

**Barton Village, Inc.**  
**Regular Trustees Meeting**  
Monday, September 11, 2023  
6:00pm  
Barton Village Memorial Hall

**Agenda**

- A. Call to Order
- B. Changes to the Agenda/Additions or Deletions
- C. Privilege of the Floor

**ACTION ITEMS:**

- D. Minutes from Regular Board of Trustees Meeting August 28, 2023
- E. Tax Sale Warrant for Delinquent Water/Sewer and Electric Accounts
- F. Pageant Park Seasonal Rate and Electric Metering
- G. Letter to the Board

**DISCUSSION ITEMS:**

- H. Wastewater Operations
- I. Village Streets Right-of-Way Permit Policy
- J. Spare Components for Water Plant System
- K. Access Road to Reservoir
- L. Winter Maintenance Update
- M. Trucks Update
- N. Salt/Sand Shed Update
- O. Flood Updates
- P. Management/Staff Report

**OTHER ITEMS:**

- Q. Other Business

**EXECUTIVE SESSION ITEMS:**

- R. Executive Session - Legal Action: 1 V.S.A. § 313 (1)(E)
- S. Executive Session - Personnel: 1 V.S.A. § 313 (a)(3)
  
- T. Adjourn

**Upcoming Meetings:**

**Regular Board Meeting: September 25, 2023**

**Barton Village, Inc.**  
**Regular Trustees Meeting**

Monday, August 28, 2023

6:00 pm

Barton Village Memorial Back Office

Attendance: Regina (Gina) Lyon (Chair), Ellis Merchant (Trustee), Marilyn Prue (Trustee), Vera LaPorte (Business Manager) Crystal Currier (VPPSA), Meghan Waylan (NEKO), Ellora Stone (NEKO)

**MINUTES**

- A. **Call to Order:** Chair, Gina Lyon called the meeting to order at 6:00 PM.
- B. **Changes to the Agenda/Additions or Deletions:** Gina received two requests and asked they be added for consideration under action items. The letters shall be added directly after item K.
- C. **Privilege of the Floor:** Meghan Waylan and Ellora Stone from NEKO were present to discuss the continued use of the hall on Tuesday, Thursday and Saturday. They indicated that their work is going well, but there is still a lot to do, and they are extending their outreach beyond Barton Village. The Board did not see any issue with the continued use of the space and indicated that they would notify the group if another party was scheduled to use the building.

**ACTION ITEMS:**

- D. **Minutes from Regular Board of Trustees Meeting August 14, 2023:** Gina Lyon made a motion to accept and approve the minutes of the meeting held on August 14, 2023 as presented. The motion was seconded by Marilyn Prue. The motion was approved.
- E. **Approval of Tax Rates:** Ellis Merchant made a motion to accept the 2023-2024 tax rates as listed below. The motion was seconded by Marilyn Prue. The Board discussed the methodology for the tax rate vs the water/sewer assessments and how these amounts were determined. It was determined that the Business Manager and/or Crystal Currier will contact the tax collector and work with her regarding how these amounts were developed and determine if that is the appropriate methodology to use going forward. The motion was approved.

Sewer Assessment	0.1117
Water Assessment	0.1298
Water Bond	0.1298
Sewer Bond	0.1117
Highway	0.7875
Village	0.1631

- F. **Approval of Highway-Driveway Permits:** It was noted that the DPW Foreman Andy Sicard has reviewed two driveway permits; one at Lot#44 on Eastern Avenue and another at 257 Main Street. It was determined that the application for Lot #44 Eastern Avenue meets all State rules and regulations. The application for 257 Main Street does not currently meet the required regulations; however, with a few adjustments to the permit (as recommended by the DPW foreman) it could be reconsidered for approval. Gina Lyon made a motion to approve the driveway permit for Lot#44 on Eastern Avenue. The motion was seconded by Ellis Merchant. The motion was approved. The second application will be reconsidered if resubmitted and approved by the DPW foreman.

- 3 G. **Junky Yard Ordinance Letters:** Several properties (as listed below) have been identified as being in violation of the Barton Village Ordinance Regulating Outdoor Storage of Junk and Junk Vehicles on Non-Commercial Property (aka the “Junky Yard Ordinance”).

137 Vigario Lane  
 76 Water Street  
 16 Hubbard Avenue  
 286 High Street  
 380 Park Street

There was a short discussion regarding the ordinance, what constitutes a violation and who enforces the ordinance.

Marilyn Prue made a motion to approve and send the Junky Yard Ordinance letters to the property owners in violation of the Ordinance. The motion was seconded by Gina Lyon. The motion was approved.

- H. **Financial Reports for Period Ending 07/31/2023:** Crystal Currier provided a brief review of the financial reports for the period ending July 31, 2023. It was noted that the overall cash balances are relatively low and they will need to be monitored closely until tax revenues are received. There was a short discussion regarding the future needs of the various departments and the revenues needed to fund those needs.

Gina Lyon made a motion to approve the financial reports for the period ending July 31, 2023. The motion was seconded by Marilyn Prue. The motion was approved.

- I. **Generator Maintenance:** Following-up on the generator proposal discussed at the meeting held on August 14<sup>th</sup>, the Business Manager reached out and received an additional proposal from Brookfield Services. It was determined that Milton Cat was not an option as they only service CAT generators. The cost of the two potential proposals were reviewed and discussed. The costs are approximately \$8,200 for Powers Guaranteed and the other from Brook Field Service is approximately \$4,692. Gina Lyon made a motion to move forward with the maintenance agreement with Brookfield Services. The motion was seconded by Ellis Merchant. The motion was approved.

- J. **Property Liens for Electric Accounts:** There are currently 15 Barton Electric accounts with outstanding balances that have been deemed impossible to collect due to disconnection and /or the account holders vacating the property or by being deceased. Recording liens on the impacted properties could be used as a means of collection in the event the property is sold.

62 Park St.	\$1,586.23	546 LeBlanc Rd., Barton	\$8,372.69
82 Glover Rd.	\$753.19	836 Cook Rd., Barton	\$1,136.20
184 Glover Rd.	\$4,318.85	1889 Chamberlain Rd., Barton	\$2,318.65
66 Glover Rd.	\$3,135.68	3668 Chilafoux Rd., Brownington	\$2,807.91
112 Lincoln Ave.	\$281.27	3411 Pepin Rd., Brownington	\$940.01
381 Main St.	\$561.36	822 Hunt Hill Rd., Brownington	\$2,346.07
		1255 Schoolhouse Rd., Brownington	\$4,974.47
		181 Sawmill Ln., Orleans	\$319.93
		86 Aspen Dr., West Charleston	\$417.61
Total	\$10,636.58		\$23,633.54

Gina Lyon made a motion to approve the property liens for the properties as listed above, in Barton, Barton Village, Brownington, Orleans and West Charleston for outstanding amounts related to Barton Electric services and further, that amounts for properties listed in the village be handed over to the tax collector. The motion was seconded by Ellis Merchant. The motion was approved.

**K. Computer Components for Water Plant System:** Water System Chief Operator-Manager Lucas DiMauro has expressed a desire to keep certain spare computer components on hand in order to more efficiently mediate an outage and removes the need for an outside contractor to perform the replacement. This will save the Village the cost of a service call. The requested components are listed as follows:

- 1 EA – 1766-L32AWAA (Micrologix 1400 processor, AC inputs) \$1,698.00
- 1 EA – 1766-L32BWAA (Micrologix 1400 processor, DC inputs) \$1,698.00
- 3 EA – 1762-IF4 (analog input module) \$2,052.00
- 1 EA – 1762-IA8 (AC discrete input module) \$325.00
- 1 EA – 1762-OF4 (analog output module) \$645.00
- 3 EA – 1762-OW8 (discrete relay output module) \$1,029.00
- Total \$7,447.00

The Board discussed the need for having the spare parts available, the related cost and whether the purchase could be delayed until CY 2024. The Board requested that the water operator try to obtain at least one additional quote/proposal for the requested components for consideration at a future meeting.

**K-1 – Letters for Consideration:** In response to two requests received, Gina Lyon drafted two letters of support: the first to send to Barton Academy and others interested in using the Village property (ballfield) and the second supporting the monster truck event at the Orleans County Fair.

Marilyn Prue made a motion to approve the two letters of support as presented. The motion was seconded by Ellis Merchant. The motion was approved.

**DISCUSSION ITEMS:**

**L. Salt/Sand Shed Project:** DPW Foreman Andy Sicard has advised that his previous plan of storing the salt and sand in a CONEX shipping container at the Village garage is no longer feasible due to possible damage to the CONEX container. He would like to dismantle the current shed on High Street and re-erect it at the Village garage. He is concerned that it may impact the ongoing testing at the High Street location and asks for guidance from the Board. The Board discussed the various options, and it was suggested that the Village set some old poles, add a roof and use that as a temporary structure until the project moves forward in the spring. The Business Manager will reach out to Andy to discuss further.

**M. Village Streets Right-of-Way Permits Policy:** The Highway-Driveway Permit Application states that per the “policy” regarding Village Streets Right-of-Way permits the application must be approved by the Village Supervisor and Board of Trustees. No such policy has been located; however, the only mention of such policy exists is in the application itself. In reviewing the application documents with DPW Foreman Andy Sicard, we have determined that given the lack of written policy, it may not be necessary for the Highway -Driveway permit application to fall under BOT purview. The Board discussed whether the approval of future applications should be allowed (approved) by the DPW Foreman, the Business Manager or the Board of Trustees. The Business Manager indicated that the existing application is old and confusing. The Board instructed the Business Manager to reformat and/or rewrite the application for the Board’s consideration with the context that the Board would ultimately approve such applications.

- N. **Flood Updates:** An update was provided to the Board regarding ongoing FEMA and STATE efforts. As noted above under "Privilege of the Floor", two representatives from NEKO will continue to use the hall for several weeks and FEMA is expected to remain for approximately one more week. Village staff has met with representatives of FEMA for the Village's application for FEMA reimbursement.
- O. Management/Staff Report: A brief update on ongoing activities was provided. Of particular note, was the furnace at the BMB that is expected to be installed by early September.

**OTHER ITEMS:**

- P. Other Business – no other business what brought before the Board.

**EXECUTIVE SESSION ITEMS:**

- Q. Executive Session - Legal Action: 1 V.S.A. § 313 (1)(E):  
 R. Executive Session - Personnel: 1 V.S.A. § 313 (a)(3):

Gina Lyon made a motion that due to the nature of agenda item Q (pending litigation), the premature general public knowledge of the discussion would place the public body or a person involved at a substantial disadvantage. Marilyn Prue seconded the motion. The motion was approved.

Gina Lyon made a motion to enter executive session at 8:30 pm for the purpose of discussing potential litigation as allowed under 1 V.S.A. § 313 (1)(E) and to further discuss personnel as allowed under 1 V.S.A. § 313 (a)(3). The motion was seconded by Ellis Merchant. The motion was approved.

The Board came out of executive session at 9:15 p.m.

No action was taken on agenda item Q.

Agenda item R: Gina Lyon made a motion to accept the resignation of Tim Dagesse received via email on August 24, 2023 with an effective date of August 20, 2023. Further, it was noted that the employee (Tim) breached Section 7 of the contractual agreement (offer of employment letter) dated November 24, 2021 and accepted on November 29, 2021. Section 7 requires a minimum of 90-days notice if the employee wishes to end the relationship with Barton Village. As Tim has breached that part of the contract/agreement, he has foregone his right to be paid for unused vacation leave upon leaving. Therefore, upon advise of legal counsel Gina Lyon made a motion to withhold all accrued vacation pay remaining as of August 20, 2023, due to his breach of contract. The motions were seconded by Ellis Merchant. Motions approved.

- S. Adjourn

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**Regina Lyon, Board of Trustees Chair**

**Upcoming Meetings:**

**Regular Board Meeting: September 11, 2023**  
**Regular Board Meeting: September 25, 2023**

**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

**Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Tax Sale Warrant for Delinquent Water/Sewer and Electric Accounts  
Agenda: Agenda Item "E"

At the previous Board of Trustees meeting on 08/28/2023, the Board approved a motion to send delinquent electric accounts to the tax collector. Business Manager Vera LaPorte, however, neglected to include a warrant, and since then several delinquent water/sewer accounts have also been identified for possible tax sale.

**Proposed Motion:** Motion to send delinquent electric and water/sewer accounts to the tax collector via Warrant to the Delinquent Tax Collector.

**Date 09/11/2023**

Warrant to the Delinquent Tax Collector  
Incorporated Village of Barton  
STATE OF VERMONT  
ORLEANS COUNTY

Greetings: Shelia Martin

**Attached herewith is a list of delinquent water/sewer/electric bills for The Incorporated Village of Barton, Water/Sewer and Electric Department, unpaid as of 4:00PM, Monday, September 11, 2023.**

Said listing incorporates Name and Address and delinquent amounts.

BY THE AUTHORITY OF THE STATE OF VERMONT, you are hereby commanded to levy and collect of the several persons named in the foregoing list herewith committed to you, the sum of money annexed to the name of each person, respectively, with your own fees, and pay the same to the Treasurer of the Incorporated Village of Barton, on or before sixty days from the date here of: September 11, 2023, any person neglects or refuses to pay such sums with your fees, you are hereby commanded to distrain the goods and chattels of such delinquent person, and the same dispose of according to law for the satisfying of the such sum, together with your own fees; and for want thereof you are hereby commanded either to extend this warrant for the collection of such sum so assessed against such delinquent person with costs upon any land in this State belonging to such delinquent, according to law, or to take the body of such delinquent person and him commit to the keeper of the jail in the County of Orleans (or such other jail as the law directs), within such jail, who is hereby commanded to receive such person, and him safely keep until he pays such sum so assessed with legal costs, together with your own fees, or is released according to law.

Fail not, but service and return make according to law.

Dated at Barton Village in the County of Orleans, Vermont this 11<sup>th</sup> day of September, 2023.

Inc. Village of Barton Trustees:

\_\_\_\_\_  
Regina Lyon

\_\_\_\_\_  
Marilyn Prue

\_\_\_\_\_  
Ellis Merchant

## Barton Village Water/Sewer and Electric Delinquent Accounts

Name	Address	Service Location	Water	Sewer	Electric	Total
Jennison, Winston Bacon, Kenneth Jr.	PO Box 59 Barton, VT 05822	268 Elm St. Barton, VT	193.00	216.12		409.12
Albreccq, Annie	414 High St. Barton, VT 05822	414 High St. Barton, VT	297.49	297.74		595.23
Souliere, Robert Souliere, Marion	PO Box 615 Lyndonville, VT 05851	103 Lakefront Ln. Barton, VT	390.46	310.22		700.68
MacEachern, Anne Marie	64 Hunt Hill Rd. Brownington, VT 05860	173 West St. Barton, VT	109.25	142.28		251.53
Colceci, Katelyn	PO Box 189 Albany, VT 05820	82 Glover Rd. Barton, VT	189.84	212.80	334.40	737.04
Purcell, Michael Purcell, Kimberly	90 Glover Rd. Barton, VT 05822	90 Glover Rd. Barton, VT	541.90	406.05		947.95
McAnulty, James	165 Water St. Barton, VT 05822	165 Water St. Barton, VT	104.33	133.40		237.73
Perry, Krystal	164 Glover Rd. Barton, VT 05822	164 Glover Rd. Barton, VT	172.36	170.18		342.54
Barber, Robert Trs. Barber, Charlotte Trs.	33 Park St. Barton, VT 05822	33 Park St. Barton, VT	135.48	163.05		298.53
Coburn, Mark	111 Prospect St. Barton, VT 05822	111 Prospect St. Barton, VT	400.81	501.73		902.54
Petterson, Kathleen	PO Box 270 Barton, VT 05822	348 Main St. Barton, VT	106.34	127.18		233.52
Tisler, Aaron	125 Glover Rd. Barton, VT 05822	125 Glover Rd. Barton, VT	104.83	133.45		238.28
Walker, Patricia	201 High St. Barton, VT 05822	201 High St. Barton, VT	141.15	137.25		278.40
Belanger, Catherine Belanger, Brandon	195 Glover Rd. Barton, VT 05822	195 Glover Rd. Barton, VT	152.85	213.29		366.14



Name	Address	Service Location	Water	Sewer	Electric	Total
Barber, Gordon	33 Park St. Barton, VT 05822	6 Park St. Barton, VT	293.59	395.78		689.37
Wells, Derek	194 West St. Barton, VT 05822	194 West St. Barton, VT	183.00	207.75		390.75
MacEachern, Anne Marie	64 Hunt Hill Rd. Brownington, VT 05860	89 Main St. (4 units) Barton, VT	411.84	526.83		938.67
Lorimer, Stephen	141 Park St. Barton, VT 05822	141 Park St. Barton, VT	104.01	133.00		237.01
Vigario, Feliciano	137 Vigario Ln. Barton, VT 05822	367 Lake St. Barton, VT	216.46	251.32		467.78
Russell, Jessica	184 Glover Rd. Barton, VT 05822	184 Glover Rd. Barton, VT	205.33	226.98	4,318.85	4,751.16
Turnbaugh, Tari	253 High St. Barton, VT 05822	253 High St. Barton, VT	112.91	115.31		228.22
Cantu, Robert	403 NE 14 <sup>th</sup> Ave. Ft. Lauderdale, FL 33301	35 Highland Ave. Barton, VT	166.90	119.36		366.26
Doucet, Jennifer	298 Main St. Barton, VT 05822	298 Main St. Barton, VT	764.90	820.61		1585.51
Murray, Erik	13 Pouliot Ave. Barre, VT 05641	112 Lincoln Ave. Barton, VT	104.25	133.25	281.27	518.67
Zieman, Nicholas	49 A. Davis Ct. Barton, VT 05822	49 A Davis Ct, Barton, VT	853.21	946.32		1799.53
Jackson, Michelle	66 Glover Rd. Barton, VT 05822	66 Glover Rd. Barton, VT			3,135.68	3,135.68
LeBlanc, Paul	381 Main St. Barton, VT 05822	381 Main St. Barton, VT			561.36	561.36
Silvestro, Chris	PO Box 138 Barton, VT 05822	62 Park St. Barton, VT			624.30	624.30
Silvestro, Liza	62 Park St. Barton, VT 05822	62 Park St. Barton, VT			961.93	961.93
Barry, Beth	82 Glover Rd. Barton, VT 05822	82 Glover Rd. Barton, VT			418.79	418.79
		<b>TOTAL</b>	<b>6,456.49</b>	<b>7,041.25</b>	<b>10,636.58</b>	<b>24,134.32</b>

**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Pageant Park Seasonal Rate and Electric Metering  
Agenda: Agenda Item "F"

In 2018, the seasonal camping fee for Pageant Park increased from \$1500.00 to \$1800.00 to include water, sewer, and electricity. An average of 885 KW was allotted per site instead of individual site metering (16 sites). All electric usage was to be billed as one account through a master meter. This has not happened. It was confirmed on 09/06/2023 by Scott Morley that the master meter does not function as intended and that Barton Village has not been correctly billed for the seasonal campers' electric usage at Pageant Park, likely for several years. Returning to individual site metering would allow to correctly bill for individual site usage.

Each of the 16 campsites currently have meters.

It is unclear at this time if the fee increase, irrespective of the electric consumption, is adequate for water and sewer costs, as the 2017 Seasonal Camping flyer also states that there would no longer be fees for showering.

According to the 2017 Seasonal Camping flyer warning about the change for the 2018 season, this change was intended to be a trial.

**Proposed Motion:** Motion to return the 2024 seasonal camping fee to \$1500.00 until water and sewer usage information can be obtained, as well as return to individual campsite electric metering.

## 2017 Season

WELCOME TO PAGEANT PARK ON BEAUTIFUL CRYSTAL LAKE PAGE 1 of 2  
802-525-3036

### May 20, 2017 through September 4, 2017

**Campers will need to be out by September 4, 2017 unless arrangements are made.**

Pageant Park has fourteen campsites for your enjoyment with picnic tables, sheltered picnic area, grills bathhouse, dumping station, swimming, fishing, nature trail, horseshoes and more.

**Fees for the 2017 season will be as follows:**

Day Use: Barton Village Residents-Free  
 Passes available at Barton Village Office  
 Non-Residents:  
     \$2.00 per person ages 14 and over  
     \$1.00 per person ages 4-13  
     Children ages 0-3 are free  
 Single Season Pass: \$20.00  
 Family of 6 Season Pass: \$40.00

Pavilion: \$50.00 per day or \$25.00 per half day, reservations available, first come first serve.

Campsites: **\$ 35.00** per night for four persons. \$2.00 extra for each person to a campsite with a limit of 6 to each site.

**Small Campers and or Pop-Ups**

Campsites: **\$ 25.00** per night for four persons. \$2.00 extra for each person

to

**Tent Only** a campsite with a limit of 6 to each site.

**Seasonal Rate: \$1500.00\* due upon arrival. Full payment is due by May 20, 2017. If full payment is not made the site will become available and your deposit will be lost.**

Boat Launching: No motorized boat launching allowed. Canoes, kayaks, paddle boats and paddle boards permitted. Motorized boat launching is available at the State Fishing Access.

**All visitors to leave by 9:00 p.m. (Gate Closed) Quiet time from 10:00 P.M. to 7:00 A.M. Gate Open at 8:00 A.M. Sorry no refunds.**

Some local points of interest in Barton are: Restaurants, T-Ball Games, Stores, Library, County Fair

and Craft Fair (held in August) and country club. In Westmore, there is more dining and several hiking trails. Maps can be obtained at Town Clerk's Office.

PAGE 2 of 2

## **RULES OF THE PARK**

**NO LIFEGUARD IS ON DUTY! Please supervise children closely.**

**The following is prohibited:**

1. NO ALCOHOLIC BEVERAGES
2. No glass containers in the beach area.
3. No firearms and explosive devices.
4. No soliciting.
5. No fishing in swimming area.
6. No fires outside of fireplaces or grills.
7. No pets except on a leash and controlled at all times, (must leave grounds without trace that pet was there!) Pick up after your pets.
8. Remember that the trees and plants are for our enjoyment and the peeling or defacing of bark or breaking of live limbs can permanently damage their beauty and usefulness. Leave all wildflowers for others to enjoy.
9. Any satellite dishes and antennas must be attached to trailers and not to trees or meter posts.
10. NO BURNING OF TRASH, ONLY UNPAINTED, UNTREATED WOOD AND OR PAPER.
11. Decks should be limited to 6' by 8'.
12. Household furniture (sofa's and recliners) and kitchen appliances (large refrigerators) will not be permitted.
13. Parking: each seasonal camp site it limited to no more than two vehicles.
14. Parking of commercial vehicles will be prohibited.

**\*IF RULES ARE NOT COMPLIED WITH, VIOLATORS WILL BE ASKED TO LEAVE BY THE PARK CARETAKER.\***

## **2018 SEASON**

~ NOTES OF IMPORTANCE ~

Starting at the end of the 2017 season a new policy will be in place for holding seasonal camp sites.

- The seasonal rate for 2018 is increasing to \$1800.00. The reason for this increase is that water, sewer and electric will be included in the seasonal fee. We will also no longer charge for showers. *Please note: electric will be based on 885 kilowatts (about 250 kilowatts per month). This is TRIAL PERIOD, so please be conscious of your electric usage. If we find that campers are exceeding previous years electric usage we will need to amend our policy and increase rates.*
- A \$360.00 (20%) deposit will be **due at the end of the 2017** season to hold a campsite for 2018. This payment will be applied to the balance of the bill. This deposit is refundable **until** February 1, 2018. After February 1, 2018 the deposit will no longer be refundable.
- Full payment of the \$1800.00 seasonal rate will be **due by park opening on May 19, 2018.**
- Should either of these conditions not be met the campsite will become available

to other campers.

**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Letter to the Board  
Agenda: Agenda Item "G"

At a previous Board of Trustees meeting on 07/24/2023, the Board was presented with a letter from Barton United Church requesting an adjustment on their wastewater bill due to the large amount of water required to clean the church after the flooding of 07/09/2023. The Board decided not to grant the church's request at that time due to uncertainty about FEMA's assistance and having not issued a bill since the flooding occurred. It has since been determined that the church's wastewater bill for that period did not increase due to their Commercial rate.

Susan Penharlow, member of the Barton United Church Board of Trustees, has since returned with the same request regarding their electric bill, which did see a dramatic increase due to the flooding. Their bill for the month of June 2023 was \$55.86, while July 2023 was \$566.22. The amount to be billed for August 2023 will be \$135.53 and, while still higher than average, it is more in line with their typical usage.

Susan Penharlow will also approach FEMA, but she is of the understanding that they will not assist nonprofit organizations.

**Proposed Motion:** Motion to adjust the Barton United Church's electric bill for July 2023 based on previous bills.

Information for meter number 0001659208

Readings in TGal

Reading history (current to oldest) WARNING: Changing readings may cause mismatch reports!

Date	Reading	Comments	Consumption
08/04/2023	644		1
07/06/2023	643		1
06/06/2023	642		0
05/03/2023	642		0
04/10/2023	642		0
03/02/2023	642		0
02/09/2023	642		1
01/03/2023	641		0
12/02/2022	641		1
11/10/2022	640		0
10/11/2022	640		0
09/10/2022	640	EST	0
08/10/2022	640	EST	1
07/11/2022	639		
Average Consumption			1

OK

Cancel

My Hi

Barton United Church Wastewater Usage 07/11/2022 - 08/04/2023

Meter Maintenance

16  
Information for meter number 0000002122

Readings in 1KW

Reading history (current to oldest) WARNING: Changing readings may cause mismatch reports!

Date	Reading	Comments	Consumption
09/03/2023	35558		515
08/05/2023	35043		2326
07/01/2023	32717		180
06/01/2023	32537		237
05/03/2023	32300		399
04/03/2023	31901		357
03/01/2023	31544		368
01/31/2023	31176		356
01/01/2023	30820		572
12/01/2022	30248		221
11/01/2022	30027		249
10/03/2022	29778		146
08/31/2022	29632		242
08/01/2022	29390		
Average Consumption			471

*-to be billed* (with arrow pointing to the 09/03/2023 row)

\$135.53  
\$566.22  
\$55.86

OK Cancel My Help

Barton United Church Electric Usage 08/01/2022 - 09/03/2023



**Barton Village, Inc.**  
PO Box 519  
17 Village Square  
Barton, Vermont 05822  
(802) 525-4747

July 25, 2023

Barton United Church  
Attn: Susan Penharlow  
PO Box 306  
Barton, Vermont 05822

RE: Wastewater Abatement

Dear Susan,

The Barton Village Board of Trustees met for their regularly scheduled meeting on Monday, July 24, 2023. At this time, the Board reviewed your request for an adjustment to the church's wastewater bill due to the water consumption incurred due to the recent flooding.

The flood was an event that has impacted the entire village and many of the residents are in the same situation as the church with regards to clean-up. At this time, we do not know the impact of the water usage as the Village has not issued a bill since the flooding occurred. In addition, at this time it is unknown if the area will qualify for FEMA assistance.

The Board has considered your request and given the uncertainty of the FEMA declaration and the unknown consumption, the Board is not able to grant the request at this time; however, residents and businesses are encouraged to open claims under their individual insurance policies and seek FEMA reimbursement to the extent the county qualifies for that coverage.

I hope you can understand the Board's position and please feel free to reach back out once more information has been determined and all other resources have been explored.

Sincerely,



Crystal Currier  
Barton Village  
Acting Business Manager

ACTION ITEMS:

- D. **VPPSA Operational Contract** - Ken Nolan of VPPSA was present and discussed the current contract with VPPSA that also includes Orleans, Lyndonville & Northline that provides operational services to Barton Electric. A few weeks back Northline provided a 90 day notice to terminate their contract with VPPSA. Orleans Electric has offered to provide contract services assisting Barton Electric. Line crews would be hired, a line truck would be purchased and there would be savings to the Village on the annual cost of around \$50,000. All operational activities would be handled by Orleans Electric. Orleans would hire a 3-man crew, one being an apprentice dedicated to Barton Electric and they would assume the day-to-day operations. VPPSA is proposing a 5-yr contract between Barton Village Electric and VPPSA and VPPSA will contract with Orleans Electric or another entity as it deems necessary. Barton Village would still have ownership of the electric department. Marilyn Prue decided to abstain from voting since she is an employee of Orleans Village. Gina Lyon made a motion to accept the new contract as presented by VPPSA with the intent that Orleans Electric will be the contracted vendor under the VPPSA contract for a 5-year term. Ellis 2nd the motion. The motion was approved.
- E. **Minutes from Special Board of Trustees Meeting July 6, 2023** - Motion made by Gina Lyon to accept the minutes as presented and 2nd by Marilyn Prue. The motion was approved.
- F. **Minutes from Regular Board of Trustees Meeting July 10, 2023** - Motion made by Marilyn Prue to accept as presented and 2nd by Ellis Merchant. The motion was approved.
- G. **Minutes from Special Board of Trustees Meeting July 17, 2023** - These minutes were not available; therefore, this agenda item will be tabled until the next meeting.
- H. **Financial Reports for period ending June 30, 2023** – The Wastewater Department is currently experiencing a large deficit of funds coming in vs funds going; therefore, a close review of the wastewater rates for the CY 2024 budget will be needed. A discussion regarding department staffing and hours worked in the WasteWater department will be reviewed in an effort to bring costs down. Ellis Merchant made a motion to approve the finance reports for the period ending June 30th 2023. Gina Lyon 2nd the motion. The motion was approved.
- I. **Letters to the Board** – Various Requests -1) A request came in from a Barton Village resident located on Park Street for an abatement of wastewater charges. The usage increased dramatically due to an open water pipe and water was running freely. Marilyn Prue stated an anonymous person has offered to pay this bill for this resident on Park Street. 2) Barton United Church is asking for an abatement of wastewater charges due to the flooding and its clean-up efforts. This request will be tabled until more detail comes out with what FEMA is covering and what the actual water usage was for the month. 3) A customer who installed a new Electric Service at 2000 Cooks Road, Westmore contacted the Chair to file a complaint regarding the overall cost of the line extension. Barton's line extension policy does indicate that the customer

Barton United Church  
POB 306  
Barton, VT 05822  
July 14, 2023

Barton Village Trustees,

I am writing on behalf of the Barton United Church. This week, as you can imagine, we have used gallons upon gallons of water to clean the floor at our church. The water covered the whole floor from the kitchen, dining room, vestry and into the office. A story you have seen or heard from others. The water we used was not put down the drains but rather emptied outside. We would ask that the Trustees consider an adjustment on our sewer bill by billing us based on our previous bills. This consideration would be greatly appreciated by the church congregation.

Sincerely,  
Susan Penharlow, for the  
Barton United Church Board of Trustees

**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Wastewater Operations  
Agenda: Agenda Item "H"

The Wastewater Treatment Facility is currently without a Chief Operator. Despite the positive changes the previous Chief Operator implemented, the State still requires that a full-time Domestic Operator Grade II be employed by the Village.

The daily chores and testing are currently being handled by Jeremiah Borsoi and he is training Garrett Heath to assist. They are both taking a two-day course September 12 and 13, 2023 for further education in wastewater lab analysis.

Wayne Graham and Elijah Lemieux from VT Rural Water have been invaluable to the WWTF's current operations and hands-on training for Jeremiah and Garrett.

Jeremiah's Verification of Experience was successfully submitted to the Office of Professional Regulation, and he may take the Domestic Operator Grade I exam as soon as he is ready.

The Village missed a key WWTF project milestone with Aldritch & Elliott due to required data not being submitted on time. With the assistance of John Merrifield at the Vermont Department of Environmental Conservation, the data has been located and given to Michael Mainer, lead engineer on the project. Michael Mainer will also complete the application for the renewal of the annual Discharge Permit.

**Proposed Motion:** None.

**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Village Streets Right-of-Way Permit  
Agenda: Policy Agenda Item "I"

At the previous Board of Trustees meeting on 08/28/2023, the Board instructed Business Manager Vera LaPorte to reformat and/or rewrite the Village Streets Right-of-Way Permit Policy for clarity. In doing so, it was discovered that the State standards for construction of residential and commercial drives currently included with the Village's Permit Policy are out of date. The Policy can easily be updated to reflect the current State standards, but it may be beneficial to rewrite the entire Policy based on the following:

VLCT offers a Model Highway Access Policy that is much clearer than the Village's, especially as regards approval conditions, and includes standardized letters for Notice of Permission to Proceed and Access/Right-of-Way-Permits.

VTrans and VLCT both have applications that can be adjusted to suit the Village's needs. Though formatted differently, they mostly ask for the same information as the Village's current Permit Policy. The VTrans application details particularly robust Restrictions and Conditions.

**Proposed Motion:** None.

**TOWN OF \_\_\_\_\_**  
**HIGHWAY ACCESS POLICY**

**Section 1 -- Authority.**

This Highway Access Policy (hereafter "Policy") is enacted pursuant to the authority granted to the Town under 19 V.S.A. §§ 303 and 1111.

**Section 2 -- Purpose.**

This Policy regulates access to the Town highway system. It is the purpose of this Policy to protect and preserve the safety and convenience of the inhabitants of the Town and the traveling public and to protect the public investment in the Town highway system through the regulation of highway access.

**Section 3 -- Definitions.**

For the purpose of this Policy the terms defined in this Policy shall have the following meanings:

"Access Permit" means the permit issued by the Selectboard to access the town highway system after following the procedural requirements of this Policy.

"Highway" means the highway system for the Town of \_\_\_\_, which includes the public rights-of-way, bridges, drainage structures, signs, guardrails, areas to accommodate utilities authorized by law to locate within highway limits, areas used to mitigate the environmental impacts of highway construction, vegetation, scenic enhancements, and structures.

"Notice" means the written Notice of Permission to Proceed, described in Section 5c of this Policy, issued by the Selectboard after an application for an access permit is approved.

"Person" means an individual corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or other legal entity.

"Selectboard" means the Selectboard of the Town of \_\_\_\_\_.

"Town" means the Town of \_\_\_\_\_.

"Vermont Agency of Transportation Standards B-71 and A-76" shall mean the most recent versions of the Vermont Agency of Transportation standard sheets B-71, Standards for Residential and Commercial Drives and A-76, Standards for Town and Development Roads.

**Section 4 -- Permit required.**

No person shall install, develop, construct, regrade, or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way

affect the grade of a highway right-of-way, or obstruct a ditch, culvert, or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way, within the Town unless an Access Permit has been obtained from the Selectboard in accordance with this Policy.

*[Insert optional exclusion for municipal purposes such as "A driveway or other access created or developed by the Town for official Town purposes is not required to obtain an Access Permit."]*

## **Section 5 -- Process.**

### **a. Application.**

A person may apply for an Access Permit from the Town using the Access Permit Application form provided by the *[insert name of office where applications are available such as "Town Clerk's Office"]*. The application shall be in writing and shall be signed by the applicant or an individual authorized to act for the applicant. A fee of \$ \_\_\_ *[insert amount]* shall be paid at the time the application is submitted. A completed application must be submitted to the \_\_\_ *[insert responsible party such as "Selectboard" or "Manager" or "Road Foreman" or other designee]* at least \_\_\_ *[insert number of days]* before work is scheduled to begin. The *[insert responsible party such as "Selectboard" or "Manager" or "Road Foreman" or other designee]* may modify the time requirements of this Policy for good cause shown provided the public health and safety will not be jeopardized by such action.

### **b. Consideration.**

*[If applicable, insert language such as "Prior to any action by the Selectboard, the (Town Manager, Town Administrator, etc.) shall cause the application to be reviewed by Town departments including, but not limited to, highway/DPW, police, fire, and rescue."]*

The *[insert the responsible party such as "Selectboard" or "Manager" or "Road Foreman"]* will consider a completed application *[if the decision will be made by the Selectboard, insert the following: "at a regular or special Selectboard meeting and may recess the meeting on the application as necessary to receive additional information."]* The *[insert "Selectboard" or "Manager" or "Road Foreman"]* may approve, approve with conditions/modifications, or deny an application upon consideration of the approval standards set forth in Section \_\_\_ of this Policy.

**c. Notice of Permission to Proceed.** If an application is approved, the *[insert "Selectboard" or "Manager" or "Road Foreman"]* will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

- d. Notification of completion.** The applicant shall notify the [*insert "Selectboard" or "Manager" or "Road Foreman"*] within [*number*] of days after construction is completed.
- e. Final inspection.** The [*insert "Selectboard or its designee" or "Manager or his or her designee" or "Road Foreman"*] shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice.
- f. Issuance of Permit.** If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by the [*insert "Selectboard" or "Manager" or "Road Foreman"*] within \_\_ days after final inspection.
- g. Recording of Permit.** A Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

### **Section 6 -- Contents of Application.**

An application for an Access Permit shall be on the form provided by the Town and shall be deemed to be complete if it includes the following:

- (1) The name, address, and telephone number of the applicant, the principal officers of the applicant, the individual making the application, and any other individual authorized to represent the person applying for the Permit;
- (2) If the applicant is not the owner of the premises where the access is to be constructed, the name and contact information of the owner or other person that has the authority to consent to the use and development of the premises, and a signed statement from that person stating that consent is given to the applicant;
- (3) The location of the access, including street address (if any), and parcel ID # of the property;
- (4) The date on which construction is proposed to begin;
- (5) A visual depiction of the premises indicating location, layout, adjacent state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area;
- (6) Any additional information the applicant wishes to furnish that assists the Selectboard or its designee in determining that the proposed access will comply with the applicable standards; and
- (7) The signature of the applicant or an individual authorized to act for the applicant.



**Section 7 -- Approval conditions.**

When issuing a Notice under this Policy, the Selectboard shall require that the proposed access will be constructed or developed according to the standards in Vermont Agency of Transportation Standards B-71 and A-76.

In addition, the Selectboard shall require conditions to avoid: (1) undue adverse traffic congestion and unsafe conditions regarding the use of public roads, sidewalks and other public rights-of-ways; (2) unhealthy conditions regarding water supply, sewage disposal or solid waste disposal; and (3) adverse affects on drainage ditches, culverts or other drainage facilities. [*Insert optional specific provisions that relate to the above 3 criteria.*]

In addition, the Selectboard may require the posting of a security bond or the establishment of an escrow account to ensure compliance with the conditions of the Notice or Permit and protection of the town highway system. In addition, the Selectboard may attach any such reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards set forth above.

**Section 8 -- Expiration of Notice of Permit.**

The authorization conveyed by a Notice of Permit shall expire \_\_\_\_\_ [*insert time period*] after the issuance of that Notice unless the work authorized by such Notice has been substantially commenced.

**Section 9 --Damage to Town highways.**

In the event that damage to a town highway is caused by improper construction, maintenance, or grading of a driveway or other highway access point, it shall be the responsibility of the property owner to compensate the Town for any expenses involved in restoring that highway to its original condition.

**Section 10 -- Revocation of Permit; Frontage road.**

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

**Section 11 -- Responsibility for culverts and headwalls**

Culverts and headwalls installed on private property, even when located within the municipal right of way, are the responsibility of the property owner. Property owner retains exclusive legal and financial responsibility to repair, replace, and maintain those culverts and headwalls.

Nevertheless, property owner must obtain permission from the Town in the form of a written Notice of Permission to Proceed before any repair or replacement may take place.

**Section 12 -- Applicability of other laws and ordinances.**

The Permit required under this Policy shall not replace or eliminate any requirement to obtain

approval under any other applicable State laws or municipal land use ordinances. Applicants and Permittees are solely responsible for ensuring that their access is in compliance with applicable State laws and municipal land use ordinances.

### **Section 13 -- Enforcement and Penalties.**

In the event that a person fails to obtain a Notice/Permit as required by this Policy, fails to abide by the terms and/or conditions of a Notice/Permit, or misrepresents any information contained within or in support of a Notice/Permit application, the Selectboard may resort to any or all of the following enforcement options:

#### **a. Optional Notice of Violation**

Prior to instituting any legal action or proceeding to enforce this Policy, the Selectboard or its designee may issue a notice of violation setting forth the nature of the violation, the corrective action necessary to abate the violation, and notice of intention to institute an action or proceeding against the person responsible for the violation. 19 V.S.A. § 1111(i).

#### **b. Assurance of Discontinuance**

The Selectboard or its designee may accept an "assurance of discontinuance" of any violation of this Policy, including a schedule for abatement of a violation. 19 V.S.A. § 1111(i). When such assurances are allowed, they must be in writing and must be filed not only with the town, but also with the attorney general, the Superior Court, and the town clerk's land records.

#### **c. Permit Suspension**

The Selectboard or its designee may suspend a Permit until compliance with State statute and this Policy is obtained. 19 V.S.A. § 1111(g). The Selectboard or its designee may physically close the driveway or access point, if there is continued use or activity after suspension of a Permit, and in the opinion of the Selectboard, or its designee, the safety of highway users is or may be affected. 19 V.S.A. § 1111(g).

#### **d. Injunction**

If the Selectboard believes that any person is in violation of the provisions of Title 19 V.S.A. §§ 1111 *et seq.*, it may bring an action in the name of the town against the person to collect civil penalties as provided in 19 V.S.A. § 1111(j) and to restrain by temporary or permanent injunction the continuation or repetition of the violation. 19 V.S.A. § 1111(h).

#### **e. Civil Penalties**

Persons who violate the requirements of this Policy or fail to adhere to Permit conditions, or the terms of an order issued by a court of law may be subject to civil penalties of not less than \$100.00 and not more than \$10,000.00 for each violation. When the violation of an order is of a continuing nature, each day during which the violation continues after the date fixed by the court for correction or termination of the violation constitutes an additional separate and distinct offense except during the time an appeal from the order

may be taken or is pending.

**Section 14 -- Severability.**

If any section of this Policy is held by a court of competent jurisdiction to be invalid such finding shall not invalidate any other part of this Policy.

**Section 15 -- Effective Date.**

This Policy shall become effective upon adoption by the Selectboard.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX A**  
**Town of \_\_\_\_\_**  
**Access Permit Application Form**

**Application # \_\_\_\_\_ [to be filled in by the Town]**

**NOTICE TO APPLICANT: This form is for use in conjunction with the Town's Highway Access Policy. Before submitting an application, applicants are urged to review the Town's Highway Access Policy in full.**

If an application is approved, the [*insert "Selectboard" or "Manager" or "Road Foreman"*] will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

Once construction/development is completed, the [*insert "Selectboard or its designee" or "Manager or his or her designee" or "Road Foreman"*] shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice. If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by the [*insert "Selectboard" or "Manager" or "Road Foreman"*] within \_\_ days after final inspection. An access is not considered legally permitted until the written Permit has been recorded in the Town Land Records at the expense of the Permittee.

-----  
Name of Applicant: \_\_\_\_\_

Address and telephone number of Applicant: \_\_\_\_\_

If Applicant is an organization or corporate entity, list the principal officers of Applicant and any other individual authorized to represent the applicant group or entity applying for the Permit:

-----  
If Applicant is an organization or corporate entity, list the name address, email and telephone number of individual making the application:

-----  
Location of the proposed access: \_\_\_\_\_

If the applicant is not the owner of the premises where the proposed access will be constructed, list the name and contact information of the owner or other person that has the authority to consent to the use of the premises and attach a signed statement from that person stating that

consent is given to the applicant to have the access constructed on those premises:

---

The date on which construction is proposed to begin: \_\_\_\_\_

Attach a visual depiction of the premises indicating location, layout, state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area.

Describe the arrangements that have been made to protect the public health, safety, welfare and convenience of the traveling public during construction including, but not limited to, arrangements for traffic control, crowd control, waste and sanitation facilities:

---

Applicant may provide any additional information that may assist the Selectboard.

\_\_\_\_\_  
Signature of the applicant  
or an individual authorized to act for the applicant

\_\_\_\_\_  
Date

**FOR TOWN USE ONLY:**

**Application received by \_\_\_\_\_ [town official] on \_\_\_\_\_ [date]**

**Application fee of \$ \_\_\_\_\_, received by \_\_\_\_\_ [form of payment]**

**APPENDIX B**  
**Town of \_\_\_\_\_**

**Notice of Permission to Proceed with Construction / Development of Access / Right of Way**

**Notice is hereby given** to \_\_\_\_\_ [name of Applicant / Property Owner] that the Selectboard of the Town of \_\_\_\_\_ hereby grants permission to proceed with the construction / development of the proposed access/driveway/curb cut at \_\_\_\_\_ [parcel # and street address or property, if any], which proves access to / connects with [name and/or # of town highway] as per the Access Permit Application # \_\_\_\_\_, submitted to the Town on \_\_\_\_\_ [date]. Construction / development may begin on or after \_\_\_\_\_ [date] and must proceed according to the following conditions and restrictions:

[insert conditions or restrictions]

Permission granted in this Notice will expire [insert time period] from the date of issuance and is not transferrable.

This Notice does not constitute an Access Permit. A Permit authorizing the use of the access and recognizing completion of the project will be issued and become effective only after it is determined that compliance with all conditions, specifications, and restrictions described in this Notice to Proceed are met. The Selectboard for the Town of \_\_\_\_\_, with the assistance of \_\_\_\_\_ [insert "Road Commissioner," "Road Foreman," or other town officer as relevant], will have the authority and responsibility to determine when the conditions, restrictions, and specifications above are met.

Upon receipt of this Notice, you are hereby authorized to proceed with the project in accord with the conditions, specifications, and restrictions described herein. Approval covers only the work described in your Access Permit Application, as modified by the conditions, restrictions, and specifications listed above. You will be held financially responsible for any damage caused to the Town highway system resulting from the development or construction of a driveway/access, regardless of whether such development or construction has been authorized by the Town.

This Notice does not relieve you from any requirements imposed by other local, regional, or State agencies.

Issued on: \_\_\_\_\_ [date]

By: \_\_\_\_\_  
 Chair of the Selectboard

**APPENDIX C**  
**Town of \_\_\_\_\_**  
**Access / Right of Way Permit**

It is the determination of the Selectboard of the Town of \_\_\_\_\_ that all of the conditions, restrictions, and specifications described in Access Permit Application # \_\_\_\_\_, as modified by the relevant Notice to Proceed, which was issued by the Town on \_\_\_\_\_ [date], have been met.

**Therefore, Permit # \_\_\_\_\_ is hereby issued to \_\_\_\_\_**  
 [Applicant / Property Owner], as Permittee for the access/driveway/curb cut located at \_\_\_\_\_ [parcel # and street address or property, if any], which proves access to / connects with \_\_\_\_\_ [name and/or # of town highway]. All of the conditions, restrictions, and specifications described in Access Permit Application # \_\_\_\_\_, as modified by the relevant Notice to Proceed, which was issued by the Town on \_\_\_\_\_ [date], remain in force as conditions of this Permit as long as the present land use continues. Any change in the present land use will require a new Permit.

**This Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.**

The issuance of this Permit does not relieve Permittee from any requirements imposed by other local, regional, or State agencies.

In the event that there is a failure to adhere to the conditions, restrictions, and specifications described above, this Permit may be suspended by the Selectboard until compliance is obtained. If there is continued use or activity after suspension, the Selectboard may physically close the driveway or access point if, in the opinion of the Selectboard, the safety of highway users is or may be affected.

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Permit issued on \_\_\_\_\_ [date]  
 By: \_\_\_\_\_ [Selectboard or its designee]

Received for recording on \_\_\_\_\_ [date], with applicable recording fees paid.  
 By: \_\_\_\_\_ [Town Clerk]

PERMIT ID# \_\_\_\_\_  
 AMOUNT PAID \_\_\_\_\_  
 CHECK # \_\_\_\_\_  
 RECEIVED DATE \_\_\_\_\_  
 ACCEPTED BY \_\_\_\_\_

**VERMONT AGENCY OF TRANSPORTATION  
 State Highway Access and Work Permit**

**FEE SCHEDULE**

The applicant shall pay the applicable administrative processing and application review fee by submitting a check made payable to the “**State of Vermont**” to the following address:

Vermont Agency of Transportation  
 Development Review and Permitting Services Section  
 Barre City Place  
 219 N. Main Street  
 Barre, VT 05641

Municipal and State projects are **not** exempt from fees. Nonprofit organizations and companies are **not** exempt from fees. **Fees are not refundable.** Revisions and time extensions are free.

The Agency reserves the right to return an application that is incomplete, inaccurate or does not meet the requirements for a VSA, Title 19, Section 1111 Permit. The Agency may require an applicant to submit additional information that the Agency considers necessary in order to make a decision on the permit request. Calculate the fee using the table below (only **one** fee per permit)

<b>Residential or Agricultural</b>	<b>\$0</b>
<b>Utility Installations</b>	<b>\$100</b>
<b>Minor Commercial Developments</b>	<b>\$250</b>
<b>Major Commercial Developments</b>	<b>\$2,500</b>
<b>Annual Utility Permits</b>	<b>\$500</b>

Notes:

1. “Residential or Agricultural” means accesses serving a single-family home, a duplex residence, or a logging or field access for agricultural use only. Three or more dwelling units are considered a “Minor” or “Major” Commercial Development.” **All** land subdivisions are considered either “Minor” or “Major Commercial Development”;
2. “Utility Installations,” include each direct connection to the State highway storm water system;
3. “Minor Commercial Developments” means a commercial development for which the Agency does not require the applicant to submit a traffic impact study. Resurfacing or reconstructing an existing commercial access is considered a Minor Commercial Development;
4. “Major Commercial Developments” means a commercial development for which the Agency requires the applicant to submit a traffic impact study (in any case involving an access permit for a development contributing 75 or more peak hour trips to State highways based upon latest trip generation guidance by Institute of Transportation Engineers);
5. “Annual Utility Permits” are the Routine Maintenance and Emergency Repair Permits;
6. There exist other types of permits for which a fee is **not** required. Examples of these types of permits are; temporary traffic control signage, survey or boring work, sidewalks, installation of traffic counting devices, trailer-mounted or permanent speed radar feedback signs and regrading of a roadside ditch;
7. **Any questions please call the Permitting Services Office at (802) 279-1152**



PERMIT ID# \_\_\_\_\_

FOR AGENCY USE ONLY

Town: \_\_\_\_\_  
Route: \_\_\_\_\_  
Mile Marker: \_\_\_\_\_  
Log Station: \_\_\_\_\_

**VERMONT AGENCY OF TRANSPORTATION  
State Highway Access and Work Permit**

Owner's/Applicant's Name, Address, E-mail & Phone No. \_\_\_\_\_

Co-Applicant's Name, Address, E-mail & Phone No. (if different from above) \_\_\_\_\_

The location of work (town, highway route, distance to nearest mile marker or intersection & which side) \_\_\_\_\_

Description of work to be performed in the highway right-of-way (attach plan) \_\_\_\_\_

\_\_\_\_\_

Property Deed Reference Book: \_\_\_\_\_ Page: \_\_\_\_\_ (only required for Permit Application for access)

Fee \$ \_\_\_\_\_ (fees do not apply for residential or agricultural purposes)

Is a Zoning Permit required? Yes  No  - If Yes, # \_\_\_\_\_

Is a 30 VSA § 248 permit required? Yes  No  - If Yes, # \_\_\_\_\_

Is an Act 250 permit required? Yes  No  - If Yes, # \_\_\_\_\_

Other permit(s) required? Yes  No  - If Yes, name and # of each \_\_\_\_\_

Date applicant expects work to begin \_\_\_\_\_ 20 \_\_\_\_

Owner/Applicant: \_\_\_\_\_ Position Title: \_\_\_\_\_  
(Print name above)

Sign in Shaded area:		Date:	
----------------------	--	-------	--

Co-Applicant: \_\_\_\_\_ Position Title: \_\_\_\_\_  
(Print name above)

Sign in Shaded area:		Date:	
----------------------	--	-------	--

**INSTRUCTIONS:** -Contact the Development Review and Permitting Services Section (802.636.0037) or your local area Transportation Maintenance District Office to determine your issuing authority. The issuing authority will determine what plans, fee and other documents are required to be submitted with your Vermont Statutes Annotated, Title 19, Section 1111, permit application request.

**- Original signatures are required on an original Form. The Owner/Applicant and Co-Applicant (if applicable) declares under the pains and penalty of perjury that all information provided on this form and submitted attachments are to the best of their knowledge true and complete.**

**FEE:** -See **Fee Schedule** for applicable administrative processing and application review fee.

**PERMIT APPROVAL**

The work is subject to the restrictions and conditions on the reverse page, plus the Special Conditions stated on the attached page(s).

Date work is to be completed \_\_\_\_\_ Date work accepted: \_\_\_\_\_

By \_\_\_\_\_ Issued Date \_\_\_\_\_  
Authorized Representative for Secretary of Transportation  
By: \_\_\_\_\_  
DTA or Designee

**NOTICE: This permit covers only the Vermont Agency of Transportation's jurisdiction over this highway under Vermont Statutes Annotated, Title 19, Section 1111.** It does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations. This permit addresses only access to, work within, and drainage affecting the state highway. It does not address other possible transportation issues, such as access to town highways, use of private roads, and use of railroad crossings. If relevant to the proposed development, such issues must be addressed separately.

**No work shall be done under this permit until the owner/applicant has contacted the District Transportation Office at:**

Applicant to Complete

**DEFINITIONS:**

"Agency" means the Vermont Agency of Transportation (a/k/a VTrans).

"Engineer" means the authorized agent of the Secretary of Transportation.

"Owner/Applicant" means the party(s) to whom the permit is to be issued.

"Co-Applicant" means the party who performs the work, if other than Owner/Applicant or a secondary Owner/Applicant under a joint permit application.

"Permit Holder" means the party who currently owns the lands abutting the highway that are the subject of the permit.

**GENERAL:**

**By accepting this permit, or doing any work hereunder, the Owner/Applicant agrees to comply with all of the restrictions and conditions and any imposed special conditions. If the Owner/Applicant is aggrieved by the restrictions and conditions or special conditions of the permit, they shall submit a written request for consideration to the Engineer within 30-days of permit issuance and prior to starting any work. No work will be authorized by the Agency, or performed under the permit, until the dispute is fully resolved.**

**Vermont Statutes Annotated, Title 30, Chapter 86 ("Dig Safe") requires notice to Dig Safe before starting excavation activities. The Permit Holder or his/her contractor must telephone Dig Safe at 811 at least 48 hours (excluding Saturdays, Sundays and legal holidays) before, but not more than 30 days before, starting excavation activities at any location. In addition, please note that the Agency and many municipalities are not members of Dig Safe and will need to have their utility facilities investigated with due diligence prior to starting excavation activities in or on the State Highway right-of-way.**

The Permit Holder is to have a supervisory representative present any time work is being done in or on the State Highway right-of-way. A copy of this permit and Special Conditions must be in the possession of the individual performing this work for the Permit Holder.

Except with the specific, written permission of the District Transportation Administrator, all work in the State Highway right-of-way shall be performed during normal daylight hours and shall cease on Sunday, on all holidays (which shall include the day before and the day following), during or after severe storms, and between December 1 and April 15. These limitations will not apply for the purposes of maintenance, emergency repairs, or proper protections of the work which includes, but not limited to, the curing of concrete and the repairing and servicing of equipment.

The Owner/Applicant shall be responsible for all damages to persons or property resulting from any work done under this permit, even if the Applicant's Contractor performs the work. All references to the Owner/Applicant also pertain to the Co-Applicant.

The Owner/Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.

The Owner/Applicant must, in every case where there is a possibility of injury to persons or property from blasting, use a pre-approved Blasting Plan. All existing utility facilities shall be protected from damage or injury.

The Owner/Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.

All temporary and permanent traffic control measures and devices shall be MUTCD compliant.

The Owner/Applicant shall not do any work or place any structures or obstacles within the State Highway right-of-way, except as authorized by this permit.

The Owner/Applicant may pay the entire cost of the salary, subsistence and traveling expenses of any inspector appointed by the Engineer to supervise such work.

The Engineer may modify or revoke the permit at any time for safety-related reasons, without rendering the Agency or the State of Vermont liable in any way.

In addition to any other enforcement powers that may be provided for by the law, the Engineer may suspend this permit until compliance is obtained. If there is continued use or activity after suspension, the Engineer may physically close the work area and take corrective action to protect the safety of the highway users.

The Permit Holder shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the highway right-of-way that has been brought about by the execution of the permitted work, for a minimum period of eighteen (18) months after final inspection by the District.

Any approved variance from the permitted plans is to be recorded on "as-builts" with copies provided to both the Chief of Permitting Services and the District Transportation Administrator.

**ACCESS:**

**This permit (if for access) does not become effective until the owner/applicant records in the office of the appropriate municipal clerk, the attached "Notice of Permit Action"**

As development occurs on land abutting the highways, the Agency may revoke a permit for access and require the construction of other access improvements such as the combination of access points by adjoining owners.

Under Vermont Statutes Annotated, Title 19, Section 1111, no deed purporting to subdivide land abutting a state highway can be recorded unless all the abutting lots so created are in accordance with the standards of Section 1111.

The Permit Holder acknowledges and agrees that neither this permit nor any prior pattern of use creates an ownership interest or other form of right in a particular configuration or number of accesses to or through the highway right-of-way, and that the right of access consists merely of a right to reasonable access the general system of streets, and is not a right to the most convenient access or any specific configuration of access.

**DRAINAGE:**

The Owner/Applicant shall install catch basins and outlets as may be necessary, in the opinion of the Engineer, to preclude interference with the drainage of the state highway. Direct connections shall not be allowed without written approval.

**UTILITY WORK; CUTTING AND TRIMMING TREES:**

The Owner/Applicant shall obtain the written consent of the adjoining owners or occupants or, in the alternative, an order from the State Transportation Board in accordance with, Vermont Statutes Annotated, Title 30, Section 2506, regarding cutting of or injury to trees.

In general, all utilities shall be located adjacent to the State Highway right-of-way boundary line and shall be installed without damaging the highway or the highway right-of-way. No pole, push-brace, guy wire or other aboveground facilities shall be placed closer than 10 feet to the edge of traveled-way. If the proposed utility facilities are in conflict with the above, each location is subject to the approval of the Engineer.

Poles and appurtenances shall be located out of conflict with intersection sight distance, guardrail, ditches, signs, culverts, etc.

Where the cutting or trimming of trees is authorized by permit, all debris resulting from such cutting and trimming shall be removed from the State Highway right-of-way.

Open cut excavation for highway crossings is NOT the option of the Applicant, and may be utilized only where attempted jacking, drilling, or tunneling methods fail or are impractical. The Owner/Applicant shall obtain an appropriate modification of the highway permit from the Engineer before making an open cut.

**JOINT PERMITS:**

A joint permit application is required when more than one party will be involved with the construction, maintenance, and/or operation of the facility being constructed under this permit. Examples include, but are not limited to, joint ownership or occupancy of a utility pole line and construction of a municipal utility line by a contractor. Both utility companies, and in the second case, the municipality and the contractor, must be joint applicants.

## For more information, please contact:

### DISTRICT #1

District Transportation Office  
359 Bowen Road  
Bennington, Vermont 05201  
(802) 447-2790

### DISTRICT #2

District Transportation Office  
870 US Route 5  
Dummerston, Vermont 05301  
(802) 254-5011

### DISTRICT #3

District Transportation Office  
61 Valley View, Suite #2  
Mendon, Vermont 05701  
(802) 786-5826

### DISTRICT #4

District Transportation Office  
221 Beswick Drive  
White River Junction, Vermont 05001  
(802) 295-8888

### DISTRICT #5

District Transportation Office  
(Mailing) P.O. Box 168  
Essex Junction, VT 05453  
(Physical) 189 Troy Ave  
Colchester, VT 05446  
(802) 655-1580

### DISTRICT #6

District Transportation Office  
186 Industrial Lane Road  
Barre, Vermont 05641  
(802) 828-2691

### DISTRICT #7

District Transportation Office  
1068 US Route 5, Suite 2  
St. Johnsbury, Vermont 05819  
(802) 748-6670

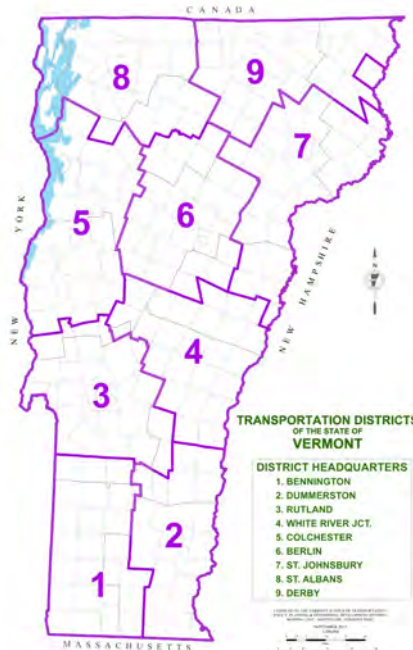
### DISTRICT #8

District Transportation Office  
680 Lower Newton Road  
St. Albans, Vermont 05478  
(802) 524-5926

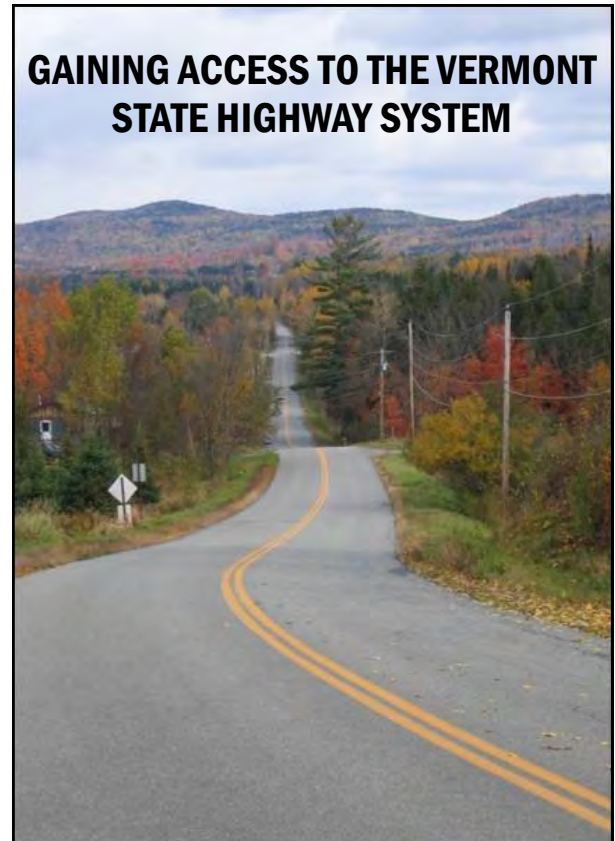
### DISTRICT #9

District Transportation Office  
4611 US Route 5  
Newport, Vermont 05855  
(802) 334-7934

Utilities & Permits Office  
Agency of Transportation  
One National Life Drive  
Montpelier, Vermont 05633-5001  
(802) 828-2485



# WHERE WILL MY DRIVEWAY GO?



[vtransengineering.vermont.gov/unp](http://vtransengineering.vermont.gov/unp)  
Phone: (802) 828-2485

## WHY SHOULD I BE CONCERNED ABOUT ACCESS?

To ensure the safe and efficient movement of traffic on Vermont's highways, approval from the Vermont Agency of Transportation is required before a driveway may be constructed or any work can be performed in highway rights-of-way. This is true for rural as well as some village and city locations.

Reasonable access to the State highway system is a right of abutting property owners. However, reasonable access does not necessarily mean direct access nor does it necessarily mean sole access. Sharing an access with neighboring properties or access via another public highway may constitute reasonable access. Issues such as access design, sight distance, spacing, and land use (as well as other considerations) must be factored into the determination of what is reasonable access.

It is very important to manage driveway placement. Under State Statute (19 V.S.A. Section 1111), the Secretary of Transportation has the responsibility to protect and promote the safety of the traveling public, maintain reasonable levels of service on the existing highway system, and protect the public investment in the highway infrastructure.

This is done by managing access, requiring permits, and establishing protection procedures. Poor coordination of development, access, and transportation leads to increased levels of congestion and collisions.



### Benefits of access management:

- Reduce crashes and crash potential
- Preserve roadway capacity and useful life of roads
- Decrease travel time and congestion
- Improve access to properties
- Coordinate land use and transportation decisions
- Maintain travel efficiency & related economic prosperity

### Do you have commercial/industrial access needs?

Developments that attract 75 or more vehicles in the peak hour may require special consideration for driveway design, such as turn lanes, on the main highway. A preliminary plan should be submitted along with your application. A traffic impact study may be required depending on the intensity of the development.

### What is required to build a driveway?

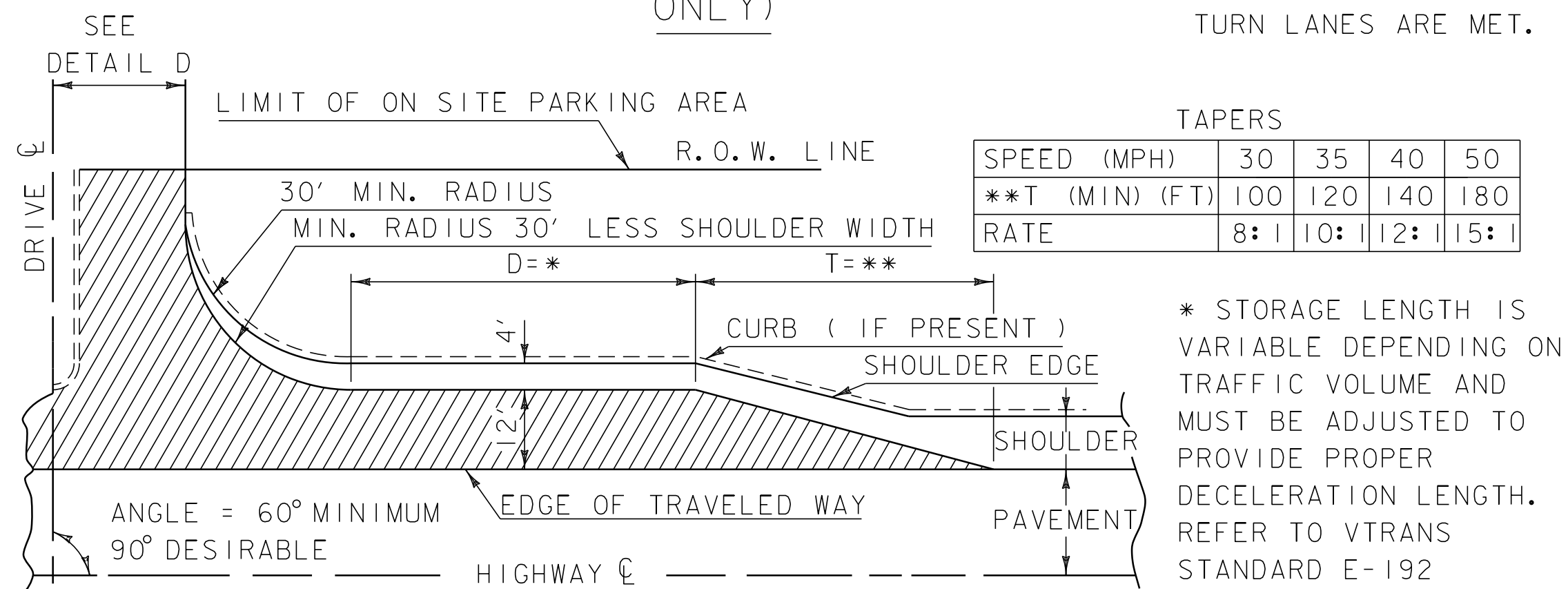
1. To obtain a permit application, contact the nearest VTrans District Transportation Office or the Utilities & Permits Office in Montpelier.
2. Fill out the application.
3. The permit application and plan or sketch showing your proposed driveway location and design should be sent to the appropriate district office or to the Utilities & Permits Office in Montpelier where it will be reviewed by an Agency technician.
4. The proposed site will be inspected by VTrans personnel.
5. Residential driveway permits are issued by the District offices and commercial driveway permits are issued by the Utilities & Permits office.
6. Upon completion of your work, a final inspection will be made to determine if the driveway has been constructed in accordance with the permit conditions.

(There is no charge to process or issue a highway access permit.)

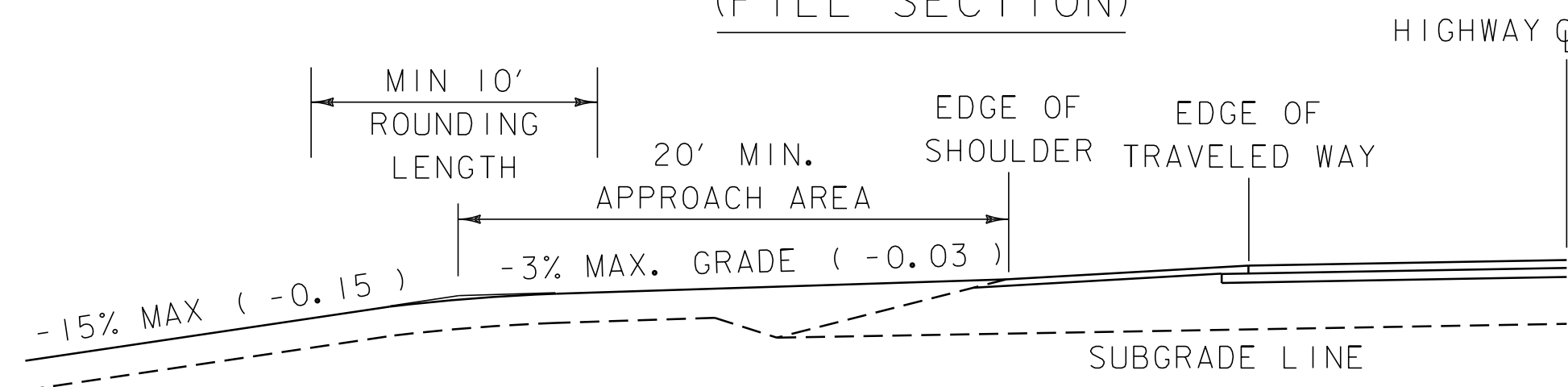


**DETAIL A RIGHT TURN LANE FOR COMMERCIAL DRIVE (UNSIGNALIZED INTERSECTIONS ONLY)**

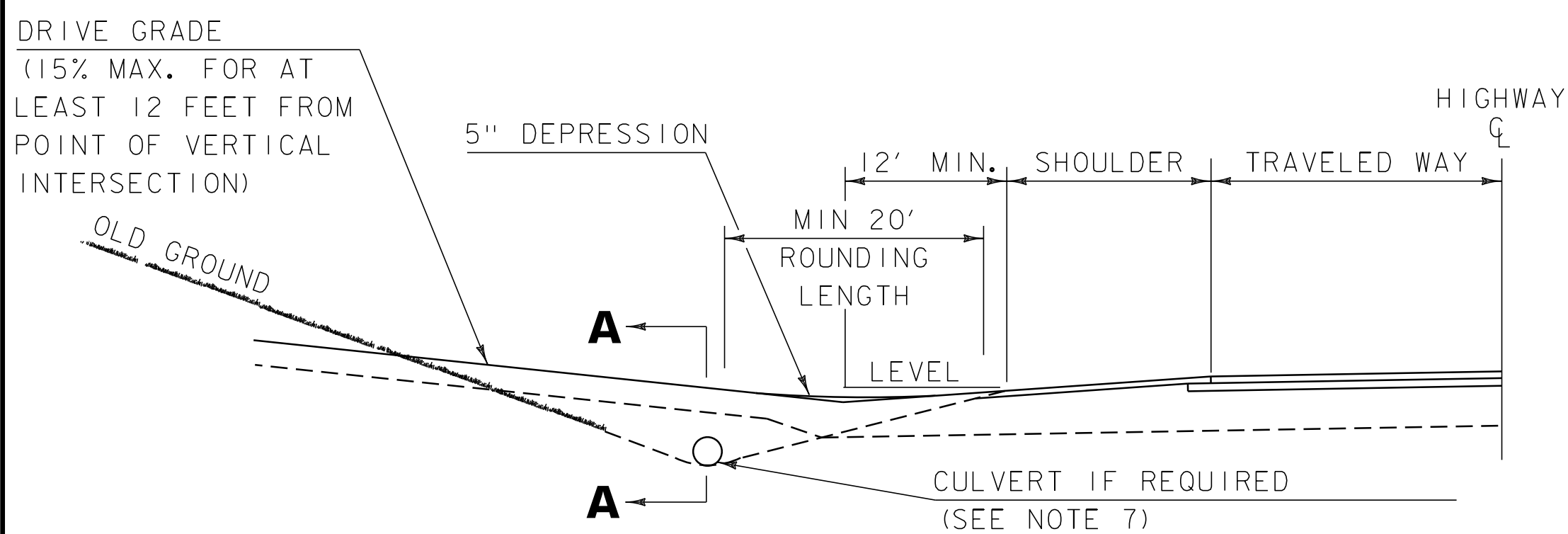
USE WITH DETAILS B AND D WHEN VOLUME WARRANTS FOR RIGHT TURN LANES ARE MET.



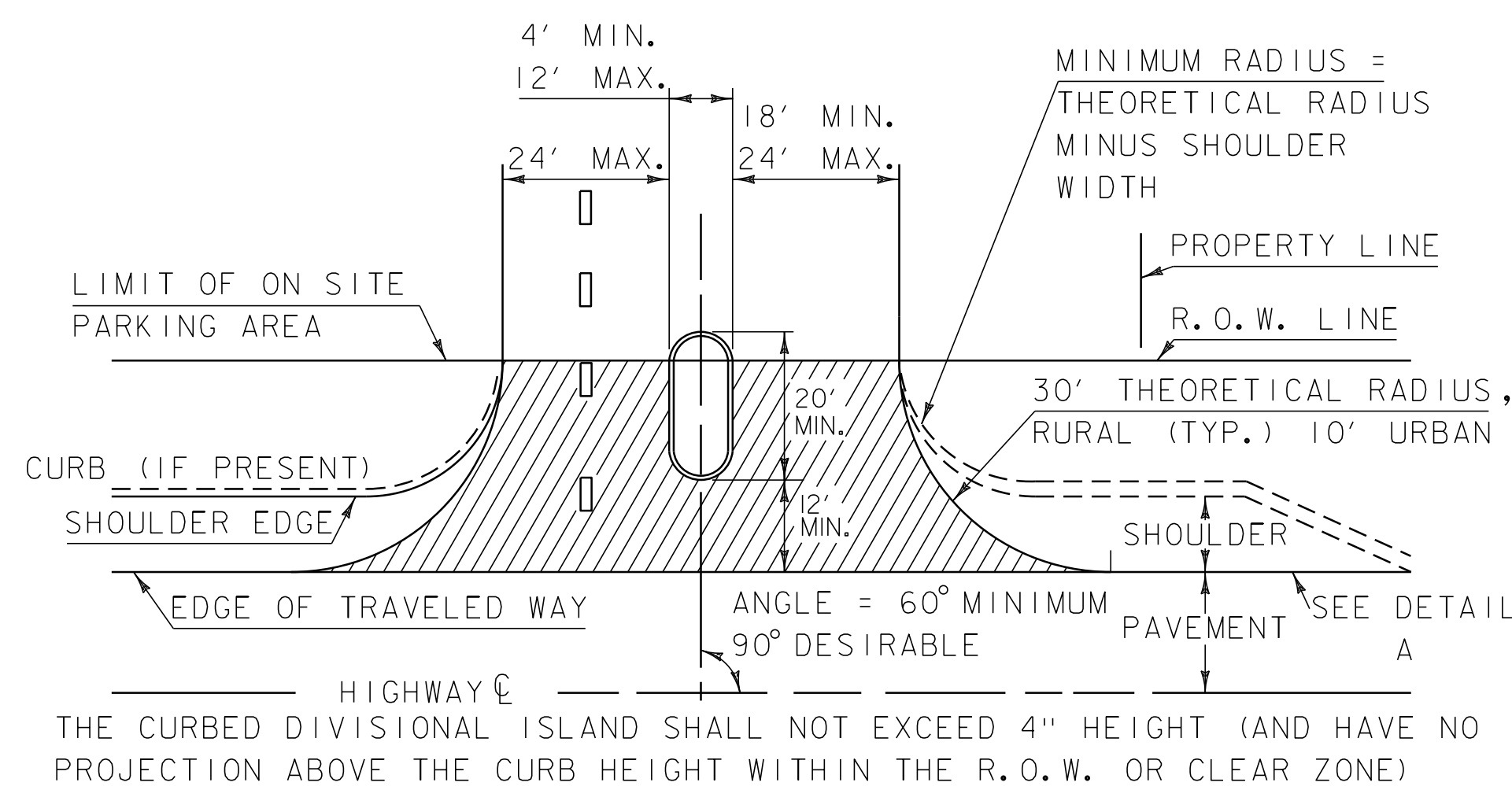
**DETAIL C PROFILE OF DRIVE INTERSECTION (FILL SECTION)**



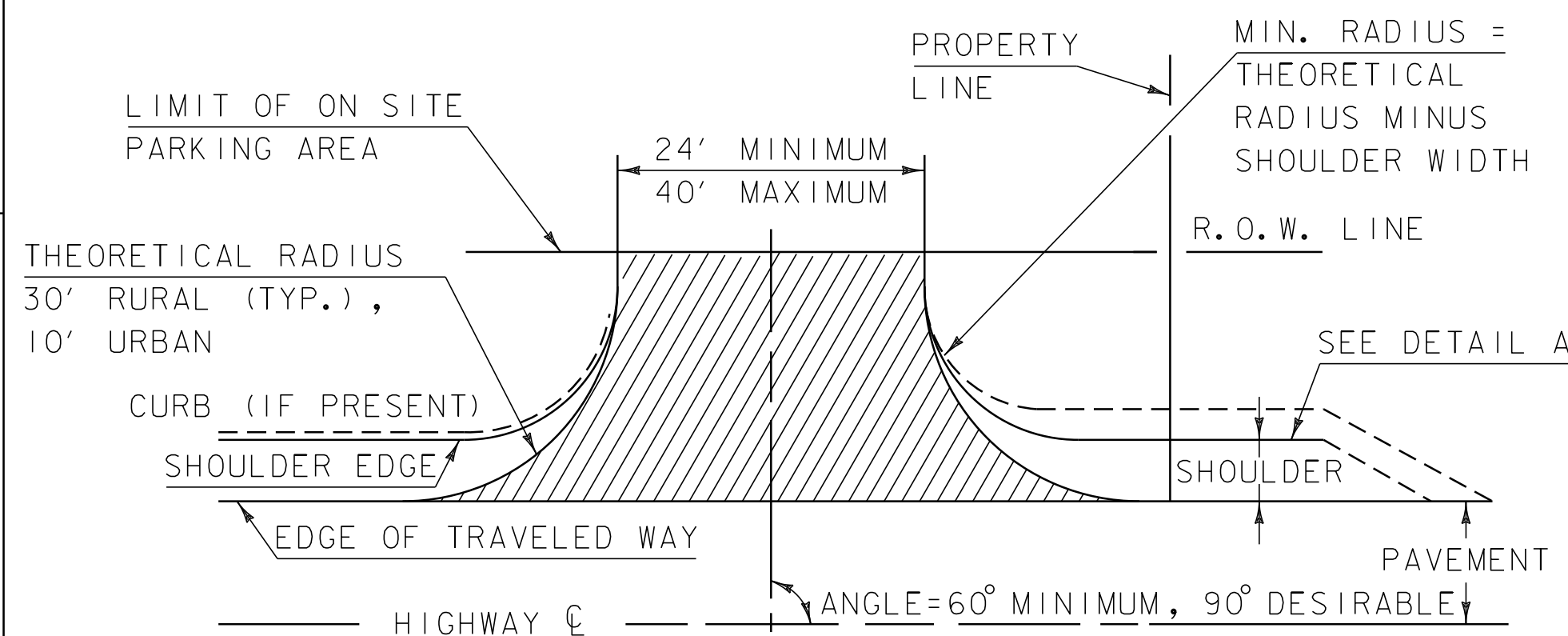
**DETAIL E PROFILE OF DRIVE INTERSECTION (CUT SECTION)**



**DETAIL B TWO-WAY COMMERCIAL DRIVE WITH DIVISIONAL ISLAND**



**DETAIL D TWO-WAY UNDIVIDED COMMERCIAL DRIVE**



THIS DETAIL WILL ALSO APPLY TO COMMERCIAL SERVICE DRIVES, WHEN AUTHORIZED, HAVING A MAXIMUM WIDTH OF 20'. THE SERVICE DRIVE WILL HAVE A "SERVICE VEHICLES ONLY" SIGN PLACED AT THE HIGHWAY ROW LINE.

1. THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONJUNCTION WITH A PERMIT FOR WORK WITHIN HIGHWAY RIGHTS OF WAY. ALL CONSTRUCTION REQUIRED BY THE PERMIT AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VERMONT AGENCY OF TRANSPORTATION. WHEN USED WITH THE PLANS FOR A HIGHWAY CONSTRUCTION PROJECT, THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.

2. ALL COMMERCIAL DRIVES SHALL BE PAVED FROM THE EDGE OF THE TRAVELED WAY TO THE HIGHWAY RIGHT-OF-WAY, TO THE FARTHEST POINT OF CURVATURE ON THE DRIVEWAY EDGE OR AS DIRECTED BY THE DISTRICT TRANSPORTATION ADMINISTRATOR. THIS PAVING IS INDICATED IN DETAILS (A, B AND D) BY HATCHING.

3. DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL F WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.

4. VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.

5. IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.

6. WHERE TRAFFIC VOLUME FOR A PROJECT IS SUBSTANTIAL THE AGENCY MAY REQUIRE SPECIAL LANES FOR TURNING, SIGNALS OR OTHER MODIFICATIONS. BASED ON TRAFFIC STUDIES THE AGENCY WILL DETERMINE SPECIFIC TREATMENT TO BE USED.

7. CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15" OR AS OTHERWISE SHOWN ON THE PLANS. PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE. IF A CULVERT LARGER THAN 15" IS LOCATED UPSTREAM OF THE PROPOSED CULVERT THEN THE NEW CULVERT SHALL, AS A MINIMUM, MATCH THE SIZE OF THE UPSTREAM CULVERT.

8. THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY MAY BE GOVERNED BY LOCAL ZONING LAWS. DRIVEWAY WIDTH RESTRICTIONS SHOWN PERTAIN ONLY TO THE AREA WITHIN THE HIGHWAY R.O.W. OR THE END OF THE TURNING RADIUS WHICHEVER IS GREATEST.

9. DRIVEWAY GRADES STEEPER THAN THOSE SHOWN MAY BE ALLOWED AS LONG AS A 20' APPROACH AREA IS ACHIEVED FOR THE VEHICLE TO PAUSE BEFORE ENTERING THE HIGHWAY.

10. THIS STANDARD APPLIES TO LARGER RESIDENTIAL DEVELOPMENTS, SUBDIVISIONS AND OTHER COMMERCIAL ACCESSES. SEE VTRANS STANDARD B-71A FOR FIELD DRIVES, LOGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR A DUPLEX.

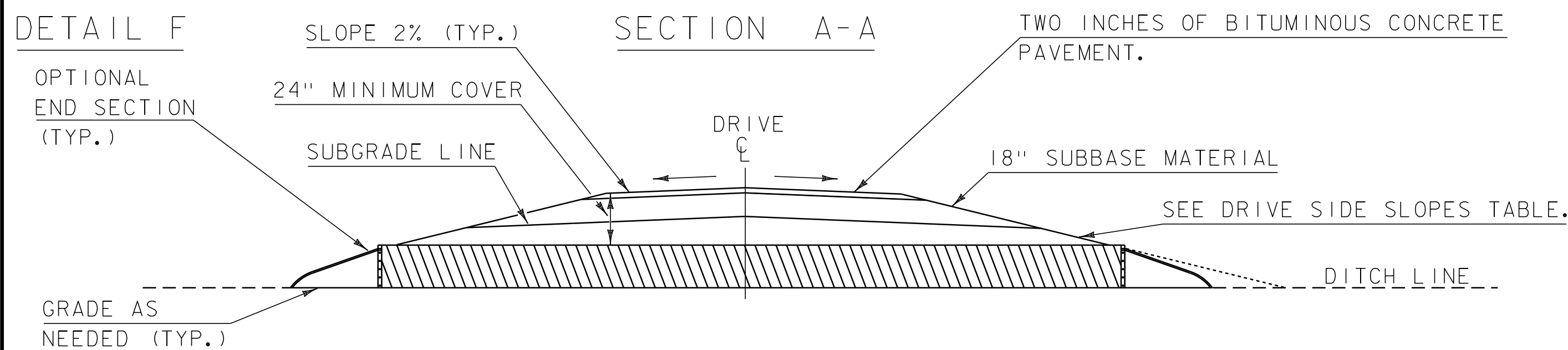
11. FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE "VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES", LATEST REVISION.

12. INTERSECTION SIGHT DISTANCES, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES ENTERING ON PUBLIC HIGHWAYS, UNLESS OTHERWISE APPROVED BY THE AGENCY OF TRANSPORTATION. INTERSECTION SIGHT DISTANCE IS MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT ROADWAY AND MEASURED FROM A HEIGHT OF EYE OF 3.5 FEET ON THE DRIVE TO A HEIGHT OF 3.5 FEET ON THE ROADWAY. STOPPING SIGHT DISTANCE IS MEASURED FROM AN EYE HEIGHT OF 3.5 FEET TO AN OBJECT HEIGHT OF 2.0 FEET ON THE ROADWAY.

SIGHT DISTANCE TABLE

POSTED SPEED OR DESIGN SPEED (MPH)	MINIMUM STOPPING SIGHT DISTANCE (FT)	MINIMUM INTERSECTION SIGHT DISTANCE (FT)
25	155	280
30	200	335
35	250	390
40	305	445
45	360	500
50	425	555
55	495	610

THE ABOVE VALUES ARE TAKEN FROM THE 2011 AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."



DRIVE SIDE SLOPES TABLE

LOCATION OF SLOPE	SLOPE RATE
DESIGN SPEED > 40 MPH	1:6 OR FLATTER
URBAN AREAS, OR DESIGN SPEED < 40 MPH	1:4 DESIRABLE 1:2 ALLOWABLE
OUTSIDE CLEAR ZONE	1:2 OR FLATTER

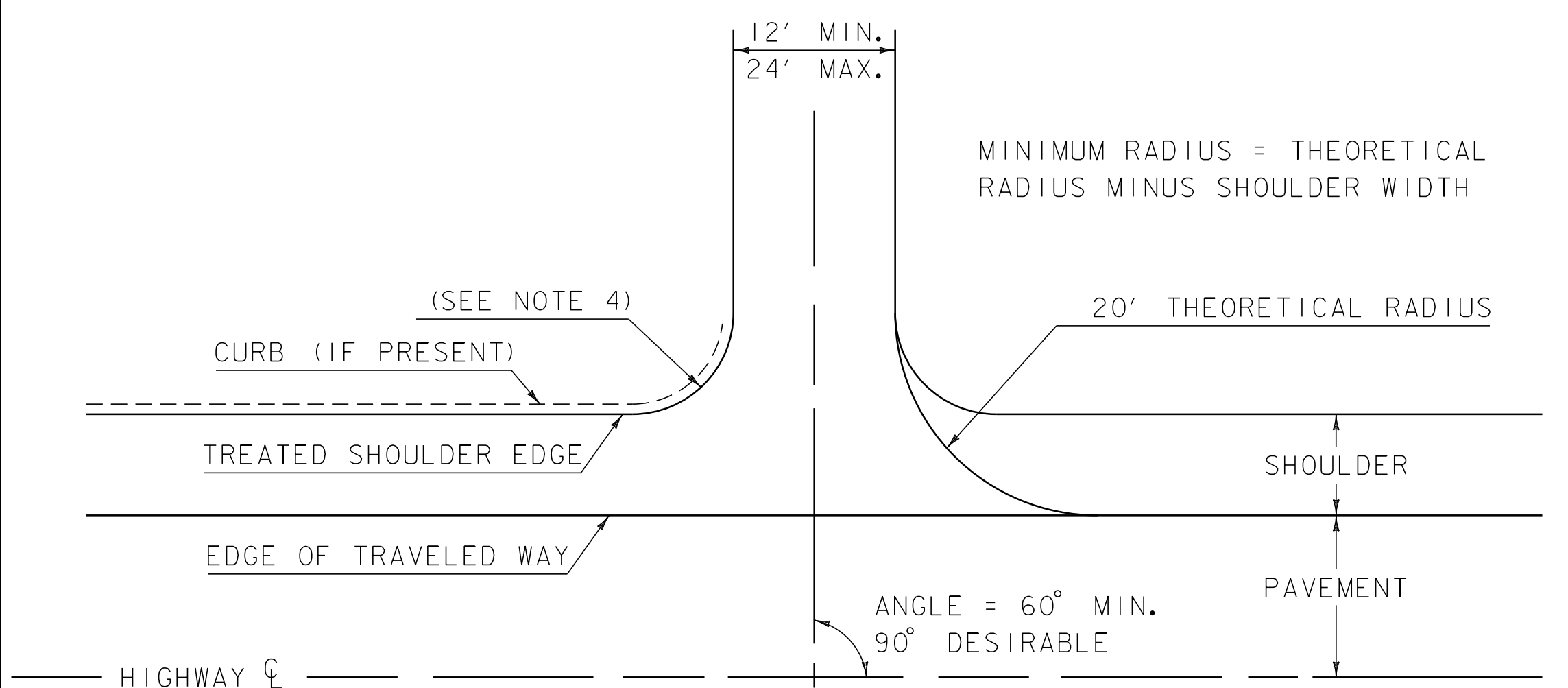
REV.	DATE	DESCRIPTION
0	JUL. 1, 2019	ORIGINAL APPROVAL
OTHER STANDARDS REQUIRED:		

COMMERCIAL DRIVES

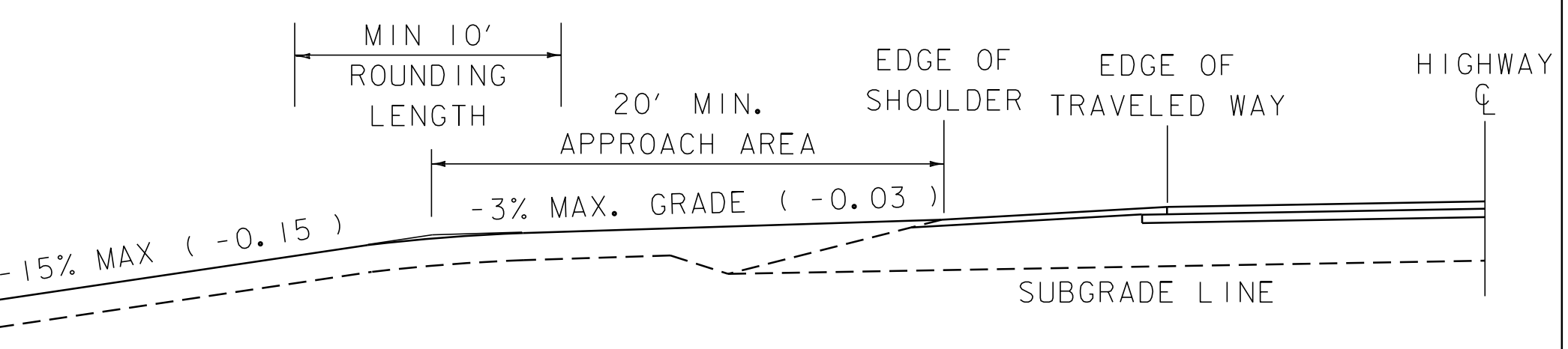


STANDARD  
B-71B

DETAIL A RESIDENTIAL DRIVE

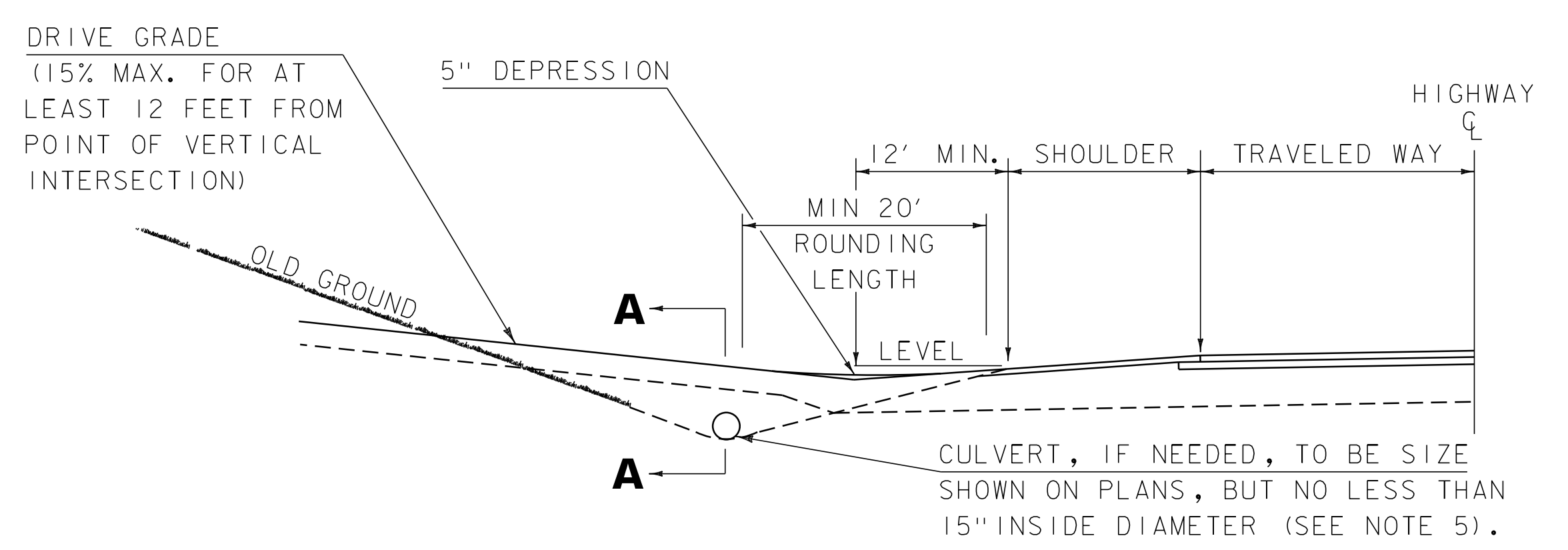


DETAIL B PROFILE OF DRIVE INTERSECTION (FILL SECTION)

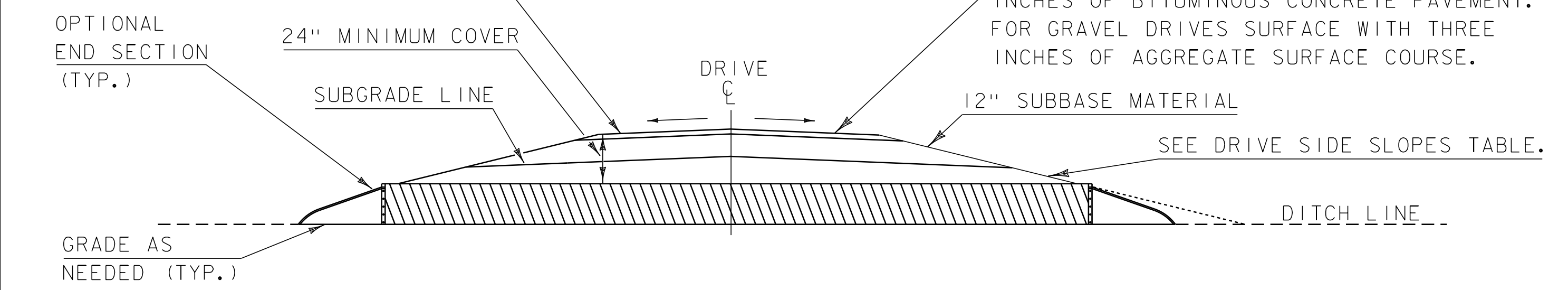


1. THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONJUNCTION WITH A PERMIT FOR WORK WITHIN HIGHWAY RIGHTS OF WAY. ALL CONSTRUCTION REQUIRED BY THE PERMIT AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VERMONT AGENCY OF TRANSPORTATION. WHEN USED WITH THE PLANS FOR A HIGHWAY CONSTRUCTION PROJECT, THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.
2. DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL D WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.
3. VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.
4. IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.
5. CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15" OR AS OTHERWISE SHOWN ON THE PLANS. PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE. IF A CULVERT LARGER THAN 15" IS LOCATED UPSTREAM OF THE PROPOSED CULVERT THEN THE NEW CULVERT SHALL, AT A MINIMUM, MATCH THE SIZE OF THE UPSTREAM CULVERT.
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7. DRIVEWAY GRADES STEEPER THAN THOSE SHOWN MAY BE ALLOWED AS LONG AS A 20' APPROACH AREA IS ACHIEVED FOR THE VEHICLE TO PAUSE BEFORE ENTERING THE HIGHWAY.
8. THIS STANDARD APPLIES TO FIELD DRIVES, LOGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR A DUPLEX. FOR LARGER RESIDENTIAL DEVELOPMENTS, SUBDIVISIONS AND OTHER COMMERCIAL ACCESSES SEE VTRANS STANDARD B-71B.
9. INTERSECTION SIGHT DISTANCES, AND STOPPING SIGHT DISTANCE, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES ENTERING ON PUBLIC HIGHWAYS, UNLESS OTHERWISE APPROVED BY THE AGENCY OF TRANSPORTATION. INTERSECTION SIGHT DISTANCE IS MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT ROADWAY AND MEASURED FROM A HEIGHT OF EYE OF 3.5 FEET ON THE DRIVE TO A HEIGHT OF 3.5 FEET ON THE ROADWAY. STOPPING SIGHT DISTANCE IS MEASURED FROM AN EYE HEIGHT OF 3.5 FEET TO AN OBJECT HEIGHT OF 2.0 FEET ON THE ROADWAY.
10. FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE "VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES" LATEST REVISION.

DETAIL C PROFILE OF DRIVE INTERSECTION SHOWING 5" DEPRESSION (CUT SECTION)



DETAIL D SECTION A-A DRIVE SIDE SLOPES TABLE



LOCATION OF SLOPE	SLOPE RATE
DESIGN SPEED > 40 MPH	1:6 OR FLATTER
URBAN AREAS, OR DESIGN SPEED < 40 MPH	1:4 DESIRABLE 1:2 ALLOWABLE
OUTSIDE CLEAR ZONE	1:2 OR FLATTER

SIGHT DISTANCE TABLE

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THE ABOVE VALUES ARE TAKEN FROM THE 2011 AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."

REV.	DATE	DESCRIPTION
0	JUL. 1, 2019	ORIGINAL APPROVAL
OTHER STANDARDS REQUIRED:		

RESIDENTIAL DRIVES



STANDARD B-71A

**Barton Village, Inc.**  
 PO Box 519  
 Barton, Vermont 05822  
 (802) 525-4747

**Memorandum**

To: Barton Village Board of Trustees  
 From: Vera LaPorte  
 Date: September 11, 2023  
 Subject: Spare Components for Water Plant  
 Agenda: System Agenda Item "J"

At the previous Board of Trustees meeting on 08/28/2023, a motion was presented to the Board regarding approval for the purchase of spare PLCs (programmable logic controllers) and I/O (input/output) modules. At the Board's request, Water System Chief Operator-Manager Lucas DiMauro obtained an additional quote from another supplier. It was also questioned if the purchase of these components could be delayed until CY 2024, and while it has not been necessary to replace these components during Lucas's tenure as Water System Chief Operator-Manager, he still feels strongly that it would be wise and more cost-effective to have them on hand, as the suppliers do not always have them in stock. He also noted that he presently only has the capacity to store approximately four days of clean water, so any production shutdown caused by the failure of one of these components would be problematic if the suppliers did not have them in stock when needed.

LCS Controls		Do Supply, Inc.	
1 EA - 1766-L32AWAA	\$1,698.00	1 EA - 1766-L32AWAA	\$2,082.00
1 EA - 1766-L32BWAA	\$1,698.00	1 EA - 1766-L32BWAA	\$1,724.00
3 EA – 1762-IF4	\$2,052.00	3 EA – 1762-IF4	\$3,390.00
1 EA – 1762-IA8	\$325.00	1 EA – 1762-IA8	\$440.00
1 EA – 1762-OF4	\$645.00	1 EA – 1762-OF4	\$1,005.00
3 EA – 1762-OW8	\$1,029.00	3 EA – 1762-OW8	\$2,490.00
TOTAL	\$7,447.00	TOTAL	\$11,131.00

**Proposed Motion:** None.

spare PLC hardware

wford@lcscontrols.com

Mon 8/14/2023 9:41 AM

To:Lucas DiMauro <watermanager@bartonvt.com>

Lucas,

Between your 2 PLC panels you have the following PLCs and I/O modules:

- 1 of 1766-L32AWAA (Micrologix 1400 processor, AC inputs)
- 1 of 1766-L32BWAA (Micrologix 1400 processor, DC inputs)
- 3 of 1762-IF4 (analog input module)
- 1 of 1762-IA8 (AC discrete input module)
- 1 of 1762-OF4 (analog output module)
- 3 of 1762 OW8 (discrete relay output module)

The PLCs cannot be substituted for one another because one uses AC discrete inputs and one uses DC discrete inputs -- if you wish to have a spare PLC for each control panel you would need one of each of the 1766 parts. The unit price for each component listed above, shipped to your facility, would be:

- 1766-L32AWAA \$1698.00
- 1766-L32BWAA \$1698.00
- 1762-IA8 \$325.00
- 1762-IF4 \$684.00
- 1762-OF4 \$645.00
- 1762-OW8 \$343.00

*new*

Please let us know if you would like us to purchase any or all of these as spare parts for you to have on-hand in Barton.

Thanks,

Brian Ford  
LCS Controls, Inc.



QUOTATION # 9623-09963

Do Supply Inc.  
 6305 Lake Wheeler Road  
 Raleigh, North Carolina 27603, USA  
 Tel: 1-919-205-4392  
 Fax: 1-919-205-4375  
 Jack Dougherty  
[sales@dosupply.com](mailto:sales@dosupply.com)  
[www.dosupply.com](http://www.dosupply.com)

**Customer Information**

**Email:** watermanager@bartonvt.com  
**Additional Details:** Lucas

**Quote Details**

**Subject:** Quote for AB Items  
**Date:** 2023-09-06  
**Accepted payment methods:** Credit Card, PayPal, Wire Transfer

**Condition: Refurbished**

Qty	Part Number	Description	Condition	Stock	Unit Price	Total Price
1	1766-L32AWAA	MicroLogix 1400	Refurbished	In Stock Ships Today	\$1,217.00	\$1,217.00
1	1766-L32BWAA	MicroLogix 1400	Refurbished	Ships in 3-5 Days	\$1,318.00	\$1,318.00
1	1762-IA8	MicroLogix 1200	Refurbished	In Stock Ships Today	\$333.00	\$333.00
1	1762-IF4	MicroLogix 1200	Refurbished	In Stock Ships Today	\$582.00	\$582.00
1	1762-OF4	MicroLogix 1200	Refurbished	In Stock Ships Today	\$686.00	\$686.00
1	1762-OW8	MicroLogix 1200	Refurbished	In Stock Ships Today	\$280.00	\$280.00
<b>Total:</b>						\$4,416.00

Contact us today to add extended warranty to your order for just **\$883.20!**

**Condition: Original Packaging**

Qty	Part Number	Description	Condition	Stock	Unit Price	Total Price
1	1766-L32AWAA	MicroLogix 1400	Original Packaging	In Stock Ships Today	\$2,082.00	\$2,082.00
1	1766-L32BWAA	MicroLogix 1400	Original Packaging	Ships in 3-5 Days	\$1,724.00	\$1,724.00
1	1762-IA8	MicroLogix 1200	Original Packaging	In Stock Ships Today	\$440.00	\$440.00
1	1762-IF4	MicroLogix 1200	Original Packaging	In Stock Ships Today	\$1,130.00	\$1,130.00

Qty	Part Number	Description	Condition	Stock	Unit Price	Total Price
1	1762-OF4	MicroLogix 1200	Original Packaging	In Stock Ships Today	\$1,005.00	\$1,005.00
1	1762-OW8	MicroLogix 1200	Original Packaging	Ships in 3-5 Days	\$830.00	\$830.00
<b>Total:</b>						<b>\$7,211.00</b>

Contact us today to add extended warranty to your order for just **\$1,442.20!**

## Warranty Information

### Condition

Refurbished

Original Packaging

### Warranty

1 Year Do Supply Warranty

1 Year Do Supply Warranty

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**Barton Village, Inc.**  
PO Box 519  
Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Access Road to Reservoir  
Agenda: Agenda Item "K"

Water System Chief Operator-Manager Lucas DiMauro would like to build an access road from May Pond Road to the reservoir at the plant in preparation for dredging the reservoir in September/October 2024. Even though the dredging itself won't be done until September/October of 2024 (these months typically have less demand and cleaner water), Lucas would like to start preparations for building the road in CY 2023.

We have the equipment and manpower to do it ourselves.

Survey markers have been located and the road will be built well within the property lines.

**Proposed Motion:** None.



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**Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Winter Maintenance Update  
Agenda: Agenda Item "L"

Mike Booth, District Transportation Administrator at VTrans has agreed to assist Barton Village with the winter maintenance for the 2023-2024 season, as they have in the past.

Board of Trustees Chair Gina Lyon will update the Board with the results of her meeting with the Town of Barton Selectboard on 09/06/2023.

**Proposed Motion:** None.

**Barton Village, Inc.**  
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Barton, Vermont 05822  
(802) 525-4747

**Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Trucks Update  
Agenda: Agenda Item "M"

DPW Foreman Andy Sicard has been unable to source a suitable truck for the Village.  
Business Manager Vera LaPorte will assist.

**Proposed Motion:** None.

**Barton Village, Inc.**  
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Barton, Vermont 05822  
(802) 525-4747

### **Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Salt/Sand Shed Update  
Agenda: Agenda Item "N"

At the previous Board of Trustees Meeting on 08/28/2023, the Board discussed various options for temporary storage of the salt/sand at the Village garage, and it was suggested that it be placed on the ground with some old poles and a roof for protection. However, the Vermont Department of Environmental Conservation requires that salt and salted sand stockpiles be stored on non-permeable surfaces, such as concrete or asphalt pavement. DPW Foreman Andy Sicard took advantage of the dry weather and completed a temporary asphalt pad on 09/01/2023.

Andy Sicard also obtained a quote from EM Brown for materials required to construct a roof for \$4,687.31, which he states was budgeted for CY 2023.

Tyler Billingsley, the engineer for the permanent salt/sand project, is still on board and has confirmed that the new application deadline for additional USDA funding is in December. He is currently working on the application.

**Proposed Motion:** None.





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Barton, Vermont 05822  
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**Memorandum**

To: Barton Village Board of Trustees  
From: Vera LaPorte  
Date: September 11, 2023  
Subject: Flood Updates  
Agenda: Agenda Item "O"

Gina, Vera, and Crystal will provide the Board with an update on the July flooding and subsequent events, including but not limited to:

Barton Memorial Building  
FEMA  
Wastewater plant update  
Highways

**Proposed Motion:** None.

**Barton Village, Inc.**  
 PO Box 519  
 Barton, Vermont 05822  
 (802) 525-4747

**Memorandum**

To: Barton Village Board of Trustees  
 From: Vera LaPorte  
 Date: September 11, 2023  
 Subject: Management/Staff Reports; Upcoming Items  
 Agenda: **Item "P"**

**Personnel:**

- Business Manager – Vera LaPorte arrived August 14<sup>th</sup>
- Chief Wastewater Treatment Facility Manager – Tim Dagesse resigned August 20<sup>th</sup>

**Office Equipment/Computers:**

*Computer Hardware* –NMERC moved their programs to the cloud on Friday 06/23 and after working out a few bugs, it seems to be running smoothly. VPPSA IT staff installed the new server and despite a little downtime during installation, everything is operating as it should.

*Mailing Machine/Postage* – The lease on the mailing/postage machine expired in 2020. Since that time, the village has paid the lease on a month-to-month basis. The current machine will soon become noncompliant with US postal requirements. I will be bringing options for replacing this machine to the Board in the near future.

**Village**

Sidewalks

LEMP – Local Emergency Management Plan has been completed, approved by the Board and filed with NVDA.

**Highway Department**

Current Projects:

- Pageant Park Road Ditching/Culvert Issue – In process, using Municipal Grant in Aid Funding
- Eastern Ave/Route 16
- Flooding – Duck Pond Road, Vigario Lane, Pleasant Lane
- Plowing Contracts
- Paving
  - Andy to obtain paving estimate for West Street North
- Salt/Sand Shed Project

- Project Engineer, Tyler Billingsley East Engineering working with Andy and USDA
- Construction/Funding Options
- Ballfields
  - Letter to area schools/organizations was sent

### **Wastewater Department**

#### Pending Projects:

- Follow-up on Sewer Ordinance Violations
- Wastewater Infrastructure Improvements
  - Aldrich & Elliot – Agreement Approved June 12<sup>th</sup>
  - Vt Dept of Environmental Conservation State Revolving Loan Programs funding application completed and approved June 12<sup>th</sup>
- Vt Department of Environmental Conservation Inspection Report Response
  - Initial response provided by Tim
- Insurance/FEMA recovery for flood damage
- Glover Agreement
- Review Current Wastewater User Fees

### **Water Department**

- May Pond Land Research
- Lucas working with Crystal on State of Vermont Revolving Loan Application for capital projects
- Review Current Water User Fees

### **Hydro Plant**

#### Pending Projects:

- Removal of Fuel Tank
- Penstock – major upgrade will require financing (village vote and PUC approval)

### **Electric:**

#### Rate Case

- Surcharge was implemented in May
- May require partial refund if full rate not granted by PUC
- Public Hearing Held May 11<sup>th</sup>
- VPPSA/staff responded to two rounds of discovery questions from Vermont Public Service Department
- VPPSA to file Rebuttal Testimony August 11th

#### IRP [Integrated Resource Plan]

- VPPSA Filed on 03/05/2023
- Public input/comments (due 06/02/23)
- VPPSA/staff responded to PSD Discovery questions July 17th

#### High Street Site Investigation & Remediation

- Meeting held on March 22<sup>nd</sup>
- Site Investigation provided by VHB 01/26/2022
- Supplemental Investigation Work Plan provided by VHB 07/12/2022
- First testing occurred on May 25<sup>th</sup> and 26<sup>th</sup>, Additional testing approx. June 8<sup>th</sup>, reports expected late summer
- Contract balance - \$75k (not expended)
- Project Update expected 07/24/2023

AMI – VPPSA Project – determine participation

**Misc Items:**

- Furnace Replacement –Nadeau’s completed 08/30/2023
- Website
- Audit – RFP went out on July 17th with responses due August 30th