

**TOWN OF STAMFORD**  
**SELECT BOARD MEETING**  
**December 19, 2024**  
**(UNAPPROVED)**  
5:30 p.m.

Present: Select Board: Nancy L. Bushika, Chair, Michael G. Denault, John Dunn, and Douglas Wright.

Kurt Gamari was not present.

Visitors: Debra Burchard, Laura Champagne, Jedidiah Gramlin, Lisa Gramlin, Peter Greenbush, Brian Jowett, Luke McKay, Beth Thomas, Sheila Pecor, Debra Righi, James Righi, James Stimpson, Trevor Tatro, and an unknown visitor.  
David R. Tatro, Road Commissioner.  
Lori Shepard, Select Board Secretary.

Nancy Bushika opened the meeting at 5:30 p.m.

#### EXECUTIVE SESSION

1. MOTION by Nancy Bushika to find that premature general public knowledge of a personnel matter would place the town at a substantial disadvantage. SECONDED by Mike Denault. All in favor. Motion APPROVED.

MOTION by Nancy Bushika to enter executive session for employee reviews pursuant to 1 V.S.A. § 313(a)(1)(B). SECONDED by Mike Denault. All in favor. Motion APPROVED. The Select Board entered executive session at 5:30 p.m.

MOTION by Mike Denault to exit executive session. SECONDED by John Dunn. All in favor. Motion APPROVED. The board exited executive session at 6:02 p.m. No action was taken.

Nancy Bushika re-opened the meeting at 6:03 p.m. with the Pledge of Allegiance, welcomed everyone, and read a statement with procedural rules for the meeting. Additional correspondence and updates were added to the agenda. Jed Gramlin recorded the meeting.

#### HEARING OF VISITORS

1. Brian Jowett owns land on County Road beyond the Class 3 portion. He would like to plow the Class 4 section of County Road to access his land. He has provided a Certificate of Insurance naming the town as an additional insured and has reviewed the agreement. The Select Board advised that Dave Tatro will inspect the road each spring and adjustments to the agreement will be made if needed and any problems will need to be addressed. Nancy Bushika advised that the signed agreement will be recorded in the land records.

MOTION by John Dunn to allow Brian Jowett to plow County Road from the beginning of the Class 4 section to his driveway and allow him to plow to the intersection of Klondike Road if needed in order to turn around. SECONDED by Mike Denault. All in favor. Motion APPROVED.

Laura Champagne noted that snowmobilers use that loop. Brian Jowett said he is a snowmobile rider too and will plow lightly.

## MINUTES

MOTION by Mike Denault to accept the regular meeting minutes of December 5, 2024 as written. SECONDED by Doug Wright. All in favor. Motion APPROVED.

## SELECT BOARD ORDERS

The Select Board reviewed and approved the following orders:

WARRANT #49 \$128,469.92 accounts payable

WARRANT #50 \$ 10,333.60 payroll

## ROAD CONDITIONS

1. The road crew has been dealing with the weather and repairing equipment.
2. Lori Shepard explained that the PACIF grant was awarded, but it was reduced from 50% funding to 40% funding because the town was penalized for not correcting enough of the safety recommendations that were given during the last inspection. Nancy Bushika asked Dave Tatro to add money to his budget to work on the safety recommendations.

## RECYCLING

1. Dave Tatro advised that he had to repair the transfer station compactor.
2. Dave Tatro does not want to move the recycling shed at this time. It will not move easily and will also need electricity. Mike Denault suggested purchasing an outdoor propane heater.

## HIGHWAY ORDINANCE

The Select Board reviewed the draft of the Highway Ordinance.

MOTION by Mike Denault to approve the Highway Ordinance with the revisions. SECONDED by John Dunn. All in favor. Motion APPROVED.

## CONFLICT OF INTEREST

1. Nancy Bushika advised that there is no conflict between the positions according to state law. The VLCT legal team said determining a conflict would depend on how the Delinquent Tax Collector is paid. Peter Greenbush felt the Select Board should have contacted the Ethics Committee. On January 1, 2025 the new Code of Ethics will take affect and the town will need to do a new Conflict of Interest Policy. Mike Denault questioned whether the Select Board has any authority over an elected position. Jim Stimpson suggested the board vote on whether a conflict of interest occurred and send a letter to the Ethics Commission. The board did not recognize any conflict when the abatement hearings were conducted. This has not been considered before. The matter was debated at length.

MOTION by Mike Denault to look into whether it is legal to create an ordinance with a provision that if there is a perceived financial benefit, the same person cannot hold both the Justice of the Peace position and the Delinquent Tax Collector position at the same time. SECONDED by Doug Wright. All in favor. Motion APPROVED.

Mike Denault would like to meet with the party in executive session.

2. Beginning January 1, 2025 the board will have to appoint an Ethics Liaison Officer. Mike Denault would like to wait for a full board to discuss the appointment.

#### SPECIAL TOWN MEETING

Nancy Bushika summarized the meeting. The purchase and financing of the new fire truck was approved. The decision will have to be ratified at the March town meeting because one of the advertising criteria was not met.

#### AUDITORS

The Select Board signed the engagement letter for the auditing firm to conduct the 2024 audit.

#### HAULER REGISTRATION RENEWALS

The registration paperwork will be sent out to the private trash and recycling haulers who conduct business in Stamford. They have to register with the town and the state.

#### LEGISLATIVE REDISTRICTING ERROR

The town clerk advised that Bruce Busa has filed a petition for a revote. As the District Representative Clerk, Lori Shepard has been contacted and was given three pages of questions to answer as part of the Attorney General's investigation. The town clerk may be required to testify in court.

#### ACT 250 PERMITS

The Select Board received copies of the Act 250 permits the state approved for John Tietgens.

#### NATIONAL FOREST

Nancy Bushika received copies of an email from Martina Barnes asking the town to post a map of the upcoming timber sales in town.

#### DVFIBER ASSISTANCE

The town has requested the return of the unused \$7,500.00 given to DVFiber to help people in need with set up costs.

MOTION by Mike Denault to allocate the remaining \$7,500.00 of ARPA funds for highway department infrastructure improvements. SECONDED by Doug Wright. All in favor. Motion APPROVED. The funds could be used for the purchase of a new shed and heating for the shed.

#### VT DEPARTMENT OF TAXES UPDATE

Nancy Bushika attended a recent webinar and gave the board an overview. The state would like to see a town wide reappraisal every six years. The state recommends four or five towns group together to share costs. The state is also considering moving to a regional CLA (common level of appraisal) instead of calculating a CLA for every town.

#### SCHOOL BUDGET

Several months ago there was a joint meeting with the School Board and it was discussed that bringing some of the school expenses to the town side might save taxpayers money. Beth Thomas stated that the School Board has identified some building maintenance costs that would be appropriate for the town to pick up. Mike Denault suggested the boards have another joint meeting to discuss the matter.

EXECUTIVE SESSION

1. MOTION by Mike Denault to find that premature general public knowledge of a personnel matter would place the town at a substantial disadvantage. SECONDED by Doug Wright. All in favor. Motion APPROVED.

MOTION by Mike Denault to enter executive session for employee reviews pursuant to 1 V.S.A. § 313(a)(1)(B). SECONDED by Doug Wright. All in favor. Motion APPROVED. The Select Board entered executive session at 7:50 p.m. Luke McKay was invited to participate.

MOTION by Mike Denault to exit executive session. SECONDED by John Dunn. All in favor. Motion APPROVED. The board exited executive session at 8:05 p.m. The new salary figures will be given to the town clerk.

EXECUTIVE SESSION

The executive session for pending or probable civil litigation or prosecution was not needed.

MOTION by John Dunn to adjourn. SECONDED by Doug Wright. All in favor. Motion APPROVED. The meeting ended at 8:05 p.m.

Nancy L. Bushika  
Clerk pro tempore

/las

REMINDERS

1. Townspeople should sign up with the state's free communications network, VT-Alert. You can sign up at [vtalert.gov](http://vtalert.gov) to receive notifications. You can choose how you would like to be alerted (phone call, text or email) and can choose what type of alerts you would like to receive, i.e. weather, road closures, public health, etc.
2. Anyone interested in applying for the part-time Assistant Assessor Clerk position should submit a letter of interest to the Select Board.
3. Anyone interested in applying for the transfer station substitute position should submit a letter of interest to the Select Board.
4. The town office is open Tuesdays, Wednesdays and Fridays from 8 a.m. to 12 p.m. and on Thursdays from 1 p.m. to 7 p.m. Closed Mondays.

## PETITIONS FOR WARRANT ARTICLES & ELECTED POSITIONS

The deadline for filing petitions with the town clerk for warrant articles to be included in the town meeting warning is Thursday, January 16, 2025. These petitions must be signed by 5% of the registered voters or at least 38 signatures. V.S.A. 17:2642(a)

The required signatures on a petition to run for an elected office are 1% of the registered voters or at least 8 signatures. The deadline for filing these petitions with the Town Clerk is Monday, January 27, 2025 by 5:00 p.m. Nominating papers and the Consent of Candidate form may be picked up at the Town Office. V.S.A. 17:2681(a) (b).

Elected positions to be filled this year are:

Town Moderator - 1 year term (*Paul Dupuis*)  
School Moderator - 1 year term (*Paul Dupuis*)  
Select Board member - 2 year term (*Nancy Bushika*)  
Select Board member - 3 year term (*Michael Denault*)  
School Director - 2 year term (*Erika Bailey*)  
School Director - 3 year term (*Gary Bellows*)  
Collector of Delinquent Taxes - 1 year term (*Sally A. Bohl*)  
Cemetery Commissioner - 3 year term (*Sheila G. Lawrence*)  
Library Trustee - 2 year term (*Danielle Smith*)

Town meeting will be held on Monday, March 3, 2025 at 7:00 p.m. with the school portion first, followed by the town.

Voting will be held on Tuesday, March 4, 2025 from 10 a.m. to 7:00 p.m. at the Town of Stamford Community Room. Applications for addition to the checklist will be accepted at the town office up to and throughout election day.

Absentee ballots will be available until 5:00 p.m. on Monday, March 3, 2025. Please call the town office at 694-1361.

Anyone interested in serving as an appointed board member, please review the expiring appointed positions in the town report and contact a member of that board or the Select Board.

# STAMFORD TOWN HIGHWAY ORDINANCE

## SECTION 1.00 – INTRODUCTION

The Select Board of the Town of Stamford, County of Bennington, State of Vermont, in accordance with the authority invested in them by virtue of Title 24, Section 1972 through 1976 of the Vermont Statutes Annotated, hereby adopt the following Stamford Town Highway Ordinance.

This ordinance is in furtherance and support of the proper accomplishment of responsibilities and the discharge of authority prescribed by 19 V.S.A. Chapter 7, Laying Out, Discontinuing and Reclassifying Highways by Local Authorities.

This ordinance is designated as a civil ordinance pursuant to 24 V.S.A. 1971 (b). A violation of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 V.S.A. 1974 (a) and 1977 et seq.

### 1.01 DEFINITIONS

**BANK:** Mound of earth along a road.

**CLEARING:** The process of removing obstructions from the road site.

**COLD MIX:** Cold bituminous concrete.

**CRIBBING:** Any material used to keep dirt from caving in.

**CROWN:** The upper part of the rounding surface of a road.

**CURVES:** Turns in a road.

**CULVERT:** A pipe under a road to carry water.

**DITCH:** A long narrow trench to carry water away the road.

**DRAIN:** A trench or ditch to carry water away from the road.

**DRAINAGE RIGHTS:** Town has rights to maintain drainage for the road.

**DRIVEWAY:** Any roadway permitting accessibility to private property from any town highway by any vehicle including gasoline, diesel, propane, or horse drawn.

**EMBANKMENT:** A bank of earth used to hold water back or hold up a roadway.

**EROSION:** The act of wearing away the ground.

**GRADE:** To make the ground level or sloped evenly for a roadway.

GRADING: The act of bringing to grade.

GRAVELING: The act of laying gravel on a road.

GUARD RAIL: Posts with connecting rails to keep vehicles on the road.

HEADER: A pipe that connects other pieces to permit the flow of water through them.

HOT BITUMINOUS CONCRETE: Blacktop.

INFILTRATION: The process of water passing through small gaps.

LEGAL TRAIL: A right of way designated by the town for which the town shall not be responsible for any maintenance, including culverts and bridges.

MOTOR VEHICLE: All vehicles propelled by other than muscular power, regardless of where registered, except fire apparatus and emergency vehicles.

PAVING: The act of laying a hard surface on a road (i.e. oil and stone, cold mix, or hot bituminous concrete).

PENT ROAD: A shut in road, no access to it.

PLAN: An outline; a draft; a map.

PLAT: To make a drawing or plan of.

RIGHT-OF-WAY: A strip of land over which a public road passes.

RIPRAP: Broken stones placed to prevent bank erosion.

SELECT BOARD: Also means their authorized representative.

SHOULDERS: Either edge of a road or highway.

SLOPES: A piece of ground that is not flat or level; rising or falling ground.

SLOPE RIGHTS: Town has right to maintain slopes to protect road.

SUBBASE: Layer of material above subgrade.

SUBGRADE: Just below the ground level after clearing and grading the site.

STUMPING: Removing tree stumps.

TRAVELED WAY WIDTH: Actual road width.

TURN-A-ROUND: A circle at the end of a dead end road with a diameter of at least one hundred feet to allow vehicles to change direction.

UNDERDRAIN: Trench below the surface of the road so formed to admit water percolating through the gravel above.

UPPER BASE: Layer of material above subbase.

## SECTION 2.00 – GENERAL CONSIDERATIONS

### 2.01 GENERAL

The Select Board may, at their discretion, modify the requirements contained herein if their strict enforcement would cause undue hardship due to unusual conditions, provided the general objectives of these requirements are satisfied.

Compensation for damages to town highways caused by acts of noncompliance with this town highway ordinance may be assessed against violators by the Select Board.

### 2.02 ROAD CLASSIFICATION

Town roads are classified as Class 1, Class 2, Class 3, or Class 4 highways in accordance with 19 V.S.A. Chapter 3 Section 302. An official town highway map supplied by the State Agency of Transportation shall be available for inspection in the Stamford town office.

### 2.03 ROAD RECLASSIFICATION

The Select Board shall periodically review the town highway classifications, taking into consideration increasing road need, changing traffic patterns and growing population, including identification of key roads that link towns and major arteries. Select Board may also discontinue certain roads, either classifying them as legal trails while retaining a right-of-way or abandoning any claim to a right-of-way.

### 2.04 ROAD CONSTRUCTION AND MAINTENANCE

Road and related improvements shall be constructed or installed in accordance with sound engineering practice and this town highway ordinance.

The Select Board shall institute and periodically review and update a town road management system in making decisions about preventative maintenance and road improvements in accordance with 19 V.S.A. Chapter 3, Sections 304 and 305. The plan shall include, but not be limited to, considerations of scenic areas and places of local historical significance, signs, bridges, etc.

### 2.05 CLASS 4 ROADS

Class 4 roads, not including legal trails and pent roads, may or may not be maintained by the town in summer months only at the discretion of the Select Board. Such maintenance, if approved by the Select Board, will be limited to preventing deterioration



and may include replacing culverts, removing debris from the roadway, repairing washouts, placing gravel, grading, cutting brush, repairing bridges, and removing downed trees.

Select Board shall exercise control of Class 4 roads to ensure their integrity as a public right-of-way by means which may include, but are not limited to the following:

- a. prohibition or restriction of wheeled vehicle use during muddy, snowy and other adverse conditions; signs and barriers may be utilized to accomplish this purpose;
- b. requirements for temporary permits for heavy equipment access or plowing may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security to guarantee that repairs are made may be required as a condition of any permits.

All Class 4 roads will be closed from December 1<sup>st</sup> to April 30<sup>th</sup>. Accordingly, Class 4 roads shall only be plowed with permission granted by the Select Board.

## 2.06 LEGAL TRAILS

Maintenance of legal trails shall only be done with permission granted by the Select Board.

## 2.07 RIGHT-OF-WAY ACCESS

Select Board shall control access into the road right-of-way for the installation or repair of utilities and access of driveways, entrances and approaches.

## 2.08 OVERWEIGHT VEHICLES

Select Board in accordance with 23 V.S.A. Chapter 13, shall issue permits for vehicles exceeding posted load limits.

In some cases, the Select Board will negotiate with the applicant for compensation of estimated road damages. Only after both parties agree to the terms will a permit be issued. The Select Board, or their agent, will inspect the proposed route both before and after the trucking operation. Probable damages to culverts, bridges, road surfaces and bases will be considered in the estimate.

Before issuing an overload permit, the Select board shall also consider weather conditions and season of the year.

All damages to the road, bridges, culverts and related structures caused by overload by applicant or by his negligence are the responsibility of the applicant and shall be repaired under the supervision of the Select Board or their representative and at the expense of the applicant. Failure to repair said damage will result in the town completing the work and billing the applicant.

## 2.09 POSTING

No town road of any class may be intentionally closed by a gate or other obstruction by anyone other than the Select Board.

Select Board may post a road in accordance with 19 V.S.A. Section 1110. The Select Board may post a highway for the purpose of preserving the integrity of the highway.

## 2.10 COMPLIANCE WITH OTHER REGULATIONS

The Town of Stamford has other ordinances; therefore, this highway ordinance by itself is not inclusive.

## 2.11 LAYING OF UTILITIES IN TOWN HIGHWAYS

The property owner who wishes to lay utilities under a town highway shall obtain a permit from the Road Commissioner of the Town of Stamford. The permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner.

Upon application for a permit to lay utilities under a town highway, the owner shall submit, in writing, the plans, including but not limited to, locations, all of which must meet the approval of the Select Board's agent, the Road Commissioner.

Road surface will be cut to provide a straight edge.

All material in the traveled portion of the road to the full depth of the ditch (6 feet minimum) will be removed and replaced with 1 1/2 inches of crushed gravel or its equivalent, approved by the Select Board or their representative. All other road crossings, i.e. borings, etc. will be a minimum of 6 feet unless otherwise approved by the Select Board or their representative.

The utility to be installed will be sleeved in 4 inch schedule 40 minimum for the full width of the town highway.

Trench will be filled in 1 foot intervals and compacted by mechanical means, i.e. Wacker, Jumping-Jack, etc., in traveled portion of highway.

There will be a minimum of 4 inches of hot asphalt to complete the trench in traveled portion of highway.

All other town property will be restored to its present condition, ditches, roadsides, etc. within seventy-two (72) hours from date of excavation.

The job will be properly signed. Payment for their time will be the responsibility of the permit holder.

Permit holder will be responsible for road surface sagging and/or deterioration for one year from the date the trench is completed.

No work will start in the town's right-of-way until permit holder agrees upon all conditions of permit and all permits and fees are in place. This permit is for one day. Ditch must be closed or plated at end of the workday. If additional days are needed then a permit must be obtained for each additional day.

The town will be notified a minimum of three work days prior to the date and time of proposed project so coordination may take place between proper authorities.

Upon completion of laying of utilities of which a permit was obtained, the Road Commissioner shall inspect the site. If it does not meet with the Road Commissioner's approval, the owner shall be deemed in violation of the Stamford town highway ordinance.

It is the land owner's responsibility to maintain and repair any and all future damages caused by the laying of underground utilities in the town's right-of-way.

(See Appendix 6.03 for application form.)

## SECTION 3.00 – ROAD ACCEPTANCE POLICY

### 3.01 GENERAL

It is the policy of the Select Board of the Town of Stamford to entertain applications for the acceptance of public roads and to adopt and adhere to an orderly procedure for the receipt of and acting upon such applications. The decision on an application for acceptance of a road is reserved to the sole and absolute discretion of the Select Board who will consider the grant or denial of an application on the basis of the best interest of the inhabitants of the town. The Select Board will elicit input from townspeople through a warrant article at the annual town meeting. This vote of the townspeople will be advisory only.

An applicant shall secure all other necessary governmental permits for a land subdivision or for road construction as a condition precedent to the acceptance of the road.

All questions arising during road construction relative to construction methods, materials or specifications shall be answered by reference to this ordinance and to the Vermont Standard Specifications for Construction.

The Select Board or their representative shall make final decisions over all questions arising during construction of new roads and shall approve all field changes.

Any new road, whether or not that road is proposed to be conveyed to the town, shall be constructed according to the minimum standards and other terms of this ordinance.

### 3.02 APPLICATION, PLANS AND PLATS

A plan of proposed roads shall be submitted to the town for review. The plan shall be in harmony with existing or proposed roads. All roads shall have free access to or shall be a continuation of one or more accepted town roads or highways. The grade line and minimum radii of all curves must be shown.

A written application for the acceptance of a road shall be submitted to the town six (6) months before the annual town meeting in March and before road construction is started. The application shall be accompanied by the following:

1. Three copies of a survey map of the existing road prepared by a registered surveyor based on the original recorded description and a survey based on the existing road bed,
2. Three copies of a plan of the proposed upgrade showing grade lines, plan and profile of the road and drainage layout (location and size),
3. A proposed warranty deed of the land to be conveyed for road purposes,
4. A list of the names of all property owners who abut this portion of the road purposes. The grade line and minimum radii of all curves must be shown.
5. A fee as described in Section 3.03.

All monuments shall be of reasonable permanent nature and where feasible shall be “tied” by survey to other objects of a permanent nature and the “ties” shall be shown on said map. The map shall show the approximate location of any property line within 200 feet of the proposed right-of-way.

Applicant may, in the initial application, propose a name for the road, but the Select Board will determine the road name. The State Agency of Transportation will assign a number to the road.

(See appendix 6.04 for the application form.)

### 3.03 FEES

A fee as per 32 V.S.A. Section 1671 shall accompany each application to cover the cost of bookkeeping and recording.

A fee per sign will be charged to the owner at cost to cover the cost of purchase, labor and materials to install each sign. Signs, as approved by the Select Board, will be billed to the owner and payment must be received before final acceptance.

### 3.04 COMPENSATION FOR DAMAGES

All damages to the road, right-of-way, bridges, culverts, streams, wet lands, utilities, and related structures and landscape caused by road construction by the applicant or by his negligence are the responsibility of the applicant and shall be repaired under the supervision of the Select Board or their representative and at the expense of the applicant. Failure to repair said damage will result in the town completing the work and billing the applicant.

### 3.05 INSPECTION (Refer to Section 4.00 – Minimum Standards)

All road designs, including cut and fill plans, gravel pit plans, surveys, layouts, right-of-way, utility locations, road construction site, preparation and construction shall be inspected by the Select Board or their representative.

The Select Board or their representative shall inspect the road site as follows:

1. Before clearing,
2. Before stumping,
3. After rough grading,
4. Upon completion of sub grading,
5. During graveling,
6. Before paved surface treatment, and
7. Final inspection

The developer shall have stakes set on centerline with finish grades marked on them at least every 100 feet for the entire length of the road or the road side staked with distance and grades marked before each inspection.

Before final inspection, the developer shall remove all trash from the right-of-way and shall repair any damage done to the roadway, shoulders, drainage structures and related road items. All slopes will be seeded and mulched.

Inspections, samples and core tests may be taken by the town before final acceptance and all costs incurred shall be reimbursed by developer.

The town requires that all materials may be sampled during construction and must comply with Vermont Agency of Transportation specifications.

### 3.06 COMPLETION DEADLINE

No roads will be inspected or accepted from October 15<sup>th</sup> to April 15<sup>th</sup>.

Road specifications in effect at the time of the initial inspection will be applicable for a period of two years from that date after which time any new road specifications will apply. The only exception will be if the road in question at the end of the two year period in Section 3.07 is under the 12 month maintenance period.

### 3.07 ACCEPTANCE

When the road has been completed, inspected, and one house per quarter mile of new road has been completed, and occupied by full-time resident(s) the town will, upon request, begin normal maintenance for 12 months.

After 12 months of maintenance, if no serious defects have been observed, the deed will be recorded and the road will become a town road. During the 12 month initial acceptance period, any flaws or defects which are pointed out to the road builder will be his responsibility to correct. During this period, the town will order and erect the necessary signs.

### 3.08 CONVEYANCE

All rights-of-way, discharge rights and slope rights shall be conveyed to the Town of Stamford by warranty deed in fee simple and free of all encumbrances. The town will have the right to leave the right-of-way to maintain the road.

## SECTION 4.00 – MINIMUM STANDARDS

Roads shall meet current Vermont road and bridge standards.

Requests for a waiver of any portion of these standards shall be made in writing to the Select Board.

Vermont Agency of Transportation Standards B-71A and B-71B in their entirety and A-23 for banking, ditch, back slope and guard rail specifications are hereby adopted and enforced as supplemental criteria under this ordinance.

Wherever feasible the road bed or surface should be above the surrounding terrain to allow for drainage and snow removal.

### 4.01 RIGHT-OF-WAY WIDTH

The right-of-way shall be a minimum of 50 feet in width with wider slope and drainage rights if deemed by the Select Board. The center line of the road is to be located in the center of the right-of-way. The right-of-way conveyed shall intersect at least one existing Class 1, 2, 3 or State Highway.

### 4.02 TRAVELLED WAY WIDTH

The minimum traveled way width of a road shall be 20 feet not including the shoulders.

#### 4.03 CLEARING

The right-of-way is to be cleared a minimum of 40 feet of all trees, brush and stumps. Burning shall be done in accordance with state and town fire regulations. No fallen trees shall remain in the right-of-way. All stumps shall be removed, so that the base of road is on hardpan, gravel, ledge or properly compacted fill.

#### 4.04 SUBGRADE

Boulders shall be removed to at least 18 inches below subgrade and replaced with gravel with stones no larger than 6 inches.

All loam, muck, stumps, and other improper foundation material shall be removed from within the limits of the fully extended road shoulders. In embankment areas, suitable foundation material shall be placed in one foot layers and compacted to form a stable subgrade.

The subgrade surface shall conform exactly in cross section and grade to the finished road surface. Crowning (see section 4.10) and banking (see Vermont Standard Specifications for Construction A-23) of curves shall be as required by the Select Board. Compaction is required on any portion of the subgrade which has been disturbed by excavation or which has been filled during the construction of the subgrade. All ditches and drains will be constructed so that they effectively drain the subgrade prior to the placement of any base material. An additional 6 inches of gravel with stone no larger than 3 inches shall be placed over any clay subgrade.

#### 4.05 WET AREA

If the proposed road is in a wet area, Select Board may require additional gravel and underdrain to ensure a stable road.

#### 4.06 SUBBASE

The subbase shall be composed of a minimum of 18 inches of compacted gravel or crushed stone with maximum stone size of 4 inches. The cross section and grade of the subbase shall conform to those of the finished surface.

#### 4.07 UPPER BASE

All roads will receive a 6 inch upper base course of compacted crushed gravel with a maximum stone size of 1 1/2 inches as defined by the Vermont Standard Specifications for Construction.

#### 4.08 SHOULDERS

Shoulders shall be a minimum of two feet in width on a side and shall be constructed to the same specifications as the subgrade, subbase and base. Shoulders shall be a minimum of four feet at guardrail sites.

#### 4.09 PAVING

The road is to be paved within a year after construction and after one winter season has passed with a hard surface (oil and stone, cold mix, or hot bituminous concrete) meeting all of Vermont State Highway specifications.

1. Oil and stone is to be laid in two layers (double coating) with the first layer having stones no less than 3/4 inch and the second layer having chip stones no less than 3/8 inch.
2. Cold mix is to be laid with at least a 2 inch layer in a single application.
3. Hot bituminous concrete is to be laid and rolled by experienced crews in two layers. The first, the binder course, to a depth compacted to 2 inches and the second application compacted to a depth of 1 inch of hot bituminous concrete, surface mix.

Future foreseeable connection or intensifications of a proposed road shall be considered by the Select Board in determining what form of pavement or finishing is required.

#### 4.10 CROWN

The road shall have a cross slope from centerline to edge of shoulder of 1/4 inch per foot and from the edge of road to edge of shoulder 1/4 inch per foot.

#### 4.11 DITCHES, CULVERTS AND HEADERS

Drainage ditches shall be provided where necessary and shall be constructed to prevent infiltration of water into the gravel subbase and to conduct storm drainage to waterways and absorption areas. Accordingly, drainage ditches adjacent to roads are normally to be at least 6 inches below the gravel subbase or 18 inches below finished grade to minimize spring breakup conditions. Ditches shall be shaped to prevent excessive erosion on both shoulder and right-of-way or bank sides of the ditch cross section.

Open drainage ditches in excess of 5% grade or in heavy water areas shall be lined with stone.

Underdrain will be required where soil and water conditions make it desirable.

Culverts shall be installed during the construction of the road prior to road subbase and surface preparation and placement. Backfill in excavations for culverts shall be 1 1/2 inches gravel compacted to prevent or minimize settling in surface, shoulders or slopes. Culverts should be covered with a minimum of 36 inches of material.

Headers shall be installed at the inlet of all culverts and may be either reinforced concrete 8 inches thick, large flat rocks tightly placed, or large cemented rock. Marker posts 4 to 6 inches in diameter shall be installed at both ends of the culvert.



Culverts shall be installed in all low spots and be of sufficient size to handle the anticipated run-off but shall not be less than 15 inches in diameter. The culverts shall extend at least 1 foot beyond all fill and shall not have less than 3 feet of packed cover. The ground will be lower than the culvert on the exit end to allow leaves and debris to drain off.

Culverts shall be spaced no greater than 300 feet apart in one continuous ditch line.

#### 4.12 SLOPES AND BANKS

Slopes and banks shall be designed and constructed to prevent instability, slides, washes, or other disturbance to the slope or bank surface or subsurface. Banks shall not interfere with snow removal. After construction and final grading of banks, they will be seeded and mulched to minimize surface erosion. Cribbing or riprap shall be installed where necessary.

#### 4.13 GUARD RAILS

Approved types of guardrails and posts will be installed to meet essential traffic control and safety needs, and shall not interfere with snow removal. Normally, any road with a slope or bank falling away on a steep slope (4:1 or steeper) from the road surface, and which is 5 feet or higher in elevation, shall be protected with guard rail unless such requirement is waived by the town in approving the road plan and application. Guard posts and rails shall also be installed to warn and protect traffic from ledge or other obstructions where necessary in consideration of traffic volume, road width, and safety. Installation shall conform to the Vermont Agency of Transportation requirements.

#### 4.14 GRADES

Road grades shall be at least 1% but not more than 10%. Finished grades (transverse and longitudinal) shall be smoothed to eliminate sharp dips in traveled surface and, as may be necessary, to permit efficient snow removal and proper drainage.

The maximum grade within 50 feet of an intersection shall be 4%.

#### 4.15 CURVES

Radius of curves shall be long enough to permit easy flow of traffic, including trucks, graders, and fire engines, with at least a 100 foot radius in all cases, measured in the center line. Trees and boulders shall be removed to permit adequate sight on all curves. Whenever possible, all curves will be straightened and blind areas will be eliminated.

#### 4.16 DRIVEWAYS, ENTRANCES AND APPROACHES

The property owner who wishes to build a driveway shall obtain a permit for the driveway from the Road Commissioner of the Town of Stamford. Permit is valid for one (1) year but can be extended for one (1) year upon written request of the Road Commissioner.

Upon application for a permit to build a driveway, the owner shall submit, in writing, plans for the driveway, including but not limited to location, drainage, width and grade, all of which must meet the approval of the Select Board's agent, the Road Commissioner.

Upon completion of the driveway for which a permit was obtained, the Road Commissioner shall inspect the driveway. If the driveway does not meet with the Road Commissioner's approval, the owner shall be deemed to be in violation of this ordinance.

Driveways cannot interrupt the natural or ditch line flow of drainage water. In some cases where shallow ditch lines or natural drainage courses exist, driveways may be swelled at a point beyond the road shoulder to accommodate the flow of storm water. In all other case, driveways must have sufficiently sized culverts installed and forever maintained by the homeowner or developer. Driveways are meant to be constructed in accordance with the Vermont Standard Specifications for Construction B-71A and B-71B.

In no case shall the culvert pipe under a driveway be less than a 15 inch diameter pipe; the size of said pipe shall be in accordance with the current standard required by the state.

An all season safe sight distance of 200 feet in each direction must be present for a driveway building permit to be issued.

Driveways shall intersect the roadway at a preferred angle of 90 degrees but in no case shall the intersecting angle be less than 50 degrees.

No driveway will be permitted to be constructed within 100 feet of an intersecting road and 150 feet is desirable.

Under no circumstances shall a driveway permit allow construction which will result in drainage or washing directly out to a town road.

Any and all damage done to town property by any person or vehicle pertaining to this permit will be repaired by the applicant, landowner, or contractor mentioned in the permit to the full approval of the town. All material to be used, gravel, pipe, etc. will meet the town's specifications and approval.

In the event a driveway causes damage to a town road through improper construction, maintenance, or grading, it shall be the responsibility of the property owner to make the necessary repairs upon notification in writing by the town. In the event such required repairs are not made within 30 days, the town shall take whatever steps are necessary to insure the interests of the town and shall bill the property owner for any expenses involved.

(See appendix 6.02 for the application form.)

#### 4.17 INTERSECTIONS

Intersections shall be as nearly as possible at right angles (90 degrees) with a minimum allowable intersection angle of 60 degrees.

The centerline of no more than two accepted right-of-ways shall intersect at any one point.

Any intersections of two roads with a third road shall be separated by a distance of not less than 150 feet between center lines.

#### 4.18 CUL-DE-SACS AND DEAD END ROADS

Dead end roads are discouraged. Cul-de-sacs will be permitted but not of greater length than 1200 feet and must have a turn-around with a minimum diameter of one hundred feet built to subgrade, subbase and upper base specifications. Provisions shall be made at the perimeter for snow removal.

Roads shall be arranged to provide for extension or connection of eventual road systems necessary to develop abutting land in future subdivisions.

#### 4.19 TURNOFFS

Turnoffs with adequate elevations, surface, drainage ditches, and culverts will be provided to permit safe passing under summer and winter conditions, and shall be dimensioned and constructed to enable effective and efficient snow removal.

#### 4.20 ROADSIDES

At completion of project, excess debris not covered, shall be removed from the right-of-way. Burial of wood, such as stumps, will be permitted within the right-of-way outside the traveled portion.

All disturbed portions of the roadsides shall be loamed, seeded and mulched.

#### 4.21 UTILITIES

All underground electric, telephone and cable TV distribution systems within subdivisions shall be placed out of the town's right-of-way.

The developer shall coordinate designs with the appropriate utility companies to ensure adequate and suitable areas for underground installations out of the town's right-of-way.

The developer shall be responsible for providing for water mains, manholes, sanitary sewers and catch basins, if required.

Easements across lots or centered on rear of side lot lines shall be provided for utilities where necessary and shall be at least 20 feet wide.

#### 4.22 CURBS AND SIDEWALKS

These regulations do not require construction of sidewalks or curbs or the setting of edge stones. When required, such as near schools and designated activity areas, they shall be constructed or set in accordance with the policy and specifications agreed upon with the Select Board.

#### 4.23 SIGNING

Street signs shall be in conformance with the Manual on Uniform Traffic Control Devices (MUTCD) and paid for by the developer.

#### 4.24 BRIDGES

Plans for bridges must be submitted for review prior to construction. Construction will be authorized only after a review by the State Agency of Transportation indicates that the bridge will meet all applicable Vermont Agency of Transportation Specifications.

#### 4.25 SPEED LIMITS

Upon completion of a traffic engineering survey made by the Stamford Select Board, speed limits for the roads in Stamford will be posted.

Speed limits effective July 22, 1996

Basin Road	TH #6	25 mph
Bellows Road	TH #5	25 mph
Brookside Drive	TH #27	25 mph
Brown Brook Road	TH #11	25 mph
Bushika Road	TH #28	25 mph
Clayton Avenue	TH #22	25 mph
Clough Road	TH #25	25 mph
Collins Road	TH #4	25 mph
East Road	TH #1	25 mph or 30 mph, as posted
Henry Hill	TH #23	25 mph
Jepson Road	TH #2	25 mph
Lesure Road	TH #16	25 mph
Lincoln Road	TH #7	25 mph
Maltese Road	TH #10	25 mph
Mill Road/County Road	TH #12	25 mph
Robillard Road	TH #26	25 mph
Sparrow Drive	TH #31	25 mph
Sportsman Road	TH #3	25 mph
Stebbins Lane	TH #20	25 mph
Sumner Road	TH #8	25 mph
Tatro Road	TH #9	25 mph
The Lane	TH #19	25 mph

#### 4.26 ON-STREET PARKING

No person shall leave a motor vehicle on any town road so as to interfere with snow removal from November 1<sup>st</sup> until April 1<sup>st</sup> of each year. A motor vehicle so illegally parked may be towed away at the full responsibility of the owner for both the towing and storage charges and for any damages resulting to the vehicle due to such towing.

#### 4.27 STREET SIGNING

Pursuant to the authority granted by Title 23 V.S.A. Section 1008, the Select Board of the Town of Stamford does hereby adopt the following street signs.

#### 4.28 STOP SIGNS

A person operating any motor vehicle defined by No. 15 of definitions in Title 23 V.S.A. Section 4, shall cause such vehicle to come to a complete stop before entering:

The intersection of TH #21 (Millard Road, cemetery road) with Route 8/100.

The intersection of TH #19 (The Lane) with Route 8/100.

The intersection of TH #19 (The Lane) with TH #1 (East Road).

The intersection of TH #2 (Jepson Road) with Route 8/100.

The intersection of TH #17 (Boulger Road) with TH #2 (Jepson Road).

The intersection of TH #20 (Stebbins Lane) with Route 8/100.

The intersection of TH #12 (Mill Road) with Route 8/100.

The intersection of TH #23 (Henry Hill) with TH #12 (Mill Road).

The intersection of TH #9 (Tatro Road) with TH #12 (Mill Road).

The intersection of TH #31 (Sparrow Drive) with TH #12 (County Road).

The intersection of TH #10 (Maltese Road) with TH #12 (County Road).

The intersection of TH #22 (Clayton Avenue) with Route 8/100.

The intersection of TH #11 (Old County Road) with TH #12 (Mill Road).

The intersection of TH #11 (Brown Brook Road) with Route 8/100.

Both of the intersections of TH #25 (Clough Road) with Route 8/100.

The intersection of TH #1 (East Road) with TH #25 (Clough Road).

The intersection of TH #18 (Forgette Road) with TH #1 (East Road).

The intersection of TH #7 (Lincoln Road) with Route 8/100.

Both of the intersections of TH #26 (Robillard Road) with Route 8/100.

The intersection of TH #6 (Basin Road) with TH #26 (Robillard Road).

The intersection of TH #27 (Brookside Drive) with Route 8/100.

The intersection of TH #4 (Collins Road) with Route 8/100.

The intersection of TH #5 (Bellows Road) with Collins Road.

Both of the intersections of TH #28 (Bushika Road) with Route 8/100.

The intersection of TH #24 (Rondeau Road) with TH #28 (Bushika Road).

The intersection of TH #3 (Sportsman Road) with Route 8/100.

#### 4.29 LEGAL LOAD 24,000 POUNDS

No person may drive a vehicle in excess of 24,000 pounds on the following enumerated town highways:

TH #21 (Millard Rd)

TH #19 (The Lane)

TH #2 (Jepson Road)

TH #17 (Boulger Road)

TH #16 (Lesure Road)

TH #20 (Stebbins Road)

TH #12 (Mill Road)

TH #23 (Henry Hill)

TH #9 (Tatro Road)

TH #12 (County Road)

TH #31 (Sparrow Drive)

TH #10 (Maltese Road)

TH #22 (Clayton Avenue)

TH #11 (Brown Brook Road)

TH #8 (Sumner Road)

TH #25 (Clough Road)

TH #1 (East Road)

TH #18 (Forgette Road)

TH #7 (Lincoln Road)

TH #26 (Robillard Road)

TH #6 (Basin Road)

TH #27 (Brookside Drive)

TH #4 (Collins Road)

TH# 28 (Bushika Road)

TH #24 (Rondeau Road)

TH #3 (Sportsmen Road)

#### 4.30 OPERATION OF VEHICLES

All provisions of Title 23 of The Vermont Statutes Annotated are hereby adopted.

### SECTION 5.00 – GENERAL PROVISIONS

#### 5.01 SEPARATE OFFENSES

Each violation of a provision of this ordinance shall be deemed a separate offense.

#### 5.02 PENALTIES

The provisions of this ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment.

#### 5.03 SEVERABILITY

The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgement shall not affect the validity of any other provision.

#### 5.04 DESIGNATION

This ordinance may be referred to as the Stamford Town Highway Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the town clerk, shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.

#### 5.05 REPEAL OF PRIOR ORDINANCES

Any previous ordinance, policy or regulation heretofore adopted by the Town of Stamford which conflicts with this ordinance is hereby repealed.

#### 5.06 PUBLICATION AND POSTING

A concise summary of the changes to this ordinance shall be published in the Berkshire Eagle, and will be filed with the Stamford town clerk.

This ordinance was adopted by the Select Board for the Town of Stamford at its meeting held on December 19, 2024, and shall become effective sixty (60) days from that date, namely February 17, 2025.

#### SELECT BOARD:

Nancy L. Bushika, Chair  
Michael G. Denault  
John Dunn  
Kurt Gamari  
Douglas Wright

Amended May 23, 1996:  
4.29 to include the speed limits. Effective July 22, 1996.

Amended December 3, 1998:

1. Added the third paragraph, "This ordinance is designated as a civil ordinance pursuant to 24 V.S.A. 1971 (b). A violation of this ordinance shall be a civil matter enforced in accordance with the provision of 24 V.S.A. 1974 (a) and 1977 et seq.
2. Added Section 2.10: Laying of Utilities in Town Highways.



Amended May 13, 2010:

1. Changed all “selectmen” to “Select Board”
2. SECTION 2.05 Class 4 Roads. Added paragraph 2 prohibiting wheeled vehicles during adverse conditions: requirements for temporary permits for heavy equipment or plowing. Added paragraph 3 closing of class 4 roads and plowed by permission only.
3. SECTION 2.08 Posting. Added to second paragraph posting for the purpose of preserving the integrity of the highway.
4. SECTION 2.10 Laying of Utilities in Town Highways. Added to first paragraph for expiration date on permit. Added last paragraph for responsibility to maintain and repair damages.
5. SECTION 4.16 Driveways, Entrances and Approaches. Added to first paragraph for expiration date on permit. Added paragraph #10 for responsibility to repair damage to town property.
6. Appendix 6.02 Insert expiration date on permit
7. Appendix 6.03 Responsibility to maintain and repair damages, verification statement, insert expiration date on permit, and traffic control fee.

Amended December 19, 2024:

1. Included definition of a Legal Trail and removed definition of Trail.
2. Added the word legal to Sections 2.03 and 2.05 in relation to trails.
3. Added Maintenance of Legal Trails as Section 2.06 and renumbered 2.06 to 2.07, 2.07 to 2.08, 2.08 to 2.09, 2.09 to 2.10 and 2.10 to 2.11;
4. Sign requirement in section 2.10 (now 2.11) revised;
5. Renumbered sections 3.06 to 3.05, 3.07 to 3.06, 3.08 to 3.07, 3.09 to 3.08.
6. Section 4.00 Minimum Standards revised. All references to the VT AOT Standards were updated from B-71 to B-71A and B-71B.
7. Section 4.11, changed second paragraph requiring stone-lined ditches;
8. Section 4.16 revised paragraph regarding size of driveway culvert pipe;
9. Section 4.29 Speed Limits was renumbered to Section 4.25; added Brown Brook Road and Bellows Road; removed Old County Road, removed reference to Haggerty’s bridge;
10. Renumbered section 4.30 On-Street Parking to Section 4.26
11. Designated Street Signing as Section 4.27
12. Designated Stop Signs as Section 4.28, added intersection of Old County Road with Mill Road, the intersection of Brown Brook Road with Route 8/100 and Bellows Road with Collins Road. Removed the intersection of Sumner Road with Brown Brook Road and TH #29 (Shippee’s driveway);
13. Designated Legal Load as Section 4.29, removed reference to Millard Road being the Cemetery Road, added Brown Brook Road, removed Old County Road and Shippee’s driveway;
14. Renumbered Operation of Vehicles from Section 4.37 to Section 4.30.

Driveway Permit # \_\_\_\_\_ Permit Fee: \$ 20.00 & Recording Fee: \$ 15.00 = Total of \$ 35.00.  
Original Document with any attachments is filed in Road Right of Way File in the Town Office

DRIVEWAY DESIGN: Date: \_\_\_\_\_ Approved with requirements\*\* \_\_\_\_\_ Denied: \_\_\_\_\_  
Appealed: \_\_\_\_\_

DRIVEWAY INSTALLATION: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_

-----ABOVE FOR OFFICE USE ONLY-----

TOWN OF STAMFORD  
986 Main Road, Stamford, VT 05352 (802) 694-1361  
Driveway/Road Right of Way Permit  
and Memorandum of Municipal Action 24 VSA section 4443 (c)

SECTION I

1. Location of Property: \_\_\_\_\_ District: \_\_\_\_\_  
Deed Recording: Book #: \_\_\_\_\_ Page #: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

2. Legal name of landowner/applicant: \_\_\_\_\_  
(list all owners of record as shown in deed)  
Mailing address: \_\_\_\_\_ Tel #: \_\_\_\_\_

3. Name of contractor: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

4. Purpose:
- a. construct new driveway between pole # \_\_\_\_\_ and pole # \_\_\_\_\_
  - b. change existing driveway \_\_\_\_\_
  - c. disturb roadway / change roadside border \_\_\_\_\_
  - d. temporary right of way access \_\_\_\_\_
  - e. culvert size, if needed \_\_\_\_\_
  - f. to lay underground wiring \_\_\_\_\_

Anticipated date of starting work: \_\_\_\_\_ Anticipated date of completion: \_\_\_\_\_

\*\*

REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any and all damage done to town property by any person or vehicle pertaining to this permit will be repaired by the applicant, landowner or contractor mentioned in this permit to the full approval of the town. All material to be used, gravel, pipe, etc. will meet the town's specifications and approval.**

SECTION II

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner. Submission of this document authorizes the Road Commissioner to view and inspect the property before, during and upon completion of the project for which this permit is granted.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**NOTE: Failure to provide any of the above required information will result in this application being returned to the applicant.**

Application received by \_\_\_\_\_ Date received in town office \_\_\_\_\_ Fee \_\_\_\_\_  
(does not constitute receipt by Road Commissioner)

\*\*\*\*\* FOR USE OF ROAD COMMISSIONER \*\*\*\*\*

Driveway Permit number: \_\_\_\_\_ Date received by Road Commissioner: \_\_\_\_\_

DRIVEWAY DESIGN: Date: \_\_\_\_\_ Approved with requirements \*\* \_\_\_\_\_ Denied: \_\_\_\_\_

Appealed: \_\_\_\_\_

Signature of Road Commissioner: \_\_\_\_\_  
David R. Tatro

DRIVEWAY INSTALLATION: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_

Signature of Road Commissioner: \_\_\_\_\_  
David R. Tatro

Permit is not valid until site is viewed and permit is signed by the Road Commissioner

Permits-driveway revised 9-17-19 & 10-21-10 (last revision 12/19/2024)

#### 4.16 DRIVEWAYS, ENTRANCES AND APPROACHES

The property owner who wishes to build a driveway shall obtain a permit for the driveway from the Road Commissioner of the Town of Stamford. Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner.

Upon application for a permit to build a driveway, the owner shall submit, in writing, plans for the driveway, including but not limited to location, drainage, width and grade, all of which must meet the approval of the Selectboard's agent, the Road Commissioner.

Upon completion of the driveway for which a permit was obtained, the Road Commissioner shall inspect the driveway. If the driveway does not meet with the Road Commissioner's approval, the owner shall be deemed to be in violation of this ordinance.

Driveways cannot interrupt the natural or ditch line flow of drainage water. In some cases where shallow ditch lines or natural drainage courses exist, driveways may be swelled at a point beyond the road shoulder to accommodate the flow of storm water. In all other case, driveways must have sufficiently sized culverts installed and forever maintained by the homeowner or developer. Driveways are to be constructed in accordance with the Vermont Standard Specifications for Construction B-71A and B-71-B.

In no case shall the culvert pipe under a driveway be less than a 15 inch diameter pipe; the size of said pipe shall be in accordance with the current standard required by the state.

An all season safe sight distance of 200 feet in each direction must be present for a driveway building permit to be issued.

Driveways shall intersect the roadway at a preferred angle of 90 degrees but in no case shall the intersecting angle be less than 50 degrees.

No driveway will be permitted to be constructed within 100 feet of an intersecting road and 150 feet is desirable.

Under no circumstances shall a driveway permit allow construction which will result in drainage or washing directly out to a town road.

Any and all damage done to town property by any person or vehicle pertaining to this permit will be repaired by the applicant, landowner or contractor mentioned in this permit to the full approval of the town. All material to be used, gravel, pipe, etc. will meet the town's specifications and approval.

In the event a driveway causes damage to a town road through improper construction, maintenance, or grading, it shall be the responsibility of the property owner to make necessary repairs upon notification in writing by the Town. In the event such repairs that are required are not made within 30 days, the Town shall take whatever steps are necessary to insure the interests of the Town and shall bill the property owner for any expenses involved.

(See appendix 6.02 for the application form.)

Utility Permit # \_\_\_\_\_ Permit Fee: \$ 20.00 & Recording Fee: \$ 15.00 = Total of \$ 35.00 .  
Date: \_\_\_\_\_ Permit Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_  
Original Document with any attachments is filed in Utilities in Town Highway File in the Town Office  
-----ABOVE FOR OFFICE USE ONLY-----

**TOWN OF STAMFORD**  
986 Main Road, Stamford, VT 05352 (802) 694-1361  
PERMIT FOR LAYING OF UTILITIES IN TOWN HIGHWAYS  
and Memorandum of Municipal Action 24 VSA section 4443 (c)

Location of Property: \_\_\_\_\_ Road Name: \_\_\_\_\_ Parcel ID # \_\_\_\_\_

Legal Name of landowner/applicant:

\_\_\_\_\_  
(list all owners of record as shown in deed)

1. Road surface will be cut to provide a straight edge.
2. All material in the traveled portion of the road to the full depth of the ditch (6 feet minimum) will be removed and replaced with 1 1/2 inches of crushed gravel or its equivalent approved by the Select Board or their representative. All other road crossings, i.e. borings, etc. will be a minimum of 6 feet unless otherwise approved by the Select Board or their representative.
3. The utility to be installed will be sleeved in 4 inch schedule 40 minimum for the full width of the town highway.
4. Trench will be filled in 1 foot intervals and compacted by mechanical means, i.e. Wacker, Jumping-Jack etc., in traveled portion of highway.
5. There will be a minimum of 4 inches of hot asphalt to complete trench in traveled portion of highway.
6. All other town property will be restored to its present condition, ditches, roadsides, etc. within seventy-two (72) hours from date of excavation.
7. The job will be properly signed. Payment for their time will be the responsibility of the permit holder.
8. Permit holder will be responsible for road surface sagging and/or deterioration for one year from date trench is completed.
9. No work will start in town's right of way until permit holder agrees upon all conditions of permit and all permits and fees are in place. This permit is for one day. Ditch must be closed or plated at end of workday. If additional days are needed then a permit must be obtained for each additional day.
10. The town will be notified a minimum of three work days prior to the date and time of proposed project so coordination may take place between proper authorities.
11. Upon completion of laying of utilities of which a permit was obtained, the Road Commissioner shall inspect the site. If it does not meet with the Road Commissioner's approval, the owner shall be deemed to be in violation of the Stamford Town Highway Ordinance.

12. It is the land owner's responsibility to maintain and repair and any all future damages caused by the laying of underground utilities in the Town Right of Way.

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief

Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner.

Submission of this document authorizes the Road Commissioner to view and inspect the landowner's property before, during and upon completion of the project for which this permit is granted.

Submitted and agreed upon by: \_\_\_\_\_ Date: \_\_\_\_\_

Tel #: \_\_\_\_\_ Date of Proposed Excavation: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

David R. Tatro, Road Commissioner

(Permit not valid until site is viewed and permit is signed by the Road Commissioner)

Fee of \$ \_\_\_\_\_ taken by \_\_\_\_\_ on \_\_\_\_\_. Permit fee \$20.00 and recording fee \$15.00 (both non-refundable).

## Utilities in Town Highway Permit

### 2.11 LAYING OF UTILITIES IN TOWN HIGHWAYS

The property owner who wishes to lay utilities under a town highway shall obtain a permit from the Road Commissioner of the Town of Stamford. Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner.

Upon application for a permit to lay utilities under a town highway, the owner shall submit, in writing the plans, including but not limited to locations, all of which must meet the approval of the Selectboard's agent, the Road Commissioner.

Road surface will be cut to provide a straight edge.

All material in the traveled portion of the road to the full depth of the ditch (6 feet minimum) will be removed and replaced with 1 1/2 inches of crushed gravel or its equivalent approved by the Select Board or their representative. All other road crossings, i.e. borings, etc. will be a minimum of 6 feet unless otherwise approved by the Select Board or their representative.

The utility to be installed will be sleeved in 4 inch schedule 40 minimum for the full width of the town highway.

Trench will be filled in 1 foot intervals and compacted by mechanical means, i.e. Wacker, Jumping-Jack, etc., in traveled portion of highway.

There will be a minimum of 4 inches of hot asphalt to complete trench in traveled portion of highway.

All other town property will be restored to its present condition, ditches, roadsides, etc. within seventy-two (72) hours from date of excavation.

The job will be properly signed. Payment for their time will be the responsibility of the permit holder.

Permit holder will be responsible for road surface sagging and/or deterioration for one year from date trench is completed.

No work will start in town's right of way until permit holder agrees upon all conditions of permit and all permits and fees are in place. This permit is for one day. Ditch must be closed or plated at end of workday. If additional days are needed then a permit must be obtained for each additional day.

The town will be notified a minimum of three work days prior to date and time of proposed project so coordination may take place between proper authorities.

Upon completion of laying of utilities of which a permit was obtained, the Road Commissioner shall inspect the site. If it does not meet with the Road Commissioner's approval, the owner shall be deemed to be in violation of the Stamford Town Highway Ordinance.

It is the land owner's responsibility to maintain and repair any and all future damages caused by the laying of underground utilities in the town's right of way.

(See appendix 6.03 for application form.)  
Ordinance

Town Highway

APPLICATION FOR ROAD UPGRADE  
OR  
TOWN ACCEPTANCE OF A PROPOSED NEW ROAD

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

This application is for:

\_\_\_\_\_ Permission to upgrade Town Highway No. \_\_\_\_\_

\_\_\_\_\_ A proposed new road extending from existing Town Highway No. \_\_\_\_\_

The length of the road to be constructed or upgraded is \_\_\_\_\_

Estimated cost of construction is: \_\_\_\_\_

The applicant agrees as a condition governing the issuance of the Select Board's permission to upgrade the above road, that he will hold harmless the Town of Stamford, its agents and employees, from any and all claims and actions whatsoever arising from the exercise of said permission.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This application must be delivered to the Stamford town clerk along with the following:

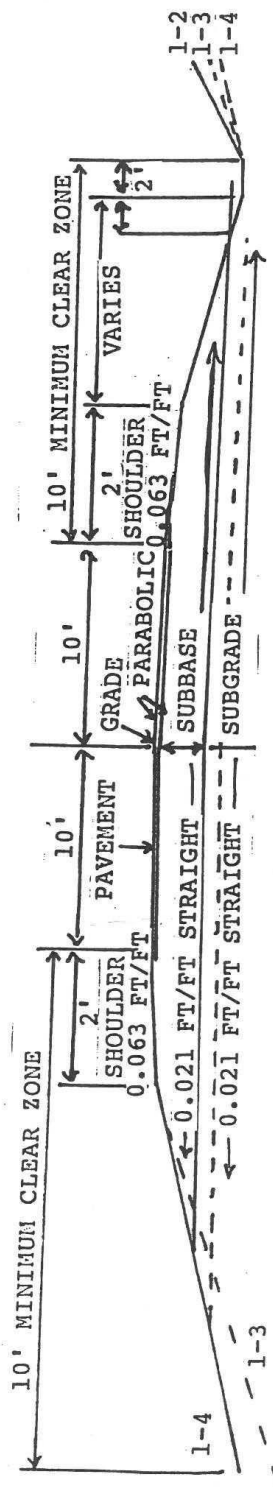
1. Three copies of a survey map of the existing road prepared by a registered surveyor based on the original recorded description and a survey based on the existing road bed,
2. Three copies of a plan of the proposed upgrade showing grade lines, plan and profile of the road and drainage layout (location and size),
3. A proposed warranty deed of the land to be conveyed for road purposes,
4. A list of the names of all property owners who abut this portion of the road purposes. The grade line and minimum radii of all curves must be shown.
5. A fee as described in Section 3.03 of the Stamford Highway Ordinance.

This application and any subsequent permission will be void in the event of misrepresentation of information supplied.

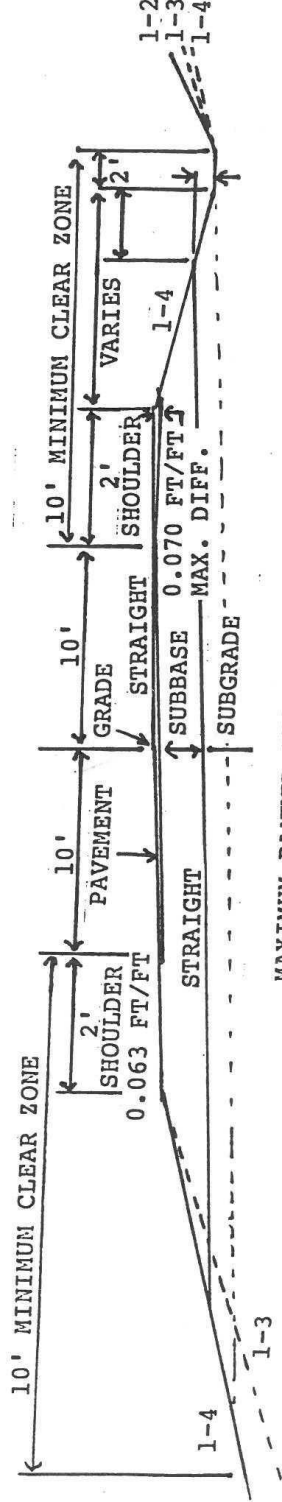


PAVEMENT: Oil and Stone or  
 2" Cold Mix or  
 3" Hot Bituminous Concrete

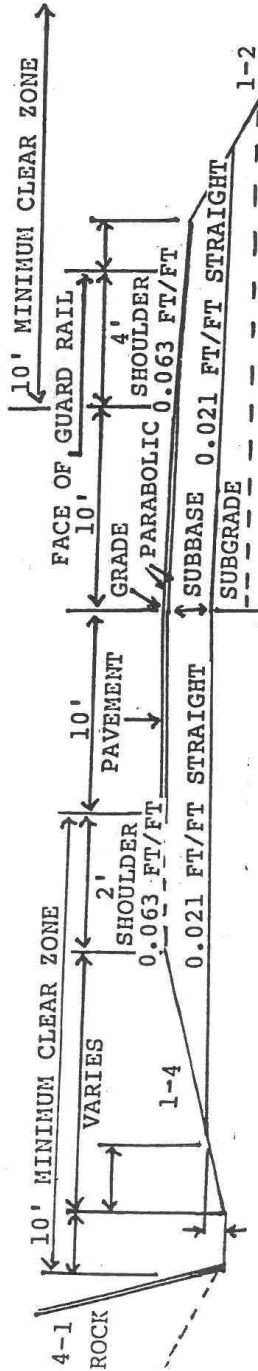
UPPER BASE: 6" compacted stone with stones no larger than 1 1/2".  
 SUBBASE: 18" compacted stone with stones no larger than 4".  
 SUBGRADE: 18" compacted stone with stones no larger than 6".



NORMAL SECTION



MAXIMUM BANKED SECTION FT/FT



NORMAL SECTION IN ROCK CUT

NORMAL SECTION WITH GUARD RAIL

**DETAIL A RESIDENTIAL DRIVE**

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

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

**DETAIL D DRIVE SIDE SLOPES TABLE**

LOCATION OF DRIVE	DESIGN SPEED > 40 MPH	URBAN AREAS OR DESIGN SPEED < 40 MPH	OUTSIDE CLEAR ZONE
FOR PAVED DRIVES SURFACE WITH TWO INCHES OF BITUMINOUS CONCRETE PAVEMENT, FOR GRAVEL DRIVES SURFACE WITH THREE INCHES OF AGGREGATE SURFACE COURSE.	1:6 OR FLATTER	1:4 DESIRABLE	1:2 OR FLATTER
12" SUBGRADE MATERIAL		1:2 ALLOWABLE	
SEE DRIVE SIDE SLOPES TABLE.			

- THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY CONSTRUCTION PROJECTS. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE REVIEW AND APPROVAL OF THE STATE HIGHWAY DEPARTMENT. THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING CHARACTERISTICS, VERTICAL AND GEOMETRIC CHARACTERISTICS.
- DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR RIGHT-OF-WAY.
- 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.
- IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.
- CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED FOR THE ROAD OR THE PROPOSED DRIVE. WHEN A NEW CULVERT SHALL, AT A MINIMUM, MATCH THE SIZE OF THE UPSTREAM CULVERT.
- THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY MAY BE COVERED BY LOCAL ZONING LAWS. DRIVEWAY WIDTHS SHALL BE AS SHOWN FOR THE DRIVEWAY ROW, OR THE END OF THE TURNING RADIUS WHICHEVER IS GREATEST.
- 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.
- THIS STANDARD APPLIES TO FIELD DRIVES, LOGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR SMALL BUSINESS DEVELOPMENTS. OTHER DEVELOPMENTS OR OTHER COMMERCIAL ACCESSES SEE TRANS STANDARD B-71B.
- 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 THROUGHWAYS. INTERSECTION SIGHT DISTANCE IS THE SIGHT DISTANCE FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT HIGHWAY AND MEASURED FROM A POINT ON THE DRIVEWAY. STOPPING SIGHT DISTANCE IS MEASURED FROM AN EYE HEIGHT OF 3.5 FEET TO AN OBJECT HEIGHT OF 2.0 FEET ON THE ROADWAY.
- FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES - LATEST REVISION.

**SIGHT DISTANCE TABLE**

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

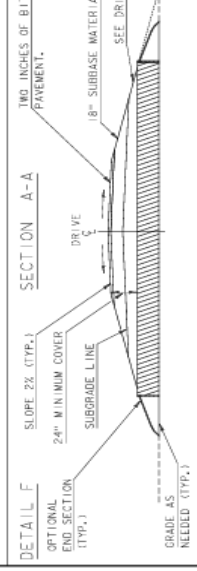
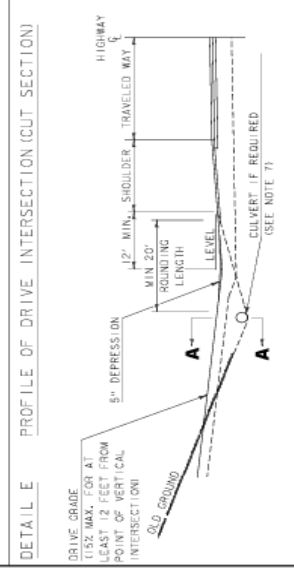
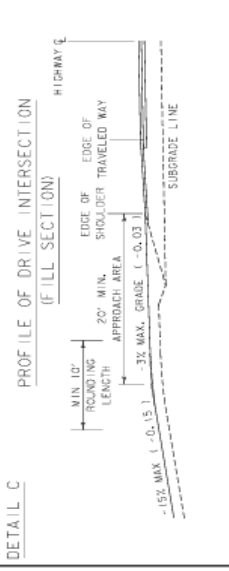
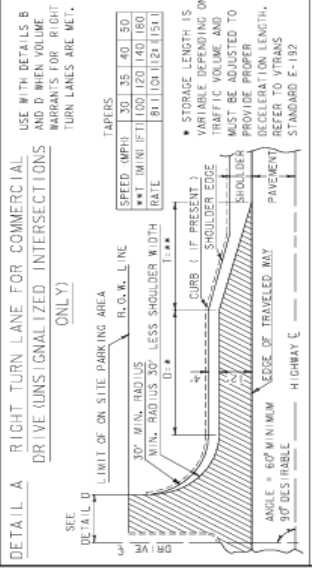
THE ABOVE VALUES ARE TAKEN FROM THE 2011 AASHTO "A" POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."

**STANDARD B-71A**

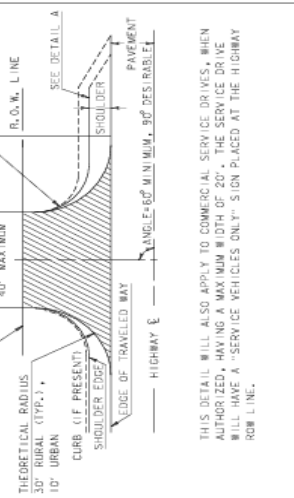
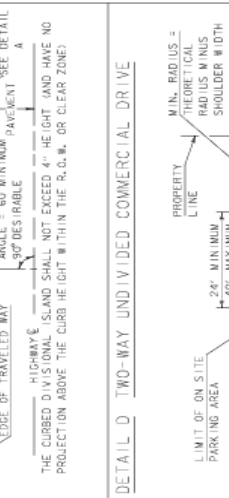
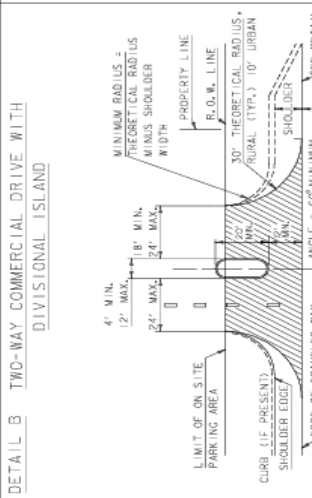
**RESIDENTIAL DRIVES**

REV. DATE DESCRIPTION  
 0 APR. 07, 2020 ORIGINAL APPROVAL

OTHER STANDARDS REQUIRED:



REV.	DATE	DESCRIPTION
0	APR. 07, 2020	ORIGINAL APPROVAL



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

- THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONNECTION WITH A PERMIT TO WORK WITHIN HIGHWAY RIGHTS OF WAY. THE DESIGNER SHALL BE RESPONSIBLE FOR THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VERMONT AGENCY OF TRANSPORTATION. THIS SHEET IS NOT TO BE USED AS A GUIDE FOR DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.
- 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 1A, B AND 3D ON MATCH LINES.
- DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL P WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.
- VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN TRAFFIC SIGNAL CONTROLLED INTERSECTIONS SHALL BE PROVIDED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.
- IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.
- WHERE TRAFFIC VOLUME FOR A PROJECT IS SUBSTANTIAL, THE AGENCY MAY REQUIRE SPECIAL LANES FOR TURNING, SIGNALS OR OTHER MODIFICATIONS. TREATMENT TO BE USED.
- CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" DRAINAGE CULVERT. THE NEW CULVERT SHALL BE LOCATED AT A MINIMUM OF 10 FEET FROM THE PROPERTY LINE AND SHALL MATCH THE SIZE OF THE UPSTREAM CULVERT.
- THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY SHALL 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 WHICH EVER IS GREATER.
- 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.
- THIS STANDARD APPLIES TO LARGER RESIDENTIAL DEVELOPMENTS, WHETHER BY A FIELD DRIVE, COGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR A DUPLEX.
- FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES, LATEST REVISION.
- INTERSECTION SIGHT DISTANCES, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES EXCEPT TRANSPORTATION ACCESS OTHERWISE NOTED BY THE DESIGNER. SIGHT DISTANCES SHALL BE MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT HIGHWAY AND MEASURED FROM A HEIGHT OF 5 FEET TO THE TOP OF THE DRIVEWAY STOPPING SIGHT DISTANCE IS MEASURED FROM AN EYE HEIGHT OF 3.5 FEET TO AN OBJECT HEIGHT OF 2.0 FEET ON THE ROADWAY.

POSTED SPEED OR DESIGN SPEED (MPH)	MINIMUM STOPPING SIGHT DISTANCE (FT)	MINIMUM INTERSECTION SIGHT DISTANCE (FT)
25	155	280
30	200	305
35	240	330
40	280	355
45	320	380
50	360	405
55	400	430
60	440	455
65	480	480

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



# COMMERCIAL DRIVES

# TYPICAL SECTIONS

1 1/2" TO 2" BITUMINOUS CONCRETE PAVEMENT

18" SUBBASE OF GRAVEL

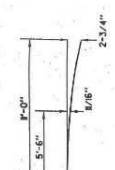
SHOULDERS: BITUMINOUS CONCRETE PAVEMENT (AS INDICATED ON THE PLANS OR AS DIRECTED BY THE ENGINEER)

0" TO 12" GRANULAR BORROW (IN FILLS) } AS INDICATED ON THE PLANS OR  
0" TO 24" SAND BORROW (IN CUTS) } AS DIRECTED BY THE ENGINEER

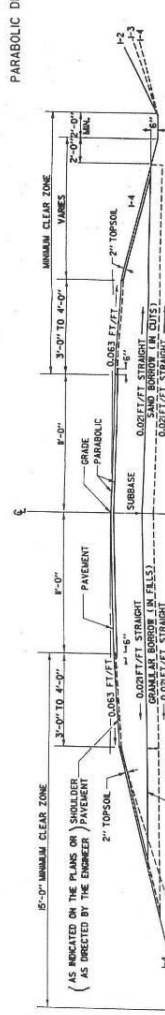
### THICKNESS TOLERANCE

- + 1/4"
- + 1"
- + 1"
- + 1"

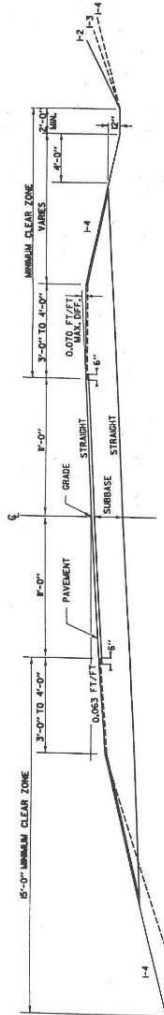
- PAVEMENT
- SUBBASE
- GRANULAR BORROW
- SAND BORROW



PARABOLIC DETAIL

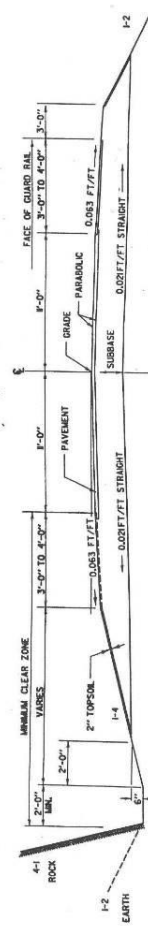


NORMAL SECTION

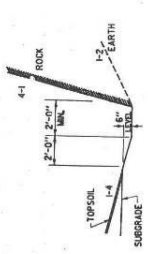


NORMAL SECTION IN ROCK CUT

MAXIMUM BANKED SECTION FT/FT



NORMAL SECTION WITH GUARD RAIL

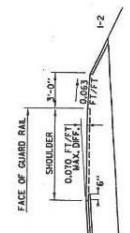


DETAILS OF DITCH AND BACKSLOPE FOR LOW SIDE OF BANK < 0.042 FT/FT

FOR SLOPES IN SOLID ROCK EXCAVATION AND DRILLING AND BLASTING OF SOLID ROCK SUBGRADE, SEE STANDARD SHEET A-6L.



DETAILS OF DITCH AND BACKSLOPE FOR LOW SIDE OF BANK ≥ 0.042 FT/FT



DETAIL OF GUARD RAIL ON HIGH SIDE OF BANKED SECTION

REVISIONS AND CORRECTIONS

APPROVED

DATE: APRIL 2, 1996

CHIEF ENGINEER

CHIEF OF DESIGN

SURVEY AND PLANS ENGINEER

STANDARD

A-23

## RURAL HIGHWAY TYPICAL SECTIONS