Town of Alburgh
1 North Main St Suite 1
Alburgh, VT 05440
802-796-3468

Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Alburgh

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

Amanda Costello
Alburgh Title VI Coordinator
acostello@alburghvt.org
(802) 796-3468 ext. 2

Within 15 calendar days after receipt of the complaint, Alburgh Title VI Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Alburgh Title VI Coordinator will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Alburgh and offer options for substantive resolution of the complaint.

If the response by the Alburgh Title VI Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Alburgh Selectboard or designee.

Within 15 calendar days after receipt of the appeal, the Alburgh Selectboard or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Alburgh Selectboard or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

Adopted 11/09/2026