

Maximizing Town Highway Aid Mileage Matters

AOT LUNCH & LEARN – MARCH 9, 2026

VERMONT AGENCY OF TRANSPORTATION – MAPPING UNIT

Introductions & Overview

- State Aid for Town Highways
- Town Highway Grant Program
- Highway Classification Overview
- Mileage Certificates
- Laying Out, Reclassifying, Altering, Discontinuing Town Highways
- Town Highway Maps
- Questions & Answers

How Does Mileage = Money?

State Aid for Town Highways

State aid for town highways was established by the Legislature under Title 19 § 306 Appropriation – State Aid for Town Highways, to assist towns with maintenance of their class 1, 2, and 3 highways.

FY 2026

\$30,418,734.95

<https://legislature.vermont.gov/statutes/section/19/003/00306>

Apportionment of State Aid Funds

Title 19 § 306 Appropriation defines the apportionment of funds based on highway class with the following percentages:

6% to class 1 town highways	(\$ 1,825,124.10 for FY 2026 – 139.963 miles)
44% to class 2 town highways	(\$ 13,384,243.38 for FY 2026 – 2,796.426 miles)
50% to class 3 town highways	(\$ 15,209,367.48 for FY 2026 – 8,529.300 miles)

<https://legislature.vermont.gov/statutes/section/19/003/00306>

The Town Highway Grant Program

The Agency of Transportation (AOT) administers the Town Highway Aid Program through the Administration Division, with mileage data compiled by the AOT Mapping Unit.

The Formula:

$$\text{Town's Aid} = (\text{Appropriation for Class X}) * (\text{Town's Class X Mileage} / \text{Total Statewide Class X Mileage})$$

Here is an example for Essex Town with 66.46 miles of class 3 town highway

$$\$118,510.85 = (\$15,209,367.48) * (66.46 \text{ miles} / 8,529.30 \text{ miles})$$

<https://legislature.vermont.gov/statutes/section/19/003/00306>

The Town Highway Grant Program

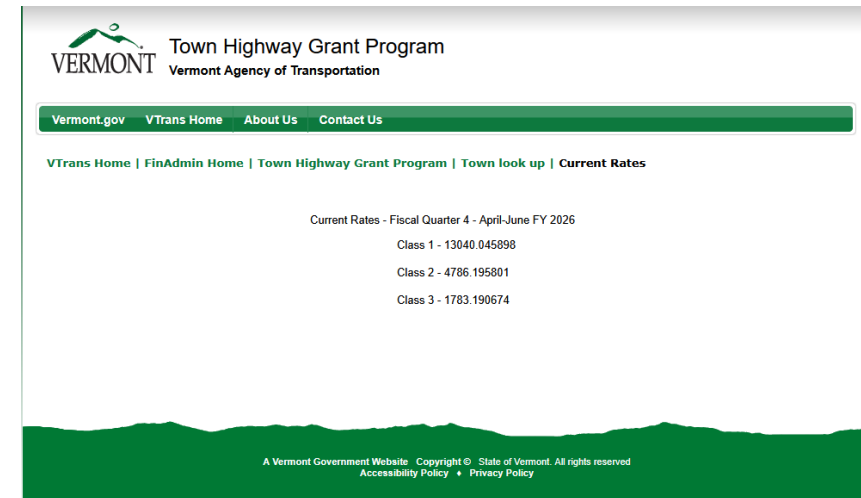
To simplify the process, AOT Administration calculates the state aid rate per mile for each class of town highway and uses this in the calculation.

Current Rates - Fiscal Quarter 4 – April - June FY 2026

Class 1 – \$13,040.045898

Class 2 – \$ 4,786.195801

Class 3 – \$ 1,783.190674



Current Rates - <https://apps.vtrans.vermont.gov/THGProgram/currentrates.aspx>

Town Lookup - <https://apps.vtrans.vermont.gov/THGProgram/townlookup.aspx>

19 V.S.A. § 302. Classification of town highways

(a) For the purposes of this section and receiving State aid, all town highways shall be categorized into one or another of the following classes:

(1) Class 1 town highways are those town highways that form the extension of a State highway route and that carry a State highway route number. The Agency shall determine which highways are to be class 1 highways.

(2) Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable, they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places that by their nature have more than normal amount of traffic. The selectmen, with the approval of the Agency, shall determine which highways are to be class 2 highways.

(3) Class 3 town highways:

(A) Class 3 town highways are all traveled town highways other than class 1 or 2 highways. The selectmen, after conference with a representative of the Agency, shall determine which highways are class 3 town highways.

...

(4) Class 4 town highways are all town highways that are not class 1, 2, or 3 town highways or unidentified corridors. The selectboard shall determine which highways are class 4 town highways.

<https://legislature.vermont.gov/statutes/section/19/003/00302>

Classification of town highways – Class 1

Class 1 town highways are those town highways that form the extension of State highways

The Agency determines Class 1

Typically designated through the General Assembly

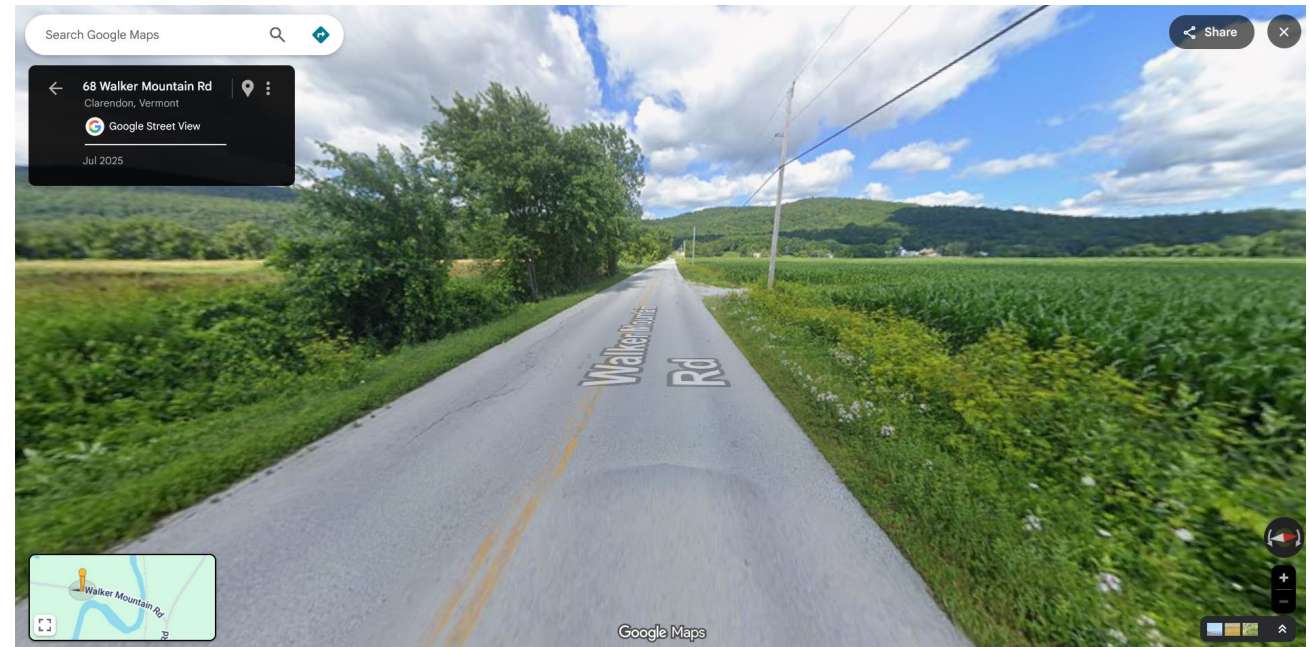


Class 1 TH-1 (US-5) in Newport City – Google Street View

Classification of town highways – Class 2

Class 2 town highways serve as the trunk routes within a town, connecting local roads to state highways and larger routes

The Agency determines Class 2 following the assessment through a series of criteria including average annual daily traffic, connectivity, and others.



Class 2 TH-3 in Clarendon– Google Street View

Classification of town highways – Class 3

Class 3 town highways are all traveled town highways that are not class 1 or 2.

The Selectboard, after consultation with the Agency shall determine class 3 town highways.

Need to be maintained and travelable all year round by a standard manufactured pleasure vehicle.



Class 3 TH-6 in East Barnard – Google Street View

Classification of town highways – Class 4

Class 4 town highways are all town highways that are not class 1, 2, or 3. If a highway hasn't been classified, it falls into Class 4.

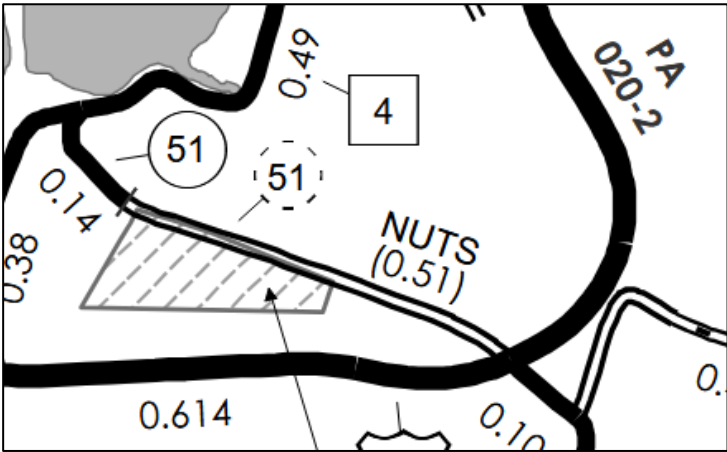
The Selectboard determines class 4 town highways.



Class 4 TH-11 in Rupert – Google Street View

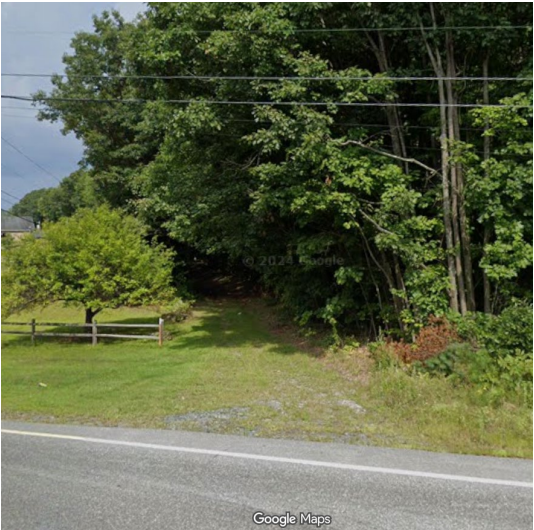
Not Up To Standard (NUTS)

In the event a segment of highway is not being maintained to standard, the Agency may deem the segment “Not Up To Standard”, also known as “NUTS” and remove state aid. The NUTS segments of highway are listed as Class 4 mileage in a separate table on the Town Highway Maps.



TOWN HWY. No.	LENGTH IN MILES "NOT UP TO STANDARD"
51	(0.51)
66	(0.12)
68	(0.02)
75	(0.15)
77	(0.10)
109	(0.10)
130	(0.33)
140	(0.02)
190	(0.22)
235	(0.26)
TOTAL	1.83

* The sections of the town highways listed above are legally Class 3, but have been deemed "Not Up To Standard" and are functionally Class 4 Town Highways



The Mileage Certificates

Based on 19 V.S.A. § 305. Measurement and inspection, annually municipalities submit a sworn statement of mileage, this is the mileage certificate.

(b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the Agency.

<https://legislature.vermont.gov/statutes/section/19/003/00305>

The Mileage Certificates

The cert has 3 parts:

Part I is the previous mileage totals, additions and subtraction of mileage and the new totals.

Part II includes the information and description of the mileage change in more detail.

Part III is the signature block that provides the certification from the Selectboard or legislative body and Town Clerk, and approval by the AOT.

District12

Certcode9999-0

CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2026

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2021 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping
Section, 219 North Main Street, Barre, VT 05641.

We, the members of the legislative body ofEXAMPLE TOWNin FLYNNCounty
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.517				0.000
Class 2	10.330				0.000
Class 3	31.61	0.14	0.30	31.45	0.000
State Highway	10.034				0.000
Total	52.491			52.331	0.000
* Class 1 Lane	0.000				
* Class 4	5.93	0.12	0.15	5.90	0.000
* Legal Trail	0.00	0.21		0.21	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".
0.14 mi CL3 Moulton Moseley Ln 0.06 mi
Legal Trail (DeAndrea Trl)
[Town does not assign the highway or legal trail number.]

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).
0.18 mi TH-7 Discontinued (Trunzo Brook Rd, was CL3)

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).
0.12 mi TH-41 reclassified from CL3 to CL4 (Croft Hill Rd)
0.15 mi CL4 TH-18 (Kerry Way) reclassified to Legal Trail

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees:

Signature of T/C/V Clerk:Date Filed:

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED:Representative, Agency of TransportationDATE:

The Mileage Certificate Cycle

- All Year Round – Mapping works with municipalities on known changes
- January – 1st week – Mileage Certificates are emailed to each town
- February 10th – Certificates are filed on or before in the town office
- February 20th – Certificates need to be submitted to the AOT Mapping Unit
- March 15th – Mileage Certificate changes are cut off and no longer accepted
- April 1st – Annual Mileage Summary published and provided to the AOT Administration Division
- July 1st – new fiscal year starts, and first quarter state aid payments start

<https://vtrans.vermont.gov/planning/maps/mileage-certificates>

Mileage Certificates – Additional Details

- Report any known upcoming changes to the Mapping Section by calling or emailing to AOT.mileagecertificates@vermont.gov

Kerry Alley

(802) 917-2621

Pam DeAndrea

(802) 793-7555

Mileage Certificates – Additional Details

- Fill out the certificate completely!
Saves time for Towns and AOT
 - Complete description of change in Part II
 - Check for AOT preloaded changes!
 - Enter new mileage in Part I
 - Do the math
 - IF NO CHANGES CHECK BOX!
 - Ensure selectboard (more than one member) and Town Clerk signatures and date when signed. AOT will sign later and return to town

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

0.15 mi CL3 TH-28 (White Rd) reclassified to CL4
0.35 mi CL3 TH-34 (Barton Dr) reclassified to CL4

Class 3	44.89	.50	44.39
* Class 4	11.79	.50	12.29

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below. ☒

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees:

[Signature]

Signature of T/C/V Clerk:

[Signature]

Date Filed:

4-15-25

Please sign ORIGINAL and return it for Transportation signature.

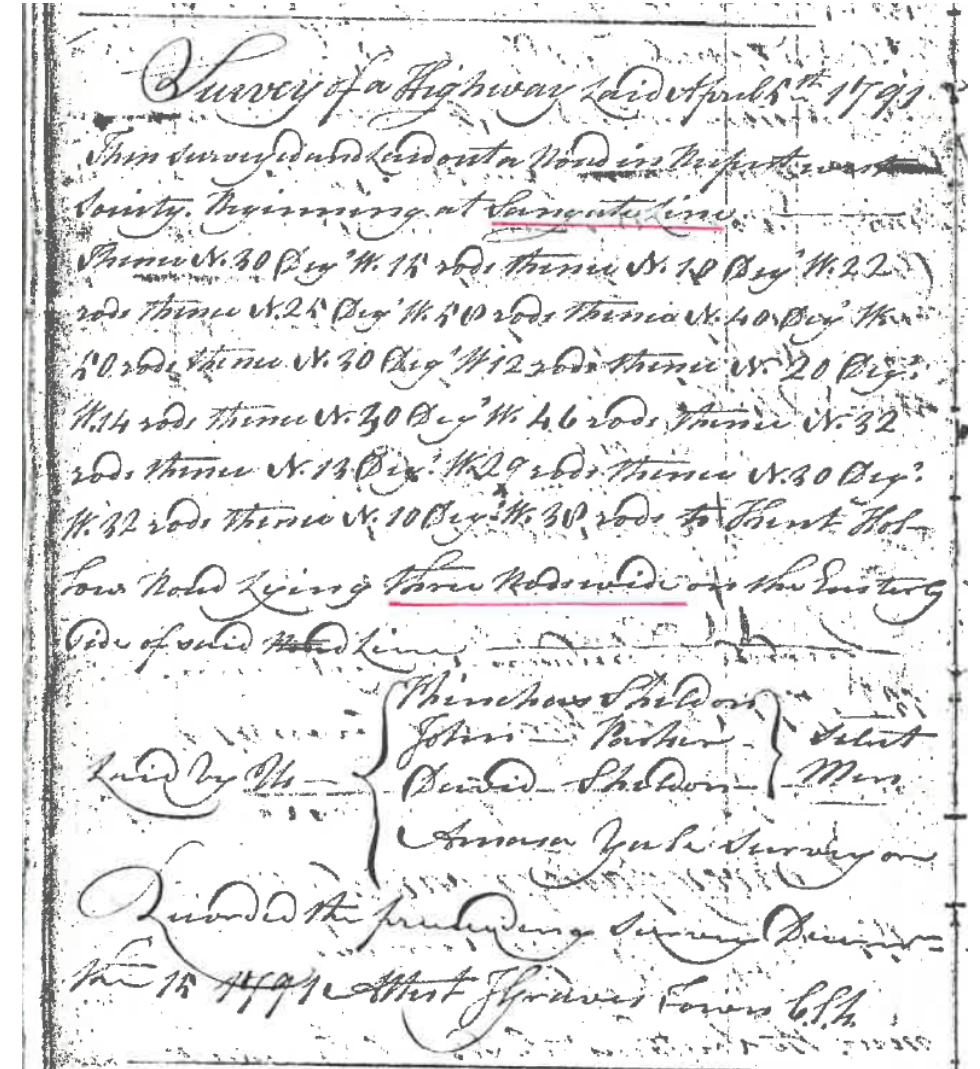
Mileage Certificates – Common Mistakes

- Checking the box for no changes when there are mileage changes
- Missing signatures and dates
- Not sending in the documentation with the changes
- Not providing a map of the change with sufficient detail of where the change begins and ends
- Errors in math and getting the totals correct
- Leaving things blank when there should be info

Town Highway Establishment

There are several ways a town highway can be established.

- The Statutory process defined in 19 V.S.A. Chapter 7.
- “Dedication and Acceptance”



<https://legislature.vermont.gov/statutes/chapter/19/007>

Town Highway Establishment

There is a process for Laying Out, Reclassifying, Altering, or Discontinuing of towns highways follow the same core process.

1. Petition or action from the Legislative Body.
2. 30 Day notice regarding a public hearing
3. Complete and precise survey of new highways
4. Site visit of the highway
5. Public hearing and receiving testimony
6. Payment of damages for acquisition of right of way
7. Render a written decision and recording

<https://legislature.vermont.gov/statutes/chapter/19/007>

The Orange Book - https://vtrans.vermont.gov/sites/aot/files/documents/TheOrangeBook_1.pdf



Town Highway Establishment - Recommendations

- Due to the complexity and opportunity for procedural errors, consultation with the town attorney is recommended.
- Surveys are required for new highways and clearly define what is being taken as a highway. Surveys assist the Mapping Unit in getting the new highway added to the map and calculating mileage.
- Reach out to Mapping with any questions.

What to Send to the AOT

- Accurate description of the highway or trail, including any landmarks for the beginning and end of the affected highway or trail
- Sketch on the current Town Highway Map
- Minutes of the meetings and other recorded documents
- Notices to public, landowners, and other stakeholders
- A survey of the affected highway or trail
- Deed for dedication and acceptance
- Any additional information to aid in the mapping of the addition or change

Town Highway/Legal Trails Addition/Reclassification/Discontinuance Checklist

The following includes a checklist of the documentation to be supplied to the Vermont Agency of Transportation (VTrans) when adding / reclassifying / discontinuing highways and trails. The documentation is subject to verification by VTrans.

Check the box ☒ if the information is included as part of the documentation submitted.

- ☐ A description of the affected highway or trail
Vt. Stat. Ann. tit. 19, § 305(e)
- ☐ A current town highway map with the requested deletions and additions sketched on it
Vt. Stat. Ann. tit. 19, § 305(e)
- ☐ Minutes of meetings at which the legislative body took action with respect to the changes (include copies of the meeting minutes) Vt. Stat. Ann. tit. 19, § 305(e)
- ☐ Evidence of written notice to adjoining landowners (include a copy of the newspaper notice and a copy of the letter sent to adjoining landowners)
Vt. Stat. Ann. tit. 19, § 709
- ☐ A copy of any surveys of the affected highway or trail
Vt. Stat. Ann. tit. 19, § 305(e) Vt. Stat. Ann. tit. 19, § 704
- ☐ For Class 3 or Class 4 town highway additions
A Certificate of Completion and Opening
While not required by statute, a Certificate of Completion and Opening form is a helpful document for the record.

All records filed with the agency are subject to verification in accordance with 19 V.S.A. § 305 (a) and 19 V.S.A. § 305 (e).

Vermont Agency of Transportation
Division of Policy, Planning and Intermodal Development, Mapping Section
219 North Main Street, Barre, VT 05641

December 2019

Mileage Updates – Example of a Change

DocuSign Envelope ID: A5D19C7E-98E7-4B97-9E73-E316791279CB

Received
1/8/2025

Washington Highway Mileage
YEAR ENDING FEBRUARY 10, 2025

Certcode 0915-0

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of WASHINGTON in ORANGE County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	13.840			13.840	0.000
Class 3	37.15			37.15	0.000
State Highway	7.025			7.025	0.000
Total	58.015			58.015	0.000
* Class 1 Lane	0.000				
* Class 4	32.78		-0.30	32.48	0.000
* Legal Trail	0.00				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE:

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).
TH 47 0.3 miles

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below. ☐

PART III - SIGNATURES - PLEASE SIGN.

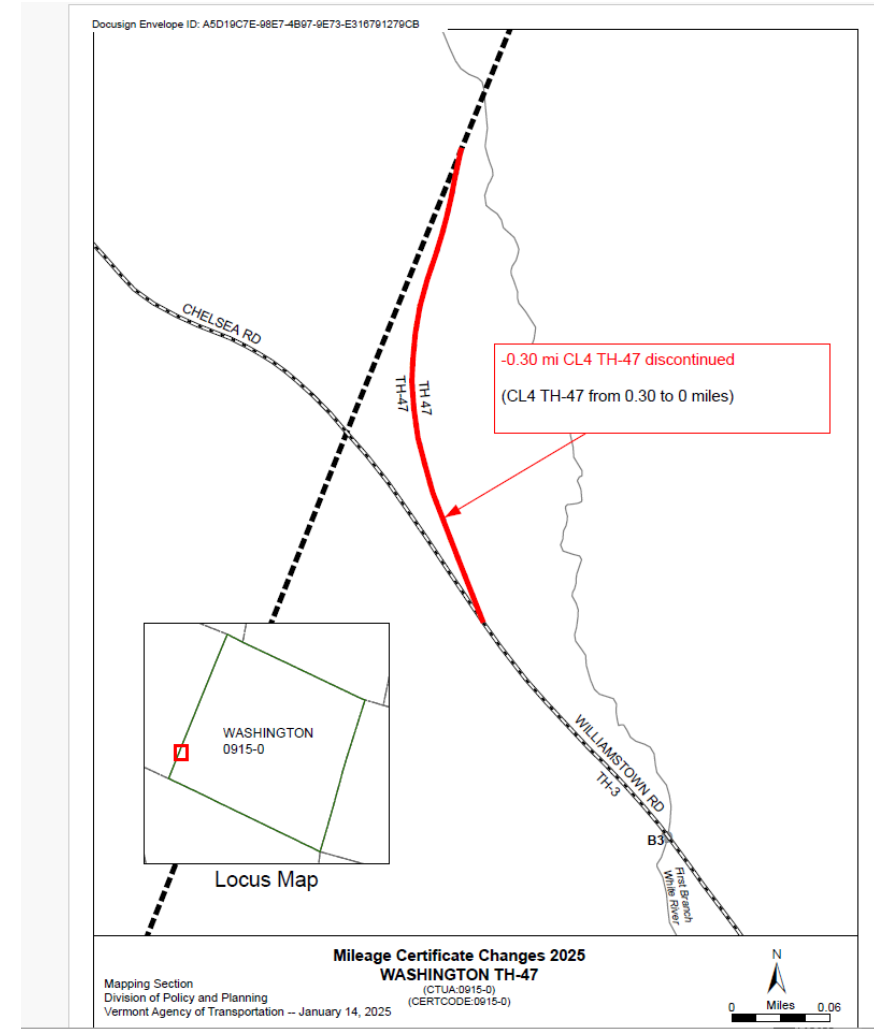
Signatures of Selectmen/ Aldermen/ Trustees: *Sheela Mani*

Signature of T/C/V Clerk: *Joan Drabville* Date Filed: 1/8/25

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: *Johnathan Cook* DATE: 1/14/2025
Representative, Agency of Transportation



Details to map the change accurately

Landmarks



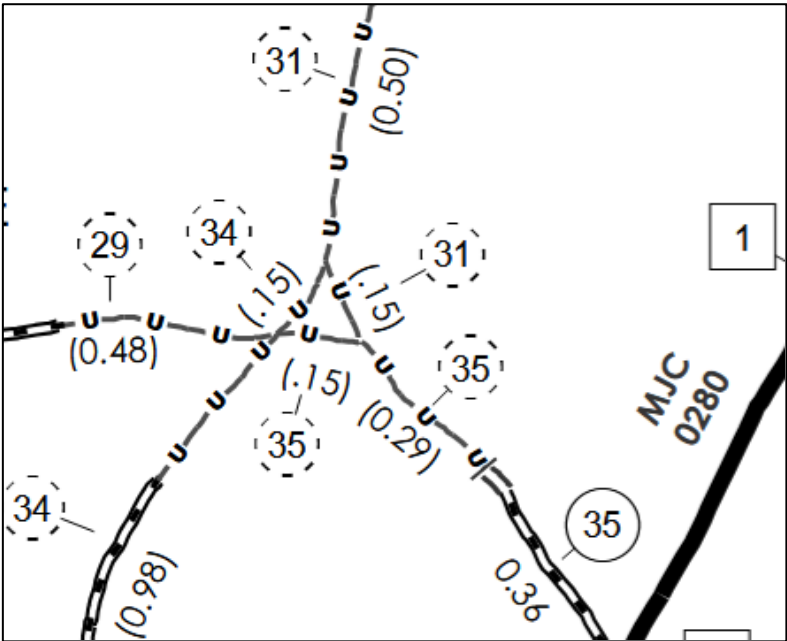
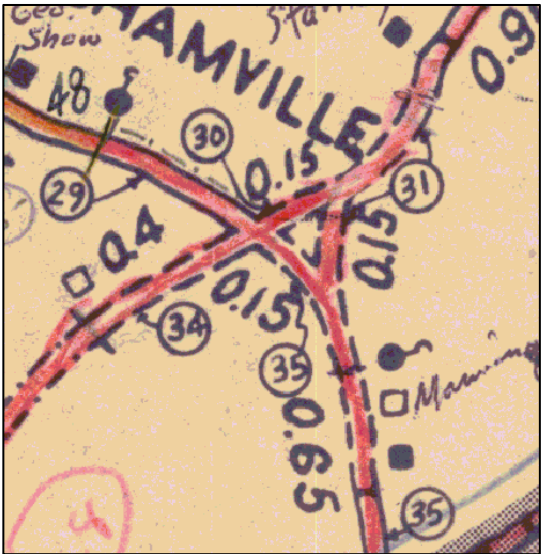
Town Highway Numbers

Town Highway Numbers are assigned by the AOT Mapping Unit.

Numbers have been in existence since the late 1940's. Mapping won't change a number unless there is a compelling reason to do so.

Many records tie to highway number.

Numbers do not need to match the E911 Road Names.



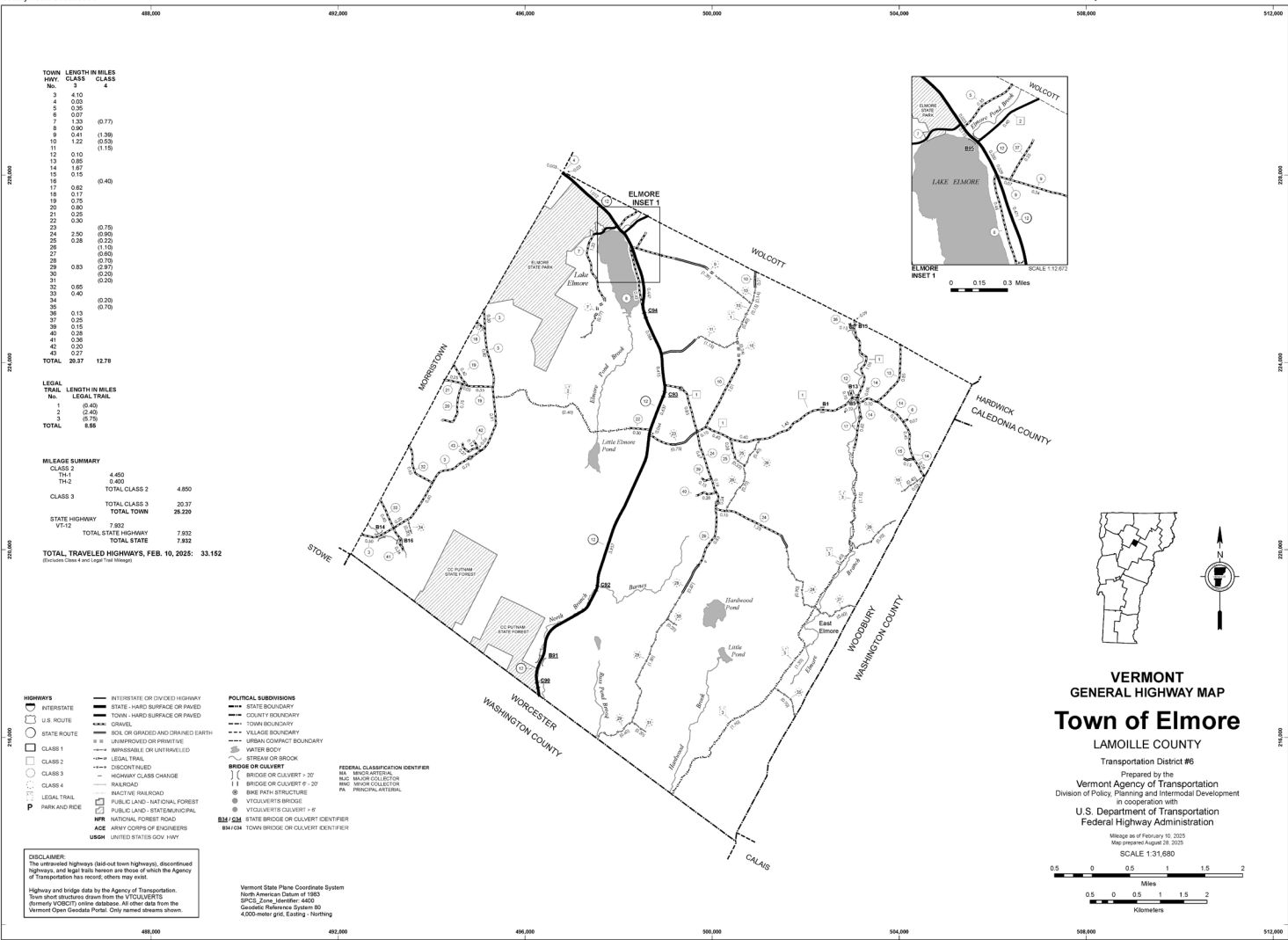
TOWN HWY. No.	LENGTH IN MILES	
	CLASS 3	CLASS 4
4	4.90	
5	0.19	(0.71)
6	1.00	(0.75)
7	1.75	
8		(0.50)
9	1.02	
10	0.10	
11	0.95	
12	0.15	
13	1.17	(1.22)
14	0.80	
15	2.45	
16	2.90	
17	1.82	(1.18)
18	1.29	
19	0.10	(0.35)
20	0.20	
21	0.36	
22	0.27	
23	0.45	
25	0.37	
26		(0.20)
27	0.43	
28	2.06	
29	0.67	(0.48)
31	0.47	(0.65)
32	0.77	
33	1.91	
34	0.37	(1.13)
35	0.36	(0.44)
37	0.05	
38	0.30	
39	0.05	
40	0.23	
TOTAL	29.91	7.61

Town Highway Maps

A visual depiction of where the classified town highway mileage exists.

County-Town Code: 0804

ELMORE, LAMOILLE COUNTY - 2025



Town Highway Maps

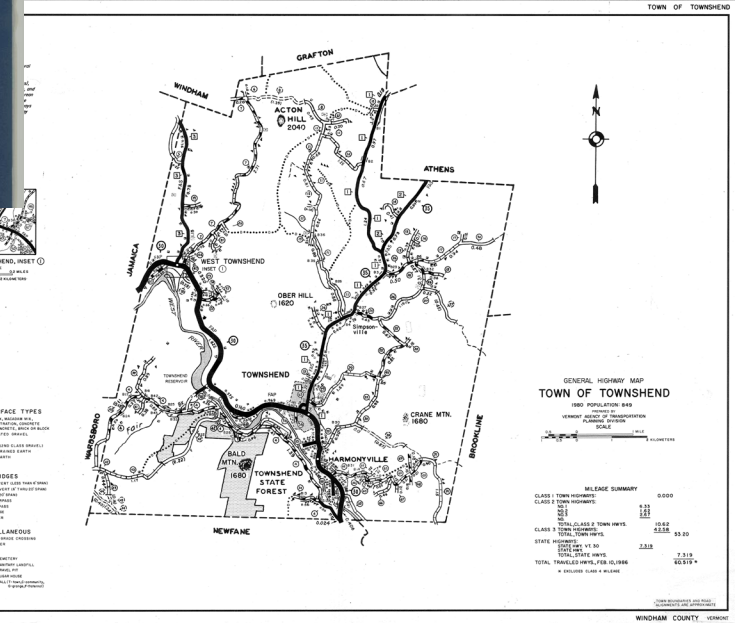
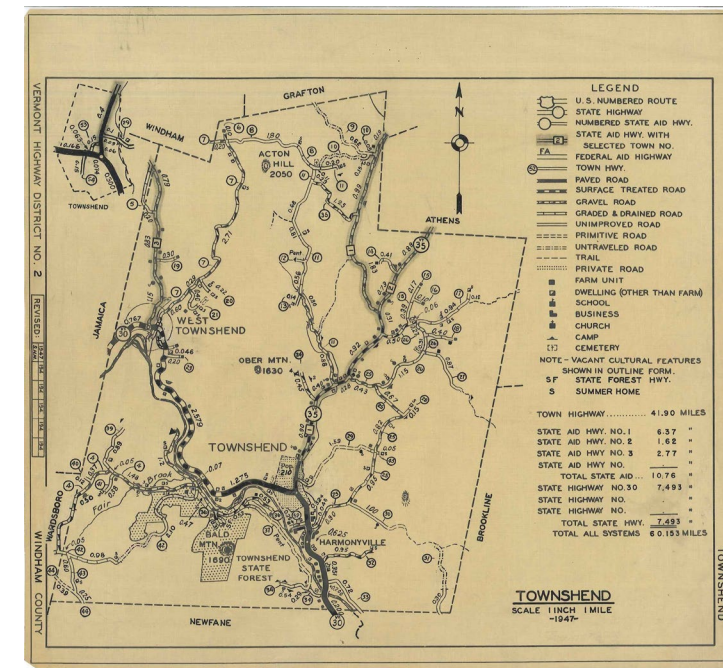
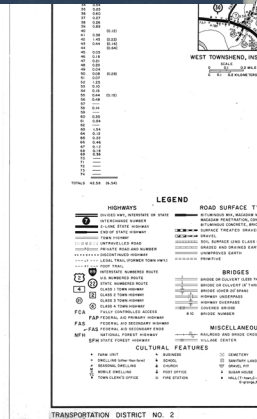
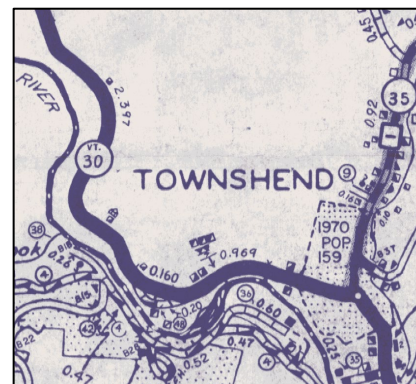
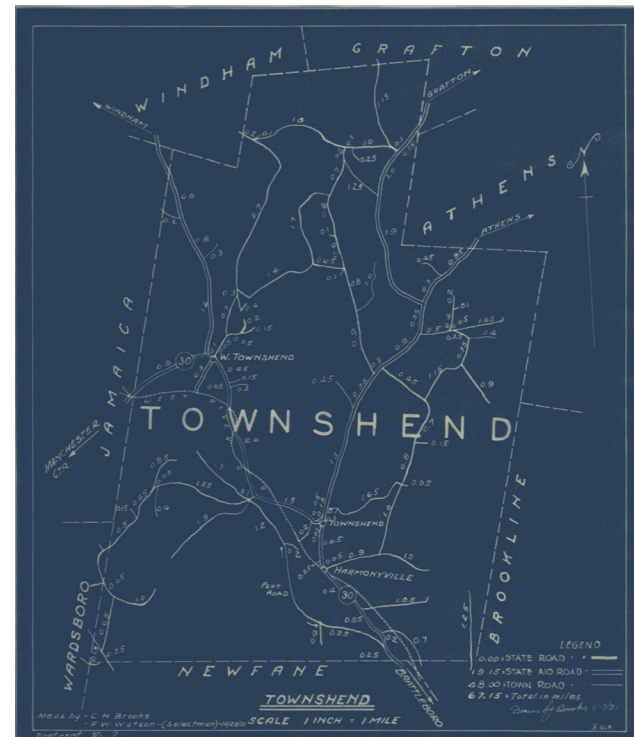
The maps reflect changes from the mileage certificates.

Updated in the summer and sent to the towns.

A full set printed in 2015 and 2025.

3 copies of the maps for the Clerk, Selectboard, & Road Commissioner / Foreman

More maps can be requested.



Resources

- Vermont State Statutes – Title 19 Chapter 3 – Town Highways - <https://legislature.vermont.gov/statutes/chapter/19/003>
- Vermont State Statutes – Title 19 Chapter 7 - Laying Out, Discontinuing, and Reclassifying Highways
<https://legislature.vermont.gov/statutes/chapter/19/007>
- AOT Mapping Unit - <https://vtrans.vermont.gov/planning/maps>
- Annual Mileage Summaries - <https://vtrans.vermont.gov/planning/maps/publications>
- Mileage Certificates – <https://vtrans.vermont.gov/planning/maps/mileage-certificates>
- Town Highway Maps – <https://vtrans.vermont.gov/planning/maps/town-maps>
- Map Archive – <https://vtrans.vermont.gov/planning/maps/archive>
- Town Highway Grant Current Rates - <https://apps.vtrans.vermont.gov/THGProgram/currentrates.aspx>
- Town Highway Grant Town Lookup - <https://apps.vtrans.vermont.gov/THGProgram/townlookup.aspx>
- The Orange Book - https://vtrans.vermont.gov/sites/aot/files/documents/TheOrangeBook_1.pdf

Questions???

AOT Mileage Certificate Group

AOT.MileageCertificates@vermont.gov

Johnathan Croft

Johnathan.Croft@vermont.gov

(802) 828-2600

Kerry Alley

Kerry.Alley@vermont.gov

(802) 917-2621

Pam DeAndrea

Pam.DeAndrea@vermont.gov

(802) 793-7555

VT Agency of Transportation

Highway Division – Asset Management & Planning Bureau

Mapping Unit



(The Herald, Bob Eddy)