

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, September 10, 2025

Active Participants at Tracy Hall: Mary Layton (SB Chair), Priscilla Vincent (SB member), Marcia Calloway (SB member), Kimo Griggs (SB Vice Chair), Matt Swett (SB member), Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Megan Anderson (Assistant Town Clerk), Chris Burgin (Town member), Mara Child (Town member)

Active Participants on Zoom: Matthew Romei (Police Chief)

Key: *Motions noted in italics.*
[Public comment noted in blue.](#)

The meeting was called to order by Chair Mary Layton at 6:30 pm.

YouTube Timestamp: 39:04

1. Agenda

Timestamp: 39:25

I move to approve the agenda as presented. – Swett moved (2nd Calloway) Vote: yes (unanimous)

2. Chair's Report

Timestamp: 40:12

The Chair (1) met to create the agenda, (2) met with the Norwich School Board Chair Garrett Palm and also with Norwich Treasurer Cheryl Lindberg, and (3) expressed interest in the correspondence from Chris Katucki regarding the opioid fund.

Vincent highlighted a comment from Steven Hepburn during a recent Finance Committee meeting referencing a correspondence between him and the Selectboard Chair. Vincent shared that she thought it would be of interest to the Selectboard. The Chair stated that she was not prepared to talk about the matter that night but that she could forward it to the Selectboard, along with her communication with Palm.

3. Public Comments for Items not on the Agenda

Timestamp: 42:35

Lily Trajman introduced Megan Anderson, the Assistant Town Clerk who joined in July, to the Selectboard. Trajman shared that Anderson had digitized and indexed all recorded surveys in the vault. Trajman added that the Town Clerk Office would be closed the following Monday and Tuesday for a conference.

Chris Burgin explained that his family had purchased a home on Ladeau Road in 2022 that is currently off the grid and at the end of a class four road. Burgin shared that he is hoping to cross 45 feet of town right-of-way to bring power to his family's house, which would require a utility easement.

Selectboard members, the Town Manager, and Burgin discussed precedent for putting utility lines under roads, drawbacks of utility lines under roads, and the status of the Burgin request.

4. Solid Waste Committee Appointment

Timestamp: 54:07

Mara Child spoke to her application for the Solid Waste Committee.

I move to appoint Mara Child to the Solid Waste Committee for a term ending April 30, 2028. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

5. Spending Request: Fire Alarm for Public Safety Building

Timestamp: 57:48

Police Chief Matt Romei explained that there have been challenges with the fire alarm system following a period of telephone issues a few years ago.

The Police Chief responded to Selectboard questions on potential needs for tech updates, the possible need for an outside antenna, and an associated monitoring contract.

I move to approve the purchase of a public safety building fire alarm radio communicator in the amount of \$2,500.00 from Fund 47, the public safety facility fund. – Calloway moved (2nd Vincent) Vote: yes (unanimous)

6. Spending Request: Police Dept. Mobile Data Terminals

Timestamp: 1:05:07

The Police Chief explained that the Police Department's current Panasonic Toughbook units are over five years old, and that the Department's IT firm recommended replacing

them ahead of a mandatory Windows 11 upgrade. He added that the best of the old machines would be upgraded to Windows 11 for backup, noted a reduction in fleet from eight to five new computers, and shared the plan for wiping old units.

I move to approve the Police Department computer replacement request in the amount of \$19,289.05 from line item 1-5-500536. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

7. Environmental Court Appeal of DRB No. 25DE25: Authorize Town Attorney to Enter Appearance
Timestamp: 1:11:56

The Town Manager shared that a DRB decision had been appealed to the Environmental Division of the Superior Court. He explained that the process for defending it would be to authorize the Town's attorney to enter a notice of appearance for the Town and then defend the Town.

I move that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). – Griggs moved (2nd Calloway) Vote: yes (unanimous)

I move to enter Executive Session under 1 V.S.A. § 313(a)(1)(E) to receive information regarding pending civil litigation to which the public body is a party, and to invite the Town Manager. – Griggs moved (2nd Vincent) Vote: yes (unanimous)

Time entered Executive Session: 7:06

I move to enter Public Session – Griggs moved (2nd Swett) Vote: yes (unanimous)

Time entered Public Session: 7:15

I move to authorize the Town attorney to enter an appearance in the Environmental Division of the Superior Court on behalf of the Town to defend against the appeal of the Development Review Board's Decision on Application No. 25DE25. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

8. Trails Committee memorial bench donation proposal
Timestamp: 1:24:46

The Town Manager referenced his memo in the Selectboard packet and shared that the proposed gift appeared to align with the Town's new gift policy. The Town Manager recommended accepting the bench.

Griggs asked whether there was any standard for furnishings and signage on trails and who would be responsible for setting standards if there were to be any.

I move to accept the donation of a memorial bench to be placed along the Gile Mountain Trail. – Griggs moved (2nd Swett) Vote: yes (unanimous)

9. Tracy Hall Visioning

Timestamp: 1:28:26

Swett asked whether the Selectboard was considering the Tracy Hall feasibility study and moving forward with it or trying to come up with something new.

The Chair responded that the study involved likely the least amount of change and contemplated the scope of the project.

Calloway shared that she did not find anything wrong with the Studio Nexus proposals and that the Selectboard would move forward with them.

Griggs suggested engaging Studio Nexus in more conversations with a broader scope and eye towards longer-term design planning. He shared his vision for engaging the community in the design planning like was done for the Norwich Grange Hall. Griggs alternatively suggested asking architects in town for their ideas.

Selectboard members discussed the logistics of renovating Tracy Hall, the eventual need to figure out associated costs, and the use of elevators versus ramps in buildings.

Vincent suggested engaging the Energy Committee in the discussion.

The Selectboard asked the Town Manager to contact Studio Nexus to participate in an extended visioning for Tracy Hall at the October 8th Selectboard meeting for 30 minutes.

10. Town Manager employment evaluation

Timestamp: 1:47:10

I move to enter Executive Session under 1 V.S.A. § 313(a)(3) to discuss the evaluation of the Town Manager and to invite the Town Manager. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

Time entered Executive Session: 7:39

I move to enter Public Session – Calloway moved (2nd Griggs) Vote: yes (unanimous)

Time entered Public Session: 9:10

11. Approve Minutes

Timestamp: 3:19:34

Vincent noted a typo in the Chair's Report agenda item; the minutes stated *moral* instead of *morale*.

Vincent noted that the celebration for Michele Ilich-Daubas was to celebrate her retirement and contributions to the Police Department.

I move to approve the minutes for August 27th as amended. – Swett moved (2nd Vincent) Vote: yes (unanimous)

12. AP Warrants

Timestamp: 3:21:21

I move to approve AP Warrant #1392 in the amount of \$1,174.28 to be paid from the Police Special Equipment Fund; AP Warrant #1391 in the amount of \$45,162.00 to be paid from the Tracy Hall Fund; AP Warrant #1390 in the amount of \$135.10 to be paid from the Town Reappraisal Fund; AP Warrant #1388 in the amount of \$85.65 to be paid from the General Fund; and AP Warrant #1389 in the amount of \$70,640.49 to be paid from the General Fund. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

13. Receipt of Correspondence

Timestamp: 3:22:58

Selectboard members discussed the speed limit on Maple Hill Road and the possible process for adjusting a local speed limit. The Selectboard asked that the Town Manager investigate the process for adjusting a speed limit.

Swett asked that the opioid fund be added to the next agenda.

I move to receive all correspondence. – Griggs moved (2nd Calloway) Vote: yes (unanimous)

14. Adjournment

Timestamp: 3:28:35

I move to adjourn the meeting. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

Meeting adjourned at 9:20.

Minutes taken by Jenny Tolman.

Minutes approved on September 24, 2025

Mary Layton, Selectboard Chair