

District 2, 3, 4  
Certcode 1406-0

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

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of CAVENDISH in WINDSOR 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	0.000
Class 2	12.350			12.350	0.000
Class 3	42.34		.02	42.320	0.000
State Highway	11.822			11.822	7.652
<b>Total</b>	<b>66.512</b>		<b>.02</b>	<b>66.492</b>	<b>7.652</b>
* Class 1 Lane	0.000			0	
* Class 4	4.11		.13	3.98	0.000
* Legal Trail	0.00			0	

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

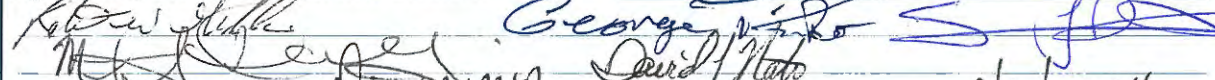
**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).  
 -.02 CL3 TH-30 (Carlton Rd) remeasured.  
 -.13 CL4 TH 30 (Carlton Rd.) Survey found no road exists.
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

**PART III - SIGNATURES - PLEASE SIGN.**

Signatures of Selectmen/ Aldermen/ Trustees:

  
 Signature of T/C/V Clerk: Diane M. McNamara Date Filed: 2/13/2024

Please sign ORIGINAL and return it for Transportation signature.

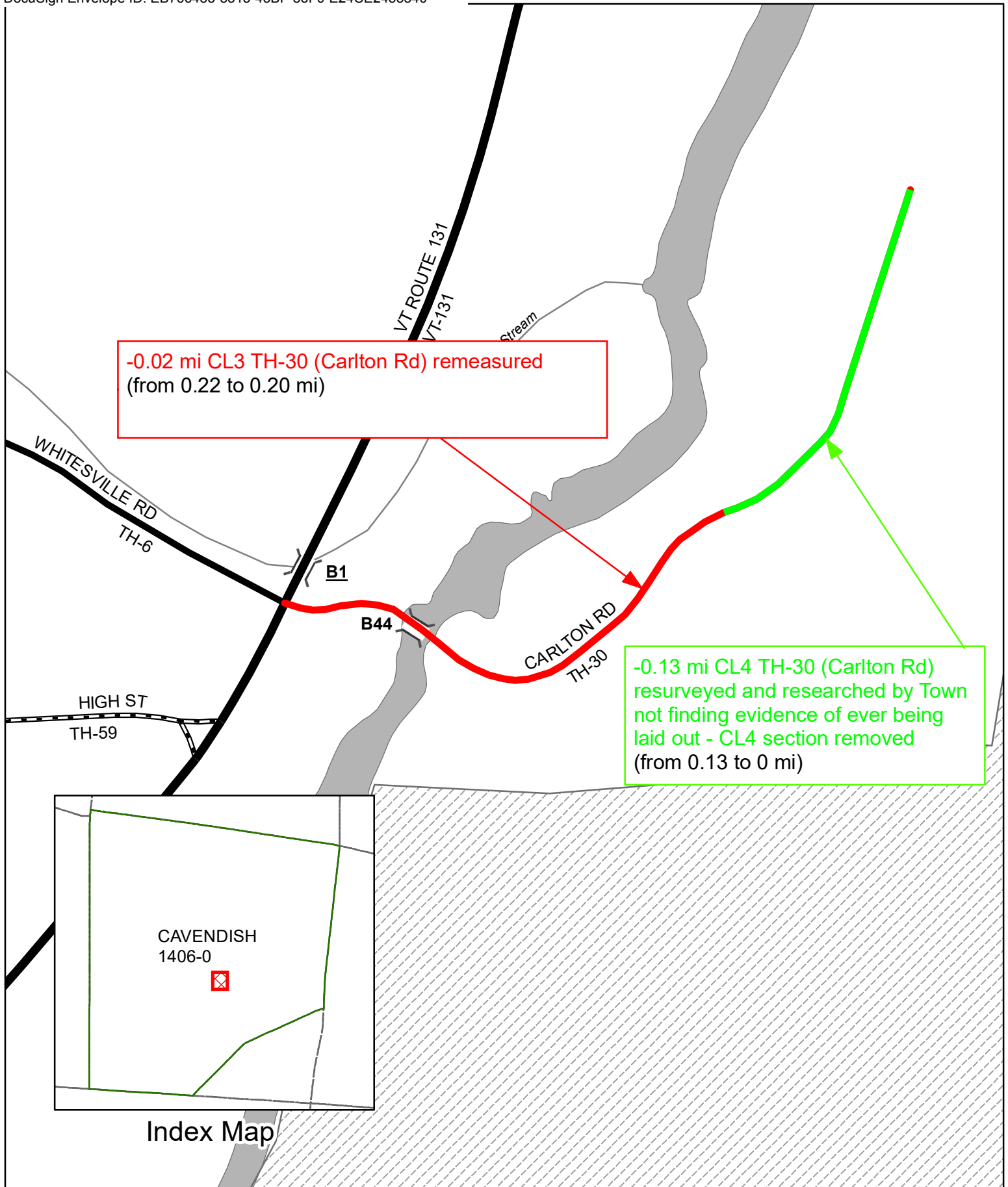
AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED:

  
 Johnathan Croft  
 8B1F350F309C4C9  
 Representative, Agency of Transportation

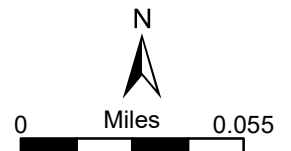
DATE: 2/21/2024

DS  
PO



**Mileage Certificate Changes 2024**  
**CAVENDISH TH-30**

(CTUA:1406-0)  
 (CERTCODE:1406-0)



**Cavendish Select Board Meeting, Monday, December 11th, 2023, at 6:30 pm**  
**Location: Town Office Meeting Room: 37 High Street Cavendish, Vermont and via Zoom**

**Present:** Bob Glidden (Chairman), Mike Ripley, George Timko, Shannon Devereux, Dave Norton, Rick Chambers (Town Manager), Jen Leak (Recording Secretary), OVTV and citizens as listed on the attached sheet.

- **Call the meeting to order**

Bob Glidden, Chairman, called the meeting to order at 6:31 pm

- **Approval of Minutes from November 13<sup>th</sup>, 2023**

*George Timko moved/Mike Ripley seconded a motion to approve the minutes from November 13, 2023, as written. All voted in favor.*

- **Adjust Agenda**

Rick said that there was one adjustment needed: under new business, item #1 – the second parcel will be discussed at a future meeting.

- **Hear Citizens**

Stuart Lindberg was present and thanked the Town Highway crew for doing a great job on the roads.

- **New Business**

1. **Town Treasurer to request Select Board approval to correct errors found in the 2023 As Billed**

**Grand List as follows:**

**Parcel #1R06-148.02: Omission of education tax billing**

**Parcel #2R21-136.06: Omission of municipal tax billing**

Diane McNamara, Town Treasurer, was present. She said that she was asking the Board to approve the correction of an error for parcel 1R06-148.02 which was not taxed for the education tax rate. Diane said that the tax bill was considerably less than it should have been, and if approved the bill would be revised and a new tax bill would be sent to the owners. Mike asked if the property owners knew of this error. Diane said that she had sent them a letter, which they had probably not received yet.

*George Timko moved/Shannon Devereux seconded a motion to correct the tax billing error for parcel 1R06-148.02. All voted in favor.*

Mike asked when the second parcel would be discussed. Diane said that it needs to be done before December 31<sup>st</sup>. She said that she would like to schedule a special meeting this month, and she also needs to hold a Board of Tax Abatement meeting to discuss several more properties which were damaged during the July flooding.

Bob said that he wanted to welcome new Select Board member Dave Norton.

2. **Discuss 2024 & Future Voting**

Rick said that the Board can choose whether to hold the 2024 Town Meeting vote by Australian ballot rather than by in-person floor vote. He said that to change the voting method for future years the issue would need to be put on the Town Meeting Warning this year to be voted upon by the registered voters.

George said that without a floor vote there won't be any Town Meeting. Mike said that since the school vote has been held by Australian ballot, the school informational meetings are very poorly attended. Diane said that fewer people attend Town Meeting each year and the voter turnout is much bigger with Australian ballot. Mike asked if people can vote via zoom. Diane said they cannot.



Bob asked if the Board could wait and make a decision in January. Diane said that the Town Meeting warning needs to be posted between January 25<sup>th</sup> and February 4<sup>th</sup> so yes there is time to make a decision in January.

### **3. Carlton Road Discussion**

Rick said that he received a building permit earlier this fall for the property located at the end of Carleton Road. He said that he has not approved it yet as there is a question whether the unmaintained dirt road there is a Class 4 Town Road or not. He said that Gary Rappanotti was present tonight to discuss the issue.

Gary said that he was hired by the property owner to do a survey. He handed out copies of the survey to the Board members. He said that he was looking for the road description for Carleton Road but could find no records of any Town Class 4 road past the current cul-de-sac turn around. He therefore believed it was not a Town Road.

Rick said that he had gotten some information from the State, showing the length of Carleton Road had changed several times over the years from the 1850's to the present. He said that he could not find any documentation for these changes.

Gary said that his survey shows the Town Road length as .18 miles rather than .22 miles. Rick said that the owner plans to build 3 houses and an office, in which case the owner would need to make and maintain a private road from the end of the turn around. Rick said that the Board could either accept Gary's survey which eliminates the Class 4 Road mileage, or someone would need to do extensive research to find the documentation for the Town accepting that portion as a Town Road.

George said that if the Board accepts the survey then the certificate of highway mileage would need to be changed. Rick agreed. Gary said that he could write a description of the Town portion of the road if the Board accepts his survey. Rick said that the Town would need that letter to change the highway certificate.

*Shannon Devereux moved/Dave Norton seconded a motion to accept Gary Rappanotti's survey and eliminate the Class 4 portion of Carleton Road. All voted in favor.*

### **4. Discuss using VT-Alerts Notification System**

Rick said that the Town talked to the VT-Alert system in July right after the floods and Margo brought up the subject again at the last Board meeting. He said that the Board would need to approve its use. Rick said that he talked with the Emergency Coordinator who agreed it would be useful. Rick added that, if the Board approved, there would be training for anyone authorized to send out alerts. He said that residents wishing to receive alerts would need to sign up at vtalert.gov and can choose what types of alerts they wish to receive.

*Dave Norton moved/Shannon Devereux seconded a motion to approve adopting the VT-Alert system and having the Select Board chair sign the agreement. All voted in favor.*

Stuart Lindberg was present and asked who bears the cost for participating. Rick said that it is a state program so there is no additional cost to the Town. Mike suggested publicizing it at Town Meeting.

**5. Discussion on Addition of Park Place to Town Roads** Rick said that there are some steps to take if the Board wants to include Park Place, the dirt road behind the Brewery and Murdock's restaurant, as a Town Road. He said that there needs to be a site visit, a public hearing, and a survey. Rick added that there may already be a survey. George said that he thought there was a survey.

Dave asked if it had been maintained by the Town all along, Rick said that it had been.

*George Timko moved/Shannon Devereux seconded a motion to move forward with adding the dirt road behind Murdock's restaurant and the Brewery to become a Class 3 Town Road. All voted in favor.* George suggested scheduling the site visit in the spring when the weather is better.

**6. Consider Appointment of Select Board Liaison to the Planning Commission**

Rick said that there is not currently a Select Board liaison to the Planning Commission. George nominated Dave Norton. Dave declined the nomination.

Tim Calabrese was present and said the Planning Commission meets on the first Wednesday of each month and generally not in August. Rick added that there may be more public hearings due to the flood hazard regulations.

Shannon said that she would volunteer to serve as liaison to the Planning Commission. *Mike Ripley moved/Bob Glidden seconded a motion to appoint Shannon Devereux as Select Board Liaison to the Planning Commission until the next Organizational Meeting in March, 2024. All voted in favor.*

**7. Discussion on Short Term Rentals**

Rick said that the Board asked to have a discussion on Short Term Rentals (STR's) on tonight's agenda. He said that other area towns are discussing this issue, and most have added an ordinance regulating them. Rick added that an STR ordinance could take several forms and the State has issued basic guidelines on them.

Mike asked if Cavendish had any regulations for long term rentals. Rick said no. Mike asked why the Town would regulate STR's any differently. Rick said that the municipal water and sewer systems and other town resources are strained with more people occupying houses than what they were built for.

Shannon asked what the definition of an STR is. Rick said that they are occupied for less than 30 days at a time but more than 14 days per year.

Betty McEnaney was present and said that all rentals should be regulated by the State Fire Marshall, but those rules are not enforced. She said that there have been STR's for years but AirBnb has made them more visible.

George said that there are already Town ordinances which aren't enforced and he didn't want to add another one. Betty added that if there are Town regulations which aren't enforced and there is a violation then the Town could be liable for damages. Tim agreed. Betty said that she thought any ordinance should apply to both short and long term rentals.

Tim said that the Planning Commission is looking at subdivision regulations and Regional Planning expressed interest in being the administrators for those. He said that he wasn't sure if they would also administer an STR ordinance. Tim said that the Planning Commission could look into STR issues. The Board agreed. George suggested that the Water Board could look into how water is metered and charged as well.

**8. Set date for Budget Meeting**

Rick said that he would like to schedule a meeting in December. The Board agreed to meet on Thursday, December 21<sup>st</sup>, at 6:00 pm.

• **Old Business**

**1. Academy Building**

Rick said that he has spoken with a surveyor who can survey the property. He said that Reese agreed to have the survey done. Rick said that he asked Reese to have something up that all the parties (Reese Brown, the Select Board and the Preservation Trust) can sign to remove the restriction against residential use first.

George commented that he would like to keep the side of the building facing the Town Office clean. He asked about the parking lot. Rick said that he found a deed which sold the building and the land under it but granted egress across the Town lot.

- **Managers Report**

Rick said that the recent warm weather has made the back roads very muddy and hard to maintain. Betty said that the potholes have been bad for months. Rick said that once road conditions are more manageable the crew will be out fixing them.

Rick said that he is still working with FEMA on flood repair reporting. He said that the Town has spent about \$1.91 million on repairs so far, and some guardrails and paving will need to be repaired in the spring.

Rick said that the Town is still looking for pictures of damaged roads, please text pictures to 802-738-6445.

- **Other Business**

Dave Norton – none.

Shannon Devereux – none.

George Timko – George said that next week the ARPA Committee is meeting to finalize applications and will forward them to the Board for consideration. George said that regarding the Carleton Road discussion, he didn't know if the Town could just get rid of a Class 4 road. Rick said that if the Town was giving up a Class 4 road then we would need a public hearing, but since the State doesn't have record of this being a Class 4 road he believed the Board could accept the survey as proof that it was never a Town road.

Mike Ripley – none.

Bob Glidden – none.

- **Executive Session- Possible Legal Matter**

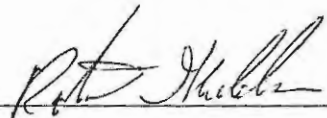
*Mike Ripley moved/Shannon Devereux seconded a motion to enter executive session to discuss a possible legal matter at 7:34 pm. All voted in favor.*

*George Timko moved/Mike Ripley seconded a motion to exit executive session at 7:55 pm. All voted in favor.*

- **Adjourn**

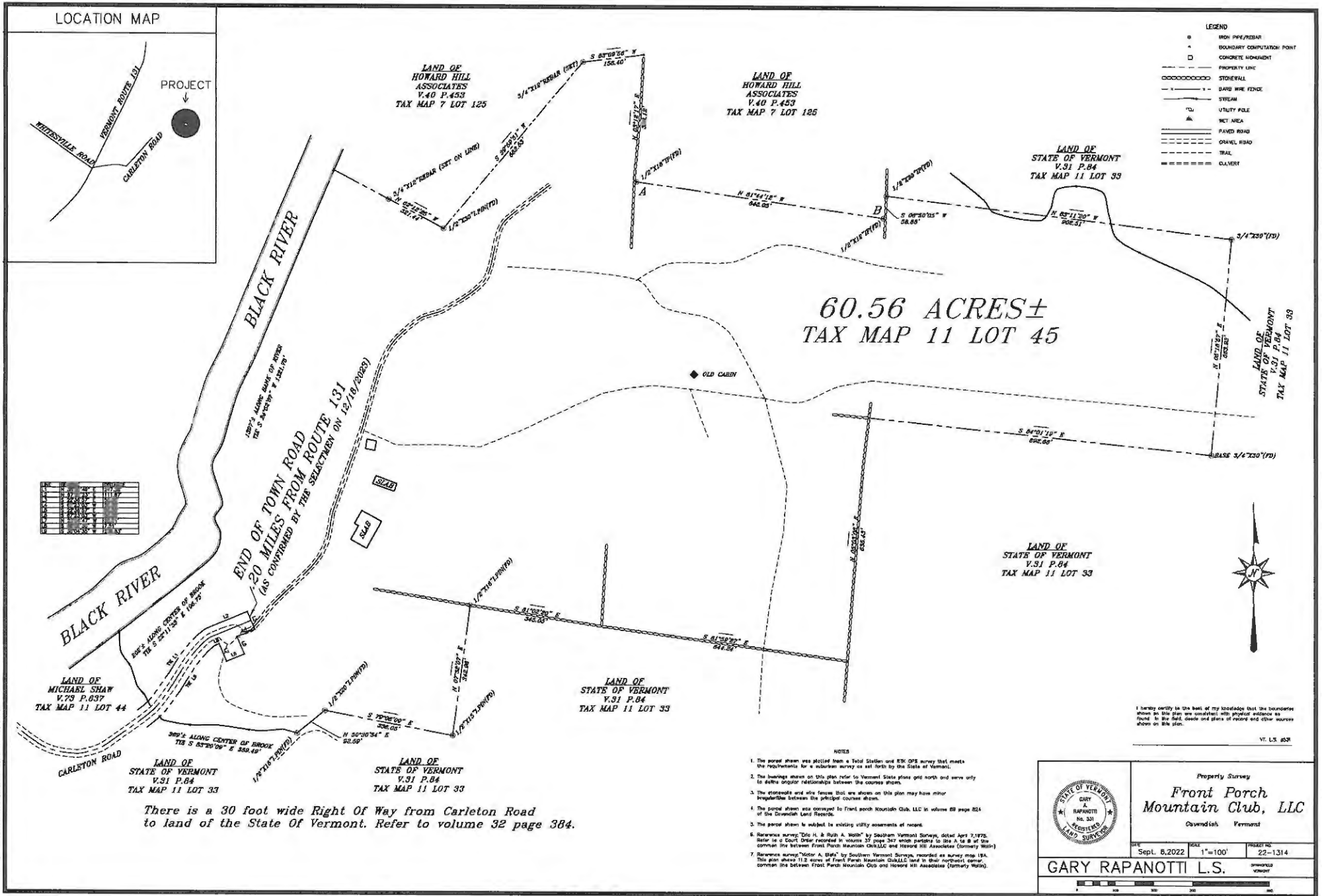
*Shannon Devereux moved/Mike Ripley seconded a motion to adjourn at 7:56 pm. All voted in favor.*

Minutes Approved:

  
\_\_\_\_\_

Date:

1-9-24



This plan meets the requirements of 87 V.S. 1403

There is a 30 foot wide Right Of Way from Carleton Road to land of the State Of Vermont. Refer to volume 32 page 384.

- NOTES
- The parcel shown was plotted from a Total Station and RTK GPS survey that meets the requirements for a suburban survey as set forth by the State of Vermont.
  - The bearings shown on this plan refer to Vermont State plane grid north and were only to define angular relationships between the courses shown.
  - The elevations and site features that are shown on this plan may have minor irregularities between the principal courses shown.
  - The parcel shown was conveyed to Front Porch Mountain Club, LLC in volume 88 page 824 of the Concord Land Records.
  - The parcel shown is subject to existing utility easements of record.
  - Reference survey "Dale H. & Ruth A. North" by Southern Vermont Survey, dated April 7, 1975. Refer to a Court Order recorded in volume 37 page 347 which pertains to site A to B of the common line between Front Porch Mountain Club, LLC and Howard Hill Associates (Formerly North).
  - Reference survey "Victor A. Birt" by Southern Vermont Survey, recorded as survey map 184. This plan shows 11.2 acres of Front Porch Mountain Club, LLC land in their northwest corner common line between Front Porch Mountain Club and Howard Hill Associates (Formerly North).

	Property Survey	
	<b>Front Porch Mountain Club, LLC</b> Owned in full Vermont	
DATE Sept. 8, 2022	SCALE 1"=100'	PROJECT NO. 22-1314
GARY RAPANOTTI L.S.		DRAWN BY VERMONT

VT. L.S. 653

**From:** [Croft, Johnathan](#)  
**To:** [Cav Town Mgr](#)  
**Cc:** [Alley, Kerry](#); [DeAndrea, Pam](#)  
**Subject:** RE: TH 30 Town of Cavendish  
**Date:** Tuesday, December 12, 2023 11:03:37 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Good morning Rick,

Can you send along a copy of the Selectboard minutes and a copy of the survey?

Johnathan

Johnathan Croft | Mapping Section Chief  
Policy, Planning & Research Bureau – Mapping Section  
Policy, Planning & Intermodal Development Division  
Vermont Agency of Transportation  
219 North Main Street | Barre, VT 05641  
[802-828-2600 phone](tel:802-828-2600) | [johnathan.croft@vermont.gov](mailto:johnathan.croft@vermont.gov)  
<http://vtrans.vermont.gov>



It's time to "button up" your homes for winter and the State of Vermont and the Button Up Vermont campaign have many resources available. To help prepare for and get through the home heating season, you can find information, financial resources, tips and more at [vermont.gov/ButtonUpVT](http://vermont.gov/ButtonUpVT).

Updated (bivalent) COVID boosters and flu shots are now available! Stay up to date on your vaccines by contacting your pharmacy, doctor's office or visiting [healthvermont.gov/MyVaccine](http://healthvermont.gov/MyVaccine) for walk-in opportunities.

---

**From:** Cav Town Mgr <[CavTM@cavendishvt.org](mailto:CavTM@cavendishvt.org)>  
**Sent:** Tuesday, December 12, 2023 11:01 AM  
**To:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Cc:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>  
**Subject:** Re: TH 30 Town of Cavendish

You don't often get email from [cavtm@cavendishvt.org](mailto:cavtm@cavendishvt.org). [Learn why this is important](#)

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

The new survey also changes the Mileage of the class 3 from .22 to .18 I believe, so that will change as well.

Rick Chambers  
Town Manager  
Cavendish VT  
802-226-7291

---

**From:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Sent:** Tuesday, December 12, 2023 10:44 AM  
**To:** Cav Town Mgr <[CavTM@cavendishvt.org](mailto:CavTM@cavendishvt.org)>  
**Cc:** Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>  
**Subject:** RE: TH 30 Town of Cavendish



Thank you Rick for sending this info along. I have included Kerry and Pam, who will be processing the mileage certificates and this change.

Johnathan

**Johnathan Croft** | Mapping Section Chief  
Policy, Planning & Research Bureau – Mapping Section  
Policy, Planning & Intermodal Development Division  
Vermont Agency of Transportation  
219 North Main Street | Barre, VT 05641  
[802-828-2600 phone](tel:802-828-2600) | [johnathan.croft@vermont.gov](mailto:johnathan.croft@vermont.gov)  
<http://vtrans.vermont.gov>



It's time to "button up" your homes for winter and the State of Vermont and the Button Up Vermont campaign have many resources available. To help prepare for and get through the home heating season, you can find information, financial resources, tips and more at [vermont.gov/ButtonUpVT](http://vermont.gov/ButtonUpVT).

Updated (bivalent) COVID boosters and flu shots are now available! Stay up to date on your vaccines by contacting your pharmacy, doctor's office or visiting [healthvermont.gov/MyVaccine](http://healthvermont.gov/MyVaccine) for walk-in opportunities.

---

**From:** Cav Town Mgr <[CavTM@cavendishvt.org](mailto:CavTM@cavendishvt.org)>  
**Sent:** Tuesday, December 12, 2023 10:41 AM  
**To:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Subject:** Re: TH 30 Town of Cavendish

You don't often get email from [cavtm@cavendishvt.org](mailto:cavtm@cavendishvt.org). [Learn why this is important](#)

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

Johnathan,

Wanted to inform you that the Selectboard voted last night to except the survey recently done which ends the Town Road at the class 3. There was no evidence found in his survey of a town road. I will reflect the changes this coming year.

Rick Chambers  
Town Manager  
Cavendish VT  
802-226-7291

---

**From:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Sent:** Monday, December 11, 2023 3:09 PM  
**To:** Cav Town Mgr <[CavTM@cavendishvt.org](mailto:CavTM@cavendishvt.org)>  
**Cc:** Brunk, Meghan <[Meghan.Brunk@vermont.gov](mailto:Meghan.Brunk@vermont.gov)>; Alley, Kerry <[Kerry.Alley@vermont.gov](mailto:Kerry.Alley@vermont.gov)>; DeAndrea, Pam <[Pam.DeAndrea@vermont.gov](mailto:Pam.DeAndrea@vermont.gov)>  
**Subject:** RE: TH 30 Town of Cavendish

Good afternoon Rick,

VTrans is currently mapping TH-30 (Carlton Road) in two segments, one being 0.22 miles of class 3 town highway and the other being 0.13 miles of class 4 town highway. This mileage has been carried since the current highway classification was implemented as a result of Act 63 of 1973.

HPM 09.01.73

ACT 63 RECLASSIFICATION

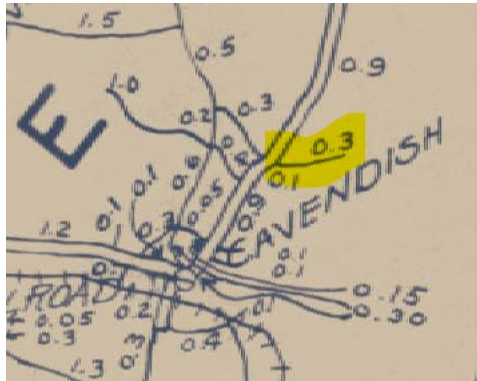
Officials Participating:

Q. R. Phelan, Town Manager  
J. D. Clifford, District Engineer

Town CAVENDISH  
Sheet 2 of 3  
Field Work By \_\_\_\_\_  
Date \_\_\_\_\_  
Compilation By E.J. Chabot  
Date 11/12/74

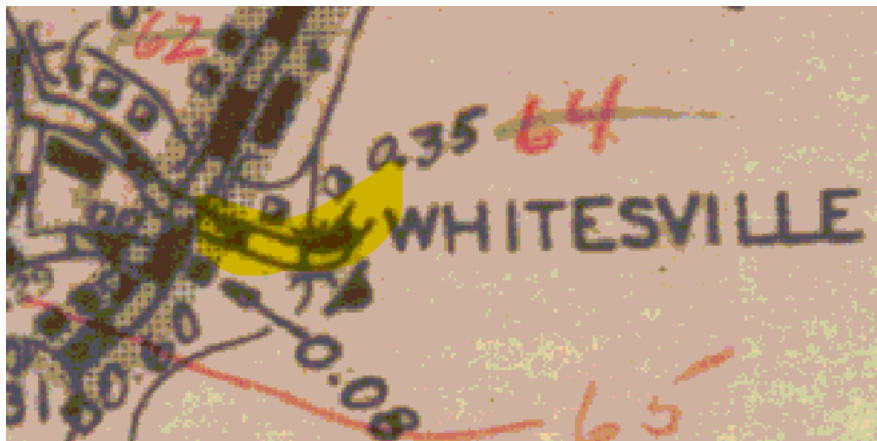
Town Hwy. No.	Present Mileage	Class 3	Provisional Class 3	Class 4	Remarks
29	0.30	0.30			
30	0.22	0.22		0.13	
31	0.45	0.45			

The 1931 town highway map of Cavendish shows this segment as 0.3 miles.



[https://maps.vtrans.vermont.gov/Maps/TownMapSeries/WINDSOR\\_Co/CAVENDISH/CAVENDISH\\_1931.pdf](https://maps.vtrans.vermont.gov/Maps/TownMapSeries/WINDSOR_Co/CAVENDISH/CAVENDISH_1931.pdf)

The 1940 map shows the increase to 0.35 miles, and this is the total mileage that is still used today.



[https://maps.vtrans.vermont.gov/Maps/TownMapSeries/WINDSOR\\_Co/CAVENDISH/CAVENDISH\\_MILEAGE\\_1940.tif](https://maps.vtrans.vermont.gov/Maps/TownMapSeries/WINDSOR_Co/CAVENDISH/CAVENDISH_MILEAGE_1940.tif)

I am not finding any documentation showing the legal establishment through the statutory process. Looking at the Beers Atlas from the 1870's, there is a road that goes to the dwelling of LD Foster, so this road has existed for quite a while. The road does not seem to be on the earlier Walling Map from the 1850's, so may have been established between those dates.



Since TH-30 (Carlton Road) has been mapped since 1940 as 0.35 miles and been included in the inventory since 1931, I would expect that dedication and acceptance may be a method of establishment if the town has maintained this road over the years, or the town had laid this road out as a highway since it has been included for so long. Unfortunately, the town highway map is not a legal document for highway establishment, and it is the documentation that exists within the town records that would show the laying out of Carlton Road.

There would need to be more research by the Town in the road books to see if there is a highway laid out in Whitesville to the LD Foster dwelling or the previous owner, that would show legal establishment of TH-30 (Carlton Road).

Please let me know if you have any questions or comments regarding this inquiry, or mapping in general.

Johnathan

**Johnathan Croft** | Mapping Section Chief  
Policy, Planning & Research Bureau – Mapping Section  
Policy, Planning & Intermodal Development Division  
Vermont Agency of Transportation

219 North Main Street | Barre, VT 05641  
802-828-2600 phone | [johnathan.croft@vermont.gov](mailto:johnathan.croft@vermont.gov)  
<http://vtrans.vermont.gov>



It's time to "button up" your homes for winter and the State of Vermont and the Button Up Vermont campaign have many resources available. To help prepare for and get through the home heating season, you can find information, financial resources, tips and more at [vermont.gov/ButtonUpVT](http://vermont.gov/ButtonUpVT).

Updated (bivalent) COVID boosters and flu shots are now available! Stay up to date on your vaccines by contacting your pharmacy, doctor's office or visiting [healthvermont.gov/MyVaccine](http://healthvermont.gov/MyVaccine) for walk-in opportunities.

---

**From:** Cav Town Mgr <[CavTM@cavendishvt.org](mailto:CavTM@cavendishvt.org)>  
**Sent:** Monday, December 11, 2023 1:47 PM  
**To:** Croft, Johnathan <[Johnathan.Croft@vermont.gov](mailto:Johnathan.Croft@vermont.gov)>  
**Subject:** TH 30 Town of Cavendish

You don't often get email from [cavtm@cavendishvt.org](mailto:cavtm@cavendishvt.org). [Learn why this is important](#)

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

Johnathan,

I was given your email by Meghan Brunk. I have a landowner that is looking to build on what I thought was a class 4 Town Road. He had his land surveyed and they could not find any record of the road being town owned. This is for TH 30, Carlton Road in Cavendish VT.

I had denied his building permit until we could figure this out but with the surveyor finding nothing it changes things. I'm guessing there is no road which would allow his permit to go through.

The road was listed in our mileage and map and that's why there was confusion for me. I guess it's possible it was just assumed and that's why it was listed. Do you agree? I have a selectboard meeting tonight on this matter as the landowner wants to move forward.

Rick Chambers  
Town Manager  
Cavendish VT  
802-226-7291