

Norwich Selectboard

Regular Meeting: Wednesday, April 8, 2026 – 6:30 p.m.

Tracy Hall Multi-Purpose Room

This meeting is being held in-person and via ZOOM

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after being recognized by Chair)

NOTE: To be admitted to Zoom, you must display a First and Last Name

Welcome & Introductions

1. Agenda – Discussion/Motion
2. Chair’s Report
3. Public Comments for Items not on the Agenda – Discussion
4. Update Regarding Open Positions on Boards/Commissions – Discussion (5 mins)
5. Article 36 Discussion – Discussion (20 mins)
6. Citizen Assistance Fund Request – Discussion/Possible Motion (5 mins)
7. Town Credit Card Payment Process – Discussion/Possible Motion (10 mins)
8. Tracy Hall Working Group Proposal – Discussion/Possible Motion (15 mins)
9. Discussion of Selectboard Goals – Discussion (30 mins)
10. Discussion of Goals for the Town Manager – Discussion (30 mins)
11. Approve Minutes – March 25, 2026 – Discussion/Possible Motion (5 mins)
12. AP Warrants – Discussion/Possible Motion (5 mins)
13. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
14. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	4/22/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	<ul style="list-style-type: none"> • Appointments to Boards/Commissions • Selectboard and Town Manager Goals • Public Hearing on Short-Term Rental Bylaw • Communications Study Report
Wednesday	5/13/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

OPEN POSITIONS Town Committees & Boards

The Norwich Selectboard seeks applicants for open positions on several Town boards and committees. Descriptions of these positions are available on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2020/06/Website-POSITION-DESCRIPTIONS-2020.pdf>

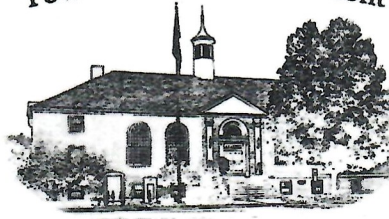
Interested Norwich residents should submit an application to the Town Manager's office at manager-assistant@Norwich.vt.us.

Application deadline is 12:00 NOON Wednesday, April 15, 2026. The application is available on the town website at <https://norwich.vt.us/wp-content/uploads/2025/04/ApplicationForm-BdsCmtees-NEW.pdf> .

<u>OPENINGS</u>	<u>TERM</u>
Affordable Housing Subcommittee	2 seats to expire Apr. 30, 2029
Conservation Commission	1 seat to expire Mar. 31, 2030
Development Review Board	2 seats to expire Apr. 30, 2029 2 alternate seats to expire Apr. 30, 2029
ECFiber – Norwich Rep. to Governing Board	1 seat to expire Apr. 30, 2027 1 alternate to expire Apr. 30, 2027
Energy Committee	1 seat to expire March 31, 2029
Greater Upper Valley Solid Waste Mngmt. Dist.	1 seat to expire March 31, 2028 1 alternate seat to expire March 31, 2028
Historic Preservation Commission	2 seats to expire April 30, 2027 2 seats to expire April 30, 2029
Planning Commission	2 seats to expire April 30, 2030
Recreation Council	2 seats to expire Mar. 31, 2027 2 seats to expire Mar. 31, 2028 2 seats to expire Mar. 31, 2029
Solid Waste Committee	1 seat to expire April 30, 2028 1 seat to expire April 30, 2029
Tree Warden (Deputy)	Up to 2 seats to expire March 31, 2027
Trustees of Public Funds	1 interim appointment to expire March 2, 2027

PLEASE NOTE: The Selectboard will consider applications for the above positions at their April 22, 2026 meeting. Applicants are asked to attend that meeting.

Town of Norwich, Vermont



CHARTERED 1761

MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: April 1, 2026
Re: Request for assistance from the Citizen Assistance Fund

The Town, via the Town Service Officer, has received a request from a Norwich resident for financial assistance from the Citizen Assistance Fund. The financial assistance requested would help pay for two months of upcoming rental payment.

The Citizen Assistance Fund balance is currently \$12,354.

The Town Manager recommends approving \$1,200.00 to help the applicant.

If approved, the payments will be made directly to the landlord on behalf of the applicant.

Thank you for your consideration of this topic.

Town of Norwich
Departmental Request for Spending

Date: 4-1-26 Department: Town Manager

Request by (name): Brennan Duffy Title: Town Manager

Town Manager Approval Date: 4-1-26 For Selectboard Meeting Date: 4-8-26

What is being requested: \$1,200 from the Citizen Assistance Fund

Has this request been budgeted by the Selectboard: no yes If yes, fiscal year: _____

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.:
\$ 1,200 explain: See memo

Which fund(s) will be used to pay for this request:

Fund name: CAF Fund #: 33 Amt. requested: \$ 1,200

Fund balance \$ 12,354 as of (date): 4-1-26 Balance verified by Finance Director? yes no

Fund name: _____ Fund #: _____ Amt. requested: \$ _____

Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? yes no

List other items/costs that are expected to be paid from the above-named fund in _____ (Fiscal Year):

Request for bids/quotes required: yes no If yes, will bids be sent out by Town Manager: yes no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Brennan Duffy Date: 4-1-26

Signature of Town Manager: Brennan Duffy Date: 4-1-26

Action by Selectboard: Approved Denied Tabled Date: _____

Concerns of Selectboard: _____

Bids/Quotes Date sent out: _____ Due date: _____

Date selection made: _____ Date quotes given to Selectboard: _____

Purchase Date purchased: _____ Date Received: _____

TO: Selectboard, Town of Norwich
CC: Brennan Duffy, Town Manager
FROM: Barrie Rosalinda, Finance Director
DATE: April 2, 2026
RE: Elan Financial/Bar Harbor Bank & Trust (Town Credit Card)

Immediate Need:

The Town holds a VISA credit card with a \$10,000.00 limit. The card is used for monthly subscriptions, i.e., Zoom, Adobe, and Starlink Internet. The card is also used on a consistent basis for payments to the State of Vermont for departments that only allow credit card payments, charges for background checks, and other expenses made by Dept. Heads with procurement authorization.

The credit card statement is received monthly, usually between the 20th and the 25th of the month and is due on the 10th of each month. Historically, when the statement is received, charges are vetted and the bill is submitted to the Selectboard on an AP Warrant. Once approved by the Selectboard, payment is sent by check to a processing center in St. Louis, Missouri. Sometimes the timing of Selectboard meetings as they relate to the bill's due date is enough to make the payment late. When the payment is late, the credit card is frozen and cannot be used. Because the card was secured with the Town Manager's social security number, the late payments are directly affecting his credit rating.

Included in today's AP Warrant is a "manual direct pay" to Elan Financial with a due date to the credit card company of April 10th. To make the payment timely, the Finance Office wishes to pay the credit card statement online or over the phone on the 9th to avoid a late fee and the negative impact to the Town Manager's personal credit. Paying timely will also allow the card to remain available for use. Please note that to pay the card in this fashion requires the cooperation of the Treasurer.

One-Time Processing: The Finance Office asks the Selectboard to approve the payment of the credit card either over the phone or online on April 9th acknowledging the Treasurer needs to alert the bank that the impending withdrawal is approved for the payment in order for payment to process timely. If the Treasurer does not coordinate with the bank, payment will not occur making this request moot.

Longer term solution:

In speaking with Elan Financial an extended payment cycle is not an option nor is a grace period for payment. The account could be set up on an automatic electronic payment system which the Finance Office does not support. The recommended option, when a payment deadline will be missed due to timing of the AP warrant approval, is to pay the monthly statement online or over the phone. The benefit of having the option to pay online/over the phone is that the credit card:

- should always be available for use,
- will be paid timely resulting in the Town Manager's personal credit not being harmed, and

- late fees will be avoided.

What Changes for the Selectboard:

- If the credit card were to be paid online/over the phone, the payment may occur before the Selectboard approved the payment.
- The next AP warrant produced after the payment was made would include the “manual/direct pay” report for the credit card causing the information to be shared with the Selectboard after the payment was made.
- Either way, all purchases being paid occur before the selectboard sees the warrant. With the Town’s Procurement Policy, protection is in place to ensure all charges are reviewed and approved.

Recommended Options for Implementation:

- 1) Currently, the General Fund/Operating bank account has electronic withdrawals as well as deposits. Examples of the withdrawals are payroll tax payments to the IRS, payroll tax payments to the State of Vermont, and quarterly Franchise Tax payments to the State of Vermont. Establishing Elan Financial as an approved vendor at the bank would enable credit card payments to be paid in the same fashion as tax payments are made. This is the preferred and most efficient option from the Finance Office’s perspective.
- 2) The Treasurer has expressed a concern over the use of the General Fund/Operating bank account in this manner for credit card payment processing. An alternative option would be to transfer adequate funds, (\$20,000), to an already established bank account (entitled EFT) and use that account to pay for the credit card. However, doing so increases the responsibility of the Finance Office in the management of one single vendor as well as the associated maintenance with activity in an additional bank account. For these reasons, option one is preferred by the Finance Office.

On-going processing: The Finance Office is hoping to resolve the issue tonight to enable the credit card to be paid timely in a manner the Selectboard is comfortable with while using a process that is most efficient.

Proposal for Formation of Tracy Hall Working Group 8 April 2026

Proposal: To form a Tracy Hall Working Group to attend to the development of ideas and concepts to guide decision-making for Tracy Hall restoration, rehabilitation, or re-design.

Tracy Hall, built in 1939 as part of the Federal Public Administration projects was built to serve the town of Norwich as a multi-purpose, fireproof town hall. When it was built the dreams and subsequent needs of the town were modest. Our administration was considerably smaller than today, and we've added departments since then. Storage needs were quite different, and digital technologies and air-conditioning didn't yet exist. As the town and administrative requirements grew together, a greater number of employees required space in Tracy, while some early needs went away entirely – the public school no longer uses the basement as a cafeteria, for example, and they built their own gymnasium some time ago. Tracy has adapted, but not always very well. Tracy has one basement multi-purpose space where children's activities take place, weekend markets overflow into and committees might meet (including the Selectboard). Offices intended for one person are occupied by two, and there is no other available space for employees or storage.

The building no longer serves the town well. That will not improve over time. It is tired with some failing, and some falling parts. Before significant funds are expended to make repairs to the building it is a good idea to look at how Tracy might serve the town of Norwich for another 87 years. This will ensure that funds are spent wisely. The process through which this is typically done is one of visioning – asking for input from stakeholders and experts and then quickly producing ideas and options that allow for the consideration of ideas beyond the scope of the building assessment that Nexus was asked to provide last year.

This process need not take more than a few weeks or months. The Working Group will be led by me, will meet frequently over a short period of time and will make recommendations in the form of a report with sketches. I ask permission to assemble a group of volunteers and begin the work, following the appropriate Open Meeting Law requirements that we have developed templates for. We will work with the Town Manager for appropriate access to town employees and would like to meet with Doug Sonsalla of Nexus Architects. If we require further permission we can return to the Selectboard with a specific request.

Thank you for your consideration of this request,

Kimo Griggs
Chair, Norwich Selectboard

Town Manager Goal-setting

Section VI of the employment agreement for the Town Manager of Norwich is titled: Goals, Objectives & Performance.

In that section it is stated that,

- A. Annually, the Board and Employee shall define such goals and performance objectives, which they determine necessary for the proper operation of the Town and attainment of the Board's policy objectives, and shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. The parties shall endeavor to develop goals and objectives with the good-faith intent that they shall be reasonably attainable with the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town, and within existing circumstances and external conditions affecting the Town.
- B. The Board shall annually (i.e., within 14 days of the anniversary of the Effective Date) review and evaluate the Employee's accomplishment of the goals and objectives referenced above. This review and evaluation process shall be in accordance with specific criteria developed jointly from time to time by the Board and Employee. The review and evaluation each year shall be the basis for step increases and all step increases will be conditional upon satisfactory evaluation, such determination of "satisfactory" being at the Board's sole discretion. In addition to such annual reviews, upon reasonable request of Employee, the Board or its delegates shall meet from time to time with Employee to review performance and progress toward goals.

The "2025 Selectboard and Town Manager Goals and Town Manager Annual Performance Evaluation" for the period of 9/26/2024-9/26/2025 was approved for use on 5/28/2025 – a full 8 months from the "Effective Date", and only four months before a full evaluation occurred. Certainly much work was done prior to the May adoption of the goals, but a proper evaluation should allow an entire year of defined goals and objectives to be reviewed. Moving forward, it is my hope that goals for the Town Manager will be set at the same time as the "Effective Date" each year (currently 27 September) in order that the Town Manager and the Selectboard have a full year to review together. It is also my hope that the goals for the Town Manager and the goals for the Selectboard will be related, but separate.

Selectboard Goal-Setting

While the Selectboard may set aspirational Goals, there is no legal requirement to do so, and we need to remember that our authority is based on Vermont State Statute. We should not be setting goals or objectives that we are not permitted to, or that interfere with the authority of other offices, including the Town Manager, Clerk, Treasurer etc..

Goals and Objectives

Goals and objectives are related but might be separately considered. If the government of the Town of Norwich had a Mission and a Vision related to its overall Values, Goals (aspirational) and Objectives (actionable) might easily follow, with strategies developed to achieve them. The development of Goals and Objectives should include as many parties as possible to ensure the actions of our Selectboard and Town Manager reflect the wishes of our citizens, and to provide clear direction for elected and appointed officials, committees, councils, and individuals working for the Town.

Aspirational goals for the Selectboard and Town Manager should be based on the position rather than individuals in place. What should a Norwich Town Manager aspire to? What could a Selectboard be inspired to support? What does Norwich want to become – or should it stay as it is? Individual strengths can be recognized through particular objectives.

Objectives support Goals. If a Goal is for Norwich to be more eco-friendly, objectives might range from supporting keeping fields open and planting milkweed to support Monarch Butterflies, to using battery-powered mowers for our playing fields, to creating safer bike paths to reduce the use of automobiles. Big goal, many ways to support it through objectives. We have long had a standing list of projects on our Selectboard agendas that I would characterize as objectives that often had unspoken larger goals in mind.

We need to develop the strategies to make our objectives real, but that is not the work in front of us. Our employees, officials, boards and committees etc. develop the strategies they need to carry out their work. It might be helpful to find ways to better share some of the information and methods they develop but that a discussion for another day.

I asked my Selectboard Colleagues to furnish me with their thoughts regarding Selectboard and Town Manager Goals, and I have done my best to collate them below, attaching their individual documents at the end. This is a first stab at categorizing the different ideas/observations/suggestions into Goals and Objectives that we hope to be the basis for a sound and productive discussion. Final documents will (hopefully) be adopted during a future Selectboard meeting.

Proposed Town Manager Goals & Objectives

Communication: Greater Transparency. Messaging with Town. Engagement.

Find a way to communicate with the Town

Develop policies regarding communications

Website

Town Calendar with deadlines, activities, key employee whereabouts, meetings, events

Access to Town Employee contacts

Consistency throughout

Email addresses provided for all employees, officials, committees etc.

For Selectboard: Provide access real-time access to packet folder

Provide templates for common activities to ease the work of volunteers and staff

Greater community engagement through attendance at community functions

Improve formats for presentation of budget information (work with finance committee?)

For Selectboard: Clarify what information can be provided to members by Assistant TM

Improve accessibility while working remotely, identify times when uninterrupted hours need to be scheduled

Reporting to Selectboard: be able to address questions about all items in Packet, including financials.

Take notes during meetings and share as appropriate

Bring prior meeting notes to SB meetings for reference

Have a copy of Statutes and Selectboard references at each SB meeting.

Human Resources: Greater recognition and support

Provide SB and Town with self-goals & metrics

Establish protocols for access to employees by committees, working groups, individuals

Share clear expectations of performance for employees

Provide standard evaluation process for town employees as well as dept. heads.

Develop TM Evaluation process to include full year, input/feedback from town employees

Added benefits (access to fitness programs, training, improved facilities, furnishings, technical support

Recognize employees/officials when they gain office or retire (some of this might be required by law)

Set standards for behavior, actions, performance, outlook by own actions

Infrastructure. Dreams for Norwich

Plans for future of roads, sidewalks, bike paths, signage, lighting, facilities

Engage ideals of Article 36

Master Planning for town buildings (Tracy, Public Safety/Fire, DPW/Transfer Station)

Get wires underground?

Proposed Selectboard Goals & Objectives

Governance – legal, what is Best for Norwich?

Finance Committee – integrate and use to support and sustain Finance Office and SB

SUPPORT WEBSITE UPGRADE – Working Group to make recommendations

Opioid Settlement Funds

Policies & Procedures: Speeding and Safety

 Public Records

 Tax-exempt Property determination/application

Potential change of Public Information meeting date

Charter?

Develop or supplement strategies to allow efficient (speedy) and successful gathering of information and development of reports for possible action by Selectboard.

Management – supportive and creative

Agree on method for evaluation of TM

Request greater transparency in evaluation of employees

Communication – Open, supportive, inclusive engagement

How to communicate with citizenry, TM, Department heads, others?

Charter?

“Office hours”?

Infrastructure – What should Norwich expect?

Tracy – take action on maintenance and visioning

Walkability and Safety

Kimo Griggs

2 April 2026

Robert Gere
March 20, 2026

Suggested Goals for the Norwich Selectboard

Fulfill the responsibilities of the Selectboard as specified by Vermont law.

Maintain an appropriate relationship with the Town Manager so as to allow a healthy work environment that will promote efficiency and productivity. Their success is our success and the Town's benefit.

View any actions through the lens of long term effects and costs.
(Tracy Hall renovations)

Avoid simply "putting off" considerations of complex issues. Do not let taking the first step become the convenient stopping point. Immediate resolutions of problems may not be possible, but proposing real action is a desirable end state.
(Tracy Hall renovations, Norwich walkability, maintenance of all public capital assets)

Use existing Committees; creating Working Groups only when necessary. Committee members, all of whom are volunteers, stepped up to do useful service, not busy work.

Goals for the Town Manager

Clearly set expectations of performance for staff members.

Look for training opportunities for all town employees where the added skills will enhance the value of the workforce to town governance.

Be constantly on the lookout for potential problems so as to avoid simply having to be reactive.

Improve accessibility while working remotely and more clearly identify times when uninterrupted hours are necessarily scheduled.

I would like to see financial reports that chart the current, actual spending comparing to budgeted and previous year(s).

I would like to see fossil fuel consumption in gallons in addition to cost. We need data to discover where increased efficiencies can be found and determine when transitions to alternatives provide better outcomes.

MEMORANDUM

TO: Norwich Selectboard

FR: Matt Swett

DA: 3.18.26

RE: Selectboard Goals & Town Manager Goals

Selectboard Goals

- Begin integrating and using the Finance Committee in our town governance in a supportive and sustainable way.
- Support upgrading the town website – initially form a Working Group (me, Town Clerk, Town Manager & Assistant Town Manager ??) to gather “needs and wants” and to pick a vendor.
- Decide on how to distribute the Opioid Settlement money.
- Address short-term and medium-term solutions to the speeding issue.
- Take action on Tracy Hall – both restarting regular maintenance and moving forward on the formal renovation process.
- Set TM Goals. Revise TM evaluation process and make small improvements the anonymous form filled out by his direct reports.

TM Goals

- Website upgrade.
- Improve his department head evaluation process by including anonymous feedback forms to be filled out by direct reports. (like what we did for the TM). These feedback forms do not necessarily need to be shared with department heads but will give the TM more information on which to evaluate performance.
- Engage with community more.
- Improve the presentation format of budget information during the budget creation process (maybe a good task on which to practice working with the Finance Committee).

From Brendan Classon

From Brendan Classon:

Town Manager Goals

1. Administrative duties

- (i) Serve as the main administrative officer in all town affairs. Ensure compliance with Vermont statutes 24 V.S.A. § 1236 and § 872 that provide for mutual demarcation of authority and responsibilities of the Town Manager and the Selectboard "not committed (by law) to the care of any particular officer".
Meets expectations: feedback from all Selectboard members that the Town Manager has adhered to Vermont Statute 24 V.S.A. § 1236
- (ii) Provide all requested information and assistance to the Selectboard to allow them to meet their statutory obligations to supervise the affairs of the town.
Meets expectations: feedback from all Selectboard members that the Town Manager has been proactive in providing information, demonstrated clear communication and responded in timely fashion to requests for information throughout the year.
- (iii) Provide all assistance to the Auditor of Accounts and The Town Treasurer as requested to ensure the Selectboard receives a summary of internal financial controls by the statutory deadline for submission to the Selectboard of July 31.
Meets expectations: material submitted to the Selectboard by July 31
- (iv) To have charge and supervision of all public town buildings and repairs thereon, and all building undertaken by the town (24 V.S.A. § 1236).
Meets expectations: In collaboration with Selectboard, review report and recommendations of Working Group assigned to Tracy Hall refurbishment/modernization. Work with Selectboard to cost-estimate all proposed work and assign priorities based on 2026 budget figures. Initiate and complete competitive bidding process for activities including (i) repair and remediation and (ii) modernization and improvements. Set start-dates for all repair/remediation work to commence in 4Q 2026 and assign projected start dates for modernization/improvement work in 2027. Monitor progress of the on-going renovation project at The Norwich Grange and leverage potential synergies regarding best practices that may be applicable to repair and remediation of other town buildings.

- (v) Perform accounting for all the departments of the town and of the town school districts when the board of school directors so request (24 V.S.A. § 1236).
Meets Expectations: Provide the Selectboard with a breakdown of 2026 salary obligations for all Town staff detailing relative contributions of merit-based awards, COLA increases and 'catch-up' adjustments for off-cycle appointments (due date: June 30)
- (vi) Perform all other "Powers and duties in particular" not specifically referenced herein as stipulated 24 V.S.A. § 1236).
Meets expectations: feedback from all Selectboard members that the Town Manager has adhered to Vermont Statute 24 V.S.A. § 1236
- (vii) Demonstrate commitment to shared IT system use to protect against inadvertent loss or theft of important Town correspondence and to leverage administrative support within the Town Manager's Office to support this objective.
Meets expectations: feedback from Assistant Town Manager and Administrative Assistant as evidence for compliance with shared IT system use and delegation of procedural and administrative activities. Assignment of an email delegate to coordinate receipt and retention of Town email communications and establishment of a shared document system accessible to members of the Town Manager's Office to facilitate timely compliance with Public Records requests. Assignment of a calendar delegate to facilitate scheduling for all Town Manager's meetings, including members of the Selectboard. Town Department staff and members of the public (see below).

2. Community engagement

- (i) Be present in person in the Town Offices on a regular basis throughout the week.
Meets expectations: present in Town Manager's Office at least three days per week with adherence to an open-door policy except for confidential meetings (with office door signage as appropriate).
- (ii) Serve as primary point of contact to media organizations to maintain the Town's reputation for accurate reporting of developments regarding all Town affairs.

Meets expectations: report all media enquiries together with Town Manager's draft responses to Selectboard for consultation and review prior to finalization and release by the Town Manager's Office.

- (iii) Demonstrate commitment to outreach within the Town by accepting 'in-person' meetings each week as requested from individual residents of the Town, enlist services of a calendar delegate within the Town Manager's office to implement a web-based scheduling assistant (e.g. Calendly).

Meets expectations: Completion of regular meetings with at least two members of the public per week.

- (iv) Personally attend community events in the Town throughout the year, including but not limited to The Norwich Grange Fundraising Pancake Breakfasts, meetings of the Norwich Business Council, The Norwich Historical Society Events, MCS PTO meetings, The Norwich Town Fair, The Memorial Day Parade, The Town of Norwich semi-quincentennial Fourth of July Celebrations and others as advertised.

Meets expectations: In person attendance for at least two public events in 2026.

Selectboard Goals/ Town Manager Goals

March 17, 2026

Mary Layton

Selectboard Goals

Policies and Procedures I would like to work on:

1. Public Records Act policy
2. Research possible change of date for Information Meeting
3. Establish procedure for a tax exempt property that includes available options (petition via Town Clerk's office, ask the Selectboard to include an article on the warning, PVR-317 application).

Other Goals:

1. Renovation plan for Tracy Hall
2. Speeding/Pedestrian
3. Determine funding recipients for Opioid Fund money

Town Manager Goals

1. Possible change of the Town's evaluation procedure to include ABCD and more input/feedback from employees.
2. Establish best practice for TM to support working groups that preserves enough time for his routine management tasks.
3. Research Website update options.

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, March 25th, 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 (Lister and Treasurer), Chet Clem (Norwich Baseball Association), Michael Costa (Norwich Baseball Association), Priscilla Vincent (Town member), Doug Sonsalla (Studio Nexus), John Carroll (Town member), Pam Smith (Lister and Trustee of Public Funds), Margaret Merrens (Town member), Jonathan Frishtick (Town member), Nick Krembs (Town member), Jim Faughnan (Town member), Chris Rimmer (Town member)

Active Participants on Zoom: Linda Gray (Town member), Alex Gottlieb (Town member), Mary Albert (Town member), Jaan Laaspere (Town member), Chris Kaufman (Public Works Director)

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

The meeting was called to order by Chair Kimo Griggs at 6:32 pm.

YouTube Timestamp: 0:42

1. Agenda

Timestamp: 2:24

Lister Cheryl Lindberg asked that the Lister agenda item be moved up; Griggs offered to review the Lister item after item five.

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

2. Chair's Report

Timestamp: 3:54

The Chair (1) met with town staff about the agenda, methods of collaboration, and Executive Session processes, (2) met with John Carroll and invited him to attend that night's meeting, (3) met with the Town Manager, (4) met with the Recreation Director, and (5) communicated with town residents, including about speeding in town.

3. Public Comments for Items not on the Agenda

Timestamp: 4:54

Chet Clem asked on behalf of the Norwich Baseball Association that the maintenance schedule be revisited for the baseball field at Huntley Meadow. Clem highlighted the dangers to players and emphasized the limited window of opportunity for the spring maintenance of the field coming out of mud season ahead of the May 1st opening day.

Griggs shared that contractors had been especially busy in recent years and materials scarce but emphasized that it was not an excuse.

Duffy explained that Recreation Director Brie Swenson met with the original contractor hired to do the field resurfacing and shared that he understood that they planned to finish or touch-up the work before the start of the season. Duffy noted that the town now had a building and grounds technician who they did not have last year.

Michael Costa of the Norwich Baseball Association reiterated that the field was in rough shape, shared that the Norwich Baseball organization had grown in size and formality over the past three years, and highlighted that a baseball field cannot be adequately maintained without running water.

Priscilla Vincent stated that the baseball discussion should have been an agenda item.

4. Studio Nexus Architects

Timestamp: 15:22

Griggs introduced Doug Sonsalla of Studio Nexus and gave background on the feasibility study for Tracy Hall that Studio Nexus produced in 2024. Griggs explained that Sonsalla was at that night's meeting to discuss next steps for the Tracy Hall project.

Sonsalla offered to give a recap of last fall's discussion and shared a slide deck of the feasibility study. Sonsalla highlighted that the boiler replacement was a step in the right direction towards updates but that all of the terminal systems in the building were "being held on by duct tape."

Sonsalla noted issues with the septic tank and a missing handicapped parking space. Sonsalla shared that his team had spoken with town staff about deficiencies in the building, and that the most consistent complaints were associated with the mechanical system not maintaining the temperature, as well as the building being drafty and leaky.

Sonsalla stated that the roof was a high priority and that the town had made progress in those repairs. Sonsalla added that they thought they could use the chimney when putting in the propane tank, but that the chimney repair would have been very expensive.

Classon asked if the chimney was in danger of structural failure. Duffy and Sonsalla explained that there had been debris falling from the bricks. Selectboard members and Sonsalla discussed possibilities for chimney updates.

Sonsalla highlighted issues with the dripline of the roof and associated consequences to the basement windows.

Sonsalla briefly explained possible floorplans for Tracy Hall and outlined three options for next steps: (1) limited short-term improvements, (2) improvements to meet energy code and programming, and/or (3) net zero ready and meeting long-term programmatic needs.

Classon asked whether the septic issues were optional updates or defects in the existing system; Sonsalla suggested an incremental step of taking care of the bend of the pipe into the main tank and then seeing what happens.

Selectboard members and Sonsalla discussed the pumping of the septic tank.

Griggs wondered if it would make sense to add onto the building and explore creative solutions to the building's challenges.

Sonsalla explained that it would be a significantly more complex project with traffic flow, water, etc. He suggested bringing on a construction manager to help think about costs of each option. Sonsalla noted that the offices were linear and elongated in an L-shape, making it challenging to create a cohesive office space.

Layton suggested that the public would want to know the aesthetics of possible additions to the building.

Sonsalla explained that the challenge would be how to add onto a civic building without diminishing the iconic stature.

Swett asked what the next steps would be to move the project along.

Griggs shared that he would like to form a working group focused on developing ideas with Duffy and Sosalla.

Sonsalla explained that that was a typical format for making progress on that sort of project.

Gere highlighted that items listed in the document from Studio Nexus like the basement windows require overdue maintenance or replacement that had been allowed to slide in the past, and that those updates would need to be completed efficiently and would not necessarily interfere with future plans for the building.

Griggs and Sonsalla suggested having further discussions in the steering committee.

Linda Gray spoke in favor of selecting the option that includes the most energy improvements. Gray clarified that the parking lot was not owned by the town, which would need to be considered with any expansion. Gray highlighted that the Municipal Energy Resilience Program (MERP) would soon include a revolving loan fund, which the town should keep in mind.

Duffy raised concern about the elevator's recurrent outages and highlighted the annual service contract of approximately \$4,000, as well as additional work outside the contract scope of around \$6,000 from the start of FY2025 through present. Duffy suggested moving quickly on replacing the elevator due to ADA compliance requirements, despite the \$180,000-\$200,000 cost.

5. Presentation by John Carroll on Open Meeting Law

Timestamp: 54:13

Kimo Griggs introduced John Carroll and explained that he had invited Carroll to the meeting to discuss Open Meeting Law and Executive Sessions.

Carroll thanked the Selectboard for their work and explained that the legislature writes the rules that guide the Selectboard's work.

Carroll emphasized the importance of Open Meeting Law, though acknowledged the need to discuss some topics before they're "ready to be public" that "need to be talked about offline in private," which is what Executive Sessions were created for. Carroll shared that the "default behavior of all public boards, including this one, is openness, and the rare exception is to be a private conversation." Carroll noted that he is not an attorney but has experience with the law.

Carroll highlighted that previous iterations of the Norwich Selectboard had held many executive sessions. Carroll shared that from March 2022 to February 2023, there were 33 executive sessions, averaging roughly one executive session per meeting. From March 2023 to February 2024, there were 35 executive sessions. From March 2024 to February 2025, there were four executive sessions, and from March 2024 to February 2026, there were 12. Carroll reflected that there is a downward trend in frequency, which he regarded as healthy, but that the Selectboard could still do better. He emphasized that Norwich citizens who care enough to attend a Selectboard meeting are left in an empty room during an executive session.

Carroll offered to review Selectboard procedures and discuss how they could be improved. Carroll suggested three areas of improvement, specifically the justification for entering executive sessions, the length of executive sessions, and the actions upon exiting executive sessions.

Carroll shared that a motion to enter executive session shall indicate the actual nature of the business of the session, as dictated by Vermont statute, whereas the typical motion of the Selectboard to enter executive session misuses the term “find,” and instead makes an unsupported assertion. Carroll raised that this constituted an unintentional violation of state law.

Carroll emphasized that the Selectboard must not withhold relevant information which is public and referenced multiple executive sessions about the Trussell v. Norwich case in which the Selectboard avoided naming the court case being discussed, despite it being in the public domain.

Carroll urged caution to enter executive session when encouraged by an attorney or town employee, as they have different interests and obligations from the Selectboard. He highlighted that executive session conversations must be limited to the topic they said they were entering to discuss and that they must not discuss information that is readily available to the public. Carroll emphasized that these discussions are “not like your conversations with the family at home.”

Carroll encouraged the Selectboard to make a provision to securely make available confidential documents to the Selectboard ahead of executive sessions to maximize efficiency. He additionally suggested erring on the side of making a public motion to show progress and advocated for the Selectboard to give a summary to the public, even if neither action can reveal many details.

Griggs asked if there was any reason to not invite a lawyer to join a public session; Carroll stated that it would be good action, assuming it does not step on confidentialities.

6. Review of Applications to Boards/Commissions and Appointments

Timestamp: 1:37:38

Pam Smith pointed out that there was an application for the ECFiber governing board but that she did not see it on the list of advertised positions. Smith advocated for it not to be voted on until properly advertised.

Gere concurred.

Smith asked if Selectboard members should be allowed to also serve as sitting voting members of committees, or if they should be liaisons rather than full members.

Griggs shared that his research found it would be okay to stay on a committee but one would have to recuse themselves if business from that committee comes before the board.

Selectboard members and Smith discussed the difference between a liaison and full committee member and potential conflicts of interest.

Gere shared that he would be fine as a liaison.

Alex Gottlieb spoke to his application to the Norwich Conservation Commission.

Margaret Merrens spoke in favor of Andy Torkelson's application to the Norwich Conservation Commission.

I move to appoint Alex Gottlieb and Andy Torkelson to the Conservation Commission for terms expiring March 31, 2030. – Layton moved (2nd Classon) Vote: yes (unanimous)

Jonathan Frishtick, Margaret Merrens, and Alex Gottlieb spoke to their applications to the Emerald Ash Borer Management Group.

I move to appoint Alex Gottlieb, Jonathan Frishtick, and Margaret (Peg) Merrens to the Emerald Ash Borer Management Group for terms expiring March 31, 2029. – Classon moved (2nd Swett) Vote: yes (unanimous)

Mary Albert spoke to her application to the Energy Committee.

I move to appoint Mary Albert to the Energy Committee for a term expiring March 31, 2029. – Swett moved (2nd Classon) Vote: yes (Griggs, Classon, Layton, Swett) recuse (Gere)

I move to appoint John Farrell as Town Service Officer for a term expiring March 31, 2027. – Swett moved (2nd Classon) Vote: yes (unanimous)

Nick Krembs and Jim Faughnan spoke to their applications to the Conservation Commission.

I move to appoint Jim Faughnan and Nick Krembs to the Conservation Commission for terms expiring March 31, 2029. – Classon moved (2nd Swett) Vote: yes (unanimous)

Chris Rimmer spoke to his application for Tree Warden.

I move to appoint Chris Rimmer as Tree Warden for a term expiring March 31, 2027. – Swett moved (2nd Classon) Vote: yes (unanimous)

Trustee Pam Smith spoke on behalf of Megan Anderson’s application to the Trustees of Public Funds.

I move to appoint Megan Anderson as a Trustee of Public Funds for an interim term expiring March 2, 2027. – Swett moved (2nd Gere) Vote: yes (unanimous)

Lindberg highlighted her email in the Selectboard packet about the Land Management Council position.

7. DPW Recommendation for Route 132 Culvert No. 18 Replacement Project

Timestamp: 2:02:31

Public Works Director Chris Kaufman explained that the proposed project was for critical rework of a culvert on Route 132.

Kaufman highlighted an eventual need for significant paving projects, including Main Street, as well as updates to the DPW building.

Griggs suggested adding an agenda item to address the additional items Kaufman raised.

Jaan Laaspere explained that the village master plan project would be a good setting for looking at the village in a holistic way, including updates to Main Street.

I move to expend an amount not to exceed \$200,000 from the Culvert Designated Fund #54 to replace Culvert #18 on Route 132. – Swett moved (2nd Gere) Vote: yes (unanimous)

8. Sweetland Farm Licensing Agreement

Timestamp: 2:10:03

I move to authorize the Town Manager to execute the License Agreement between the Town of Norwich and Norah S. Lake and Christopher M. Polashenski, as included in the Selectboard meeting packet. – Swett moved (2nd Layton) Vote: yes (unanimous)

9. Discussion Regarding the Formation of Working Groups

Timestamp: 2:12:09

Griggs referenced his proposal included in the packet regarding the formation of working groups.

Selectboard members and Duffy discussed the details of the possible working groups, specifically the accompanying templates to ensure standardization.

Layton wondered whether there would be some instances when a working group could be cumbersome, but that the nature of a working group could vary depending on the task and number of people that need to give input.

Gere shared that this seemed like a formalization of what had been done historically. Gere asked how one might request input without overstepping open meeting law.

Selectboard members discussed the open meeting law bounds of working groups, the lifecycle of working groups, and the delineation between a working group, query, and committee.

I move to approve the formation of Working Groups, as per the proposal included in the Selectboard meeting packet. – Classon moved (2nd Layton) Vote: yes (unanimous)

10. Discussion of Selectboard Goals

Timestamp: 2:25:14

Griggs asked if the Selectboard felt ready for the goals discussions or if they would like more time. Griggs noted that the setting of goals “are not equal to or equivalent to the tasks that we have ahead of us.”

Layton asked Duffy to clarify the Town Manager goal to provide assistance to the Auditor of Accounts and Town Treasurer to ensure the Selectboard receive a summary of internal financial controls, as she was unaware that they were reviewing internal financial controls except in the context of the audit.

Griggs noted that there was not yet public documentation and suggested providing more documentation in the next packet ahead of further discussion.

Selectboard members discussed how to conceptualize Selectboard goals, scale of goals, and concrete versus abstract goals.

Lindberg spoke in favor of the Selectboard developing policies and utilizing the VLCT models, therefore facilitating the evaluation of town employees.

11. Discussion of Goals for the Town Manager

See above.

12. Town Manager Report

Timestamp: 2:41:08

Duffy raised that (1) there would be a request from the Finance Office at the next meeting for allowing a phone or electronic credit card payment as needed, (2) there would be a public meeting about the short-term rental bylaw adoption on April 22nd, and (3) there would likely be an upcoming citizen assistance request.

Swett noted a significant difference between the 2022-2023 and 2023-2024 outstanding tax collection and shared appreciation for the updated financial information format.

13. Department Reports

See above.

14. Board of Listers’ Request: Closure of Past Grand Lists

Timestamp: 1:33:25

Lister Cheryl Lindberg referenced the memo in the Selectboard packet regarding the closing of prior year grand lists. Lindberg reminded the Selectboard that the Town Clerk is the official keeper of the grand list.

I move that the Selectboard approve closing past grand lists from 2011, 2012, 2015, 2016, 2018, 2019, 2020, 2022, 2023, and 2024 – Layton moved (2nd Swett) Vote: yes (unanimous)

15. Green Visions Liquor License Renewals

Timestamp: 2:45:08

I move to recess the meeting of the Selectboard at 9:15 PM for the purpose of executing the duties of the local liquor control commissioners under the authority of 7 VSA §167 et seq. – Classon moved (2nd Layton) Vote: yes (unanimous)

I move to approve the Outside Consumption Permit, application #71810, for Green Visions, LLC, d/b/a the Norwich Inn; the First Class Restaurant/Bar License, application #71807, for Green Visions, LLC, d/b/a the Norwich Inn; the Second Class License, application #71808, for Green Visions, LLC, d/b/a the Norwich Inn; and the Third Class License, application #71813, for Green Visions, LLC, d/b/a the Norwich Inn. – Layton moved (2nd Classon) Vote: yes (unanimous)

16. King Arthur Baking Company Liquor License Renewals

Timestamp: 2:47:37

I move to approve the First Class Restaurant/Bar License, application #72268, for King Arthur Baking Company, Inc, d/b/a the King Arthur Flour Company; the Outside Consumption Permit, application #72271, for King Arthur Baking Company, Inc, d/b/a the King Arthur Flour Company; and the Outside Consumption Permit, application #72272, for King Arthur Baking Company, Inc, d/b/a the King Arthur Flour Company. – Layton moved (2nd Classon) Vote: yes (unanimous)

I move to close the Norwich Liquor Commission session at 9:19 and reconvene the Selectboard meeting. – Classon moved (2nd Layton) Vote: yes (unanimous)

17. Approve Minutes

Timestamp: 2:48:56

I move to approve the minutes for March 4th and March 11th, 2026 as presented to the Selectboard. – Gere moved (2nd Layton) Vote: yes (unanimous)

Gere requested the addition of “unlike previous Selectboards” to Classon’s comments under agenda item four on the March 18th minutes.

*I move to approve the minutes as amended for March 18th, 2026. – Layton (2nd Swett)
Vote: yes (unanimous)*

18. AP Warrants

Timestamp: 2:54:08

I move to approve AP Warrant #1465 in the amount of \$141,990.45 to be paid from the General Fund; AP Warrant #1466 in the amount of \$121.50 to be paid from the General Fund; and AP Warrant #1467 in the amount of \$3,799.09 from the General Fund. – Layton moved (2nd Swett) Vote: yes (unanimous)

Lindberg highlighted a payment to NMERC that had been expensed to the Listers’ Office but noted that she did not recall approving the invoice and thought it belonged in the Zoning Office.

Duffy offered to look into the payment coding.

19. Receipt of Correspondence

Timestamp: 2:56:57

Griggs summarized the list of correspondence included in the packet.

Swett raised a potential future agenda item on creating a policy for requests for public records; Griggs shared that it was in the parking lot of topics.

Layton suggested finishing the discussion on the opioid funds.

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

20. Adjournment

Timestamp: 2:59:37

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

Meeting adjourned at 9:31.

Minutes taken by Jenny Tolman.

04/03/26

10:14 am

Town of Norwich Accounts Payable

Page 1 of 6

Check Warrant Report # 1468 Current FY Invoices For Fund (General)
 For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 01

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
10022	ADVANCE AUTO PARTS	03/24/26	Lube, Fuel/Water Separator 608460831629	01-5-703403.00 PARTS & SUPPLIES	62.04	17593	04/08/26
10023	ADVANCE TRANSIT INC	04/15/26	FY26 APPROPRIATION #2 FY26APPROP#2	01-5-800352.00 ADVANCE TRANSIT	7973.50	17594	04/08/26
10027	ADVANTAGE TRUCK GROUP	03/24/26	Filters for Truck 8 X70105938801	01-5-703403.00 PARTS & SUPPLIES	516.53	17595	04/08/26
10066	AMAZON CAPITAL SERVICES,	03/16/26	Door Mat, Boot Brush 19DXCXQK7C9X	01-5-485301.00 BUILDING SUPPLIES	118.13	17596	04/08/26
10066	AMAZON CAPITAL SERVICES,	03/24/26	iPad, Case, Screen Pro 1QMLJNFKMTPJ	01-5-703515.00 ADMINISTRATION	620.18	17596	04/08/26
10118	ANDERSON, MEGAN	03/31/26	Mileage 03312026	01-5-100615.00 DUES/MTGS/EDUC	227.65	17597	04/08/26
20023	BEST SEPTIC SERVICE, LLC	04/01/26	Portable Toilet 57323	01-5-705500.00 PURCHASED SERVICES	195.00	17598	04/08/26
20026	BETHEL MILLS	03/17/26	Leather Gloves 407621/6	01-5-703515.00 ADMINISTRATION	28.99	17599	04/08/26
20026	BETHEL MILLS	03/19/26	Toilet Bowl Brush, Sponge 408211/6	01-5-703507.00 SUPPLIES	11.58	17599	04/08/26
20035	BLAKTOP INC	03/15/26	Cold Patch 35323	01-5-703211.00 ASPHALT PRODUCTS	222.18	17600	04/08/26
30028	CATALIS TAX and CAMA, INC	01/13/26	CAMA Maint & Support INV308367270	01-5-300360.00 SOFTWARE MAINT/UPDATE	2342.50	17601	04/08/26
30093	COMCAST	03/20/26	DPW - 03/27/26 - 04/26/26 03202026	01-5-703505.00 TELEPHONE	338.14	17602	04/08/26
30103	COOP SERVICE CENTER	05/28/25	Repairs to Chief Vehicle 340	01-5-555528.13 R&M 13 Ford	2809.39	17603	04/08/26
30103	COOP SERVICE CENTER	03/11/26	VT Inspection, Pad/Rotors 6298	01-5-500306.00 CRUISER MAINT	1011.88	17603	04/08/26
30103	COOP SERVICE CENTER	03/11/26	VT Inspection 6299	01-5-500306.00 CRUISER MAINT	60.00	17603	04/08/26
30103	COOP SERVICE CENTER	03/25/26	VT Inspection 6550	01-5-500306.00 CRUISER MAINT	60.00	17603	04/08/26
30124	COTT SYSTEMS	04/01/26	April 2026 Service INV-596542	01-5-100613.00 SOFTWARE	319.00	17604	04/08/26
40004	DAN and WHIT'S GENERAL ST	03/26/26	High Heat Black DT6Y	01-5-500543.00 TRAINING SUPPLIES & EQUIP	9.99	17605	04/08/26
40019	DARTMOUTH-HITCHCOCK	03/09/26	DeLaBruere 03092026_FD	01-5-555636.00 OSHA COMPLIANCE	161.00	17606	04/08/26
40093	DELABRUERE, JONATHAN	01/20/26	OSHA Appoint Mileage 01202026	01-5-555636.00 OSHA COMPLIANCE	14.50	17607	04/08/26
50061	EASTERN WEAR PARTS	02/11/26	XT500; 11' Kit, 8" Punch 3670	01-5-703401.00 OUTSIDE REPAIRS	1594.50	17608	04/08/26
50010	ECFIBER	04/01/26	FD Apr 2026 Billing 2604-0487368	01-5-555625.00 TELEPHONE & INTERNET	76.00	17609	04/08/26
50012	ELAN FINANCIAL SERVICES	02/17/26	Nonethanol Fuel REF#0410	01-5-555538.00 Apparatus Fuel	53.47 B	390	04/08/26
50012	ELAN FINANCIAL SERVICES	03/04/26	Adobe REF#6074	01-5-703515.00 ADMINISTRATION	19.99 B	390	04/08/26
50012	ELAN FINANCIAL SERVICES	03/09/26	Postage REF#6366	01-5-200538.00 POSTAGE	1.70 B	390	04/08/26

04/03/26
10:14 am

Town of Norwich Accounts Payable
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For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 01

Page 2 of 6
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
50012	03/04/26	IACP Leadership Program REF#6896	01-5-500538.00 TRAINING	950.00	B 390	04/08/26
50012	02/13/26	Starlink REF#7082	01-5-500536.00 DISPATCH SERVICES	195.00	B 390	04/08/26
50012	03/03/26	Printer REF#7986	01-5-555630.00 OFFICE SUPPLIES	679.97	B 390	04/08/26
50012	02/20/26	Zoom REF#8001	01-5-275627.00 Remote Meeting Services	537.81	B 390	04/08/26
50047	03/11/26	Diesel Fuel 0081921-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1725.74	17610	04/08/26
50047	03/24/26	Regular Gas 0082214-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1792.39	17610	04/08/26
50047	03/25/26	Diesel Fuel 0082254-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1858.78	17610	04/08/26
50055	03/21/26	Vision - April 2026 167289282	01-2-001126.00 VISION SERV PLAN-PAYROLL	187.95	17611	04/08/26
60013	03/05/26	Asphalt Top Mix 1317481	01-5-703211.00 ASPHALT PRODUCTS	178.20	17612	04/08/26
60024	03/17/26	Scott SCBA Facepiece IN021384	01-5-555422.00 FIRE TOOLS & EQUIPMENT	770.00	17613	04/08/26
60068	03/17/26	2024 Ford F-150 1783013	01-5-500309.00 Capital Lease Equip. Expe	15688.25	17614	04/08/26
60068	03/17/26	2024 Ford F-150 1783014	01-5-500309.00 Capital Lease Equip. Expe	18278.33	17614	04/08/26
70061	03/25/26	24 New Boston Rd 03/25/26 1469 03/2026	01-5-705501.00 ELECTRICITY	191.73	17615	04/08/26
70062	03/25/26	Main St Tower 03/25/2026 3506 03/2026	01-5-575233.00 TOWER POWER	125.99	17616	04/08/26
70063	03/25/26	Fire Station 03/25/2026 7096 03/2026	01-5-485233.00 ELECTRICITY	1033.46	17617	04/08/26
70064	03/25/26	Turnpike Speed 03/25/2026 7572 03/2026	01-5-500204.00 SPEED SIGNS	12.87	17618	04/08/26
70065	03/25/26	Union Speed Sign 03/2026 8572 03/2026	01-5-500204.00 SPEED SIGNS	12.15	17619	04/08/26
70066	03/25/26	300 Main Bandstand 03/26 9572 03/2026	01-5-500204.00 SPEED SIGNS	15.29	17620	04/08/26
70067	03/31/26	111 Turnpike EV 03/31/26 3895 03/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	96.76	17621	04/08/26
70068	03/30/26	300 Main Street 03/30/26 3496 03/2026	01-5-706101.00 ELECTRICITY	560.04	17622	04/08/26
70069	03/30/26	319 Main Solar 03/30/26 4881 03/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	28.09	17623	04/08/26
70070	03/30/26	26 New Boston 03/30/26 0469 03/2026	01-5-703501.00 ELECTRICITY	447.88	17624	04/08/26
70071	03/27/26	Streetlights 03/27/2026 2492 03/2026	01-5-703307.00 STREETLIGHTS	1316.46	17625	04/08/26
70073	03/17/26	Academy 03/17/26 0511 03/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	50.37	17626	04/08/26
50049	03/17/26	Rte 132 Culvert Project 448	01-5-703715.00 VTRANS STRUCTURES GRNT	7484.60	17627	04/08/26

04/03/26
10:14 am

Town of Norwich Accounts Payable
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Page 3 of 6
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
80060	02/17/26	HOME DEPOT CREDIT SERVICE WD-40, White Lith Grease 8513873	01-5-555528.00 FIRE TRK R & M	28.94	17628	04/08/26
80062	03/11/26	HOWARD P FAIRFIELD, LLC OESP300 Retro Kit 9870540	01-5-703403.00 PARTS & SUPPLIES	671.00	17629	04/08/26
90009	04/03/26	INTERNAL REVENUE SERVICE Payroll Transfer PR-04/03/26	01-2-001107.00 FED W/H TAX PAYABLE	6641.08 B	389	04/03/26
90009	04/03/26	INTERNAL REVENUE SERVICE Payroll Transfer PR-04/03/26	01-2-001103.00 FICA TAX PAYABLE	12250.80 B	389	04/03/26
90025	03/13/26	IRVING ENERGY DISTRIBUTIO Town Hall Propane 232991	01-5-706103.00 HEATING	601.72	17630	04/08/26
90025	03/20/26	IRVING ENERGY DISTRIBUTIO Highway Garage Propane 934588	01-5-703503.00 PROPANE	381.27	17630	04/08/26
100095	01/15/26	J.A.S. AUTO BODY DPW Work Truck Repair 9400456	01-5-703401.00 OUTSIDE REPAIRS	14109.48	17631	04/08/26
REC260001	02/19/26	JAMES SCOTT KING Basketball Official 25/26 02192026	01-5-425214.00 REFERREE/UMPIRE	620.00	17632	04/08/26
REC260003	02/19/26	JEREMY DESILVA Basketball Official 25/26 02192026	01-5-425214.00 REFERREE/UMPIRE	570.00	17634	04/08/26
100048	03/31/26	JOE'S EQUIPMENT SEV. INC. Fuel & Air Filters 4-106589	01-5-704403.00 PARTS & SUPPLIES	108.58	17635	04/08/26
REC260005	02/19/26	KELSEY HERMANN-STANZEL Basketball Official 25/26 02192026	01-5-425214.00 REFERREE/UMPIRE	455.00	17636	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-005531.00 ADMIN TELEPHONE	21.59	17637	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-425127.00 TELEPHONE	21.59	17637	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-100531.00 TELEPHONE	21.59	17637	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-300531.00 TELEPHONE	21.59	17637	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-200531.00 TELEPHONE	21.59	17637	04/08/26
110027	04/01/26	KEY COMMUNICATIONS INC Phones 4/01/26 - 5/01/26 825962	01-5-350531.00 TELEPHONE	21.59	17637	04/08/26
REC260002	02/19/26	KODY TURMEL Basketball Official 25/26 02192026	01-5-425214.00 REFERREE/UMPIRE	505.00	17638	04/08/26
120027	03/31/26	LEAF CAPITAL FUNDING, LLC Toshiba Copier 04/2026 20053245	01-5-500501.00 ADMINISTRATION	82.00	17639	04/08/26
30056	03/25/26	LINDBERG, CHERYL A Mileage 03252026	01-5-300580.00 MILEAGE REIMB	25.38	17640	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-703124.00 DISABILITY/LIFE	386.17	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-425124.00 DISABILITY/LIFE INSUR	67.59	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-500124.00 DISABILITY/LIFE INS	263.62	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-100124.00 DISABILITY/LIFE INS	97.77	17641	04/08/26

04/03/26
10:14 am

Town of Norwich Accounts Payable
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Page 4 of 6
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-005124.00 DISABILITY/LIFE INSUR	178.03	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-200124.00 DISABILITY/LIFE INS	131.23	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-704124.00 DISABILITY/LIFE	103.63	17641	04/08/26
130006	03/16/26	MADISON NATIONAL LIFE April 26 Premiums 1758889	01-5-350124.00 DISABILITY/LIFE INS	72.34	17641	04/08/26
REC260004	02/19/26	MARK BELIEVU Basketball Official 25/26 02192026	01-5-425214.00 REFERREE/UMPIRE	180.00	17642	04/08/26
140033	04/01/26	NEW ENGLAND PBA, INC Union Dues 04/01/2026 42556	01-2-001117.00 UNION DUES PAYABLE	112.68	17644	04/08/26
140101	03/10/26	NH RECYCLES Glass Release 722307 146986	01-5-705305.00 RECYCLING	182.50	17645	04/08/26
140077	04/15/26	NORWICH CEMETERY COMMISSI FY26 APPROPRIATION #2 FY26APPROP#2	01-5-800316.00 NORWICH CEMETERY ASSOCATN	12500.00	17646	04/08/26
140078	04/15/26	NORWICH COMMUNITY NURSE, FY26 APPROPRIATION #2 FY26APPROP#2	01-5-800311.00 Norwich Community Nurse	5000.00	17647	04/08/26
140084	04/15/26	NORWICH HISTORICAL SOCIET FY26 APPROPRIATION #2 FY26APPROP#2	01-5-800315.00 NORWICH HISTORICAL SOC.	6000.00	17648	04/08/26
140088	04/15/26	NORWICH PUBLIC LIBRARY AS FY26 APPROPRIATION #2 FY26APPROP#2	01-5-800302.00 NORWICH PUBLIC LIBRARY	188350.00	17649	04/08/26
150004	04/03/26	OFFICE OF CHILD SUPPORT Payroll Transfer PR-04/03/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	17592	04/03/26
150014	03/16/26	OTIS ELEVATOR COMPANY M&S April 2026 100402277016	01-5-706107.00 ELEVATOR MAINTENANCE	344.83	17650	04/08/26
150014	03/24/26	OTIS ELEVATOR COMPANY TH Elevator Service NKV16968001	01-5-706107.00 ELEVATOR MAINTENANCE	790.00	17650	04/08/26
160014	03/25/26	PC AUTO AND TRUCK REPAIR Engine 1 Comp Repair 234	01-5-555528.16 R&M Engine 1	5588.31	17651	04/08/26
160035	03/27/26	PIKE INDUSTRIES INC 1.5" Stone, 3/4" Hardpack 1362690	01-5-703207.00 GRAVEL & STONE	6390.86	17652	04/08/26
160079	03/25/26	PRIMO BRANDS BLUE TRITON DPW-Water 06C873005375	01-5-703507.00 SUPPLIES	73.76	17653	04/08/26
180031	12/23/25	RICHARD ELECTRIC INC. Replaced Breaker 54037	01-5-485302.00 REPAIRS & MAINTENANCE	274.40	17654	04/08/26
180031	12/23/25	RICHARD ELECTRIC INC. Replaced Breaker 54038	01-5-485302.00 REPAIRS & MAINTENANCE	323.40	17654	04/08/26
190006	02/19/26	SABIL and SONS INC Reset check engine light 18237	01-5-703401.00 OUTSIDE REPAIRS	188.16	17655	04/08/26
190006	03/18/26	SABIL and SONS INC Ultraguard, Amber LED 49619	01-5-703403.00 PARTS & SUPPLIES	148.79	17655	04/08/26
190050	10/30/25	SIRCHIE ACQUISITION COMPA Evidence Bags & Boxes 0716965-IN	01-5-500543.00 TRAINING SUPPLIES & EQUIP	49.57	17656	04/08/26
190050	03/24/26	SIRCHIE ACQUISITION COMPA Evidence Bags 0734933-IN	01-5-500543.00 TRAINING SUPPLIES & EQUIP	39.82	17656	04/08/26
190064	03/26/26	SP and F ATTORNEYS, P.C. Service Through 01/31/26 102799	01-5-005305.00 LEGAL	3213.40	17657	04/08/26
20060	03/30/26	SWENSON, BRIE Afterschool, Culinary Kids 03302026	01-5-425211.00 EQUIP. & SUPPLIES	48.42	17658	04/08/26

04/03/26
10:14 am

Town of Norwich Accounts Payable
Check Warrant Report # 1468 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 01

Page 5 of 6
jdelabruere

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
20060	03/30/26	SWENSON, BRIE Afterschool, Culinary Kids	01-5-425211.00	23.23	17658	04/08/26
		03302026 EQUIP. & SUPPLIES				
20060	03/30/26	SWENSON, BRIE Afterschool, Culinary Kids	01-5-425211.00	56.96	17658	04/08/26
		03302026 EQUIP. & SUPPLIES				
20060	03/30/26	SWENSON, BRIE Afterschool, Culinary Kids	01-5-425211.00	7.49	17658	04/08/26
		03302026 EQUIP. & SUPPLIES				
200083	04/01/26	TREASURY OPERATIONS DIVIS Q1-2026 Marriage Licenses	01-2-001124.00	325.00	17659	04/08/26
		MARR040126 DUE TO VT-VITAL RECORDS				
210004	02/23/26	UNIFIRST CORPORATION Uniforms	01-5-703311.00	420.11	17660	04/08/26
		1070489880 UNIFORMS				
210004	02/23/26	UNIFIRST CORPORATION Uniforms	01-5-704311.00	100.00	17660	04/08/26
		1070489880 UNIFORMS				
210004	03/09/26	UNIFIRST CORPORATION Uniforms	01-5-703311.00	426.76	17660	04/08/26
		1070493917 UNIFORMS				
210004	03/09/26	UNIFIRST CORPORATION Uniforms	01-5-704311.00	100.00	17660	04/08/26
		1070493917 UNIFORMS				
210004	03/16/26	UNIFIRST CORPORATION Uniforms	01-5-703311.00	419.96	17660	04/08/26
		1070495667 UNIFORMS				
210004	03/16/26	UNIFIRST CORPORATION Uniforms	01-5-704311.00	100.00	17660	04/08/26
		1070495667 UNIFORMS				
210004	03/23/26	UNIFIRST CORPORATION Uniforms	01-5-704311.00	100.00	17660	04/08/26
		1070497678 UNIFORMS				
210004	03/23/26	UNIFIRST CORPORATION Uniforms	01-5-703311.00	428.30	17660	04/08/26
		1070497678 UNIFORMS				
210004	03/30/26	UNIFIRST CORPORATION Uniforms	01-5-704311.00	100.00	17660	04/08/26
		1070499537 UNIFORMS				
210004	03/30/26	UNIFIRST CORPORATION Uniforms	01-5-703311.00	437.43	17660	04/08/26
		1070499537 UNIFORMS				
210029	01/29/26	US SAFETY STANDARD LLC Nitrile Powder-Free Glove	01-5-705403.00	995.00	17661	04/08/26
		56-2043 PARTS & SUPPLIES				
220021	04/03/26	VERMONT DEPARTMENT OF TAX Payroll Transfer	01-2-001109.00	2619.81 B	388	04/03/26
		PR-04/03/26 VT W/H TAX PAYABLE				
220080	03/26/26	VERMONT FIRE EXTINGUISHER ABC Extinguisher Install	01-5-500308.00	151.00	17662	04/08/26
		77811 CRUISER SUPPLIES				
220053	04/15/26	VISITING NURSE ASSOC. and FY26 APPROPRIATION #2	01-5-800328.00	9250.00	17663	04/08/26
		FY26APPROP#2 VSTNG NRS/HSP APPR				
220061	03/26/26	VMCTA 2026 Spring Fundamentals	01-5-100615.00	35.00	17664	04/08/26
		4046 DUES/MTGS/EDUC				
230000	06/16/25	W.B. MASON CO., INC. Ink Cartridge	01-5-705403.00	47.98	17665	04/08/26
		254945496 PARTS & SUPPLIES				
230000	12/10/25	W.B. MASON CO., INC. Poland Springs 5 Gal Jugs	01-5-555630.00	84.84	17665	04/08/26
		258731342 OFFICE SUPPLIES				
230000	12/10/25	W.B. MASON CO., INC. Poland Springs 5 Gal Jugs	01-5-500501.00	84.84	17665	04/08/26
		258731342 ADMINISTRATION				

04/03/26
10:14 am

Town of Norwich Accounts Payable
Check Warrant Report # 1468 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 01

Page 6 of 6
jdelabrue

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				358044.56		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***358,044.56
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

- Kimo Griggs
Chair
- Brendan Classon
Vice Chair
- Mary Layton
- Matthew Swett
- Robert Gere

04/03/26
10:19 am

Town of Norwich Accounts Payable
Check Warrant Report # 1469 Current FY Invoices For Fund (POLICE CRUISER)
For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 11

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
130117	03/05/26	MOTOROLA SOLUTIONS, INC. Cruiser Video Equipment 1187168167	11-5-500322.00 POLICE CRUISER	4174.86	17643	04/08/26
Report Total				4174.86		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****4,174.86
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Town Manager: Brennan Duffy
Brennan Duffy
D4520EC72DA7484...

SELECTBOARD:

- _____
Kimo Griggs
Chair
- _____
Brendan Classon
Vice Chair
- _____
Mary Layton
- _____
Matthew Swett
- _____
Robert Gere

04/03/26
10:19 am

Town of Norwich Accounts Payable
Check Warrant Report # 1470 Current FY Invoices For Fund (TRACY HALL FUND)
For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 13

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100094	02/24/26	Deposit for TH Roof Maint	13-5-450322.00	TRACY HALL BUILDING	1618.00	17633	04/08/26
			17538				
Report Total					1618.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****1,618.00
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

- Kimo Griggs
Chair
- Brendan Classon
Vice Chair
- Mary Layton
- Matthew Swett
- Robert Gere

04/03/26
10:20 am

Town of Norwich Accounts Payable
Check Warrant Report # 1471 Current FY Invoices For Fund (FIRE EQUIPMENT FUND)
For Check Acct 03(General) All check #s 03/26/26 To 04/08/26 & Fund 26

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
60024	03/24/26	FIRE TECH and SAFETY OF N Helmets IN021562	26-5-555322.00 FIRE EQUIPMENT	7905.00	17613	04/08/26
Report Total				7905.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****7,905.00
Let this be your order for the payments of these amounts.

Finance Director 
Barrie Rosalinda

DocuSigned by:

Town Manager: 
Brennan Duffy

SELECTBOARD:

- _____
Kimo Griggs
Chair
- _____
Brendan Classon
Vice Chair
- _____
Mary Layton
- _____
Matthew Swett
- _____
Robert Gere

04/03/26
10:27 am

Town of Norwich Accounts Payable
Check Warrant Report # 1472 Current FY Invoices For Fund (General)
For Check Acct 09(General) All check #s 03/26/26 To 04/08/26

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80031	03/27/26	HRA BTDSK60	01-2-001114.00 HRA LIABILITY	12.97 B	386	03/27/26
Report Total				12.97		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****12.97
Let this be your order for the payments of these amounts.

Finance Director *Barrie Rosalinda*
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

_____ Kimo Griggs Chair	_____ Brendan Classon Vice Chair	_____ Mary Layton	_____ Matthew Swett	_____ Robert Gere
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04/03/26
10:28 am

Town of Norwich Accounts Payable
Check Warrant Report # 1473 Current FY Invoices For Fund (General)
For Check Acct 02(General) All check #s 03/26/26 To 04/08/26

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220017	03/27/26	VERMONT DEPARTMENT OF FIS Hunting/Fishing Licenses 03272026	01-2-001122.00 DUE TO VT-FISH & GAME	26.50 B	387	03/27/26
Report Total				26.50		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****26.50
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC7ZDA7484...
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Clason
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

Norwich Town Forest Fire Warden

From Zaengle, Kelsey <Kelsey.Zaengle@vermont.gov>

Date Thu 3/26/2026 12:47 PM

To Select Board <selectboard@norwich.vt.us>; Alex Northern <ANorthern@norwich.vt.us>

 1 attachment (59 KB)

Northern_Norwich_Appointment.pdf;

Some people who received this message don't often get email from kelsey.zaengle@vermont.gov. [Learn why this is important](#)

Hello All,

I have received Chief Northern's paperwork and confirmed his appointment as Town Forest Fire Warden. Attached is a final signed copy for your records.

Thank you!
Kelsey

Kelsey Zaengle | Wildland Fire Specialist
Vermont Department of Forests, Parks & Recreation
271 N. Main St, Suite 215 | Rutland, VT 05701
802-917-2241
fpr.vermont.gov

Vermont Town Forest Fire Warden Appointment Form



Mail to: Kelsey Zaengle
Agency of Natural Resources
VT Dept. of Forests, Parks, and Recreation
271 North Main Street, Suite 215
Rutland, VT 05701

I hereby accept the appointment to the position of TOWN FOREST FIRE WARDEN for the town of Norwich, Vermont in Windsor County for a term to commence on February 15, 2026, and terminate on June 30, 2028, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Norwich Town Forest Fire Warden

Alex Northern
Printed Full Name of Warden

802-649-1133
Home Phone

PO Box 376
Mailing Address

802-359-2045
Cell Phone

Norwich, VT 05055
Mailing Town / State / Zip

802-649-1133
Work Phone

11 Finchouse Ln
Physical Address

802-359-2045
Which Is Your Primary Phone?

Norwich, VT 05055
Physical Town / State / Zip

anorthern@norwich.vt.us
Email Address

Approved:

[Signature]
Chair - Selectboard
[Signature]
Member - Selectboard

[Signature]
Member - Selectboard
[Signature]
Member - Selectboard

[Signature]
Member - Selectboard

[Signature]
Town Forest Fire Warden

Date
3-6-26

[Signature]
Commissioner of Dept of Forests, Parks and Recreation or Designee

Date
3-26-26

Valley News Inquiry

From Sofia Langlois <slanglois@vnews.com>

Date Fri 3/27/2026 8:01 AM

To Brennan Duffy <BDuffy@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>

Some people who received this message don't often get email from slanglois@vnews.com. [Learn why this is important](#)

Good morning,

My name is Sofia and I'm a reporter for the Valley News reaching out to let you know we have an upcoming story that outlines the civil complaint against the Town of Norwich by Judy Trussell, and the town's response.

I understand if you wish to abstain from commenting on the legal matter itself, but I'm hoping you could speak to when the public might be informed about the case and why it hasn't been announced yet.

Will the defense require appropriating town funds? And how much has been spent on counsel to this point?

Could someone please give me a call this morning at (603)727-3242, or respond to this email with information on how the town decides when to publicize legal disputes to residents? Specifically, under what circumstances would the case between Norwich and Trussell be mentioned at a public meeting?

I want to make sure I have a clear understanding of how the town operates in situations like this. My deadline is today at 2 p.m. A call or written response before then would be greatly appreciated, even if brief. Feel free to comment on the case itself if there's anything you'd like to say about it.

Thank you.

Sincerely,
Sofia Langlois

From: [Clerk2](#)
To: [Select Board](#)
Cc: psmith.finance@gmail.com; christiedjames@gmail.com
Subject: Trustee of Public Funds Appointment
Date: Tuesday, March 31, 2026 8:45:39 AM

Good morning Selectboard members, Pam and Christie,

As some of you may know, I have been looking for housing in the area. I recently found a place in East Thetford, so I will need to resign from my appointment as Trustee of Public Funds since I will no longer be a resident. Lily hadn't sworn me in yet, so that saves a step.

My apologies, I was hopeful that I would find a place in Norwich.

Best,

Megan Anderson (she/her) ([why?](#))
Norwich Assistant Town Clerk
802.649.1419
clerk2@norwich.vt.us

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).

Re: Trustee of Public Funds Appointment

From Pamela Smith <psmith.finance@gmail.com>

Date Tue 3/31/2026 8:55 AM

To Clerk2 <Clerk2@norwich.vt.us>

Cc Select Board <selectboard@norwich.vt.us>; christiedjames@gmail.com <christiedjames@gmail.com>

You don't often get email from psmith.finance@gmail.com. [Learn why this is important](#)

Megan,

I'm happy for you that you have found an affordable place to live, however, I'm sad to learn that you will no longer be a Norwich resident. I was looking forward to working with you as a Trustee of Public Funds.

Miranda has just released a list of the open positions. If you send an email to the SB Chair Kimo Griggs and copy Miranda, she may be able to add this to the application deadline of April 15 with appointments taking place on April 22. Kimo Griggs email is: kimogriggsnorwichselect@gmail.com

Pam

On Tue, Mar 31, 2026 at 8:45 AM Clerk2 <Clerk2@norwich.vt.us> wrote:

Good morning Selectboard members, Pam and Christie,

As some of you may know, I have been looking for housing in the area. I recently found a place in East Thetford, so I will need to resign from my appointment as Trustee of Public Funds since I will no longer be a resident. Lily hadn't sworn me in yet, so that saves a step.

My apologies, I was hopeful that I would find a place in Norwich.

Best,

Megan Anderson (she/her) ([why?](#))

Norwich Assistant Town Clerk

802.649.1419

clerk2@norwich.vt.us

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).

Re: Trustee of Public Funds Appointment

From Christie James <christiedjames@gmail.com>
Date Tue 3/31/2026 10:53 AM
To Pamela Smith <psmith.finance@gmail.com>
Cc Clerk2 <Clerk2@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>

Megan, congratulations on your new home. I am too sad you won't be joining us on the committee!

Thank you for sending the email to Kimo and Miranda!

All my best,
Christie

On Tue, Mar 31, 2026 at 8:55 AM Pamela Smith <psmith.finance@gmail.com> wrote:

Megan,

I'm happy for you that you have found an affordable place to live, however, I'm sad to learn that you will no longer be a Norwich resident. I was looking forward to working with you as a Trustee of Public Funds.

Miranda has just released a list of the open positions. If you send an email to the SB Chair Kimo Griggs and copy Miranda, she may be able to add this to the application deadline of April 15 with appointments taking place on April 22. Kimo Griggs email is:

kimogrignorwichselect@gmail.com

Pam

On Tue, Mar 31, 2026 at 8:45 AM Clerk2 <Clerk2@norwich.vt.us> wrote:

Good morning Selectboard members, Pam and Christie,

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My apologies, I was hopeful that I would find a place in Norwich.

Best,

Megan Anderson (she/her) ([why?](#))
Norwich Assistant Town Clerk
802.649.1419
clerk2@norwich.vt.us



Fwd: Executive Sessions: Summary of our 25 March conversation

From John M. C. Carroll <johncarroll.43@gmail.com>

Date Wed 4/1/2026 8:55 PM

To Select Board <selectboard@norwich.vt.us>

1 attachment (547 KB)

2026-03-25+30 = Executive Sessions = Documents,Statutes,Summary.pdf;

Dear Miranda,

I hope this find you well.

I'm writing to ask that the email, below, entitled "Executive Sessions: Summary of our 25 March Conversation", be included in the Selectboard packet for the Board's next meeting (8 April).

You'll note that there is an attachment, entitled "2026-03-25+30 = Executive Sessions. = Documents, Statutes, Summary.pdf" I request that the entire attachment (19 pages) be included in the packet, as well.

If there are any questions or concerns, please don't hesitate to contact me.

kind regards,

JC

Begin forwarded message:

From: "John M. C. Carroll" <johncarroll.43@gmail.com>

Subject: Executive Sessions: Summary of our 25 March Conversation

Date: March 30, 2026 at 3:13:34 PM EDT

To: Kimo Griggs <kimo@kimogriggs.com>, Mary Layton <marydlayton@gmail.com>, Robert Gere <rgere@mac.com>, Matthew Swett <matt@swett.net>, bjclasson@gmail.com

Dear Kimo, Mary, Rob, Matt, and Brendan,

I thank you for your interest and courtesy during our conversation about "Executive Sessions" at your March 25 Selectboard meeting.

As usual, I talked pretty-much non-stop, so I'm writing now to summarize for you the main points I tried to convey during our conversation. Also attached for your reference are the handouts I gave you during our conversation. You'll see that the pages are now numbered sequentially so that they're a little easier to refer to.

To review, here are the main points we discussed:

1. Vermont law sets the ground rules for how town boards, like your Selectboard, are required to conduct their affairs. Vermont laws are surprisingly easy to read and to understand. No one needs a lawyer to understand their plain meaning. (See attached pages 7-12 of the documents distributed to you during our discussion.)

Vermont law, especially its Open Meeting Law (OML), is deeply dedicated to openness and transparency. The OML states clearly what is required of a public body such as your Selectboard and any of its committees. It might be helpful for each of you to have a copy of the OML on hand at Board meetings, so you can quickly refer to it when needed.

2. The only exception to Vermont's commitment to open meetings is when something comes up that truly *must* be kept confidential – i.e. that can only be discussed in “executive session”. We're not talking about something that's just awkward or embarrassing: it's got to be something that, if discussed in public, would “*clearly place the Town, the Selectboard, or a person involved at a substantial disadvantage*”. Similarly, things like real estate negotiations, or the appointment, evaluation, or dismissal of a Town employee, may be eligible for discussion in executive session.

Very clearly, because Vermont laws (and Vermonters!) so highly prize open government, it's expected that local selectboards will only *rarely* resort to private discussion by entering into executive session.

3. But your Selectboard — or, more accurately, recent Norwich Selectboards before you — have gone into executive session *a lot*. For example, the Norwich Selectboard of 2022-23 went into executive session 34 times — a least once every meeting. The next Selectboard, 2023-24, then set a record: 35 executive sessions — most of them an hour or more long.

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*Looking back on our conversation last week, there's one thing I wish I had done better for you: explain the difference between what you do and what you **should** do. The best way I can think to do this is to show you examples of how you could have improved the presentation of relevant facts before the two executive sessions that you, as a new Board, went into at your 11 March meeting.*

- 4.1 At the 11 March meeting, item 5 of your revised agenda was "Public Records Act Accommodation Review". When you got to Item 5 in the meeting, without any explanation of what was at issue, you recited your usual motion, i.e. *"I move to find that premature public knowledgeetc."* (As I pointed out in our conversation on the 25th, and is outlined on page 3 of the attached documents, your use of the word "find" is fictional: you present *no information or evidence on which a finding might be based.*)

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"As required by state law, the Town keeps hundreds of public documents on file. By law these public records must be made available to the public on request. State and federal law also require that, if requested, special accommodations for access to these documents shall be made for persons with disabilities.

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"The Board has a duty to respond to the resident's complaint. Accordingly, Board members have reviewed state and federal requirements concerning public records, the public's right to review them, and the laws' requirements for special accommodations. The purpose of this agenda item is to prepare the Board's response to the resident's complaint. To do so, the Board and its attorney must interview the Town Manager in order to understand his perspective with regard to the complainant's concerns, and discuss the attorney's recommendations for framing a response to the complaint."

"Accordingly, the Board finds that premature general public knowledge would clearly ... etc." (as stipulated at 1 VSA § 312(a)(1))

Obviously, since you never explained yourselves, and none of us in the public have any idea what you *actually* did in executive session at Item 5, (you were gone for more than an hour) the above example of an 'explanation' is necessarily hypothetical. Whatever you actually had in mind to do in executive session, by law you must first provide the public with a clear statement of *"the*

nature of the business of the executive session", i.e the context, subject, scope, purpose, and intended outcome of the discussion to be conducted in executive session. Otherwise your "finding" is not a finding at all. It is merely an unfounded assertion -- and a violation of the clear intent of Vermont law

- 4.2 Now let's turn to the second executive session topic of your 11 March meeting: item 6 of your revised agenda: "Review Pending Litigation with Legal Counsel". Much like your handling of Item 5, you provided to the public no information to explain why you were going into executive session. As in Item 5, your handling of Item 6 violates both the spirit and letter of Vermont law.

Additionally, your handling of Item 6 embodies an affront to the law and to public transparency by virtue of your aversion to specifying the name or title of the "pending litigation" to which you refer.

"Pending litigation" is a lawsuit that has been filed with a Court. It is not 'potential' litigation, it is not 'possible' litigation. It is *actual* litigation that has been filed with the Court and is "pending" (i.e. awaiting) resolution. Immediately upon entering the Court's docket, the lawsuit becomes a matter of public record.

The litigation in question, "*Judy Trussel v. Town of Norwich*", was filed in late December, in Windsor County Superior Court. Anyone, literally anywhere in the world, can go online to the Court's website and download the complete text of Ms. Trussel's complaint. Why you and your Board would seek to obstruct public awareness of the Trussell complaint is hard to understand — and impossible to justify.

As with Item 5 of the revised agenda of your 11 March meeting, at Item 6, "Review Pending Litigation with Legal Counsel", you made no "careful analysis of the need" (Trombley) nor did you "indicate the nature of the business of the executive session..." (1 VSA § 313)

But, in fact you could easily have informed the public of your purpose. Again, without knowing what you actually did in your executive session at Item 6), here is a hypothetical example of the kind of information you could have provided to the public before you voted to enter executive session:

"In late December, a former employee of the town, Judy Trussell, filed suit in Windsor Superior Court against the Town of Norwich. Ms. Trussell's complaint is a public document, titled "Trussel v. Town of Norwich" and it may be found and read by the public on the Court's website.

"In the suit, Ms. Trussell alleges misconduct by certain officers and employees of the Town, each of whom is named in the complaint. Inasmuch as it is a public document, Board members have read Ms. Trussell's filing with the Court. The Town's attorney has advised the Selectboard of the need to file with the Court a response to Ms. Trussell's complaint. The attorney has drafted possible options for the Board's consideration and direction. The purpose of this agenda item is for the Board to review the options proposed by the Town's attorney, to evaluate them, and to provide direction to the attorney as to how the Town wishes to respond to the Trussell complaint.

"Accordingly, the Board finds that premature general public knowledge would clearly etc." (as stipulated at 1 VSA § 312(a)(1))

5. How you conduct your executive sessions needs improvement. Of course, no one in the public, myself included, has any idea what you actually do in executive session. All we know is that you take a long time doing it. While most agenda items in public session each take a half-hour or less when there's no public comment. In stark contrast, when you go into executive session you're usually gone for an hour, often longer. My guess is that Board members are not provided documents to study in advance, and are thus poorly prepared – which, in turn, requires that much of the meeting is devoted to getting folks "up-to-speed". Moreover, I would guess that conversations sometimes stray to other topics -- which is a violation of the Open Meeting Law.

I urge you to give consideration to the suggestions for *"Improving how the Board conducts Executive Sessions"*, page 5 of the handouts.

6. What the Board says and does *after* its executive session could be improved. Sometimes the Board's Chair does a good job summarizing what took place in the executive session. More often, it's 'crickets'. It's worth keeping in mind that townspeople at your meetings – attending in the public meeting room and attending via Zoom – have been waiting for an hour, and often more, while you're closeted in another room having your executive session. When you come back into public session, it would seem to me a fundamental courtesy to tell townspeople all that you can (without violating confidentiality, of course) about what transpired in the Board's executive session.

I encourage you to give consideration to the suggestions for *"Improving how the Board informs the public after Executive Session"*, page 6 of the handouts.

7. Finally, a separate but related topic: Toward the end of our discussion last week, the Chair asked if Selectboard discussions with the Town's attorney can ever be conducted in public. The answer is YES. The so-called "attorney-client privilege" provides that information provided by the client to the attorney shall be, in all but rare instances, kept confidential. However, the right to insist upon the privilege of confidentiality is the Client's right, not the attorney's. And the Client may waive that right to confidentiality any time it sees fit to do so. Accordingly, if the Board believes that it would better serve the public to conduct certain conversations with the town attorney *in public*, the Board may request that the attorney cooperate in such open discussion.

In conclusion, I wish to remind you that I am not an attorney, and to reiterate what I've said before: I appreciate and respect you, each of you, for stepping up to serve our Town as members of the Selectboard. From my own decades of service on legislative bodies, boards, and committees, I know how hard this work is.

My only purpose in all the foregoing is to *help you improve your effectiveness* as a Selectboard, so that you can better achieve the goal of transparent governance and principled service to the people of Norwich.

kind regards,

JC
John Carroll

30 March 2026

FYI

Briefing on “Executive Sessions”

for

Town of Norwich Selectboard

25 March 2026

Documents prepared for the Board:

Three concerns about the Selectboard’s Executive Sessions	page 1
Statutory guidelines for entering Executive Session	page 2
Problems with Board’s current method of entering Executive Session	page 3
Improving how the Board enters Executive Session	page 4
Improving how the Board conducts Executive Sessions	page 5
Improving how the Board informs the Public after Executive Sessions	page 6

Excerpts from Vermont Statutes

Open Meetings	page 7
Policy re Public Records	page 8
Executive Sessions	pages 9, 10, 11, 12

Summary of Presentation (emailed to Board members, 30 March 2026)	pages 13-18
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John Carroll
30 March 2026

Three concerns about the Board's Executive Sessions

page 1

“Democracy dies in darkness”. Open meetings and public transparency are core principles of our Vermont system of local governance. Although sometimes necessary, the use of “executive sessions” is inherently in conflict with Vermont’s principles of openness and accountability. The Norwich Selectboard’s frequent use of Executive Sessions (i. e. “secret discussions”) raises many questions.

Opportunities for improving the Board’s use of “executive session” fall into three categories, what we might think of as “beginning, middle, and end.”

How the Board justifies entering executive session: State law stipulates that the Board must give specific reasons for entering executive session. Yet the Board often fails to do so. In apparent disregard of the public’s right to know, the Board usually provides no fact-based justification for its decision to enter executive session. Not only does this practice undermine transparency and public confidence, but it also appears to violate Vermont’s ‘Open Meeting Law’.

What the Board actually does in its executive sessions: State law stipulates that the Board may not discuss any topic other than the matter which the Board claimed as it’s reason to enter executive session. Because the meetings are secret, the public has no ability to ascertain compliance with this requirement of state law. But the Board’s “secret discussions” go on for extended times – often more than an hour -- which legitimately raises the question, “What the heck are they talking about in there?”

What the Board says and does after its executive sessions: State law prohibits the Board from voting on any matters while they are in executive session. Any decisions that may arise from the discussion in executive sessions *must* be voted in public session. Sometimes, the Board will conduct a public vote on matters discussed in executive session. Often, after it’s been locked away in secret discussion for an hour or more, the Selectboard makes no effort to inform the public on the nature of what just transpired in executive session. There is no statute requiring this, but respect for the public, and common courtesy, might suggest that greater openness would be appropriate and appreciated.

JC 25 March 2026

Statutory guidelines for entering Executive Session

page 2

Vermont's Legislature, in its "Open Meeting Law", requires that "**a motion to go into executive session shall indicate the nature of the business of the executive session...**". Further the statute stipulates that a "public body" such as the Selectboard may vote to go into executive session only after "**after making a specific finding**" ...

Vermont Statutes Annotated
1 V.S.A. § 313

The Vermont Supreme Court, responding to a Selectboard's use of an unspecified "finding" to go into Executive Session, stated:

"It is not unworkable for a public body to make a careful analysis of the need before deciding to go into executive session."

Trombly v. Bellows Falls U.H.S
September
1992

Vermont's Secretary of State notes: "**To enter executive session, a motion must be made in open session that indicates its reason for doing so.... This finding must be made before considering one of the permissible topics in executive session...**"

Vermont Secretary of State
"A Guide to Open Meetings" (2019)

JC: 25 March 2026

Problems with current method of entering Executive Session

page 3

How the Selectboard typically enters Executive Session:

“I move to find that premature public knowledge of attorney-client communications would place the Selectboard at a substantial disadvantage, including waiving attorney-client privilege and disclosing public information.”

Beyond the fact that the Selectboard’s usual method of entering Executive Session appears to disregard Vermont statute, Vermont case-law, and recommended best practices....

....the Selectboard misuses the expression “*find*”.

1. The Board has not “found” anything. The Board merely makes an unsupported assertion. An assertion is not a “*finding*”.
2. A “*finding*” is “*a conclusion reached as a result of inquiry, investigation, or trial*”. (OED)
3. To assert that the Board “finds that premature public knowledge etc.... would place the Selectboard at a substantial disadvantage....” the Board must first present in public session the relevant factual information (e.g. inquiry or investigation) that demonstrates the necessity of entering into executive session.
- 4 Only then can the Board claim to have establish a fact-based conclusion, -- i.e. a credible “finding”.

JC 25 March 2026

Improving how the Board enters Executive Session

page 4

A way forward:

- 1. Open-ness and transparency must always be the default objective of meetings of the Selectboard.**
- 2. Occasionally, matters arise in which the boundaries of open-ness might be curtailed, if in doubt, err on the side of open-ness.**
- 3. Be skeptical of urgings to go into public session by attorneys and town employees. Their interests and obligations are not the same as the Board's.**
- 4. Work to find a way to address difficult issues in well-managed public discussion.**
- 5. If a discussion from which the public must be excluded appears to be unavoidable, the request to enter executive session must be specific and fact-based, and must comply scrupulously with Vermont statute and case-law.**
- 6. Define narrowly the scope of discussion to be allowed in executive session.**
- 7. In making the case for going into executive session, all relevant public information (e.g. naming the Trussell suit) must be disclosed in public session.**
- 8. If in doubt, assert your authority to vote *against* a motion to enter executive session.**

JC 25 March 2026

Improving how the Board conducts Executive Sessions

page 5

- 1. If an attorney is expected to meet in ‘executive session’ with the Selectboard, require that the attorney furnish to the Chair seven days before the scheduled date of the Selectboard meeting at which the executive session is warned, any and all documents which the attorney will present or discuss.**
- 2. Not less than five days before a Selectboard meeting for which an executive session has been warned, furnish in the ‘briefing pack’ provided to each Board member *all* documents, whether confidential or otherwise, that will be discussed in an upcoming executive session. (No other documents will be permitted or discussed in the executive session.)**
- 3. Well before any scheduled executive session, each Board member will read, review, and analyze each and every document that has been provided in preparation for an executive session.**
- 4. At the Board meeting, upon entering the executive session, the Chair will briefly summarize the purpose and intended outcomes of the meeting.**
- 5. In the executive session, all participants will stay scrupulously on topic. There shall be no discussion of any topic not described in the public “finding” that justified entering into executive session. No votes will be taken.**
- 6. Before leaving the executive session, the Chair will survey the members to ascertain conclusions to be drawn and next actions, if any, and what information will be shared in public. The Chair will inquire what motion, if any, should be offered upon returning to public session.**

JC 25 March 2026

Improving how the Board informs the public after Executive Session

page 6

- 1. Upon returning to the place of the public meeting, the Chair will invite a motion to return to public session.**
- 2. After the motion is made and seconded, the roll is called and the vote is taken to return to public session.**
- 3. As far as confidentiality concerns permit, the Chair then presents a public summary, with as much particularity as possible, of the matters and concerns discussed in executive session, and, if known, what the next steps may be.**
- 4. If a motion has been discussed in executive session, the Chair then invites a member to make the motion. The Chair then invites a second.**
- 5. Discussion and voting then proceed in the same manner as is customary in public session.**
- 6. Upon conclusion of the vote – or if no motion in connection with the executive session is presented -- the Chair then moves the meeting on to the next item on the meeting agenda.**

JC 25 March 2026

The Vermont Statutes Online

[Title 1 : General Provisions](#)

[Chapter 005 : Common Law; General Rights](#)

Subchapter 002 : PUBLIC INFORMATION

(Cite as: 1 V.S.A. § 312)

§ 312. Right to attend meetings of public bodies

(a)(1) **All meetings of a public body are declared to be open to the public at all times,** except as provided in section 313 of this title. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under subdivision 313(a)(2) of this title.....

(d)(3) **A meeting agenda shall contain sufficient details concerning the specific matters to be discussed by the public body.** Whenever a public body includes an executive session as an item on a posted meeting agenda, the public body shall list the agenda item as “proposed executive session” and indicate the nature of the business of the executive session.....

(h) **At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting,** as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson. This subsection shall not apply to quasi-judicial proceedings.....

JC, 25 Mar 2026

Policy re Public Records

page 8

Title 1 : General Provisions**Chapter 005 : Common Law; General Rights****Subchapter 003 : ACCESS TO PUBLIC RECORDS**

(Cite as: 1 V.S.A. § 315)

§ 315. Statement of policy

- (a) It is the policy of this subchapter to provide for free and open examination of records consistent with Chapter I, Article 6 of the Vermont Constitution. Officers of government are trustees and servants of the people and it is in the public interest to enable any person to review and criticize their decisions even though such examination may cause inconvenience or embarrassment.....

Consistent with these principles, the General Assembly hereby declares that certain public records shall be made available to any person as hereinafter provided. To that end, the provisions of this subchapter shall be liberally construed to implement this policy, and the burden of proof shall be on the public agency to sustain its action.

JC 25 March 2026

The Vermont Statutes Online

[Title 1 : General Provisions](#)

[Chapter 005 : Common Law; General Rights](#)

Subchapter 002 : PUBLIC INFORMATION

(Cite as: 1 V.S.A. § 313)

§ 313. Executive sessions

- (a) No public body may hold or conclude an executive session from which the public is excluded, except by the affirmative voteof a majority of its members present in the case of any public body of a municipality.....

A motion to go into executive session **shall indicate the nature of the business** of the executive session, and **no other matter** may be considered in the executive session.

The vote to enter executive session shall be taken in the course of an open meeting and the result of the vote recorded in the minutes.

No formal or binding action shall be taken in executive session except for actions relating to the securing of real estate options under subdivision (2) of this subsection.

Executive Sessions

page 10

1 V.S.A. § 313(a) (continued)

A public body may not hold an executive session except to consider one or more of the following:

(1) after making a **specific finding** that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:

(A) contracts;

(B) labor relations agreements with employees;

(C) arbitration or mediation;

(D) grievances, other than tax grievances;

(E) pending or probable civil litigation or a prosecution, to which the public body is or may be a party;

(F) confidential attorney-client communications made for the purpose of providing professional legal services to the body;

Executive Sessions

page 11

1 V.S.A. § 313(a) (continued)**(A public body may not hold an executive session except to consider one or more of the following)**

- (2) the negotiating or securing of real estate purchase or lease options;
- (3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting;
- (4) a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;
- (5) a clear and imminent peril to the public safety;
- (6) records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains;
- (7) the academic records or suspension or discipline of students;
- (8) testimony from a person in a parole proceeding conducted by the Parole Board if public disclosure of the identity of the person could result in physical or other harm to the person;
- (9) information relating to a pharmaceutical rebate or to supplemental rebate agreements, which is protected from disclosure by federal law or the terms and conditions required by the Centers for Medicare and Medicaid Services as a condition of rebate authorization under the Medicaid program, considered pursuant to 33 V.S.A. §§ 1998(f)(2) and 2002(c);
- (10) security, cybersecurity, or emergency response measures, the disclosure of which could jeopardize public safety; or
- (11) confidential business information relating to the interest rates for publicly financed loans, provided that the public body is a State public body and the creditor for the loan.

JC, 25 Mar 2026

Executive Sessions

page 12

1 V.S.A. § 313(b)

(b) **Attendance in executive session shall be limited** to members of the public body, and, in the discretion of the public body, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.

(other text, inapplicable to municipalities, follows...)

JC, 25 Mar 2026

Summary of Presentation

Page 13
30 March 2026

Dear Kimo, Mary, Rob, Matt, and Brendan,

I thank you for your interest and courtesy during our conversation about “Executive Sessions” at your March 25 Selectboard meeting.

As usual, I talked pretty-much non-stop, so I’m writing now to summarize for you the main points I tried to convey during our conversation. Also attached for your reference are the handouts I gave you during our conversation. You’ll see that the pages are now numbered sequentially so that they’re a little easier to refer to.

To review, here are the main points we discussed:

1. Vermont law sets the ground rules for how town boards, like your Selectboard, are required to conduct their affairs. Vermont laws are surprisingly easy to read and to understand. No one needs a lawyer to understand their plain meaning. (See attached pages 7-12 of the documents distributed to you during our discussion.)

Vermont law, especially its Open Meeting Law (OML), is deeply dedicated to openness and transparency. The OML states clearly what is required of a public body such as your Selectboard and any of its committees. It might be helpful for each of you to have a copy of the OML on hand at Board meetings, so you can quickly refer to it when needed.

2. The only exception to Vermont’s commitment to open meetings is when something comes up that truly *must* be kept confidential – i.e. that can only be discussed in “executive session”. We’re not talking about something that’s just awkward or embarrassing: it’s got to be something that, if discussed in public, would “*clearly place the Town, the Selectboard, or a person involved at a substantial disadvantage*”. Similarly, things like real estate negotiations, or the appointment, evaluation, or dismissal of a Town employee, may be eligible for discussion in executive session.

Very clearly, because Vermont laws (and Vermonters!) so highly prize open government, it’s expected that local selectboards will only *rarely* resort to private discussion by entering into executive session.

3. But your Selectboard — or, more accurately, recent Norwich Selectboards before you — have gone into executive session *a lot*. For example, the Norwich Selectboard of 2022-23 went into executive session 34 times — a least once every meeting.

(continued next page)

Summary of Presentation

Page 14
30 March 2026

The next Selectboard, 2023-24, then set a record: 35 executive sessions — most of them an hour or more long.

In recent years, with different leadership, and facing different issues, the Selectboard has gotten the number of executive sessions under better control. In 2024-25 only 4 executive sessions. Then, last year, 2025-2026, 12. That's progress. But still, every time the Selectboard goes into executive session it compromises the people's right to see what their government is up to.

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- a. how the Board *justifies entering* executive session (pages 2, 3, and 4);
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4. Especially concerning is the procedure that the Selectboard has used for several years to explain why it is going into executive session. In meeting after meeting, the Board ignores the Vermont Supreme Court's requirement to "*make a careful analysis of the need before deciding to go into executive session.*" (Trombley, 1992) And routinely, the Board fails to comply with OML's requirement that "*a motion to go into executive session shall indicate the nature of the business of the executive session.*" (1 VSA § 313)

*Looking back on our conversation last week, there's one thing I wish I had done better for you: explain the difference between what you do and what you **should** do. The best way I can think to do this is to show you examples of how you could have improved the presentation of relevant facts before the two executive sessions that you, as a new Board, went into at your 11 March meeting.*

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(continued next page)

Summary of Presentation

Page 15
30 March 2026

If you had actually wanted to inform the public (and comply with Vermont law) about why you needed to go into executive session at Item 5, you could have said something like this:

"As required by state law, the Town keeps hundreds of public documents on file. By law these public records must be made available to the public on request. State and federal law also require that, if requested, special accommodations for access to these documents shall be made for persons with disabilities.

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"The Board has a duty to respond to the resident's complaint. Accordingly, Board members have reviewed state and federal requirements concerning public records, the public's right to review them, and the laws' requirements for special accommodations. The purpose of this agenda item is to prepare the Board's response to the resident's complaint. To do so, the Board and its attorney must interview the Town Manager in order to understand his perspective with regard to the complainant's concerns, and discuss the attorney's recommendations for framing a response to the complaint."

"Accordingly, the Board finds that premature general public knowledge would clearly ... etc." (as stipulated at 1 VSA § 312(a)(1))

Obviously, since you never explained yourselves, and none of us in the public have any idea what you *actually* did in executive session at Item 5, (you were gone for more than an hour) the above example of an 'explanation' is necessarily hypothetical. Whatever you actually had in mind to do in executive session, by law you must first provide the public with a clear statement of *"the nature of the business of the executive session"*, i.e the context, subject, scope, purpose, and intended outcome of the discussion to be conducted in executive session. Otherwise your "finding" is not a finding at all. It is merely an unfounded assertion -- and a violation of the clear intent of Vermont law

- 4.2 Now let's turn to the second executive session topic of your 11 March meeting: item 6 of your revised agenda: "Review Pending Litigation with Legal Counsel". Much like your handling of Item 5, you provided to the public no information to explain why you were going into executive session. As in Item 5, your handling of Item 6 violates both the spirit and letter of Vermont law.

(continued next page)

Summary of Presentation

Page 16
30 March 2026

Additionally, your handling of Item 6 embodies an affront to the law and to public transparency by virtue of your aversion to specifying the name or title of the "pending litigation" to which you refer.

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But, in fact you could easily have informed the public of your purpose. Again, without knowing what you actually did in your executive session at Item 6), here is a hypothetical example of the kind of information you could have provided to the public before you voted to enter executive session:

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Summary of Presentation

Page 17
30 March 2026

5. How you conduct your executive sessions needs improvement. Of course, no one in the public, myself included, has any idea what you actually do in executive session. All we know is that you take a long time doing it. While most agenda items in public session each take a half-hour or less when there's no public comment. In stark contrast, when you go into executive session you're usually gone for an hour, often longer. My guess is that Board members are not provided documents to study in advance, and are thus poorly prepared – which, in turn, requires that much of the meeting is devoted to getting folks “up-to-speed”. Moreover, I would guess that conversations sometimes stray to other topics -- which is a violation of the Open Meeting Law.

I urge you to give consideration to the suggestions for *“Improving how the Board conducts Executive Sessions”*, page 5 of the handouts.

6. What the Board says and does *after* its executive session could be improved. Sometimes the Board's Chair does a good job summarizing what took place in the executive session. More often, it's ‘crickets’. It's worth keeping in mind that townspeople at your meetings – attending in the public meeting room and attending via Zoom – have been waiting for an hour, and often more, while you're closeted in another room having your executive session. When you come back into public session, it would seem to me a fundamental courtesy to tell townspeople all that you can (without violating confidentiality, of course) about what transpired in the Board's executive session.

I encourage you to give consideration to the suggestions for *“Improving how the Board informs the public after Executive Session”*, page 6 of the handouts.

7. Finally, a separate but related topic: Toward the end of our discussion last week, the Chair asked if Selectboard discussions with the Town's attorney can ever be conducted in public. The answer is YES. The so-called “attorney-client privilege” provides that information provided by the client to the attorney shall be, in all but rare instances, kept confidential. However, the right to insist upon the privilege of confidentiality is the Client's right, not the attorney's. And the Client may waive that right to confidentiality any time it sees fit to do so. Accordingly, if the Board believes that it would better serve the public to conduct certain conversations with the town attorney *in public*, the Board may request that the attorney cooperate in such open discussion.

(continued next page)

Summary of Presentation

Page 18
30 March 2026

In conclusion, I wish to remind you that I am not an attorney, and to reiterate what I've said to you before: I appreciate and respect you, each of you, for stepping up to serve our Town as members of the Selectboard. From my own decades of service with legislative bodies, boards, and committees, I know how hard this work is.

My only purpose in all the foregoing is to *help you improve your effectiveness* as a Selectboard, so that you can better achieve the goal of transparent governance and principled service to the people of Norwich.

kind regards,



John Carroll
30 March 2026

Fwd: Appeal of February 20 email response to my February 2, 2026 requests for public records

From Chris Katucki <ckatucki@outlook.com>
Date Thu 4/2/2026 9:45 AM
To Select Board <selectboard@norwich.vt.us>
Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>

Dear Selectboard members,
In the interest of transparency, I am forwarding to you my appeal to the Town Manager regarding my February 2, 2026 requests for public records under the Public Records Act. I am willing to discuss further if you wish to do so.

Sincerely,
Chris Katucki

Begin forwarded message:

From: Chris Katucki <ckatucki@outlook.com>
Subject: Appeal of February 20 email response to my February 2, 2026 requests for public records
Date: March 30, 2026 at 4:21:51 PM EDT
To: Brennan Duffy <bduffy@norwich.vt.us>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>, "Beriah C. Smith" <bsmith@firmspf.com>

March 30, 2026

RE Appeal of February 20 email response to my February 2, 2026 requests for public records

Dear Mr. Duffy:

This email is to appeal your February 20 email response to my February 2, 2026 requests for public records under the Public Records Act (PRA). As you know, the Town made the documents available to me for inspection earlier this month.

Your email states that an appeal should be directed to you under 1 V.S.A. § 318(c). I therefore submit this appeal to obtain the final written determination required by § 318(c) (2) and to exhaust the administrative remedies. Please note my objection that the same official who made the initial determinations is also serving as the appellate decisionmaker under § 318(c).

I also preserve and incorporate by reference my objections to your March 13, 2026 final accommodation decision under § 318(f), including the Town's interpretation of § 316(g) and the conditions imposed on requester-made screenshots during remote inspection.

The grounds for my appeal are set forth below.

COSTS AND FEES

The Town reads section 316(c)(1) too broadly. The Town conditioned the production of copies of public records on payment of charges that are not authorized by the PRA.

Section 316(c)(1) authorizes only staff time “directly involved” in complying with a request for copies. The Town does not contend that 316(c)(2) and (3) are applicable. Read in the context of sections 315, 316, and 318, section 316(c)(1) does not authorize the collection of every internal labor cost the agency incurred for public-records compliance.

The decision in Doyle v. City of Burlington Police Dept., 2019 VT 66 confirms that section 316 should be read in accordance with its text. Doyle did not address the scope of chargeable staff time in a copies case. It does not support the Town’s position that every internal task associated with a request for copies is billable.

My position is that the better reading of § 316(c)(1) does not authorize charges for searching, retrieving, reviewing, or redacting records at all.

Even assuming that the Town’s interpretation of section 316(c)(1) is correct, a natural reading of “time directly involved in complying with the request” does not include discussion with counsel, second response review, organizing files for submission to counsel, or similar internal risk management work.

The Town’s itemization is also defective because it block-bills, mixing together time spent on all tasks on a given day, rather than segregating any allegedly chargeable time from nonchargeable time. For example, the Town combined “reviewing request with counsel and copying documents,” “discussion with counsel, document search and instructing SB members on response,” and “discussion with counsel, records search and review.” This lumping of time entries makes it impossible to determine what amount, if any, was lawfully chargeable.

In addition, the Secretary of State’s uniform schedule applies by default. That schedule separately sets a rate for staff time involved in physically duplicating a record. Yet the Town’s February 2 entry combines “copying documents” with counsel review and bills the entire block at the senior-level rate, without any segregation.

The itemization is also internally inconsistent: it describes “TM Office Staff: 0.5 hr staff time searching for responsive attachments” but bills only 0.25 hours, apparently shortchanging the Town.

In addition, time spent consulting with counsel on redactions not upheld on appeal should not be billable to the requester.

REDACTIONS

§ 318(b) and (e)

In the redacted records, the Town only provides a bare statutory citation to support the redactions and the February 20 email adds little more. These are legal conclusions that do not satisfy the explanation requirements of sections 318(b)(2)(B), 318(c)(2)(B), and 318(e). Therefore, more robust explanations are required for each redaction.

Further, categorical withholding of draft motions and agendas is inappropriate under section 318(e).

If the Town continues to uphold these redactions or withholdings on appeal, section 318(c)(2)(B) requires the final written determination to include a brief statement of the reasons and supporting facts for upholding them.

§ 317(c)(7) exemption

Section 317(c)(7) is not a blanket privacy exemption. It applies only to those personal documents that reveal "intimate details of a person's life" and even then, the exemption involves a balancing of interests. Rutland Herald v. City of Rutland, 2013 VT 98.

I do not dispute that section 317(c)(7) may protect genuinely private identifying information in appropriate circumstances, especially for private complainants, victims, or lower-level employees. But the Town appears to use § 317(c)(7) more broadly than that.

Here, the Town appears to use the exemption, as far as I can tell, to shield the name of an individual providing information about a workplace incident involving the Town audit, who is not the victim or accused and who appears to be an official or department head. ["REDACTED and I both feel..." Responsive Records (Katucki 2-2-26 request) at 49.]

Without more, it is difficult to see how disclosing the name would reveal "intimate details" about that person's life. Or, why disclosure is not in the public interest, in light of the misconduct alleged.

§ 317(c)(17) exemption

Section 317(c)(17) is limited to "interdepartmental and intradepartmental communications." These terms are not as encompassing as the FOIA exemption which applies to inter-agency or intra-agency documents. Indeed, in defining "public agency" or "agency" in section 317(a)(2), the Legislature recognized the difference between a "department" and a "board."

The Selectboard is not a "department" of the Town like the Fire Department or the Department of Public Works. It is a legislative or governing body. As a "board," it is also a public body under the Open Meeting Law. Its members are elected by voters, and they are not employees of the Town. Accordingly, the Selectboard is not a department of the Town.

Because the Selectboard is not a department of the Town, the (c)(17) exemption does not apply to communications involving the Selectboard or any of its members. Moreover, it would be a clear loophole to the Open Meeting Law if the exemption shielded communications that should have occurred at a duly warned public meeting, whether in open or executive session.

At a minimum, the Town needs to explain why communications among Selectboard members or those between any Selectboard and the Town Manager (or his staff) qualify as "interdepartmental" or "intradepartmental" communications.

Even if that element is satisfied, the (c)(17) exemption only applies to the extent that the communications cover "other than" (i) "primarily factual materials" AND (ii) "are preliminary to any determination of policy or action." Both must exist for the exemption to apply, on a record-by-record basis.

The Town's February 20 explanation does not track the statute's text. It reduces the exemption to non-factual communications made before governmental action, which is broader than the PRA exemption.

With respect to draft agendas and draft motions, they are not categorically exempt. A draft agenda is simply a list of primarily factual topics, within an administrative scheduling or organizing document. A draft motion is often formulaic, ministerial, or tied to a public agenda item. ("I move to approve the minutes." or "I move to authorize the DPW to spend up to \$200,000 from Town reserves to replace the culvert on Main Street."). The connection between a draft agenda or motion and Selectboard policy adoption or action at a meeting is attenuated at best. Specific content in these documents might be exempt, but the (c)(17)

exemption does not justify the blanket withholding of all draft agendas and all draft motions.

The Open Meeting Law is also relevant here. Section 310(5)(B) excludes from the definition of a “meeting” any communication, “between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting.” However, those written communications are explicitly made subject to disclosure under the PRA under section 310(5)(B)(ii). It would indeed be a strange turn, if the proviso was rendered a nullity by the (c)(17) exemption.

Section 310(5)(B) also bears on the email discussions related to whether an executive session is appropriate. If administrative in nature, they are not exempt under that subsection. If they address the merits of holding an executive session, then they are “primarily” fact-based and not exempt.

With respect to the redactions in other emails, many of the emails involve a quorum of the Selectboard. If these were “for the purpose of discussing the business” of the Selectboard, then they may constitute a meeting under section 310(5)(A) of the Open Meeting Law. In that case, the bald assertion of the (c)(17) exemption lacks the necessary foundation required by the PRA.

318(f) ACCOMMODATION / USE OF SCREENSHOTS

On March 13, 2026, you issued what you described as the Town’s final decision on my accommodation request under 1 V.S.A. § 318(f). I appreciate the Town’s provision of remote, view-only inspection of the redacted records. I include this issue here to preserve it and to include it as part of the administrative record.

The March 13 decision allowed screenshots “for the sole purpose of creating personal notes,” but further stated that screenshots may not be published and may not be transferred to other persons unless I pay the staff-time costs associated with complying with the request for copies under section 316(c).

The Town bases this restriction on section 316(g) but misreads that subsection as authorizing it to prohibit or condition the use of requester-made screenshots taken during inspection. However, a better reading of that provision in the context of the entire statute is that it merely prohibits the Town from refusing to make a copy, if the person requests one. A requester making a screenshot of a record already displayed for inspection is different from asking the Town to furnish a copy. Nor does the act of taking that screenshot itself require additional Town staff time.

Moreover, the Town has identified no rule issued under section 316(j) and no supporting facts, showing why restricting the publication or transfer of requester-made screenshots of already-redacted records is necessary to prevent disruption, preserve security, or protect records from damage.

APPEAL RELIEF REQUESTED

For the reasons stated above, I ask that you:

- Reverse the Town’s determinations in the February 20, 2026 response to my February 2, 2026 public-records request, in whole or substantial part;
- Produce for inspection all responsive draft agendas and draft motions;
- Remove all redactions and withholdings asserted under 1 V.S.A. § 317(c)(17) to the extent they rely on the view that communications involving Selectboard members constitute interdepartmental or intradepartmental communications;

- Remove redactions or withholdings that are not supported under 317(c)(7) or (c)(17) as set forth above and provide a specific explanation for any remaining redactions;
- Make the responsive records, as revised above, promptly available for inspection;
- Remove the March 13, 2026 condition that requester-made screenshots taken during inspection may not be published or transferred to others unless staff-time charges are paid; and
- Eliminate the challenged staff-time charges, or at minimum reduce them to any charges actually authorized by 1 V.S.A. § 316(c).

If you uphold any denial, redaction, costs and fees, or inspection/accommodation condition in whole or in part, please issue the detailed written determination required by 1 V.S.A. § 318(c)(2).

Please treat this submission as my request for a written determination within the time required by § 318(c)(1).

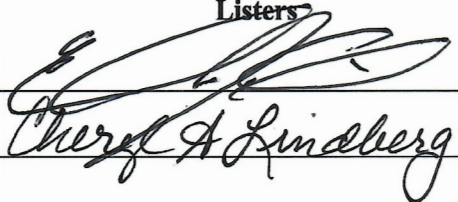
Sincerely,

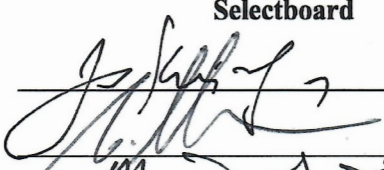

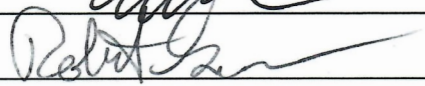
Christopher Katucki

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2011 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

Listers


Selectboard

Mary W. Jew



Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

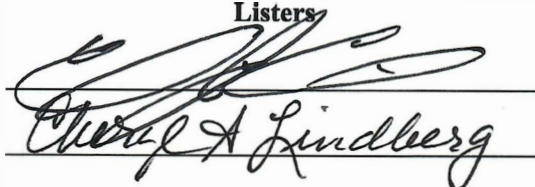
32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending
When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.
32 V.S.A. § 4156. After appeal and suit determined
When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.
32 V.S.A. § 4157. Effect of such certificate
From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING


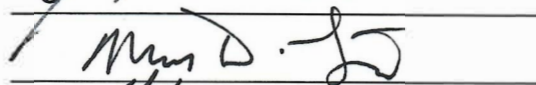
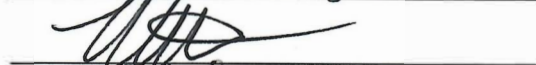
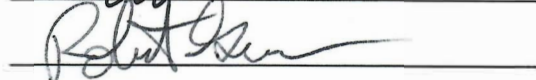
We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2012 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this ____ day of _____.

Listers



Selectboard

Attested this ____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

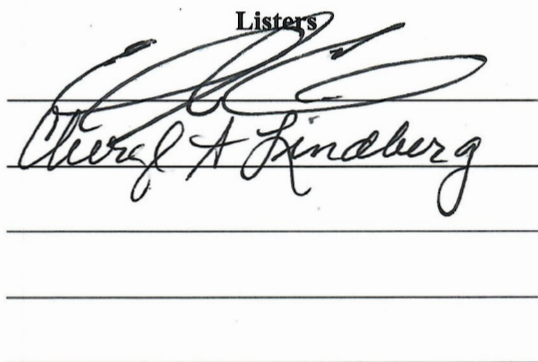
32 V.S.A. § 4157. Effect of such certificate

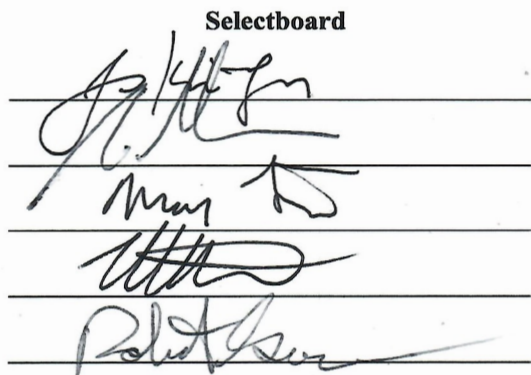
From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2015 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

Listers


Selectboard


Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

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32 V.S.A. § 4157. Effect of such certificate


From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2016 grand list of NORWICH, Vermont.

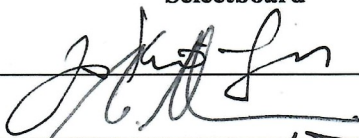
Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

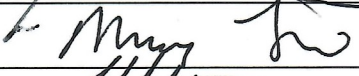
Listers




Cheryl Lindberg

Selectboard







Robert

Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

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32 V.S.A. § 4157. Effect of such certificate

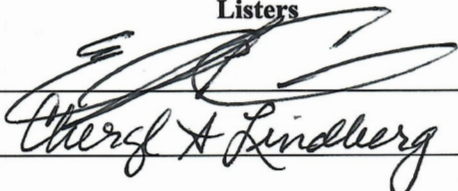
From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
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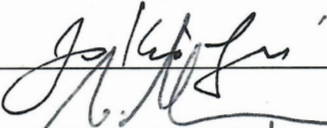
We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2017 grand list of NORWICH, Vermont.

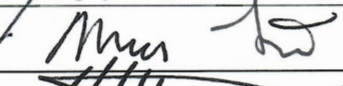
Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.


Listers

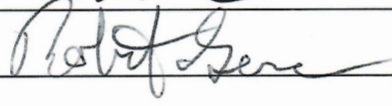


Selectboard









Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

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From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2018 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

Listers

Charles A Lindberg

Selectboard

[Signature]
[Signature]
[Signature]
[Signature]

Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

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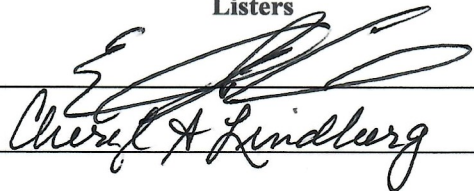
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Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2019 grand list of NORWICH, Vermont.


Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

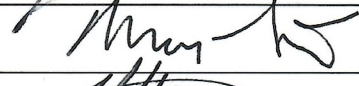
Listers




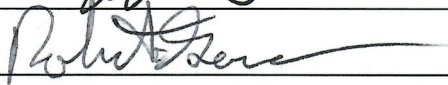
Cheryl A Lindberg

Selectboard









Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

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Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2020 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____, _____.

Listers

[Signature]

Cheryl A Lindberg

Selectboard

[Signature]

[Signature]

[Signature]

[Signature]

Attested this _____ day of _____, _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

32 V.S.A. § 4157. Effect of such certificate

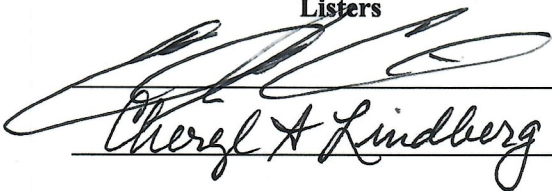
From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING


We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2022 grand list of NORWICH, Vermont.

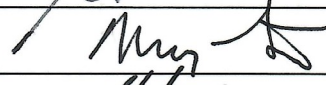
Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.


Listers




Selectboard









Attested this _____ day of _____.

_____, Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

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Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2023 grand list of NORWICH, Vermont.

Given under our hands at in the County of WINDSOR, State of Vermont, this day of

Listers
Cheryl A Lindberg

Selectboard
[Signatures]

Attested this day of

Town Clerk

Attach to final grand list lodged with the town clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

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CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2024 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of WINDSOR, State of Vermont, this _____ day of _____.

Listers
[Signature]
Cheryl A Lindberg

Selectboard
[Signature]
[Signature]
[Signature]

Attested this _____ day of _____.

_____, Town Clerk

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