



CITY COUNCIL Agenda Item #19-042(c)
Date: February 13, 2019
Consent X Discussion **Time Sensitive** X

SUBJECT: Certificate of Highway Mileage Year Ending February 10, 2019

SUBMITTING DEPARTMENT: Department of Public Works, Administration

RECOMMENDED ACTION: Approval of "Certificate of Highway Mileage for Year Ending February, 2019". A majority of the City Council must sign the certificate.

STRATEGIC OUTCOME/INITIATIVE: Responsive & Responsible Government – maintain existing service levels

PRIOR ACTION: Annual approval for state highway aid. Relatedly, Council approved the re-survey of Scribner Street to verify mileage & the highway classification.

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: V.S.A. Title 19, Section 305

BACKGROUND INFORMATION:

Approval of the Certificate of Highway Mileage is an annual formality required by VT State Statutes for the determination of a town's share of state aid for town highways. The financial aid supplements local funding for the maintenance of Class 1 - 3 highways & streets.

The re-survey of Scribner Street (TH 242), as concluded in July, 2018, determined that the length of the Class 3 portion of the street is 314' (a reduction of 26') or 0.059 miles rounded to 0.06 miles. This results in no actual change for the purposes of state aid. The resurvey process determined that the southerly end of the street is a Class 4 town highway measuring 26' in length. This also represents no change for state aid purposes because Class 4 town highways are not eligible for financial assistance. Documentation of the resurvey including the "Findings of Fact, Conclusions of Law and Decision" will be forwarded to the state with the certificate.

SUPPORTING DOCUMENTS: Certificate of Highway Mileage for Council approval and signature.
Postmark deadline of the signed Certificate is February 20, 2019.

INTERESTED PARTIES: Department of Public Works, Finance Department.

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

District 5
Certcode 1211-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2019**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2019 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 MONTPELIER CITY in WASHINGTON 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 | 10.531 | | - | 10.531 | 0.000 |
| Class 2 | 8.311 | | - | 8.311 | 0.000 |
| Class 3 | 33.04 | | 0.0049 | 33.04 | 0.000 |
| State Highway | 4.132 | | - | 4.132 | 0.000 |
| Total | 56.014 | | | | 0.000 |
| * Class 1 Lane | 2.900 | | - | | |
| * Class 4 | 0.52 | 0.0049 | - | 0.52 | 0.000 |
| * Legal Trail | 0.00 | | - | | |

* 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).
Scribner St. Resurvey (TH 242) attached: "Findings of Fact, Conclusion of Law and Decision" dated 7/10/18
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

Certificate of Highway Mileage Instructions

Towns use this certificate to update mileage of town highways and trails, incorporating any changes made before February 10, 2019. 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 the total mileage of any new legally accepted Class 3 or 4 highways or trails, and any highways reclassified from Class 3 to 4 or vice versa, or highways reclassified to or from trails.

Subtracted Mileage – Enter the total mileage of discontinued highways or trails, and the total mileage of 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.

A sample certificate with an example on how to fill it out is available online at:
http://vtransmaps.vermont.gov/Maps/Publications/MileageCertificates/Cert_Sample.pdf

Additional guidance is provided in the enclosed 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, 2019. Certificates that are postmarked after February 20, 2019 may not be processed.

Town Highway/Legal Trails Addition/Reclassification/Discontinuance Checklist

The following includes a checklist of the documentation to be supplied to the Vermont Agency of Transportation (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)
- A current town highway map with the requested deletions and additions sketched on it
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 copy of any surveys of the affected highway or trail
Vt. Stat. Ann. tit. 19, § 305(e) Vt. Stat. Ann. tit. 19, § 704

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- 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.

FINDING OF FACT, CONCLUSIONS OF LAW AND DECISION

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
Division of Policy, Planning and Intermodal Development, Mapping Section
1 National Life Drive, Montpelier, VT 05633-5001



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: 802-828-3666
Email: Kerry.Alley@vermont.gov

Chair, City Council
Montpelier, c/o City Clerk
39 Main St - City Hall
Montpelier, VT 05602

January 2019

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

Enclosed is your 2019 **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 2020, 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 2019 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 instructions, checklist, 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://vtrans.vermont.gov/planning/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, 2019. Certificates that are postmarked after February 20, 2019 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,

Kerry Alley

Kerry Alley
Mileage Certificate Specialist

Enclosures

