

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2017

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2017 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 GUILFORD in WINDHAM County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

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

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

* 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: [Handwritten signatures]

T/C/V Clerk Signature: Penny McNeil Date Filed: 2/16/2017

Please sign ORIGINAL and return it for Transportation signature.

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

APPROVED: [Signature] DATE: 3/30/2017
Representative, Agency of Transportation

Vermont Statutes Annotated

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

Received

FEB 21 2017

Policy, Planning & Intermodal
Development Division

§ 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.

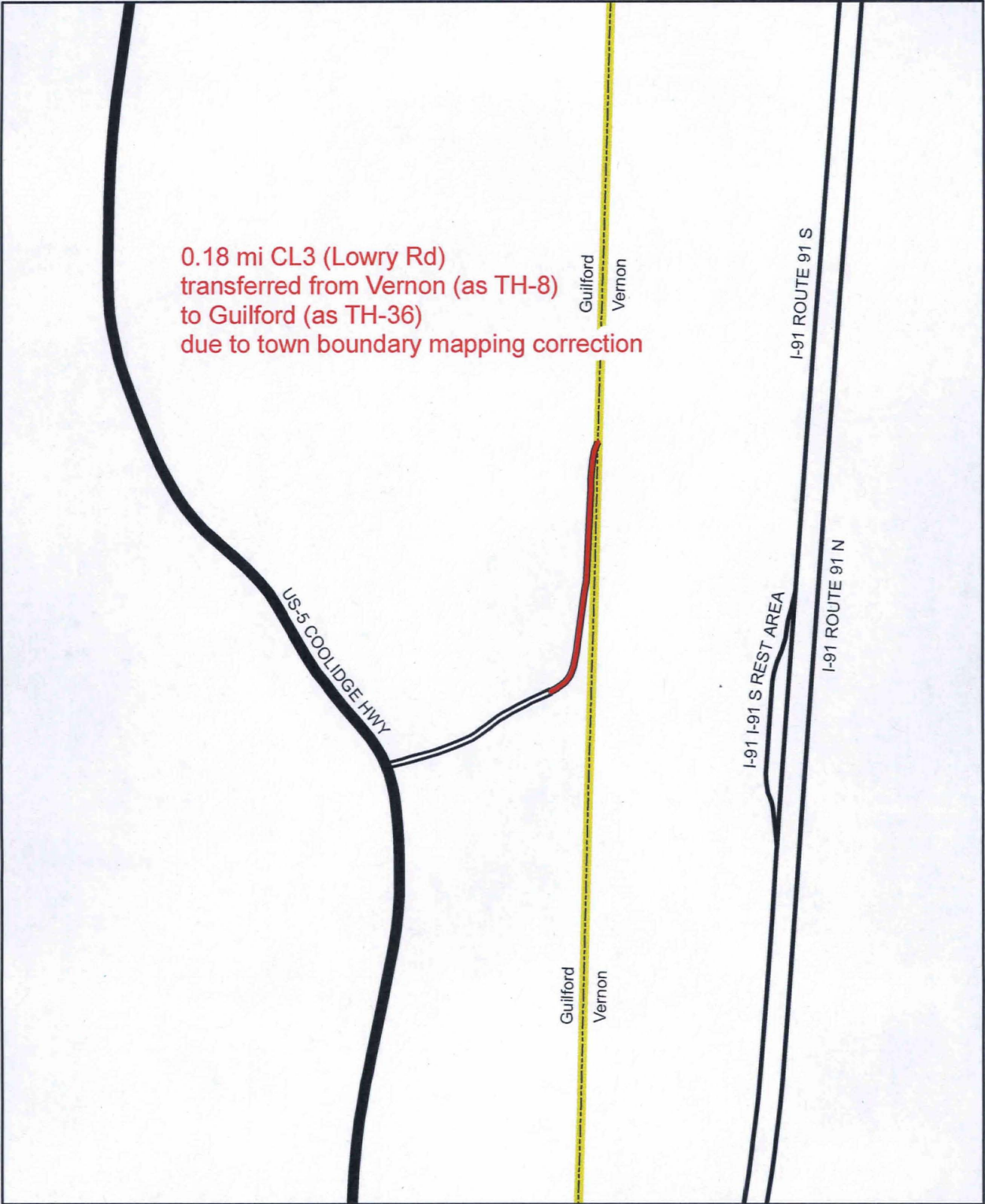
(e) The agency shall not accept any change in mileage until the records required to be filed in the town clerk's office by this section are received by the agency. A request by a municipality to the agency for a change in mileage shall include a description of the affected highway or trail, a copy of 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.

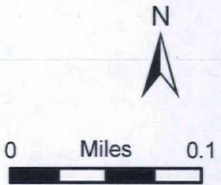
Excerpt of 19 V.S.A. § 305 - *Measurement and inspection* from Vermont Statutes Online located at --
<http://legislature.vermont.gov/statutes/section/19/003/00305>

December 2016



Mileage Certificate Change 2017
GUILFORD
 (CTCODE: 1307)

Mapping Section
 Division of Policy, Planning and Intermodal Development
 Vermont Agency of Transportation - April 2017



GUILFORD SELECTBOARD - SPECIAL MEETING

Monday, January 23, 2017, 6:30 pm, 236 School Road, Guilford, VT

MINUTES

SELECTBOARD MEMBERS PRESENT: Gabby Ciuffreda, Dick Clark, Gordon Little, Sheila Morse (chair), Troy Revis (co-chair)

OFFICIALS/ STAFF PRESENT: Peder Rude (Town Administrator)

- I. Call to Order
- II. Recognition of Public: Ian Kiehle (BCTV), Chris Campany (WRC), Steve Lembke (Floodplain Administrator), Bill Jewell (resident, Conservation Commission), Verandah Porche (resident), Sara Coffey (BBCC)
- III. Rules of Procedure
- IV. New Additions
 - a. New Business -- Congressman Peter Welch: infrastructure funding needs
 - b. Old Business -- VCDP (CC4G) grant administration
 - c. Communication -- Certificate of highway mileage
- V. Changes to Agenda Order
- VI. Approval of Minutes
 - a. Regular Meeting - January 9, 2016 **ACTION** Troy moved to approve minutes as written. Gabby seconded. All were in favor. None were opposed. None abstained. Motion carried.
- VII. New Business
 - a. River Corridor bylaw -- Steve Lembke and Chris Campany (WRC): Steve requested a motion for a copy of the regulation to be publicly warned and for public comment. Following the public comment and hearings, he recommended that amendments be made as needed, at which point he would either seek final approval by Selectboard or abandon the document. Chris further explained the background of how the bylaw came about and the vetting process with ANR and FEMA. Bill Jewell stated that the current Town Flood Hazard Bylaw needs to be updated soon. Sheila had several questions for Steve. Gordon also had a couple of questions for Steve around the difference between this new document and what the Town currently has in place. **ACTION** Gabby moved to approve the draft. Dick seconded. All were in favor. None were opposed. None abstained. Motion carried.
 - b. Town Constable & Dog Officer appointment-- Sheila Morse: Sheila noted that we have a candidate: Jacob Boyd. Troy reached out to him several weeks ago; Dick spoke with him later; and met him a week ago. Jacob used to work part-time for a few

GUILFORD SELECTBOARD - SPECIAL MEETING

Monday, January 23, 2017, 6:30 pm, 236 School Road, Guilford, VT

years for the Windham County Sheriff's office; he now works for Lynde drilling and helping sustain his family farm. He may have the required accreditation but if not, and if appointed, he is willing to go for the training. Sheila advised him that we would require a background check for these positions. She said they also discussed the requirements of the two positions, including reporting and submitting for reimbursement. **ACTION** Dick moved to appoint Jacob Boyd as Dog Officer and Constable. Troy seconded. All were in favor. None were opposed. None abstained. Motion carried.

- c. Town Property Tree Removal quotes -- Peder Rude thanked Dick Clark for bringing the safety issue of the trees on the former Anthony lot on the corner of Guilford Center Road and Carpenter Hill Road and presented two proposals for consideration by the Board. **ACTION** Dick moved to hire Arbor Climb. Troy seconded. All were in favor. None were opposed. None abstained. Motion carried.
- d. VLCT Warning of Special Meeting -- Peder Rude **ACTION** Dick moved to nominate Gabby as Town representative. Troy seconded. All were in favor. None were opposed. None abstained. Motion carried.
- e. Congressman Peter Welch / infrastructure funding needs -- Sheila Morse: Peter Welch, through WRC, invited input to a 1.27.17 roundtable discussion he will host on infrastructure needs. He is looking for cost and timing information about projects that could be built within the next 5 years. She advised that sheve drafted a response, based on discussions and research over the past 6 months of the Selectboard's small FiOS subcommittee (Gordon and Sheila) meetings with Vernon and, more recently, Marlboro. The draft is focused primarily on Guilford, speaking to Guilford's Town Plan goals and priorities. But it could be expanded to include other towns in the area. Gabby has a few recommendations for the document. Sheila asked the Selectboard what else they would like added. There was some discussion between Selectboard members. Sara Coffey thought WRC would be a good resources to assist the Town with these ideas. Steve also had several recommendations that may be good to propose. Sheila thanked everyone for their input

VIII. Old Business

- a. Personnel Policy -- Sheila Morse: Much appreciation to Gabby and Peder who completed a final review of this document together with her. This latest review follows the legal review provided by VLCT in December, along with Penny, Pete, and Danny's reviews (neither had comments). As a reminder, the Personnel Policy, last revised in 2012, was worked on extensively over several months by all concerned, addressed some aspects that were illegal, and now closes some loopholes that could have a negative financial impact on the Town. Sheila sought a motion to adopt and implement the 2017 Personnel Policy, noting that it would not be signed until the next SB meeting because the document itself has to be cleaned up following tonight's meeting and discussion..
 - i. *Some* comments had been left in for purposes of clarification prior to adoption. They will be removed from the final version.
 - ii. Vacation time: Gabby and Sheila worked through what was determined to be a better vacation policy. Original and revised accumulation periods and accruals were left in to show the difference.

GUILFORD SELECTBOARD - SPECIAL MEETING
Monday, January 23, 2017, 6:30 pm, 236 School Road, Guilford, VT

- iii. Note also on p 7, where we grandfathered in longtime employees' accrual of vacation time, but eliminated the amazingly generous policy going forward.
 - iv. p. 15 - use of computers. Peder will confirm that this policy reflects our new use of email addresses...
 - v. **ACTION** Gabby moved to approved the draft. Gordon seconded. All were in favor. None were opposed. None abstained. Motion carried.
- b. Rethinking BBCC decision -- Peder Rude: Peder's research and Pat Beu's opinion have provided us with another option that may prove best for all parties. **ACTION** Troy moved that should BBCC purchase the Grange Hall, the Town would gift the Anthony lot to BBCC. Gordon seconded. All were in favor. None were opposed. Gabby abstained, being a member of the BBCC board. Motion carried. Dick moved to rescind the decision of January 9 of putting the action for considering granting an easement to BBCC for the purpose of a septic system, on the warning for Town Meeting. Troy seconded. All were in favor. None were opposed. None abstained. Motion carried.
- c. VCDP - CC4G grant administration -- Sheila Morse: In the October meeting before Katie's resignation became effective, she had volunteered to handle grant administration tasks that she would otherwise have done in her role as Town Administrator. Katie has since been appointed to a State government position that prohibits her doing so. Peder is willing to take this on. Sheila sought a motion to authorize him to handle these grant administration and compliance tasks, per his job description. Troy noted that no motion was necessary because this task is included in the job description.

IX. Discussion/Updates

- a. Recycling for Guilford - Sheila Morse noted that her original email requesting authorization to put an additional \$5000 into the WSWMD budget was based on
- i. (a) not knowing if Guilford had an obligation to provide recycling services to residents AND
 - ii. (b) knowing that, if we were under some obligation, we would need more money in the budget, and that increase would need to be approved prior to our 1/23 meeting.
 - iii. Peder had not had time to do the (excellent!) research to inform the question posed to SB members before it appeared that we would need to make a decision about a budget increase.
- and concluded that, tyhanks to his research, that question and decision is now irrelevant and unnecessary.
- b. Preparing for Peder Rude's 3-month review - Sheila Morse advised that she will be circulating our now customary 90-day performance review template so that we can complete Peder's initial performance review in advance of the Feb. 14th deadline. She asked that participants submit their responses by 2/6/17

GUILFORD SELECTBOARD - SPECIAL MEETING
Monday, January 23, 2017, 6:30 pm, 236 School Road, Guilford, VT

- X. Highway
 - a. General Update - Dan Zumbroski - sanding, plowing, filling potholes
 - b. Excess Weight Permits -
 - i. Velco
 - ii. Carroll Concrete

XI. Finance

a. Warrants

Payroll – WE 01/15/17	\$ 7509.67
Payroll – WE 01/22/17	\$ 6254.10
Expense Warrant #1714	\$ 45694.47
<u>Expense Warrant #14</u>	<u>\$ 00.00</u>
TOTAL	\$ 59458.24

ACTION Gabby moved to accept said warrants. Gordon seconded. All were in favor. None were opposed. None abstained. Motion carried.

XII. Communications

- a. Wastewater Permit
- b. Public Service Board Update for Powersmith
- c. Certificate of Highway Mileage **ACTION** Dick moved to accept. Troy seconded. All were in favor. None were opposed. None abstained. Motion carried.

XIII. Executive Session

XIV. Adjournment

ACTION Troy moved to adjourn the meeting at 8:02pm. Gabby seconded. All were in favor. None were opposed. None abstained. Motion carried.

Next Selectboard Meeting: 02.13.17 6:30 pm

Gabrielle Ciuffreda 

Sheila Morse (Chair) 

Dick Clark _____

Troy Revis, Jr. (Co-chair) 

Gordon Little 

Preloaded on
Cert 2016-12-09

November 15, 2016

Agency of Transportation
Attn: Jonathan Croft
Policy, Planning & Intermodal Development Division
Mapping Section
One National Life Drive
Montpelier, VT 05633-5001

Re: Guilford-Vernon Town Line, Lowry Rd TH-36/TH-8

Dear Mr. Croft:

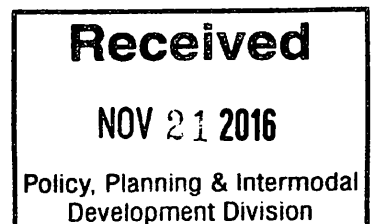
This letter is to inform you that on 14 November 2016, the Town of Guilford Selectboard approved the transfer and reassignment of the 0.18 miles of Lowry Road from Vernon to Guilford. Please feel free to contact us should you have further need regarding these changes.

Sincerely,



Peder Rude
Town Administrator
On behalf of the Town of Guilford Selectboard

cc: Tammy Ellis, District Transport Administrator
Jackie Cassino, VTrans Transportation Planning Coordinator
Jeff Nugent, Windham Regional Commission
Christiane Howe, Vernon Selectboard Chair



Town and Village

Agency of Transportation map expands Guilford, shrinks Vernon



Share

Originally published in The Commons issue #386 (Wednesday, December 7, 2016). This story appeared on page A4.

If you'd like to share this story on your website, please feel free to do so with credit to *The Commons* and a link back to commonsnews.org.

By Wendy M. Levy/The Commons

GUILFORD—In a peaceful transaction, Vernon recently handed over some of its land to its neighbor to the west.

Guilford and Vernon officials received notice from the Mapping Section of the Agency of Transportation Policy, Planning and Intermodal Development Division, informing them the Agency had reviewed and adjusted the boundary between the two towns that lies on Lowry Road, also known as Guilford Town Highway 36 and Vernon Town Highway 8.

According to Selectboard Chair Sheila Morse's report at the Nov. 14 regular Board meeting, "they've taken 0.18 miles of Class 3 town highway from Vernon and added it to Guilford's Town Highway 36."

According to the Agency's website (vtrans.vermont.gov), the Mapping Section Division produces the Town Highway Maps. "These maps are updated annually based on information supplied by municipalities on an annual Mileage Certificate. The chief purpose of these maps is to document classification and mileage of town highways for purposes of calculating payment to towns of State Aid for town highway maintenance," the website says.

At the Nov. 14 meeting, Morse said she showed the document to Road Commissioner Dan Zumbruski, and he confirmed its data. The Board unanimously voted to approve the change.

Vernon Town Administrator Michelle Pong confirmed her town's Selectboard also approved of the remapping, and already received confirmation of the change from the Agency of Transportation.

"The 0.18 miles in question was always assumed to be in Guilford, but [the Agency's] map didn't reflect that. Other than paperwork, nothing will change in regards to residences, taxes and plowing etc.," Pong said in an email to The Commons.

Because both towns' Selectboards signed off on the switch, the Agency will include the new information on each town's 2017 mileage certificate. *[end of article]*

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

Agency of Transportation

Telephone: 802-828-2600
Fax: 802-828-2334
Email: johnathan.croft@vermont.gov

October 19, 2016

Guilford
Richard Clark, Selectboard Chair
236 School Rd
Guilford, VT 05301

Vernon
Christiane Howe, Selectboard Chair
567 Governor Hunt Rd
Vernon, VT 05354

Re: Guilford-Vernon Town Line, Lowry Rd TH-36/TH-8

Dear Mr. Clark and Ms. Howe;

The VTrans Mapping Section has received data from the Windham Regional Commission (WRC) that prompted us to review and adjust the town line data between Guilford and Vernon that is used in producing the town highway map. The representation that we have been using for the boundary was not as accurate as the information provided by the WRC.

As a result of making the changes to the town line in our boundary data, it looks as though all of Lowry Road, totaling 0.30 miles, is within the Town of Guilford (see enclosed map). Traditionally, VTrans has mapped the western 0.12-mile portion of Lowery Road in Guilford as TH-36 and the eastern 0.18-mile portion in Vernon as TH-8.

As a result of the review and adjustment of the boundary data, we would like to transfer the 0.18 miles of Class 3 TH-8 from Vernon and add it to Guilford's Class 3 TH-36. Before this happens, we seek concurrence from the Towns of Guilford and Vernon that the boundary is an accurate representation of the town line, and that the town highway mileage should be moved from Vernon to Guilford.

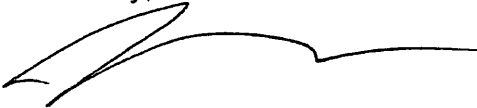
The changes made to the boundary data at VTrans were based on the information provided. If there is additional information regarding the Vernon – Guilford town line, such as detailed surveys or coordinates of monuments, that can provide additional guidance and improve the accuracy of line, please feel free to forward this information and we will work to incorporate it into our boundary data layer.



If the Towns agree to the change in mileage, assigning 0.18 miles from Vernon to Guilford, this change could be processed as part of the 2017 Mileage Certificate process. It is essential that each Town Selectboard review the boundary that has been mapped and approve this reassignment of the mileage of Lowery Road.

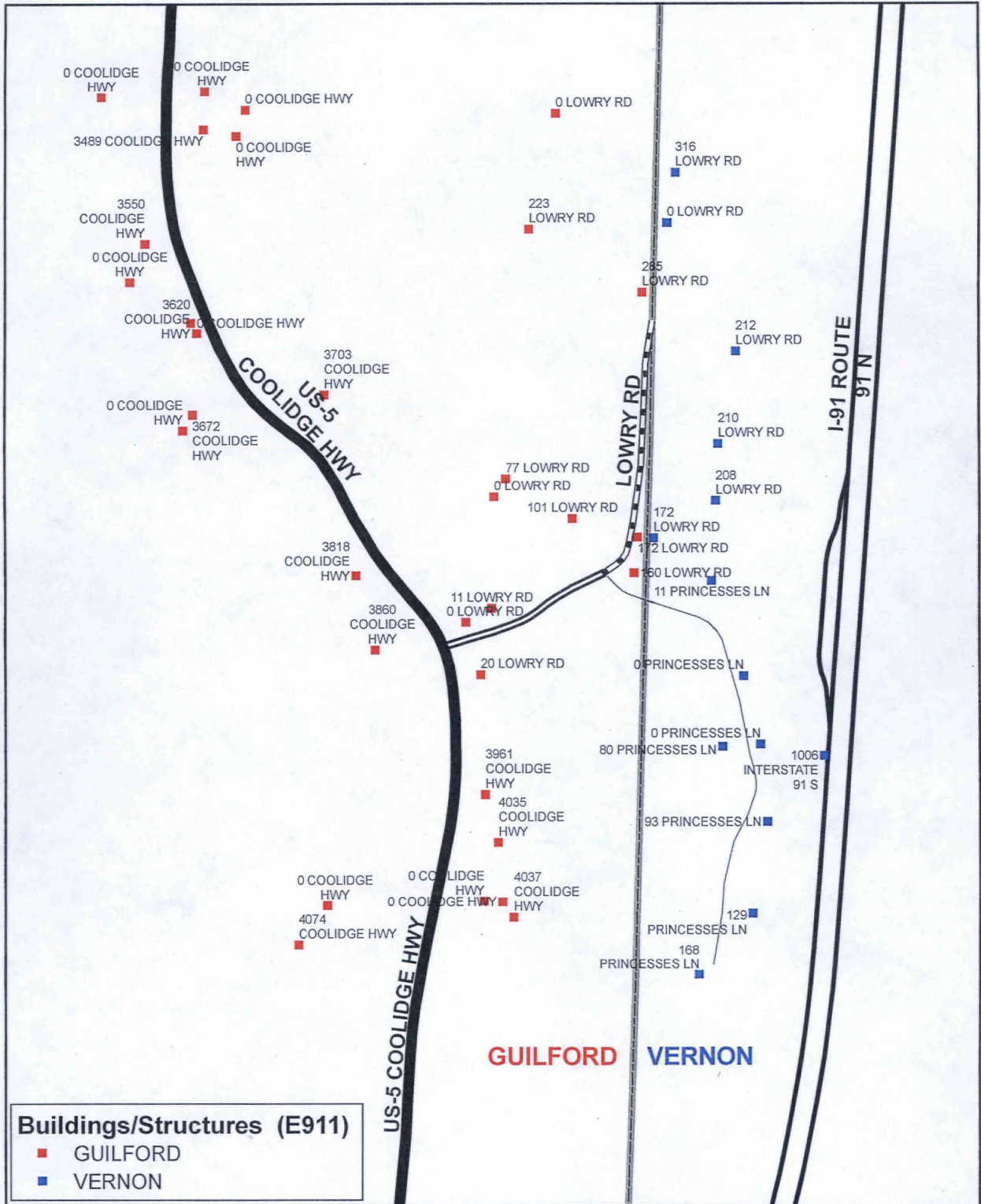
Please do not hesitate to contact me with any questions or comments regarding the Vernon – Guilford boundary data, proposed mileage changes, or mapping town highways in general.

Sincerely,



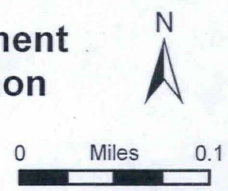
Johnathan Croft
AOT GIS Database Administrator
VTrans Mapping Section

cc: Tammy Ellis, District Transportation Administrator
Jackie Cassino, VTrans Transportation Planning Coordinator
Jeff Nugent, Windham Regional Commission



Guilford - Vernon Town Boundary Adjustment Lowry Road: TH-36 Guilford / TH-8 Vernon

Mapping Section
 Division of Policy, Planning and Intermodal Development
 Vermont Agency of Transportation - October 2016



Moulton, Sara

From: Moulton, Sara
Sent: Wednesday, October 19, 2016 8:52 AM
To: Ellis, Tammy; Cassino, Jackie; 'Jeff Nugent'
Subject: Guilford-Vernon town line and Lowery Rd TH-36/TH-8
Attachments: Guilford_Vernon_TL_TH36TH8_SB_letter.pdf

Attached is your courtesy copy of a letter to the Guilford and Vernon Selectboards that will go out in the mail this morning regarding the Guilford-Vernon town line and Lowery Rd TH-36/TH-8. I expect this letter will be delivered at the Town Offices on Thursday or Friday.

Please let me know if you have any questions.

Sara Moulton, GISP
Mapping & GIS Specialist, Mapping Section
Division of Policy, Planning and Intermodal Development
Vermont Agency of Transportation (VTrans)
Email: sara.moulton@vermont.gov
Tel: 802-828-2109