Official Use Only:
Date Received:

Town of Waterbury
DRAFT MUNICIPAL COMPLAINT FORM

The Town of Waterbury has authority to accept, review, investigate, and track complaints regarding alleged violations of the Vermont Municipal Code of Ethics. 3 V.S.A. § 1223(b). Complaints alleging violations of Town of Waterbury's Conflict of Interest policy can also be filed using this form.

Anonymous complaints **are not accepted**

Your Contact Information
Type or print clearly

Your name:

Address:

City/Town:

State: Zip: Email:

Telephone(s):

Attach additional pages as necessary.

1. Who is this complaint against? Include their name, job title or position, and municipality. Please file a separate complaint form for each person you are complaining against.

2. Date(s) of the alleged violation(s):

3. How has this person violated the provisions of the statewide Municipal Code of Ethics or Town of Watrerbury ethics policies? Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

4. Please indicate which provision(s) of the Municipal Code of Ethics or Town of Waterbury policies you believe have been violated.

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

7. Is there anything else the investigating authority for the Town of Waterbury should know about this complaint?

Attach additional pages as necessary.

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

_____ Date: _____

(Signature – must be hand signed)

Submit to the Municipal Manager: tleitz@waterburyvt.com. Enter "Ethics Complaint" in the subject line.

If you wish to submit your complaint by regular mail, please send to:

Thomas Leitz
28 North Main Street, Suite 1
Waterbury, VT 05676