

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 Select Board 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 Select Board, 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 Select Board 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 Select Board 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 Assistant to the Town Manager at 802-458-8102 or bdow@townofmiddlebury.org for assistance.

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

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

The Town Manager works with the Select Board Chair and Vice Chair to prepare the agenda. Requests for inclusion of an item on the Select Board agenda should be forwarded to the Town Manager's Office, 77 Main St Middlebury VT 05753 or kramsay@townofmiddlebury.org

Regular Select Board Meetings are the 2nd and 4th 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 Select Board needs to be included on the agenda.

At each regular Select Board meeting a time is reserved for Citizen's Comments where any member of the public can bring before the Select Board 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 Select Board 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 & Town Treasurer, Jackie Sullivan, 388-8100 ext. 203

jsullivan@townofmiddlebury.org

Account Clerk, Deborah Stevens, 388-8100 ext. 204

Fire Department

Fire Chief, David Shaw, Cell 802-989-3456 dshaw@middleburyfiredept.org

Asst Chief, Myron Selleck Cell 802-989-5174 selleck@middleburyfiredept.org

Asst Chief, Pat Shaw, Cell 802-233-2719 pshaw@middleburyfiredept.org

Website: www.middleburyfiredepartment.org

Lister's Office (property values)

Acting Town Appraiser, Alison Joseph 388-8100 ext 207

ajoseph@townofmiddlebury.org (Wednesdays only)

Parks & Recreation Department

Program Coordinator, Dustin Hunt, 388-8100 ext 216 dhunt@townofmiddlebury.org

Planning & Zoning Office

Director, Jennifer Murray 388-8100 ext 210 jmurray@townofmiddlebury.org

Assistant Zoning Admin., David Wetmore, 388-8100 ext 226, dwetmore@townofmiddlebury.org

Zoning Enforcement & Health Officer, Tom Scanlon 388-8100 ext 210,

tscanlon@townofmiddlebury.org

Police Department

Police Chief, Thomas Hanley, non-emergency 388-3191, thanley@townofmiddlebury.org website:

www.middleburypolice.org.

Public Works Department

Planning Director, Dan Werner 388-4045 dwerner@townofmiddlebury.org

Director of Operations, Bill Kernan 388-4045 bkernan@townofmiddlebury.org

Highway Division Chief, Matt Cram 388-4045 mcram@townofmiddlebury.org

Water Division Chief, Willie Glenn 388-4045 wglenn@townofmiddlebury.org

Wastewater Superintendent, Robert Wells 388-6514 rwells@townofmiddlebury.org

Ilsley Public Library - website: www.ilsleypubliclibrary.org

Director, Dana Hart 388-4095 kunrath@ilsleypubliclibrary.com

Sarah Partridge Community Library

Librarian, Mona Rogers 388-7588

sarahpartridge@ilsleypubliclibrary.org (An active branch of the Ilsley Public Library)

Town Clerk

Ann Webster 388-8100 ext. 211, 212 or 213 awebster@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.

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 Assistant to the Town Manager at bdow@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 and select "Join Town Email List" on the main page, or contact Kathleen Ramsay at kramsay@townofmiddlebury.org

The Town's primary website may be accessed at 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, Ilesley Public Library, Parks & Recreation Department and Police Department may all be found on Facebook. Additional Town website addresses include www.middleburyfiredept.org, www.ilsleypubliclibrary.org and 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.