

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2015**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2015 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development,
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of CHARLOTTE in CHITTENDEN County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

| <i>Town Highways</i> | <i>Previous Mileage</i> | <i>Added Mileage</i> | <i>Subtracted Mileage</i> | <i>Total</i> | <i>Scenic Highways</i> |
|--------------------------------|-------------------------|----------------------|---------------------------|--------------|------------------------|
| <i>Class 1</i> | 0.000 | | | | 0.000 |
| <i>Class 2</i> | 31.790 | | | | 0.000 |
| <i>Class 3</i> | 42.45 | | | | 3.050 |
| <i>State Highway</i> | 6.550 | | | | 0.000 |
| Total | 80.790 | | | | 3.050 |
| * <i>Class 1 Lane</i> | 0.000 | | | | |
| * <i>Class 4</i> | 0.20 | | | | 0.000 |
| * <i>Legal Trail</i> | 0.46 | | | | |
| * <i>Unidentified Corridor</i> | 0.00 | | | | |

* Mileage for Class 1 Lane, Class 4, Legal Trail, and Unidentified Corridor 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://www.leg.state.vt.us/statutes/fullsection.cfm?Title=19&Chapter=003&Section=00305>

January 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, 2015. Changes in highway classification, additions of new highways, trails, or unidentified corridors, 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.

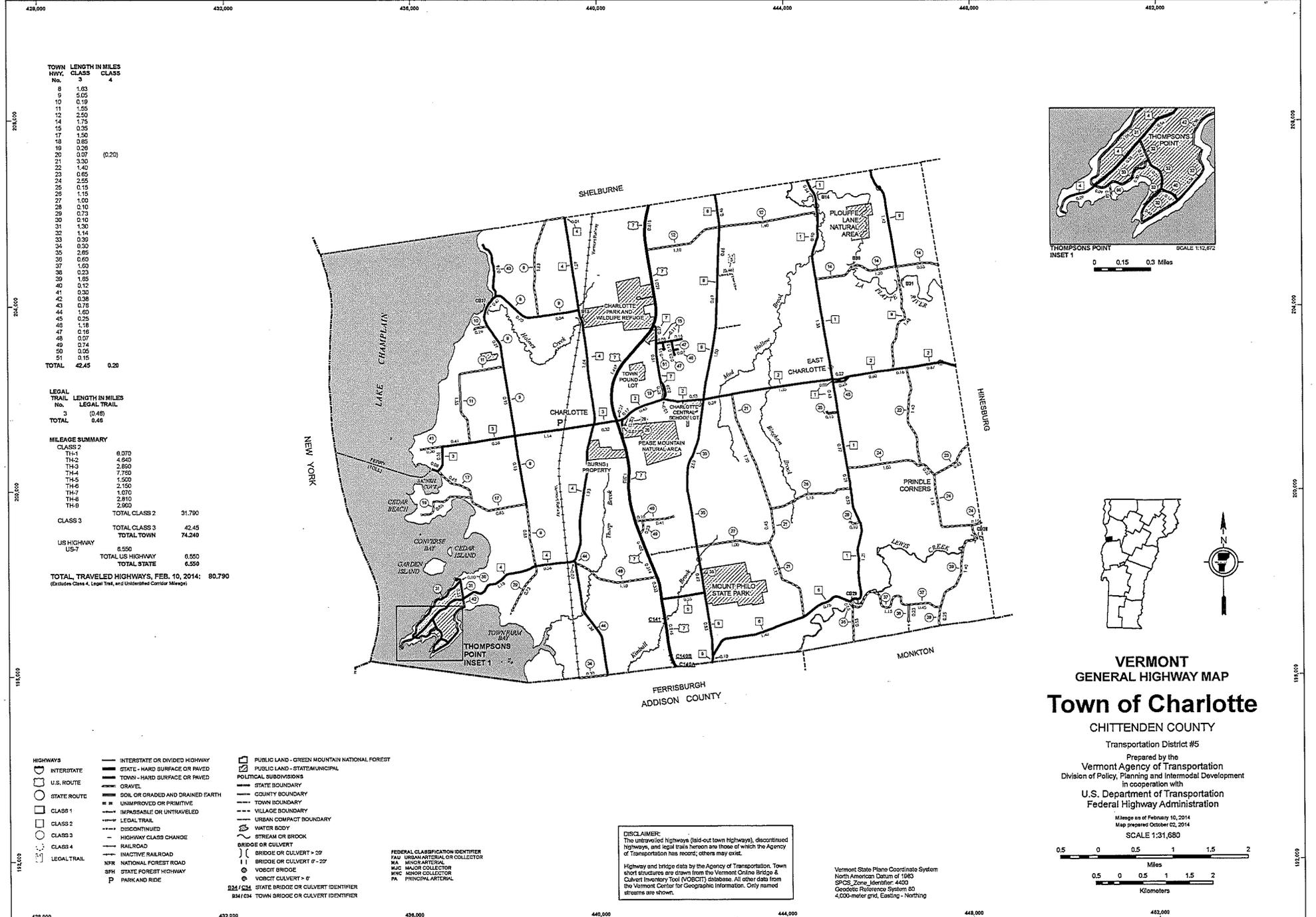
PART III

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, 2015. Certificates that are postmarked after February 20, 2015 may not be processed.



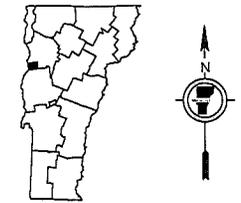
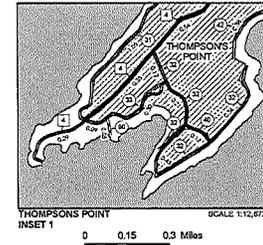
| TOWN HWY. No. | LENGTH IN MILES CLASS 3 | CLASS 4 |
|---------------|-------------------------|-------------|
| 8 | 2.03 | |
| 9 | 0.05 | |
| 10 | 0.19 | |
| 11 | 1.56 | |
| 12 | 2.50 | |
| 14 | 1.75 | |
| 15 | 0.35 | |
| 17 | 1.50 | |
| 18 | 0.85 | |
| 19 | 0.26 | |
| 20 | 0.07 | (0.20) |
| 21 | 3.30 | |
| 22 | 1.40 | |
| 23 | 0.65 | |
| 24 | 2.55 | |
| 25 | 0.15 | |
| 26 | 1.15 | |
| 27 | 1.00 | |
| 28 | 0.10 | |
| 29 | 0.73 | |
| 30 | 0.10 | |
| 31 | 1.30 | |
| 32 | 1.14 | |
| 33 | 0.39 | |
| 34 | 0.30 | |
| 35 | 2.85 | |
| 36 | 0.60 | |
| 37 | 1.00 | |
| 38 | 0.23 | |
| 39 | 1.85 | |
| 40 | 0.12 | |
| 41 | 0.30 | |
| 42 | 0.38 | |
| 43 | 0.75 | |
| 44 | 1.60 | |
| 45 | 0.25 | |
| 46 | 1.18 | |
| 47 | 0.16 | |
| 48 | 0.07 | |
| 49 | 0.74 | |
| 50 | 0.05 | |
| 51 | 0.15 | |
| TOTAL | 42.45 | 0.20 |

| LEGAL TRAIL No. | LENGTH IN MILES LEGAL TRAIL |
|-----------------|-----------------------------|
| 3 | (0.48) |
| TOTAL | 0.48 |

| MILEAGE SUMMARY | |
|----------------------|---------------|
| CLASS 2 | |
| TH-1 | 6.070 |
| TH-2 | 4.640 |
| TH-3 | 2.650 |
| TH-4 | 7.750 |
| TH-5 | 1.500 |
| TH-6 | 2.150 |
| TH-7 | 1.070 |
| TH-8 | 2.810 |
| TH-9 | 2.900 |
| TOTAL CLASS 2 | 31.790 |
| TOTAL CLASS 3 | 42.45 |
| TOTAL TOWN | 74.240 |

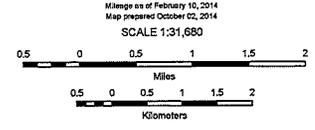
| US HIGHWAY | |
|-------------------------|--------------|
| US-7 | 6.550 |
| TOTAL US HIGHWAY | 6.550 |
| TOTAL STATE | 6.550 |

TOTAL TRAVELED HIGHWAYS, FEB. 10, 2014: 80.790
 (Excludes Class 4, Legal Trail, and Undersized Center-Median)



VERMONT
GENERAL HIGHWAY MAP
Town of Charlotte
 CHITTENDEN COUNTY

Transportation District #5
 Prepared by the
Vermont Agency of Transportation
 Division of Policy, Planning and Intermodal Development
 in cooperation with
U.S. Department of Transportation
 Federal Highway Administration



DISCLAIMER:
 The untraveled highways (paid-out town highways), discontinued highways, and legal trails herein are those of which the Agency of Transportation has record; others may exist.
 Highway and bridge data by the Agency of Transportation, Town short structures are drawn from the Vermont Online Bridge & Culvert Inventory Tool (VOCBIT) database. All other data from the Vermont Center for Geographic Information. Only named streams are shown.
 Vermont State Plane Coordinate System
 North American Datum of 1983
 SP-CO Zone Identifier 4603
 Geospatial Reference System 80
 4,000-meter grid, Easting - Northing

Town Highway/Legal Trails Addition/Reclassification/Discontinuance Checklist

Submission of this checklist is not required, but is supplied to help municipalities organize the documentation required to process additions / reclassifications / discontinuances of 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
(clearly define the origin and terminus)
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 current town highway map with the requested deletions and additions sketched on it
Vt. Stat. Ann. tit. 19, § 305(e)
- 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 is a helpful document for the record)

For Unidentified Corridors:

- If the highway or trail to be added is “not clearly observable by physical evidence of its use as a highway or trail,” then supply additional documentation pursuant to statute Vt. Stat. Ann. Tit. 19 § 305(d). On July 1, 2015 any remaining “Unidentified Corridors” will be discontinued by statute. Vt. Stat. Ann. tit. 19, § 302(a)(6)(G)

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.

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 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, Legal Trails, and Unidentified Corridors 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, trail, or unidentified corridor (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, trail, or unidentified corridor.
- 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, 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 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.

Unidentified Corridor

Because of the changes to 19 V.S.A. § 305 resulting from Act No. 178 of 2006, Unidentified Corridor mileage now is included on the Certificate of Highway Mileage and a row for them has been added. If the municipality has any of these corridors, it can record 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 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>

Ancient Road Information online at the VTrans Mapping Section website -
including the Ancient Roads Guidance Document - Ancient Road Practicum
http://vtransplanning.vermont.gov/maps/ancient_roads

VTrans Orange Handbook for Town Officials -
http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/AOT-OPS_OrangeBook.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://www.leg.state.vt.us/statutes/chapters.cfm?Title=19>

Contact Information

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

(802) 828-2600

MILEAGE CERTIFICATE SPECIALISTS

In 2015, the mileage certificates will be processed by two Mileage Certificate Specialists. If you have any questions, please contact the specialist for your municipality.

Kerry Alley: kerry.alley@state.vt.us, 802-828-3666

Counties served: Caledonia, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orleans, and Washington.

Sara Moulton: sara.moulton@state.vt.us, 802-828-2109

Counties served: Addison, Bennington, Orange, Rutland, Windham, and Windsor.

