

TOWN OF VERSHIRE Complaint Form

The Town of Vershire has implemented a process to assist the Selectboard in receiving and responding to resident complaints. This complaint process will not replace opportunities for public dialogue about matters of general concern. These opportunities will continue to remain in place during public and open meetings. If you wish to submit a written complaint about any of the matters listed below, please complete this form and return it to the Town Office, or place it in the black drop box outside the Town Office, or email it to admin@vershirevt.org. Anonymous or illegible complaints will not be considered.

WHAT TO EXPECT: After submitting a complaint, you can expect it to undergo the following 4-step process:

1. You will be notified that your complaint was received.
2. Additional information will be gathered as needed.
3. The Selectboard will review the complaint and decide on a response during its regular meeting, unless the matter can be addressed by staff in the interim.
4. You will be notified about the action taken and the matter will be considered closed.

TOWN OF VERSHIRE Complaint Form

NAME

(Person Making
Complaint)

**CONTACT
INFORMATION**

(E-mail; Phone; Address)

SUBJECT MATTER: (circle one below)

Town Services
(e.g. Transfer Station)

Animal Control
(e.g. unleashed dog)

Town Infrastructure
(e.g. roads/culverts)

Employee Conduct

Safety Issue
(e.g. steps, lighting)

Other

COMPLAINT DETAILS: PLEASE INCLUDE RELEVANT DETAILS, SUCH AS:
PROBLEM IDENTIFIED, LOCATION, PERSONS INVOLVED, DATE(S),
OBSERVATIONS, OTHER INTERESTED PERSONS WITH INFORMATION.

RESOLUTION REQUESTED: PLEASE BE SPECIFIC ABOUT THE ACTION YOU
WOULD LIKE THE TOWN TO TAKE TO RESOLVE THIS MATTER.