



## **Norwich Board of Civil Authority**

**Tuesday, January 6, 2026**

**5:00pm in Tracy Hall and via Zoom**

**Draft Minutes**

**BCA members present:** Alix Manny (Chair), Kimo Griggs, Corlan Johnson, Suzanne Leiter, Kristin Maffei, Bob Pitiger, Emily Scherer, Matt Swett, Lily Trajman

**Listers present:** Cheryl Lindberg

No attendees online.

1. Agenda approval – Leiter moved and Maffei seconded approval of the agenda.  
Unanimous.
2. Approval of Minutes
  - a. 7/28/25 Rules of Procedure and Appeals Timeline Minutes – Griggs moved and Leiter seconded approval of the minutes as written. Unanimous.
  - b. 9/17/25 Tax Assessment Appeals Session 1 Minutes – Leiter moved and Pitiger seconded approval of the minutes as amended. Unanimous.
  - c. 9/23/25 Tax Assessment Appeals Session 2 Minutes – Leiter moved and Griggs seconded approval of the minutes as amended. Unanimous.
  - d. 10/02/25 Tax Assessment Appeals Session 3 Minutes – Leiter moved and Maffei seconded approval of the minutes as amended. Unanimous.
  - e. 10/06/25 Site Inspection Reports Session 1 Minutes – Griggs moved and Pitiger seconded approval of the minutes as written. Unanimous.
  - f. 10/09/25 Tax Assessment Appeals Session 4 Minutes – Pitiger moved and Leiter seconded approval of the minutes as amended. Unanimous.
  - g. 10/14/25 Tax Assessment Appeals Session 5 Minutes – Leither moved and Griggs seconded approval of the minutes as amended. Unanimous.
  - h. 10/21/25 Site Inspection Reports Session 2 Minutes – Pitiger moved and Maffei seconded approval of the minutes as written. Unanimous.
  - i. 10/23/25 Site Inspection Reports Session 3 Minutes – Griggs moved and Leiter seconded approval of the minutes as amended. Unanimous.

- j. 10/28/25 Site Inspection Reports Session 4 Minutes – Griggs moved and Pitiger seconded approval of the minutes as amended. Unanimous.
- k. 11/05/25 Site Inspection Reports Session 5 Minutes – Griggs moved and Leiter seconded approval of the minutes as written. Unanimous.

3. Election Housekeeping – Trajman gave an overview of what she is asking the BCA to approve, and updated the Board on upcoming deadlines for March Town Meeting.

- a. Motion – Give the Town Clerk as Presiding Officer the authority to appoint election volunteers as she sees fit for the 2026 elections. Johnson moved and Griggs seconded. Unanimous.
- b. Motion - Allow the early processing of received absentee ballots prior to the 2026 elections. Manny moved and Griggs seconded. Unanimous.
- c. Motion – Allow the Clerk to appoint two Justices of the Peace to deliver ballots as requested by ill, disabled, housebound or infirm voters for the 2026 elections. Manny moved and Leiter seconded.
- d. Discussion – Layout of Tracy Hall for Town Meeting. General consensus is that the use of the older, metal voting booths be discontinued in favor of the newer, circular booths. Discussion of how to politely direct voters to exit through the back door – checklist volunteers could include that instruction when handing people their ballots. Cannot block line of sight from check in table to exit, so best to create a funnel using the usual retractable barriers.
- e. Discussion – Election dates and deadlines in 2026. Trajman gave the Board the dates of the upcoming August and November elections.

4. Adjourn – Johnson moved and Manny seconded adjournment at 5:47pm.  
Unanimous.

Submitted by Lily Trajman, Clerk.