

CONTACT INFORMATION
(Vermont telephone area code is 802)

TOWN MANAGER'S OFFICE
464-8591 FAX 464-8477
MON - FRI: 8 AM to 4:30 PM

Scott Murphy, Town Manager
smurphy@wilmingtonvt.us

Mary Towne, Administrative Assistant
mtowne@wilmingtonvt.us

Jessica DeFrancesco, Receptionist/Admin. Assistant
jdefrancesco@wilmingtonvt.us

SELECTBOARD
Please call the Town Manager's office
smurphy@wilmingtonvt.us

TREASURER/FINANCE OFFICE
464-8591 FAX 464-8477
MON - FRI: 8 AM to 4:30 PM
Christine Richter, Finance Officer/Treasurer and Tax Collector crichter@wilmingtonvt.us

ZONING OFFICE
464-8591 FAX 464-8477
MON - FRI: 8 AM to 4:30 PM
Craig Ohlson, Zoning Administrator/Health Officer
cohson@wilmingtonvt.us

BOARD OF LISTERS OFFICE
464-8591 FAX 464-8477
Lister Cards Available (also by email):
MON - FRI: 8 AM to 4:00 PM
Deborah Kingsley, Lister Administrator
dkingsley@wilmingtonvt.us

TOWN CLERK OFFICE
464-5836
M - W: 8:30 AM to 12 PM & 1 PM to 4 PM
TH - FR: 8:30 AM to 4 PM
Susan Haughwout, Town Clerk
wilmclrk@sover.net
Pat Johnson, Assistant Town Clerk
wilmatc@sover.net

HIGHWAY DEPARTMENT
464-5515 FAX 464-8477

Summer Hours: (April - October)
MON - THU: 6:00 AM to 4:30 PM
FRI - SUN: CLOSED

Winter Hours: (November - March)
MON - THU: 6:00 AM to 3:00 PM
FRI: 6:00 AM to 12:00 PM
SAT - SUN: CLOSED
Bill Hunt, Road Supervisor
bhunt@wilmingtonvermont.us

POLICE DEPARTMENT
9-1-1 (24 hour emergency),
464-8593 (Business Office)
Lobby Hours 8 AM to 5 PM EVERY DAY
Lobby staffed 8-11 AM and 12-5 PM
Joe Szarejko, Police Chief
jdefrancesco@wilmingtonvt.us

FIRE DEPARTMENT
9-1-1 (24 hour emergency)
464-8022 (Business Office)
FAX 464-8047
Ken March, Fire Chief
kmarch@wilmingtonvt.us
Contact Fire Dept for outdoor burn permits.

WASTEWATER TREATMENT PLANT
464-3862 FAX 464-8348
John Lazelle, Chief Operator
jlazelle@wilmingtonvt.us
Please contact John Lazelle for Compost Orders and Municipal Sewer System Permits for Allocation and Connection.

TRANSFER STATION
464-5666
SUNDAY & FRIDAY: 8 AM - 3:30 PM
TUESDAY: 12:00 PM - 3:30 PM
Brandon Brassor, Transfer Station Attendant
bbrassor@wilmingtonvt.us

TOWN NURSE
802-681-8740 (cell)
Jennifer Fitzgerald, Town Nurse
jafnurse@yahoo.com

Town of Wilmington Vermont



Guide to Primary Town Hall Services

Town of Wilmington
2 East Main Street
Post Office Box 217
Wilmington, Vermont 05363

General Town E-Mail:
jdefrancesco@wilmingtonvt.us

Website: www.wilmingtonvermont.us
The website has a wealth of information on all facets of town government.

E-Mail Newsletter: sent weekly with meeting agendas, minutes, public notices, upcoming events, etc. Sign up at the website.

ADMINISTRATION OFFICE

(Town Manager, Administrative Assistant, Receptionist)

The Administration office is responsible for general daily office functions. The Town Manager has supervision of the following departments: Administration, Fire, Police, Highway, Transfer Station and Wastewater/Compost. All employees and departments are available to address your questions, concerns, or thoughts. Please contact the Town Manager if you wish to discuss matters further.

CONTACT ADMINISTRATION FOR:

- General Inquiries and Information
- Driveway/Right of Way Permits
- Transfer Station Permits

Note: Compost orders and Municipal Sewer System Permits are now handled by John Lazelle of the Wastewater Treatment Plant Department. Please see other side for contact information.

LISTER'S OFFICE

The Lister's Office is responsible for the overall maintenance of the GRAND LIST (a comprehensive list of all the properties in Wilmington). This includes maintaining accurate property information including ownership, addresses, acreage and the assessed values for every property in town. The Lister's office assists the public, including but not limited to; attorneys, insurance companies, title searchers, appraisers to obtain information such as LISTER CARDS.

Tax maps are updated annually and are available in this office and on the town website. There is also a website version of town properties at <http://www.townviewonline.com/townview/Index.html?client=Wilmington#>

CONTACT THE LISTERS OFFICE FOR:

- Lister Cards (Lists the assessed values/acreage, building dimensions & pictures)
- Grand List information or questions
- Current Assessed Values
- Address Changes
- Tax Maps

ZONING OFFICE

The Zoning Office is responsible for oversight and compliance of the permitting process including assisting the public with obtaining and filling out permit applications and answering any questions an applicant may have. Inquiries regarding individual properties, contact information for other Municipal and State agencies and flood hazard information are also directed to this office. The zoning administrator works with the Planning Commission and the Development Review Board

CONTACT THE ZONING OFFICE FOR:

- Permits for new construction, change of use, subdivisions and signs
- Assistance with completing the forms for municipal permits
- Assistance with the review process if Board approval is needed
- Information on individual properties and their permit status
- Contact information for other Municipal and State agencies
- Flood Hazard information
- Information about the Planning Commission and the Development Review Board

FINANCE OFFICE

The Finance Office is responsible for tax billing, sewer billing, accounts payable, and payroll.

CONTACT THE FINANCE OFFICE FOR:

- Copies of tax bills
- Due dates for taxes
- Employee Verification
- Tax payment status
- Tax rates
- Sewer billing information and rates
- Tax sale information
- Vendor Payments

TOWN CLERK OFFICE

The Town Clerk's office is responsible for the administration of all elections including voter registration and recording proceeding of annual and special meetings. The Town Clerk is also responsible for recording of land records, deeds, mortgages, liens, surveys and other legal documents; filing, indexing and certification of all vital records including births, deaths and marriages. The office issues liquor licenses, dog and wolf-hybrid licenses, civil marriage licenses and processes motor vehicle registration renewals.

CONTACT THE TOWN CLERKS OFFICE FOR:

- Election Information
- Absentee Ballots
- Voter Registration
- Dog Licenses
- Liquor Licenses/Catering Permits
- Civil Marriage Licenses
- Vital Records (Certified copies of births, deaths, marriages)
- Motor Vehicle Registration renewals
- Land Records

To search Land Records index online go to <https://vermont-townclerks-records.com> At the Vermont Town Clerks Portal page, you can sign in as a guest, then click on Wilmington to view the index at no charge. If you need documents that are available, create an account by following the instructions on the home page.

