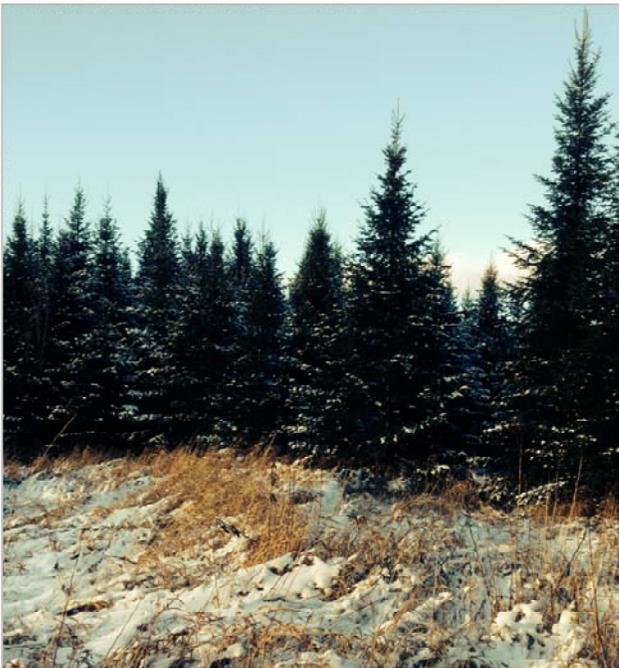


RESIDENT GUIDE

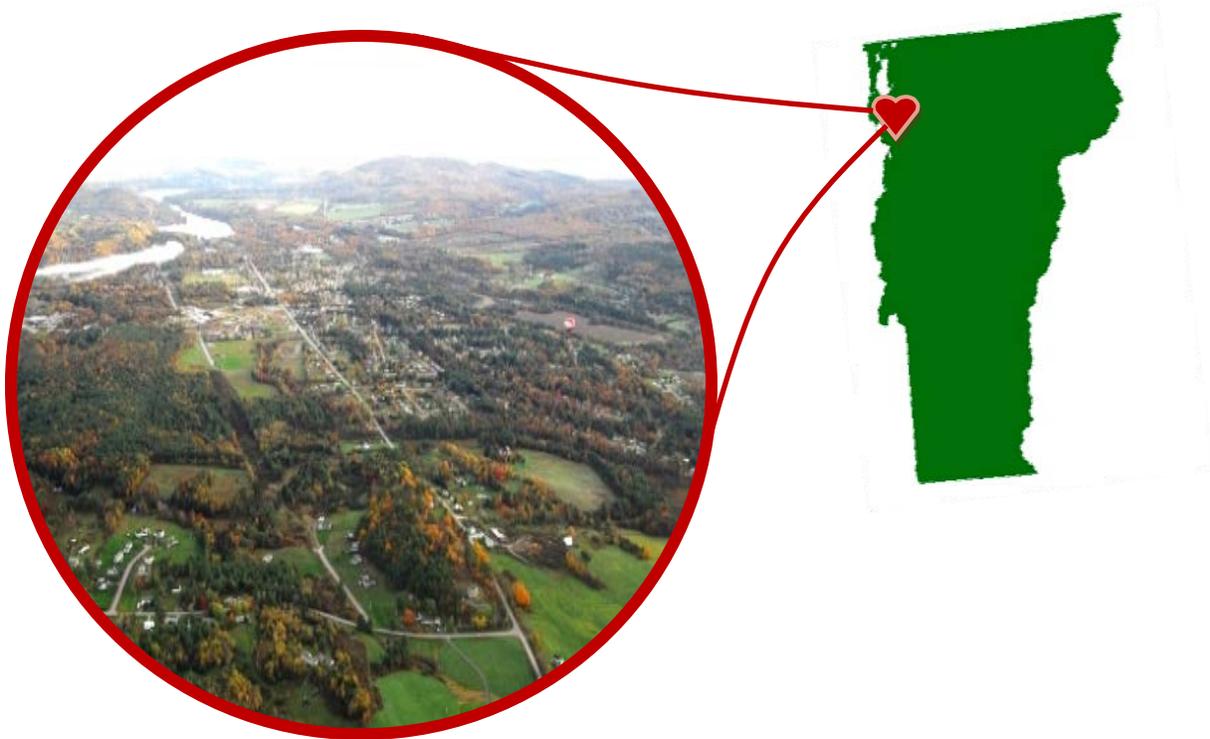
Welcome to Milton!



Issued May, 2014

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WELCOME TO MILTON

Whether you're new to town or a lifelong resident of Milton, we extend a warm welcome and hope that you find this guide a useful reference for community information. We aim to make your town accessible.

Please take a moment to become more familiar with the outstanding Town services and the staff and officials who work so hard to make Milton a great place to live. You will find information about how the town's government is organized, the laws that concern our neighbors, the efficient services our tax dollars support, and the civic life that is the heart of Vermont community.

Milton is known as a well-run town in Vermont's cultural and economic center, Chittenden County. We invite you to become involved and explore all our town has to offer. It is only through the service of our residents – who help set community expectations – that we are able to achieve continued excellence.

We are proud to serve the Town of Milton, Vermont -- a great place to live, work and play.

On behalf of the Selectboard

Town Manager

Brian M. Palaia

GENERAL INFORMATION

Location: Chittenden County, Vermont (14 miles north of Burlington on Lake Champlain)
Originally Chartered: June 8, 1763
Charter: 24 V.S.A. Appendix Chapter 129
Form of Government: Selectboard-Town Manager
Website: www.miltonvt.org
Population: 10,352, the 8th most populous Vermont town
Households: 3,333
Housing Units: 4,147
Commercial Establishments: 1,081
Land Area: 51.5 square miles, the 10th largest town in Vermont
Water Area: 9.4 square miles
Altitude: 320 feet above sea level
Population Density: 201 people per square mile
Zip Code: 05468
Area Code: 802
School District: Milton Town School District

Source: US Census 2010

ANNUAL EVENTS

Annual events offer residents of all ages the chance to meet neighbors and celebrate the seasons. Details about these events are widely broadcast in media throughout town. Sponsoring community organizations rely upon participants, donors and volunteers like you to make these events possible. Join the celebration!

Spring	Town Meeting Day Milton Historical Society Sugar on Snow Party Egg Hunt for Kids Green Up Day
Summer	Milton Farmers' Market Milton's Freedom 5K Independence Day Celebration National Night Out Summer Entertainment Series in the Park Milton Public Library End of Summer Festival
Fall	Milton Community Activities Fair Milton Artists' Guild Holiday Art Show & Sale Pumpkins in the Park
Winter	Milton Community Winter Festival Milton Historical Society Holiday Open House Milton's Holiday Craft Show Milton Community Band Holiday Concert



HISTORY

Prior to Western settlement, Milton was frequented by Native Americans for the good fishing found at the mouth of the LaMoille River. Many tribes claimed this area as their hunting ground, which may account for the number of arrowheads found in the vicinity.

In 1609, French explorer Samuel de Champlain named the LaMoille River and claimed the area as French territory. Although some land grants were made by France, Milton was never settled by the French. The land reverted to England at the end of the French and Indian War.

During the reign of England's King George the III, Governor Wentworth of the Province of New Hampshire chartered Milton to 62 grantees on June 8, 1763. However, the first European settlers did not arrive until the end of the Revolutionary War.



West Milton, on the Lamoille River, was the first part of town to be settled. By 1795, three hundred people were established in town. There was an abundance of timber in the area, and early settlers derived most of their income from forest products. Homesteaders laboriously cleared the forest with primitive tools in order to open the land for agricultural crops and livestock. The town's seven waterfalls fuelled growth by providing a valuable power source for sawmills, gristmills and other manufacturing.

Many of the farmers started dairying in the mid-1800s, and by the early 1900s, most of the available land in Milton was used for dairy farming -- so much so that the Milton Cooperative Dairy Corporation was organized in 1919 by area farmers. By 1963, it had become a major employer in town. The dairy industry suffered a gradual decline, and the Cooperative was closed in 1974.

In spite of diminished agriculture, Milton continued to grow in population due to the town's close proximity to major employers in Chittenden County, becoming a bedroom community for many commuters. More recently, the town has seen significant economic development within its industrial parks and alongside the US Route 7 corridor.

Milton is a vibrant and growing community in Vermont's most populous county.

You're invited to learn more about Milton's history by scheduling a visit to the Town's Historical Museum at 13 School Street. Call 893-1604 for more information.

Community Facilities Milton, Vermont

2013 Comprehensive Plan Legend

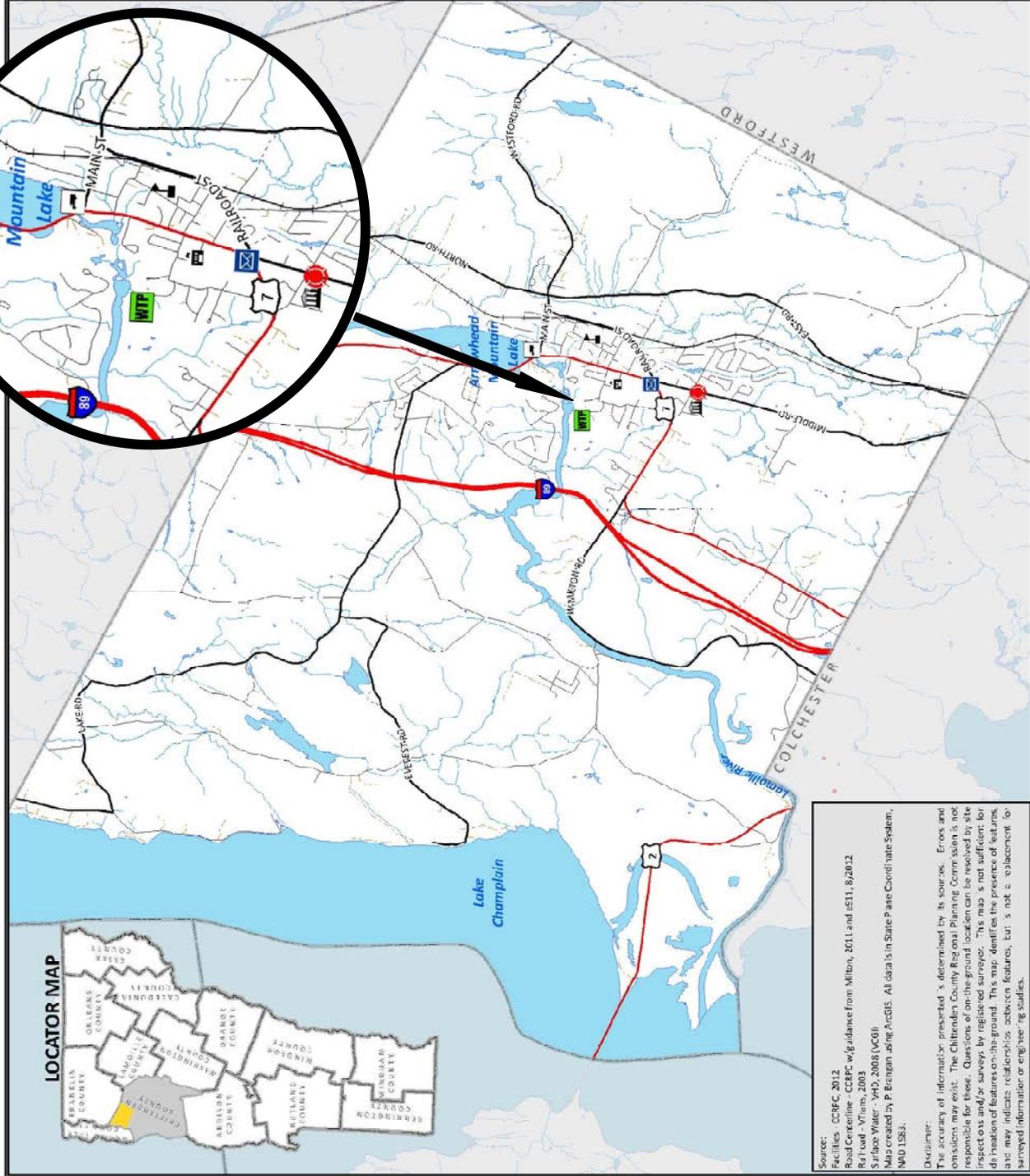
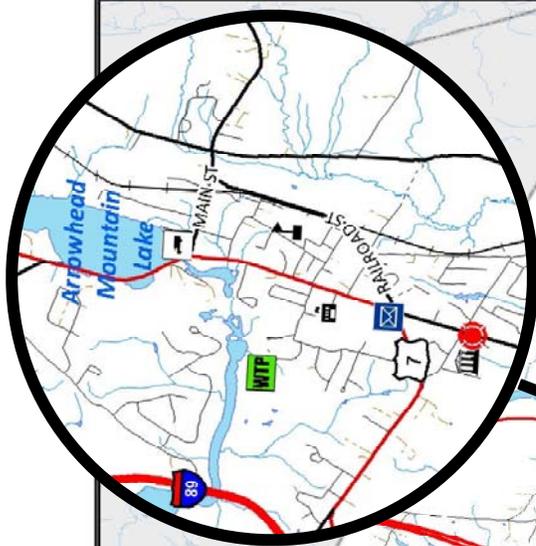
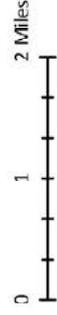
-  Town Office, Police & Library
-  Fire & Rescue
-  Elementary/Middle School
-  High School
-  Post Office
-  Wastewater Treatment Plant
-  Town Garage

Road Centerline

-  Interstate Highway
-  US/State Highway
-  Town Highway Class 2
-  Town Highway Class 3
-  Town Highway Class 4
-  Private/Unknown

-  Railroad
-  Stream Centerline
-  Water Body

1:60,000



LOCATOR MAP



Source: CCRC, 2012
 Road Centerline - CCRC w/guidance from Milton, 2011 and 0511.8/2012
 Railroad - VTrans, 2003
 Surface Water - VHD, 2008 (VCGI)
 Map created by P. Brignan using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:
 The accuracy of information presented is determined by its source. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyors. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, but may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.



LOCAL GOVERNANCE

Form of Government

Milton operates under a selectboard-manager form of municipal government. Milton's Charter follows Vermont statute and structures how the Town's government is organized. Vermont towns receive all their legal authority from the state, and must carefully follow state municipal law including – and in addition to – their own charters.

The selectboard-manager form of government combines the political leadership of elected officials in the form of a board, with the strong managerial experience of an appointed local government manager. The Selectboard Members are representatives of the voters and they hire a professionally trained Town Manager to oversee the delivery of public services. The Town Manager coordinates and implements the policies of the Selectboard, while overseeing the day- to- day operation of the Town.

Governing Documents

In addition to Federal, State and regional authority, there are many Town documents that govern our community. You have a right to access them. The Town Charter, Administrative Code, ordinances, rules, meeting minutes, budgets, financial statements, procedures, plans and policies are available on the Town's website and at the Clerk's Office. These documents maintain order, protect taxpayer dollars, ensure fairness and comply with higher law.

The Town's staff knows that navigating this can be complex, and at times frustrating. ***If you're having trouble finding or understanding a public record, we're here to help.*** Public servants are responsible to explain why and how the Town conducts its work. Good questions hold public servants accountable. We welcome them!

Open Meeting Law

We expect openness in government in Vermont, and this is protected by the Open Meeting Law (1 V.S.A. § 310). The public must be given notice of all board, commission, council and committee meetings; be allowed to attend and be heard; and minutes of the meeting must be taken. There are a few exceptions to this law that allow the Town to discuss personnel, real estate acquisition and contractual matters (the premature disclosure of which would adversely affect the Town). Information about the guidelines of the law can be found on the Secretary of State's website.

Accommodations for Reduced Abilities

The Town wishes to make certain that all citizens have the opportunity to actively participate in their local government. If you have a disability or require accommodation to participate, please contact the Town Manager's Office at 893-6655 so that a reasonable accommodation can be made.



WHO'S WHO IN LOCAL GOVERNMENT

Local government is strong in the Green Mountain State and depends on cooperative citizen volunteers in both elected and appointed positions. This section will give you an overview of who's who in your government.

ELECTED LOCAL OFFICIALS

SELECTBOARD

The five-member Selectboard is responsible for: setting policy, enacting ordinances, authorizing appropriations, proposing an annual budget for voters, licensing operations, making appointments, filling vacancies, approving programs and setting the overall vision for the community. Voters choose three Selectpersons each year at Town Meeting. They are elected from the community at-large on a non-partisan basis: one candidate for a three-year term and two candidates for one-year terms.

Member	Contact	Term	Length
Darren Adams, Chair	dadams@town.milton.vt.us	2014-2017	3 years
John Gifford, Vice-Chair	kgifford@town.milton.vt.us	2012-2015	3 years
John Bartlett, Clerk	jbartlett@town.milton.vt.us	2013-2016	3 years
Brenda Steady	jbartlett@town.milton.vt.us	2014-2015	1 year
Stuart King	sking@town.milton.vt.us	2014-2015	1 year

The Selectboard meets the first and third Monday of every month at six pm in the Community Room of the Municipal Building (with some exceptions). You are encouraged to attend Selectboard meetings; public input is a standing item on the agenda. For those who cannot attend, the minutes are posted on the Town's website and the meetings are televised by LCATV and available at www.lcatv.org.

TOWN CLERK & TOWN TREASURER

The **Town Clerk** records, preserves and certifies the public records of the Town, issues dog licenses, civil marriage licenses and motor vehicle renewals. He also maintains the checklist of registered voters, runs the local elections, and serves as Clerk of the Board of Civil Authority.

The **Town Treasurer** keeps the Town and School accounts, invests money, keeps a record of the taxes voted and pays Board Orders drawn on him. Town accounts are open for inspection by all interested parties and are audited annually by an outside Certified Public Accounting (CPA) firm.

The Clerk and Treasurer are elected at Town Meeting on a non-partisan basis for concurrent three-year terms. Voters can elect one person for each office, although Milton has historically had one person hold both offices.

Clerk & Treasurer	Contact	Term
John Cushing	jcushing@town.milton.vt.us	2012-2015

BOARD OF ABATEMENT

This board hears requests to abate property taxes for extraordinary circumstances or hardship, as specified by State law. The Board of Abatement consists of the Board of Civil Authority as well as the Treasurer and Listers.

ELECTED LOCAL OFFICIALS

BOARD OF CIVIL AUTHORITY

This board is responsible for the conduct of elections, such as establishing polling locations. The Board also hears tax appeals to Lister/Assessor decisions. The Board consists of the Town Clerk, the Selectboard and the Justices of the Peace.

CHAMPLAIN WATER DISTRICT (CWD) REPRESENTATIVE

CWD Board decisions can impact the quality and cost of water purchased by the Town. Milton's representative to the Board is elected for a three-year term at Town Meeting.

Representative	Contact	Term
George Nelson	gg.nelson@comcast.net	2013-2016

JUSTICES OF THE PEACE

Justices of the Peace are county officers and serve as election officials, solemnize marriages and administer oaths. They also sit on the Boards of Civil Authority and Abatement. Fifteen Justices are elected in Milton for two-year terms on a partisan basis at the November General Election in even years.

Justices	Contact	Justices	Contact
Robert Ashton	893-4194	Charles Barsalow	893-2660
MaryAnn Duffy Godin	893-1208	Kevin Endres	893-0765
Jane Fitzgerald	893-2340	Reginald Godin	893-1208
Ronald Hubert	893-1368	Jon Hughes	893-4607
George Nelson	893-4233	Mary Noble	893-2232
Thomas Rowley	497-7910	Brenda Steady	893-0516
Carroll Towne	893-7775	Donald Turner, Jr.	373-5960
Robin Woods-Brisson	893-6569		

LIBRARY TRUSTEES

Library Trustees have full power: to manage the public library, make bylaws, establish library policy, receive, control and manage library property, and appoint a director. Although the library's finances are managed by the trustees, the library is a municipal department and part of the Town's budget. There are five Library Trustees, and voters choose one member each year at Town Meeting for five-year terms, however, at the 2014 Town Meeting, voters approved a Charter Revision to change to three 3-year terms and two 2-year terms. This revision will take affect annually as each five-year term expires.

Trustee	Contact	Term
Jennifer Dooley, Chair	dooleyjr2000@comcast.net	2010-2015
Gail Wixon, Vice-Chair	gailwixon@yahoo.com	2011-2016
Tracey Hempstead, Secretary	thhempstead@yahoo.com	2014-2019
Veronica Valtz, Treasurer	jsimko35@comcast.net	2013-2018
Tom Frank	vermonttom@gmail.com	2012-2017

ELECTED LOCAL OFFICIALS

MODERATOR

The Moderator runs the annual (and any special) Town or School meetings. Moderators are good at group process and have experience following Roberts Rules of Order. S/he may be nominated from the floor at the Public Informational Meeting held the evening prior to the town/school meeting election day. If no one is elected, the office goes to the Clerk.

SCHOOL BOARD OF TRUSTEES

The five-member School Board of Trustees is responsible for: setting policy, authorizing appropriations, proposing an annual School budget, appointing a Superintendent, approving programs and setting the overall vision for the School. Voters choose either two or three Trustees each year at Town Meeting.

Member	Contact	Term	Length
Mary Knight, Chair	Mknight910@gmail.com	2012-2015	3 years
Eric Houghton, Vice Chair	Eric.houghton@comcast.net	2014-2016	2 years
Karen LaFond, Clerk	Karen.lafond@mtsd-vt.org	2014-2015	1 year
James Lyons	Pln43middlesex@yahoo.com	2013-2016	3 year
Vacant		2014-2017	3 year

CHITTENDEN COUNTY GOVERNMENT

SUPERIOR COURTS

The Superior Court system is run by Chittenden County, and the County's budget is supported by an assessment included in the Town's budget. To learn more about the Vermont Judiciary, visit www.vermontjudiciary.org.

REGIONAL AUTHORITIES

These authorities provide public services that are more efficiently delivered on a countywide scale. Some of these authorities are supported by the Town's budget.

Chittenden County Regional Planning Commission

<http://www.ccrpcvt.org/>

Champlain Water District

<http://www.cwd-h2o.org/>

Chittenden County Solid Waste District

<http://www.cswd.net/>

Chittenden County Transportation Authority

<http://www.cctaride.org/>

ELECTED STATE OFFICIALS

All state officials are elected on a partisan basis on even years for two-year terms.

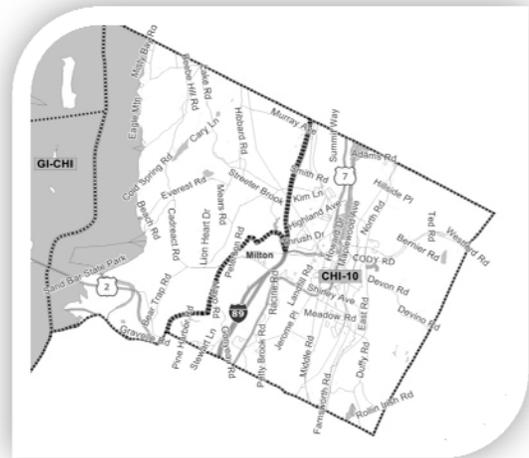
EXECUTIVE

The Governor, Lieutenant Governor, Treasurer, Auditor, Attorney General and Secretary of State are elected statewide. More information about the offices and officeholders can be found at www.vermont.gov.

Governor	Peter Shumlin
Lt. Governor	Phil Scott
Treasurer	Beth Pearce
Auditor	Doug Hoffer
Attorney General	William H. Sorrell
Secretary of State	Jim Condos

VERMONT GENERAL ASSEMBLY

What happens in Montpelier during each year's spring legislative session can have a significant impact on Milton. The General Assembly has 180 members comprised of 150 State Representatives and 30 Senators who are elected by district on a partisan basis. It is a citizen legislature that meets on a limited basis. Milton is entirely within the Chittenden County Senate District and is represented by six senators. Milton is divided into two House districts, CHI-10 (the east side of town) and GI-CHI (the west side of town), with two representatives each. See district map to right.



Legislator	Assembly	District	Contact
Ronald Hubert	House	CHI-10	rhubert@leg.state.vt.us
Donald Turner, Jr.	House	CHI-10	dturner@leg.state.vt.us
Robert Krebs	House	GI-CHI	rkrebs@leg.state.vt.us
Mitzi Johnson	House	GI-CHI	mjohnson@leg.state.vt.us
Tim Ashe	Senate	Chittenden	tashe@leg.state.vt.us
Phillip Baruth	Senate	Chittenden	pbaruth@leg.state.vt.us
Michael Sirotkin	Senate	Chittenden	msirotkin@leg.state.vt.us
Ginny Lyons	Senate	Chittenden	vlyons@leg.stat.vt.us
David Zuckerman	Senate	Chittenden	dzuckerman@leg.state.vt.us
Diane Snelling	Senate	Chittenden	dsnelling@leg.state.vt.us

UNITED STATES CONGRESS

Patrick Leahy	US Senate	www.leahy.senate.gov
Bernie Sanders	US Senate	www.sanders.senate.gov
Peter Welch	US House	www.welch.house.gov

APPOINTED LOCAL OFFICERS, BOARDS & COMMISSIONS

The Selectboard makes many appointments to regional authorities as well as Town offices, boards and commissions. While some appointments benefit from particular knowledge, most boards and commissions benefit from a diversity of experience. This service often involves evening meetings, and is aided by diplomacy and an awareness of conflicts of interest. To serve on a Town board or commission, you must be registered to vote in the Town of Milton. If you're interested in being appointed, please contact the Town Manager's Office.

AUDITORS

The Selectboard hires outside professional auditors to annually review the fiscal administration of the Town. They offer advice on how the Town can improve and serve as an extra layer of accountability for your tax dollars.

ATTORNEY

The Town Attorney serves to advise the Selectboard on legal matters on an as-needed basis.

General Counsel	Stitzel, Page & Fletcher
Lead Attorney	Robert Fletcher
Special Counsel for Municipal Financing	Primmer Piper Eggleston & Cramer PC

BOARD OF HEALTH

This board may take actions to prevent, mitigate, or remove public health hazards and risks in town. The Selectboard and the local Health Officer constitute the Board of Health.

CEMETERY COMMISSION

This commission oversees the care, fees and management of several municipally operated cemeteries. The Selectboard serves as the Cemetery Commission

CEMETERY ADVISORY COMMITTEE

This committee advises the Cemetery Commission, and is comprised of three members. Two members are appointed by the Commission and one by the Town Manager.

Members	Contact
Jim Ballard	893-7734
Allen Beaupre	893-7905
Dustin Keelty	893-6030 dkeelty@town.milton.vt.us

CHARTER COMPLIANCE COMMITTEE

This committee hears and addresses complaints of Town Charter violation by elected or appointed officials (except complaints against the Town Manager or Superintendent, which are heard by their respective board). The Justices of the Peace elect three of their members to serve as the Charter Compliance Committee.

Members	Contact
Donald Turner, Jr.	373-5960 dturner@town.milton.vt.us
John Hughes	893-1208
Charles Barsalow	893-1368 barsalow@adelphia.net

APPOINTED LOCAL OFFICERS, BOARDS & COMMISSIONS

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY (CCTA) COMMISSION

Decisions of this commission can impact the cost and quality of transit services in Milton. CCTA is governed by a Board of Commissioners comprised of representatives from member communities.

Commissioner	Brian Palaia	bpalaia@town.milton.vt.us
Alternate	Louis Mossey III	lmossey@town.milton.vt.us

CHITTENDEN SOLID WASTE DISTRICT (CSWD) BOARD

Decisions of the CSWD Board can impact the cost, methods and quality of waste removal. Each member community of the CSWD appoints a representative for a two-year term in odd years. S/he represents Milton on the Board.

Roger Hunt	893-6030	rhunt@town.milton.vt.us
Jacob Hemmerick, Alternate	893-1186	jhemmerick@town.milton.vt.us

CIVIL DEFENSE DIRECTOR or EMERGENCY MANAGEMENT DIRECTOR

The Town Charter calls for this special office to coordinate emergency management situations such as natural disasters or mass casualty incidents. The Town Manager (or acting Town Manager) fulfills this role in cooperation with local and state safety personnel.

CONSERVATION COMMISSION

This commission works in the public interest to study, preserve and advocate for land with natural, cultural or historic value. The Commission also helps administer municipally conserved lands (such as the Municipal Forest) as well as organizes events and programs. The Commission can have three to nine members, serving four-year terms. The Commission usually meets the fourth Tuesday of the month. For information, call the Planning and Economic Development Department at 893-1186.

Members	Contact	Term
Judith Kinner	jkinner@miltonvt.org	2010-2014
Bonnie Pease	bpease@miltonvt.org	2011-2015
Laurie DiCesare	tldicesare@miltonvt.org	2012-2016

DEVELOPMENT REVIEW BOARD

This board conducts quasi-judicial public hearings and renders decisions on development applications in Milton, including: conditional use, variance, subdivision and site plans. The Board also hears appeals of Zoning Administrator decisions. They are not ethically free to discuss applications outside of a hearing. The Board has five Members, serving three-year terms, as well as Alternates serving one-year terms. The Board usually meets the second and fourth Thursday of each month. For information, call the Planning and Economic Development Department at 893-1186.

Members	Contact	Term
Allen Lasell	alasell@miltonvt.org	2011-2014
Vacant		2012-2015
David Conley	dconley@miltonvt.org	2012-2015
Clayton Forgan	cforgan@miltonvt.org	2013-2016
Bruce Jenkins	bjenkins@miltonvt.org	2013-2016
Mitchell McClellan, Alternate	mccllellan@miltonvt.org	2013-2014
Thomas Cole, Alternate	tcole@miltonvt.org	2013-2014

APPOINTED LOCAL OFFICERS BOARDS & COMMISSIONS

ECONOMIC DEVELOPMENT COMMISSION

This commission works to implement strategies to improve Milton’s economic climate. The Commission can have up to fifteen members, serving three-year terms. The Town Manager and Superintendent of Schools serve during their tenure, and the Selectboard appoints three community members. They in turn appoint one member from the Milton Business Association and four to nine representatives of the business community. They usually meet the second Wednesday of each month. For more information, contact the Planning and Economic Development Department at 893-1186.

Members	Role	Term
Brian Palaia	Town Manager & Chair	Standing
John Barone	Superintendent	Standing
Courtney Lamdin	Business	2012-2015
Lori Donna	Community	2013-2016
Louis Mossey III	Community	2011-2014
John Gifford	Community	2012-2015
Anthony Miklus	MBA	2012-2015
Jeanne O’Bryan	Business	2013-2016
Andrew Bessey	Business	2011-2014

FOREST FIRE WARDEN

This officer works to prevent wildfires in town. The Selectboard nominates a Warden for appointment by the Vermont Commissioner of Forests, Parks and Recreation for a five-year term.

Don Turner, Fire Chief	893-8080	dturner@town.milton.vt.us
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HEALTH OFFICER

This officer conducts inspections to detect violations of any state or local health statute, rule, ordinance or permit; or any public health hazard or public health risk; and is the Secretary and Executive Officer of the Board of Health. The Selectboard nominates a Health Officer for appointment by the Vermont Commissioner of Health for a three-year term.

Working Hours	Katherine Sonnick	893-1186	ksonnick@town.milton.vt.us
Nights and Weekends	Roger Dickinson	893-7749	dcknsn95@comcast.net

IMPACT FEE APPEALS BOARD

The Impact Fee Ordinance created this three-member board (with representatives from the Selectboard, School Board and Planning Commission) to hear appeals of the assessed impact fee(s). Development has a financial impact on public services, and impact fees fund major capital expenses, such as equipment and infrastructure, prioritized in the Capital Improvement Plan.

LIQUOR BOARD

The Selectboard is authorized by the voters and the Vermont Liquor Control Board to act as the local Liquor Control Commissioners, granting all first and second class liquor licenses for final determination by the State. This Board also hears applications for tobacco licenses.

APPOINTED LOCAL OFFICERS BOARDS & COMMISSIONS

MUNICIPAL RECORDS COMMITTEE

This committee consists of the Selectboard, Clerk, Treasurer, Listers, Assessor and Tax Collector (the Town Manager is the Tax Collector). It is called for by the Administrative Code to govern the availability and reliability of municipal documents.

PERSONNEL ADVISORY BOARD

This board hears appeals from Town employees aggrieved by their employment status relative to dismissal, demotion and/or suspension. The Board consists of three members: one member appointed by the Town Manager, one member appointed by the Selectboard, and the third member appointed by the other two appointees. For matters involving police personnel, the Selectboard serves as the Personnel Advisory Board.

PLANNING COMMISSION

This commission guides development in Milton and is responsible for drafting the Comprehensive Plan, Zoning Regulations and Subdivision Regulations. Because planning is broad in scope, the Commission can have significant influence over the natural, built, economic and social environment of Milton. The Commission has five members, serving four-year terms. The Commission usually meets the first and third Tuesday of each month. For information, call the Planning and Economic Development Department at 893-1186.

Members	Contact	Term
Vacant		2010-2014
Tony Micklus	tmicklus@miltonvt.org	2010-2014
Julie Rutz	jrutz@miltonvt.org	2010-2014
Lori Donna	ldonna@miltonvt.org	2011-2015
Henry Bonges	hbonges@miltonvt.org	2012-2016

PLANNING DIRECTOR

This is the only department head appointed by the Selectboard (per the Charter). S/he is responsible for the Planning and Economic Development Department.

Katherine Sonnick	893-1186	ksonnick@town.milton.vt.us
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POUND KEEPER

The Pound Keeper cooperates with the Police Department and Animal Control Officers to ensure the humane care and respectful control of animals. If you have an animal control issue, begin by calling Police Dispatch at 893-2424.

Betty and Walter Cross	893-4297
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APPOINTED LOCAL OFFICERS BOARDS & COMMISSIONS

RECREATION COMMISSION

This commission primarily works to advise the Town on recreation facilities, programming and planning. The Commission has five to seven members, serving three-year terms, with ex officio membership of the Selectboard, School Board and Student Association Representatives. The Commission usually meets the second Thursday of each month. For information, call the Recreation Department at 893-4922.

Members	Contact	Term
Betsy Hoffmeister	ehoffmeister@miltonvt.org	2011-2014
Matthew Tenny	mtenny@miltonvt.org	2012-2015
John Lindsay	jlindsay@miltonvt.org	2013-2016
Cyndi Dowling	cdowling@miltonvt.org	2013-2016
Vacant		2013-2016

REGIONAL PLANNING COMMISSION

Member communities appoint a representative to the Chittenden County Regional Planning Commission. This commission focuses on planning solutions for regional challenges, particularly in the areas of transportation and land use planning.

Louis Mossey III	lmossey@town.milton.vt.us
Brian Palaia, Alternate	bpalaia@town.milton.vt.us

REPARATIVE BOARD

This board facilitates restorative justice, an approach to justice where offenders are encouraged to take responsibility for their actions and repair the harm they have caused. It also provides a way for the victims to take an active part in the process and is facilitated by the Board. These skilled volunteers are called upon as-needed. For information, please call the Police Department's non-emergency line at 893-6171.

Juvenile	George Caban
Adult	Kate Searles Brayton kate@essexjc.org

SERVICE OFFICER

This officer helps individuals and families connect with social service resources in times of need. The Selectboard nominates a Service Officer for appointment by the Vermont Commissioner of Children and Families for a one-year term.

Katherine Sonnicks	893-1186	ksonnick@town.milton.vt.us
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ZONING ADMINISTRATOR

This Officer enforces the zoning regulations and the litter ordinance.

Katherine Sonnicks	893-1186	ksonnick@town.milton.vt.us
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Every resident has perspectives and experiences that can make a difference. Telling your elected and appointed representatives what you value what you would like to see is important. When you speak to representatives, focus on solutions and show that you understand both sides of an issue.

TOWN OFFICES & ADMINISTRATION

The Town has ten departments with 50 full-time employees and more than 100 volunteers dedicated to providing outstanding public and community service.



LOCATION & HOURS

The Municipal Building is located at **43 Bombardier Road** and is open **Monday through Friday from 8 am to 5 pm**. The following offices are located there: Listers/Assessor, Finance, Clerk/Treasurer, Planning & Economic Development, Police, Public Works, Recreation and the Town Manager.

The Milton Public Library is also located in the Municipal Building (see Library for hours). The volunteer Fire and Rescue Departments are in buildings adjacent to the Municipal Building. Most public meetings are held in the Community Room of the Municipal Building.

◆ *We welcome your visit!* ◆

OBSERVANCES

The Town offices are closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

MEETING ROOM USE

Municipal Building meeting rooms are available to the community for use per the *Meeting Room Use Policy*. The Town requires that you submit an application. The Policy and application form are available online or in the Town Manager's Office.

CITIZEN REQUESTS

The Town has a citizen request form on its website under "online resources". This feature allows you to send concerns directly to a Town department. A staff member will then follow up on the issue. You can also call or visit the Town offices during working hours to make a request. The Town's staff also appreciates hearing when you think we're doing a good job – it makes a difference.

VOLUNTEERING & COMMUNITY SERVICE

If you're interested in community service or volunteering with the Town – or would like to collaborate to accomplish a project -- begin by contacting the Town Manager's Office at 893-6655.

LIBRARY

The Milton Public Library is located in the Municipal Building at 43 Bombardier Rd. and is open six days a week.

Monday	9 am - 8 pm
Tuesday	9 am - 5 pm
Wednesday	9 am - 8 pm
Thursday	9 am - 8 pm
Friday	9 am - 5 pm
Saturday	9 am - 1 pm



The Library is operated as a public lending facility with a book collection oriented to all ages and interests and offers the following services and products:

- Classics and popular reading, periodicals and newspapers, DVDs, audio compact discs, large print books, municipal information, tax forms, word processing and internet computers;
- An interlibrary loan service, connecting you to libraries across Vermont;
- Informational and cultural programs, such as basic computer classes; and
- Reading incentive activities for both children and adults.

If you have any questions, comments or suggestions, please contact the Library at 893-4644. Learn more at www.miltonlibraryvt.org.

MILTON TOWN SCHOOL DISTRICT

The Milton Town School District is an outstanding choice for any parent seeking quality pre-kindergarten through grade 12 education. Milton Schools offer a student-centered learning community focused on student achievement in a safe and respectful learning environment. The Elementary/Middle School has 925 students Pre-K through 8 and is located at 42 Herrick Avenue. The High School is located at 17 Rebecca Lander Drive and has 830 students. Learn more at www.mtsd-vt.org. Technical secondary education is available to Milton students through Essex Center of Technology or Burlington Technical Center.

District Office Administration:	893-3210
Superintendent of Schools	John L. Barone, Sr., Ed.D.
Director of Student Services	Timothy Dunn
Business Manager	Donald Johnson,
Director of Curriculum & Instruction	Kerry Sewell, Ed.D.
Elementary/Middle School:	893-3215
High School:	893-3230

PUBLIC SAFETY

REPORTING AN EMERGENCY

The Town provides 24-hour police, fire and rescue coverage 365 days a year and has mutual aid agreements with neighboring towns for shared coverage. **In case of a crime in progress, fire or medical emergency, CALL 911.** When a dispatcher answers, s/he will ask you four things:

- **The type of emergency**
- **The address of the emergency**
- **Your name and date of birth**
- **The phone number from which you are calling**

Stay on the line. The Dispatcher may need additional information from you or may be able to give you information to help your situation. If you have a fire in your home or business, do not call from the structure, get out and call from a neighbor's or a close-by contact.

MOVE OVER FOR EMERGENCY VEHICLES

State law requires that motorists move to the right side of the street and come to a complete stop when an emergency vehicle approaches. (A loved one's life may be at stake.)

HOUSE NUMBERS

Emergency personnel can respond to calls faster when your residence or business has properly displayed address numbers. Consider installing large reflective numbers located in a visible place from the right of way or street.

KNOW YOUR NEIGHBORS

Taking the time to meet your neighbors creates a safe, resilient community. We encourage you to check on elderly or vulnerable neighbors, particularly in extreme weather.



POLICE



Milton offers a community oriented, full-service Police Department. The Department provides the best service possible by responding to a wide variety of calls. If you have any questions, comments or suggestions, you are encouraged to contact the Police Department's non-emergency line for assistance at 893-6171.

REPORTING SUSPICIOUS ACTIVITY

Citizens are the best eyes and ears law enforcement can have. If you have a non-emergency crime to report or witness any suspicious activity, don't hesitate to call Police Dispatch at 893-2424. The Police respond as fast as they are able, prioritizing the most serious calls when there are competing demands. Although not all conflicts can be resolved without the Police, many neighborhood problems can be resolved with a polite conversation. Your neighbors may not be aware that their actions are affecting others. Community members play an important role in setting community expectations.

VACATION HOUSE CHECKS

Officers will check the security of a vacationing resident's home. To request this service, complete the vacant house check form available at the Police Department or on the Town's website.

DRUG DISPOSAL & ANALYSIS

A pharmaceutical drug take-back day occurs twice a year, in April and September, when anyone can safely discard unwanted prescription drugs. When a parent finds an unknown substance in a child's possession, s/he may also bring the substance to the Police Department for a free and confidential analysis.

FIRE

The Milton Department is a volunteer/paid on call organization with a full-time chief, a part-time lieutenant, forty volunteer firefighters and ten cadets. The Town operates a well-equipped station at the center of town. In addition to structure fires, the Department also responds to hazardous material incidents, electrical emergencies, smoke or odor investigations, water rescues, basic vehicle extrications, and disaster services. In case of a fire, call 911. If you have any questions, comments or suggestions, you are encouraged to contact the Fire Department's non-emergency line for assistance at 891-8080.

PREVENTION

The best way to be safe from fire is to prevent it. The principal threat from a fire is when occupants are sleeping and unaware of the threat. Smoke and poisonous gasses can numb the senses and put victims into a deeper sleep. **Smoke detectors** increase your chance of survival by alerting you to the fire and allowing you time to escape the structure. You should have smoke detectors located in all bedrooms. Schedule regular checks to make sure they're in working order, and replace the batteries at least once a year. A readily available **fire extinguisher** is another investment worth making. Place extinguishers where fires are most likely to occur, such as the kitchen or garage. To report a fire hazard, call 911.

BURN PERMITS

The Town requires residents to obtain a permit to kindle fire in the open air (under certain conditions). This helps the Town to avoid sending firefighters when they aren't needed – as well as prevent wildfires. You can obtain a permit on the Town's website or by calling the Fire Department's non-emergency line at 891-8080. Burn permits are valid for organic matter such as leaves or brush. **These permits are not issued when there is a risk of wild fire. Burning household trash is illegal in Vermont and degrades our air quality;** household trash should be taken to the waste drop off center (see Utilities).

BECOME A VOLUNTEER FIREFIGHTER

Milton's Fire Department is made possible through the service of its volunteers. Recruitment is done year-round on a quarterly basis. If you're interested in volunteering, begin by calling the department to learn more about volunteering.

We Thank Our Volunteer Firefighters:

BENARD, THOMAS
BENWAY, KAYLA M.
BENWAY, WEY H.
BERGERON, DAVID A., II
BERGERON, JOSHUA
BERGERON, JUSTIN L.
BERTEAU, JOSEPH A.
BOIVIN, MICHAEL
BURBO, GREGORY F.
BURKE, STEPHEN
CARROLL, CHRISTIAN
CARROLL, RYAN S.
CHAMPNEY, STEPHEN
COUILLARD, JEREMY J
FAY, GREG

FITZGERALD, CODY M.
GABORIAULT, LEE R.
GALLAS, ERIC
GIARD, EVAN M
HURLEY, CHARLES
KEELTY, DUSTIN
KENNEDY, MICHAEL D.
LAFOUNTAIN, ARTHUR
LAFOUNTAIN, TYLER J.
LAUZON, ANTHONY
LAUZIERE, HALEY M.
LITTLE, JOSEPH
LOMBARD, COREY
LOMBARD, ROBERT E.
LOUCY, JACK M.

LUCIA, MAKAYLA F.
MARTIN, STEPHEN
MORRIS, SHANE
NICHOLS, CODY R.
POIRIER, CHRISTIAN
POIRIER, JOSHUA M.
POIRIER, KEVIN
RONGO, CHRISTOPHER T
SANDERS, EDWARD J.
TOURANGEAU, JASON C.
TRAINQUE, BERNARD
TRUDO, MARK
TURNER, DONALD, JR
WALKER, BRIAN P.

RESCUE

The Milton Rescue Department is a volunteer/paid, on-call organization. There are 45 volunteers with 4 levels of certification on call for 12-hour shifts. They respond to hundreds of emergency medical calls each year. If you have any questions, comments or suggestions, please contact the Rescue Department's non-emergency line at 891-8090.

CPR TRAINING

Cardiac Pulmonary Resuscitation (CPR), Automatic Electronic Defibrillator (AED), and Basic Life Support (BLS) courses are offered by the Town throughout the year. For more information about fees and scheduling please contact the Rescue Department's non-emergency line at 891-8090.

CAR SEAT INSPECTIONS

Milton Rescue and Milton Police both offer free child and infant car seat inspections, as well as instruction to those transporting children. Rescue's car seat inspector/installer is available to assist you in proper installation of your child's car seat. Call the Rescue Department's non-emergency line to set up an appointment at 891-8090.

OBSERVER PROGRAM

This program is designed to give community members, students and individuals interested in applying for membership to the Rescue Squad a unique opportunity to spend time with an ambulance crew and to observe emergency responders in action. No special certification is needed, but it does involve some paperwork. You can learn more on the Town's website or by calling the Rescue Department's non-emergency line at 891-8090.

BECOME A VOLUNTEER EMERGENCY MEDICAL RESPONDER

Milton Rescue is made possible through the service of its volunteers. Recruitment is done year-round on a quarterly basis. If you're interested in volunteering, begin by calling the Department.

We Thank Our Volunteer Rescue Members:

ADAMIK, BENJAMIN J.
ANDERSON, JOANNE R.
ARCHAMBAULT, DAVID
ARCHAMBAULT, DANIELLE
BEAUDRY, JOSEPH R.
BENWAY, WEY
BENWAY, AMY S.
BROOKS, JODI L.
BURKE, CHELSEA R.
BURKE, STEVE
BURNETT, CHRISTOPHER B.
CLOUGHERTY, CHRIS C.
COULLIARD, JEREMY
CROSS, BETTY L.
DICKINSON, LAURA E.
FRANTZ, NANCY K.
GAMBERO, ALEX M.
GERMAINE, CARRIE M.

GRELLA, SCOTT D.
HURLEY, DANIELLE L.
JOHNSON, ERIK C.
KEELTY, DUSTIN
LAFOUNTAIN, JENNA M.
LAFOUNTAIN, VICTORIA
LAURIN, MACIE L.
LAUZIERE, LISA A.
LAUZIERE, NIKKI-LYN
MAGGI, KATHERINE L.
MARSHALL, BETHANNE
MCRAE, ABIGAIL L.
MINETTI, JAMES L.
MOORE, RODERICK
POIRIER, CHRISTIAN
POWELL, KATHRYN B.
SAUVE, COLLEEN A.
SHEPARD, JOYCE L.

STEVENS, AMANDA R.
THOMPSON, MARY
TURMEL, ZACHARY M.
TURNER, DON
TURNER, EMILY K.
WARREN, JENNIFER A.
WARREN, MIKE P.

ANIMAL CONTROL

Police Officers, the Pound Keeper and Animal Control Officers assist in resolving a variety of animal complaints including: stray animals, sick or injured wildlife, vicious dogs, and animal cruelty or neglect. To report an animal control issue, call Police Dispatch at 893-2424. If your dog is missing, contact the Pound Keeper at 893-4297.

DOG ORDINANCE

The Town has an ordinance for the *Care and Control of Dogs*, which can be found on the Town's website. Our community expects dog owners to be courteous neighbors in private and public spaces by picking up feces, maintaining control and silencing excessive barking. Dogs may not run at-large off your premises, and State law requires that they be licensed and inoculated. If you are walking your dog off your premises without a leash, the dog must be under voice control. To protect you, your pet and your neighbors, the Town enforces this ordinance. As a pet owner, YOU are responsible for your pet's behavior.

DOG LICENSING

Milton requires its residents to register dogs that are six months or older. Registration must be done annually by April 1st. Registration requires proof that the dog has a current rabies vaccine and verification of spaying/neutering is required at the time of registration. Fees are \$8 spayed/neutered; \$12 un-spayed/un-neutered. If your dog is picked up by the police department or animal control officers and has not been registered, it will be impounded and the owner will be subject to the cost of its care while impounded. You can register your dog at the Town Clerk's Office at 43 Bombardier Road between 8 am and 5 pm. Information can also be mailed to their office at P O Box 18 and will directly be mailed back to the resident.



PUBLIC WORKS & ROADWAY SAFETY

The Public Works Department consists of four divisions: Water & Wastewater, Highway, Buildings & Grounds and Public Works Administration. It is staffed with 18 year-round, full-time employees and four seasonal, part-time employees. Public Works uses limited resources to address the most pressing community needs. Costly projects are often years in the making, and can involve complex regulatory compliance.

The **Highway** Division is responsible for maintaining the Town's 100 miles of roadway, network of ditches, storm drains, sidewalks and pathways. Weather, traffic, and road work can threaten the safety of roads. Immediate threats to public safety on our roadways should be directed to the Police Dispatch at 893-2424 or the Department of Public Works (during working hours) at 893-6030.

The **Buildings & Grounds** Division maintains the Town's public buildings, parks & recreation facilities and natural reserves.

The **Water & Wastewater** Division maintains the 35+ mile water distribution system, wastewater collection system and one-million gallons a day wastewater treatment facility. Drinking water is supplied by the Champlain Water District.

WINTER PREPAREDNESS

Throughout Vermont winters, safety and cost effectiveness are the Town's top priorities. The Highway Department works hard to provide reasonably passable road surfaces throughout the year. During the winter months, Milton's Winter Operations Plan calls for "safe roads at safe speeds", and not "bare roads". That means that during a storm, roads are plowed, sanded and salted to keep them passable and provide a safe surface on which to travel, though road surfaces may be snow covered at times during the storm. We work to ensure that resources are deployed where they are most needed. Our first focus is the main roads in and out of town, then side streets and developments. Some roads may remain snow packed for several days past a storm, depending on temperatures.

Please keep in mind these tips:

- * Always adjust your driving behavior to the conditions.
- * Snowplows are not always able to remove packed snow and ice, and salt is most effective above 20 degrees Fahrenheit.
- * Do not attempt to pass snowplows.
- * To lessen the impact of snowplow deposits on your driveway, place the snow on the left side of your driveway -- as you face your property.
- * There is a **winter parking ban** from December 1st through April 1st between midnight and 8 am; please do not park a vehicle on a road or sidewalk, as this impedes snow removal.

PUBLIC WORKS REQUEST

If you have questions, concerns or suggestions about winter operations, or if you would like to bring something to our attention, we encourage you to use the Town's **Citizen Request Form** under "online resources" at www.miltonvt.org or call the Department of Public Works at 893-6030. For after hours emergencies, please call the Milton Police at 893-2424.

PUBLIC TRANSIT

BUS SERVICE

The Chittenden County Transportation Authority (CCTA) operates bus line 56 between Milton and downtown Burlington. If you want to learn more about the schedule, ticketing, stops or connections, visit www.cctaride.org or call 864-2282. Bus passes, maps and schedules are also available at the Municipal Building.

PARK & RIDE

A great way to avoid paying for parking in Burlington is by using one of the two “park and ride” locations serving Milton. Park and rides are parking lots with a bus stop. One is located behind the Municipal Building at Bombardier Park with a small shelter; another is at the Dept. of Transportation’s site at Chimney Corners (near the Colchester/Milton town line) on US Rt. 7.

AIRPORTS

Milton is located within a commutable distance of three major airports. Burlington International Airport is located 17 miles from Milton’s center. The Plattsburgh International Airport in New York is 34 miles, and the Montreal Airport in Quebec, Canada is 90 miles.

TRAIN

Milton is accessible to two AMTRAK lines: *The Vermonter* (D.C. to St. Albans) and *The Adirondack* (NYC to Montreal). *The Vermonter* passes through Milton with stops in St. Albans and Essex Junction, only 13 miles from our Milton, and *The Adirondack* stops in Plattsburgh, New York, just 27 miles from Milton.

CARPOOL & CARSHARING

Carpooling is an easy way to cut your daily commute cost by 50% or more, and Vermont has a guaranteed ride home benefit. Learn more at www.connectingcommuters.org. CarShare Vermont provides an affordable, convenient, and reliable alternative to private car ownership. Learn more at www.carsharevt.org.

SPECIAL SERVICES TRANSPORTATION AUTHORITY (SSTA)

The Special Services Transportation Agency is a not-for-profit whose mission is to provide accessible transportation for people who have specialized mobility needs. Call 878-1527 for more information, or learn more at www.sstaride.org.

BIKING & WALKING

Local Motion and the Vermont Bicycle and Pedestrian Coalition are organizations packed with knowledgeable people who want to help more people walk or bike for whatever reason. More information can be found at www.localmotion.org.

The Town also has Milton walking maps available from the Recreation Department and on the Town’s website.



UTILITIES

WATER & WASTEWATER

Many of Milton's homes and businesses are located within the water and wastewater service area. The Town operates and maintains the water meter system, including reading, repair and billing services. Water and wastewater **bills are issued quarterly: January, April, July & October**. Payments can be made by mail, in person or the Town's website. A drop box is also available at the Municipal Building. Delinquent bills are assessed a penalty after the due date: 10% is applied to water and 8% to sewer. Bills sent by mail must be postmarked by the due date. The Treasurer accepts cash, checks, money orders, E*checks and credit/debit cards.

Repairs are made to malfunctioning water meters as soon as possible, and customers are urged to schedule repair appointments as soon as they are aware of a problem. Staff can be dispatched for emergencies after hours by calling Police Dispatch at 893-2424. Information about service, fees and water quality are available on the Town's website. If you have any questions, comments or suggestions, please contact Water and Wastewater Superintendent in the Department of Public Works at 893-6030.

ELECTRIC

Most of Milton is serviced by Green Mountain Power, a local electricity utility. To inquire about service, visit www.greenmountainpower.com or call 1-888-835-4672.

NATURAL GAS

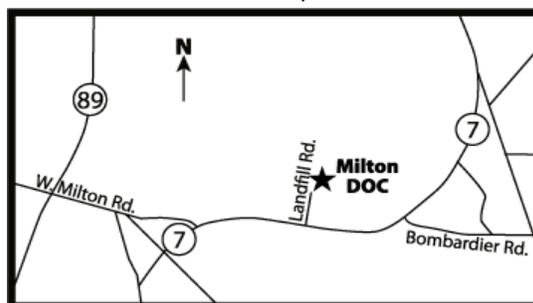
Many residents are within the Vermont Gas service area. To inquire about service, visit www.vermontgas.com or call 1-800-639-8081.

SOLID WASTE DROP-OFF

The Town of Milton partners with the Chittenden County Solid Waste District to host a drop-off center for trash, recyclables and compostables. Please direct any questions about what is and what is not accepted to 872-8100. The Drop-off facility is located at 36 Landfill Rd. and is open:

Monday from 9:30 am to 5:00 pm
Friday from 8:00 am to 3:30 pm
Saturday from 8:00 am to 3:30 pm

Vermont also has a bottle law. Most bottles and cans can be returned at designated redemption centers for a deposit refund.



SOLID WASTE REMOVAL

Residents can contract with private waste removal companies. A full list of area providers can be found on Chittenden Solid Waste District's website at www.cswd.net.

ENERGY EFFICIENCY

Efficiency Vermont is a private nonprofit organization dedicated to reducing energy costs by making homes and businesses energy efficient. To inquire about ways to make your home more energy efficient visit www.encyvermont.com or call 888-921-5990.

TOWN CLERK/TREASURER

BILLING

All Town bills and fees are paid to the Treasurer. The Treasurer accepts some payments online by credit card.

LAND & VITAL RECORDS

Land and vital records are filed with the Town Clerk and made accessible to the public. There are fees for filing and copying official documents. Some common documents that you might need to access or file would be: marriage, birth and/or death certificates, deeds, property liens or mylars. If you have any comments, questions or suggestions, please contact the Clerk's Office at 893-4111.

MOTOR VEHICLE REGISTRATION RENEWAL

You can renew your vehicle registration at the Clerk's Office within two months of expiration. Bring a check or money order and your white renewal form sent to you from the Department of Motor Vehicles. They are also able to renew motor boats, trailers and snow machines. A nominal, additional fee is paid to the Clerk's office for processing. For more information about licensing, identification and new registration, visit the Department of Motor Vehicles at <http://dmv.vermont.gov/> or call 888-998-3766.

DOG LICENSES

State law requires that your dog be registered annually on or before **April 1**, or once it is 6 months of age. Come to the Clerk's Office with a valid rabies certificate signed by a vet and a spayed/neutered certificate (if applicable). Please note that the Town has a dog ordinance, and our community expects dog owners to be courteous neighbors in private and public spaces by picking up feces, maintaining control and avoiding excessive barking. Dogs may not run at-large off your property. To protect yourself, your pet and your neighbors, the Town enforces the ordinance. Animal control can be reached by calling the police dispatch at 893-2424. If your dog is missing, contact the pound keeper at 893-4297.

GREEN MOUNTAIN PASSPORT

This passport grants you free day-use entry to Vermont State Parks, museums and select events -- as well as reduced prices on some goods and services. For a nominal fee, veterans and Milton residents, 62 years or older are eligible to purchase a passport at the Clerk's Office.

NOTARY PUBLIC

The Clerk's Office has staff members that are Notaries, and will notarize documents free of charge (and at their discretion). They will not notarize any documents that are to be recorded by their office. Call in advance to request this service at 893-4111.



VOTING AND ELECTIONS

Good government relies on competitive elections and active, informed voters.

REGISTER TO VOTE

To be an eligible voter in the Town of Milton you must be a US citizen, a resident of the town, take the voter's oath, and be 18 years or older. Follow the instructions on the Registration Application Form. When you submit it to the Clerk, you will need a Vermont Department of Motor Vehicles-issued Driver's License Number or Personal ID Number, or a Social Security Number. The **deadline** for registering to vote is 5:00 p.m. on the Wednesday preceding the election. There is no requirement to list party affiliation.



✦ **CONTACT THE TOWN CLERK FOR A VOTER REGISTRATION FORM** ✦

ELECTIONS

The first Tuesday of March is **TOWN MEETING** day in Vermont. It's the day we elect: Selectboard Members, a Clerk, a Treasurer, Listers, Library Trustees, School Trustees, a Water District Representative, and a Moderator. In Milton we use an **Australian ballot**, or a secret paper ballot, instead of "voting from the floor", or raising hands. To prepare voters for Town Meeting, the Town publishes an **Annual Report**, which includes the **Warning** to be discussed at the informational meeting and voted on at the March Town Meeting. It contains details of the Town and School budgets. Milton holds a **Public Information Meeting** to answer questions the evening prior to voting. The **Warning** for Town Meeting is prepared by the Selectboard, School Trustees, Town Manager and School Superintendent at least 30 days prior to Town Meeting and lists officers to be elected and funds to be raised for both Town and School governments. Articles are placed on the Warning either by the Selectboard and School Trustees or by citizen petition. To place an article on the Warning by petition, submit it to the Clerk no fewer than 40 days prior to Town Meeting day; it will need signatures of at least 5% of the legally qualified voters on the official Voter Checklist. You can view the Checklist at the Clerk's Office. Occasionally, there are also **SPECIAL ELECTIONS**, which are warned in advance. The **GENERAL ELECTION**, held every two years on the first Tuesday after the first Monday in November, is when voters elect Justices of the Peace, State legislators and State officers, as well as representatives to Congress. The **PRESIDENTIAL ELECTION** coincides with the General Election every four years. There are **PRIMARIES** for the Presidential and General Elections. Primaries allow you to choose your preferred party's candidates, and your party choice remains private

ELECTION	FREQUENCY	NEXT ELECTION DATE
Town Meeting	Annually	March 3, 2015
Primary Election	Even Years	August 26, 2014
General Election	Even Years	November 4, 2014
Presidential Primary Election	Every 4 Years	March 1, 2016
Presidential Election	Every 4 Years	November 8, 2016

VOTING & ELECTIONS

POLLING LOCATION

Milton has one polling location for local elections (the Community Room in Municipal Building at 43 Bombardier Road) and two locations for state and federal elections (the Community Room and the Library). To inquire about your polling location, contact the Clerk's Office at 893-4111. Polling hours are 7 am through 7 pm for all elections.



EARLY VOTING

Any registered voter may vote in advance for any reason. Early voting may be done in person or by mail. To vote in person go to the Town Clerk's Office during working hours up to 30 days before a primary or general election, or 20 days before a municipal election. You can also request that the Clerk mail you an absentee ballot. It will arrive with a return envelope so that the ballot, once voted, can be mailed back to the Clerk and counted on Election Day. You can also submit the ballot in person, or have someone else carry it back to the Town Clerk for you. Absentee ballots must be received by the Town before the polls close on Election Day at 7 pm. *Be certain to sign the certificate on the envelope and enclose and seal the ballot.* If you are sick or disabled, a ballot can also be delivered to your home on Election Day by two Justices of the Peace of different parties. Once completed, they will bring it back to the polling place to be counted. For more information about early or absentee voting, or special provisions made for military, college students and overseas residents, call the Clerk's Office at 893-4111.

RUNNING FOR OFFICE

Those interested in running for office can learn more about the petition requirements by contacting the Secretary of State or Town Clerk.

BUDGETING

Property owners receive a combined tax bill for School and Town taxes, but the School and Town are separate governments with separate budgets. You, as a voter, decide on each budget separately. Both are primarily funded through property taxes. The Town collects no sales or income tax, but does receive additional revenue through grants and service fees.



TOWN BUDGET PROCESS

The Town Budget enables the community to define priorities and accomplish goals. Understanding how local governments plan for and use taxes is a key step in holding public servants accountable.

Understanding the process is a citizen's responsibility:

- The Town's fiscal year begins July 1 and ends June 30. The fiscal year that begins on July 1, 2014 is called "FY 15".
- The budget cycle begins around **December** when the Selectboard reviews staff proposals and decides upon a budget to be warned for consideration by the voters. Citizens can attend these meetings. Hearing what's important to residents helps the Selectboard define priorities.
- At the **March** Town Meeting, the voters consider and vote on the proposed budget for the next fiscal year (which begins on July 1 of the same year as Town Meeting).
- Once the budget passes, the Town collects the funds through property taxes. To do this, the Listers/Assessor have to calculate the Grand List total (an appraisal of all taxable real estate in the Town). They usually finish the Grand List in **June**.
- Once the Grand List is finalized, the Selectboard sets the tax rate to collect the amount of money called for by the budget approved at Town Meeting. ($\text{Total Budget} \div \text{Grand List Total} = \text{Tax Rate}$). This is the muni- rate you'll see on your Town tax bill.
- Tax bills go out in **August**, and are due by May 15th of the next year.
- Once the taxes are collected, they go to work on your behalf.
- The Town Manager approves purchase orders for purposes authorized in the budget, and the Selectboard authorizes Orders to pay invoices at each of their regular meetings.
- The Town has policies in place to protect against fraud and misuse of taxpayer money, and an annual audit is performed by an outside auditor.
- At each Town Meeting the voters can review how the prior fiscal year's budget was spent by reviewing the *Annual Report*.

SCHOOL BUDGETING

The School Budget is more complex and includes State and local decisions governed by Acts 60 & 68.

PROPERTY TAXES

TAX ASSESSMENT & RATES (See Appendix A for a Tax Rate Summary and Sample Tax Bill.)

The value of your property is determined annually by the Listers/Assessor. The assessed value is used to calculate your tax bill. If you would like more information about your assessment, contact the Listers/Assessor's Office at 893-4325.

Example of How Town Taxes Are Calculated:

Assessed Value of Property	\$100,000
Grand List Value (Assessed Value ÷ 100)	\$1,000
Tax Rate	.5
Annual Taxes Due	\$500

When you file your Vermont income tax return, homeowners must file a **Homestead Declaration** (Form HS-122) for State determination. Unlike the Town tax rate, the statewide education tax rate can vary based on your property's classification as a "homestead" or "nonresidential" property. Generally, homesteads are principal, year-round dwellings; owned as of April 1st. A statewide education tax is imposed on all homestead and nonresidential property. Normally, a Homestead Declaration results in a lower educational tax rate; and, depending on your income, could also result in a portion of your tax being supplemented by the State. For more information about eligibility and declaration, visit the Vermont Department of Taxation at <http://www.state.vt.us/tax/index.shtml> or call 802-828-2505.

Disabled veterans receiving disability compensation at a rating of 50% or higher may be eligible for a property tax exemption of \$40,000 off the assessed taxable value of his or her home. To determine if you meet the criteria, visit the Vermont Office of Veterans Affairs at <http://veterans.vermont.gov/benefits/exemptions> or call 800-827-1000.

APPEALS

If you disagree with the appraised value of your property, you may request a grievance hearing (held once a year) with the Assessor to discuss the matter. Be prepared to justify why you believe the assessment is mistaken. If you further disagree with the Assessor's decision, you may request an appeal hearing by the Board of Civil Authority. Requests to abate property taxes are heard by the Board of Abatement. Abatement is usually requested for extraordinary circumstances or hardship, as determined by law.

BILLING & PAYMENTS

All taxes are due and mandatory on **May 15th**. Property tax installments will be due, although not mandatory, September 15th and February 15th. A **penalty of 8% on the unpaid balance, is assessed after May 15th** and an additional 1% interest per month thereafter. Property tax bills are mailed in early August to all property owners of record as of April 1st. **If you purchased property after April 1st, please contact the Town Treasurer at 893-4111 to request a copy of the bill.** If you have an escrow company, it is your responsibility to get a copy to them for payment. Remember to keep a copy for income tax purposes. The Treasurer accepts checks, money orders, credit/debit cards and E*checks. Payments may be mailed, made in person or paid online at www.miltonvt.org. Mailed payments must be post-marked by the U.S. Postal Service by the due date. There is also an after-hours drop box at the Municipal Building. Note that there is a 2.85% surcharge (plus 28 cents per transaction) for the processing of credit/debit card payments, and there is a \$2.50 flat fee for use of the E*check service. There are no surcharges for traditional payment methods.

PLANNING, DEVELOPMENT & ZONING

Planning and zoning establishes standards for the orderly development of the community, including the use and occupancy of structures and space. We're here to make doing it right, a whole lot easier.

PERMITTING

The Planning Department reviews, issues and enforces a variety of permits according to the Town's Zoning Regulations. Permitting ensures a uniform minimum standard, protecting you, your investment and your community. ***The most common homeowner permits are for accessory structures such as: sheds, patios, decks, detached garages and pools.*** Permits are also required for all new residential construction, which may also need highway access (for new driveways) and water and sewer connection permits. Commercial construction requires a building permit as well as site plan approval from the Development Review Board. Many permits have a fee based upon the type and extent of work, which defray the cost of providing review and inspection services. Application forms, fee schedules and frequently asked questions are available on the Town's website. We are here to answer your questions and to help you navigate the process. If you need assistance, or have any comments, questions or suggestions, please contact the Planning and Economic Development Department 893-1186.

PROPERTY MAINTENANCE

The purchase of a home or business is the largest investment many of us make in our lifetime. A property that is not well maintained negatively impacts quality of life and property values for surrounding neighbors. It is to everyone's benefit to keep our properties well maintained and to assist and encourage our neighbors to do the same.

ZONING, LITTER & HEALTH VIOLATIONS

To report a violation of the Zoning Regulations or Litter Ordinance, please submit a "Request for Action Investigation" to the Zoning Administrator. If you are aware of a health risk, please contact the Health Officer at 893-1186. Keep in mind that neighborhood problems can often be resolved with a polite conversation. Community members play an important role in setting expectations.

DIG SAFE

Dig Safe is a free and mandatory service. If you're planning home improvements, such as planting a tree or installing a fence or mailbox, all you have to do is mark off where you or your contractor would like to dig, and Dig Safe will inspect it to ensure there isn't an underground hazard. A safe job starts with a call to Dig Safe. Call 811, or learn more at www.digsafe.com.

ENVIRONMENTAL STEWARDSHIP

There are many ways to manage your property with natural resources in mind. The Conservation Commission and Planning Department can advise you on projects or connect you with outside organizational resources. For large land owners, the County Forester is also a good resource and can be reached at 879-5694.

OPENING A BUSINESS

Milton welcomes entrepreneurs, and there are many community resources to help along the way. If you would like to be put in touch with the local business community or learn more about the development review process, please contact the Planning and Economic Development Department at 893-1186. You can also request a copy of the Town's *Business Guide*, loaded with helpful information for the businesspeople.

RECREATION

Milton offers a variety of recreation facilities, and the Recreation Department supports year-round events and programming.

PROGRAMS

The Town publishes a seasonal recreation Program Guide (as an insert in the *Milton Independent*) in January, April and August. The program guide is also available on the Town's website and features activities, programs and events for all ages. Most programs require registration and may charge a fee to support the programming. A Town walking map is also available through the Recreation Department. If you have any comments, questions or suggestions, please contact the Recreation Department at 893-4922.

FACILITIES

Bombardier Park

The centerpiece of organized and leisurely recreation activities in Milton, including: playgrounds, tennis courts, hiking trails, horseshoe pits, and sports fields.

Eagle Mountain Natural Area

With an elevation of 560 feet, Eagle Mountain provides breathtaking views of Lake Champlain from hiking trails.

Lamoille River Walk

Experience a wonderland of ferns, wildflowers and wildlife as you follow this 1.5 mile trail along the Lamoille River.

CVPS River Street Park

Featuring picnic tables, the Town of Milton community events marquee and a fantastic view of the Lamoille River.

Sand Bar State Park

Offering a long stretch of sandy beach, a bathhouse, fishing area, picnic areas, BBQ grills and more.

Milton Town Forest

Offering 350 acres of woodlands including 6 miles of established trails surrounding a 33 acre body of water known as the Milton Pond.

Fish and Wildlife Access

Milton has several fish and wildlife access areas for anglers.



E-NEWSLETTER

You can receive periodic e-mail updates to stay informed about upcoming programs, activities and events going on in the Milton community by requesting to be added to the e-newsletter mailing list. Contact the Recreation Department at 893-4922, email bnappi@town.milton.vt.us, or visit <http://miltonvt.org/recreation>.

FIELD & FACILITY USE PERMITS

Certain Town fields and facilities (such as athletic fields or park shelters) are available for public use in line with the *Policy Regarding Use of Town Roads, Streets, Parks, etc.* The Town requires that you submit a Field & Facility Use Permit application available online or in the Town Manager's Office.

ENTERTAINMENT LICENSES

If you are hosting a fee-based event in Town (such as a fundraiser or concert), the Town requires an Entertainment License application, per the Town's *Entertainment Ordinance*. The application is available online or in the Town Manager's Office.

COMMUNITY ORGANIZATIONS

Milton has a vibrant civic life. Consider contributing your talents to one of the groups below. To be put in touch with an organization, contact the Recreation Department or refer to the contact information on the Town's website.

- ♦ American Legion
- ♦ Arrowhead Eagles
- ♦ Arrowhead Senior Center
- ♦ Colchester -Milton Rotary Club
- ♦ Friends of the Milton Public Library
- ♦ Green Mountain Habitat for Humanity
- ♦ Knights of Columbus
- ♦ Milton After School Kids (MASK)
- ♦ Milton Artists' Guild
- ♦ Milton Business Association
- ♦ Milton Community Band
- ♦ Milton Community Youth Coalition
- ♦ Milton Family Community Center
- ♦ Milton Parent Teacher Association
- ♦ Milton Garden Club
- ♦ Milton Grange
- ♦ Milton Historical Society
- ♦ Milton Women's Club
- ♦ Milton-Colchester Rotary
- ♦ Project Graduation
- ♦ Scouts (Boy)
- ♦ Scouts (Cub)
- ♦ Scouts (Girl)
- ♦ Therapy Dogs of Vermont
- ♦ Vermont Adult Learning

HOUSES OF WORSHIP

- ♦ Cornerstone Church
- ♦ Harvest Baptist Church
- ♦ New Life Christian Fellowship
- ♦ Redeeming Grace Church
- ♦ St. Ann's Church
- ♦ United Church of Milton



SPORTING ORGANIZATIONS

Staying physically active improves health and quality of life. To be put in touch with a sporting group, contact the Recreation Department or refer to the contact information on the Town's website.

- ♦ Arrowhead Mountain Snowmobile Club
- ♦ Cannons Baseball
- ♦ Horseshoe Club
- ♦ Men's Arrowhead Baseball
- ♦ Men's Softball
- ♦ Milton Babe Ruth Baseball
- ♦ Milton Broncos Football
- ♦ Milton's Freedom 5K
- ♦ Milton Ski & Ride Club
- ♦ Milton Yellow Jackets Boosters
- ♦ Milton Youth Basketball
- ♦ Milton Youth Hockey
- ♦ Milton Youth Lacrosse
- ♦ Milton Youth Soccer
- ♦ Milton Youth Wrestling
- ♦ North Country ATV Association
- ♦ Special Olympics of Vermont
- ♦ Vermont Association of Snow Travelers (VAST)

SOCIAL SERVICES

There are social service organizations available to you in times of need or hardship.

- United Way of Vermont operates a one-stop information line **2-1-1** for information about health and human services in our community. <http://www.vermont211.org/>
- The Milton Family and Community Center is a local source for family assistance (893-1457). www.miltonfamilycenter.org
- Emergency fuel assistance is available to qualifying low-income Vermonters through the Department of Children and Family Services 1-800-649-2642. <http://dcf.vermont.gov/>
- The Vermont Agency of Human Services administers diverse kinds of assistance through the Department for Children and Families (1-800-649-2642). <http://dcf.vermont.gov/>
- The Howard Center is a resource for human services (including development, mental health & substance abuse) in the Champlain Valley (802.488.6000). howardcenter.org
- The Champlain Valley Agency on Aging operates a helpline (800-642-5119) for seniors and caretakers. www.cvaa.org
- If you are the victim of domestic or sexual violence, please reach out to Women Helping Battered Women at 802-658-1996 or Hope Works, a Sexual Violence Crisis Center 800.489.7273. www.whbw.org or www.hopeworksvt.org.

LOCAL MEDIA

NEWSPAPERS

Most public notices issued by the Town are published in the *Milton Independent*, which covers a broad range of local topics. For more information, visit www.miltonindependent.com or call 893-2028. The primary regional papers are the daily *Burlington Free Press* and the weekly *Seven Days*.

PUBLIC ACCESS TELEVISION

Many of Milton's public meetings are recorded and broadcast by Lake Champlain Access Television. To access the videos, visit www.lcatv.org.

ACKNOWLEDGEMENT

This publication of the Town of Milton was last updated May 2014 and was written and compiled by the Town Staff with special assistance from Jacob Hemmerick, Town Planner. Local government is always changing, and the information contained in this guide may not be current. If you have suggestions for updates to this publication, please contact the Town Manager's Office.

DIRECTORY

DEPARTMENTS & STAFF

Town Manager	Brian Palaia	893-6655
Animal Control		893-2424
Assessor		893-4325
Buildings, Grounds & Highway	Dustin Keelty	893-6030
Clerk/Treasurer	John Cushing	893-4111
Assistant Clerk/Treasurer	Paulette LaFond	893-4111
Finance	Joanne Davis	893-6033
Fire (Non-Emergency)	Don Turner	891-8080
Fire Emergency		911
Health Officer (day)	Amanda Pitts	893-1186
Health Officer (evening/weekend)	Roger Dickinson	891-7749
Human Resources	Erik Wells	893-6655
Library	Kathleen Dulac	893-4644
Medical Emergency		911
Planning & Economic Dev.	Katherine Sonnick	893-1186
Police (Non-Emergency)	Brett Van Noordt	893-6171
Emergency Dispatch		893-2424
Police Emergency		911
Public Works	Roger Hunt	893-6030
Recreation	Kym Duchesneau	893-4922
Rescue	Don Turner	891-8090
Service Officer	Katherine Sonnick	891-1186
Water & Wastewater	Roger Hunt	893-6030
Zoning Administrator	Katherine Sonnick	893-1186

E-mail

You can reach most employees by e-mail. The address would be the first initial followed by the last name. For John Doe, this would be: jdoe@town.milton.vt.us.

Website

www.miltonvt.org

Facebook

The Town uses social media to allow residents to stay connected with the Town's work and public service announcements. Consider following us on Facebook at www.facebook.com/miltonvermont.

Who do I call for ...?

Burn Permits_____	Fire (also available online)
Community Programs/Events_____	Recreation
Elections & Voting_____	Clerk
Facility/Field Use_____	Recreation (applications available online)
Land Records_____	Clerk
Licenses_____	Clerk
Meeting Room Use_____	Town Manager (applications available online)
Public Health Hazards_____	Health Officer
Public Information Requests_____	Town Manager or Clerk
Roads and Sidewalks_____	Public Works
Snowplowing_____	Public Works
Tax Bills_____	Treasurer
Tax Maps/Assessments _____	Lister/Assessor
Federal tax forms_____	Library
Vital Records_____	Town Clerk
Water/Sewer Bills_____	Treasurer
Water/Sewer Issues_____	Public Works
Zoning Permits_____	Planning & Economic Development
Still not sure who to call?_____	Town Manager





TOWN of MILTON

PO Box 18
43 Bombardier Road
Milton, Vermont 05468
(802) 893-6655
www.miltonvt.org

VERMONT Application for Addition to the Checklist (VT VOTER REGISTRATION FORM)

17 V.S.A. § 2145

(Please print clearly, use ballpoint pen, and bear down hard.)

I, _____ apply to have my name

(Last Name)

(First Name)

(Middle Initial)

added to the checklist of the Town/City of _____.

By checking the boxes below, I swear or affirm that these are true statements:

- Yes No **Are you a citizen of the United States?**
- Yes No **Will you be eighteen years of age or older on or before the day of election?**
- Yes No **Are you a resident of Vermont?**

If you checked "No" in response to any of the three questions above, DO NOT complete this form. You are not qualified to vote in Vermont. Contact the Office of the Secretary of State, Elections Division, for more information at (800) 439-8683.

ONLY if you are registering to vote for the 1st time in Vermont, AND you are mailing this application to your town clerk individually, you must submit a photocopy of one of the following: current & valid photo identification OR bank statement, utility bill, or government document with your name and current address. (Do not submit I.D. if you have been previously registered in VT, if this form is submitted as part of a voter registration drive, or if you return this form to the clerk's office in person.)

I was born on _____ at _____, _____
(Date) (Town or City) (State)

Mailing Address: _____ **Tel. #:** _____

My principal dwelling is located at:

(E911 street address including number or exact physical location, if no E911 address)

The last address I was registered to vote under was: _____
(Physical location – include number, street, town, state and zip code)

By registering to vote in the above named town in Vermont, I authorize my name to be removed from the list of registered voters in any previous place where I was registered to vote. I was registered in the past under a different last name of: _____.

By checking the boxes, I swear or affirm that these are true statements:

- I am a resident of the Town or City of _____ AND**
- I have taken the Voter's Oath (see attestation below for new VT voters).**

My VT Driver's License or Personal I.D. # (PID#) issued by VT DMV is _____ . This # is REQUIRED.

I swear or affirm under penalty of perjury and other potential federal or state criminal penalties of up to a \$10,000 fine, or imprisonment for not more than fifteen years, or both, that I do not have a VT Drivers License or PID# issued by VT DMV.

(17 V.S.A. § 2145(f); 17 V.S.A. § 2011; 42 U.S.C. § 1973gg-10.) **IF you do not have a VT Driver's License or PID# issued by VT DMV, check the box above and enter the last 4 digits of your Social Security Number: _____ .** If you do not have a VT PID#, or SSN, please contact the Office of the Secretary of State, Elections Division, (800)439-8683.

I meet all of the eligibility requirements to vote in this municipality. I hereby swear, or affirm, under penalty of perjury and other potential federal or state criminal penalties of up to a \$10,000 fine, or imprisonment for not more than fifteen years, or both, that the statements made by me in this application are true. (17 V.S.A. § 2145(f); 17 V.S.A. § 2011; 42 U.S.C. § 1973gg-10).

Today's Date

Applicant's Signature

VOTER'S OATH (Vermont Constitution, Chapter II, Section 42): "You solemnly swear or affirm that whenever you give your vote or suffrage, touching any matter that concerns the State of Vermont, you will do it so as in your conscience you shall judge will most conduce to the best good of the same, as established by the Constitution, without fear or favor of any person."

First time voters in Vermont must take the voter's oath. The person administering the oath (Town Clerk, Justice of the Peace, Notary Public, Commissioned Military Officer, or any person over 18) or the applicant must sign the certification below.

I hereby certify that on the ___ day of _____, 20___, I administered the Voter's Oath to the applicant, or I, the applicant, took the oath myself. Any person over 18 or the applicant can sign to attest that the oath was taken.
(Check box above & sign.) Attestation: _____

Signature of Attester

FOR OFFICIAL USE: The Town Clerk OR the BCA has reviewed the application AND the applicant was added to the checklist. The applicant's usual polling place is: _____. OR the applicant was rejected and NOT added to the checklist. The reason(s) for rejection are: _____.

Signature of town clerk: _____

Date Entered on Checklist: _____ Date Notification Sent to Voter: _____ Date Approved: _____

KEEP THE PINK COPY OF THIS APPLICATION FORM. Contact your Town Clerk to make sure your application has been received. **Bring pink copy to the polls when you go to vote.** This is proof you have submitted an application before the deadline for registration.

[SOS-VR-7/01/2008]

VERMONT VOTER REGISTRATION INFORMATION

(HOW TO FILL OUT THE Vermont APPLICATION FOR ADDITION TO THE CHECKLIST)

To be eligible to vote in Vermont you must:

(Eligibility requirements are in 17 V.S.A. § 2121, 2122)

1. be a citizen of the United States;
2. be a resident of Vermont and a resident of the town in which you apply to be added to the checklist; (OR be a military or overseas voter qualified under the federal Uniformed and Overseas Citizens Absentee Voting Act whose last place of residence in the United States immediately prior to moving overseas was in a Vermont town or city);
3. take, or have previously taken, the Voter's Oath; and
4. be 18 years of age or older or will be eighteen on the day of election.

IF you are registering to vote for the 1st time in Vermont, and you are mailing this application to your town clerk individually, you must also submit a photocopy of one of the following forms of identification: current & valid photo identification or bank statement, utility bill, or government document that contains your name and current address.

You must include your Vermont DMV-issued Driver's License No. or Personal I.D. No. (VT PID#) on the voter application. If you do not have a VT PID# issued by DMV, then you must include the last 4 digits of your Social Security No. (SSN). **If you do not have either, please contact the Office of the Secretary of State.**

Where to File: Keep the pink copy, and submit the original(s) (the white and canary copies) of the form to the Town or City Clerk in the town or city in which you reside. Addresses are on the Secretary of State's web site, <http://www.sec.state.vt.us>, or call your town clerk, or call the Elections Division at (802) 828-2363 or (800) 439-8683. **YOU MUST REGISTER TO VOTE IN THE TOWN OR CITY WHERE YOU CURRENTLY RESIDE.**

When to File: The application must be received by 5:00 PM on the Wednesday immediately prior to the day of an election in order to vote in that election. Town clerks' offices are open from 3:00 PM until 5:00 PM on this Wednesday. If you apply through the Department of Motor Vehicles (DMV) or another voter registration agency, your application must be postmarked or accepted on or before the Wednesday preceding the election.

Getting on the Voter Checklist: You are not automatically registered to vote by filing this application. If the Town Clerk or the Board of Civil Authority finds that you meet the eligibility requirements you will be added to the checklist and become a registered voter. You will be notified in writing whether or not your application has been approved. If you have not received notification, call your town clerk. If you are not eligible, the Board must state the reason in writing and give you a chance to be reconsidered. If you are still denied, you can appeal in writing informally to a superior or district judge in your county. (No filing fee or lawyer is required.)

Voter's Oath: If you have previously voted in Vermont, do not take the voter's oath again. If not, the oath can be administered by a Town Clerk, Justice of the Peace, Notary Public, Commissioned Military Officer, any person over the age of 18, or by yourself. If you do not take oaths you may take it as an affirmation. The person who administered the oath, or you, if you are attesting for yourself that you have taken the oath, must date and sign the attestation in the box on the application form.

SERIOUS PENALTIES FOR FALSE INFORMATION ON AN APPLICATION TO THE CHECKLIST

It is unlawful to give false information concerning your qualifications to be a registered voter of a town or city in Vermont. The penalties are serious, including penalties of up to a \$10,000 fine or imprisonment for not more than fifteen years, or both.

Note to Town and City Clerks: The applicant retains the pink third page copy when the application is completed. **After the Town Clerk or BCA takes action, complete the bottom of the application form and mail a copy to the applicant.**

The laws relating to voter registration are in 17 V. S. A. §§2121-2150. If you have questions, call your town clerk or call the Elections Division, Office of the Secretary of State at (802) 828-2363, or (in Vermont) (800) 439-8683.

Note: If you were provided this form when you applied for or renewed a motor vehicle driver's license or by a voter registration agency you may decline to register. If you decline to register your failure to register will remain confidential and will be used only for voter registration purposes. The fact that you may have submitted this application in connection with a motor vehicle driver's license application or renewal, or through a voter registration agency will remain confidential and will be used only for voter registration purposes.

Appendix A



Town of Milton
TAX RATE SUMMARY – FY 2015

TOWN TAX

Town	.4782	
Local Share (properties with voter-approved exemptions)	<u>.0018</u>	
Total Municipal Tax Rate for FY 2015	.4800	.4800

Covers the amount of money properties with exemptions would have contributed.

STATE EDUCATION TAX

Homestead Education Tax Rate for FY 2015	1.3415
Non-Residential Tax Rate for FY 2015	1.4310

The State of Vermont offers Homestead Property Tax Adjustments to the education portion of your tax bill if you meet the income requirement, but you MUST fill out forms [HS-122](#) and [HI-144](#) to receive an adjustment. Generally, household incomes of \$105,000 or more do not receive an adjustment. Maximum property tax adjustment is \$8,000.

TOTAL HOMESTEAD TAX RATE – FY 2015	1.8215
TOTAL NON-RESIDENTIAL TAX RATE – FY 2015	1.9110

TAX BILL

Town of Milton, Vermont P.O. Box 18 • Milton, Vermont 05468

OFFICE HOURS: 8 A.M.–5 P.M. (MONDAY–FRIDAY)

Telephone 802.893.4111

INSTALLMENTS UNPAID AFTER MAY 15 BECOME DELINQUENT AND WILL BE COLLECTED WITH 8% PENALTY PLUS INTEREST AT THE RATE OF 1% PER MONTH.

THIS IS THE ONLY BILL YOU WILL RECEIVE. PLEASE FORWARD TO NEW OWNER IF PROPERTY IS SOLD.

Keep this bill for your records and bring to your accountant

PARCEL ID	BILL DATE	TAX YEAR
xxxxxxx.xxxxxx	08/12/2014	14-15

Description: xxxx-xx xx-xxxx-xxx
Location: xxx Sample Street

OWNER

Sample Owner
Sample Street
Milton, VT 05468

If you own more than 2 acres of land, value and taxes may be less here than below

\$250,000 is a typical assessment for a single family home

HOUSESITE TAX INFORMATION

FAN # XXX-XXX-XXXXX	SCL CODE: XXX
TOTAL PARCEL ACRES	1.5
HOUSESITE VALUE	250,000
HOUSESITE EDUCATION TAX	3,353.75
HOUSESITE MUNICIPAL TAX	1,200.00
HOUSESITE TOTAL TAX	4,553.75

RETAIN FOR INCOME TAX PURPOSES

ASSESSED VALUE	HOMESTEAD	NON RESIDENTIAL
REAL 250,000	250,000	
TOTAL TAXABLE VALUE 250,000	250,000	
GRAND LIST VALUES 2,500.00	2,500.00	

Town, Local Share, and State Education tax rates x your Grand List Value = Tax Due

Divide Total Taxable Value by 100 to calculate your Grand List Value

TAX RATE NAME	TAX RATE	x GRAND LIST =	TAXES
TOWN	0.4782	x2,500.00=	1,195.50
LOCAL SHARE	0.0018	x2,500.00=	4.50
HOMESTEAD EDUCATION	1.3415	x2,500.00=	3,353.75

If you apply and qualify, your tax adjustment appears here

PAYMENT DUE DATE(S) AND AMOUNT(S)

09/15/2014 1517.92	02/15/2015 1517.92	05/15/2015 1517.92
-----------------------	-----------------------	-----------------------

A letter from the State explained the details of this payment

TOTAL TAX	4,553.75
STATE PAYMT	
NET TAX DUE	4,553.75

DETACH THE STUBS BELOW AND RETURN WITH YOUR PAYMENT

PLEASE RETURN THESE STUBS WITH PAYMENTS

Make checks payable and mail to:

**TOWN OF MILTON
P.O. Box 18
Milton, VT 05468**

3 TOWN OF MILTON TAX YEAR

3RD PAYMENT DUE
05/15/2015
OWNER NAME Sample Owner
PARCEL ID xxxxxxx.xxxxxx

2 TOWN OF MILTON TAX YEAR

2ND PAYMENT DUE
02/15/2015
OWNER NAME Sample Owner
PARCEL ID xxxxxxx.xxxxxx

1 TOWN OF MILTON TAX YEAR

1ST PAYMENT DUE
09/15/2014
OWNER NAME Sample Owner
PARCEL ID xxxxxxx.xxxxxx

Town of Milton

Date Prepared: 7/9/2014

Homestead Education Tax Rate Calculation

Fiscal Year 2015

The Homestead Education Tax Rate is based in part on the education spending per equalized pupil of all the pupils residing in your town. Many town districts are also members of union school districts. Each town and union school district will have a tax rate based on its spending per pupil. For towns with multiple school districts, the tax rate is a combination of those rates as shown below.

Base homestead tax rate	\$0.98	
Base spending amount	\$9,285	
Excess spending threshold	\$16,166	
Average statewide education spending per equalized pupil	\$14,029	Actual Homestead Tax Rate
Common level of appraisal for Milton	105.87%	

Equalized homestead tax rate for Milton from town school district

1. Education spending per equalized pupil	\$13,455.22		
2. Net offsets for excess spending calculation	\$444.96		
3. Amount over excess spending threshold if any	\$0		
4. Education spending per equalized pupil plus any excess for tax rate		\$13,455.22	
5. District spending as a percent of base spending amount	144.91%		
6. District equalized tax rate equals line 5 times base rate		\$1.4202	
7. Percent of equalized pupils at town school district	100.00%		
8. Equalized tax rate from school district		\$1.4202	
9. Actual tax rate attributable to district	(\$1.4202 / CLA: 105.87%)		\$1.3415

Homestead Tax Rate

You should see this rate on your tax bill. ⇒

\$1.3415

Non-Residential Education Tax Rate Calculation

Base Non-Residential Tax Rate / CLA

Base NR Rate: CLA:
\$1.51 / 105.87%

You should see this rate on your tax bill. ⇒

Non-Residential Tax Rate

\$1.4310
