

District 9
Certcode 1019-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2019**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2019 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of WESTMORE in ORLEANS 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	1.500			1.500	0.000
Class 3	24.80			24.80	0.000
State Highway	7.222			7.222	0.000
Total	33.522			33.522	0.000
* Class 1 Lane	0.000			—	
* Class 4	3.27			3.27	0.000
* Legal Trail	8.75			8.75	

* 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"

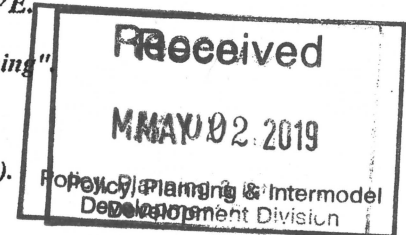
2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

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

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

add .015 for Class 4 town highway
Old Cottage Lane

Change not processed
because Cert rec'd
after 2019 review,
Town Clerk
4/29/2019



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

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures:

John Apple
William R...
James St...

T/C/V Clerk Signature:

Melissa Z...

Date Filed:

3/26/2019

Please sign ORIGINAL and return it for Transportation signature.

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

APPROVED:

Representative, Agency of Transportation

DATE:



**State of Vermont
Division of Policy, Planning and Intermodal Development
Mapping Section**

1 National Life Drive
Montpelier, VT 05633-5001
<http://vtrans.vermont.gov/planning/maps>

Telephone: 802-828-3666
Fax: 802-828-2334
Email: kerry.alley@vermont.gov

Agency of Transportation

May 28, 2019

William Perkins and Peter Hyslop
Co-Chairs, Selectboard
Westmore, c/o Town Clerk
54 Hinton Hill Rd
Westmore, VT 05860

Dear Mr. Perkins and Mr. Hyslop,

Please find the enclosed copy of the 2019 Certificate of Highway Mileage for the Town of Westmore. We have placed the original certificate in the VTrans Mapping records, but we were unable to process the addition of mileage to Old Cottage Lane because of the lack of documentation and the date we received the certificate. The only documentation we received was a copy of Selectboard Meeting Minutes from May 29, 2018 stating that the Selectboard intended to make this change.

In order for us to process the addition of mileage to Old Cottage Lane, we will need documentation demonstrating that the extension has been established legally, or that the pre-existing right of way extends beyond the mailboxes described in the meeting minutes. Please refer to the Orange Book – A Handbook for Local Officials, available online at <https://vtrans.vermont.gov/sites/aot/files/operations/TheOrangeBook.pdf> for some guidelines if you decide to decide to extend the right of way.

As I mentioned in email correspondence with Chris Evens on May 29, 2019, we can preload any changes onto the 2020 Certificate if we receive complete documentation before we mail next year's certificates on January 1, 2020. If you have any questions regarding the documentation we require, please don't hesitate to reach out to me or someone else in the Mapping Section.

Sincerely,

A handwritten signature in cursive script that reads "Kerry Alley".

Kerry Alley
Mapping & GIS Specialist

Enclosures

cc: Kevin Gadapee, District Transportation Administrator
Matthew Langham, VTrans Planning Coordinator

Alley, Kerry

From: Alley, Kerry
Sent: Thursday, May 16, 2019 10:32 AM
To: Pope, Eric; Melissa Zebrowski
Subject: RE: Certificate of Mileage

Hello Missy,

We do have your mileage certificate. Normally we send copies of certificates submitted with changes back to Towns along with Town Highway Maps reflecting those changes, but Westmore is in a doubly unique situation this year. We produced a 2019 Westmore map before receiving and processing the mileage certificate, which is why you've received one but not the other. A 2019 map was generated because of the minor correction to how LT-4 is shown (without a mileage change), but we were unable to include the change submitted on the 2019 Certificate (as per email conversations with Chris Evans earlier this month).

We haven't yet sent out copies of any unsigned Mileage Certificates to towns (certificates with submitted changes that could not be processed, but hope to finish up that part of the process in the next week. If you have need of a copy before that, or want clarification on anything I've written above, please let me know!

Kerry Alley | GIS Professional III
Vermont Agency of Transportation
1 National Life Dr | Montpelier, VT 05633
802-828-3666 | Kerry.Alley@vermont.gov
<http://vtrans.vermont.gov/planning/maps>

From: Pope, Eric <Eric.Pope@vermont.gov>
Sent: Thursday, May 16, 2019 10:02 AM
To: Melissa Zebrowski <clerk@westmoreonline.org>
Cc: Alley, Kerry <Kerry.Alley@vermont.gov>
Subject: RE: Certificate of Mileage

Hi Missy,

I was not able to find it in our system, I have copied Kerry Allen, one of the mileage cert specialists, hopefully she will be able to help you out.

Kerry, the town of Westmore is looking for their signed copy of the 2019 Mileage Certificate. Thanks very much.

Eric Pope
State of Vermont-Agency of Transportation
District 9
4611 US RTE 5
Newport, VT 05855
(802)334-4440
(802)487-4194

eric.pope@vermont.com



From: Melissa Zebrowski <clerk@westmoreonline.org>

Sent: Wednesday, May 15, 2019 3:09 PM

To: Pope, Eric <Eric.Pope@vermont.gov>

Subject: Re: Certificate of Mileage

Great. Thanks Eric.

Sent from my iPhone

On May 15, 2019, at 2:43 PM, Pope, Eric <Eric.Pope@vermont.gov> wrote:

Hi Missy,

I should be able to track one down for you, I'm done for the day, but I'll look into it in the morning and be in touch.

Eric

Get [Outlook for iOS](#)

From: Melissa Zebrowski <clerk@westmoreonline.org>

Sent: Wednesday, May 15, 2019 2:40:29 PM

To: Pope, Eric

Subject: Certificate of Mileage

Hi Eric,

I don't seem to have the signed copy of the 2019 certificate of mileage. Is there anyway you can get me a copy? Thanks!

Missy~

Melissa S. Zebrowski

Westmore Town Clerk/Treasurer

Phone: 802.525.3007

Fax: 802.525.1131

Alley, Kerry

From: westmore listers <wstrlisters@gmail.com>
Sent: Wednesday, May 1, 2019 11:11 AM
To: Alley, Kerry
Subject: Re: Westmore Certificate of Highway Mileage
Attachments: HIGHWAY MILES_190430232553_0001.pdf

Kerry,

I have attached the signed Certificate of Highway Mileage for the Town of Westmore. We acknowledge that the Old Cottage Ln change will not appear on the new maps.

Thank you

Chris Evans

Westmore Board of Listers
(802) 525-3235

On Mon, Apr 29, 2019 at 3:02 PM Alley, Kerry <Kerry.Alley@vermont.gov> wrote:

Hi Chris and Pete,

Did the third Select Board member sign Westmore's 2019 Mileage Certificate? I can't remember if I spoke with anyone after I received the email from Chris (below), but if you do have a copy with the third signature (and the Date Filed), could you send that to me at the address below?

We weren't able to review or process the changes listed on Westmore's 2019 Certificate, as we received it after we had finished this year's Mileage Certificate processing. I will add a note clarifying that the change to Old Cottage Ln was not processed with the 2019 Certificate, but I can preload any approved changes onto the 2020 Certificate when I send it out next January, 2020.

I looked at the May 29, 2018 Meeting Minutes that was provided with Westmore's 2019 Certificate, and I can only find discussion about a potential future change to Old Cottage Ln, without any documentation indicating that the change was made official (e.g. public and interested party notice, site visit and hearing, laying out, and selectboard action. If the change in mileage is merely a re-measurement of pre-existing, clearly defined (as indicated by the matching description in any official documentation of past changes) class 4 town highway, then we do not need additional documentation of a formal change. We will simply verify the description and the measure, and it can be added to the 2020 Certificate as a "Remeasurement". If, however, the additional class 4 mileage extends the public right of way beyond its original extent, then the Selectboard should follow the process of laying out a town highway as outlined in State Statutes.

Please feel free to contact me if anyone has questions about the 2019 Certificate, or my comments regarding Old Cottage Ln.

Thanks,

Kerry

Kerry Alley | GIS Professional III

Vermont Agency of Transportation

1 National Life Dr | Montpelier, VT 05633

802-828-3666 | Kerry.Alley@vermont.gov

<http://vtrans.vermont.gov/planning/maps>

From: westmore listers <wstrlisters@gmail.com>
Sent: Tuesday, March 26, 2019 10:22 AM
To: Alley, Kerry <Kerry.Alley@vermont.gov>
Subject: Westmore Certificate of Highway Mileage

Kerry,

I have attached a copy of our Certificate of Highway Mileage, it has been signed by two of our three Select Board Members. The next Select Board Meeting is 4/1/2019, as soon as the last member has signed we will resent it to you.

Please let me know if this is acceptable,

Thank you

Chris Evans

Westmore Assistant Town Clerk

Westmore Board of Listers, Chair

(802) 525-3235

District 9
Certcode 1019-U

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2019

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Selectmen/ Aldermen/ Trustees Signatures:

Pete Appleby
William R...

T/C/V Clerk Signature:

Melissa Zeb...

Date Filed:

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL:

Signed copy will be returned to T/C/V Clerk.

APPROVED:

Representative, Agency of Transportation

DATE:

Town of Westmore
Selectboard Meeting Minutes
May 29, 2018

In attendance: Bill Perkins, Chair, David Stevens, Peter Hyslop, Melissa Zebrowski, Town Clerk, Clayton Butler, Julie Mountain, Jason BreMiller, David Cousins, Ralph Bailey, Miriam Simonds, Huson Allen, Barry Guitar, Carroll Guitar, Raymond Lanier, Russell Curtis, Cynthia Kriebel, Colm Darcy, Carol Radin, Gary Seslar

Bill called the meeting to order at 6:00pm

Additions to Agenda

David moved and Bill seconded to add Westside Lane to the agenda. Peter recused himself due to conflict of interest. Passed.

Road Foreman Report

- Clayton reported the roads are good. The section of Cooks Road is torn up. They are putting in a new 18" culvert. Once completed they will close up the road and leave as dirt for now.
- Bill Valley Lane – This project has been completed and was covered under the grants in aid pilot project signed last year. Clayton will call Doug from NVDA to inspect the finished project. The next grants in aid project monies will be used to continue working on Big Valley Lane.
- Clayton reported the ditches on Perkins Lane have been taken care of. Hinton Hill has been turned over to Pike to pave the final coat of pavement. Pike will seal all the cracks prior to paving.
- Sweet Tree Holdings called Clayton about getting permission for road access to Jobs Pond Camp Lane and Bald Hill Pond Road. They are looking to haul sap from these two locations in the Spring as they recently signed a 25 year lease with the Red Dam Conservatory. Clayton advised Sweet Tree to contact our Selectboard and the landowner on Job's Pond to begin a discussion.

Local Citizens

- Russell Curtis asked about if we pass an ordinance at the South End how will this be enforced. The board at this time doesn't know when and if they will be passing an ordinance. They will have to address enforcement at that time if an ordinance comes to pass.

Transfer Station

- Bill asked the board about the 2 old dumpsters and how to dispose of them. David suggested calling Paul Tomasi for advisement.
- Discussion ensued about recycling and creating shoots to sort the recycling when it is brought down in place of dumpsters during the summer months. David moved and Peter seconded to have Bill buy the material to build the shoots for the recycling and to call Paul Tomasi about NEKWMD picking up the recyclables. This will not require townspeople to sort their recycling for curbside pickup. This will remain the same.

Approval of Minutes

- Bill moved and Peter seconded to sign the meeting minutes from 5/14/18. Passed.

Review of bills and sign Select Orders & Payroll #11

- Bill moved Peter seconded to approve select orders & payroll #11. Passed.

Old Business

- Julie Mountain – Old Cottage Lane – discussion ensued about clarification of where the class 4 road ends and the private road begins to help in addressing the drainage issues and where to direct the water to go. Julie would like to make sure the mature hemlocks are protected when grading the road because this protects the bank along her property. Clayton suggested to Ray Lanier to have the property owner where the drainage issues are to put in a catch basin and DI because it's on the private section of the road. The Selectboard concurred after discussions and measuring the road multiple times the class 4 section (town road) does end near the mailboxes. The board will have this changed when we complete our next VT Certificate of Highway Mileage.
- Butler Family Auto Invoices – discussion ensued about the unpaid invoices received recently dating back to 2015. Missy found no record of receiving the invoices or them being paid. The SB asked Missy to call Jim Barlow to discuss the situation with him and his thoughts on offering to pay half and report back to the board. Missy said Butler's provides slips as supporting documentation upon her request for the off road diesel but not for the VT state inspections or tire swap. Missy recommended not paying those bills due to lack of supporting documentation. Discussion ensued about when fuel deliveries and requiring the slip to be left at the town garage. This doesn't occur now but rather comes mailed with the invoice. Once the board knows what Jim's response is Bill will call Butler's about the invoices and request slips be left at the town garage upon delivery. In the meantime, the board requested Clayton to put fuel pricing with other companies out to bid.

New Business

- Mad Brook Lane – Jason BreMiller presented his concerns over the traffic coming through his property on Mad Brook Lane along with the contradictory signage for parking and where the Bald Mountain trail is. He asked if there is any recourse and


Bill Perkins (Chair)


David Stevens


Peter Hyslop

Town of Westmore
Selectboard Meeting Minutes
May 29, 2018

if we could clarify the signage and have the parking space below Kristen Olbrys's property more viable. Discussion ensued about pent roads and the process. The Selectboard and Clayton will address the signage issue. Clayton will remove the "no parking during winter months" sign and put a "Bald Mountain Trailhead Parking here" sign just below Kristin's house where people often park. Before making any other decisions David would like to go up to Mad Brook Lane and look around. He wants to talk with Luke O'Brien from the state. Jason will come back in about a month to follow up with the board to see where things are at.

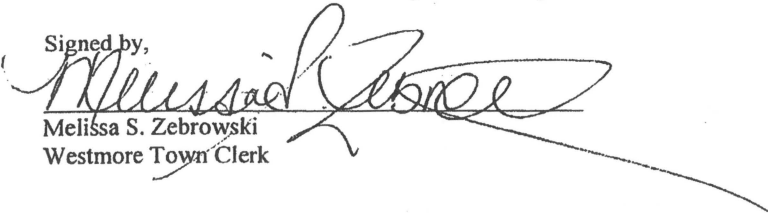
- Old Cottage Lane – Ray brought up concerns about the increased traffic on Old Cottage Lane. Many people are being guided by their GPS's to Old Cottage Lane for public beach access. He and others on Old Cottage Lane are looking for better signage. Possibly a sign that says "No Lake or Public Beach Access." The Selectboard is going to look at and evaluate the best placement of signage to address these concerns.
- Westside Lane – Peter recused himself due to conflict of interest. David wanted to follow up about getting the road surveyed as discussed at the 2/20/18 SB meeting. David will call Ken Saulzman to survey.
- Curb Cut Permit – David moved and Bill seconded to approve Lynn & James Murphy's curb cut permit. Passed.
- Pace & Hawley – David moved and Peter seconded to have Bill sign the engagement letter with Pace & Hawley. Passed.
- Painting Bids – all sealed bids were opened and reviewed. Peter moved and David seconded to award the bid to Hill Top Painting. Passed. The awarded bid was \$520 more than 4 Seasons painting however the board felt it was a more complete bid in explaining what work would be completed. There were 3 bids in total. 4 Seasons Painting for \$4800, Hill Top Painting for \$5320 and Annette's Painting for \$9000. Bill recused himself due to conflict of interest.

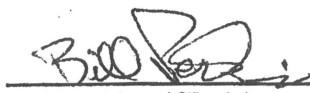
Correspondence

- Missy presented a letter from an HR Consultant from VLCT. She relayed that they offered to review our policies for free and could aid in creating job descriptions. This is a service they provide for free because we are a PACIF member. David moved and Bill seconded to have Peter work with VLCT on this project. Passed.
- Missy presented a letter from New England Waster Services notifying us of their 2% tipping fee increase.
- Missy presented a letter from NEKWMD about the law requirement for recyclables for events held on town or state owned property or adopting a carry in carry out policy. The board said this doesn't apply to us as we don't have trash cans etc in any of our public areas.

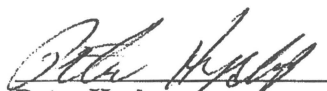
Bill moved and David seconded to adjourn at 9:18pm. Passed.

Signed by,


Melissa S. Zebrowski
Westmore Town Clerk


Bill Perkins (Chair)


David Stevens


Peter Hyslop

Certificate of Highway Mileage Instructions

Towns use this certificate to update mileage of town highways and trails, incorporating any changes made before February 10, 2019. Changes in highway classification, additions of new highways or trails, alterations, or discontinuances must include documentation of Selectboard action, such as minutes of meetings when action was taken.

PART I

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

Added Mileage – Enter the total mileage of any new legally accepted Class 3 or 4 highways or trails, and any highways reclassified from Class 3 to 4 or vice versa, or highways reclassified to or from trails.

Subtracted Mileage – Enter the total mileage of discontinued highways or trails, and the total mileage of any highways reclassified from Class 3 to 4 or vice versa, or highways reclassified to or from trails.

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

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

PART II

Enter details needed for identification of New, Discontinued, Reclassified, or Scenic Highways.

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

PART III

Board members and Town Clerk sign here.

A sample certificate with an example on how to fill it out is available online at:
http://vttransmaps.vermont.gov/Maps/Publications/MileageCertificates/Cert_Sample.pdf

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

Return completed certificate, using enclosed envelope. If needed, use a larger envelope with same address as on the enclosed envelope.

Certificates must be postmarked on or before February 20, 2019. Certificates that are postmarked after February 20, 2019 may not be processed.

Town Highway/Legal Trails Addition/Reclassification/Discontinuance Checklist

The following includes a checklist of the documentation to be supplied to the Vermont Agency of Transportation (VTrans) when adding / reclassifying / discontinuing highways and trails. The documentation is subject to verification by VTrans.

Check the box if the information is included as part of the documentation submitted.

- A description of the affected highway or trail
Vt. Stat. Ann. tit. 19, § 305(e)
 - A current town highway map with the requested deletions and additions sketched on it
Vt. Stat. Ann. tit. 19, § 305(e)
 - Minutes of meetings at which the legislative body took action with respect to the changes
(include copies of the meeting minutes) Vt. Stat. Ann. tit. 19, § 305(e)
 - Evidence of written notice to adjoining landowners
(include a copy of the newspaper notice and a copy of the letter sent to adjoining landowners)
Vt. Stat. Ann. tit. 19, § 709
 - A copy of any surveys of the affected highway or trail
Vt. Stat. Ann. tit. 19, § 305(e) Vt. Stat. Ann. tit. 19, § 704
-
- For Class 3 or Class 4 town highway additions
A Certificate of Completion and Opening
While not required by statute, a Certificate of Completion and Opening form is a helpful document for the record.

All records filed with the agency are subject to verification in accordance with 19 V.S.A. § 305 (a) and 19 V.S.A. § 305 (e).

Vermont Agency of Transportation
Division of Policy, Planning and Intermodal Development, Mapping Section
1 National Life Drive, Montpelier, VT 05633-5001

Alley, Kerry

From: Alley, Kerry
Sent: Monday, March 25, 2019 3:10 PM
To: 'petesroastbeef@att.net'
Subject: 2019 Certificate of Highway Mileage

Good afternoon Pete,

I just wanted to touch base with you because I haven't received Westmore's 2019 Certificate of Highway Mileage. Could you fill it out and sign it, have the Town Clerk sign and date it, and return it to us in the VTrans Mapping Section? If you could also send us a scan of the Certificate in advance of the paper copy, that would be helpful. Even if there are no changes to report, we need the Certificate for our records.

Please let me know if you have any questions, or need another copy of the Certificate.

Thank you,

Kerry

Kerry Alley | GIS Professional III
Vermont Agency of Transportation
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802-828-3666 | Kerry.Alley@vermont.gov
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