

Brandon Select Board Meeting
February 22, 2016
7:00 p.m.

The Brandon Select Board will meet Monday, February 22, 2016 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located in the front window of the Town Office at 49 Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Approval of Minutes
 - a) Select Board Minutes – February 8, 2015
- 3) Town Managers Report
- 4) Comments for Items not on the Agenda
- 5) FEMA Projects / Segment 6 / Bridge 114 / Overflow Culvert
- 6) Town Office Project
- 7) Board of Abatement Policy
- 8) Certificate of Highway Mileage
- 9) Town Plan Adoption
- 10) Rutland County Chamber of Commerce
- 11) Fiscal
 - a) General Fund Warrant – February 22, 2016 - \$1,103,292.50
 - b) Wastewater Fund Warrant – February 22, 2016 - \$21,113.94
- 12) Executive Session Pursuant to 1 VSA § 313(a)(3):
The appointment or employment or evaluation of a public officer or employee
- 13) Adjournment

**Brandon Select Board Meeting
February 8, 2016**

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent board meeting.

In Attendance: Doug Bailey, Seth Hopkins, Ethan Swift, Devon Fuller, Tracy Wyman

Also in Attendance: Dave Atherton, Richard Baker, Anna Scheck, Lee Kahrs, Steve Bissette, Dick Kirby, Bernie Carr, Janet Coolidge

1. Call to order

The meeting was called to order by Doug Bailey - Chair at 7:03PM.

a) Agenda Adoption – Motion by Devon Fuller/Seth Hopkins to adopt the agenda as presented. **The motion passed unanimously.**

2. Consent Agenda

a) Select Board Meeting Minutes – January 25, 2016

Motion by Ethan Swift/Devon Fuller to approve the minutes of the January 25, 2016 Select Board meeting. **The motion passed with one abstention – Tracy Wyman.**

3. Town Manager's Report

Dave Atherton reported he met with Mary Andes and Bob Melillo from FEMA to review the work on Green Park and Kenney Park. They took a tour and were impressed with the work that has been done. Mr. Atherton met with Jeff Theis from VLCT/PACIF to discuss ways to reduce Worker's Compensation premium in doing more safety meetings and workshops with employees. Mr. Atherton attended a Town Manager luncheon at Cattails Restaurant on January 29th. Mr. Atherton also met with the people from the Green Lantern Solar project on February 1st at the Town's attorney's office to finalize the project. Bill Moore and Dave Atherton attended a VLCT Town Meeting on February 3rd. The Town Report has been sent to the printers and the reports will be sent out by February 16th. They will be in the office by tomorrow and may get out by the end of this week. Mr. Atherton has been closing several right of way negotiations for the Segment 6 project and is meeting with VTrans tomorrow to have them work with some of the more complicated properties. The plan is to have the rights of ways done by the end of the month. Relative to the Wastewater Department, Dave DiDomenico, State Inspector for Wastewater Operations, visited the wastewater plant and was pleased with the improvements to the buildings, as well as the organization that Steve and Tim have been doing. Relative to the Recreation Department; Mr. Moore wished to thank all the volunteers that helped with Winter Carnival, with a special thanks to the committee members, Stacey Doucette, Lizbeth Alvarado and Amber Lee. Thanks also to the

sponsors: Neshobe School, National Bank of Middlebury and Hannaford Supermarket. The Rec's ice rink is still closed due to lack of cold weather. Mr. Moore is searching for people to serve with Janne Giles on the Tennis Court Committee. The Middlebury Snow Bowl program begins February 28th and deadline for sign-ups is February 22nd. The program fee includes transportation from OV, 1-hour lesson and ½ day lift ticket. This program will be in collaboration with the Pittsford Rec. Additional information on pricing for Skiing/Ride combos, with and without rentals, can be found on the Town's website. The Brandon Rec Day at Spartan Arena is February 12th with Castleton University vs. Southern Maine. The game time is 7:00PM and Brandon area children will have free admission and will be recognized by the announcer at the game. The successful collaboration with the Neshobe School's SOAR program, "Rockin' with the Rec Friday" moves into winter mode. On January 29th twenty-one children were hosted by Don Crichton and the seniors at the Neshobe House for an afternoon of inter-generational games. On February 5th twenty-four children took a field trip to the Bowlerama. There are volunteer opportunities in the Rec Department that include two members for the Tennis Court Committee and two members for the Safety Day/Spring Celebration Committee. Mr. Moore advised there were 120 participants at the Winter Carnival Dance.

Doug Bailey advised there will be a Board of Abatement meeting Thursday evening beginning at 6:30PM. There are also two hearings for the Town Plan adoption for February 12th at 6:30PM and February 22nd at 6:30PM.

4. Comments for Items not on the Agenda

Dick Kirby asked whether the town has received the new grader and he was advised that it is not here yet. Mr. Kirby also requested an update on the Ranger Solar Project, noting Green Mountain Power seems to be against this. Doug Bailey stated Ranger Solar has not filed for any permits yet and have been working on their Ludlow project. Mr. Bailey stated the last time he spoke with them; they were still working on this project and were talking with other landowners due to the wetlands issues and the concerns that were expressed at the Select Board meeting. Mr. Kirby stated Green Mountain Power appears to have capacity loads on their lines without adding any more. Mr. Bailey stated at this point there is nothing new. Bernie Carr stated the Select Board members who were responsible for keeping the Rec Director position should be proud of the Rec Department program that Mr. Moore has developed. He noted it affects many people in the area. Dave Atherton stated he also attended a Chamber dinner at the Brandon Inn and Carr's Florist was the recipient of the President's Award. Doug Bailey stated during the budget meetings, it was recognized the Rec Department program income is supporting the programs. When people look at the expense side of the budget, they have to also look at the revenue side for Recreation. Mr. Carr also thanked Mr. Burlett for his quick response in removing a tree that had fallen in town.

5. FEMA Projects/Segment 6/Bridge 114/Overflow Culvert

Dave Atherton reported he has met with the landowner on Newton Road to sign documents for hazard mitigation for the next step in the process. The Town has received expedite approval to proceed with the process and it should be ready to post and put out to bid soon. The process will have to be noticed a few times. The intent is to buy the property and demolish the building. Mr. Atherton is concerned with how much of the building is holding the river and suggested this should be researched.

Mr. Atherton has received a report on the overflow culvert and will provide copies to the Select Board.

Mr. Atherton will be meeting with VTrans and the utilities tomorrow regarding Segment 6. Scott Robertson and right of way agents will be here to do some of the troublesome rights of ways. The plan is to have them complete by the end of the month.

The Town has received a study from John Byatt concerning the Bridge 114 project that Mr. Atherton will revisit this week and will forward to the Select Board.

Bernie Carr asked what the utility meeting is for. Dave Atherton advised that VTrans and the utilities will be meeting to discuss the underground utility work from the library to the town hall that is planned to be done in the fall. The rights of ways have to be done before moving forward with this project. Mr. Carr asked why it is not done when the entire project is done. He stated there has been discussion of getting power to the tree grates to be able to access power from underground and noted this would be the time to discuss it. Mr. Atherton will advise Mr. Carr what was discussed at the meeting.

6. Town Office Project

Doug Bailey did a walk-through of the town office today and noted it looks really nice. The paint colors were chosen and the lift and stairs are supposed to be here this week. Devon Fuller stated there have not been any hold ups. They are doing the drywall downstairs and the upstairs is being primed. Mr. Bailey questioned if there are plans for outside painting. Mr. Atherton advised there is currently no money in the budget for exterior painting; however there has been discussion of volunteers possibly doing some painting. Mr. Atherton reported there have been some unforeseen roof repairs that had to be done and that is of utmost importance before any cosmetic painting can be done. Mr. Atherton noted the contractor has been great to work with and it is going to be a beautiful building.

7. Fiscal

a) General Fund Warrant – February 8, 2016 - \$96,582.99

Motion by Devon Fuller/Tracy Wyman to approve the General Fund warrant of February 8, 2016 in the amount of \$96,582.99. **The motion passed unanimously.**

Devon Fuller questioned the charge for Champlain Oil Company. Dave Atherton confirmed it was for gas for the Police Department. Mr. Atherton reported the Town has purchased a gas tank to enable bulk purchases. This will save about \$7,000.00 per year.

b) Smalley Warrant – February 8, 2016 - \$139,846.00

Motion by Devon Fuller/Ethan Swift to approve the Smalley warrant of February 8, 2016 in the amount of \$139,846.00. **The motion passed unanimously.**

c) Debit Card Warrant - February 8, 2016 - \$250.00

Motion by Seth Hopkins/Tracy Wyman to approve the Debit Card warrant of February 8, 2016 in the amount of \$250.00. **The motion passed unanimously.**

Devon Fuller asked if the debit card warrants are for purchasing over the phone. Dave Atherton confirmed that they were for these types of purchases and advised this is the most cost-effective way to purchase as the credit card interest rates are high.

d) Debit Card Warrant – February 8, 2016 - \$595.00

Motion by Ethan Swift/Devon Fuller to approve the Debit Card warrant of February 8, 2016 in the amount of \$595.00. **The motion passed unanimously.**

Dave Atherton stated this warrant was for training that one of the officers took.

e) Wastewater Fund Warrant – February 8, 2016 - \$7,043.19

Motion by Seth Hopkins/Tracy Wyman to approve the Wastewater Fund warrant of February 8, 2016 in the amount of \$7,043.19. **The motion passed unanimously.**

13. Adjournment

Motion by Seth Hopkins/Devon Fuller to adjourn the Select Board meeting at 7:33PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the weeks of February 8, 2016, February 15, 2016

2/9 VTrans right-of-way agents were in Town all day to assist me with Segment 6 negotiations

2/9 Held a utility meeting at the Town Hall with CLD and the utility companies to discuss the utility portion of Segment 6.

The right-of-way negotiation process continues. We have been meeting with landowners daily in order to get this process completed.

Consulted with VLCT and Secretary of the State to assist in drafting a Sewer Abatement policy.

The new grader has been delivered.

Other items will be covered on the agenda.

TOWN OF BRANDON, VERMONT

POLICY ON SEWER BILL ABATEMENTS

Policy Objectives:

This policy is intended to provide clear guidance and consistent practice of hearing and taking action requests for abatements of sewer charges.

Definitions:

1. **Abatement:** The reduction or waiver of any or all charges for usage of the public sewer services.
2. **Board of Abatement:** The Board of Civil Authority (which includes Justices of the Peace and the Selectboard) and the Town Treasurer.
3. **Customer:** Any owner whose property receives sewer service from the public system, as applicable.
4. **Department:** The Town of Brandon
5. **Water Department:** Brandon Fire District No. 1

General Requirements:

- A. Any person requesting an abatement of his or her sewer bill shall provide such a request in writing within 30 days from the due date of the bill. Only requests from persons who are customers of the service from which an abatement is being sought shall be considered. Failure to request an abatement within the aforementioned 30 days shall render the bill final and payable as indicated on the bill.
- B. An abatement request does not absolve the customer from having to pay the bill in question in a timely manner and interest may be assessed as is protocol for overdue bills.
- C. Once an abatement has been granted:
 1. If the bill has been paid in full, the abatement shall be reflected as a credit on the next bill. No refunds shall be paid unless the customer will not own the property at the time of the next bill.
 2. If the bill has not been paid in full or not paid at all, a revised bill shall be prepared and mailed to the customer.

Allowable Sewer Bill Abatements:

In general, requests for sewer bill abatements shall be granted if it can be ascertained that an unusual event occurred whereby there was no discharge into the public sewer system or the Water Department authorized running water for system maintenance. Specific situations which

qualify for a sewer abatement are as follows:

1. Filling of swimming pools which are not drained into the public sewer ONLY if request is made and approved PRIOR to the filling of the pool. Such approval must be obtained each year and a prior approval does not automatically carry over to subsequent years.
2. A broken water pipe where the water did not enter into the public sewer system.
3. Running of water to prevent freezing ONLY if authorization to do so is received from the Water Department prior to allowing it to run. Such authorization must be obtained each year and a prior authorization does not automatically carry over to subsequent years.

The amount of the abatement shall be for the sewer service not used by the customer or as otherwise determined to reflect the amount not used. For the specific situations described above, the amount of the abatement shall be as follows:

1. For the filling of swimming pools - the volume of the pool or metered usage.
2. For a broken water pipe – the difference between the current bill and the average bill for that billing cycle from the past 3 years.
3. For authorized running of water – the difference between the current bill and the average bill for that billing cycle from 3 previous years when water was not running.

Typical Unallowable Abatements

Below is a list of typical situations for which water and/or sewer bills will not be abated. It is not intended to be an exhaustive list but is included only to clarify the most common situations for which abatements are requested and to illustrate the types of situations for which abatements will not be granted.

1. Vacancy and/or non-use of a structure, either in whole or in part.
2. Outdoor use of water for car washing or lawn watering.
3. Leaking toilets, dripping faucets or other such faulty appliance or indoor plumbing.
4. Excessive use by tenants.
5. Unauthorized running of water to prevent freezing.
6. Pools filled prior to receiving abatement approval.
7. Topping off of swimming pools.

Appeals

- A. All appeals shall be in writing, addressed to the Chair of the Board of Abatement and shall state the reason for the appeal. The appeals may be mailed or delivered to the Town Clerk's office at 49 Center Street, Brandon, VT 05733.
- B. Any person aggrieved by a decision of the Board of Abatement may avail him or herself to any remedy allowed by state statute.

Repeal of Prior Policies, Ordinances, Regulations

This policy shall amend and replace any provisions of any policy or ordinance of the Town in effect at the time of enactment of this policy that governs any activity included in this policy. Nothing in this policy shall be constructed to supersede or replace any Vermont Statute.

Severability

Each of the provisions of this policy is severable, and if any provision is held invalid for any reason, the remaining provisions shall not be affected but shall remain in full force and effect.

Effective

This policy is hereby adopted by the Brandon Selectboard, acting as the Board of Sewer Commissioners, this 22nd day of February, 2016, and is effective as of this date until amended or repealed.

Doug Bailey

Devon Fuller

Seth Hopkins

Ethan Swift

Tracy Wyman



State of Vermont
 Division of Policy, Planning and Intermodal Development - Mapping Section
 1 National Life Drive
 Montpelier, VT 05633-5001
<http://vtrans.vermont.gov>

Agency of Transportation

Telephone: 802-828-2109
 Fax: 802-828-2334
 Email: sara.moulton@vermont.gov

RECEIVED

January 2016

JAN 4 2016

TOWN OF BRANDON

Chair, Selectboard
 Brandon
 c/o Town Clerk
 49 Center St
 Brandon, VT 05733-1193

TO: TOWN / CITY / VILLAGE CLERK AND SELECTBOARD / ALDERMEN / TRUSTEES

Enclosed is your 2016 **Certificate of Highway Mileage**. This Certificate must be completed in order to determine your town's share of state aid for town highways for Fiscal Year 2017, 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 2016 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).

Changes in mileage or highway classification, including any 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 we have not shown on the Town Highway Map, please let us know so we can update our 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
- >> If you have no changes, you may simply check the box in PART II of the Certificate.
- >> Always sign Part III - Town Clerk, Selectmen, etc.

Please refer to the enclosed checklist, instructions, and guidelines as needed. We have also included a reduced size copy of your current Town Highway Map and a Certificate of Completion and Opening should you need it to document new town roads. Additional information and copies of these enclosures can be found online: http://vtransplanning.vermont.gov/maps/mileage_certificates.

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, 2016. Certificates that are postmarked after February 20, 2016 may not be processed.**

After the Agency has approved and signed the certificate, we will send you a copy. Please contact me if you have any questions.

Sincerely,

Sara Moulton

Sara Moulton
 Mileage Certificate Specialist

Enclosures



**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2016**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2016 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 BRANDON in RUTLAND 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	1.948				0.000
Class 2	16.140				0.000
Class 3	39.84				0.000
State Highway	12.991				0.000
Total	70.919				0.000
* Class 1 Lane	0.000				
* Class 4	8.63				0.000
* Legal Trail	3.22				

* 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.

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

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____ 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: _____ DATE: _____
 Representative, Agency of Transportation

Vermont Statutes Annotated

19 V.S.A. § 305. Measurement and inspection

§ 305. Measurement and inspection

(a) After reasonable notice to the selectboard, a representative of the agency may measure and inspect the class 1, 2, and 3 town highways in each town to verify the accuracy of the records on file with the agency. Upon request, the selectboard or their designee shall be permitted to accompany the representative of the agency during the measurement and inspection. The agency shall notify the town when any highway, or portion of a highway, does not meet the standards for its assigned class. If the town fails, within one year, to restore the highway or portion of the highway to the accepted standard, or to reclassify, or to discontinue, or develop an acceptable schedule for restoring to the accepted standards, the agency for purposes of apportionment under section 306 of this title shall deduct the affected mileage from that assigned to the town for the particular class of the road in question.

(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.

(c) All class 1, 2, 3, and 4 town highways and trails shall appear on the town highway maps by July 1, 2015.

(d) At least 45 days prior to first including a town highway or trail that is not clearly observable by physical evidence of its use as a highway or trail and that is legally established prior to February 10, 2006 in the sworn statement required under subsection (b) of this section, the legislative body of the municipality shall provide written notice and an opportunity to be heard at a duly warned meeting of the legislative body to persons owning lands through which a highway or trail passes or abuts.

(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.

(f) The selectboard of any town who are aggrieved by a finding of the agency concerning the measurement, description, or classification of a town highway may appeal to the transportation board by filing a notice of appeal with the executive secretary of the transportation board.

(g) The agency shall provide each town with a map of all of the highways in that town together with the mileage of each class 1, 2, 3, and 4 highway, as well as each trail, and such other information as the agency deems appropriate

Excerpt of 19 V.S.A. § 305 - *Measurement and inspection* from Vermont Statutes Online located at – <http://legislature.vermont.gov/statutes/section/19/003/00305>

December 2015

Certificate of Highway Mileage Instructions

Towns use this certificate to update mileage of town highways and trails, incorporating any changes made before February 10, 2016. 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 total of any new legally accepted Class 3 or 4 highways, trails, or unidentified corridors and any highways reclassified from Class 3 to 4 or vice versa, or highways reclassified to or from trails.

Subtracted Mileage – Enter total of any discontinued highway or trail mileage and 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.

Additional guidance is provided in the 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, 2016. Certificates that are postmarked after February 20, 2016 may not be processed.

Town Highway/Legal Trails Addition/Reclassification/Discontinuance Checklist

The following includes a checklist of the documentation to be supplied to 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)
- 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)
- A current town highway map with the requested deletions and additions sketched on it
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

*Note: A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006 // and a survey is not needed for Discontinuances.

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 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.

Certificate of Highway Mileage and the General Highway Maps

Each year, the Vermont Agency of Transportation (VTrans) Mapping Section 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 Section 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) 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, trail, or unidentified corridor 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 VTtrans 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.

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))

Legal Trail Mileage

The municipality will need to provide information related to trails and their mileage on the certificate, similar to the reporting of highway additions, reclassifications, or discontinuances.

Unidentified Corridor

Because of the sunset of Act No. 178 of 2006 on July 1, 2015, Unidentified Corridor mileage is no longer included on the Certificate of Highway Mileage

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 Section website -
http://vtransplanning.vermont.gov/maps/town_maps

Archived Town Highway Maps online at the VTrans Map Archive website -
<http://vtransplanning.vermont.gov/maps/archive>

VTrans Orange Handbook for Town Officials -
http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/The%20Orange%20Book-online%20version%202014-2016%2025Sep2015%20REV3.pdf

Town Highway Aid Rates and Mileage -
<http://apps.vtrans.vermont.gov/THGProgram/currentrates.aspx>

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

The Vermont Local Roads Program has information regarding town highways at -
<http://www.vermontlocalroads.org>

The Vermont Statutes Online, Title 19: Highways -
<http://legislature.vermont.gov/statutes/title/19>

Contact Information

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

(802) 828-2600

**CERTIFICATE of COMPLETION and OPENING
of a HIGHWAY for PUBLIC TRAVEL**

VTrans Use Only	
Certificate Year:	_____
Highway Class:	_____
Town Highway #:	_____
Mileage:	_____

_____, Clerk of the _____ of _____,
(Clerk's Name) (City/Town/Village) (City/Town/Village)
 _____, Vermont.
(City/Town/Village Name)

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class _____
(1,2,3 or 4)
 Highway in the _____ of _____ was COMPLETED AND OPENED
(City/Town/Village) (City/Town/Village Name)
 FOR PUBLIC TRAVEL on _____
(Month - Day) (Year)

DESCRIPTION OF RIGHT OF WAY:
 (Include road name and intersecting town highway numbers)

and as shown on a Highway Map of the _____ of _____,
(City/Town/Village) (City/Town/Village Name)
 dated _____, _____, and filed in Book _____ on page _____ of the Records of
(Month - Day) (Year) (Book #) (Page #)
 the _____ of _____ by the _____ Clerk of said _____
(City/Town/Village) (City/Town/Village Name) (City/Town/Village) (City/Town/Village)
 incorporated herein by reference and attested to on said map by said _____ Clerk.
(City/Town/Village)

Dated at _____, County of _____ and State of Vermont,
(City/Town/Village Name) (County Name)
 this _____ day of _____, A.D.,
(Date - Day) (Date - Month) (Date - Year)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

BOARD
 OF
 SELECTMEN,
 ALDERMAN,
 or TRUSTEES

(Manager/Mayor Signature)
 and the Manager/Mayor of the City/Town/Village of _____
(City/Town/Village Name)

_____, VERMONT _____,
(City/Town/Village Name) (Month - Day) (Year)

THE ABOVE IS A TRUE COPY OF THE DESCRIPTION OF CLASS _____ HIGHWAY COMPLETED AND OPENED
(1,2,3 or 4)
 FOR PUBLIC TRAVEL, RECORDED IN BOOK _____ ON PAGE _____ OF THE _____ RECORDS
(Book #) (Page #)
 OF THE _____ OF _____ ON THE _____ DAY OF _____,
(City/Town/Village) (City/Town/Village Name) (Date - Day) (Date - Month)
 _____, AT _____ O'CLOCK, _____ M.
(Date - Year) (Time) (A or P)

ATTEST: _____
(Clerk's Name)
 CLERK OF _____, VERMONT
(City/Town/Village) (City/Town/Village Name)

11:29 am

Check Warrant Report # 61616 Current Prior Next FY Invoices

Luanne

Manually Selected For Check Acct 01(10 General Fund) 02/22/2016 To 02/22/2016

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
300541	ASSOCIATION FOR RETARDED CITIZ FEB 2016	Appropriation	875.00	0.00	875.00	41641	02/22/16
310531	B-B CHAIN INC	7032 broom, bungees, chain	190.00	0.00	190.00	41642	02/22/16
310560	BEARDSLEY	80432 tank gauge	61.72	0.00	61.72	41643	02/22/16
310135	BECK, STEPHEN W	FEB 2016 REIMBURSE WEB HOSTING	182.93	0.00	182.93	41644	02/22/16
100655	BLSG INSECT CONTROL DISTRICT	FEB 2016 Appropriation	7375.00	0.00	7375.00	41645	02/22/16
310095	BOYS & GIRLS CLUB OF BRANDON	FEB 2016 Appropriation	2500.00	0.00	2500.00	41646	02/22/16
100245	BRANDON AREA CHAMBER OF COMMER	FEB 2016 Appropriation	250.00	0.00	250.00	41647	02/22/16
100305	BRANDON AREA RESCUE SQUAD	FEB 2016 Appropriation	5183.75	0.00	5183.75	41648	02/22/16
100255	BRANDON FIRE DISTRICT #1	FEB 2016 Appropriation	62347.50	0.00	62347.50	41649	02/22/16
100625	BRANDON INDEPENDENCE DAY CELEB	FEB 2016 Appropriation	1500.00	0.00	1500.00	41650	02/22/16
100315	BRANDON TOWN SCHOOL DISTRICT	FEB 2016 school share prop tax	537881.05	0.00	537881.05	41651	02/22/16
100198	CARGILL, INCORPORATED	2902677069 salt	1809.51	0.00	1809.51	41652	02/22/16
300725	CENTRAL VERMONT TRUCK REPAIR,	113654 repairs to truck #4	132.91	0.00	132.91	41654	02/22/16
301503	CHAMPLAIN VALLEY PLUMBING	800400 diesel fuel @ HWY	356.19	0.00	356.19	41655	02/22/16
301503	CHAMPLAIN VALLEY PLUMBING	800909 heating fuel @ Town Hall	157.55	0.00	157.55	41655	02/22/16
100411	CIJKA, STEPHEN J	020516 postage for package	7.35	0.00	7.35	41656	02/22/16
301043	CIVES CORPORATION, DBA	4466817 tarp for truck #5	100.20	0.00	100.20	41657	02/22/16
301043	CIVES CORPORATION, DBA	4466851 pins, shoes, arm pivot	391.74	0.00	391.74	41657	02/22/16
310275	EIV TECHNICAL SERVICES	13096 monitoring & analysis	1617.80	0.00	1617.80	41658	02/22/16
100860	ENGLISH, CARROLL & BOE, P.C.	28668 F DALE MH PARK	1114.52	0.00	1114.52	41659	02/22/16
100860	ENGLISH, CARROLL & BOE, P.C.	28669 glo solar easement	209.00	0.00	209.00	41659	02/22/16
310037	FAIRPOINT COMMUNICATIONS	MAR2016 PD phone service	44.17	0.00	44.17	41660	02/22/16
100925	FOLEY SERVICES INC	80200 uniforms	47.58	0.00	47.58	41662	02/22/16
100925	FOLEY SERVICES INC	81542 uniforms	54.58	0.00	54.58	41662	02/22/16
310445	FOXCROFT FARM HARVEST PROGRAM	FEB 2016 Appropriation	3750.00	0.00	3750.00	41663	02/22/16
310426	FYLES BROS., INC.	58103 propane @ Police Station	205.40	0.00	205.40	41664	02/22/16
300974	GRAPH-X INCORPORATED	3467 B BALL SHIRTS	432.50	0.00	432.50	41665	02/22/16
100725	GREEN MOUNTAIN GARAGE	082267 hose, hose ends	99.34	0.00	99.34	41666	02/22/16
100725	GREEN MOUNTAIN GARAGE	082456 battery for truck #5	225.79	0.00	225.79	41666	02/22/16
100725	GREEN MOUNTAIN GARAGE	082676 oil filter	53.98	0.00	53.98	41666	02/22/16
310233	GREEN MOUNTAIN POWER	FEB 2016 jan electric	4497.52	0.00	4497.52	41667	02/22/16
300903	HERRICK, BENJAMIN	02/11/16 Reimbursement Vest	75.00	0.00	75.00	41637	02/11/16
310558	LARAWAY, LANCE	FEB 2016 games 1/7,1/26,2/2	210.00	0.00	210.00	41670	02/22/16
310564	MAGEE OFFICE PRODUCTS	856335 add rolls/notes/calendar	35.14	0.00	35.14	41671	02/22/16
100588	MARKOWSKI EXCAVATING, INC.	V-16652 stump dump	52.50	0.00	52.50	41672	02/22/16
100588	MARKOWSKI EXCAVATING, INC.	V-16657 gravel	225.75	0.00	225.75	41672	02/22/16
330461	MARKOWSKI, GREG	MARCH 2016 march rent	2100.00	0.00	2100.00	41673	02/22/16
310565	MARTIN, TYLER	2/10/16 Reimbursement vest	75.00	0.00	75.00	41634	02/10/16
100788	NEW ENGLAND MUNICIPAL RESOURCE	36144 seminar Dolores	125.00	0.00	125.00	41675	02/22/16
100691	OTTER VALLEY UNION HIGH SCHOOL	FEB 2016 school share prop tax	409759.99	0.00	409759.99	41676	02/22/16
100478	ROYAL GROUP, INC.	27448 electronic strike	125.00	0.00	125.00	41678	02/22/16
100485	RUTLAND AREA VISITING NURSE AS	FEB 2016 Appropriation	2550.00	0.00	2550.00	41679	02/22/16
300379	RUTLAND BOWLERAMA	2/5/16 Bowling	76.10	0.00	76.10	2222016	02/22/16
100005	RUTLAND COUNTY SOLID WASTE DIS	22480 january surcharge	888.62	0.00	888.62	41681	02/22/16
100492	RUTLAND MENTAL HEALTH SERVICES	FEB 2016 APPROPRIATION	1656.00	0.00	1656.00	41682	02/22/16
300264	SKI DOOR INC	24079 replaced locks	248.00	0.00	248.00	41683	02/22/16
200292	STAPLES CREDIT PLAN	17444 PD OFFICE SUPPLIES	72.48	0.00	72.48	41684	02/22/16
310099	STEPHEN A DOUGLAS BIRTHPLACE	FEB 2016 APPOPRIATION	625.00	0.00	625.00	41685	02/22/16
100630	US POSTMASTER, BRANDON	2-17-16 TOWN REPORT MAILINGS	735.94	0.00	735.94	41638	02/17/16
300024	VERMONT DIGITAL	77015449 LUANNE'S COMPUTER	1077.50	0.00	1077.50	41687	02/22/16

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61616 Current Prior Next FY Invoices
Manually Selected For Check Acct 01.(10 General Fund) 02/22/2016 To 02/22/2016

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
300877	VERMONT PEST CONTROL	D600 FEB SERVICE	85.00	0.00	85.00	41688	02/22/16
100067	VLCT	17113 roberts rules	16.00	0.00	16.00	41689	02/22/16
300382	VLCT EMPLOYMENT RESOURCE AND B	JAN 2016 QUARTERLY INSURANCE	1677.73	0.00	1677.73	41635	02/10/16
100146	VLCT PACIF	JAN 2016 QUARTERLY INSURANCE	47051.71	0.00	47051.71	41636	02/10/16
310046	W.B. MASON CO INC	I32040656 paper	70.49	0.00	70.49	41690	02/22/16
310046	W.B. MASON CO INC	I32045861 rubber bands	3.99	0.00	3.99	41690	02/22/16
310046	W.B. MASON CO INC	I32075319 ribbons	19.98	0.00	19.98	41690	02/22/16
Report Total			1,103,292.50	0.00	1,103,292.50		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Heraby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *1,103,292.50
Let this be your order for the payments of these amounts.

All Invoices For Check Acct 01(10 General Fund) 02/22/16 To 02/22/16 & Fund 20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	ALLEN ENGINEERING & CHEMI	02/08/16	chlorine 11450089101	20-5-55-50120 Chlorine	567.60	41639	02/22/16
100856	APPLIED INDUSTRIAL TECHNO	02/11/16	seals, ball bearings 7007153233	20-5-55-43160 Maint. Supplies - General	164.51	41640	02/22/16
100462	CASELLA WASTE MANAGEMENT	02/01/16	Jan trucking of sludge 1888529	20-5-55-50170 Trucking	1521.00	41653	02/22/16
100615	FISHER SCIENTIFIC COMPANY	02/12/16	buffers, filter pads 5171046	20-5-55-30120 Professional Supplies	113.10	41661	02/22/16
100925	FOLEY SERVICES INC	02/09/16	uniforms 80198	20-5-55-10320 Clothing Allowance	20.64	41662	02/22/16
100925	FOLEY SERVICES INC	02/16/16	uniforms 81539	20-5-55-10320 Clothing Allowance	20.64	41662	02/22/16
310426	FYLES BROS., INC.	02/08/16	propans/WW Bryant Heater 36445	20-5-55-42110 LP Gas - Bldgs	583.60	41664	02/22/16
310233	GREEN MOUNTAIN POWER	02/18/16	wastewater jan electric WW FEB 2016	20-5-55-42130 Electric	4936.84	41667	02/22/16
100559	HACH COMPANY	02/01/16	electrode 9776189	20-5-55-30120 Professional Supplies	253.89	41668	02/22/16
100985	J.F.MCDERMOTT CORP.	02/17/16	keyboard for control unit 61588	20-5-55-41110 New Equipment-Misc Tools	55.50	41669	02/22/16
300747	MELANSON COMPANY INC	02/04/16	rebuilt pump 00067009	20-5-55-51230 Outside Equip. - Pump St.	270.00	41674	02/22/16
200179	ROOTX	01/27/16	root killer 44197	20-5-55-51310 Collection Systems	878.00	41677	02/22/16
300375	RUTLAND CITY	02/11/16	January sludge processing 15865SLUDG	20-5-55-50160 Sludge Disposal	4095.00	41680	02/22/16
100682	USA BLUE BOOK	02/08/16	parts for pump 867120	20-5-55-43160 Maint. Supplies - General	576.43	41686	02/22/16
100682	USA BLUE BOOK	02/10/16	wipes/flask/stopper 870374	20-5-55-30120 Professional Supplies	125.38	41686	02/22/16
300382	VLCT EMPLOYMENT RESOURCE	02/10/16	WW QUARTERLY INSURANCE WW JAN 2016	20-5-55-61150 WW Unemployment	114.27	41635	02/10/16
100146	VLCT PACIF	02/10/16	WW QUARTERLU INS WW JAN 2016	20-5-55-61110 Insurance Expenses	4382.88	41636	02/10/16
100146	VLCT PACIF	02/10/16	WW QUARTERLU INS WW JAN 2016	20-5-55-61160 WW Workers Comp.	2434.66	41636	02/10/16

02/19/16
11:01 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61610 Current Prior Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 02/22/16 To 02/22/16 & Fund 20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
-----				-----		
		Report Total		21113.94		
				=====		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****21,113.94
Let this be your order for the payments of these amounts.

