

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2009

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2009 to:
Vermont Agency of Transportation, Policy and Planning Division, One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of PLAINFIELD in WASHINGTON 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.

Table with 6 columns: Town Highways, Previous Mileage, Added Mileage, Subtracted Mileage, Total, Scenic Highways. Rows include Class 1, Class 1 Lane, Class 2, Class 3, State Highway, Class 4, Legal Trail, and Total.

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

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE. Change not accepted

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening". 5. Mon 1/20/09 3/27/09
Approved minutes are attached

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

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

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

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

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: [Handwritten signatures]

T/C/V Clerk Signature: [Handwritten signature] Date Filed: 2/10/09

Please sign ORIGINAL and return it for Transportation signature.

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

APPROVED: [Blank line] DATE: [Blank line]
Representative, Agency of Transportation

Vermont  
Agency of Transportation

**FEB 25 2009**

Policy & Planning Division



State of Vermont  
Policy & Planning Division-Mapping Unit  
1 National Life Drive  
Montpelier, VT 05633-5001  
<http://www.aot.state.vt.us>

*Agency of Transportation*

Telephone: 802-828-2109  
Fax: 802-828-2334  
Email: [sara.moulton@state.vt.us](mailto:sara.moulton@state.vt.us)

March 6, 2009

Keith Terry, Selectboard Chair  
c/o Town Clerk  
PO Box 217  
Plainfield, VT 05667

Dear Mr. Terry:

We received Plainfield's 2009 Certificate of Highway Mileage which noted that there was a reclassification of 0.30 miles from Class 4 to Class 3. I am assuming that the reclassification affected the 0.30-mile, Class 4 portion of TH-33 (Gore Rd). Unfortunately, not enough documentation was included for us to be able to incorporate that change.

The documentation we are looking for is evidence that the town went through the reclassification process as defined in Vermont Statutes Annotated, Title 19, Chapter 7 (<http://www.leg.state.vt.us/statutes/sections.cfm?Title=19&Chapter=007>), in particular sections 708 - 711. An excerpt of this chapter is included in the enclosed "Guidelines - Certificate of Highway Mileage" on page 3.

I recommend the town follow the process outlined for the reclassification of a town highway, allowing the town to weather any challenges that could potentially be raised by the public.

If you have any questions, contact me at (802) 828-2109 or [sara.moulton@state.vt.us](mailto:sara.moulton@state.vt.us).

Sincerely,

A handwritten signature in cursive script that reads "Sara Moulton".

Sara Moulton  
Mapping & GIS Specialist



## **Vermont Agency of Transportation Guidelines - Certificate of Highway Mileage**

These guidelines are intended to assist municipalities and insure the changes submitted on the mileage certificates are processed completely and without delay. The statutory definitions and processes related to Town Highways can be found in the Vermont Statutes Annotated (V.S.A.), Title 19 (Highways), Chapters 3 (Town Highways) and 7 – (Laying Out, Discontinuing, and Reclassifying Highways). The guidelines below are paraphrased in part from 19 V.S.A. Chapters 3 and 7.

These guidelines incorporate the changes prompted by Act No. 178 ("An Act Relating to Unidentified Corridors") which went into effect July 1, 2006.

### **Certificate of Highway Mileage and the General Highway Maps**

Each year, the Vermont Agency of Transportation (VTrans) Mapping Unit processes the Certificate of Highway Mileage for each municipality and compiles the totals of State Highways, Class 1, 2, 3, and 4 Town Highways and Legal Trails into a summary. The highway mileage information is used in the formula for the appropriation of State Aid for Town Highways. The Certificate of Highway Mileage and supporting documentation of changes also provides the VTrans Mapping Unit with information to make the necessary changes to the General Highway Maps, also referred to as the Town Highway Maps.

This process is defined in 19 V.S.A. § 305 (Measurement and Inspection):

*(b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the agency.*

### **Supporting documentation**

To accept the changes submitted by a municipality in the mileage certificate, we need the following supporting documentation:

- A copy of the minutes of meetings at which the legislative body took action with respect to the changes.
- A copy of the notices and hearings described further below associated with reclassifications and discontinuances.
- A copy of the Certificate of Completion and Opening for new or altered highways.

- A copy of any surveys of the affected highway or trail (A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006.)
- A description of the affected highway or trail.
- A current town highway map with the requested deletions and additions sketched on it.

19 V.S.A. § 305 (Measurement and Inspection) was amended by Sec. 2 of Act No. 178 of 2006 ("An Act Relating to Unidentified Corridors). As amended, § 305 includes, in part, the following language:

*(b)... When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the agency.*

*(e) The agency shall not accept any change in mileage until the records required to be filed in the town clerk's office by this section are received by the agency. A request by a municipality to the agency for a change in mileage shall include a description of the affected highway or trail, a copy of any surveys of the affected highway or trail, minutes of meetings at which the legislative body took action with respect to the changes, and a current town highway map with the requested deletions and additions sketched on it. A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006. All records filed with the agency are subject to verification in accordance with subsection (a) of this section.*

### **Clear description of location**

Please include a clear description of the section of highway to be added, reclassified, or discontinued.

For example: the reclassification of TH-50 (Example Dr) from Class 4 to Class 3 starts at a point 500 feet south of TH-28 (Sample Hill Rd) and extends for 0.3 miles southerly from there.

The location shall be marked on a copy of the General Highway Map. The map can be an 8 ½" X 11" copy of the map, or a photocopied section of the full size General Highway Map. A copy of the most current General Highway Map (in an 8 ½" X 11" format) will be provided with the mileage certificate supplied by the Vermont Agency of Transportation.

If CADD, GPS, or GIS data layers exist that document the change, this information can be forwarded to VTrans to assist in the mapping process.

### **Survey of new or altered highway**

When the legislative body accepts, lays out, or alters a highway, it shall cause a survey to be made. The survey shall describe the highway and the right-of-way by courses, distances and width, and shall describe the monuments and boundaries. (19 V.S.A. § 704)

### **Notice and hearing of reclassification or discontinuance**

The legislative body shall promptly appoint a time and date for examining the premises and hearing the persons interested, and give thirty days notice to the petitioners, and to persons owning or interested in lands through which the highway may pass or abut, of the time when they will inspect the site and receive testimony.

The legislative body shall also:

- Give notice to any municipal planning commission in the town.
- Post a copy of the notice in the office of the town clerk.
- Cause a notice to be published in a local newspaper of general circulation in the area not less than ten days before the time set for the hearing.

The notice shall be given by certified mail sent to the official residence of the person(s) required to be notified. (19 V.S.A. § 709)

### **Additional notice of discontinuance**

The legislative body shall notify the commissioner of forests, parks and recreation when it has filed a petition to discontinue a highway under this subchapter. (19 V.S.A. § 775)

When submitting a reclassification or discontinuance with your municipality's mileage certificate, please include evidence of these notices and hearings.

### **Legal Trail Mileage**

Because of the changes to 19 V.S.A. § 305 resulting from Act No. 178 of 2006, Legal Trail mileage now is included on the Certificate of Highway Mileage and a row for legal trail mileage has been added. The municipality now will need to provide information related to trails and their mileage on the certificate, similar to the reporting of highway additions, reclassifications, or discontinuances.

### **The minimum standard for a Class 3 highway**

A Class 3 highway is negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. (19 V.S.A. § 302(a)(3(B))

### **Additional information regarding Town Highways**

There are many online resources that can assist a municipality in the process of adding, reclassifying, or discontinuing town highways. Several Internet links are listed below.

Current Town Highway Maps online at the VTrans Mapping Unit website -  
[http://www.aot.state.vt.us/Planning/MapGIS/Town\\_Maps1.htm](http://www.aot.state.vt.us/Planning/MapGIS/Town_Maps1.htm)

VTrans Orange Handbook for Town Officials -  
<http://www.aot.state.vt.us/maint/OrangeBook.htm>

Town Highway Aid Rates and Mileage -  
<http://www.aot.state.vt.us/finadmin/fintowngrant.htm>

For those difficult Town Highway Questions, an opinion may be available from the Secretary of State - <http://www.sec.state.vt.us/municipal/opinions.htm>

The Vermont Local Roads Program has information regarding town highways at -  
<http://personalweb.smcvt.edu/vermontlocalroads/default.htm>

Local Roads Fact Sheets with many highway topics at -  
[http://personalweb.smcvt.edu/vermontlocalroads/New/resources/fact\\_sheets.htm](http://personalweb.smcvt.edu/vermontlocalroads/New/resources/fact_sheets.htm)

The Vermont Statutes Online, Title 19: Highways -  
<http://www.leg.state.vt.us/statutes/chapters.cfm?Title=19>

### **Contact Information**

Vermont Agency of Transportation  
Policy & Planning Division - Mapping Unit  
1 National Life Drive  
Montpelier, VT 05633-5001

(802) 828-2600

## PLAINFIELD SELECTBOARD

MINUTES FOR 2/09/09

BOARD MEMBERS PRESENT – Keith Terry, Claudia Clark, Greg Light

GUESTS – Linda Wells, Town Clerk, Mike Nolan, Road Foreman, Gary Graves

PUBLIC HEARING – Keith opened the second public hearing at 7:00pm for the Traffic Ordinance. Gary Graves was there to speak to the fact that within the traffic ordinance he thought that the speed limits on all the roads in town should be consistent. He was hoping that the Selectboard could do this before Town Meeting. Greg explained to Gary that there is a process that needs to be followed in order to change speed limits in town. There has to be a traffic study done. The Selectboard will take Gary's suggestions under advisement and research the process for having all the speed limits the same on village roads.

Greg made a motion to approve the new traffic ordinance and Claudia seconded the motion and the motion carried.

The public hearing was closed.

ANNOUNCEMENT – Training for the Efficiency Vermont Energy Mobilization Project has been completed by the volunteers from Plainfield, E. Montpelier, and Marshfield.

TOWN CLERK'S REPORT – Linda presented the adjusted Certificate of Highway Mileage, increasing Class 3 by .3miles and decreasing Class 4 by .3 miles, Gore Road amendment. Greg made a motion to approve the Certificate of Highway Mileage and Claudia seconded the motion and the motion carried.

Linda has had a request from the cleaning crew that they need more time in the winter months to clean because of the extra dirt created by the snow and slush. The Selectboard will take this under consideration.

Linda said that the Town Report has gone to print.

Christine from the Moving Light Studio has asked the town if she could paint the entry foyer of the Town Hall. She would paint according to the Town's wishes but she would like the Town to pay for the paint and the brushes. Linda said that the walls are not paint ready and work would have to be done to accomplish this. At this time the Board didn't think that the painting could be done.

PARKING PLAN FOR JAQUITH LIBRARY- Keith made a motion to accept the parking plan submitted by Susannah Blachly requesting use of the Town Hall on February 15, 2009. Also, that they lose the cost of cleaning from the security deposit



from February 8, 2009 because they didn't clean properly and Christine of the Moving Light Studio had to do it. Also, if the Hall isn't left as they found it this time the cleaning fee will also come out of the security deposit and they would not be able to rent the hall again. Claudia seconded the motion and the motion carried. Linda will send Susannah Blachly a letter.

Greg suggested that the Board send a letter to the co-op with an estimate for the damage done by one of the Co-op's delivery trucks to the roof over the back ramp of the Town Office Building. Linda will do this.

ROAD FOREMAN – Mike gave the Board the quotes for new graders that he had acquired. It was noted that the quotes don't do an apple to apple comparison. Keith will contact the salesperson for more information.

HEALTH OFFICER REPORT – Kit Gates, the town health officer, has made a second visit to the property on Gore Road that has health violations. She said she would submit a report to the Selectboard for their review. Keith will call the person that Kit talked with at the State level to see how to proceed.

Claudia will draft a letter of support to our State Representatives concerning the State taking over the collection of school tax payments.

FLEET PERMIT – Greg made a motion to sign a fleet permit for Cabot Creamery for 2009. Claudia seconded the motion and the motion carried.

GORE ROAD – Keith and Linda did some deed research on the various properties on the Gore Road trying to determine the status of the road. The Town has never maintained the last part of Gore Road going over to the Groton Town Line. The Board decided to wait to hear from Alex Thayer of the Ancient Road's Committee to report on this. The snowmobilers have requested permission to use the last part of this road for their trails. Keith will draft a letter inviting the affected property owners to come to a Selectboard meeting for discussion.

The Board dispersed mail in an appropriate manner.

Greg made a motion to adjourn and Claudia seconded it and the motion carried.

Respectfully submitted,

Maggie Sample, Administrative Assistant