

Town of Norwich, Vermont
Minutes of the Organizational Meeting of the Selectboard
Wednesday, March 4th, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair) Matt Swett (SB member), Mary Layton (SB member), Rob Gere (SB member) Brennan Duffy (Town Manager), Cheryl Lindberg (Treasurer), Lily Trajman (Town Clerk)

Active Participants on Zoom: x

Key: *Motions noted in italics.*
Public comment noted in blue.

The meeting was called to order by Town Manager Brennan Duffy at 6:30 pm.

YouTube Timestamp: 0:10

1. Election of the Chair
Timestamp: 0:10

Duffy called for nominations for Selectboard Chair for the next year.

Gere nominated Layton, explaining that she had strong past performance and that her reappointment would allow for continuity; Layton accepted the nomination.

Swett nominated Griggs; Griggs accepted the nomination.

Layton shared that she enjoyed serving as Chair over the past year and would be happy to continue.

Griggs shared that he had enjoyed serving as Vice Chair and would look forward to taking on more responsibility and offering a fresh perspective.

I move to nominate Mary Layton as Chair. – Gere moved, Vote: yes (Gere, Layton), no (Griggs, Classon, Swett)

I move to nominate Kimo Griggs as Chair. – Swett moved, Vote: yes (unanimous)

Swett shared that he appreciated Layton's time as Selectboard Chair, he thought she had done an exceptional job, and that casting his vote for Griggs was not a referendum on her

leadership. Swett stated that he found it valuable to frequently turn over the chair role and that he looked forward to working with the current board.

Duffy turned over the meeting leadership to Griggs.

2. Election of the Vice-Chair

Timestamp: 7:04

Griggs called for nominations for Vice-Chair.

Layton nominated Classon; Classon accepted the nomination.

I move to nominate Classon as Vice-Chair. – Layton moved, Vote: yes (unanimous)

3. Agenda Review

Timestamp: 8:20

Layton asked if the Selectboard would like to consider continuing the Chair’s Report during agenda item 11.

Duffy highlighted Addendum B that elected officials had been asked to sign in the past, which he explained held them responsible for adhering to the personnel policy, and requested it be added to agenda item 11.

Swett shared that agenda item 11 “Other Organizational Business, if any – Possible Motion(s)” might be too ambiguous and not give the public sufficient warning of topics discussed. Swett asked that the Selectboard discuss the two items at the beginning of the next meeting and warn that they would discuss them.

I move to approve the agenda as amended to strike item number 11. – Swett moved (2nd Layton) Vote: yes (unanimous)

4. Public Comments for Items not on the Agenda

Timestamp: 13:41

No comments.

5. Selection of Official Town Newspaper

Timestamp: 14:55

I move to select the Valley News as the official Town newspaper. – Layton moved (2nd Swett) Vote: yes (unanimous)

6. Set Selectboard Regular Meeting Schedule, Time, Participation
Timestamp: 15:33

I move to set the Selectboard Regular Meeting Schedule to the 2nd and 4th Wednesdays of each month at 6:30pm with the following two exceptions: the 2nd and 3rd Wednesdays of November and December. – Gere moved (2nd Layton) Vote: yes (unanimous)

7. Authorize Chair and/or Vice-Chair to Sign Payroll Warrants
Timestamp: 16:34

Layton emphasized the importance of having two people in place to sign payroll warrants.

Treasurer Cheryl Lindberg highlighted that the rest of the Selectboard does not review payroll warrants, noted that the payroll is not a confidential document, and asked that the Selectboard discuss at a future meeting possibly including the payroll warrants in the packet.

Layton shared that she did not see the value in including the payroll warrants in the packet but that she thought any Selectboard member could look at them.

Classon asked if there was a method for broader distribution without putting it in the packet.

Duffy explained that payroll is typically processed on Tuesday, he signs it, the Finance Director signs it, and then the Selectboard Chair or Vice Chair signs it. Duffy stated that it is a public document but that it had not historically been published for review.

Swett asked to see the document before voting.

Lindberg shared that payroll warrants were previously reviewed by all Selectboard members and approved, and that the off-cycle AP warrants are handled with “special care” but are still included in a subsequent packet.

Gere shared that he was not opposed to seeing pay as an aggregate, but that individual payment was “kind of a private thing.”

Duffy noted that payroll would typically come through on Monday, though occasionally be pushed to Tuesday due to a holiday, and that it was a tight process. Duffy advocated for the Chair to sign it and stated that he did not think it would be efficient to have every Selectboard member view and sign it. He shared that he could share a copy of the payroll warrant with anyone interested after it was signed.

Lindberg highlighted that all of the wages are public.

I move to authorize the Chair and/or Vice-Chair to sign payroll warrants. – Swett moved (2nd Layton) Vote: yes (Unanimous)

8. Authorize Chair and/or Vice-Chair to Sign Off-cycle AP Warrants

Timestamp: 25:04

I move to authorize the Chair and/or Vice-Chair to sign off-cycle AP warrants. – Swett moved (2nd Layton) Vote: yes (Unanimous)

9. Adopt Procedure for Receipt of Correspondence

Timestamp: 25:54

Griggs explained that the current receipt of correspondence process is for people to email the Selectboard email, which goes to the Town Office, and then have the correspondence included in the Selectboard packet, at which point the Selectboard reads it.

Layton spoke in favor of the current process, specifically that it consolidates the information, but noted that greater communication about the process might be helpful. Layton noted the Thursday packet deadline was bureaucratic but good and thought that the “triage” of correspondence with no immediate response, delegating a response, or warned agenda item worked well.

Swett shared his agreement with Layton’s points and stated that he felt uncomfortable with how it was handled previously, since people would email the inbox, assume Selectboard members received the email immediately, and then take offense when the sender saw him the next day and he did not know about the email. Swett suggested that the existing response template from the town be updated to include individual Selectboard email addresses. Swett explained that he had created a Gmail account solely for Selectboard correspondence for himself.

Classon wondered whether it would be helpful to have standardized town email addresses for Selectboard members.

Swett responded that the idea had been raised previously but that it was cumbersome for the town to handle members coming in and out of the Selectboard.

Griggs suggested the communications working group develop a report covering this topic.

Selectboard members discussed the inclusion of language on the town website explaining that the Selectboard email address goes to the Town Office, not just the Selectboard.

Duffy explained the current procedure in which a town staff member responds to emails thanking them for their correspondence and sharing the packet inclusion details. Duffy noted that if there is a correspondence topic that is considered timely, it has historically been sent out individually to the Selectboard members before the meeting.

Griggs asked how the Selectboard should handle a situation in which someone realizes they made a mistake in emailing, as the current language does not make clear the destination of the email.

Selectboard members spoke in favor of leaving correspondence in the packet while also making the process clearer.

Lindberg shared that the policy refers to “resident correspondence” and asked if the language should be updated since correspondence is broader than that from just residents. Lindberg asked if in situations of a delegated response to a correspondence, whether that would be included in a subsequent packet.

Selectboard members discussed the language and timeframe of the delegated response procedure, as well as the potential designation of a response as an agenda item in a meeting.

Duffy explained that the term “resident” was added when the inbox was overwhelmed by national news-focused matters in an effort to limit correspondence to those from individuals with a vested interest in the town.

Griggs highlighted that the language does not say that non-residents cannot send communications to the email address, and that it does not necessarily limit receipt.

I move to adopt the procedure for the receipt of correspondence as presented. – Layton moved (2nd Swett) Vote: yes (unanimous)

10. Adopt Rules of Procedure

Timestamp: 51:58

I move to adopt the Rules of Procedure as presented – Swett moved (2nd Layton) Vote: yes (unanimous)

11. Other Organizational Business

Agenda item removed.

12. Town Meeting Results

Timestamp: 53:10

Griggs invited Town Clerk Lily Trajman to share the town meeting results.

Trajman shared that 954 votes were cast, representing 30% of registered voters in Norwich, and that she thought the voting process ran smoothly. Trajman shared that 134 of those ballots were absentee ballots cast prior to the informational hearing, with an additional approx. 50 absentee ballots received on Tuesday. Trajman highlighted that there were 651 write-in votes for the Selectboard race.

Layton and Trajman thanked election volunteers for their work.

Swett pointed out that the budget passed, and that this year's process ran more smoothly. Swett thanked town staff for tightening the process.

Duffy commended the Finance Director, Finance staff, and others who worked on the budget. Duffy reflected that it was one of the "more efficient and collegial discussions" with the Selectboard about the budget in his tenure.

Griggs asked how many positions remained to be filled.

Trajman shared that the two-year Lister position and three-year Trustee of Public Funds position would need to be filled.

Lidberg explained that the appointments of the roles would be for one year and advocated for their prompt advertisement.

Trajman voiced her willingness to help move next year's town meeting if the Selectboard decides to do so.

Duffy suggested soliciting applicants and approve people en masse at the last meeting in March given the number of open positions and highlighted that the topic was on the agenda for the next meeting.

I move to direct the Town Manager to add the unfilled elected positions to the list of town volunteer positions being advertised to be advertised immediately. – Gere moved (2nd Classon) Vote: yes (unanimous)

13. Adjournment

Timestamp: 1:06:18

Griggs asked Selectboard members to think about setting goals.

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

Meeting adjourned at 7:37.

Minutes taken by Jenny Tolman.

Minutes approved on March 25, 2026

Kimo Griggs, Selectboard Chair