



**TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, May 5, 2025

[Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#) | Passcode 05661

The meeting will be live streamed on the Town of Morristown's website:

<https://www.morristownvt.gov/community/page/meetings-agendas-minutes> and on [Town GMATV YouTube Channel](#) when possible

I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER

II. 5:31PM - AGENDA CHANGES/ADDITIONS

III. 5:32PM - COMMUNITY COMMENTS

IV. 5:47PM - APPROVE MINUTES

1. Approve minutes SB/Trustees Meeting of 4-16-25
2. Approve minutes of 4-21-25

V. 5:52PM - NEW BUSINESS

1. Job Announcement -Tyler Machia, Zoning and Planning Administrator
2. Appoint Kevin Petrochko as Town of Morristown Lister
3. LCCD Silver Ridge Stormwater Project letter of support request
4. Professional Municipal Clerk Week - Recognition
5. VT Town Road and Bridges Standard - Jordan St. Onge
6. Overview of the May 3rd Re-envision of Oxbow Park forum by LCCD, Peter Danforth
7. Update on proposed Morristown Charter

VI. 6:45PM - OLD BUSINESS

VII. 6:46PM - APPROVE WARRANTS

VIII. 6:50PM - SCHEDULE

1. Monday, May 19, 2025 - SB Meeting - 5:30PM
Monday, June 2, 2025 - SB Meeting - 5:30PM

IX. 6:53PM - OTHER BUSINESS

X. 6:55PM - ADJOURN



SELECTBOARD MEETING MINUTES OF APRIL 16, 2025

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Trustees: Robert Heanue, Carl Fortune, Tom Snipp

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Scott Johnstone, General Manager, Morrisville Water & Light; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Kevin Newton, Penny Jones, Ron Stancliff, Jerry Throne, Evelyn Throne, Alex Cyr

**participating via Zoom*

5:30PM - CALL JOINT SELECTBOARD/VILLAGE TRUSTEES MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:30 PM at the Tegu Building.

Robert Heanue called the Village Trustees meeting to order at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:35PM - NEW BUSINESS

1. Zoning & Subdivision Bylaws - Update

Brent Raymond gave a general overview of the zoning bylaws. The planning commission is finalizing the bylaws, with a possible vote on April 22nd to send the bylaws to a public hearing. The selectboard and village trustees will receive the finalized bylaws for review.

2. Downtown Designation Application

Discussion ensued regarding the downtown designation application, which will be completed after the bylaws are updated. The application is due in September, and most of the required information is already completed.

3. Zoning Administrator/Planner

Bob Heanue gave a brief update on the status of the vacant Zoning/Planning position. There was a well-qualified pool of candidates, with 5 chosen for interviews. Three have been seen with a plan to interview the remaining two soon. A decision is expected within a few weeks.

4. Oxbow Park - Peter Danforth Event May 3rd

Peter Danforth of the Lamoille County Conservation District will host a public forum with lunch at the Wing Center to discuss the future of the Oxbow Park for the sole purpose of hearing thoughts from many folks. All agree that the town needs to decide what to do with a piece of town property in the village, considering the resources and costs involved. They mentioned past clean-up efforts and the need for fact-based information to address concerns about resource expenditure. Brent also shared his efforts to secure grants for engineering studies to determine the best use of the lower and upper decks. They expressed concerns about the town's dependence on FEMA money in the future and the ongoing resident buyout process.

5. Installation of an automated gate at entrance of B Street

The Village wants to install an automated gate at the entrance of B Street to restrict traffic and prevent accidents. The town owns the bridge, but the Village is responsible for the power plant. The gate is part of a broader

strategy to address public safety concerns and prevent vandalism at the power plant. The Village has just started looking into options and wanted to create awareness with the Town officials. Scott will bring a comprehensive plan to the Selectboard when ready to discuss.

6. Collaboration between SB/Trustees

The Trustees and the Selectboard agreed to meet again every six months instead of annually. This will allow them to keep abreast of both the Village and the Town's progress.

7:00PM - ADJOURN

Motion made by Chris Palermo to adjourn the Selectboard. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Tom Snipp to adjourn the Village Trustees. Motion seconded by Carl Fortune. Motion carried. (3/0)

Meeting adjourned at 6:12 pm

Submitted and filed this 4/18/25.

Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.



**SELECTBOARD MEETING MINUTES
OF APRIL 21, 2025**

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS:

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:32 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

Add to the agenda Executive Session under Other Business.

5:32PM - APPROVE MINUTES

1. Approve minutes 4-7-25

Motion made by Chris Palermo to approve the minutes of 4/7/2025. Motion seconded by Richard Craig. Motion carried (5/0) with amendments.

Under New Business:

#3 - Add Mary Ann Wilson was under the impression that the MDF Committee was all in favor of Charles Burnham's appointment and encouraged the SB to move forward with his appointment.

#4 - Remove "A field representative will examine the buildings to determine if a grant is a possibility." Add in its place, "Chris will reach out to the Preservation Trust of Vermont to see if the prior museum assessment needs to be updated to assist in applying for grants"

5:35PM - NEW BUSINESS

1. Re-envision Oxbow Park Community Forum -Lamoille County Conservation District event with Peter Danforth on May 3rd at Wing Center 12-3pm

Don encouraged the members of the Selectboard to attend the Oxbow Park Community Forum on May 3, 2025. The forum will start at the Wing Center from 12 p.m. to 3 p.m. and be followed by a walk to Oxbow Park. The Selectboard will include the Forum's outcome at the May 5th meeting. Don welcomed this great opportunity for public members to share their thoughts on what to do with the park. Laura noted her concerns about the Oxbow being in a flood zone and the town having restrictions due to being in a flood zone. It was determined that the value of the community coming together to discuss the topic was more important than any concerns about what couldn't be done at this stage.

5:45PM - OLD BUSINESS

- 1. Consideration of updated Rules of Procedure - Moving community comments to the beginning of the agenda**

Don McDowell read the Rules of Procedure with the new changes. Discussion followed with the Selectboard agreeing to remove section 2 of the Community Comments Procedure that spoke about adding names and topics to a sign-in sheet for discussion. The Selectboard then agreed to adopt the changes to the language. The Selectboard also discussed the need to clarify that community comments are separate from agenda items and that individuals can still speak on agenda items.

Motion made by Chris Palermo to strike item #2 from the Community Comments Procedure and change the language in #6 to "The Community Comments period will continue for a maximum of 15 minutes, unless extended by the Chair. Motion seconded by Richard Craig. Motion carried (5/0).

5:56PM - APPROVE WARRANTS

Motion made by Chris Palermo to approve the warrants. Motion seconded by Richard Craig. Motion carried. (5/0)

6:00PM - COMMUNITY COMMENTS

None

6:10PM - SCHEDULE

- 1. Wednesday, April 23, 2025 - Special SB Meeting - 5:30PM
Monday, May 5, 2025 - SB Meeting -5:30PM
Monday, May 19, 2025 - SB Meeting - 5:30PM**

6:15PM - OTHER BUSINESS

- 1. Executive Session - Legal**

Motion made by Chris Palermo, I make a finding that we go into executive session to discuss confidential attorney-client communications received from the Town Attorney, providing professional legal advice to the Selectboard AND to discuss potential civil litigation, premature disclosure of said advice or the potential civil litigation would put the Town at a substantial disadvantage. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Chris Palermo to go into Executive Session to discuss the confidential attorney client communication under the provisions of Title 1 section 313 (a) (1)(f) of the Vermont Statutes, to include Town Manager, Brent Raymond; Executive Assistant, Judi Alberi. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Chris Palermo to come out of Executive Session at 7:09pm. Motion seconded by Richard Craig. Motion carried. (5/0)

6:20PM - ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)

Meeting adjourned at 7:09pm
Submitted and filed this 4/25/25.
Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

Fw: Silver Ridge project

From Brent Raymond <braymond@morristownvt.gov>

Date Thu 4/24/2025 7:56 AM

To Judith Alberi <jalberi@morristownvt.gov>

Cc Don McDowell <dmcowell@morristownvt.gov>

Judi,

Please add "LCCD Silver Ridge Stormwater Project letter of support request" to May 5th SB meeting agenda.

You can add the email chain between Jim, Peter and me to the packet.

Thanks,
Brent

Brent Raymond, PMP

Town Manager

Town of Morristown, VT

43 Portland Street | PO Box 748 | Morrisville, VT 05661

Work: 802-888-5147

Braymond@morristownvt.gov

www.morristownvt.gov

From: Peter Danforth <lccddirector@gmail.com>

Sent: Thursday, April 24, 2025 07:48

To: jimpeasevt@gmail.com <jimpeasevt@gmail.com>

Cc: Brent Raymond <braymond@morristownvt.gov>; Jordan St. Onge <jstonge@morristownvt.gov>

Subject: Re: Silver Ridge project

Happy Birthday Jim! I just went to a selectboard 🥳 meeting on my birthday as well

On Wed, Apr 23, 2025 at 7:39 PM Jim Pease <jimpeasevt@gmail.com> wrote:

Brent

I can make the SB meeting even if it is my birthday.

Jim

On Wed, Apr 23, 2025 at 6:08 PM Brent Raymond <braymond@morristownvt.gov> wrote:

Hi Jim,

I am copying Scott and Don back in here to keep everybody on the same page. I appreciate your responses below.

Based upon your and Peter's responses it appears the Town does not have to be the recipient of the bond funds, but LCCD can, and that MW&L is seeking confirmation that the Town would be in support of it. I cannot speak for the Select Board but could look into your and Peter presenting to the Select Board about the Town signing a Letter of Support for the project as long as it was clear that we were not accepting any costs or maintenance responsibilities for these private landowners' stormwater solution. The next regularly scheduled meeting is May 5th so please let me know if you and Peter are interested in presenting.

I spoke with Jordan and the road has no recent history of flooding or icing that his team is aware of (possibly as a result of the dry well you reference the Town installed).

Best,
Brent

Brent Raymond, PMP
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***Notice:** Under Vermont's Public Records Act, all e-mail, e-mail attachments as well as paper copies of documents received or prepared for use in matters concerning Town business, concerning a Town official or staff, or containing information relating to town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.*

From: Jim Pease <jimpeasevt@gmail.com>
Sent: Wednesday, April 23, 2025 14:32
To: Brent Raymond <braymond@morristownvt.gov>
Cc: Peter E Danforth <lcddirector@gmail.com>
Subject: Silver Ridge project

Brent

Just to fill in some of these questions/answers:

Jim

Hi Brent, I can answer some of your questions as I am meeting with Jim about this now.

3. I've attached your follow-up email from today, in which you mention that WISPr grant funding could potentially flow through "NRCD" and Peter Danforth. If that's the case, why is the Town being asked to participate.

PD-We are currently looking for funding through the Clean Water Service Provider of Lamoille for design but I have always wanted to crack the WISPr nutshell so we are all ears.

JP-When I met with the Village Trustees they requested that the town be on board with this project before they would approve it.

4. Is any of the impacted land Town-owned?

JP-No except water does runoff at times onto Silver Ridge Rd. The town did install a dry well (as shown on the map I sent earlier) adjacent to where the water discharges from the 6" pipe at the road.

5.You noted that the proposed stormwater solution would be located on private land—can you confirm whether the proposed location involves any Town-owned property.

JP-the proposed location is all on the land owned by Kenterick Hedberg.

1 (508) 332-9064

6.Lastly, you mentioned that the “NRCD” could maintain the stormwater solution in perpetuity. Who can confirm this on behalf of the NRCD? And if they are willing and eligible to both maintain the project and serve as the VMBB funding recipient, what is the role or necessity of the Town's involvement?

JP-while maintenance we believe will be low due to the two upstream sedimentation ponds the rain garden will need to be checked annually and after 3 years, biannually to insure plant survival. If the project gets state CWSP funding it also qualifies for a future maintenance grant as a clean water project. The upstream ponds were recently cleaned out and are the responsibility of the landowner at 218 and [235 Sunset Drive, Morristown.](#)

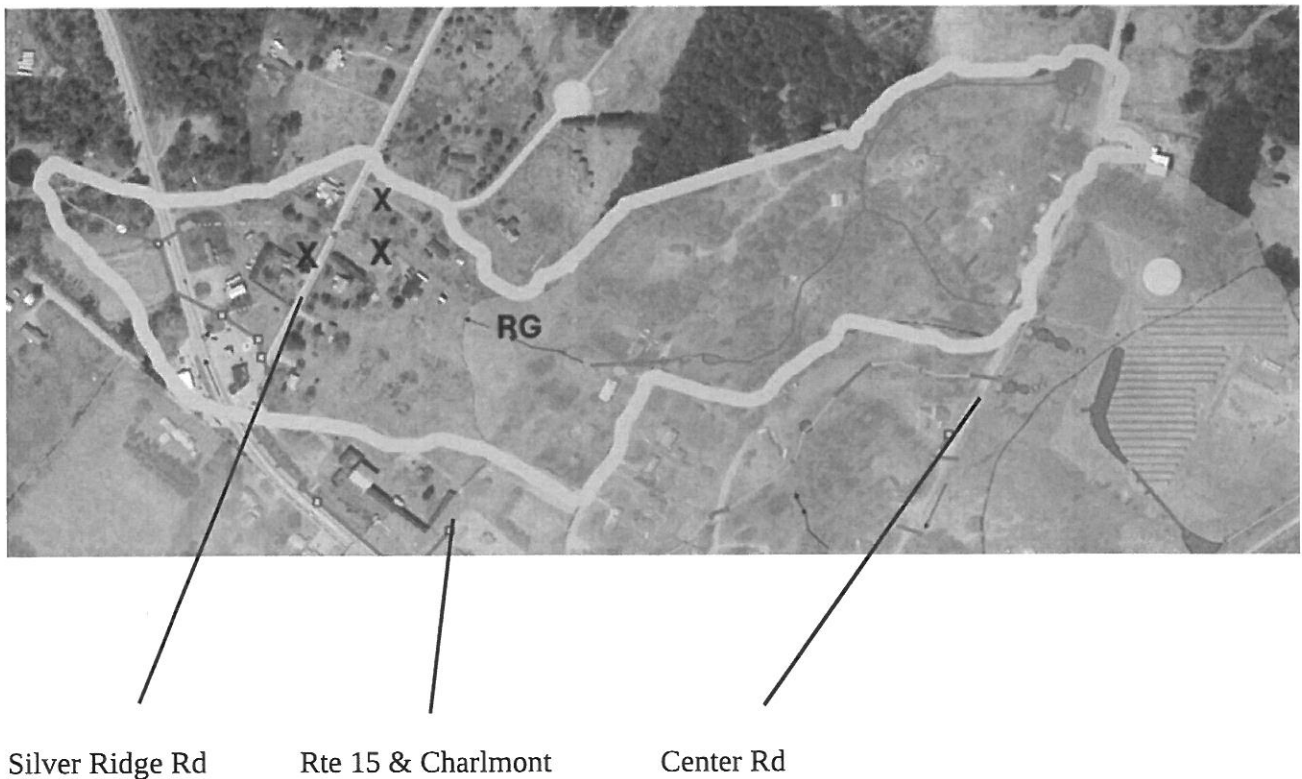
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Peter Danforth
Director, Lamoille County Conservation District
109 Professional Dr., Suite 2
Morrisville, VT 05661
Tel: 802-888-9218 ex 3004
Cell: 631-495-9093

Silver Ridge Road Stormwater Project-Silver Ridge Rd. Morristown, Vermont
Lamoille Natural Resources Conservation District

Proposal

The Lamoille Natural Resources Conservation District (LCNRCD) is interested in sponsoring a stormwater mitigation project in the North End Commercial and LDR Residential Districts of Morristown. The project would mitigate perennial flooding problems due to overflowing drainage at the residents at 89,152 and 156 Silver Ridge Road. The drainage information and the mitigation history by the Town are described below. The project proposes to intercept a 6" diameter drainage line installed in the 1980's between Silver Ridge Road and Sunset Terrace and provide additional storage through an onsite detention & rain garden facility. Drainage flows higher than 8 cfs exceed the capacity of the existing 6" pipe and will be stored and absorbed into the surrounding sand. Currently these flows will overflow into the above 3 properties and create hazardous conditions, particularly during the winter (ice) months. The estimated cost for design and construction of the raingarden is about \$50,000. The raingarden would be located on the property of 152 Silver Ridge Road. The LCNRCD is willing to pursue a state clean water grant for the majority of the cost but would also like to leverage state WISPr funding associated with the Federal Clean Water funds Morrisville Water and Light's (MWL) is using for the current Jersey Heights wastewater pump station project. These additional WISPr funds will improve the competitiveness of the LCNRCD proposal and not create a cost increase for MWL



Shown in the map above are the properties perennially flooded (**X**), the rain garden site (**RG**) and the upstream drainage which is causing the flooding.

Project History

This problem stems from a complicated land use history involving the Manosh Corporation's Sunset Acres development located on Sunset Drive in Morristown. The drainage prior to this development has always day lighted in the Sunset Acres area prior to the 1980's. The flow dissipated in this area and then below on the agricultural fields behind the Charlmont Restaurant. The Sunset Acres homes and roads redefined the drainage as did the subsequent development of Red Pine Road and its homes. Neither property acquired a state stormwater permit and it is unclear if they were required to do so. Both roads are now municipal roads. The 3 landowners directly impacted by this flow attempted to solve the problem between 1986-1994. They almost ended up in a law suit with the owner of the Charlmont and ultimately the Morristown Select board interceded and provided the funds (letter dated Oct 12, 1993) to construct the six inch drainage line between Sunset Acres and Silver Ridge Rd across the 152 & 156 Silver Ridge Rd properties. The homeowners hired a contractor to do the installation. It is unclear if the homeowners ever recovered the legal costs associated with this problem.

At the current time the pipe is considered undersized and inadequate to properly drain the area during the winter and spring runoff events.

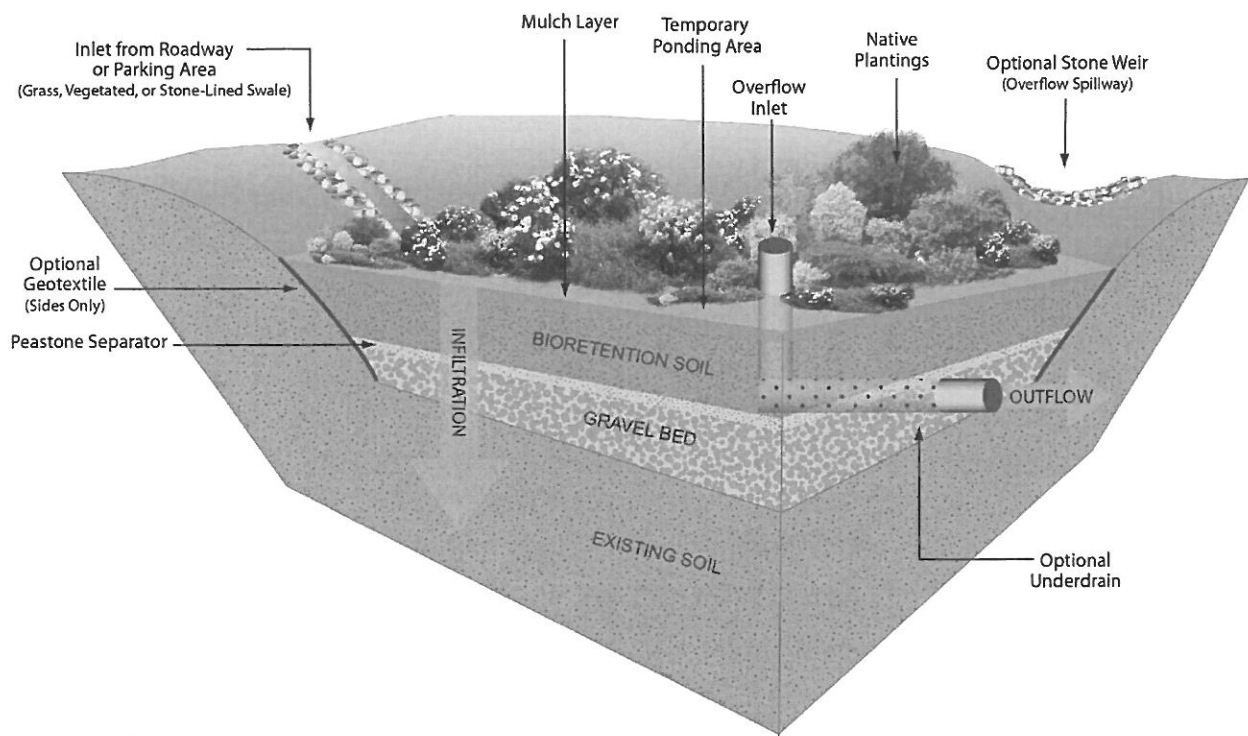
Project Drainage Area

The intermittent stream drains an area between the Morse property at 34 Center Rd and a tributary of the Centerville Brook at 643 Vermont Rte. 15. The drainage area (#107 on VTDEC stormwater maps) above 156 Silver Ridge Road is about twenty-six acres and is 10% impervious although only 3% is directly connected impervious. VTDEC estimated the phosphorus load for #107 at about 9 lbs./yr and the water quality volume at about 6100 cubic ft. Installation of a 125'x 50' x .5' deep raingarden was estimated to cost \$31,000 5 years ago.

Proposed Stormwater Treatment Concept

The project will intercept the 6" drainage pipe leaving 202 Sunset Drive. It will install a 3' deep 10'x10' wide fore bay which will overflow into a 6" deep rain garden area. At outlet overflow inlet will reconnect with the 6" drainage pipe.

Dimensions of rain garden would be 125' long, 50' wide, 6" deep or as designed to achieve storage of the water quality volume storm of 1"/24 hours which is approximately 6100 cf. The entire garden would be located on Kenterick Hedberg's land at 152 Silver Ridge Rd. The LCNRC would manage any maintenance for the proposed rain garden.



89 Silver Ridge

Existing Dry well

156 Silver Ridge

152 Silver Ridge

Proposed Rain Garden

Municipal clerks are the backbone of local government operations, often working behind the scenes to oversee key functions like recordkeeping, election management, legislative documentation, and maintaining public trust through transparency and accountability. Their dedication is vital to the effective functioning of our municipalities.

The annual Professional Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Australia, Belgium, Bermuda, Bulgaria, Canada, England, Italy, the Netherlands, New Zealand, South Africa, and Wales. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

This annual observance offers a special opportunity to recognize and honor the critical role municipal clerks play in our communities. They are essential in ensuring transparency, efficiency, and the smooth operation of local government.

An Invitation to Celebrate Professional Municipal Clerks Week

On behalf of the International Institute of Municipal Clerks, we would like to extend a heartfelt invitation to Mayors, City Managers, Board Chairs, and Chief Executive Officers to join us in celebrating the
56th Annual Professional Municipal Clerks Week
May 4 to May 10, 2025

This annual observance offers a special opportunity to recognize and honor the critical role municipal clerks play in our communities. They are essential in ensuring transparency, efficiency, and the smooth operation of local government.

Municipal clerks are the backbone of local government operations, often working behind the scenes to oversee key functions like recordkeeping, election management, legislative documentation, and maintaining public trust through transparency and accountability. Their dedication is vital to the effective functioning of our municipalities.

We believe your recognition of municipal clerks would be a meaningful way to show appreciation for their hard work and commitment. Additionally, your participation will provide an opportunity to connect with clerks from across the region, exchange best practices, and explore ways to further support local governance.

We sincerely hope you can take part in this week of celebration. Your involvement will help highlight the invaluable contributions of municipal clerks to the communities they serve.

Thank you for considering this invitation. Here are a few ideas for how you can celebrate your clerks in your municipality: send flowers, treat them to breakfast or lunch, or celebrate at your Council Meeting. For additional information, please contact janis@iimc.com.



Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 4 - 10, 2025

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, We, the Morristown Selectboard, do recognize the week of May 4 through 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Sara Haskins, Mitzi Fleming, Elizabeth Chase and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 5 day of May 2025

Morristown Selectboard Chair: _____

Adoption of VAOT Municipal Road and Bridge Standards

- What are VAOT Municipal Road and Bridge Standards?
 - VT Town Road and Bridge Standards is an Incentive Program.
 - “The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.”
- What are the benefits of adopting?
 - “Besides the benefit of receiving an **additional 10% of State funding** under these two town highway grants programs and the benefits realized under the FEMA Public Assistance program in a federally declared disaster, the main reasons to adopt the latest approved *codes and standards* template (page 7-6) are to improve safety, reduce life cycle costs, and address environmental concerns.”
 - **Adopting the MRBS will up our FEMA event State match from 7.5% to 12.5%**
 1. July 2023 flood- \$120,586
 - State Paid - \$9,043
 - Additional State Pay if we had MRBS - **\$6,030**
 2. December 2023 flood: \$696,462
 - State Paid - \$52,234
 - Additional State Pay if we had MRBS - **\$34,823**
 3. July 2024 Flood: \$51,751
 - State Paid - \$3,881
 - Additional State Pay if we had MRBS - **\$2,587**

**Total of \$49,470 left on the table in the
last 2 years**

- FEMA currently only reimburses for restoring damaged areas to pre-damage condition
 - **If we adopt MRBS, FEMA will reimburse to upgrade damaged areas to MRBS standard**
- Reduced Grant Match – Money left on the table **\$36,834**
 - Class 2 Roadways - \$168,344
 - 20% Match = \$33,668
 - 10% Match = \$16,834
 - Structures Grant - \$200,000
 - 20% Match - \$40,000
 - 10% Match - \$20,000

Money left on the table this year alone
\$36,834

- Any disadvantages?
 - Installing stone lined ditches can be expensive (\$24/cubic yard)
 1. Our Municipal Roads General Permit already requires us to stone line ditched over 8%
 2. Not nearly as expensive as repairing road washouts
 3. We already have a line item in our budget for stone lining
 4. Act 64 (Grants ins Aid) provides additional money every year for stone lining hydrologically connected road segments
 - \$32,500 FY 25
 - \$25,250 FY25 (expected to increase to \$35,000)

- Why haven't we previously adopted?
 - Excerpt from 2022-2030 Town Plan: “It should be noted that the town’s roadway system remains flood resilient despite its refusal to adopt to the State’s 2019 Town Road and Bridge Standards. The State Town Road and Bridge Standards are better matched to Chittenden County, and they are not well equipped to deal with the reality of the steep rural mountain roads that we have in our town. Fully adopting the State’s Town Road and Bridge Standards would drive the town’s highway budget to unsustainable levels, and potentially put the ability of the town to harvest gravel from its Duhamel Gravel Pit at risk. As such, this plan is opposed to the adoption of the State’s Town Road and Bridge Standards, especially if the argument to do so is based upon flood resiliency”
 - **“Does adoption of town road and bridge standards mean that the municipality has to bring all of its existing facilities up to the *codes and standards* within a certain time frame?**

No. The *codes and standards* must be adhered to when the municipality takes some form of action on their highway infrastructure related to the particular standard.”

- Why adopt now?
 - The BMP’s outlined by the MRBS are practices we are already doing.
 1. Stone lining over 8% is already required by Municipal Roads General Permit
 - LCPC completed our Road Erosion Inventory
 1. Satisfies the “network infrastructure study” requirement
 - Towns in Lamoille County that have already adopted the MRBS
 1. Belvidere, Cambridge, Elmore, Hyde Park, Johnson, Stowe, and Wolcott
 2. Towns that have not – Morristown, Eden, Waterville
 - **Since July 2023 we have missed out on \$86,304 by not adopting this standard**

SECTION 7

Town Road & Bridge Standards

As a result of various legislative actions relating to the Town Highway grant programs, an incentive program was created providing additional funding to municipalities meeting two requirements:

1. adopt minimum codes and standards, (page 7-6) and;
2. conduct a network infrastructure study (page 7-10): *Town Highway Infrastructure Study - Guidelines*).

History: In the spring of 1999, the Federal Emergency Management Agency adopted a new policy which required the adoption of codes and standards before a Public Assistance disaster declaration, in order to be eligible for certain FEMA benefits related to facility upgrades. As a result of that policy change, the Vermont Agency of Transportation and Vermont Emergency Management began working with FEMA, regional planning commissions, the Vermont Local Roads program, the Vermont League of Cities and Towns, and the Vermont Agency of Natural Resources on the development of a standard template of minimum codes and standards. By the summer of 1999, towns began adopting road and bridge codes and standards based on the template developed by this group.

Act 64 of the 2001-2002 Legislative session modified 19 V.S.A. § 309b to include an incentive program which allowed for providing increased State share of funding to municipalities receiving grants under the Town Highway Class 2 Roadway and Town Highway Structures grants programs. In order to receive an additional 10% of State funding under each of these grant programs, municipalities needed to meet two requirements. The first requirement was to have adopted town road and bridge standards. The second requirement was to have conducted (and keep up to date) a network infrastructure study.

Up until 2011, the only changes related to codes and standards since the development of the original template included a language modification that essentially prohibited a municipality from using a fiscal reason as a basis for modifying the standards for a particular project and the recent requirement to submit an annual certification of compliance. The certification of compliance was implemented following the series of FEMA declarations in 2008, when several municipalities that had adopted codes and standards could not produce a copy of their adoption documents when asked by FEMA.

Act 110 of the 2009-2010 Legislative session required that the Vermont Agency of Transportation work with municipal representatives to “revise the Agency’s current recommended town road and bridge standards to include a suite of practical and cost-effective Best Management Practices (BMPs) for the construction, maintenance, and repair of all existing and future town highways in order to address pollution caused by transportation-related stormwater runoff.” Additionally, Act 110 amended 19 V.S.A. § 309b(a) & (b) requiring

that municipalities must also submit the annual certification of compliance for town road and bridge standards in order to be eligible for receiving the additional 10% of State funding under the Town Highway Structures and Class 2 Roadway grants programs.

Benefits: Besides the benefit of receiving an additional 10% of State funding under these two town highway grants programs and the benefits realized under the FEMA Public Assistance program in a federally declared disaster, the main reasons to adopt the latest approved *codes and standards* template (page 7-6) are to improve safety, reduce life cycle costs, and address environmental concerns.

Adoption and Certification: In order for municipalities to receive the additional 10% State funding (80% for Class 2 Roadway grants and 90% for Structures grants) municipalities **must adopt new codes and standards which meet or exceed the minimum requirements of the latest State-approved template (pages 7-5 to 7-11)**. Once new codes and standards have been adopted, it is necessary to submit a **Certificate of Completion (page 7-12) on an annual basis** to the respective VTrans District Office.

FEMA Public Assistance Program: The requirements of Act 110 related to town road and bridge standards have no bearing on how FEMA treats these standards in the event of a federal Public Assistance declaration. This means that FEMA is only interested in whether a municipality has adopted codes and standards and that the municipality follows those codes and standards. However, municipalities who have adopted codes and standards which **do not** meet the new minimum standards of the latest State-approved template will only be eligible for receiving a 7.5% State-share (Emergency Relief and Assistance Fund) as part of a FEMA Public Assistance declaration. For more information on the State's Emergency Relief and Assistance fund, see the following website:

http://floodready.vermont.gov/find_funding/emergency_relief_assistance.

Town Highway Emergency Fund Grants: The adoption of codes and standards has no effect on the State/municipal funding split for this grant program. However, for towns that have adopted road and bridge standards (regardless of which version), eligibility for reimbursement for repair or replacement of infrastructure shall be to those standards. For towns that have not adopted any form of codes and standards, eligibility for reimbursement for repair or replacement of infrastructure shall be limited to the specifications of the infrastructure that pre-existed the emergency event.

See page 7-3 for a list of Frequently Asked Questions as well as answers regarding Town Road and Bridge Standards.

Town Road and Bridge Standards

Frequently Asked Questions

- 1. Does adoption of town road and bridge standards mean that the municipality has to bring all of its existing facilities up to the *codes and standards* within a certain time frame?**

No. The *codes and standards* must be adhered to when the municipality takes some form of action on their highway infrastructure related to the particular standard. For example, if a municipality has adopted the June 5, 2019 template and is only grading a town highway, they must adhere to the crowning and grading requirements, but need not perform the requirements related to ditching, guardrail, culverts, or bridges.

- 2. What if the municipality does not follow its adopted *codes and standards*?**

If it is determined that a town is not following its *codes and standards*, the town is ineligible for *codes and standards* upgrades under FEMA Public Assistance. Also, it may be grounds to default to the lower percentage state share under the state-administered grant programs, if the town had not adopted *codes and standards* which meet or exceed those of the June 5, 2019 template.

- 3. Can the municipality use the 50% rule similar to FEMA for projects it funds on its own? In other words, if a damaged culvert is dragged back into place by the municipality following a non-declared event because the municipality used the 50% rule to justify the lower cost repair, will FEMA be okay with this?**

Yes, as long as the municipality used a 50% rule similar to that of FEMA, the municipality would remain in compliance with its adopted *codes and standards*.

- 4. What is the connection between a municipality's adopted *codes and standards* and FEMA reimbursement?**

FEMA will consider a municipality's adopted *codes and standards* when preparing the project worksheets for facilities that are damaged as a result of a federally declared (FEMA Public Assistance program) disaster. Assuming the municipality is following their duly adopted *codes and standards*, FEMA may include the cost to rebuild a damaged facility to those *codes and standards* as they develop the project worksheet.

- 5. In regard to the FEMA Public Assistance program, what happens if a municipality chooses not to adopt any *codes and standards*?**

If the municipality chooses not to adopt any form of *codes and standards*, FEMA will only provide funding to rebuild to the pre-disaster conditions. However, FEMA may include hazard mitigation measures as eligible costs for actions taken to prevent or reduce the

threat of future damage to a facility in a specific project worksheet under the Public Assistance program. These measures are unrelated to *codes and standards* and are not dependent upon a municipality adopting any version of *codes and standards*. The bottom line is that there are no minimum standards that a town must adopt in order to receive FEMA Public Assistance funding. There are towns and other eligible applicants who have no adopted codes and standards, yet still receive FEMA funding.

6. Do municipalities need to adopt any sort of *codes and standards* in order to be eligible for FEMA reimbursement under the FEMA Public Assistance program?

No.

7. Are fiscal reasons a basis for modification (or not adhering) to the standards?"

FEMA expects applicants who have adopted *codes and standards* to follow them, regardless of whether FEMA is footing the bill. FEMA specifically states that the adopted codes and standards "cannot be applied selectively based on the availability of funds."

8. Does the guardrail section of the town road and bridge standards mean that we will have to line all of our town highways from one end to the other with guardrail?

No. It means that when a municipality is constructing or reconstructing a roadway or structure which results in any hazards within a designated clear-zone, they will use the AASHTO Roadside Design Guide to help determine what type of barrier or other treatment, if any, should be employed. We understand that not all municipalities will have access to the AASHTO Roadside Design Guide. For municipalities who need help in determining what type of treatment, if any, should be employed, they should contact their respective VTrans District technical staff for assistance. The AASHTO Roadside Design Guide is not a rigid standard, it is a GUIDE.

9. If a municipality wishes to adopt some form of *codes and standards*, but has issues with some parts of the Town Road and Bridge Standards June 5, 2019 template, what should they do?

The municipality should contact their respective VTrans District technical staff for assistance/guidance on how to proceed.

10. What is the definition of an "up-to-date highway network inventory"?

Once a municipality has performed a complete highway network inventory, that inventory should be maintained by updating it as conditions change or as the municipality performs work on elements of that inventory. There is no requirement that a municipality perform a complete re-inventory of the network every so many years. If at some point a municipality has performed a complete inventory, that inventory would be considered "up-to-date" if the municipality makes any necessary updates as conditions change.

TOWN ROAD AND BRIDGE STANDARDS

(June 5, 2019)

MUNICIPALITY OF Morristown, **VERMONT**

The Legislative Body of the Municipality of Morristown hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 5/5/2025

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	YES (Required by Act 64)	YES NO
Section 2 – Class 4 Road Standards	YES (Required by Act 64)	YES NO
	Town wide	
Section 3 - Perennial stream- bridge and culvert standards	YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	YES NO	
Section 5 - Roadway construction standards	YES NO	
Section 6 - Guardrail standard	YES NO	
Section 7 - Driveway access standard	YES NO	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*.
<https://vtrans.vermont.gov/sites/aot/files/highway/documents/Irf/Better%20Roads%20Manual%20Final%202019.pdf>

Road and Bridge Standards Sections**Section 1 – Municipal Road Standards** - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

“Perennial stream” means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard. For

River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

“Intermittent streams” are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have 15 inches* thick gravel sub-base, with an additional 3 inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 18 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 6 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 7 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference Vtrans Standard A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; the Vtrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Morristown, State of Vermont on
May 5, 2025

Selectboard:

 Don McDowell

 Chris Palermo

 Laura Streets

 Richard Craig

 George Cormier

Appendix A

Section 1: MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in of this documentation does not require the acquisition of additional state or federal permits or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures, historic landscapes, or vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a road, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner.

Standards for Gravel and Paved Roads with Ditches

Baseline Standards for Gravel and Paved Roads with Ditches

The following are the standards for all gravel and paved municipal roads with drainage ditches, whether or not erosion is present. These standards also apply to all new construction and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:

Minimum: ¼ inch per foot

Recommended: ¼ inch to ½ inch per foot or 2% - 4%

- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8 inch per foot or 1%

Recommended: 1% - 2%

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to gravel roads with drainage ditches.

B. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in subpart B.2 below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; 2 foot horizontal per 1 foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:
 - a. Stone-lined ditch: minimum 6 to 8-inch minus stone or the equivalent for new practice construction. Recommended 2-foot ditch depth from top of stone-lined bottom,
 - b. Grass-lined ditch with stone check dams¹, or
 - c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160 feet.
3. For roads with slopes of 8% or greater: Stone-lined ditch.
 - a. For slopes greater than or equal to 8% but less than 10%: minimum 6 to 8-inch minus stone or the equivalent for new construction. Recommended 2-foot ditch depth from top of stone-lined bottom.
 - b. For slopes greater than 10%: minimum 6 to 8-inch minus stone. Recommended 12-inch minus stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.
4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs – all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
 - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in subpart b – c below, when possible.
 - b. For turnouts with slopes 5% or greater: stabilize with stone.
 - c. For slopes greater than 5% but less than 10%: minimum 6-inch to 8-inch minus stone or the equivalent for new construction.
 - d. For slopes greater than 10%: minimum 6 to 8-inch minus stone or equivalent for new construction. Recommend 12-inch minus stone or the equivalent.

¹ See check dam installation specifications.

Drainage and Intermittent Stream Culvert Standards

The following are the required culvert standards for all gravel and paved roads with ditches where rill or gully erosion is present. These standards also apply to new construction and significant upgrades of stormwater treatment practices.

1. Municipal Culverts (Drainage and Intermittent Streams)
 1. Culvert end treatment or headwall required for areas with road slopes 5% or greater if erosion is due to absence of these structures. End treatment or headwall is required for new construction on slopes 5% or greater.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road slopes 5% or greater.
 3. Upgrade to 18-inch culvert (minimum), if erosion is due to inadequate size or absence of structure.
 4. A French Drain (also called an Underdrain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.
2. Driveway Culverts within the municipal ROW
 1. Culvert end treatment or headwall required for areas with road slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
 3. Upgrade to minimum 15-inch culvert, 18-inch recommended, if erosion is due to inadequate size or absence of structure.

Standards for Paved Roads with Catch Basins

Catch Basin Outlet Stabilization: All catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outfall stabilization practices include: stone-lined ditch, stone apron, check dams and culvert header/headwall.

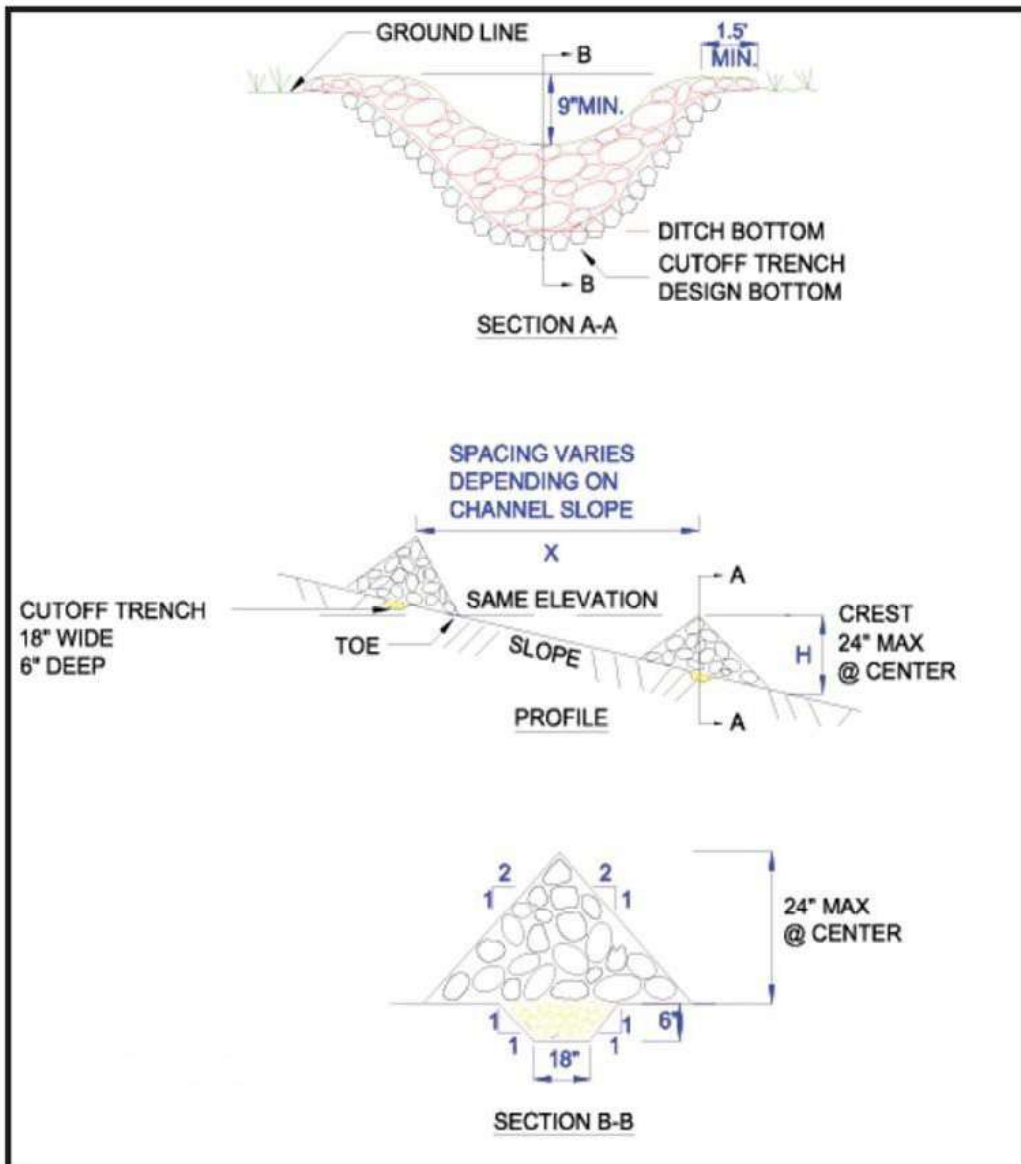
Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9-inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.

Check Dam Specification:



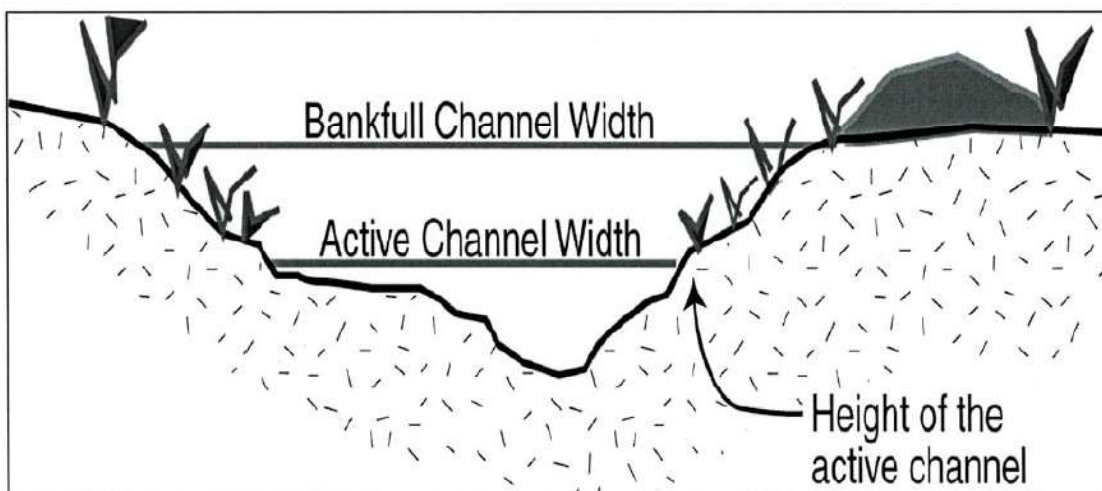
Section 2: STANDARDS FOR CLASS 4 ROADS

Stabilize any areas of gully erosion with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

Appendix B**Active Channel Culvert Sizing for Intermittent Stream Crossings**

Choose the drainage area closest to your crossing site drainage area

Drainage Area (Acres)	Minimum Diameter for Culverts on Intermittent Streams (inches)
4	15
8	18
16	24
20	30
40	36
50	42
80	48
120	60
160	66
200	<i>Streams with drainage areas of 160 acres or greater are likely to be perennial. Adhere to the VTDEC Technical Guidance for Identification of Perennial Streams</i>
320	
350	
450	
640	

Active Channel Width

Active Channel Width means the limits of the streambed scour formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel is narrower than the bankfull width (approximately 75%) and is defined by the break in bank slope and typically extends to the edge of permanent vegetation.

Culvert sizing for crossings on intermittent streams: Determine the Active Channel Width by field measurements, ***the culvert size should meet or exceed the Active Channel Width***. To obtain the measurements go to the crossing location and obtain several upstream Active Channel Width measurements in riffle (fast moving water) narrower channel locations. The selected channel width should be a representative average of the field measurements. In the absence of field measurements, the drainage areas in

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Morristown certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on May 5, 2025 .

We further certify that our adopted standards ☒do ☐do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we ☒do ☐do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

Date: May 5, 2025

Don McDowell

Chris Palermo

Laura Streets

Richard Craig

George Cormier

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

Town Highway Infrastructure Study - Guidelines:

Definition:

A town highway infrastructure system study is simply an inventory of the roads, bridges, causeways, culverts, sidewalks, bicycle facilities and any highway-related retaining walls on a Class 1, 2, or 3 Town Highway, which describes each, assesses condition, and projects repair cost. The inventory should provide the following information:

1. Location (sufficiently detailed in order to locate)
2. Size (length/width/depth, etc.)
3. Condition (e.g., very bad, bad, fair, good)
4. Estimated repair cost (when condition is less than good)

Although no copy of the inventory needs to be submitted with an application for funding, verification may be requested (by copy or site visit) by the District Transportation Administrator (DTA) or Town Highway Program Manager (Operations Division Headquarters).

How to record the information:

The municipality may choose either a manual or electronic inventory system. Some software and assistance/direction is available through the Vermont Local Roads Program (802) 828-3537.

Notes:

1. For bridges over 20 feet in span length, the location, number, and condition are already completed by the VTrans Structures Section. VTrans provides copies of those reports to municipalities.
2. VTrans maintains town highway maps which may be accessed via the Agency's website.
3. Driveway culverts are not eligible for program funding, but a municipality may want to consider including them on their inventory. Not required for the inventory system.
4. Items that should be included in the infrastructure study, but would not be required for the purpose of the added incentive for the Town Highway (TH) programs are:
 - a. A closed drainage system, which is not considered to be a bridge or culvert under the TH programs and as such is not eligible for funding.
 - b. Class 4 town highways and their bridges and culverts, which are also not eligible for TH program funding.

Data stored in the town highway infrastructure study will help greatly in developing a portion of a municipal capital plan as shown on page 11-4 *Town Capital Plan - Example*.