

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2011

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2011 to:
Vermont Agency of Transportation, Division of Planning, Outreach and Community Affairs, One National Life
Drive, Montpelier, VT 05633.

We, the members of the legislative body of TOWNSHEND 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.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	10.620			10.620	0.000
Class 3	45.03		0.15	44.88	0.000
State Highway	7.357			7.357	0.000
Total	63.007			62.857	0.000
* Class 1 Lane	0.000				0.000
* Class 4	6.21				
* Legal Trail	0.00				
* Unidentified Corridor	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. *Changes not accepted*

- NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening". *S. Mountain 4/7/2011*
- DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).
- 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.

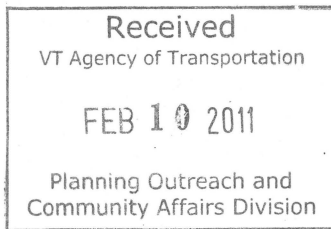
Selectmen/ Aldermen/ Trustees Signatures: *Mil... Hedy A. Harris Blue Bell*

T/C/V Clerk Signature: *Quita Bear* Date Filed: *2/9/11*

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>

12/20/2010



**State of Vermont
Division of Policy, Planning & Intermodal Development
Mapping Unit**

1 National Life Drive
Montpelier, VT 05633-5001
<http://www.aot.state.vt.us>

Telephone: 802-828-2600
Fax: 802-828-2334
Email: johnathan.croft@state.vt.us

Agency of Transportation

April 15, 2011

Hedy Harris, Selectboard Chair
Townshend, c/o Town Clerk
PO Box 223
Townshend, VT 05353

Dear Ms. Harris,

The VTrans Mapping Unit has not accepted the discontinuance of 0.08 miles of TH-50 and 0.07 miles of TH-51, as submitted on Townshend's 2011 Certificate of Highway Mileage, due to the lack of documentation showing the process defined in 19 V.S.A. Chapter 7 was followed.

VTrans sent an email on February 18, 2011 requesting documentation regarding the discontinuance of these highways and no documents have been received to date.

The changes that were listed on the 2011 Certificate of Highway Mileage may be re-submitted on the 2012 Certificate for review and the potential inclusion on the 2012 Town Highway Map.

Please feel free to contact me with any questions or comments related to this letter, or mapping in general.

Sincerely,

A handwritten signature in blue ink, appearing to read "Johnathan Croft".

Johnathan Croft
AOT GIS Database Administrator
VTrans Mapping Unit

JFC/jfc

Enclosures

cc: Chris Cole, Director of the VTrans Policy, Planning & Intermodal Development Division
John Dunleavy, Assistant Attorney General
Tammy Ellis, District Transportation Administrator
Susan Clark, VTrans Planning Coordinator



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

Telephone: 802-828-2109
Fax: 802-828-2334
Email: sara.moulton@state.vt.us

Agency of Transportation

February 18, 2011

Chair, Selectboard
Townshend, c/o Town Clerk
PO Box 223
Townshend, VT 05353

Dear Town Clerk and Selectboard:

We have received Townshend's 2011 Mileage Certificate and need more documentation in order to process the discontinuance of Favreau's Corner Road (0.08 miles of Class 3 TH-50 and 0.07 miles of Class 3 TH-51).

We need documentation that demonstrates that the town followed the discontinuance process as defined in V.S.A. Title 19, § 709. Notice and hearing. Specifically, in addition to the Selectboard's minutes that were included with the Certificate, we also need the following:

- a copy of the notice that was sent to the abutting landowners via certified mail,
- a copy of the notice that was sent to the local newspaper including the name of the newspaper, and
- a copy of the minutes of the site visit.

The Vermont Statutes Annotated can be referred to online at this address:
<http://www.leg.state.vt.us/statutes/sections.cfm?Title=19&Chapter=007>

Another resource that might be helpful is "The 'Orange Book' a Handbook for Local Officials" available online at http://www.aot.state.vt.us/ops/documents/AOT-OPS_OrangeBook.pdf.

Please let me know if you have any questions.

Thank you.

Sincerely,

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

Sara Moulton
Mapping & GIS Specialist

State of Vermont
Department of Forests, Parks and Recreation
103 South Main Street, 10 South
Waterbury, VT 05671-0601
www.vtfpr.org

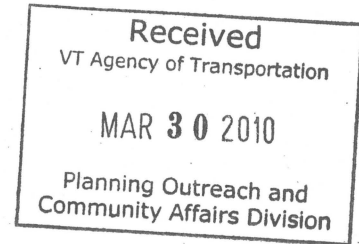
[fax] 802-244-1481
[tdd] 800-253-0191

Agency of Natural Resources

802.241.3693
ANR Lands Division

March 25, 2010

Town of Townshend Selectboard
c/o Anita Bean, Town Clerk
P O Box 223
Townshend, Vermont 05353-0223



Dear Board Members:

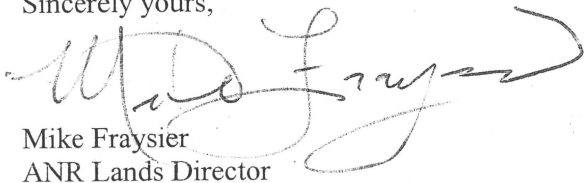
We are in receipt of the notice pursuant to the requirements of Title 19 V.S.A. that you propose to discontinue Favreau's Corner Road, also known as the intersection of TH #50 and #51 in the Town of West Townshend. The Department of Forests, Parks & Recreation has reviewed the proposal and finds that this will not affect any existing trail corridors and therefore, has no objection to the proposed discontinuation.

As you may know, pursuant to the requirements of Title 19 V.S.A., the town must notify the Department of Forests, Parks and Recreation **prior to** reclassifying or discontinuing any town highway.

This Department will not be represented at your meeting on April 5, 2010 but we ask that this letter and attachments be entered into the proceedings. We also request that local trail organizations such as snowmobile clubs be notified of the proposed discontinuance.

Thank you for contacting us on this matter. We always appreciate the opportunity to comment on these important recreation resources. If you should have any questions, please contact me directly at 802.241.3682 or mike.fraysier@state.vt.us

Sincerely yours,



Mike Fraysier
ANR Lands Director

Enclosures

Cc: Trails Coordinator, VAST; FPR District Trails Coordinator, Rick White; Planning Office, AOT

Townshend Select Board Minutes

March 1, 2010

Present:

Select Board: Steve Ovenden; Hedy Harris; David Dezendorf; Michael Charles; Bruce Bills

In attendance: Kim Ellison, Bookkeeper; Dale Davis, Town Barn Committee, chairman; Kurt Bostrom, Highway Foreman; Charles Marchant; Craig Hunt, (Select Board administrative assistant)

1. **Call to Order:** Ovenden called the meeting to Order at 6:04 p.m.
2. **Approval of Minutes:** Following discussion, Dezendorf made a motion: **To approve the Minutes of February 16, 2010, as corrected, and February 18, 2010,** seconded by Charles, and carried by those present.
3. **Additions and Deletions:** None at this time.
4. **Warrants:** Bills made a motion: **To approve the Warrants of March 1, 2010,** seconded by Harris and carried by those present.

General Fund	\$ 472,714.61
Payroll	\$ 10,930.21
Highway Department	\$ 27,666.96

5. **Reports: Town Clerk's Report:** The Board reviewed a cash-journal report from the Town Clerk.

Bookkeeper's / Treasurer's Reports: Ellison reported that approximately 5.0% was still outstanding from the first quarterly tax payment, 6.0% from the second tax payment, and 12.0% from the third. Ellison also reported to the Board that \$10,000 was received from the State of Vermont to be placed in the reappraisal fund.

Highway Foreman's Report: Bostrom informed the Board of breakdowns with trucks T-3 and T-4 during Wednesday's snowstorm, and that the water-pump in T-3 had had to be replaced. T-4, however, had thrown a rod with probable damage to the cylinder head and piston. With water now in the oil pan, Bostrom believed that repairs by Twin State Automotive was the best choice.

Lengthy discussion ensued regarding assessment of the damage and repairs that could be done "in-house," with Bostrom explaining that his time was one factor, given other commitments, but that the garage was inadequately supplied with the necessary tools. As a result of the discussion, Bostrom agreed to provide the Board with a list of tools that the garage should have, estimated at approximately \$15,000, and the Board agreed to consider making an amendment to its budgetary request at Town Meeting for the purchase of new tools.

Bostrom also relayed that the new air compressor had been installed in the garage and that the old compressor would be put up for sale at auction.

As to the Article in the Town Warning for purchasing a new truck to replace T-3, Bostrom estimated the cost to be between \$170,000 and \$190,000, with the higher figure reflecting the cost of a dual-axle vehicle.

Town Barn Committee Report: Davis requested that Charles send a letter to Josselyn Bros. Construction Inc. regarding a moisture problem that seemed to be developing inside the garage from roof condensation, and schedule a meeting to review any remaining items still unfinished under the contract. Harris then made a motion: **To authorize Charles to sign the forms releasing Josselyn Bros. Construction, Inc. from its Performance Bond upon satisfactory determination by the Town Barn Committee that all major problems were resolved,** seconded by Dezendorf, and carried by those present.

Emergency Management Officer's Report: None at this time.

6. Members of the Public: At 7:12 p.m., the Board welcomed Charles Marchant who requested that the Board grant permission to "covering" fire departments use of the Town Garage for parking their vehicles if needed during inclement weather. Following brief discussion, Dezendorf made a motion: **To permit "covering" fire departments the use of Townshend's Town Garage for parking their equipment in inclement weather, as space might allow, and in coordination with Townshend's Fire Chief and the Road Foreman,** seconded by Ovenden, and carried by those present.

7. Correspondence: Nothing at this time.

8. Old Business:

Ancient Roads Committee Update: Nothing at this time.

Transfer Station Recertification Update: Nothing to report at this time.

VLCT Insurance Update: Nothing to report at this time.

Favreau's Corner Road: Charles made a motion: **To discontinue Favreau's Corner Road,** seconded by Harris, and carried by those present

Handicapped Access Ramp: The Board noted that the railings had been installed, temporarily, and, with appreciation, that Brian Searles had completed a "bridge," between the ramp and the sidewalk in time for voters at Town Meeting.

Job Descriptions: Nothing at this time.

Town Meeting Preview: Board members engaged in lengthy discussion about the upcoming Town Meeting.

9. New Business: None at this time.

10. Executive Session: None at this time.

11. Next Meeting: Town Meeting March 2, 2010 at 9:00 a.m.
Select Board Re-Organizational Meeting: March 2, 2010
immediately following Town Meeting
Regular Meeting: March 15, 2010 at 6:00 p.m.

12. Adjournment: Charles made a motion: **To adjourn at 8:40 p.m.,** seconded by Harris, and carried by those present.

Respectfully submitted,



Craig K. Hunt, administrative assistant

Townshend Select Board Minutes

March 15, 2010

Present:

Select Board: Hedy Harris; Michael Charles; Bruce Bills; Steve Ovenden; Jeff Russ

In attendance: David Dezendorf; Kim Ellison; Art Monette; Joe Daigneault; Ryan Hockertlotz;;Jaime Cone; Craig Hunt

1. Call to Order: Ovenden called the meeting to Order at 6:04 p.m.

2. Election of Officers: Members welcomed Jeffrey Russ to the Board, and Charles nominated Bills to be Select Board chair. Bills declined. Ovenden nominated Harris to be Select Board chair, and by consent of those present the election was approved.

Charles nominated Russ to be Select Board vice chair, and by consent of those present the election was approved.

Charles nominated Bills to be Select Board clerk, and by consent of those present the election was approved.

Following discussion about the duties of the Highway Liaison, Charles nominated Bills to be the Highway Liaison. Bills declined. Charles then offered to share the duties with and back up Bills as the Highway Liaison, to which Bills agreed, and by consent of those present the election was approved.

By consent of those present the following appointments were approved:
Ovenden to be the Board's representative to Town Hall Renovation matters
Russ to be the Board's representative to the Ancient Roads Committee
Harris to be the Board's representative to Valley Cares

3. Approval of Minutes: Charles made a motion: **To approve the Minutes of March 1, 2010, and March 2, 2010.** The motion was carried by those present.

4. Additions and Deletions: Harris requested adding Job Descriptions to New Business.

5. Warrants: Bills made a motion: **To approve the Warrants of March 15, 2010.** Lengthy discussion ensued with Bills pointing to numerous charges in the Warrants where spending might have been better controlled. Ellison and Monette both spoke of taxpayer frustrations with, "little things adding up." After Ellison was instructed to seek credit for sales tax charges from Osterman propane and forward a bill to the Elementary School for parts used on the school bus, the motion, as corrected, was carried by those present.

General Fund	\$ 20,320.55
Payroll	\$ 16,885.96
Highway Department	\$ 10,694.05
Town Barn Construction	\$ 2,201.57

6. Members of the Public: At 7:05 p.m., the Board recognized Art Monette, Chairman of the Planning Commission, and Monette reported that there were two vacancies that would soon need to be filled, since Bernice Brooks was not going to

continue with the Commission. The Board requested that both Hunt and Monette convey to Brooks its gratitude for her dedicated service.

Monette provided the Board with an update regarding when to expect finalization of the Town Plan draft and a schedule of the Public Hearing on that plan, following which the Commission would be returning to work on the Floodplain Ordinance.

Discussion then ensued about the Town Hall Renovations Committee, a sub-committee of the Planning Commission, and Monette requested that the Select Board take oversight authority of that Committee, as the efforts of that Committee were not always well-coordinated with the Planning Commission, not always well-communicated, nor always approved. The Board took no action on Monette's request at this time.

David Dezendorf provided Board members with schedules of upcoming Emergency Management meetings in Dover on March 16th, and in Brattleboro on April 10th. Dezendorf then presented a copy of Vermont Parking Statutes and authorities for the Board to consider for revising or amending Townshend's Parking Ordinances.

7. Reports: Town Clerk's Report: The Board reviewed a cash-journal report from the Town Clerk.

Bookkeeper's / Treasurer's Reports: Ellison reported that 5.0% remained outstanding on the first quarterly tax payment; 6.0% on the second; and 11.0% on the third; that the checking account held a balance of approximately \$233,000.00; and that meetings with representatives from Chittenden Bank regarding Lockbox issues had been productive.

Charles made a motion: **To instruct the Treasurer to transfer \$20,000.00 to the Fire Department Pumper Reserve for fiscal years 2009 and 2010**, carried by those present.

Highway Foreman's Report: None at this time.

Town Barn Committee Report: Charles provided Board members with a brief update on unresolved matters with Josselyn Brothers; that final payments were still being withheld, and that the performance bond had not yet been released. Charles conveyed that he expected the few remaining concerns of the Committee to be resolved, however, very soon.

8. Correspondence: A request from the Townshend Common Farmer's Market for a 3 year agreement to use the Town Common was discussed, and while the Board agreed that it would grant permission for this coming year, it was hesitant to make any long-term commitments prior to speaking with Sherry Maher, Coordinator for the Farmer's Market.

A letter from Rick Hege requesting that the Town Highway Department help him, at its convenience, pick up and remove piles of sand and gravel along his property line with adjacent roadways, was discussed and denied by the Board as setting a potential precedent for Town personnel to assist homeowners with spring clean-up chores at taxpayer expense. Ovenden offered to communicate with Hege to relay the opinions of the Board on this request.

A letter from Wendy Tudor of the Vermont Ancient Roads Grant Program, stating that the Town had not complied with stipulations set forth in the Grant agreement, was reviewed, and Hunt was instructed to follow up with Ellison to discover the status of any grant money received and advise the Board.

A letter from Donna Koutrakos of Windham, requesting information about Windham Hill Road repairs, was read, and Hunt was instructed to discuss work schedules with Kurt Bostrom and further inform Ms. Koutrakos.

9. New Business:

Favreau's Corner Road: Following brief discussion, Charles made a motion: **To have the Town sell the property known as Favreau's Corner Road at public auction**, carried by those present. Hunt was instructed have a draft Invitation to Bid forwarded for legal review, and, once a date was set, publish and post the Notice.

Sidewalks: Ovenden reported that he would meet with Kurt Bostrom and Brud Sanderson to set a schedule for putting out bid requests bids for sidewalk construction.

Job Descriptions: Harris informed the Board of her continuing work on the Highway Foreman's job description.

Town Audit: The Board engaged in lengthy discussion concerning the draft audit report received from McSoley McCoy, and Ellison was instructed to relay the questions and concerns posed by Board members to Tom Stretton of McSoley McCoy, for review and correction.

New Truck: Board members briefly discussed the need to file an application with the Vermont Municipal Equipment Loan Fund for purchasing a new Highway Department truck. Hunt presented findings from an Internet search for trucks readily available over a wide range of prices, and members agreed that following consultations with Kurt Bostrom, a decision would have to be made soon.

Fuel Discrepancies: Board members considered the need for accurate fuel dispensing gauges at the Town Garage.

10. Executive Session: None at this time.

11. Next Meeting: Regular Meeting: April 5, 2010 at 6:00 p.m

12. Adjournment: Charles made a motion: **To adjourn at 9:15 p.m.**, carried by those present.

Respectfully submitted,



Craig K. Hunt, administrative assistant