

**Minutes of the Norwich Selectboard Meeting of  
Tuesday, November 29, 2023**

This special meeting was held in Zoom format with all Selectboard members, Town Manager, and public viewing remotely.

All members of the public body present<sup>1</sup>: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Brennan T.M. Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Barrie Rosalinda, Finance Director; Brie Swenson, Recreation Department; Lily Trajman, Town Clerk; Listers Cheryl Lindberg, Ernie Ciccotelli and Jonathan Vincent; Jaan Laaspere; Demo Safronas/

**Welcome.** Meeting was called to order by Calloway at 6:32 p.m., Vincent joining at approximately 6:33 p.m. Calloway reminded everyone that full names are required for admission to the Zoom platform to eliminate “Zoom bomb” interruptions and delays in the meetings. Some members of the community have been confused about this requirement; the Selectboard agreed that people trying to get admitted to meetings may contact Selectboard members to be identified for admission. Calloway clarified that there is no change in the policy just an effort to ensure everyone who wants to attend is admitted.

**1. Agenda.** Motion to approve the agenda by Layton; seconded by Vincent. Layton, Arnold, Smith, Vincent, Calloway: Yes. **Motion Passed.**

*The following minutes reflect*

*“all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same.”<sup>3</sup>*

*“the results of any votes, with a record of the individual vote of each member if a roll*

**Budget Presentation.** Interim Finance Director Hasbrouck began the FY25 Budget presentation, starting on page 2 of the meeting packet, found here: <http://norwich.vt.us/wp-content/uploads/2023/11/00-Selectboard-Packet-11-29-2023-indexed.pdf> Hasbrouck reviewed the Questions previously asked and discussed the answers; see pages 5-10 of the packet. She then explained the Proposed Articles for Town Meeting Warrant, see pages 10-X of the packet, including Capital Fund Surplus Infusion Article Requests (page 11), Funds to Transact by Article Requests (page 12); the Selectboard will further discuss these proposals at their special meeting on December 6, 2023. In advance of that meeting, Hasbrouck requested the Selectboard provide more information about what they would like to suggest for budget changes. For that meeting Hasbrouck will be prepared with updated slides, revenue and expense reports, and fund balance report as of June 2023 and beginning balance for FY25.

FY25 Budget Department Presentation Part II proceeded the budgets of Conservation Commission; Departments of Recreation and Finance; Town Manager; and Offices of Town Clerk and Listers. As a preface and review for the presentations, reviews of Increase percentages, Budget Summary, Surplus Funds, and the effect of “buying down” the increase costs of FY25 appear on pages 16-19 of the packet, with a Department Expense Summary and Budget Totals by Department shown on pages 21-23. Non-Capital Fund Allocation Summary appears on page 24.

- Conservation Commission, introduced by Hasbrouck, effectively no change. See page 25 of the packet.
- Recreation Department, presented by Brie Swenson, effectively a reduction overall; see pages 26-29. The position of Administrative Assistant being pulled for FY24 and not requested for FY25. Selectboard members asked for more information about revenue and expenses. Notable requests included

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

<sup>3</sup> 1 V.S.A. § 312(b)(1)(C)

Designated fund # 5: \$15,000 for a play structure replacement at Huntley Meadow; and, #17 for \$75,000 as savings for tennis court replacement.

- Town Administration, presented by Brennan Duffy, pages 30-32. Notable changes include a higher Town Manager contract wage as approved by the Selectboard; and new General Ledger accounts to be created for the Assistant town Manager Wage and Designated Fund #37 for Main Street Flags. There was general Selectboard discussion and agreement that computer/software expenses and oversight should be centered in the Town Manager's office to ensure effective planning for future hardware needs and efficiencies with software licenses and security management.
- Tracy Hall Expenses, presented by Duffy, pages 33-34. Efforts are being made to consolidate the expenses currently spanning Department of Public Works and Administration.
- Planning and Zoning, presented by Duffy, page 35. Notable increased expense planned for training of the new director. Jaan Laaspere, Planning Commission Chair, noted that there may be a need for GIS Mapping/ Software expense/TRORC assistance.
- Finance Department Operating Expenses, presented by Barrie Rosalinda, Finance Director, pages 36-37. Notable items included planned single audit(s) for any federal funds over a certain dollar amount, updated software and training for new staff. Selectboard members asked for more information about number of audits anticipated. Rosalinda also pointed out that the figures for Windsor County Bond and Windsor County Equalization are on hold pending receipt from the Treasurer.
- Town Clerk, presented by Lily Trajman, pages 38-41 of the packet. Notable increases included postage, due to the high number of BCA meetings and multiple elections in 2024; training/travel/accommodations for new clerk and assistant; and, a request for a specialty archival-quality scanner for records, specifically \$20,000 for Designated Fund #19 Town Clerk Equipment. [Separate documentation was provided to the Selectboard which will be included for information purposes in the December 6, 2023 Selectboard packet.]
- Listers' Office, presented by Listers Lindberg, Ciccotelli and Vincent, pages 41-43 of the packet. Notable changes: the Listers request their \$4,500 total stipend amount be changed to \$36,510 to be paid out as wages at the hourly rate of \$22.02; and, \$25,000 for Professional Assessor Services. There were Selectboard questions about whether such a change required voter approval and about the distinction between wages versus stipend, the similarities and statutory differences between Town Clerk/staff versus Listers. Layton asked for more information about the basis for the number of hours requested; acknowledging the work of the office. Arnold questioned whether there was a 2017 or 2018 Selectboard decision about the Listers' Office staffing; Calloway questioned how this request differed from the FY24 request by the Listers which was not granted. Smith expressed support for the Listers' request. Selectboard member Vincent abstained due to family conflict. Lister Ciccotelli explained the history of Assessor assistance for commercial appraisals. Legal advice will be requested.

Duffy summarized the next steps. By Friday, December 1, Selectboard members are requested to send Duffy their questions/suggestions for changes to the budget as presented. At the December 6, 2023 special meeting, Hasbrouck will manipulate the financial workbook in real time so Selectboard members can witness the effect of any changes in the budget. Calloway reminded everyone that the session will not be a line-by-line review and that the Selectboard members must respect the hard work done by the departments, Finance and Town Manager in crafting their requests needed to fund their work.

**Adjourn.** Vincent moved to adjourn; seconded by Layton. Calloway, Layton, Vincent, Arnold, Smith:  
**Motion Passed.** Meeting adjourned at 8:51 p.m.

Respectfully submitted,

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Marcia S. Calloway, Chair  
Norwich Selectboard

Minutes approved 12/13/2023