

Town of Norwich
Finance Committee Special Meeting
June 9, 2025, 7:30 – 9:00 pm
Multi-purpose Room, Tracy Hall

Committee Members Present: Tricia Spellman, Steven Hepburn and Christie James.

Committee Members Absent: Cheryl Lindberg, Nicholas Wood and Russell North

Public present: Priscilla Vincent, Selectboard Member

1. Call meeting to order
 - At 7:32 pm, Steven Hepburn called the Finance Committee meeting to order.
2. Approve minutes – discussion/motion
 - Tricia noted edits to the May 19, 2025 Finance Committee meeting minutes:
 - Additional participants were added: “Public present and on Zoom - Brennan Duffy, Town Manager, Pam Smith, Omer Trajman, Priscilla Vincent, Selectboard and Mary Layton, Selectboard. Others participating: Mary Layton, Selectboard Chair.”
 - A new bullet was added to item #6: “The terms of the Committee membership were discussed, and the Committee would like them to be staggered so that all members are not reappointed every year.”
 - Hepburn made a motion to approve the amended minutes and James seconded the motion. The motion passed unanimously.
3. Selectboard response to memo – discussion
 - Christie James provided a verbal summary of the May 28, 2025 Selectboard Meeting discussion since she was present at the meeting.
 - The Selectboard accepted one correction to the Finance Committee charge – changing “Marion Cross School” to “Norwich School District.”
 - The Selectboard discussed the Audit Committee and whether it was necessary. Some Selectboard members didn’t see a need for the Committee. There will be a vote about it at the next Selectboard meeting.
 - The Committee discussed the role of the Finance Committee given the Selectboard discussion. It was agreed that, based on the discussion, the direction seems to be that the Finance Committee needs to wait to be directed to do something by the Selectboard.
4. Selectboard restructuring of Finance Committee – discussion
 - The Selectboard passed the following three motions related to the structure of the Finance Committee at their May 28, 2025, meeting:
 - “I move to institute staggered three-year terms for the Finance Committee with Wood and the vacant seat expiring in 2026, Russel and Spellman expiring in 2027, Hepburn and James expiring in 2028.”
 - “I move to reduce the number of members on the Finance Committee to five.”

- “I move to stipulate that the position of Treasurer is an ex officio member of the Finance Committee with no voting rights.”
 - There was a discussion about whether the Selectboard understood what ex-officio meant and whether it needed to be non-voting.
 - James made a motion for Steven Hepburn to write a memo to the Selectboard to express displeasure of the change in the ex-officio voting rights. Spellman seconded the motion. The motion passed unanimously.
- 5. Rules of Procedure – discussion
 - Steven Hepburn sent draft Finance Committee Rules of Procedure to all Committee members. He will make edits to the document based on the updates made by the Selectboard.
 - It was agreed to add that the Finance Committee may propose tasks for itself to the Selectboard for consideration.
 - Spellman made a motion to accept the Rules of Procedure with the discussed edits and to submit the updated version to the Selectboard for their review. James seconded the motion. The motion passed unanimously.
- 6. Other agreements/MOU’s referencing Norwich Finance Committee – discussion
 - There was a brief discussion about the school budget. It was determined that direction needs to come from the Selectboard and/or the Schoolboard should ask the Finance Committee for help.
 - In general, it was discussed that the Finance Committee should not engage with other town committees until we have some further direction from the Selectboard.
- 7. Duplicated/outdated town website pages - discussion
 - There is currently misinformation about the Finance Committee on the Norwich website. Steven Hepburn will reach out to Miranda to make corrections.
 - There was a discussion about whether Finance Committee meeting minutes from meetings that occurred more than one year ago should be available on the website.
 - The Committee members agreed that the older documents should not be on the website and that the Selectboard materials would serve as historical records.
- 8. Public Comments for items not on the agenda
 - There was no public comment on items that were not on the agenda.
- 9. Adjourn - motion.
 - Spellman made a motion to adjourn the meeting at 8:35 pm. James seconded the motion. The motion passed unanimously.