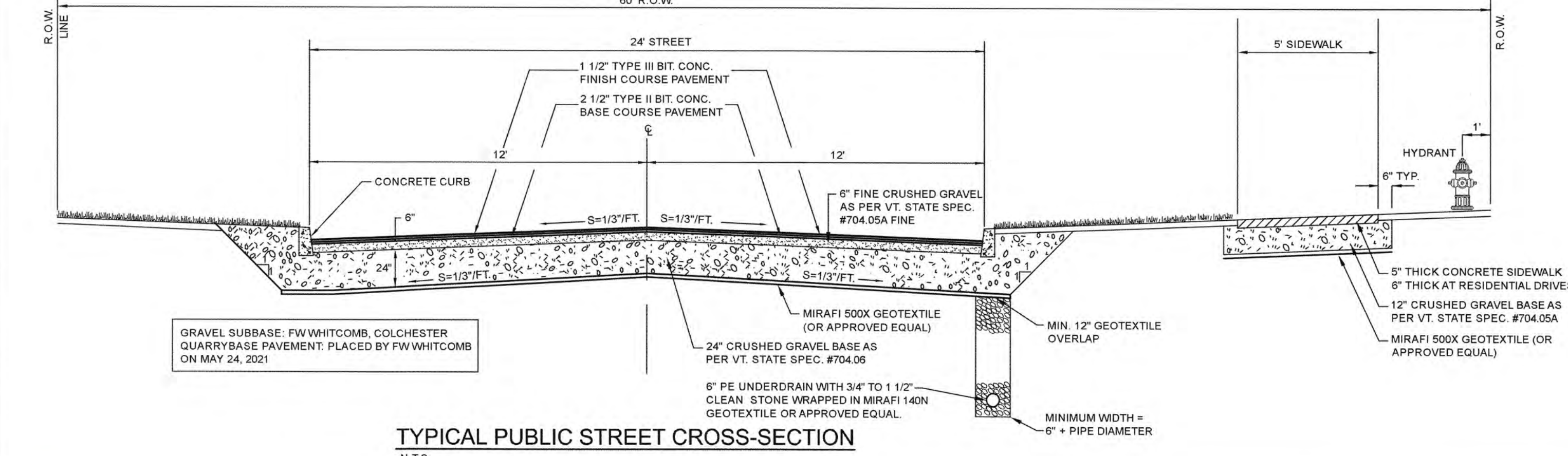
GPS CORPS		
DESCRIPTION	NORTHING	EASTING
CORP 16	779213.757	1484789.461
CORP 17	779311.727	1484693.286
CORP 18	779227.126	1484673.796
CORP 19	779151.108	1484652.292
CORP 20	779074.148	1484631.929
CORP 21	778960.333	1484612.737
CORP 22	778920.956	1484601.237
CORP 23	778842.525	1484588.235
CORP 24A	778775.237	1484576.567
CORP 24B	778710.030	1484565.637
CORP 25A	778606.424	1484574.374
CORP 25B	778603.352	1484575.555
CORP 46	778780.293	1484577.320
CORP 47	778876.235	1484593.687
CORP 48	778957.035	1484607.481
CORP 49	779040.368	1484622.547
CORP 50	779120.380	1484644.296
CORP 51	779199.765	1484665.579
CORP 52	779277.166	1484686.249
COUPLING	778904.820	1484596.644

GPS CURB STOPS		
DESCRIPTION	NORTHING	EASTING
CURB STOP 16	779396.429	1484683.350
CURB STOP 17	779315.204	1484647.407
CURB STOP 18	779239.799	1484628.197
CURB STOP 19	779162.322	1484607.113
CURB STOP 20	779085.545	1484585.660
CURB STOP 21	778999.491	1484567.331
CURB STOP 22	778925.521	1484555.003
CURB STOP 23	778850.140	1484541.927
CURB STOP 24A	778782.628	1484530.601
CURB STOP 24B	778717.249	1484518.717
CURB STOP 46	778777.808	1484590.269
CURB STOP 47	778874.910	1484606.099
CURB STOP 48	778955.022	1484619.455
CURB STOP 49	779038.701	1484634.644
CURB STOP 50	779117.046	1484656.536
CURB STOP 51	779195.699	1484677.624
CURB STOP 52	779275.310	1484699.471

WYE LOCATIONS			
DESCRIPTION	NORTHING	EASTING	DISTANCE TO SMH
WYE 17	779289.137	1484668.331	236' (SMH11)
WYE 18	779209.335	1484648.432	154' (SMH11)
WYE 19	779130.856	1484628.594	71' (SMH11)
WYE 21	778981.068	1484596.438	220' (SMH12)
WYE 22	778897.386	1484581.225	135' (SMH12)
WYE 23	778818.671	1484566.915	55' (SMH12)
WYE 24B	778696.462	1484539.623	61' (SMH13)
WYE 25A	778628.796	1484519.086	6' (PUMP STA.)
WYE 25B	778620.980	1484530.940	6' (SMH13)
WYE 47	778855.660	1484573.639	92' (SMH12)
WYE 48	778935.133	1484588.087	172' (SMH12)
WYE 49	779018.062	1484603.164	256' (SMH12)
WYE 50	779101.804	1484621.255	43' (SMH11)
WYE 51	779181.348	1484641.250	125' (SMH11)
WYE 52	779255.109	1484659.782	199' (SMH11)



THE CONTRACTOR SHALL NOTIFY AND OBTAIN A TICKET FROM "DIGSAFE" AT 811 PRIOR TO ANY EXCAVATION.



**SANITARY SEWER STRUCTURE DATA**  
(SEE TABLE FOR GPS LOCATIONS)

SMH2 RIM = 431.75 3" FM IN = 427.45 8" IN = 427.20 8" OUT = 427.10	PUMP STATION TOP = 414.8 3" FM IN = 427.45 3" FM OUT = 405.1	CB10 RIM = 429.19 15" IN = 425.49 15" OUT = 425.49	CB14 RIM = 421.31 15" IN = 414.34 15" OUT = 414.31
SMH10 RIM = 429.23 4" IN = 419.68 8" IN = 419.65	SMH11 RIM = 424.04 4" IN = 414.54 8" IN = 414.54 8" OUT = 414.52	CB11 RIM = 427.25 UD IN = 420.90 (N) UD OUT = 421.97 (S) 15" IN = 422.85 15" OUT = 420.37	CB15 RIM = 414.02 UD IN = 407.58 UD IN (S) = 407.67 18" IN = 410.57 18" OUT = 407.27
SMH12 RIM = 416.66 (2) 4" IN = 406.24 8" IN = 406.24 8" OUT = 406.18	SMH13 RIM = 414.04 8" IN (N) = 404.90 8" IN (E) = 404.86 8" OUT = 404.86	CB12 RIM = 426.51 15" IN = 419.98 15" OUT = 419.85	CB16 RIM = 413.94 18" IN = 406.79 18" OUT = 406.69

**STORMWATER STRUCTURE DATA**  
(SEE TABLE FOR GPS LOCATIONS)

CB10 RIM = 429.19 15" IN = 425.49 15" OUT = 425.49	CB14 RIM = 421.31 15" IN = 414.34 15" OUT = 414.31
CB11 RIM = 427.25 UD IN = 420.90 (N) UD OUT = 421.97 (S) 15" IN = 422.85 15" OUT = 420.37	CB15 RIM = 414.02 UD IN = 407.58 UD IN (S) = 407.67 18" IN = 410.57 18" OUT = 407.27
CB12 RIM = 426.51 15" IN = 419.98 15" OUT = 419.85	CB16 RIM = 413.94 18" IN = 406.79 18" OUT = 406.69
CB13 RIM = 421.27 UD IN = 414.79 (N) UD OUT = 415.52 (S) 15" OUT = 414.61	

**RECORD INFORMATION**  
THE PURPOSE OF THIS PLAN IS TO SHOW RECORD INFORMATION FOR THE WORK ASSOCIATED WITH PHASE III OF THE CLEARVIEW ESTATES PROJECT. THIS PLAN WAS CREATED IN JULY OF 2021 TO SHOW THE FOLLOWING INFORMATION:

**GPS/HORIZONTAL LOCATION OF ALL:**

- HYDRANTS
- VALVES
- CURB STOPS
- CORPORATIONS
- WATERMAIN & WATER SERVICES
- SANITARY MANHOLES
- SEWER MAINS & SEWER SERVICES
- CATCH BASINS
- STORM PIPES
- GAS MAINS & GAS SLEEVES
- TRANSFORMER PADS, ELECTRIC & UTILITY PEDESTALS

**VERTICAL ELEVATIONS OF:**

- SANITARY MANHOLE RIMS
- SEWER MAIN INVERTS
- CATCH BASIN RIMS/GRATES
- STORM PIPE INVERTS

**GRAPHIC SCALE**

30 0 30 60 120  
(IN FEET)

Date	Revision	By
These plans shall only be used for the purpose shown below:		
<input type="checkbox"/> Sketch/Concept	<input type="checkbox"/> Act 250 Review	
<input type="checkbox"/> Preliminary	<input type="checkbox"/> Construction	
<input type="checkbox"/> Final Local Review	<input checked="" type="checkbox"/> Record Drawing	

**CLEARVIEW ESTATES**  
**PHASE III**  
HORSESHOE CIRCLE MILTON, VT

**RECORD DRAWING**

**Lamoureux & Dickinson**  
Consulting Engineers, Inc.  
14 Morse Drive, Essex, VT 05452  
802-878-4450 www.LDEngineering.com

Project No. 17059
Survey MJB
Design ABR
Drawn NDS
Checked ABR
Date 6/30/2021
Scale 1" = 30'
Sheet number <b>3R</b>



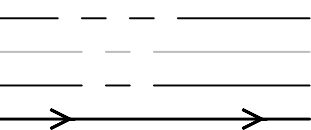
GPS STRUCTURES		
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CB17	778474.03	18484775.69
CB18	778494.53	18484770.33
CB19	778572.75	18484765.55
CB20	778596.82	18484957.27
CB21	778704.00	18484937.14
CB22	778890.61	18485027.35
CB23	778898.05	18485007.34
GATE VALVE 2	778584.17	18484583.61
GATE VALVE 3	778688.19	18484923.98
GATE VALVE 4	779245.40	18485119.87
HYDRANT 2	778591.91	18484592.94
HYDRANT 3	778692.69	18485131.47
HYDRANT 4	779247.16	18485147.47
SMH14	778717.59	18484535.98
SMH15	778476.41	18484760.24
SMH16	778532.18	18484873.48
SMH17	778782.15	18485077.17
SMH18	779055.71	18484976.01

GPS CORPORATIONS		
DESCRIPTION	NORTHING	EASTING
CORP 26A	778551.69	14464601.21
CORP 26B	778397.38	1446254.50
CORP 27A	778111.69	14464601.21
CORP 27B	778510.34	1446467.02
CORP 28	778500.45	144723.04
CORP 29	778500.03	1445778.71
CORP 31	778566.81	1448470.91
CORP 32	778613.12	1448494.28
CORP 33	778684.82	1445923.67
CORP 34	778670.82	1445945.97
CORP 35	778773.11	1445992.02
CORP 36	778956.00	1450251.51
CORP 37	779031.35	1450848.98
CORP 38	779106.86	1450706.38
CORP 39	779093.24	1450750.89
CORP 40	779016.21	1450504.03
CORP 41	778939.58	145015.16
CORP 42	778861.10	1445987.00
CORP 43	778710.33	1445942.62
CORP 44A	778629.33	1450490.93
CORP 44B	778555.04	1449689.22
CORP 45A	778516.00	144657.30
CORP 45B	778555.86	1448605.45

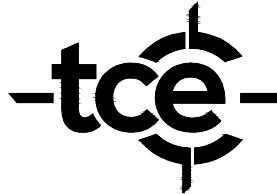
GPS CURB STOPS			
DESCRIPTION	NORTHING	EASTING	
CURB STOP 25A	778587.14	1484532.03	
CURB STOP 25B	778586.14	1484533.62	
CURB STOP 26A	778586.43	1484535.02	
CURB STOP 26B	778586.43	1484589.35	
CURB STOP 27	778403.45	1484649.85	
CURB STOP 28	778430.37	1484718.06	
CURB STOP 29	778457.09	1484790.16	
CURB STOP 30	778457.09	1484790.79	
CURB STOP 31	778535.58	1484909.22	
CURB STOP 32	778597.06	1484940.40	
CURB STOP 33	778603.15	1484965.95	
CURB STOP 34	778758.54	1485000.91	
CURB STOP 35	778758.54	1485000.92	
CURB STOP 36	778940.40	1485064.25	
CURB STOP 37	779004.57	1485088.33	
CURB STOP 38	779001.05	1485119.76	
CURB STOP 39	779036.51	1485057.94	
CURB STOP 40	779036.51	1485057.98	
CURB STOP 41	779433.78	1485002.42	
CURB STOP 42	778865.55	1484974.74	
CURB STOP 43	778773.30	1484930.31	
CURB STOP 44A	778632.88	1484891.21	
CURB STOP 44B	778632.88	1484891.22	
CURB STOP 45A	778527.03	1484661.10	
CURB STOP 45B	778566.67	1484611.78	

SEWER WYE LOCATIONS AT MAIN		
DESCRIPTION	NORTHING	EASTING
WYE 28	778487.75	148489.56
WYE 30	778504.53	1484817.99
WYE 31	778529.13	1484866.37
WYE 32	778592.98	1484898.64
WYE 33	778657.83	1484925.26
WYE 34	778734.08	1484956.96
WYE 36	778927.39	1485028.94
WYE 37	779001.88	1485056.05
WYE 40	778992.31	1485052.56
WYE 41	778908.04	1485022.43
WYE 43	778746.80	1484962.20
WYE 44A	778606.26	1484960.26
WYE 44B	778520.40	1484849.18

### LEGEND



	LOT LINE
	EASEMENT LINE
	CENTERLINE
	ABUTTER PROPERTY LINE
	DITCH LINE
	SEWER MAIN, MANHOLE
	FORCEMAIN
	WATER MAIN, VALVE, HYDRANT, CURBSTOP
	STORM PIPE, CATCH BASIN
	UNDERDRAIN
	GAS MAIN
	ELECTRIC, TRANSFORMER/PAD, PEDESTAL CABLE TV/TELEPHONE/COMMUNICATIONS CONDUIT, PEDESTALS



**ENGINEERING • SURVEY**  
**PLANNING • ENVIRONMENTAL**

478 BLAIR PARK ROAD | WILLISTON, VERMONT 05495  
802 879 6331 | WWW.TCEVT.COM

Revisions			
No.	Description	Date	By

#

Use of these Drawings

1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or for review and/or approval from the regulatory authorities. They are not intended as construction drawings unless noted as such or marked approved by a regulatory authority.

2. By use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved and accepted the drawings, obtained all necessary permits and have met with all applicable parties/disciplines (including but not limited to, the Engineer and the Architect) to insure these plans are properly coordinated including, but not limited to, contact documents, specifications, owner/contractor agreements, building and mechanical plans, private and public utilities, and other pertinent permits for construction.

3. Owner and Architect, are responsible for final design and location of buildings shown, including an area measured at minimum five (5) feet around any building and coordinating all utility connections shown on these plans.

4. Prior to using these plans for construction layout, the user shall contact TCE to ensure the plan contains the most current revisions.

5. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and any other drawings by or for TCE, are its exclusive property. Changes to the drawings may only be made by TCE. Errors or omissions are discovered, they shall be brought to the attention of TCE immediately.

6. It is the User's responsibility to ensure this copy contains the most current revisions.

Project Title

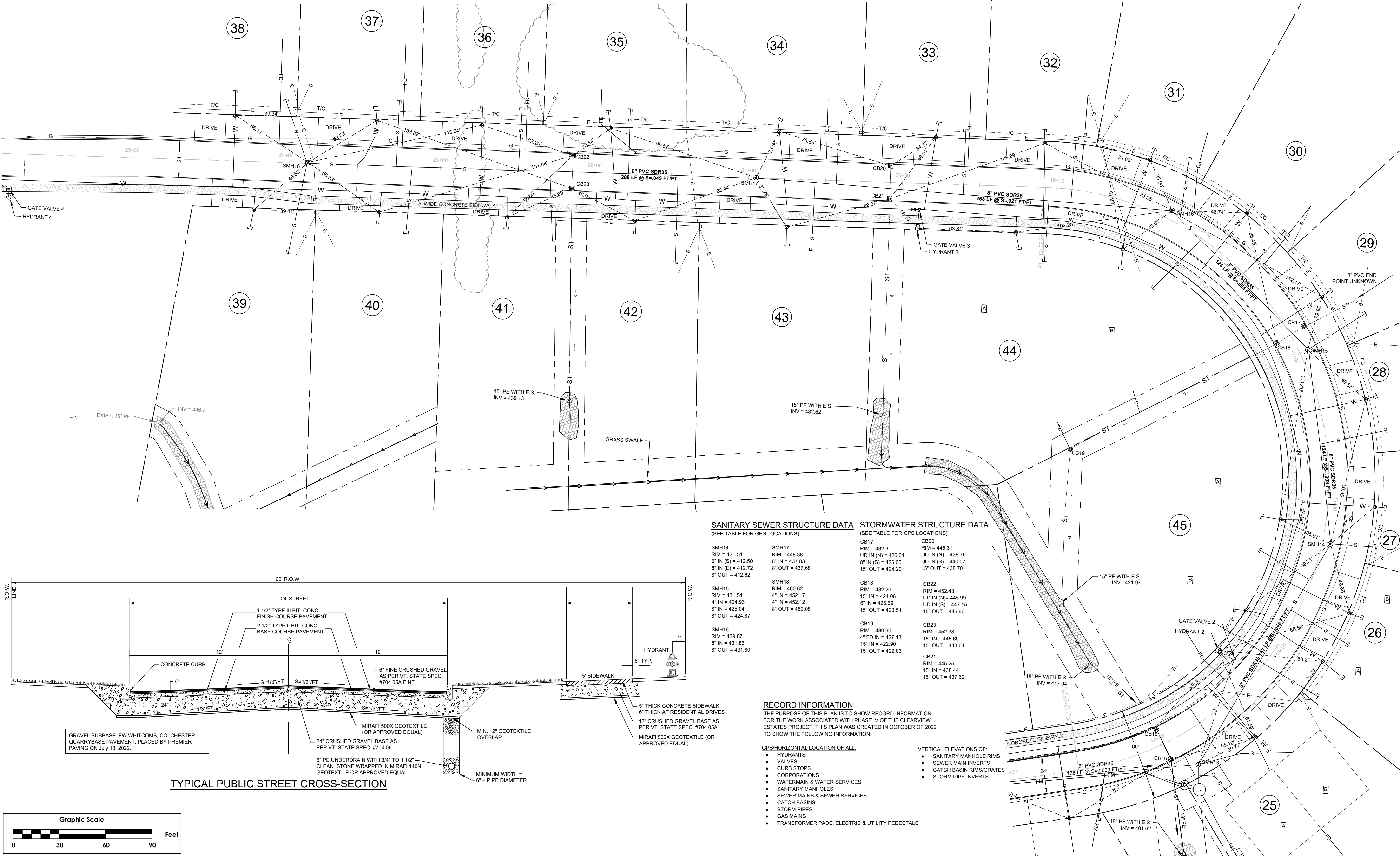
**Clearview Estates**  
**Phase IV**  
Horseshoe Circle  
Milton, Vermont

Sheet Title

## Record Drawing

Date:	10/26/2022
Scale:	1" = 30'
Project Number:	22-514
Drawn By:	JTS
Project Engineer:	DJG
Approved By:	DJG
Field Book:	#

# C1-01



TOWN CLERK'S OFFICE<sup>1</sup>

Received FEB 23, 2024 09:05 AM

DOC: 20240092920

Recorded in VOL: 543 PG: 645

Of Milton Land Records

Attest: Kristin Beers, Town Clerk

## EXHIBIT A

## WARRANTY DEED

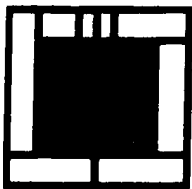
KNOW ALL PERSONS BY THESE PRESENTS that, **Clearview Properties, LLC**, a Vermont limited liability company with an office in Burlington, Vermont, Grantor, in consideration of ten dollars and other good and valuable consideration paid to its full satisfaction by the **Town of Milton**, a Vermont municipality in the County of Chittenden and State of Vermont, Grantee, by these presents do freely GIVE, GRANT, SELL, CONVEY AND CONFIRM unto the said Grantee, **Town of Milton**, and its successors and assigns, forever, a certain parcel of land in the Town of Milton, County of Chittenden and State of Vermont, described as follows, viz:

Being a portion of the lands and premises conveyed to Clearview Properties, LLC by Warranty Deed of Stephen L. Reynolds dated March 19, 2021 of record at Book 517, Page 526 of the Town of Milton Land Records.

Being the extension of Horseshoe Circle from Station 4+80 to Station 14+20 including extension of water lines, sewer lines, and stormwater piping within the Town Right-of-Way, the installation of a sewage pumping station and sidewalk all as depicted on a plan set entitled "Clearview Estates, Phases III & IV, Horseshoe Circle, Milton, VT," Sheets 1 through 20, dated April 17, 2020, last revised July 24, 2020, prepared by Lamoureux & Dickinson Consulting Engineers, Inc. and on file with the Grantee's Department of Planning and Economic Development, (the "Site Plans") and on a subdivision plat entitled "Clearview Estates, Horseshoe Circle & Dustin Drive, Milton, VT, Subdivision Plat, Phases III & IV," dated April 17, 2020, last revised August 25, 2020, prepared by Lamoureux & Dickinson Consulting Engineers, Inc. and of record at Map Slide 503B of the Town of Milton Land Records (the "Plat" and collectively with the Site Plans, the "Plans"). The roadway is identified on the Plans as "Proposed Public Street" on Site Plan Sheet 1 and as "New Public Street" on Site Plan Sheet 2 and the Plat.

Grantor reserves the right to convey underground utilities for water, gas, electricity and telecommunications within the above-described lands and premises prior to the acceptance of the above-described area for a public roadway.

Reference is made to the terms and conditions of the Clearview Estates Declaration of Conditions, Easements, Obligations, Liens, Rights and Restrictions dated February 28, 2006 and recorded in Volume 328, Page 345 of the Town of Milton Land Records, as the same may be amended from time to time.



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Reference is made to the terms and conditions of State of Vermont Wastewater System and Potable Water Supply Permit WW-4-1839 dated November 3, 2003 of record at Book 287, Page 813 of the Town of Colchester Land Records, as the same may be amended from time to time.

Reference is made to the terms and conditions of State of Vermont Land Use Permit 4C1117-R dated May 19, 2005 of record at Book 314, Page 450 of said Land Records, as the same may be corrected and/or amended from time to time.

Reference is made to the terms and conditions of State of Vermont Authorization to Discharge Under General Permit 3-9015, Permit Number 3033-9015 a notice of which is of record at Book 459, Page 138 of the Town of Milton Land Records, as the same may be amended and/or renewed from time to time.

Reference is made to the terms and conditions of the Town of Milton Development Review Board's Notice of Decision dated July 15, 2020, approved Grantor's application for Waiver & Major Conventional Subdivision Amendment, DRB Case #2020-11.

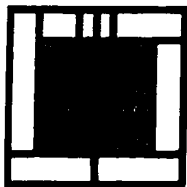
This deed shall also act as a bill of sale and does hereby convey all of Grantor's right, title and interest in and to all portions of the roadway and certain utility infrastructure within said roadway, including waterlines, sewer system, stormwater lines and catch basins, and the sewer pump station, located on "Lot 25," conveyed to the Grantee free from all encumbrances, including but not limited to all pipes, catch basins, fixtures, appurtenances and equipment associated therewith.

Reference is hereby made to the above instruments and to their records, and to all deeds and records therein referred with all the privileges and appurtenances thereto, in further aid of this description.

TO HAVE AND TO HOLD said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, **Town of Milton**, and its successors and assigns, to their own use and behoof forever;

And the said Grantor, for itself and its successors and assigns, do covenant with the said Grantee, and its successors and assigns, that until the ensealing of these presents the said Grantor is the sole owner of the premises, and have good right and title to convey the same in manner aforesaid, that they are **FREE FROM EVERY ENCUMBRANCE**; except as aforesaid.

And the said Grantor hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.



**S T A R K**  
**L A W, PLLC**

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IN WITNESS WHEREOF, I hereunto set my hand and seal this 22 day of

February, 2024

Clearview Properties, LLC

Bartlett H. Frisbie

Bartlett Frisbie, a Duly Authorized Agent

STATE OF VERMONT  
COUNTY OF CHITTENDEN, SS.

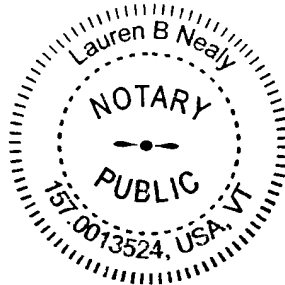
This record was acknowledged before me by Bartlett Frisbie, a duly authorized agent of Clearview Properties, LLC on this 22 day of February, 2024.

Sign: Lauren Nealy

Notary Public Name: Lauren B. Nealy

Commission Expires: January 31, 2025

Commission Number: 157,001,3524



Vermont Property Transfer Tax  
32 V.S.A. Chap. 231

-ACKNOWLEDGEMENT-

RETURN REC'D-TAX PAID BOARD  
OF HEALTH CERT. REC'D.

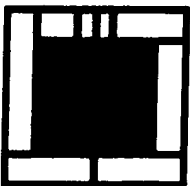
VT LAND USE & DEVELOPMENT

PLANS ACT CERT. REC'D

Return No. MT24-38

Kristin Beers, Town Clerk

Date: FEB 23, 2024 09:05 AM



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**Town of Milton**  
**Wednesday, November 6, 2024**

**Ribbon Cutting Ceremony for Public Works Facility**  
4:00 p.m. – In Person and/or Via Live Stream on LCATV.org  
160 Public Works Way, Milton VT 05468

**Regular Selectboard Meeting – Community Room**  
6:00 p.m. – In Person and/or Via Zoom  
43 Bombardier Road, Milton VT 05468

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** None

**Staff Members Present:** John Bartlett, Acting Co-Town Manager, HR and Operations Director; Amber N. Baker, Acting Co-Town Manager, Finance Director; Kyle Brouillette, Public Safety Director; Amanda Pitts, Zoning Administrator; Eric Gallas, Highway Superintendent; Kristin Beers, Town Clerk (remote)

**Others Present:** Curt Randall; Diane Barrows; Bev Soychak; Randall Barrows; Skip Lisle, Beaver Deceivers, Intl.; Jennifer Taylor; Michael Taylor; Joseph Duquette; Sarah Reeves, CSWD

**I. Ribbon Cutting Ceremony for Milton's New Public Works Facility**

Proceedings commenced at 4:00 p.m. at the new Public Works Facility, led by Acting Co-Town Manager, John Bartlett. The immediate family of Town Manager Don Turner, Jr. cut the ribbon at the entrance of the new facility, while the name of the building was unveiled to be the "Don Turner, Jr. Public Works Facility", in honor of Milton's Town Manager since 2017.

The event was moved inside the facility, where remarks were made by Milton's Highway Superintendent E. Gallas and Selectboard Chair D. Adams. These remarks centered on the history and significance of the new facility, as well as on the contributions of Don Turner, Jr. to the facility and to Milton – not only during his tenure as Town Manager but throughout his lifetime.

In addition, E. Gallas and D. Adams also thanked the citizens of Milton for supporting the project, Krebs and Lansing Engineering, Weimann Lamphere Architects, Connor Contracting, the public works team, the buildings and grounds team and other Town staff. The Selectboard meeting recessed until 6:00 p.m., when it reconvened in the Community Room.

**II. Selectboard Reconvenes for Regular Meeting**

The Selectboard reconvened at 6:00 p.m. in the Community Room of the Municipal Building.

**III. Flag Salute**

D. Adams led the attendees in the Pledge of Allegiance.

#### **IV. Agenda Review**

B. Steady noted that R. Barrows would also like to speak during the Beaver Management discussion.

#### **V. Public Forum**

None.

#### **VI. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of 10/21/2024**
- **Approval of Warrant #9**

**Motion made by C. Taylor to approve the Consent Agenda as presented, with a second by L. Morgan. Motion approved unanimously.**

#### **VII. Beaver Management**

*Beverly Soyachak, Vermont Beaver Collective*

There was a discussion about using non-lethal beaver flow devices to manage expenses due to nuisance beavers with B. Soyachak and S. Lisle, who represented the Vermont Beaver Collective. E. Gallas, highway superintendent, and R. Barrows, a long-time Milton resident who has trapped beavers for the Town, provided input on the discussion. There was further discussion about the potential for an initial device installation at no cost to the Town, in order to test effectiveness.

#### **VIII. Chittenden Solid Waste District (CSWD) Lease Renewal**

*Sarah Reeves, Executive Director*

S. Reeves introduced herself, and provided some background on the arrangement between the Town of Milton and CSWD regarding the drop off center. CSWD owns and operates the structure and pays the Town of Milton \$1 per year. This past year, CSWD extended their days of service during the week, and they currently have plans to expand the drop off center itself to improve traffic flow.

The agreement expired last year, and CSWD is looking to renew it with revised language. S. Reeves also noted that CSWD will likely return to the Selectboard next year with an amendment to the lease to expand the footprint of the drop off center.

There was discussion about the possibility of adding an appendix regarding potential in-kind services as part of the lease agreement. CSWD will provide a revised lease agreement to the Selectboard for approval based on this discussion.

#### **IX. Update to Plaque for Don Turner, Jr. Community Champion Award**

*Jenn Taylor, Chair of Community Champion Award Committee*

J. Taylor presented a revised design to include the new name of the “Don Turner, Jr. Community Champion Award” on the plaque located in the Municipal Building.

**Motion made by M. Morgan to allow the expenditure of \$65.00 for updating the Community Champion award plaque, with a second by C. Taylor. Motion approved unanimously.**

**X. Public Infrastructure Acceptance – Clearview Phase IV**

*Amanda Pitts, Zoning Administrator*

A. Pitts introduced this item as per the following memo:

To: Milton Select Board

Date: October 30, 2024 for the November 6, 2024 Selectboard Meeting

From: Amanda Pitts, Zoning Administrator

CC: Lisa Schaeffler, Director of Public Works; Thomas Elwood, Water & Wastewater Superintendent; Eric Gallas, Highway Superintendent

Re: Public Infrastructure Acceptance – Clearview Phase III Sidewalk & Phase IV

At the November 20, 2023 Selectboard hearing, the Town accepted the Phase III infrastructure, but required the developer to place \$5,000 in surety for the sidewalk repair, to be released no earlier than July 1, 2024. The developer has fixed the sidewalk, and the Highway Superintendent confirmed the repairs.

The warranty period for Phase IV of the Clearview Estates, aka extension of Horseshoe Circle, has been completed. At this time, we are requesting the acceptance of the easements for the public infrastructure (water, sewer, sidewalk, stormwater in the right of way, and road) for Phase IV of this development, and to release their current surety in the amount of \$47,141.80). (See inspection reports from the Water & Wastewater Superintendent & Highway Superintendent).

**Location of Infrastructure/Project Name:** Horseshoe Circle/Clearview Estates

**Description of Infrastructure:** Water, sewer, stormwater in right of way, sidewalk, and road from Station 14+20 to Station 25+75.

After final inspections completed by Thomas Elwood, Water & Wastewater Superintendent, and Eric Gallas, Highway Superintendent; and review of the final legal documents, staff have determined that the following project located at Horseshoe Circle is in acceptable condition to accept this infrastructure as public.

We respectfully request that the Selectboard accept the Easements and release the surety amount remaining of \$47,141.80.

A. Pitts responded to a question from attendee C. Randall regarding the light by the pump station.

**Motion made by M. Morgan to accept the Easements for the water, sewer, stormwater in right of way, sidewalk, and road from 14+20 to Station 25+75; enter the two-year warranty period, and release the letter of credit surety in the amount of \$47,141.80 for Phase IV Horseshoe Circle, and release the letter of credit sure in the amount of \$5,000 for the sidewalk in Phase III, with a second by B. Steady. Motion approved unanimously.**

**XI. Update from Town Manager and Board Members**

*John Bartlett, Acting Co-Town Manager*

- Kienle Road Property Update: The Development Review Board has approved minor edits to a property plat for the addition of a new right of way for the adjoining property. That starts a 30-day comment period. Running consecutively is the posting of 30-day notice of intent to sell a municipal building. The Purchase and Sale Addendum with the buyer has been adjusted with both parties agreeing to the closing date being no later than December 31, 2024. Buildings and

grounds and highway staff are working to clear Town belongings out of the property prior to that date.

- The Town has been notified by VTrans that there will be an interstate 89 closure. Exit 17 will be closed from 7 p.m. to 6 a.m. starting Sunday, November 17 and continuing through November 22. There will be detour routes utilized and the Town's public safety departments are aware of this and discussing necessary adjustments to their routes.
- Rapid flashing beacons have been installed at the Main Street and School Street intersection, and the crosswalk has been painted.
- A. Baker has reported that the Town has passed the Vermont Municipal Employee Retirement System (VMERS) Audit. Regular financial audits are still in progress.
- The purchaser (by auction) of the structure at 17 Middle Road has not moved the house by the final deadline, despite being given almost two additional months to make arrangements. This purchaser has been notified that, per auction conditions, the house will remain in the Town's possession. The plan is to list it for sale again, but the Town is looking at other possible options.
- The two police department recruits are set to graduate November 27.
- Town Clerk K. Beers and her staff of election workers did a great job with yesterday's election.
- Staffing Updates: A. Costello is settling into her new position as Fiscal Assistant/Assistant Treasurer. The Town has interviewed and is close to an offer to fill her previous role as Administrative Assistant to the public works and planning and zoning departments. A. Glover started Monday as the Fiscal Assistant/Payroll Officer. K. Escobedo has been hired to fill the full time EMS Officer III position. She starts next Tuesday and will be promoted from a per-diem status.
- Town Offices will be closed on Monday, November 11, in observance of Veteran's Day.

## **XII. Executive Session**

**Motion made by B. Steady to find that premature knowledge about contracts would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:06 p.m. Motion approved unanimously.**

**Motion made by B. Steady to move enter into executive session at 7:06 p.m. to discuss contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, C. Taylor, B. Steady and L. Morgan; Director of Administration and HR and Acting Co-Town Manager John Bartlett; Director of Finance and Acting Co-Town Manager Amber Baker. Second by L. Morgan. Motion approved unanimously.**

**Motion made by M. Morgan to close executive session at 7:21 p.m., with a second by L. Morgan. Motion approved unanimously.**

No action was taken as a result of the Executive Session.

## **XIII. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 7:24 p.m., with a second by C. Taylor. Motion approved unanimously. Meeting adjourned by D. Adams.**

All documents pertaining to this meeting may be viewed using the following link:

<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/EpUFIOAEX41LnSHfXEZdwygB68lajAR0c-hwFapBPhhjSw?e=oXSFdP>

A video recording of this meeting can be found at the following location:

[https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EWcqFmYA8-RDvkjd8p\\_X6CABXu0TPJQVV7ZI0zgvJD9iVw?e=cSN5se](https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EWcqFmYA8-RDvkjd8p_X6CABXu0TPJQVV7ZI0zgvJD9iVw?e=cSN5se)

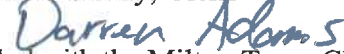
Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 21 Nov 24

Brenda Steady, Clerk

  
Filed with the Milton Town Clerk's Office on this 21<sup>st</sup> day of Nov., 2024.

ATTEST: Kristi Bews, Milton Town Clerk



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, November 20, 2023 at 6:00 p.m.**

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** None

**Staff Members Present:** Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director; Lisa Schaeffler, Public Works Director; Brittany Tradup, Executive Assistant to the Town Manager; Eric Gallas, Highway Superintendent

**Others Present:** Bart Frisbee; Ember Nova Quinn; Victoria Herman; Willow Longo; Lisa Rees (remote); Diane Barrows (remote); Lauren Blume (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:01 p.m.

**II. Flag Salute**

D. Adams led the attendees in the Pledge of Allegiance.

**III. Agenda Review**

D. Turner added a request by the Public Works Director to authorize an application to the CCRPC for the FY2025 Unified Planning Work Program (UPWP). Turner also added a budget schedule and update.

**IV. Public Forum**

Ember Nova Quinn made a public statement about diversity, inclusion and belonging in Milton.

Lisa Rees made a public statement about diversity, inclusion and belonging in Milton.

**V. Consent Agenda**

- Approval of Selectboard Meeting Minutes of 11/06/2023
- Approval of Warrant #9

**Motion made by B. Steady to approve the Consent Agenda, with a second by C. Taylor. Motion approved unanimously.**

**VI. Budget Schedule and Updates**

*Don Turner, Jr., Town Manager*



D. Turner proposed a schedule of budget meetings at 6:00 p.m. on the evenings of: December 11, 12, 13, 18, and 19, with the addition of December 20, if necessary. The Town is working on formalizing which budgets will be presented on each day.

Community member, Victoria Herman, presented a statement with handouts to the Selectboard regarding the Library budget. Community member, Willow Longo, and Library Trustee, Lauren Blume, also presented statements about the Library budget. There was a brief discussion between the presenters and the Selectboard.

## **VII. Public Infrastructure Acceptance: Clearview Phase 3**

*Amanda Pitts, Zoning Administrator; Lisa Schaeffler, Public Works Director*

L. Schaeffler introduced this item as presented in the following memo:

To: Milton Select Board

Date: November 20, 2023

From: Amanda Pitts, Zoning Administrator; Lisa Schaeffler, Public Works Director; Thomas Elwood, Water & Wastewater Superintendent; Eric Gallas, Highway Superintendent

Re: Public Infrastructure Acceptance – Clearview Phase 3

Clearview Properties LLC has constructed Phase 3 of the Clearview Estates project (Horseshoe Circle) and the warranty period is up on November 15, 2023. At this time, we are requesting this infrastructure become public, accept the easements, release the remaining surety amount of \$44,662.50.

**Location of Infrastructure/Project Name:** Horseshoe Circle

**Description of Infrastructure:** Water, sewer, sewage pumping station, stormwater in right of way, sidewalk, and road from Station 4+80 to Station 14+20.

Staff reviewed the final legal documents, and performed a final inspection (reports attached) in October and November 2023 and confirm that the infrastructure is in acceptable condition to accept this public infrastructure. Staff recommend holding an additional surety in the amount of \$5,000 until at least spring of 2024 for the repair of two sidewalk panels in Phase 3 is completed.

We respectfully request that the Selectboard approve the acceptance of this public infrastructure.

**Motion made by M. Morgan to accept the Clearview Phase 3 infrastructure (water, sewer, sewage pumping station, stormwater in right of way, sidewalk, and road from Station 4+80 to Station 14+20) as public, accept easements, release the remaining surety amount of \$44,662.50, and developer to provide a new surety in the amount of \$5,000 to be held until July 1, 2024, with a second by L. Morgan.** D. Turner added that the Town will, for a fee, plow the section of the road that the Town has not yet taken over. **Motion approved unanimously.**

## **VIII. Public Infrastructure Acceptance: 15 Gonyeau Road**

*Amanda Pitts, Zoning Administrator; Lisa Schaeffler, Public Works Director*

L. Schaeffler introduced this item as presented in the following memo:

To: Milton Select Board

Date: November 6, 2023

From: Amanda Pitts, Zoning Administrator; Lisa Schaeffler, Public Works Director, Thomas Elwood, Water & Wastewater Superintendent

Re: Public Infrastructure – 15 Gonyeau Rd (formerly 985 Route 7 South)

Sizzling Sausages, LLC c/o Jeff Jimmo, has constructed the water line extension, & hydrant on Gonyeau Rd, and sewer line extension on Gonyeau Rd to serve the new building at 15 Gonyeau Rd. At this time, we are recommending the acceptance of the irrevocable offer of dedication, enter the 2-year warranty period, and reduce surety to 10% of the original value (to \$15,004.00).

**Location of Infrastructure/Project Name:** along Gonyeau Rd

**Description of Infrastructure:** Water, sewer, hydrant

Tom Elwood has performed a warranty inspection (report attached), reviewed records drawings, and recommend that we enter the warranty period.

**Motion made by M. Morgan to accept the irrevocable offer of dedication, enter the 2 year warranty period, and reduce the surety amount to \$15,004.00 for the public infrastructure (water line, sewer line, hydrant) for 15 Gonyeau Road, with a second by L. Morgan. Motion approved unanimously.**

#### **IX. Award Contract for 2024 Paving Design**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler introduced this item as presented in the following resolution:

##### **FY2024 Engineering Paving Services Contract Award**

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton and amended October 5, 2020, requires competitive bidding and Selectboard approval for purchases over \$15,000 by the Town,

WHEREAS, paving improvements are needed on Mars Hollow Road, Duffy Road (from East Road to Mars Hollow Road), Watkins Road, Red Clover Way, Village Drive and East Road; and,

WHEREAS, the Request for Proposals for Engineering Services for Paving Improvements Project was issued on November 08, 2023, with proposals due on November 17, 2023, and was posted on the town website and directly sent to nine engineering firms, with a scope of services including field investigation, design, bidding, and construction phase engineering services; and,

WHEREAS, the Town received one proposal as follows:

Stantec Consulting Services, Inc.: \$55,347.00.

WHEREAS, after review of the proposal, DPW has determined the fees associated with this contract are comparable to those from past engineering services contracts for paving work in Milton; and,

WHEREAS, this contract will be paid using the Paving budget line item in the DPW budget; and,

NOW, THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton that Staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Stantec Consulting Services, Inc., the FY2024 Engineering Services for Paving Improvements contract in an amount not to exceed \$55,347.00, and that the Town Manager or their designee is authorized to execute the necessary documents related to the award of this contract.

D. Turner and E. Gallas added information about a cross culvert on Duffy Road that needs to be replaced.

**Motion made by B. Steady that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and the Selectboard hereby awards Stantec Consulting Services, Inc. the FY2024 Engineering Services for Paving Improvements contract in an amount not to exceed \$55,347.00, and that the Town Manager or their designee is authorized to execute the necessary documents related to the award of this contract, with a second by C. Taylor. Motion approved unanimously.**

**X. Approval to Apply for CCRPC FY2025 Unified Planning Work Program**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler introduced this item as per the following memo:

To: Milton Select Board

Date: November 20, 2023

From: Lisa Schaeffler, Public Works Director;

Re: CCRPC Project Application Form FY2025 Unified Planning Work Program

The CCRPC's Unified Planning Work Program (UPWP) is a federally mandated document serving as the annual work plan for local and regional transportation planning projects – it describes our numerous programs and identifies the products we hope to accomplish.

The CCRPC opened the application process Friday 11/17/2023 at 1:52 pm. Applications are due 01/19/2024. They expect to have about \$1 million available.

Projects can include Traffic Counts, Inventory Requests, and turning movement counts. These are all available to be applied for at no cost to the Town.

At this time we are looking to work with CCRPC on a scoping study to connect the sidewalk in front of Milton Rental along Route 7 and West Milton Road to Field Ridge Drive, about 700 feet. Based on VTrans' 2020 Report on Shared-Use Path and Sidewalk Costs, the construction of this section will range from \$128,800 to \$193,900 depending on curbing or no curbing.

We need a scoping study completed so we can apply for future funding for the project. Therefore, I would like to apply for UPWP funding to cover the scoping, which is expected to cost about 5-10% of the construction cost. CCRPC is currently working on a similarly sized project, and they estimate a qualified scoping study would cost around \$30,000.

Requests needing consultant assistance (i.e. scoping studies and corridor studies), such as this, require a 20% match. For this application we must submit a letter of support from the governing body to document the availability of the local match and commitment of staff time.

We respectfully request that the Selectboard authorize the Town Manager to sign the letter of support.

**Motion made by C. Taylor to authorize the Town Manager or their designee to sign the letter of support documenting the availability of the local match and commitment of staff time for CCRPC's Unified Planning Work Program (UPWP) for an amount not to exceed \$30,000, with a 20% match, to connect the sidewalk in front of Milton Rental along Route 7 and West Milton Road to Field Ridge Drive, with a second by B. Steady. Motion approved unanimously.**

**XI. Vermont Agency of Natural Resources Alternate Representatives**

*Don Turner, Jr., Town Manager*

D. Turner introduced this item stating that the Agency of Natural Resources requires that the Town designate authorized representatives for all clean water and drinking water state revolving fund loans through the Vermont Agency of Natural Resources. The previous director of Public Works was the former representative, and as he was never replaced, this left a vacancy. Turner is proposing that the Selectboard designate Public Works Director Lisa Schaeffler as the primary representative and Water/Wastewater Superintendent Tom Elwood as the alternate representative.

**Motion made by B. Steady to designate Public Works Director Lisa Schaeffler as the primary representative and Water/Wastewater Superintendent Tom Elwood as the alternate representative for all clean water and drinking water state revolving fund loans through the Vermont Agency of Natural Resources, with a second by M. Morgan. Motion approved unanimously.**

**XII. Flanders and Arrowhead Avenue Update**

*Don Turner, Jr., Town Manager*

D. Turner presented an update on the Flanders project, stating that surveyors are currently wrapping up field work in anticipation of working through the winter on plans, with a goal of getting the project shovel ready. The Town will bring the homeowners together in January, as the Town has been doing annually.

The Arrowhead Avenue project has not advanced much, but we will keep it moving along.

**XIII. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

- Thanksgiving lunch at the Grange, sponsored by Age Well, was a huge success. Over 75 people attended the event. Turner welcomed the diners to the venue and wished them a Happy Thanksgiving on behalf of the Town.
- Turner met with the Arrowhead Senior Center Board of Directors to discuss some of the concerns he had been made aware of. He expressed concerns that the Town provides nearly \$20,000 (\$9000 appropriation and an exemption from paying property taxes) in financial benefit to the organization because they have historically served the senior population. In recent years, they have not allowed Age Well to provide regular meals or any other activities at the facility. Further, Turner expressed concern about future Town funding of Arrowhead Senior Center should the Town be responsible for providing all senior services at the Grange. Turner offered to provide assistance with promoting the senior center if they can be sure to promptly respond to inquiries.
- The Economic Development Commission hosted a training for small business owners at the Grange on Wednesday November 15 from 4:30-6:00 p.m. A guest speaker from the Vermont Small Business Development Center presented on planning.
- The work on West Milton Road is nearing completion. The contractor plans to overlay the damaged lane with pavement as soon as possible.
- Speeding around Town: Police have increased patrols on Bear Trap Road, Main Street, East Road, Railroad Street and McMullen Road as a result of citizen requests. They have relocated

the solar speed limit sign from Herrick to Main Street, and will continue to collect data on Main Street and Bear Trap Road.

- Connor Contracting has mobilized to the New Public Works Facility site. The first concrete pour for building footings occurred last Friday, with the goal to have all concrete in place as soon as possible to stay ahead of the ground freezing.
- Public Safety Director Michaela Foody will be covering the regularly scheduled Selectboard meeting on December 4, as Turner will plan to be out of town from December 2-7, 2023.
- December 2 is the Milton Tree Lighting, and December 10 is the Holiday Concert at the Milton High School Auditorium.

B. Steady made comments and stated concerns related to the work from home policy that is currently in development.

#### **XIV. Executive Session – Legal and HR**

**Motion made by B. Steady to find that premature knowledge about Legal and HR would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:21 p.m. Motion approved unanimously.**

**Motion made by B. Steady to move enter into executive session at 7:21 p.m. to discuss Legal and HR under the provisions of 1 VSA 313 (a)(4) and 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, C. Taylor, L. Morgan and B. Steady; Town Manager, Don Turner, Jr.; Human Resources and Operations Director, John Bartlett. Second by C. Taylor. Motion approved unanimously.**

**Motion made by L. Morgan to close executive session at 8:16 p.m., with a second by M. Morgan. Motion approved unanimously.**

#### **XV. Adjournment**

**Motion made by C. Taylor to adjourn the meeting at 8:18 p.m., with a second by M. Morgan. Motion approved unanimously.  
Meeting adjourned by D. Adams.**

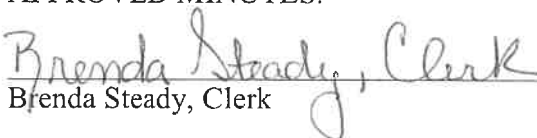
All documents pertaining to this meeting may be viewed using the following link:  
<https://miltonvt.box.com/s/2d2bty9084tysacpm14tdmwb6fw1tk7u>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/by1pxedsji3lt4sp9h288fu1davq7p6e>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

  
Brenda Steady, Clerk

Date: 2-26-24

Filed with the Milton Town Clerk's Office on this 27<sup>th</sup> day of February, 2023.

ATTEST: Kristi Beers, Milton Town Clerk

## Alley, Kerry

---

**From:** Eric Gallas <EGallas@miltonvt.gov>  
**Sent:** Wednesday, March 26, 2025 11:06 AM  
**To:** Alley, Kerry; Amanda Pitts  
**Subject:** RE: signed mileage certification.pdf

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

ok

*Eric M. Gallas*

**Highway Superintendent**

Town of Milton  
43 Bombardier Road  
Milton, VT 05468  
T: 802-891-8008  
[www.miltonvt.gov](http://www.miltonvt.gov)

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**From:** Alley, Kerry <Kerry.Alley@vermont.gov>  
**Sent:** Wednesday, March 26, 2025 11:02 AM  
**To:** Amanda Pitts <apitts@miltonvt.gov>; Eric Gallas <EGallas@miltonvt.gov>  
**Subject:** RE: signed mileage certification.pdf

Hi Amanda and Eric,

Thanks Amanda, those documents will make everything regarding Horseshoe Circle straight forward!

I'll most likely need to adjust the mileage change on the certificate (as with Greenbrook Circle) to ensure that the total mileage for Horseshoe Circle is correct, and I'll send you both an email explaining the mileages.

As I told Lisa previously, and hope Eric can do this, I'd like an informal "ok" to adjust the mileages of Greenbrook Circle (detailed in my email yesterday) and Horseshoe Circle (I'll send details as soon as I finish processing it), and to add the remeasurements of the Sheldon Rd portion of TH-29 to the Mileage Certificate (detailed in my email earlier this morning) to ensure that all of these highways have the correct total mileage.

Thanks again for your help!

Kerry

---

**From:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>  
**Sent:** Wednesday, March 26, 2025 10:35 AM  
**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>  
**Subject:** RE: signed mileage certification.pdf

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

Hi Kerry,

Attached is the deed and the Selectboard minutes. Let me know if you need anything else!

Thanks,  
Amanda

*Amanda Pitts*

*Zoning Administrator/E911 Coordinator  
Health Officer  
43 Bombardier Road  
Milton, VT 05468  
802-893-6655 Option 4  
[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)*

---

**From:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>  
**Sent:** Wednesday, March 26, 2025 10:26 AM  
**To:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>  
**Subject:** RE: signed mileage certification.pdf

Hi Amanda,

We didn't process any changes for Milton on the 2024 Mileage Certificate, so if you have the Phase 3 documentation, that is perfect!

There is one more item that I drafted yesterday, which I'll send to you in a separate email.

Thanks for your help!

Kerry

---

**From:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>  
**Sent:** Wednesday, March 26, 2025 8:14 AM  
**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; Lisa Schaeffler <[lschaeffler@miltonvt.gov](mailto:lschaeffler@miltonvt.gov)>  
**Cc:** Eric Gallas <[EGallas@miltonvt.gov](mailto:EGallas@miltonvt.gov)>  
**Subject:** RE: signed mileage certification.pdf

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

Hi Kerry,

Unfortunately, Lisa is no longer working here. I've copied our Highway Superintendent, Eric Gallas, in case you have any additional questions. I can answer the question about Horseshoe Circle though. I believe we submitted the deed for Phase 3 of Horseshoe Circle last year, and the intent this year was to



submit the remaining phase 4 to close the loop. Was the information for Phase 3 not provided last year? If not, I can send along that deed and Selectboard approval.

Thanks,  
Amanda

**Amanda Pitts**

*Zoning Administrator/E911 Coordinator  
Health Officer  
43 Bombardier Road  
Milton, VT 05468  
802-893-6655 Option 4  
[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)*

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**From:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>  
**Sent:** Tuesday, March 25, 2025 6:13 PM  
**To:** Lisa Schaeffler - Shared Mailbox <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>; Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>  
**Subject:** RE: signed mileage certification.pdf

Hello Lisa,

I have a question regarding Horseshoe Circle (see below), and also wanted to let you that I am adding 0.01 mi more to our records than what was submitted for Greenbrook Circle (also see below).

**Greenbrook Cir (TH-188)**

I assigned 0.25 mi to Greenbrook Cir (TH-188) on the Town Highway Map instead of the 0.24 submitted on the Mileage Certificate because it is our policy to measure the length of roads from centerline to centerline (in this case to the centerline of TH-140, Haydenberry Dr).

**Horseshoe Cir (TH-185)**

I have a question about how much of the currently unmapped portion of Horseshoe Circle (TH-185) should be added to the Town Highway Map:

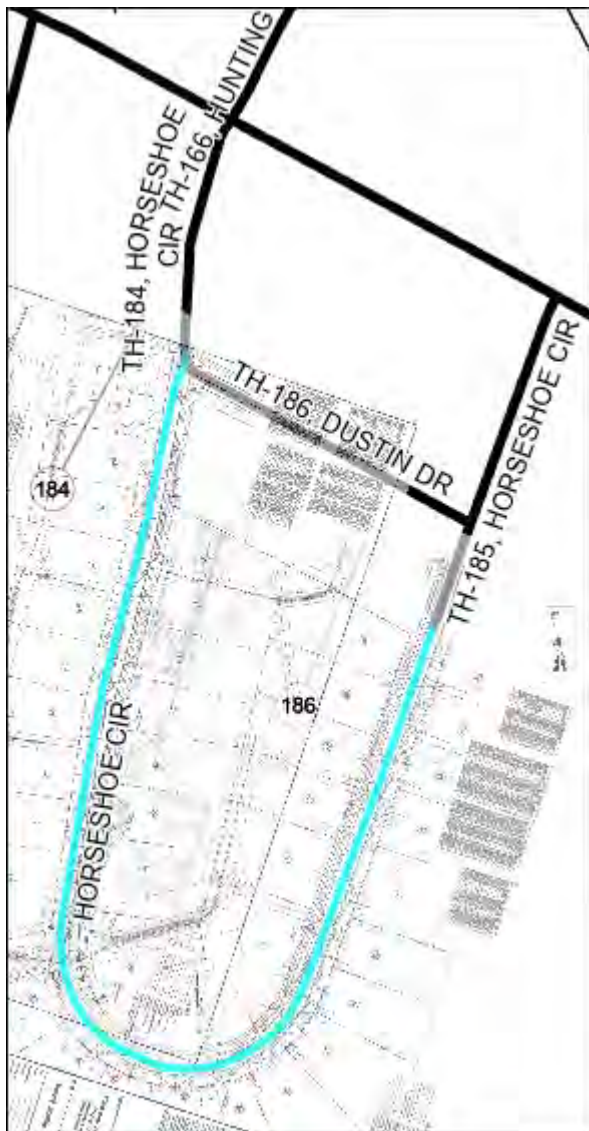
The deed specifies Station 14+20 to Station 25+75 (i.e. 1155 ft or 0.219 mi as indicated on the Certificate), but there appears to be about 0.378 mi of Horseshoe Cir associated with phases III and IV (based on the survey plats) that aren't yet included on the Town Highway Map. The light blue line in the image pasted below indicates the portion of Horseshoe Circle that is not yet in our records (i.e. not shown on the Town Highway Map). The phase III and IV surveys are also shown for context.

Was the intention to submit the entire remaining portion of Horseshoe Circle this year, or only a portion of it? If only 0.219 mi is being submitted this year, can you provide something that clarifies which portion of Horseshoe Circle that includes? Conversely, if all of Horseshoe Circle is now public, can you help resolve the discrepancy with the mileage indicated in the deed? (Maybe there is there a typo in the deed, or another deed covering the remaining 0.159 mi?)

Feel free to respond by email or call me after 11 am tomorrow (Wednesday) except between 1-2 pm.

Thanks!

Kerry



---

**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>

**Sent:** Tuesday, February 4, 2025 8:47 AM

**To:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>; Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>

**Subject:** signed mileage certification.pdf

**Importance:** High

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

Here is the signed mileage certification for 2025 and pertinent information.

Please let me know if you have any questions.

Lisa M. Schaeffler, CPWP-M

Director of Public Works

2025 President New England APWA

802-752-9803 – cell

802-891-8045 – Direct

**Alley, Kerry**

---

**From:** Alley, Kerry  
**Sent:** Wednesday, March 26, 2025 10:37 AM  
**To:** Amanda Pitts  
**Subject:** RE: signed mileage certification.pdf  
**Attachments:** Screenshot 2025-03-25 183809.png

Hello Amanda,

In my previous email (below), I didn't mention additional remeasurements for TH-29 that I forgot to include with other preloaded changes on Milton's 2025 Mileage Certificate.

The "short story" is that when I calculated the remeasurements needed to ensure the correct mileage for TH-29 (Slim Brown Rd, a portion of Sheldon Rd, and two class 4 sections), I only preloaded the remeasurements for the Slim Brown Rd portion of TH-29 on Milton's 2025 Mileage Certificate, so now I would like to add the (accidentally omitted) remeasurements for the Sheldon Rd portion of TH-29 to Milton's Certificate. Assuming that we all agree about which portions of TH-29 are class 3 and which are class 4, the remeasurements will simply make the total class 3 and 4 mileages for TH-29 more accurate.

Therefore, with the Town's permission, I would like to add the remeasurements listed below to Milton's 2025 Mileage Certificate to ensure that the total class 3 and class 4 mileages for TH-29 are correct. Here are the relevant details supporting the remeasurement:

**Sheldon Rd portion of TH-29**

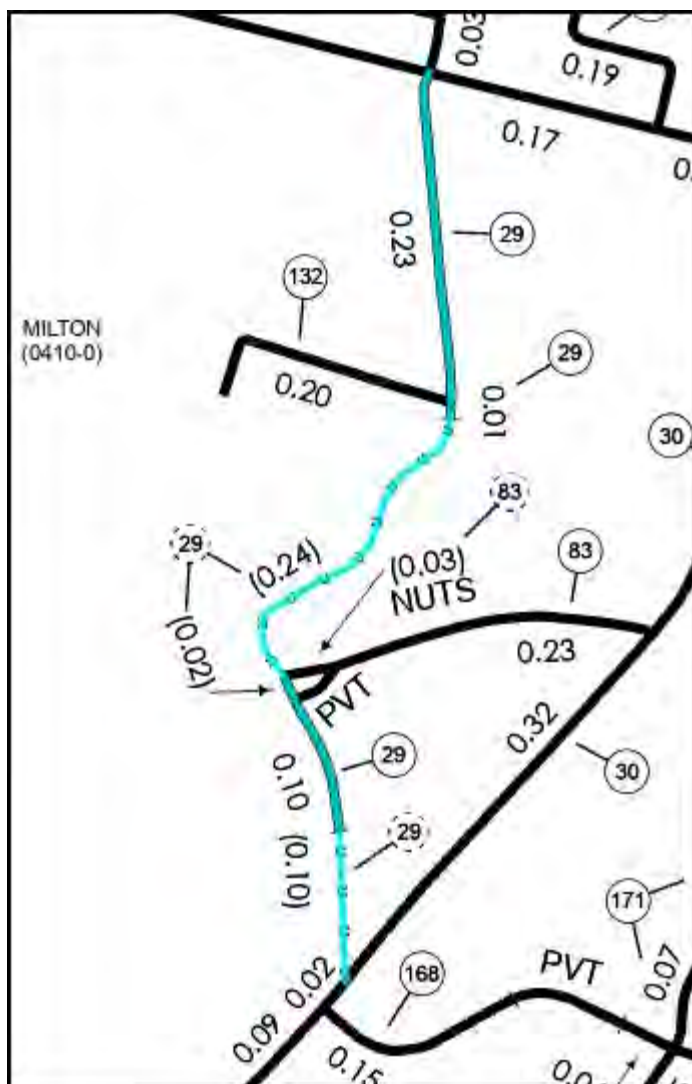
The CL3 and CL4 remeasurements to the Slim Brown Rd portion of TH-29 (preloaded on the 2025 Mileage Certificate and described in detail in my March 12, 2024 email to Lisa) left 0.11 mi CL3 and 0.10 mi CL4 associated with the Sheldon Rd portion of TH-29.

The historical documentation and high-resolution imagery indicate, however, that the CL3 and CL4 mileages for the Sheldon Rd portion of TH-29 *should be* 0.10 mi and 0.12 mi, respectively. Therefore the following remeasurements should be processed to ensure that the Sheldon Rd portion of TH-29 also has the correct total CL3 and CL4 mileages:

*KMP*  
~~+0.01 mi CL3 TH-29 (Sheldon Rd) remeasured~~  
~~+0.02 mi CL4 TH-29 (Sheldon Rd) remeasured~~

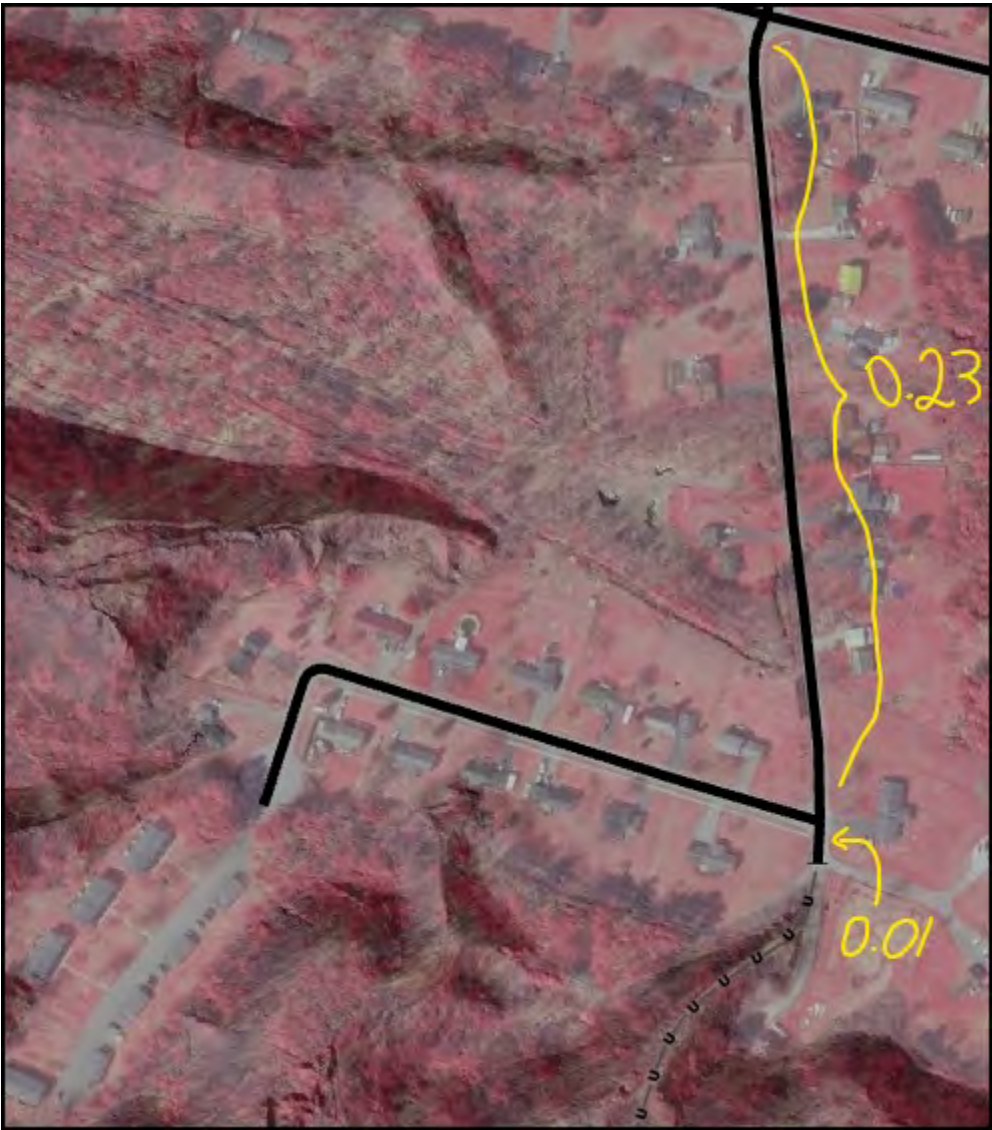
These additional 2025 remeasurements will ensure that the *total* CL3 and CL4 mileages in for TH-29 (0.34 mi CL3 and 0.36 mi CL4) in our records (including the Town Highway Map) match the mileages indicated using our mapping software. These mileages are shown broken down by segment in the following image where TH-29 is highlighted light blue (Note: CL4 mileages are shown with parentheses)

TH-29 mileages by segment (preview of 2025 Town Highway Map)



**Side note:** The segment labeled PVT in the image above is functioning as a class 3 highway, but we have not yet received documentation demonstrating that it was legally established as such so it carries no mileage and we have labeled it as private (PVT). Normally we do not show such segments on the Town Highway Map, but in this case (and similar to segments along Town Highways TH-68 and TH-168), the undocumented section is shown because it connects the class 3 portions of TH-83 and TH-29.

And here are close-up views of the CL3 segments of TH-29 that add up to 0.34 mi:







---

**From:** Alley, Kerry  
**Sent:** Tuesday, March 25, 2025 6:13 PM  
**To:** Lisa Schaeffler <LSchaeffler@miltonvt.gov>; Amanda Pitts <apitts@miltonvt.gov>  
**Subject:** RE: signed mileage certification.pdf

Hello Lisa,

I have a question regarding Horseshoe Circle (see below), and also wanted to let you that I am adding 0.01 mi more to our records than what was submitted for Greenbrook Circle (also see below).

**Greenbrook Cir (TH-188)**

I assigned 0.25 mi to Greenbrook Cir (TH-188) on the Town Highway Map instead of the 0.24 submitted on the Mileage Certificate because it is our policy to measure the length of roads from centerline to centerline (in this case to the centerline of TH-140, Haydenberry Dr).

**Horseshoe Cir (TH-185)**

I have a question about how much of the currently unmapped portion of Horseshoe Circle (TH-185) should be added to the Town Highway Map:

The deed specifies Station 14+20 to Station 25+75 (i.e. 1155 ft or 0.219 mi as indicated on the Certificate), but there appears to be about 0.378 mi of Horseshoe Cir associated with phases III and IV (based on the survey plats) that aren't yet included on the Town Highway Map. The light blue line in the

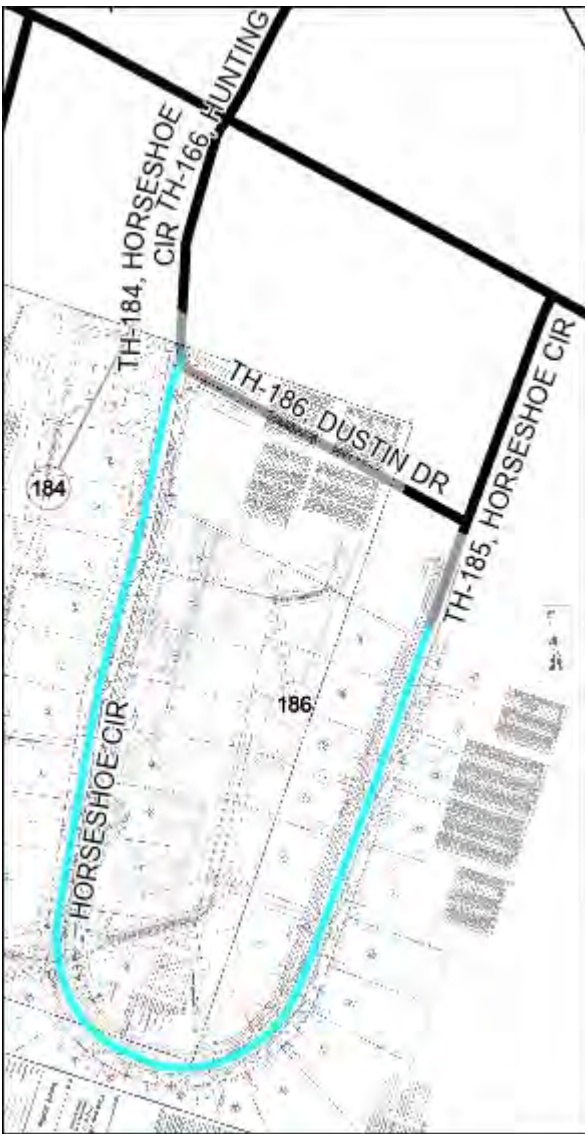
image pasted below indicates the portion of Horseshoe Circle that is not yet in our records (i.e. not shown on the Town Highway Map). The phase III and IV surveys are also shown for context.

Was the intention to submit the entire remaining portion of Horseshoe Circle this year, or only a portion of it? If only 0.219 mi is being submitted this year, can you provide something that clarifies which portion of Horseshoe Circle that includes? Conversely, if all of Horseshoe Circle is now public, can you help resolve the discrepancy with the mileage indicated in the deed? (Maybe there is there a typo in the deed, or another deed covering the remaining 0.159 mi?)

Feel free to respond by email or call me after 11 am tomorrow (Wednesday) except between 1-2 pm.

Thanks!

Kerry



**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>

**Sent:** Tuesday, February 4, 2025 8:47 AM

**To:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>; Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>

**Subject:** signed mileage certification.pdf

**Importance:** High

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

Here is the signed mileage certification for 2025 and pertinent information.

Please let me know if you have any questions.

**Lisa M. Schaeffler, CPWP-M**

Director of Public Works

2025 President New England APWA

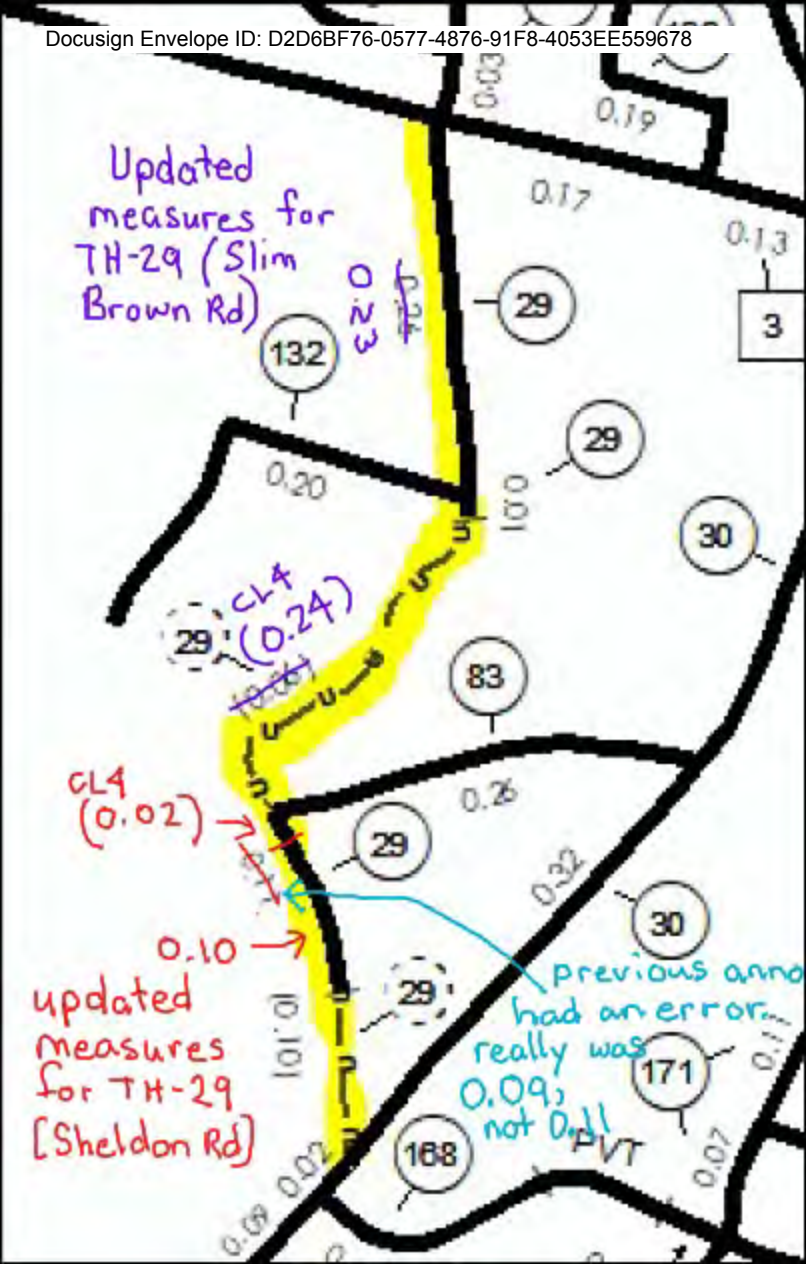
802-752-9803 – cell

802-891-8045 – Direct



Please note, by Vermont's Public Records Act, emails (and other documents or attachments), including responses and forwards, produced/acquired by a government agency, such as the Town of Milton, are considered public records and are subject to disclosure, unless specifically exempted from disclosure by the Act.





Compare  
new measures  
with previous  
measures shown  
in 8th image  
from email  
dated 3/12/2025

Was  
0.06  
(0.24)

(0.03)  
NUTS

PVT

Was  
0.11  
CL3

(0.02)

0.10 (0.10)

0.02

0.03

0.19

0.17

0.1

0.23

was  
0.27

0.20

10.01

0.23

0.32

PVT

0.07

## Alley, Kerry

---

**From:** Alley, Kerry  
**Sent:** Friday, December 27, 2024 10:47 AM  
**To:** Lisa Schaeffler  
**Subject:** Milton Town Highway Changes

Good afternoon Lisa,

The VTrans Mapping section will be sending out the 2025 Mileage Certificates next week, and I wanted to let you know that the pre-approved changes listed below have been included on Milton's 2025 Certificate. We will process these changes this year unless the Town of Milton has documentation indicating that any of those changes should not be made. I would be happy to go over those changes with you, and a tele-meeting would be ideal as it would allow screen sharing. The Mapping section does not need additional documentation to process any of the pre-approved changes, but the remaining issues would require additional documentation before they can be processed and updated accordingly on the Town Highway Map. Please feel free to call or email me if you have any questions about any of this!

Kerry

**Pre-approved changes:**

- 0.03 mi CL3 TH-29 (Slim Brown Rd) remeasured
- +0.18 mi CL4 TH-29 remeasured
- 0.02 mi CL3 TH-57 (Riverside Dr) remeasured without loop at the end
- 0.15 mi CL4/NUTS TH-118 (Lamiolle Terr) no longer NUTS
- 0.03 mi CL3 TH-83 designated Not Up To Standard (NUTS) pursuant to 19 VSA 305(a)

Details regarding the above pre-approved changes can be found in our previous correspondence below

**Remaining issues to be addressed:**

- TH-35 (Kingsbury Crossing) Reclassify to CL4?
- TH-41 (Morgan Rd) – Reclassify to CL4?
- TH-68 (Maplewood Ave) – Need documentation for one segment
- TH-72 (Ritchie Ave) – remove NUTS designation only if Electric Company is confident the gate will remain unlocked, or maybe reclassify?
- TH-83 (Sheldon Rd) – Need documentation for the segment cutting the corner at TH-29, and the segment intersecting the corner should be reclassified as CL4 (and designated NUTS until that time)
- TH-94 (Doris Dr) – Reclassify to CL4?
- TH-168 (Highland Ave) – Need documentation for one segment

**Map highlighting above changes/issues:**

The Town Highways listed above (including the pre-approved changes) are highlighted in the map excerpt below to assist locating them on the Milton and Milton U.C. Town Highway Maps. Segments that are currently in our records as Not Up To Standard (NUTS) are highlighted yellow. Unhighlighted segments of selected roads (i.e. Highland Ave and Maplewood Ave) are not included in our records as town highways because of the absence of documentation indicating

that they are town highways.



are town highways

---

**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:** Alley, Kerry  
**Sent:** Tuesday, March 12, 2024 7:07 PM  
**To:** Lisa Schaeffler <LSchaeffler@miltonvt.gov>  
**Subject:** RE: MILTON - 2024 Mileage Certificates attached

Hello Lisa,

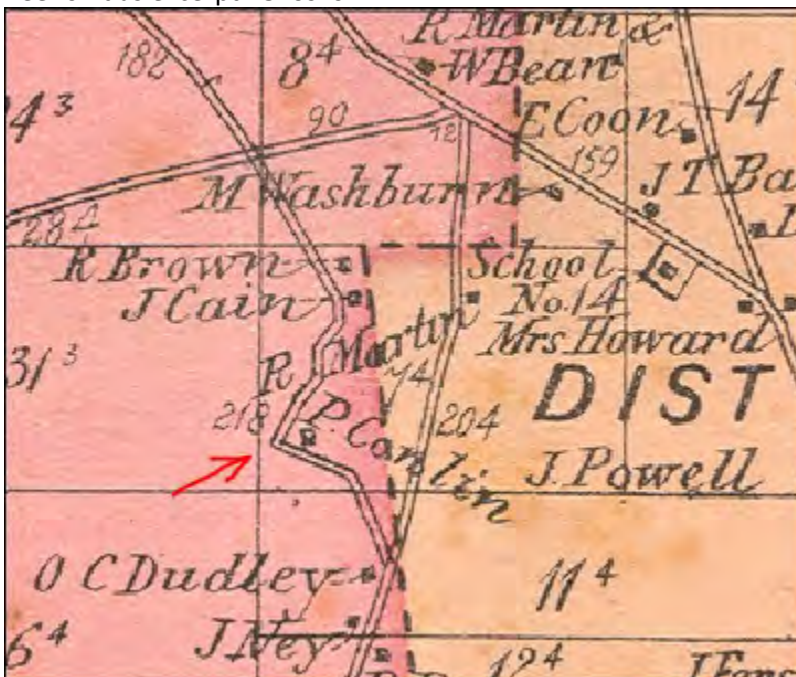
I've only had time to collect information/documentation for TH-29 and TH-83. The rest will have to wait until April when I've finished creating the Annual Mileage reports. Any mileage certificates that I mention below can be found online at <https://maps.vtrans.vermont.gov/Maps/tempstor/KerryTemp/Milton/> instead of being attached to this email. That folder also includes some certificates from other years that are relevant to other issues, but each certificate is referenced by year.

I also realized that I forgot to include TH-29 (Slim Brown Rd) on the original list of issues I sent you by email. I've included all the information I know about TH-29 (and also for TH-83) below (including some things that are included with the mileage certificates mentioned above). Fortunately not all the issues are as complicated as the ones below!

#### TH-29:

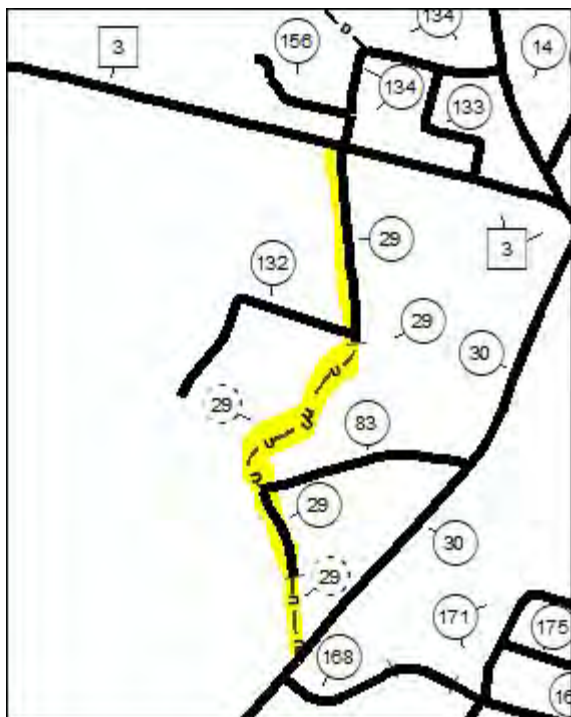
I have updated the linework in our data to follow the original alignment, which I'm basing on Lidar/hill-shade images and Beers Atlas from sometime around 1870 (see Beers Atlas excerpt and our updated linework in the next two images). I couldn't find any evidence in old photos or Lidar hill-shade images to indicate that this alignment ever changed, and VTrans records do not include any realignments of TH-29, only reclassifications as described below.

Beer's Atlas excerpt 1870s-ish:



Corrected VTrans linework (not yet shown on a Town Highway Map):





The 1941 map (see next map excerpt) shows TH-29 as having a length of 0.65 mi, but I believe this is an inaccurate measure, and that the measure shown in Beer's Atlas (above) is more accurate. I'm therefore assuming that the total length of TH-29 is 218 rods = 0.68 mi, which now consists of a mix of CL3 and CL4 sections. This total length agrees with the length obtained using our mapping software now that I've updated the linework.

1941 excerpt:



Between 1954 and 1999, we were showing only the northernmost 0.27 mi of TH-29 as CL3, and the rest was CL4, as shown in the 1954 excerpt (next image below). Back then we didn't keep track of the length of untraveled highways. I think the CL3 mileage shown then is supposed to correspond to what is now known as Slim Brown Rd, however I also think that the measure should have been 0.24 mi instead of 0.27 mi, based on the fact that 0.27 mi along the original alignment of TH-29 would go a little ways into the gully. I therefore think that the 0.27 mi measure was obtained by measuring to the house at the end of the road (the last bit of which was actually a drive way, not a road), instead of measuring to where TH-29 enters the gully (about 0.01 or 0.02 mi south of the intersection with TH-132). The field inventory taken in 1994 and our mapping software both show the length of the northernmost segment of TH-29 (Slim Brown Rd) as 0.23 mi, with about 0.01 mi beyond it being maintained as a CL3 highway before it becomes a driveway.

1954 Excerpt:



1971 excerpt:

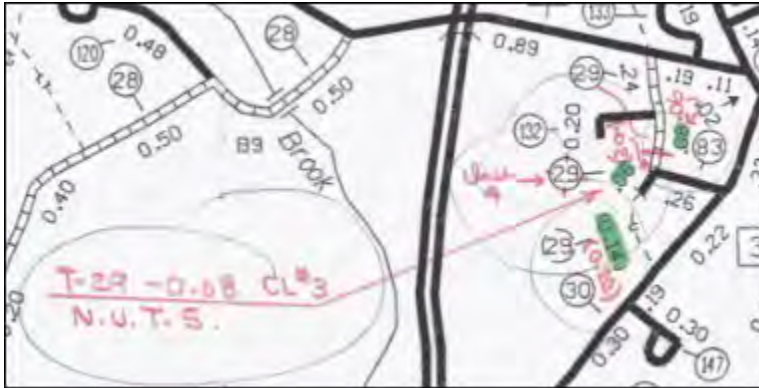


1994 excerpt that is more misleading than helpful:



A 0.06 mi portion of Sheldon Rd was designated NUTS briefly in 1996 (see attached), but I suspect that this designation was just a misunderstanding due to how the 1991 change was mapped (see 1994 excerpt above). Regardless of why, the 0.06 mi was returned to fully CL3 shortly thereafter, so it isn't directly relevant to the total CL3 mileage along TH-29.

1996 map excerpt that is also more misleading than helpful:



Although the 0.06 mi of NUTS designation was lifted in 1997, the history of changes was confusing enough that nobody realized that the two sections of CL3 milage should have had 0.27 mi attributed to Slim Brown Rd and 0.11 attributed to Sheldon Rd.

\*\*\* NOTE \*\*\* Resume reading here if skipping the detailed map history of TH-29\*\*\*

Looking at the above information for TH-29, it is clear that the records attribute 0.27 mi CL3 to Slim Brown Rd, and 0.11 mi CL3 to Sheldon Rd (for a total of 0.38 mi CL3 that we have in our records). Based on our records, I re-distributed the mileage across the updated linework to be consistent with our records as follows:

TH-29 with corrected alignment and the current official mileage distributed along TH-29 in a way that is consistent with the above records:



However, I believe that Slim Brown Rd should be shown as 0.24 mi instead of 0.27 mi (as discussed with the 1954 map excerpt above), and that this should be included on a future mileage certificate:

*-0.03 mi CL3 TH-29 (Slim Brown Rd) remeasured*

Similarly, the length of the CL4 portion of TH-29 between Slim Brown Rd and Sheldon Rd should be 0.24 mi instead of 0.06 mi. (note that this does not include the 0.02 mi of CL4 that is north of the current alignment of CL3 portion of Sheldon Rd discussed on p. 8 & 9 below)

*+0.18 mi CL4 TH-29 remeasured*

K.A. (VTrans) 3/31/2025

### **Independent issue with TH-83:**

In the above discussion, I avoided discussing the alignment of TH-83 near where it intersects TH-29. The “TH-83 portion” of Sheldon Rd currently clearly follows a southward shift (i.e. appears to cut the corner) as it approaches TH-29, essentially “cutting off” a “corner” which also appears to be a legal right of way. We are interested in knowing the current legal status of both alignments.

First considering the TH-83 portion of Sheldon Rd: Do you have documentation indicating either:

A) TH-83 was originally laid out with that southward shift at the [western] end, or

B) TH-83 was built “straight” but later legally altered to shift southward as now constructed. My hunch is that this option is more likely, based on 1962 imagery (next image below) which shows a road following the straighter alignment, and the 1991 reclassification documentation showing what appears to be a right of way around the entire “corner” as well as the current alignment (see attached 1991 certificate and survey image below)

1962 aerial photograph of TH-38 that was added to our records in 1966:



A survey map provided with 1991 mileage certificate (with what I believe is the right of way for 1991 reclassification highlighted):

8





hence the later adjustment to increase the CL4 measure of the Sheldon Rd portion by 0.02 mi mentioned in attached email dated 3/26/2025. (note by KA, VTrans, 3/31/2025)

**Additional information about TH-29 and TH-38 not included in the explanations above:**

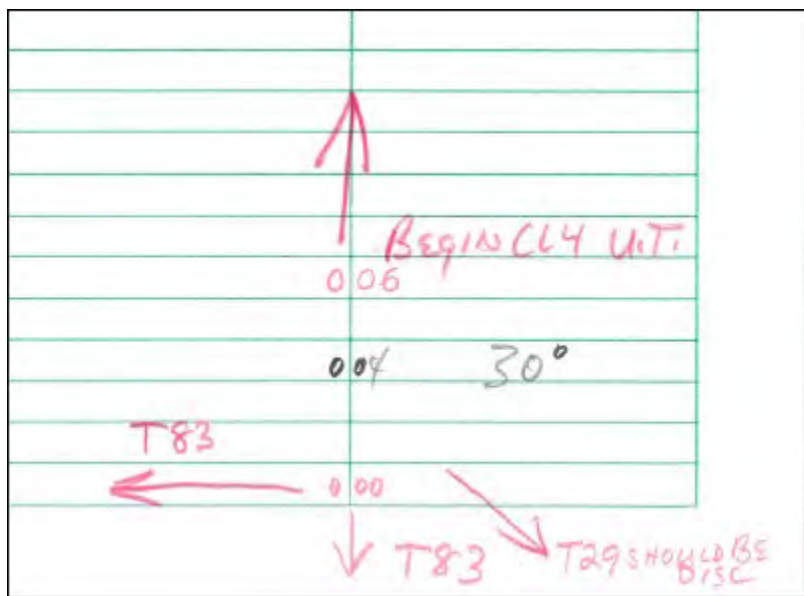
Street view of the end of Slim Brown Rd, where the original alignment of TH-29 would approximately follow the red arrow:



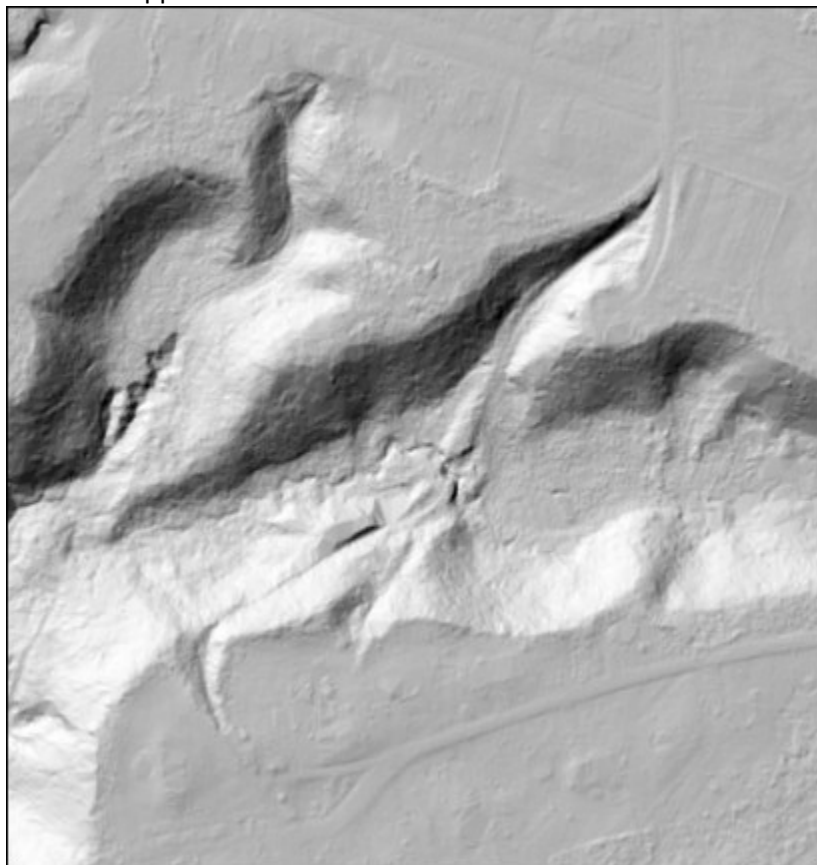
Inventory notes from when Slim Brown Rd was measured in 1994, showing only 0.23 mi before TH-132, which is consistent with the length determined using our mapping software:

	CUL De SAC	
	0.30	0.47
	0.28 30°	
	TH 132	
	0.23 →	0.23
CL 2 #3		CL 2 #3
←	0.00 →	
	↓ CL 3 #134	

TH-29 portion of Sheldon Rd as measured in 1994 (something is clearly not right with the measures, but these notes do suggest that the corner alignment and the current alignment of Sheldon Rd were both believed to be CL3 at that time)

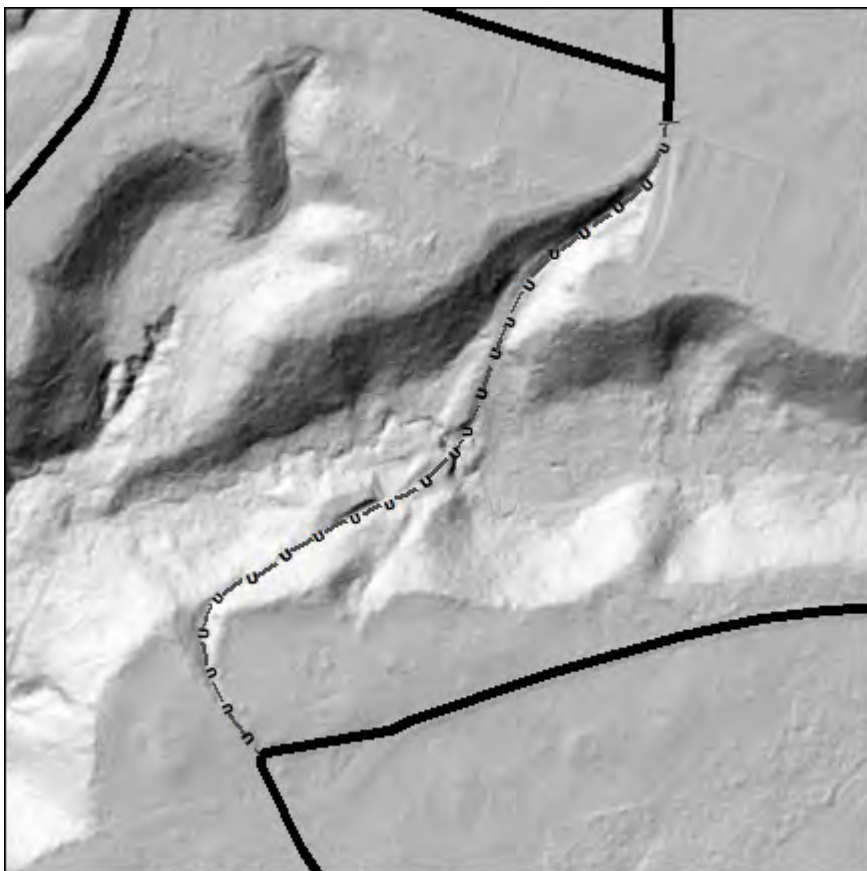


The next 3 images show Lidar hill-shade imagery revealing the original alignment of part of TH-29: without mapped centerline:



with the mapped centerline:





And also with parcel data:



And a closer look at the end of Slim Brown Rd with near-IR imagery:



The following image is from the 1966 Mileage Certificate... It isn't clear to me what the hand-written note says next to the Sheldon Rd entry, so I'm not sure if that is helpful information or not.

**Breakdown of 1965 Road Measurement on Town Highways  
requiring Certificate of Completion and Opening of Road to  
Public Travel**

<u>Map Ident. Letter</u>	<u>Town Hwy. No.</u>	<u>Mileage</u>	<u>Explanation</u>
V PROOF AS TOWN	1A	+0.08	To Bourgeois Junk Yard <i>A</i>
W	1B	+0.24	To Bombardier place
(X) PROOF AS TOWN	2A	+0.14	To Burgess place
Y PROOF AS TOWN	3A	+0.21	New street - Jonzetta Ct.
AA	20A	+0.08	To Town Garage <i>old road</i>
CC	30A	+0.26	Road to Sheldon place <i>Public</i>
- DD PROOF AS TOWN	31A	<del>+0.18</del> <del>+0.08</del>	New street - Turner Street
FF PROOF AS TOWN	49A	+0.07	New street to Bovat place
GG	50A	+0.06	To Stone Mason's place <i>don</i>
HH	69A	+0.13	To Ken Miner's place <i>Long</i>
II PROOF AS TOWN	74A	+0.10	From Herrick Ave. to Bake property
JJ	Dump Road	+0.14	To Town Dump <i>Long</i>
KK PROOF AS TOWN	Barnum St Ext	+0.10	New street
LL PROOF AS TOWN	Pratt Rd	+0.10	New Street
		<u>1.89</u>	

THE ABOVE ROADS THAT HAVE NO PROOF, ARE OLD TOWN ROADS WHICH ARE FOR THE PUBLIC GOOD, + ARE PLOWED + MAINTAINED BY THE TOWN.

*J. L. Mantley  
E. M. Turner  
H. A. Thompson*



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**From:** Alley, Kerry  
**Sent:** Monday, February 26, 2024 3:47 PM  
**To:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.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: MILTON - 2024 Mileage Certificates attached

Hello Lisa,

I just wanted to touch base with you about Milton's 2024 Mileage Certificate, and to encourage you to send it in with the changes that are ready to be processed this year (Riverside Dr, Lamoille Ter, and possibly Ritchie Ave if the gate is never closed). On the other hand, if you think that you will have sufficient documentation for the missing segments of Highland Ave and Maplewood Ave in the near future, let me know and we'll see if your timeline will work with our schedule to include it on the Certificate this year. If it doesn't, then we can wait and process those segments next year.

Kerry

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**From:** Alley, Kerry  
**Sent:** Friday, February 16, 2024 12:27 PM  
**To:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.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: MILTON - 2024 Mileage Certificates attached

Hello Lisa,

I apologize for not responding to you sooner. Things get crazy for us once the Mileage Certificates start coming in.

Removing the NUTS designation is simply an issue of demonstrating that the roadways now meet class 3 standards (includes being plowed in the winter and remaining with gates unlocked).

We can add the "PVT" sections to the class 3 mileage totals once we have documentation indicating that the highways are legally CL3 town highways. The only way I know of this happening outside of the statutory process is by dedication and acceptance...

Your town attorney would know better than I whether the highway segments in question satisfy the conditions of dedication and acceptance, and they might or might not recommend some actions be taken by the town to ensure that the status of those highway segments is not ambiguous. Keep in mind that a road's legal status is based on the town's documentation, independent of whether or not it is included in the VTrans mileage totals. If your town attorney is confident that the road meets the conditions of dedication and acceptance, and if you can provide documentation demonstrating that the town considers them to be town highways, then we can add the road segments to our records.

When filling out the Mileage Certificate, please don't forget to complete Part I as well as Part II. Thanks! 😊

Let me know if you have any other questions,

Kerry

**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>  
**Sent:** Monday, February 12, 2024 9:56 AM  
**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>  
**Cc:** DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>; Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Subject:** RE: MILTON - 2024 Mileage Certificates attached  
**Importance:** High

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Kerry,

Is there a way for the Town to get some language that our attorney can draft up to satisfy the State's acceptance of these sections as we have been maintaining them for quite some time? I will take substantial research that still may not turn up the paperwork required for these to be accepted.

*Lisa M. Schaeffler, CPWP-M*

Director of Public Works

1<sup>st</sup> Vice President of New England APWA

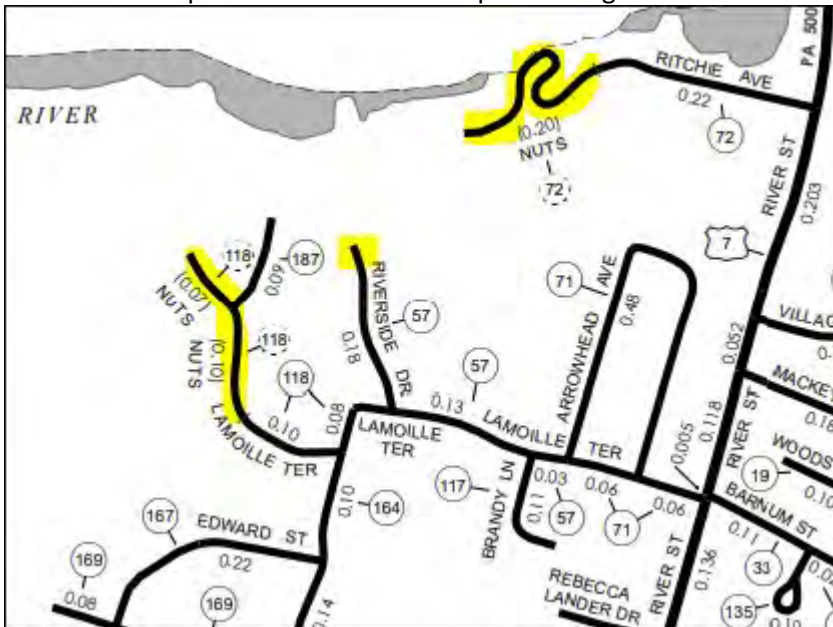
802-752-9803 - Cell

802-891-8045 – Direct Line

**From:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>  
**Sent:** Tuesday, January 23, 2024 4:49 PM  
**To:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>  
**Cc:** DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>; Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Subject:** RE: MILTON - 2024 Mileage Certificates attached

Hi Lisa,

Here's an excerpt of the Milton U.C. Map indicating the location of the first 3 changes (detailed below)



**Ritchie Ave (TH-72):**

Can you confirm that the gate on Ritchie Ave is no longer used (i.e. it remains open at all times), that the highway extends to the end of pavement past the dam/power-station, and that the parcel data incorrectly truncates the ROW for Ritchie Ave at the gate? If so, we can remove the NUTS designation so that this portion of the road receives class 3 highway funding.

**Riverside Dr (TH-57):**

I updated the linework for Riverside Drive last year when I noticed it had been shown on the Town Highway Map with a loop at the end, but it was too late to process the remeasurement at that time. That change is preloaded on this year's Mileage Certificate.

**Lamoille Ter (TH-118):**

The highlighted portion of Lamoille Ter in the image below (0.15 mi) has been NUTS on the Town Highway Map for years, but now meets class 3 standards, so can now be included in the class 3 mileage totals:



**Highland Ave (TH-168):**

There is a short segment of Highland Ave that was never submitted to VTrans, and it seems like it may have been skipped as that development grew. That segment is marked "PVT" on the Town Highway Map.

Some of the correspondence regarding this segment was included with the documentation for the last phase of development on the 2022 Mileage Certificate, available

here: [https://maps.vtrans.vermont.gov/Maps/Publications/MileageCertificates/ArchivedMileageCertificates/CHITTENDEN\\_Co/MILTON/MILTON\\_MILEAGECERT\\_2022\\_C\\_OCR.PDF](https://maps.vtrans.vermont.gov/Maps/Publications/MileageCertificates/ArchivedMileageCertificates/CHITTENDEN_Co/MILTON/MILTON_MILEAGECERT_2022_C_OCR.PDF)

Additional information about adjacent changes can be found in the 2006, 2024, 2003, and 2001 Mileage Certificates, which will be temporarily available in this online folder:

<https://maps.vtrans.vermont.gov/Maps/tempstor/KerryTemp/Milton/>

**Maplewood Ave (TH-68):**

The information regarding the skipped section of Maplewood Ave is in last year's Mileage Certificate available here:



[https://maps.vtrans.vermont.gov/Maps/Publications/MileageCertificates/ArchivedMileageCertificates/CHITTENDEN\\_Co/MILTON/MILTON\\_MILEAGECERT\\_2023\\_C.pdf](https://maps.vtrans.vermont.gov/Maps/Publications/MileageCertificates/ArchivedMileageCertificates/CHITTENDEN_Co/MILTON/MILTON_MILEAGECERT_2023_C.pdf)

### Sheldon Rd (TH-29 and TH-83):

The "corner" of TH-29 and TH-83 appears to have been "cut off" at some point (see the next two images below). Is the original alignment still a class 3 town highway? Is the new alignment legally a town highway? We would need documentation to update the map to reflect a change in status for either of these alignments.



**Additional NUTS highways** (that should probably be verified, reclassified or discontinued, and they are all labeled NUTS on the Current Town Highway Map):

TH-35 (Kingsbury Crossing, portion connecting to East Rd (CL2 TH-5)

TH-41 (Morgan Rd, the portion that connects to Bear Trap Rd (CL2 TH-7)

TH-94 (Doris Dr, the portion that connects to McMullen Rd (CL3 TH-50)

Please let me know if you have any additional questions regarding any of these. I certainly don't expect all of these to be resolved this year, but hopefully this will get the ball rolling again and they can be resolved soon!

Kerry

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**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>

**Sent:** Tuesday, January 23, 2024 1:42 PM

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

**Cc:** Amanda Costello <[acostello@miltonvt.gov](mailto:acostello@miltonvt.gov)>; Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>

**Subject:** RE: MILTON - 2024 Mileage Certificates attached

You don't often get email from [lschaeffler@miltonvt.gov](mailto:lschaeffler@miltonvt.gov). [Learn why this is important](#)

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Any new information on this?

*Lisa M. Schaeffler, CPWP-M*

Director of Public Works

1<sup>st</sup> Vice President of New England APWA

802-752-9803 - Cell

802-891-8045 – Direct Line

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**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>

**Sent:** Thursday, January 4, 2024 4:59 PM

**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; Amanda Costello <[acostello@miltonvt.gov](mailto:acostello@miltonvt.gov)>

**Cc:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>

**Subject:** RE: MILTON - 2024 Mileage Certificates attached

Awesome thank you!

*Lisa M. Schaeffler, CPWP-M*

Director of Public Works

1<sup>st</sup> Vice President New England APWA

802-752-9803 cell

802-891-8045 Direct

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

**Sent:** Thursday, January 4, 2024 4:32 PM

**To:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>; Amanda Costello <[acostello@miltonvt.gov](mailto:acostello@miltonvt.gov)>

**Cc:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>

**Subject:** RE: MILTON - 2024 Mileage Certificates attached

Hello Lisa,

Absolutely, I'll probably have that ready for you tomorrow or Monday.

What I can tell you know is that I preloaded the changes for Riverside Dr and Lamoille Ter based on our conversation last year (location of gates), but I didn't preload Ritchie Ave because I couldn't remember if you had said the gate stays open or not. If it is never locked and people are allowed to enter the area at any time, then we can lift the "NUTS" status of Ritchie Ave as well.

Thanks for reaching out!

Kerry

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**From:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>  
**Sent:** Thursday, January 4, 2024 2:49 PM  
**To:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; Amanda Costello <[acostello@miltonvt.gov](mailto:acostello@miltonvt.gov)>  
**Cc:** Amanda Pitts <[apitts@miltonvt.gov](mailto:apitts@miltonvt.gov)>  
**Subject:** FW: MILTON - 2024 Mileage Certificates attached

You don't often get email from [lschaeffler@miltonvt.gov](mailto:lschaeffler@miltonvt.gov). [Learn why this is important](#)

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Kerry,

I have the following issues that still need to be resolved for Milton:

Maplewood  
Highland Avenue  
Ritchie Avenue  
Lamoille Terrace  
Riverside Ave

Before we spend a lot of time, can you refresh my memory on what sections need to be cleaned up again?

*Lisa M. Schaeffler*, CPWP-M

Director of Public Works  
1<sup>st</sup> Vice President New England APWA  
802-752-9803 cell  
802-891-8045 Direct

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**From:** AOT - Mileage Certificates <[AOT.MileageCertificates@vermont.gov](mailto:AOT.MileageCertificates@vermont.gov)>  
**Sent:** Thursday, January 4, 2024 12:51 PM  
**To:** Kristin Beers <[KBeers@miltonvt.gov](mailto:KBeers@miltonvt.gov)>  
**Cc:** Lisa Schaeffler <[LSchaeffler@miltonvt.gov](mailto:LSchaeffler@miltonvt.gov)>  
**Subject:** MILTON - 2024 Mileage Certificates attached

Greetings from the VTrans Mapping Section,

Please find the 2024 Mileage Certificate for Milton attached to this email.

This Certificate must be completed in order to determine your town's share of state aid for town highways for Fiscal Year 2025, and to ensure that your Town Highway Map remains current.

Please note there will be no additional opportunities to submit town highway changes before the 2024 statutory deadline for mapping all Class 1, 2, 3 and 4 Town Highways and Legal Trails, as specified in 19 V.S.A. § 305(c).

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

In filling out the Mileage Certificate, it is important to:

- >> Enter mileage and classification changes on PART I and PART II of the Certificate.
- >> Provide supporting documentation sufficient for the Mapping Section to:
  - Map the change
  - Verify the mileage
  - Demonstrate the change was made according to State statute by providing required documentation
- >> If you have no changes, you may simply check the box in PART II of the Certificate.
- >> The Town Clerk and Selectboard MUST sign PART III of the Certificate.

A Mileage Certificate 'How To' video:

<https://youtu.be/IQSTsmSYoL4>

Additional resources, including the Cert\_Guidelines document and Cert\_DocumentationChecklist, are available from the Mileage Certificate page on our website:

<https://vtransmaps.vermont.gov/Maps/Publications/MileageCertificates>

Direct links to the current Milton Town Highway Map(s):

[https://maps.vtrans.vermont.gov/Maps/TownMapSeries/Chittenden\\_Co/MILTON/MILTON\\_MILEAGE\\_2023.pdf](https://maps.vtrans.vermont.gov/Maps/TownMapSeries/Chittenden_Co/MILTON/MILTON_MILEAGE_2023.pdf)

[https://maps.vtrans.vermont.gov/Maps/TownMapSeries/Chittenden\\_Co/MILTON/MILTON\\_UC\\_MILEAGE\\_2023.pdf](https://maps.vtrans.vermont.gov/Maps/TownMapSeries/Chittenden_Co/MILTON/MILTON_UC_MILEAGE_2023.pdf)

2016 - 2022 archived Mileage Certificates are available from the Mileage Certificate Lookup page of our website:

<https://vtrans.vermont.gov/planning/maps/mileage-certificates/lookup>

To effectively process all the mileage certificates in a timely manner and to assure the completion of the mileage summaries, it is important that towns submit the certificates on time.

\*\*\*Certificates must be postmarked on or before February 20, 2024.\*\*\*

\*\*\*Certificates that are postmarked after February 20, 2024 may not be processed.\*\*\*

After the Agency has approved and signed the certificate, we will send you a copy. Please contact us at [aot.mileagecertificates@vermont.gov](mailto:aot.mileagecertificates@vermont.gov) if have any questions.

Please feel free to reach out to the Mileage Certificate Specialists (Kerry Alley and Pam DeAndrea) if you have any questions or need printed copies of the certificate.

Sincerely,  
Kerry Alley

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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)  
<https://vtrans.vermont.gov/planning/maps>

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Disclaimer, please be advised that your email communication to the Town may be considered public record and may be subject to disclosure under the Vermont Open Public Records Act.