

TOWN OF GLOVER ROAD POLICY

SECTION I. PURPOSE. The Selectboard of the Town of Glover, County of Orleans, State of Vermont, in accordance with the authority vested in them by virtue of Title 24, Section 1972 through 1976 of Vermont Statutes Annotated, hereby adopt the following Glover Road Policy. This policy is in furtherance and support of the proper accomplishment of responsibilities and the discharge of authority prescribed by 19 VSA 708 et seq. Laying Out and Discontinuing Highways by Local Authorities. Further, it delineates the standards for maintenance and construction, and reclassification of existing and proposed town highways, the policy of the town regarding highway solicitations (coin drops), curb and pavement cuts, and installation of culverts across private roads and driveways, where gaining egress onto town highways. It also states the policy with regards to plowing of Fourth-Class roads and travel by snowmobiles and All Terrain Vehicles (ATV) within the rights-of-way of town highways. The policy, with regard to posting weight limits permanently and temporarily is stated, as is the procedure during a federal or state emergency. Private hiring of Town or private equipment is also treated. It also states the limitations on construction, excavation, logging or tree work by a contractor or private person in a Town Right of Way, and the permit process required for such work.

SECTION II. APPLICABILITY OF POLICY. The terms of this policy apply to all travelers on the public highways of the Town of Glover, and to all residents and non-residents, who may wish to build or cause to be built a driveway or private road which will create a new entrance to an existing town highway, or who wish to cut the road surface of an existing road for any purpose, or who wish to conduct a highway solicitation within the right of way of a town highway, or who wish to have laid out or discontinued a town highway, or otherwise wish to modify the existing roads of the town. Unless otherwise noted, the Selectboard or designee will utilize this policy as the Road Commissioners of the town. The Selectboard may, at their discretion, temporarily modify the requirements of this policy if their strict enforcement would cause undue hardship, provided the general objectives of this policy are satisfied.

SECTION III. ROAD CLASSIFICATION. Town roads are classified as Class 1, Class 2, Class 3, or Class 4 highways or Trails in accordance with 19 VSA 302. An official town highway map supplied by the Vermont State Agency of Transportation shall be available for inspection in the Glover Town municipal building. The Selectboard shall periodically review the town highway classifications, taking into consideration increasing highway need, changing traffic patterns and growing population, including identification of key roads that link neighboring towns and major arteries. An annual report delineating any changes in road classification, layout of new town highways, discontinuance of an existing highway, or creation of a legal trail shall be submitted to the Agency of Transportation by February 1 of the year following that covered. The Selectboard may also discontinue certain highways, either classifying them as legal trails under supervision by the Department of Forest and Parks (retained right-of-way), or by completely abandoning the right of way to abutting landowners.

SECTION IV. RECLASSIFICATION OF TOWN HIGHWAYS. Residents of the Town of Glover may petition the Selectboard for a change in the classification of any town road, or the Selectboard may initiate such change on their own recognizance. The procedures for reclassification will be followed as delineated in Chapter 7, Subchapter 2 of Title 19 VSA. A Class Four road or trail which is accepted for higher classification will be considered to be a new road for the purposes of construction and must conform to the same standards as expressed in Sections IV and VII below for road construction. If the Class Four road condition is such that it does not need to be completely reconstructed, all or part of the standards for new roads may be

waived. It is the policy of the Town of Glover to retain all existing roads and trails as municipal rights-of-way.

SECTION V. CLASS FOUR ROADS. Class Four roads in the Town of Glover shall be maintained in the summer months only, not later than November 1 (weather permitting). In an emergency any town road may be repaired to restore water structures or road surfaces damaged by storm runoff or other unusual circumstances. Such maintenance will be limited to preventing deterioration and may include replacing or repairing culverts or bridges, removing debris from the roadway, repairing washouts, placing gravel, grading, cutting brush, and removing downed trees. The Town will not snowplow Class Four roads. Summer maintenance will be done on an as needed basis determined by road condition and the resources available at the time. The Selectboard may exercise control of Class Four highways by establishing vehicle weight limits, prohibition or restriction of wheeled vehicle use during mud and snow season and may require **temporary permits** for heavy equipment access. Damages caused by the owner(s) or operator(s) of such equipment will be repaired by or at their expense. **Posting of bond or other security** to provide guarantee that repairs are made may be required as a permit condition.

SECTION VI. SNOWMOBILES AND ATVS. A snowmobile may not be operated along a public highway unless the road is not maintained during the snow season, or unless the operator is not closer than five feet from the plowed portion, or unless the highway has been opened to snowmobile travel by the Selectboard and is so posted by the Town. Snowmobiles are allowed to travel on the following town highways: (i) Tetreault Road to West Shore Road to County Road to West Glover Village (Parker Pie); (ii) from the Glover Ambulance parking lot on County Road to Parker Pie; and (iii) from the VAST trail on Lyman property near the School Street intersection down Bean Hill Road to Route 16. Snowmobiles may cross town highways at designated and signed VAST trail crossing junctions. Winter plowing of Class Four roads by non-municipal parties shall not nullify the regulations with regards to snowmobiles. ATV use on the town roads of Glover are regulated by the Glover Town Ordinance for same, authorized by 24 V.S.A. Chapter 59; 2291(4) and 23 V.S.A. 3510.

SECTION VII. AGRICULTURAL OR WOODLAND ACCESS TO TOWN ROADS. A Temporary Road Cut Permit is required for seasonal or intermittent access onto a town road where there is no existing curb cut. A temporary permit for removing agricultural or forestry products is valid for one year. It must be renewed annually, or application may be made for a permanent driveway using the normal procedure. Forest or agricultural products must be stockpiled out of the road right-of-way for loading purposes. Any truck, wagon, or trailer must be operating from a point out of the right-of-way during the loading process. A temporary exception may be granted by the road foreman for loading of forestry products during spring night-time freeze-up. Warning signs must be erected at least 100 feet on either side of the loading area. The road and ditches must be restored by the user to a condition as good or better than when permission to enter was permitted. Town Roads or bridges may be **POSTED TO LIMIT THE WEIGHT OF HEAVY VEHICLES**, due to weather, maintenance, or structural conditions.

SECTION VIII. TRAILS. A Trail is defined to mean a public right-of-way which is not a highway, and which is laid out as a Trail, or designated as such. It may be laid out over the right-of-way of a discontinued town highway or Fourth-Class highway by the Selectboard, or over private land by public lease after permission of the landowner(s). The designated purpose will be for public recreational use. The Town of Glover will work with the Department of Forest, Parks and Recreation, the Vermont Trails and Greenways Council and other organizations or private citizens interested in maintaining public Trails. Existing rights-of-way of Class Four highways,

and Trails as of the date of adoption of this policy, shall be retained by the Town of Glover. The Town of Glover shall not provide any maintenance or upkeep on Trails unless such work is directed by the Selectboard. The cost of same must be authorized by the voters of the Town of Glover. Petition for repair, maintenance, improvement, or restoration by a resident or landowner shall be at a regular meeting of the Selectboard, or at a Warned Town Meeting.

SECTION IX. RECLASSIFICATION OF TOWN HIGHWAYS. Residents of the Town of Glover may petition the Selectboard for a change in the classification of a town road. The Selectboard may initiate such change on their own recognizance. The reclassification procedure will be followed as delineated in Chapter 7, Subchapter 2 of Title 19 VSA. A Class Four road or trail which is accepted for higher classification will be considered to be a new road for the purposes of construction. It must conform to the same standards as expressed in Section X below for road construction. If the Class Four road condition is such that it does not need to be completely reconstructed, all or part of the standards for new roads may be waived by the Selectboard.

SECTION X. HIGHWAY CONSTRUCTION AND MAINTENANCE. Roads and associated improvements shall be constructed in accordance with sound engineering practice and this policy. The construction guidelines and standards contained in this policy are minimum and may be exceeded to meet traffic or other conditions. All NEW CULVERTS shall be a minimum of eighteen inches in diameter. New and replacement bridges and culverts will meet the 25-year event or "Q-25" standard. Roadside ditches shall be treated to minimize erosion and to remove sediments and other pollutants from runoff water by:

- a. seeding and mulching ditches having a slope of less than 2.5%
- b. placing biodegradable matting and seed in ditches with slopes between 2.5% and 5%;
- c. stone-lining ditches having a slope of 5% or greater.

All BRIDGES shall have a minimum two-lane width except the following: Numbers 35, 22, 28, 32, 27, 26, 39 and 16. The Selectboard hereby adopts and will enforce the following construction guidelines and/or standards from the Vermont Agency of Transportation which are considered integral to this policy:

- a. A-21 Class 3 Town Highway guidelines for ADT 0-250;
- b. A-22 Class 3 Town Highway guidelines for ADT 250-400
- c. A-23 Other than Class 3 Highway guidelines for ADT 0-400
- d. A-24 Guidelines for all ADT Highways 400-750;
- e. A-25 Guidelines for all ADT Highways 750+ or - 50 mph;
- g. A-76 Design Standard for Town and Development Roads;
- h. B-11 Design Standard for Underdrain;
- i. B-71 Design Standard for Residential and Commercial Drives;
- j. D-2 Design Standard for Headwalls and other reinforcement;
- k. D-3 Design Standard for Treated Gutters.

The above standards and guidelines are subject to modification by the Selectboard only if it can be shown that enforcement would cause undue hardship due to unusual conditions, provided the general objectives are satisfied. Any new road proposed to be conveyed to the town, or Class Four road being reconstructed prior to reclassification, shall be constructed by the applicant according to the minimum of this policy. The Selectboard shall make final decisions concerning all questions arising during construction of new roads and shall approve all field changes.

Notwithstanding circumstances created by changing weather conditions, the Town of Glover will endeavor to keep town roads in a reasonable and safe condition for travelers. Travelers who use town roads and designated walkways are expected to demonstrate due care and reasonable caution, especially under adverse **winter conditions**. Travelers are cautioned to not follow snowplows and other maintenance equipment too closely and to pass town equipment operating on town highways only after the operator has given the okay to pass. The Town of Glover will undertake to remove accumulated snow and ice from traveled roads by regular plowing and sanding. At a minimum, during any winter storm, the road crew will endeavor to clear roads twice daily, before the morning travel period and the use of roads by school buses, and in the late afternoon, before the school-bus run. Additional plowing, snowbank leveling, and sanding or salt application will be done at the discretion of the Road Foreman.

Any resident or traveler in the town, who becomes aware of a **road hazard** or impassable road may contact the Selectboard or Road Foreman. It shall be the responsibility of the Road Foreman to mitigate the hazard at the earliest possible time, commensurate with road conditions and availability of equipment and manpower. Roads may be temporarily closed for maintenance or repair at the direction of the Road Foreman. Permanent (more than one day) closure of a road for scheduled construction or maintenance will be warned by notices posted five days in advance of the proposed work.

Complaints concerning actions of the town road crew, or any situations concerning the construction or maintenance of town roads, will be first submitted to the town Road Foreman, and if satisfaction is not forthcoming, to the Selectboard. A formal complaint may be tendered to the Selectboard. During severe weather conditions, it will be the policy of the Town of Glover to keep main routes open before utilizing town equipment to maintain less-traveled side roads and dead-end town roads. In an emergency, town equipment will be dispatched to sand or plow in front of school buses or emergency equipment needing urgent access. Such requests should be placed directly to the Road Foreman or the Selectboard.

SECTION XI. RIGHT-OF-WAY ACCESS: PRIVATE ROADS AND DRIVEWAYS. The Selectboard shall control access into the town road right-of-way for the installation or repair of utilities, and for access for driveways, entrances, and approaches. Water lines or new utilities shall be bored under a paved road or shall be installed on existing aerial infrastructure. A person who wishes to cut the road surface of a town highway for any purpose or who wishes to create or repair an entryway onto or through the right-of-way of a town highway, or who wishes to do any other work in the town's right of way, must fill out an application for "**Right-of-Way Alteration Permit**" and submit it for consideration by the Selectboard. Such permit will describe the requested date of work, location and work desired to be done. The filing fee will be established by the Selectboard. A performance bond may be required. Certificate of liability insurance coverage by the contractor(s) will be filed with the permit application. The applicant must meet with the town Road Foreman at the location of the proposed work, describe the project to the satisfaction of the Foreman, marking the project location with flags and stakes as necessary. Barriers and signs must be placed at the edge of any excavation to prevent vehicles or pedestrians from danger. The Selectboard may require another site visit with the applicant or his representative, before making a decision on the permit application. If a CULVERT is required for a private road or driveway (which has no culvert), to an existing dwelling or for new construction for the purpose of residency, the Town of Glover will supply one culvert limited to 18 inches diameter (at Town expense), and not to exceed 30 feet in length. Installation is at the owner's expense. A larger or longer culvert may be installed at the discretion of the applicant, and with the concurrence of the Road Foreman, with the applicant bearing any additional expense above that which would have spent by the Town for the maximum standard culvert. The

town will maintain or replace the primary driveway culvert as necessary, but replacement, or resetting of any other culvert previously granted or installed by the Town of Glover, will be the responsibility of the owner of the private road. Any ditches and slopes within the town highway right-of-way shall be restored to their original or better condition at the conclusion of the construction. Back filling and road surface materials shall be of the same type excavated or shall be of a type deemed suitable by the Road Foreman. All required water drainage structures shall be installed or returned to their original condition., Any guard rail or culvert marking posts removed during construction must be replaced. If the nature of the work or safety dictates, the Road Foreman may require that a member of the town road crew be present, and the permit holder reimburse the Town for the expense. Roadside warning signs at least 100 feet on either side of the construction site will be installed by the permit holder for the duration of the work.

Any culvert required by a new entrance onto a town highway for purposes other than access to a principal dwelling must be supplied and installed by the permit applicant, at his expense. No entrance to a town highway may be located to create a road hazard (blind entrance, etc.), or other impediment to the safe travel of vehicles along the public highway. The Selectboard retains the authority to require the permit applicant to relocate any proposed entrance way to mitigate a foreseen hazard.

SECTION XII. ROADSIDE TREES IN THE RIGHT-OF-WAY. The width of the right-of-way for most town roads is 3 rods (49.5 feet) or 24.75 feet from the centerline of the road to the edge of the right-of-way. Paved or gravel roadways are typically 20 feet wide, so the town right-of-way typically extends about 15 feet from the edge of the roadway. The width of a few roads and rights-of-way in Glover vary. More information may be found at the town office. Both the town and landowners have an interest in the maintenance of trees within the town's rights-of-way. The town is required by law to remove trees that are a hazard or that obstruct sightlines or cause damage to the road. The town is also required not to damage or destroy trees that are not hazardous, do not obstruct sightlines, or cause damage to the road. Recognizing the interest of both the town and the landowner in trees growing within the road rights-of-way and considering the safety of the general public using town roads, the Town of Glover requests that landowners wishing to cut trees within the town right-of-way give two weeks' notice to either the town Tree Warden or Road Foreman. Cutting of trees by persons other than under the supervision of the Town Tree Warden or Road Foreman, or by them is discouraged. Notice will also be given by the town to abutting landowners when road maintenance requires removal of roadside trees that are not considered hazard trees.

SECTION XIII. POSTING TOWN ROAD WEIGHT LIMITS. The Selectboard, of the Town of Glover, have the authority to raise the local weight limits above the 24,000-pound limit set by Vermont State Law, but will do so only upon written application. The procedures to be followed are specified in 23 VSA 1400a. The Selectboard, of the Town of Glover, have the authority to temporarily lower total vehicle weights for individual highways to less than 24,000 pounds (19 VSA 1110). During the snow/mud season all but essential traffic can be banned over designated roads. Temporary notice signs will be posted by the town at either end of the restricted road, for the duration of the restriction. Truckers carrying agricultural or forest products may be allowed to travel such restricted roads with heavier loads during hours of night-time freeze-up, by agreement with the Road Foreman. Damage done to the road surface or water structures shall be repaired by the trucker, or failing to do so, by the town at the expense of the trucker.

SECTION XIV. ROAD ACCEPTANCE. It is not the current intent of the Town of Glover to build, or accept, any new town highways, as the existing financial and personnel resources have

limited the ability of the town to maintain the existing road network. Any application for acceptance of a new road, constructed by a landowner, and presented to the Town per State of Vermont laws allowing such petition, will be acted upon by the Selectboard accordingly, by presenting the proposal to the voters of the Town for action. If the road is accepted by the voters of the Town, it will be classified appropriately after acceptance. In the event that the circumstances dictating this policy change in the future, the Selectboard will put forth the new policy change for voter consideration after an appropriate public hearing or shall put forth a proposal for new road construction by the Town, as a unique event, to be ratified or rejected by the voters at an annual or special meeting of the Town. Minimum standards specified in Section IV above may be increased by the Selectboard because of existing or anticipated traffic conditions.

Driveways and entrances to the new highway or to existing town highways must be located to cause no traffic hazard and cannot interrupt the natural or ditch line flow of drainage water. No driveway or road entrance will be permitted to be constructed within 100 feet of an intersection. Cul-de-sacs and dead-end streets will be discouraged. If constructed, a turn-around must be provided with a minimum radius of 60 feet, with provisions made for snow removal. No foreseeable hazard to future operation of town highway maintenance equipment, school buses or standard fuel delivery, waste removal, or utility maintenance equipment will be permitted. At completion of the road construction project, excess debris shall be removed from the right-of-way. Disturbed portions of the town highway roadside shall be loamed, seeded and mulched. Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary, shall be at least 20 feet wide, and will not be located to create unnecessary encroachment into the future town highway right-of-way. If construction of sidewalks or curbs or setting of edge stones are planned as part of the new entrance, they shall be constructed or set in accordance with the specifications of the Selectboard.

SECTION XV. USE OF TOWN EQUIPMENT ON PRIVATE ROADS AND

DRIVEWAYS. The equipment of the Town of Glover will not be used for the construction of a private road or driveway, except if necessary to correct a road hazard or condition of the adjacent town highway, with the permission of the owner of that private road or drive. The Town of Glover retains the right to back and turn from or into a private driveway, incident to maintenance operations in the right-of-way of the adjacent town highway, unless expressly forbidden in writing by the owner of that drive or road. The owner of a private drive or roadway may hire the Town of Glover grader at standard rates, operated by an employee of the Town, for the maintenance of that road or drive, or for winter plowing or snowbank removal. Such use of town equipment must be authorized by the Road Commissioners (Selectboard), at their discretion. Prior to commencement of the work, the owner of the land upon which the work will be done, must sign a release form, absolving the Town of Glover from liability for any work-related incidents involving Town employees on the designated property.

SECTION XVI. HIGHWAY SOLICITATIONS – COIN DROPS. A person or organization wishing to operate a coin drop on any town highway or right of way to solicit funds for the support of a charitable or other not-for-profit entity, must apply to the Selectboard for permission at least 30 days before the planned event. Such permit will not be issued if the Selectboard determines that the solicitation would create an undue safety or liability hazard. The sponsoring organization must arrange for such insurance as is required.

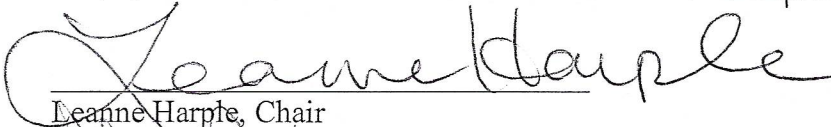
SECTION XVII. EMERGENCY USE OF TOWN AND PRIVATE EQUIPMENT. If a federal or state disaster or emergency is declared, the town road equipment may be used to mitigate road hazards or damage at the discretion of the Selectboard. The Selectboard may hire

such private equipment and workers to restore public highways and roads to a safe condition. Contingency funds or anticipated federal or state grants may be used for that purpose.

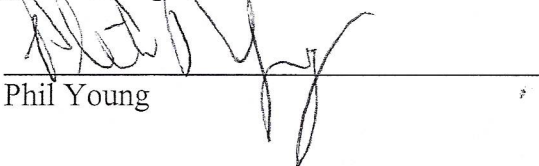
SECTION XVIII. SEVERABILITY AND COMPLIANCE WITH OTHER REGULATIONS. If any portion of the Town of Glover Road Policy is held unconstitutional, or invalid by a court of competent jurisdiction, the remainder of this policy shall not be affected.

SECTION XIX. EFFECTIVE DATE. This policy shall become effective sixty (60) days after adoption by the Town of Glover Selectboard.

SECTION XX. NOTICE. The within and foregoing revised policy was adopted pursuant to law, by the Selectboard of the Town of Glover on May 11th 2023.



Leanne Harple, Chair



Phil Young

David Simmons