

Town of Norwich
Finance Committee Meeting
December 8, 2025, 7:30 – 9:00 pm
Multi-purpose Room, Tracy Hall

Committee Members Present: Tricia Spellman, Steven Hepburn, Cheryl Lindberg, Nicholas Wood and Christie James

Committee Members Missing: Russell North

1. Call meeting to order
 - a. At 7:33 pm, Hepburn called the Finance Committee meeting to order.
2. Approve Agenda – discussion/motion
 - a. James made a motion to accept the agenda, and Wood seconded. The motion passed with unanimous consent.
3. Approve Minutes 11/10 – discussion/motion
 - a. Wood made a motion to accept the 11/10/25 minutes, and Lindberg seconded. The motion passed with unanimous consent.
4. Selectboard task – Suggest comparable towns
 - a. Hepburn updated the spreadsheet and added information on Hartland.
 - b. The Norwich information includes dept level budgets – from Selectboard packets (FY25B, FY25 unaudited actuals, FY26B and FY27B)
 - c. Hepburn started a document showing listing of towns – drilling into some specific areas and starting to think about service levels by FTEs or other metric. FTEs will be added to the table, where available.
 - d. The Committee had a discussion about the various town numbers.
5. Town Budget Process (Service Levels, Actuals, Surplus)– discussion/motion
 - a. The Committee had a discussion about the FY24 surplus of \$700K that was budgeted to be used in FY25.
 - b. There was a discussion about the annual “Unassigned Balance.” The town has a policy that says the balance should be 12-16% of operating expenses. That reserve is available for emergency purposes.
 - c. It’s unclear as to what the unassigned balance will be after the FY25 audit is complete.
6. Town Budget Overall – discussion/motion
 - a. The Committee discussed the budget process as well as the updated FY25 actuals included in the upcoming Selectboard packet.
 - b. Spellman made a motion to suggest a task for the Finance Committee from the Selectboard to review FY25 financials and better understand the process for FY25 year surplus and/or deficits. Wood seconded the motion. The motion passed with unanimous consent.
7. School Budget – discussion

- a. James noted that she had reviewed minutes and documentation and is impressed at what they have done. The Board asked MCS to make cuts to the proposed budget.
 - b. There has been no further progress between Norwich School Board and Norwich Selectboard. The Committee discussed holding off on raising the topic again until after the FY27 budget discussions.
 - c. The Committee discussed that next year the Norwich Finance Committee should be part of the Dresden Finance Committee and that we need to figure out how best to work with Norwich School Board around the budget.
- 8. 2026 meeting schedule – discussion/motion
 - a. There was a discussion about the Committee meeting schedule. It was decided that we will stay on the second Monday but move the meeting to start at 6:30 pm.
 - b. Hepburn will check on room availability for the meetings.
- 9. Public Comments for items not on the agenda
 - a. There was no public comment.
- 10. Adjourn – motion
 - a. Lindberg made a motion to adjourn the meeting at 9:09 pm, and James seconded. The motion passed with unanimous consent.