

**Minutes of the Norwich Selectboard Meeting of
Wednesday, September 24, 2025**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube. All members of the public body present in Tracy Hall¹: Mary Layton, Chair; Kimo Griggs, Vice Chair; Marcia Calloway; Matt Swett; Priscilla Vincent.

All other active participants in the meeting²: Town Manager Brennan Duffy; DPW Director Chris Kaufman; Peter Orner; Recreation Director Brie Swenson; Town Clerk Lily Trajman; Lister Cheryl Lindberg; Pam Smith. Public audience in Tracy Hall: Bob Fiskien

Meeting was called to order by Layton at 6:35 p.m.

Item 1 Agenda

- Swett moved to approve the agenda. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 2 Chair's Report

- Layton reported agenda preparation, discussions about a Hanover-Norwich MOU regarding the Finance Committee, and Swett's work on a possible plan for using the opioid funds.

Item 3 Public Comments

- Vincent commented on the good physical format used for meeting in executive session, and her desire to rearrange the Selectboard meeting space.
- Griggs would like the Energy Committee to be invited to the October meeting with architects.

Item 4 Town Clerk Spending Request: Records Restoration Fund (packet page 3)

- Lily Trajman introduced this agenda item.
- Discussion: Calloway requested the Clerk use the same financial form the Town Manager's office uses for department requests. The Town Manager will send the form to the Clerk.
- Griggs moved to approve the expenditure of up to \$1,575.00 from Fund 45: Restoration and Preservation Fund for binding of the Town Reports. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 5 Huntley Meadow Tennis Courts Resurfacing Bid Recommendation (packet pages 4-26)

- Packet materials were discussed. The Town Manager confirmed that the difference in bid prices were because of the scope of work offered in each bid.
- Griggs moved to approve a contract with Blaktop Paving in the amount of \$119,117.00 for the excavation and paving of the Huntley Meadow Tennis Courts. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 6 Hopson Road Culvert (packet pages 27- 31)

- Packet materials were discussed, and the location of the culvert. DPW Director Kaufman confirmed that there is a sequential numbering system for roads and culverts.
- Vincent moved to approve a contract with Chase Site Services, LLC., for the replacement of a culvert on Hopson Road for an amount not to exceed \$20,000.00. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 7 DPW Snowplowing Assistance Bid Recommendation (packet pages 32-40)

- Layton introduced this agenda item, and commended DPW Director Kaufman's work in building up the road work crew.
- Discussion included the savings on contracted labor as a result of a larger crew, and Kaufman's well-presented documentation.

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

- Vincent moved to approve a contract with Kurtzhalz Excavation, LLC., for FY26 winter snow plowing for an amount not to exceed \$45,000.00. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 8 TM Gift Recommendation from Trails Committee (packet pages 41-42)

- Town Manager Brennan Duffy introduced this agenda item, and recommended acceptance of the gift.
- Swett moved to accept the donation of \$600.00 for the construction of a pedestrian bridge on the Ballard Trail. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 9 Listers Memos: Errors and Omissions Requests (packet pages 43-46)

- Lister Cheryl Lindberg introduced this agenda item.
- Discussion included clarification of the three errors and notification to owners.
- Calloway moved to approve the correction of errors in the 2025 assessments for the following parcels: #16-032.000, #09-022.200, #05-115.200, and #05-115.300, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**
- Calloway moved to approve amending the 2025 Grand List to correct errors in ownership for the following parcels: #20-031.100 and #20-031.100, pursuant to 32 VSA Section 4261. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**
- Calloway moved to approve amending the 2025 Grand List to correct an Acreage Under Easement error for parcel #14-025.000, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 10 Listers Memo: Errors and Omissions Request – Disabled Veteran Tax Exemption (packet page 47)

- Lister Lindberg introduced this agenda item.
- Calloway moved to approve amending the 2025 Grand List to correct errors relating to Disabled Veteran Tax Exemptions for parcel #10-013.000 and parcel #20-207.000, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 11 Opioid Settlement Funds Plan (packet pages 118-119)

- Layton introduced this agenda item. Swett spoke to the draft charge for a possible committee.
- Discussion included amending the proposed charge in several ways if the Selectboard decides to form a committee, and to identify Police, Fire/EMS, and the Health Officer as committee members. Decided that Town Manager Duffy will craft a summary of the work requested and send it to the EMS Head, Police Chief Romei, the Norwich Health Officer, the Norwich Community Nurse, and Fred Amell. Selectboard members may send other names to the Town Manager noting the intention is to have a submission date of October 15, 2025 for such individuals to submit their interest in, or proposals for, use of the Opioid Settlement Funds.
- Public Comments: Pam Smith talked about creating a reserve fund.

Item 12 Purchasing Policy (First Read) (packet pages 48-66)

- Layton presented some background, Town Manager Duffy discussed the differences between the existing policy and the VLCT Model Policy which has been amended for Norwich use.
- Discussion included whether the Selectboard favored using the Model Policy, how much to amend it at all, and the need to distinguish between reserve funds versus designated/dedicated funds from the budget vis-à-vis the procurement categories section. A straw poll indicated unanimous general support for using the Model Policy. Layton suggested memos could be written by the Selectboard about their opinions on the Model Policy and what we would change, if anything.
- Public Comments: Cheryl Lindberg on handling expenses in excess of reserve funds.

Item 13 Finance Committee/Schoolboard MOU (packet pages 67-69)

- Layton introduced this agenda item, with background about communication with the School Board, the rationale for paragraphs 1 through 3 in the Draft MOU, and the reason for a sunset provision at the end of the budget cycle. Calloway reviewed the chronological events leading up to this Draft MOU.
- Discussion included the rationale for five (5) members of a Norwich Finance Committee to be approved by the Norwich School Board, reference to two (2) additional liaison members being one from the Selectboard and one from the School Board. Layton will go back to Garrett Palm, Norwich School Board Chair, to confirm the membership numbers.
- Public Comment: Cheryl Lindberg suggested reading old town reports.

Item 14 Town Manager Report

- Town Manager Brennan Duffy reviewed his report highlighting work on the preliminary budgets attempting to be as frugal as possible; DPW completion of Hemlock Road complete with guardrail; lack of bids for Moore Lane Bridge and the need to reissue bids for spring work; receipt of FEMA monies; the existence of 20 property tax appeals to the BCA; and the need for an easement on a town road to get electricity to the Burgin home. The Selectboard would need to approve such an easement, costs will be borne by Burgin.
- Discussion included comments about Lister work, Moore Lane Bridge and the course of action chosen by the Selectboard.
- Public Comments: Peter Orner concerned about the additional delay in work on Moore Lane Bridge.

Item 15 Department Reports (packet pages 70-102)

- Discussion included praise for Recreation Director Swenson's work on summer programs.
- Public Comments Pam Smith questioned the proportion of work being done for the Town Manager's officer versus the DPW by the shared Administrative Assistant position, and talked about the Lister's budget and the tax appeals.

Item 16 Town Manager Evaluation

- Vincent moved to enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the evaluation of the Town Manager and, after we meet, to invite the Town Manager. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

TIME ENTERED EXECUTIVE SESSION 8:54 p.m.

- Vincent moved to enter Public Session. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

TIME ENTERED PUBLIC SESSION 10:10 p.m.

Item 17 Approve Minutes: September 10, 2025 (packet pages 103-108)

Griggs moved to approve the minutes for September 10, 2025 as amended to say the Chair met with the Chair and also with Cheryl Lindberg. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 18 AP Warrants (packet pages 109-117)

- Calloway moved to approve AP Warrant #1397 in the amount of \$69.50 to be paid from the General Fund; AP Warrant #1398 in the amount of \$185.00 to be paid from the General Fund; and AP Warrant #1399 in the amount of \$963,685.79 from the General Fund. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 19. Receipt of Correspondence (packet pages 118-123)

- Matt Swett re: Opioid settlement discussion and committee
- Town Manager Duffy re: Speed Limit setting
- Valerie Rooney re: playground gates and safety issues
- Neil Fulton re: March 2026 end of his term on the Greater Upper Valley Solid Waste Management District
- Griggs moved to receive all correspondence. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Item 20 Adjournment

- Griggs moved to adjourn the meeting. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

Meeting adjourned at 10:18 p.m.

Respectfully submitted,

Marcia S. Calloway, Selectboard

Minutes approved on October 8, 2025

Mary Layton, Selectboard Chair