

**Department of Corrections**  
**Town Hall Meeting**  
**Public Comment Guidelines**

The Town Hall Meeting is an opportunity for community member to ask questions and/or make comments to the Department. In order to make it fair for all who participate, we have designed the following process.

**General Rules:**

- Please sign in and indicate you want to make a comment. This will help with the flow of the meeting.
- You have 3 minutes to make a comment.
- Comments /questions should not be about individual cases. If you need to ask a specific question about a family member please see the Department of Corrections staff person at the location.
- Answers to questions will be provided in writing and posted on the Department of Corrections Website. If you do not have internet access, you can contact Monica Weeber at 802-951-5057 to make other arrangements for receiving responses.

**Tips:**

- Prepare your comment/question in advance.
- Think about writing it on a piece of paper for reference.
- Make sure you can get your main point out in 3 minutes. You do not have time to tell a long story.
- Be as clear and specific and possible.
- Kindly yield your time when the moderator indicates time is up.