

# ***Citizens' Guide to Town Government***

## **Town of Middlebury**

### ***Who is the Town?***

The Town, a civil society with a government, is the organized community of everyone who lives here. Town government of Middlebury is made up of registered voters, elected and appointed officials and public employees. However, everyone who lives in Middlebury or receives Middlebury services may participate in government by contacting its officials or by attending any meetings or hearings, as they are all open to the public.

The Selectboard is the governing body of the Town of Middlebury, with its seven members elected by the voters at the Annual Town Meeting in March. The broad duties of the Selectboard, granted to it by State Statute and Town Charter, include setting policies, enacting ordinances, appointing boards and some town officials, preparing budgets for consideration at Town Meeting, and authorizing all expenditures of the Town.

The Town Manager is hired by the Selectboard to serve as the Chief Administrative Officer of the Town in their stead. The Town Manager is responsible for the implementation and management of all policies, ordinances and programs enacted by the Selectboard and the voters.

Departments and Offices under the authority of the Town Manager include:

- Accounting & Financial Services Department;
- Fire Department;
- Listers Office (Town Appraiser);
- Parks & Recreation Department;
- Planning & Zoning Office;
- Police Department; and
- Public Works Department (Highway, Water & Wastewater).

The Ilsley Public Library and Sarah Partridge Community Library, are town departments, but are overseen by a five member Board of Trustees elected at Town Meeting by the voters.

The Town Clerk is elected by and directly responsible to the voters and has broad authority over the operation of his/her office in accordance with the applicable provisions of Vermont State Statute, Middlebury Town Charter and Ordinances, as well as applicable Federal Laws.

### ***Whom should I contact with questions and concerns?***

First contact the appropriate Town department or office with questions or concerns. Contact information is provided below. In most cases, questions can be answered by our knowledgeable staff. Response time will vary depending on the nature and urgency of the inquiry; assistance will be dispatched immediately if life or property is threatened imminently. Maintenance and repair items are scheduled subject to availability of staff and funding. General inquires may need additional research, in which case you should receive a response in a few days. If you are uncertain about which department to contact, you can contact the Executive Assistant to the Town Manager at 802-458-8001 or [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org) for assistance.

If you are not satisfied with the response you have received, contact the Town Manager at 388-8100 ext 201, or Assistant Town Manager, David Sophrin at 388-8100 ext 222. If the appropriate department and Town Manager have both been contacted with no resolution reached, the Selectboard is available to hear concerns.

***How do I get an item placed on the Select Board agenda?***

The Town Manager works with the Selectboard Chair and Vice Chair to prepare the agenda. Requests for inclusion of an item on the Selectboard agenda should be forwarded to the Town Manager's Office, 77 Main St Middlebury VT 05753 or [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org)

Regular Selectboard Meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Agendas for the meeting are set the preceding Wednesday so they can be published in advance of the meeting. Any item which requires a vote of the Selectboard needs to be included on the agenda.

At each regular Selectboard meeting a time is reserved for Citizen's Comments where any member of the public can bring before the Selectboard any concern or topic not otherwise on the agenda. Please take note, if an action of the Board is requested, unless there is a clear and imminent danger, the item will need to be warned on a future agenda in order for the Selectboard to take action.

**For emergencies always dial 911**

**For after hour Public Works issues (Highway, Water, Wastewater) of an *urgent nature* call Police dispatch 388-3191.**

During normal, daytime business hours contact the appropriate department with questions, concerns and requests for assistance:

**Accounting & Financial Services Department (tax, water & sewer billing, accounts payable)**

Director of Financial Services, Nicholas Gill 388-8100 ext. 203 [accounting@townofmiddlebury.org](mailto:accounting@townofmiddlebury.org)  
Accounts Receivable Clerk, Sally Laframboise 388-8100 ext. 208 [accounting@townofmiddlebury.org](mailto:accounting@townofmiddlebury.org)  
Accounts Payable Clerk, Deb Stevens, 388-8100 ext. 204 [accounting@townofmiddlebury.org](mailto:accounting@townofmiddlebury.org)

**Fire Department**

Fire Chief, David Shaw, Cell 802-989-3456 [dshaw@middleburyfiredept.org](mailto:dshaw@middleburyfiredept.org)  
Asst Chief, Myron Selleck Cell 802-989-5174 [selleck@middleburyfiredept.org](mailto:selleck@middleburyfiredept.org)  
Asst Chief, Pat Shaw, Cell 802-233-2719 [pshaw@middleburyfiredept.org](mailto:pshaw@middleburyfiredept.org)  
Website: [www.middleburyfiredepartment.org](http://www.middleburyfiredepartment.org)

**Lister's Office (property values)**

Acting Town Appraiser, Alison Joseph 388-8100 ext 207  
[ajoseph@townofmiddlebury.org](mailto:ajoseph@townofmiddlebury.org) (Wednesdays only)

**Parks & Recreation Department**

Superintendent, Dustin Hunt, 458-8014 [dhunt@townofmiddlebury.org](mailto:dhunt@townofmiddlebury.org)  
Program Coordinator, Scott Bourne, 458-8015 [accounting@townofmiddlebury.org](mailto:accounting@townofmiddlebury.org)

### **Planning & Zoning Office**

Director, Jennifer Murray 388-8100 ext 210 [jmurray@townofmiddlebury.org](mailto:jmurray@townofmiddlebury.org)  
Assistant Zoning Admin., David Wetmore, 388-8100 ext 226, [dwetmore@townofmiddlebury.org](mailto:dwetmore@townofmiddlebury.org)  
Zoning Enforcement & Health Officer, Tom Scanlon 388-8100 ext 210,  
[tscanlon@townofmiddlebury.org](mailto:tscanlon@townofmiddlebury.org)

### **Police Department**

Police Chief, Thomas Hanley, non-emergency 388-3191, [thanley@townofmiddlebury.org](mailto:thanley@townofmiddlebury.org) website:  
[www.middleburypolice.org](http://www.middleburypolice.org).

### **Public Works Department**

Planning Director of Planning, Emmalee Cherington 388-4045 [echerington@townofmiddlebury.org](mailto:echerington@townofmiddlebury.org)  
Director of Operations, Bill Kernan 388-4045 [bkernan@townofmiddlebury.org](mailto:bkernan@townofmiddlebury.org)  
Highway Division Chief, Matt Cram 388-4045 [mcram@townofmiddlebury.org](mailto:mcram@townofmiddlebury.org)  
Water Division Chief, John Trombley 388-4045 [jtrombley@townofmiddlebury.org](mailto:jtrombley@townofmiddlebury.org)  
Wastewater Superintendent, Robert Wells 388-6514 [rwells@townofmiddlebury.org](mailto:rwells@townofmiddlebury.org)

**Ilsley Public Library** - website: [www.ilsleypubliclibrary.org](http://www.ilsleypubliclibrary.org)

Director, Dana Hart 388-4095 [kunrath@ilsleypubliclibrary.com](mailto:kunrath@ilsleypubliclibrary.com)

### **Sarah Partridge Community Library**

388-7588

[sarahpartridge@ilsleypubliclibrary.org](mailto:sarahpartridge@ilsleypubliclibrary.org) (An active branch of the Ilsley Public Library)

### **Town Clerk**

Karin Mott 388-8100 ext. 211 [kmott@townofmiddlebury.org](mailto:kmott@townofmiddlebury.org) The Town Clerk is the custodian of public records, including land records and birth, death & marriage records; the clerk issues marriage licenses and dog licenses; coordinates the processing of liquor licenses; is responsible for elections and voter registration and is the contact for Board of Civil Authority (tax appeals) and Board of Tax Abatement.

Assistant Town Clerk, Melissa Wright 388-8100 ext. 212

### **Access Middlebury Land Record on-line:**

<https://vermont-townclerks-records.com> You may sign in as a guest for indexes at no charge or access images with a subscription.

You may also e-mail the Administrative Assistant to the Town Manager at [bdow@townofmiddlebury.org](mailto:bdow@townofmiddlebury.org) or Executive Assistant to the Town Manager, Crystal Grant at [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org) for

### **General Information**

#### ***What other resources are available for information about Town government in Middlebury?***

Anyone may request to be included on the Town's email distribution list in order to receive weekly newsletters which provide highlights of Select Board meetings, announcements of upcoming public meetings and hearings, and links to sites of interest. You may sign up by going to our website [www.townofmiddlebury.org](http://www.townofmiddlebury.org) and select "Join Town Email List" on the main page, or contact Crystal Grant at [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org)

The Town's primary website may be accessed at [www.townofmiddlebury.org](http://www.townofmiddlebury.org) to find meeting agendas and minutes, ordinances, policies, zoning information, construction project updates and contact information, as well as many links to local, regional and state resources.

The Fire Department, Ilsley Public Library, Parks & Recreation Department and Police Department may all be found on Facebook. Additional Town website addresses include [www.middleburyfiredept.org](http://www.middleburyfiredept.org), [www.ilsleypubliclibrary.org](http://www.ilsleypubliclibrary.org) and [www.middleburypolice.org](http://www.middleburypolice.org).

Elected and appointed officials, along with public employees are here to serve you. Your questions, comments, concerns and participation help them carry out their responsibilities more effectively. Your participation is critical and we value your input, so please stay in touch.