

# Norwich Selectboard

**Regular Meeting: Wednesday, May 13, 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. Appointments to Boards/Commissions – Discussion/Possible Motion (15 mins)
5. Local Emergency Management Plan Renewal/Approval – Discussion/Possible Motion (5 mins)
6. Roadside Ash Tree Removal Project Bid Recommendation – Discussion/Possible Motion (5 mins)
7. Planning Commission Request: Village Master Plan Project – Discussion/Possible Motion (10 mins)
8. Reimbursement and Expense Report Policy – Discussion/Possible Motion (15 mins)
9. Liquor License Renewals – Discussion/Possible Motion (5 mins)
10. Cures for Katucki Open Meeting Law Violations – Discussion/Possible Motion(s) (20 mins)
11. Approve Minutes – April 16, 2026 Special Meeting, April 22, 2026 Special Meeting, and April 22, 2026 Regular Meeting – 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	5/27/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	6/10/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

***Town of Norwich***  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
*(and for those reapplying for continuing appointments)*

Name: Gregory Hynes

Address: 1496 Union Village Rd, Norwich VT 05055

Day phone: 7208784084

Evening phone: 7208784084

E-mail: gthynes1@gmail.com

Position Applied For: Affordable Housing Sub Committee

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1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 0                      Years: 0

2. Would you be available for evening and/or morning meetings?

Evening: Yes  No               Morning: Yes  No

Are there other restrictions on your availability? If so, please describe:

Have a 9 year old so school can conflict otherwise I have a flexible schedule.

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I bring a combination of direct, local experience navigating the Norwich development and permitting process, along with a professional background in health systems and emergency response in resource-constrained environments. My work has focused on building practical, scalable solutions that improve community resilience, and I see housing as a foundational part of that. I'm particularly interested in helping identify realistic pathways to increase affordability while working within the constraints that small communities face. I also have worked with and resided across a wide variety of communities.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

I have served on multiple boards, committees, and technical working groups focused on post-disaster recovery, post-conflict settings, and health and infrastructure projects in low- and middle-income countries. These roles involved stakeholder engagement, collaboration with local governments, and translating policy into practical, community-centered solutions. While not within a U.S. municipal or school district structure, this experience reflects similar core functions, including consensus building and balancing competing community needs. Most of these

5. Education and Current Employment

Employer: MTM Analytics

Location: Missouri

Description of work:

Remote support for business development of a small scale low carbon data center company out of Missouri.

6. Pertinent Education and/or Experience:

I am a Family Nurse Practitioner with experience working within complex regulatory systems in domestic and international settings, navigating standards of care and infrastructure constraints. I also support business development for a small-scale, low-carbon data center company in Missouri, interfacing with utilities, EPA and FRA considerations, town managers, and economic development boards, strengthening my understanding of regulatory processes and public-private coordination.

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes  No  If yes, please explain:

Comments:

Signature: Gregory T Hynes

Date: 27Apr2026

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Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

**APPLICATION FOR BOARDS/COMMISSIONS**  
(and for those reapplying for continuing appointments)

Name: Emily Myers  
Address: 128 Union Village Rd Norwich VT 05055  
Day phone: 907-385-9300 Evening phone: 907-385-9300  
E-mail: Bearmyers1@mac.com  
Position Applied For: Development Review Board Member

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 3

2. Would you be available for evening and/or morning meetings?  
Evening: Yes  No  Morning: Yes  No   
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I have served three years on this Board and I am happy to continue for one more term.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

N/A

5. Education and Current Employment

Employer:

Location:

Description of work:

Homemaker and community volunteer.

6. Pertinent Education and/or Experience:

Newick University, BA Criminal Justice  
US Air Force 9 years, Air Traffic Officer  
University of Oklahoma, MA Human Relations

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes  No  If yes, please explain:

Comments:

Signature:



Date:

4/24/2020

Town of Norwich  
P.O. Box 376  
Norwich VT 05055-0376  
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS  
(and for those reapplying for continuing appointments)

Name: David Hubbard  
Address: 358 Ardentown Rd. / 687 Chapel Hill Rd.  
Orford, NH 03777 / Norwich, VT 05055  
Day phone: 802-296-1160 Evening phone: Same  
E-mail: dwhubbard@outlook.com  
Position Applied For: Emerald Ash Borer MK

1. If you are re-applying for the same board/commission, how many terms/years have you already served? Terms: 1 Years: 2

2. Would you be available for evening and/or morning meetings?  
Evening: Yes  No  Morning: Yes  No   
Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.  
Forty plus years working in the hardwood lumber industry with long exposure to the ongoing Emerald Ash Borer (EAB) crises and its impact on the North American hardwood forest.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:  
Vermont Working Lands Enterprise Board (WLEB) - current  
Town of Orford Conservation Commission - current, 2nd term  
Town of Norwich Conservation Commission - past terms  
Land Management Council - past terms

5. Education and Current Employment

Employer: *GMC Hardwoods, Inc. - Retired* Location: *Medfield, MA*

Description of work:

*40 plus years working in the hardwood lumber industry, starting in a sawmill grading, inspecting green and kiln-dried lumber, moving into sales and purchasing. Shipping lumber across the US, importing from Canada and exporting to Canada and Vietnam.*

6. Pertinent Education and/or Experience:

*University of Vermont '75, BA in geography and environmental science*

*Lifetime of experience*

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? Yes  No  If yes, please explain:

Comments:

Signature:



Date:

*March 16, 2026*



From: Alexander Northern JD, MPA CFO  
Town of Norwich Fire Chief  
Deputy EMD  
Town Fire Warden

To: Town of Norwich Selectboard

Re: Revised 2026 Local Emergency Management Plan

Date: 5/4/2026

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Members of the Norwich selectboard:

In accordance with 20 V.S.A § 6 and the State Emergency Management Plan, "(c)(1) - Each local organization shall develop and maintain an all-hazards emergency management plan in accordance with the State Emergency Management Plan and guidance set forth by the Division of Emergency Management."

In addition, a current Local Emergency Management Plan (LEMP) is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF). Municipalities shall review and update their emergency plans annually and re-adopt them between Town Meeting and June 1 every year. Municipalities report adoption of LEMPs through their Regional Coordinator with the LEMP adoption form and plan.

Therefore, I request that the Town of Norwich Selectboard attest that the municipality has adopted NIMS and the LEMP at a warned public meeting. The attesting individual has traditionally been the Selectboard Chair.

Sincerely,

*Alexander Northern*

Town of Norwich Fire Chief  
Deputy EMD

## Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

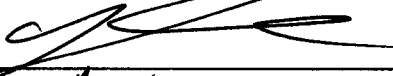
VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	Alex Northern
Email	<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
EMD REMC Representative	Brennan Duffy
Email	<a href="mailto:BDuffy@norwich.vt.us">BDuffy@norwich.vt.us</a>

Municipality	Town of Norwich
LEMP Adoption Date	5/20/2026
NIMS Adoption Date	5/20/2026
EMD Name	Brennan Duffy
Position	Town Manager/EMD
Primary Phone	(802) 649-1419 ext. 1
Alternate Phone	
Email	<a href="mailto:BDuffy@norwich.vt.us">BDuffy@norwich.vt.us</a>
Public Contact Information	EM Coordinators
POC 2 Name	Alex Northern
Position	Fire Chief/D-EMD
Primary Phone	(802) 649-1133
Alternate Phone	(802) 359-2045
Email	<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
POC 3 Name	Matthew Romei
Position	Police Chief
Primary Phone	(802) 649-1460
Alternate Phone	
Email	<a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a>

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\*  Printed Name: Alexander Northern  
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed\* \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.**

**Local Emergency Management Plan**

**1. Emergency management planners**

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Town Manager Brennan Duffy - EMD
Fire Chief/D-EMD Alexander Northern

**2. Municipal emergency operations center (EOC)**

*The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.*

Which municipal position(s) can activate the EOC?
Brennan Duffy- Town Manager/EMD Alex Northern-Fire Chief/D-EMD Norwich Police Chief Matthew Romei Deputy Fire Chief Matt Swett

**Potential EOC positions and duties**

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director & Fire Chief/ Deputy EMD	Supervises and directs all EOC activities coordinating municipal support and response
As assigned to staff	Phone and radio traffic
"	Tracks and answers any Requests for Information (RFI)
"	Tracks and coordinates any Requests for Support (RFS)
"	Produces and posts public information and press releases
"	Field duties as needed

**Potential EOC staff members**

<i>Name</i>	<i>Qualified position(s) and notes</i>
Brennan Duffy-Town Manager	(802) 649-1419 ext.1; <a href="mailto:BDuffy@norwich.vt.us">BDuffy@norwich.vt.us</a>
Alex Northern- Fire Chief/ Deputy EMD	(802) 649-1133; (802) 359-2045 (C) <a href="mailto:ANorthern@norwich.vt.us">ANorthern@norwich.vt.us</a>
Chief Matthew Romei Norwich Police Dept.	(802) 649-1460; <a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a>
Matt Swett-Deputy Fire Chief	(802) 649-1133
Eric Friets-NFD EOC Support	(802) 649-1133

Facility address:	Public Safety Building 10 Hazen Street Norwich, VT 05055
Phone numbers:	(802) 649-1133; (802) 649-1460
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
<i>Alternate EOC location (if applicable)</i>	
Facility address:	Tracy Hall 300 Main St. Norwich, VT 05055
Phone numbers:	(802) 649-1419
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep

### 3. Resources

<b>Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.</b>		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
Town Manager; Norwich Police Chief Matthew Romei in the absence of the Town Manager		
Emergency Spending Limit: \$25,000		
Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.		
<i>Town or city owned resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Fuel for Town Vehicles	Town of Norwich	802-649-1419
Office Supplies	Town of Norwich	802-649-1419
Plow Trucks	Town of Norwich-DPW	802-649-2209
Dump Trucks	Town of Norwich-DPW	802-649-2209

<i>Businesses with standing municipal contracts (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Yearly Winter Plowing Contract	CJ Kurthalz	
<i>Other local resources (if applicable)</i>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
<b><u>Firefighting-</u></b> Resources in support of structural and wildland firefighting.	Fire Chief Alex Northern  Fire Warden Alex Northern	(802) 649-1133 (O) (802) 359-2045 (C) <a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>  (802) 359-2045 (C)
<b><u>Transportation-</u></b> Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Town school buses	Town School Busses-Student Transportation of America (STA) 0600-1600 M-F  Local Number Corporate number
<b><u>Red Cross</u></b>	Red Cross (VT & NH offices have merged)	
<b><u>Communications</u></b> – Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	<ul style="list-style-type: none"> <li>• Incident Commander</li> <li>• Town Manager</li> <li>• Selectboard Chair</li> </ul>	<p>Methods to alert the general population include:</p> <ul style="list-style-type: none"> <li>• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: <a href="mailto:norwich@lists.Vitalcommunities.org">norwich@lists.Vitalcommunities.org</a></li> <li>• internet information</li> <li>• Code Red through Hanover Dispatch 603-643-3424. Requires sign up by community members</li> <li>• Facebook- <a href="https://www.facebook.com/norwich.vtpolice/">https://www.facebook.com/norwich.vtpolice/</a></li> <li>• For alerting the public using Vermont 211; Email <a href="mailto:info@vermont211.org">info@vermont211.org</a></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="https://www.vtalert.gov/">https://www.vtalert.gov/</a></li> <li>• VT Emergency Management- <a href="http://vem.vermont.gov">vem.vermont.gov</a></li> <li>• Emergency Broadcast System (Television and Radio)</li> <li>• Emergency Notification System (ENS)</li> <li>• Sandwich boards and bulletins posted in town</li> <li>• Door to door and loudspeaker from mobile unit</li> <li>• Local media</li> <li>• Power Outages- <a href="http://vtoutages.com/">http://vtoutages.com/</a> shows entire state; updated by power companies</li> </ul>
<p><b><u>Public Works &amp; Engineering</u></b> - Resources In support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public</p>	Norwich DPW	<p>DPW Director Chris Kaufman-(W) (802) 649-2209</p> <p><a href="mailto:ckaufman@norwich.vt.us">ckaufman@norwich.vt.us</a></p>
<p><b><u>Emergency Management, Recovery &amp; Mitigation</u></b> - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel Resources available to provide overall coordination of the town's emergency operations. Resources may</p>		<p>Contact Vermont Emergency Management</p> <ul style="list-style-type: none"> <li>• VEM Watch Officer:</li> <li>• <a href="http://vem.vermont.gov">vem.vermont.gov</a></li> <li>• <i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></li> </ul> <p>Contact Kevin Geiger TRORC</p>

<p>serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.</p>		
<p><b>Mass Care, Food &amp; Water</b> - Resources available to coordinate sheltering, feeding and first aid for disaster victims</p>	<p>Fire Chief/D-EMD Alex Northern</p>	<p>(802) 649-1133 (802) 359-2045  <a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a></p>
<p><b>Resource Support</b>—Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.</p>	<p>Fire Chief/D-EMD Alex Northern</p>	<p>(802) 649-1133 (802) 359-2045  <a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a></p>
<p><b>Health &amp; Medical Services</b> - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services,</p>	<p>Vermont Dept. of Health (Hartford/WRJ)  Town of Norwich Health Officer  Dartmouth-Hitchcock Hospital EMS District 9</p>	<p>(802) 649-1419 x1 <a href="mailto:agemignani@gmail.com">agemignani@gmail.com</a>  Thomas Trimarco, MD, FACEP; EMS Dist.9 Medical Director; DHART Associate Medical Director-Dartmouth-Hitchcock Medical Center</p>

disease and vector control guidelines and resources for the collection, identification, and protection of Human remains.	Medical Director NFD Fire/EMS Division Hanover/Hartford FD Ambulance	911 911
<b><u>Search &amp; Rescue</u></b> - Resources locally available to locate identify/remove persons from a stricken area, including those lost or trapped in buildings/other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.	Vermont Urban Search and Rescue (USAR, TF1)	UVComm Dispatch (603) 643-3424 State VEM Duty Officer- The State Emergency Operations Center (SEOC)
<b><u>Hazardous Materials</u></b> – Resources available for response, inspection, containment and cleanup of hazardous materials.	Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)	UVComm Dispatch (603) 643-3424 State VEM Duty Officer- The State Emergency Operations Center (SEOC)
<b><u>Agriculture &amp; Natural Resources</u></b> -Assets available for use in coordinated response in the management and containment of Communicable diseases in an animal health or plant emergency.	VT Agency of Agriculture  ANR	ANR Central Office -
<b><u>Energy</u></b> – Assets available for the emergency repair and restoration of	Green Mountain Power	

<p>critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.</p>	<p>Evans for Gas and Diesel</p>	
<p><b>Law Enforcement-</b> Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.</p>	<p>Chief Matthew Romei - Norwich Police Dept.</p>	<p>802-649-1460 <a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a></p>
<p><b>Public information-</b>Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.</p>	<p>Incident Commander  Town Manager</p>	<p>Methods to alert the general population include:</p> <ul style="list-style-type: none"> <li>• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: <a href="mailto:norwich@lists.vitalcommunities.org">norwich@lists.vitalcommunities.org</a></li> <li>• internet information</li> <li>• Code Red through Hanover Dispatch. Requires sign up by community members</li> <li>• Facebook-<a href="https://www.facebook.com/norwichvtpolice">https://www.facebook.com/norwichvtpolice</a></li> <li>• For alerting the public using Vermont 211 Email <a href="mailto:info@vermont211.org">info@vermont211.org</a></li> <li>• <a href="https://www.vtalert.gov/">https://www.vtalert.gov/</a></li> <li>• Emergency Broadcast System (Television and Radio)</li> <li>• Sandwich boards and bulletins posted in town</li> </ul>
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police Special Teams</li> <li>• Swiftwater rescue teams (both local and VT-TF1)</li> <li>• Regional shelter support</li> <li>• Subject matter expertise from state government agency or federal response agency</li> </ul>		

State support and resources the municipality will normally eventually have to pay for:

- Supplies and equipment
- VTrans equipment and personnel
- Vermont National Guard support

*The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.*

<b>National Incident Management System (NIMS) typed resources* (if applicable)</b>											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source	1				
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering	2					Water Valve Maintenance Truck				N/A	

\*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

*During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.*

*Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.*

*Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.*

*Please consider what those needs may be, and how those needs can be met.*

Local VT-Alert managers and managers of other notification systems (if applicable):	Alex Northern-Fire Chief/D-EMD Deputy Fire Chief Matt Swett
Important local websites or social media channels (if applicable):	<p>The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mailto: <a href="mailto:norwich@lists.vitalcommunities.org">norwich@lists.vitalcommunities.org</a></p> <p>Social Media:</p> <ul style="list-style-type: none"> <li>• Facebook-<a href="https://www.facebook.com/Norwichvtpolice">https://www.facebook.com/Norwichvtpolice</a></li> </ul>
Local newspaper, radio, TV (if applicable):	<p>Valley News- 603-298-8711 <a href="mailto:newseditor@vnews.com">newseditor@vnews.com</a></p> <p>WCAX TV- 802-652-6300 <a href="mailto:channel3@wcax.com">channel3@wcax.com</a></p> <p>Vermont Public- 800-639-2192 <a href="https://www.vermontpublic.org/send-us-an-email">https://www.vermontpublic.org/send-us-an-email</a></p> <p>WPTZ- 802-655-5455 <a href="mailto:newstips@mynbc5.com">newstips@mynbc5.com</a></p> <p>Fox44-802-660-9333 <a href="mailto:news@fox44now.com">news@fox44now.com</a></p>
Public notice locations: These are physical locations that you are required to post meeting notices per <a href="#">17 V.S.A. § 2641</a> . Two must be in town and the third must be in or near the town clerk's office.	Tracy Hall Bulletin Board; USPS Bulletin Board; Town Clerk 802-649-1419 x.2; Town List Serve

*Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.*

**5. Organizations and communities requiring additional coordination**

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through Citizen Assistance Registration for Emergencies (CARE). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
Senior living - Norwich Senior Housing 4 Dorrance Dr.	P.O. Box 1081 Norwich, VT 05055  <a href="mailto:info@simpsoncompanies.com">info@simpsoncompanies.com</a>	Property Manager Earl Simpson of Simpson Companies
School - Marion Cross School, 22 Church St.	(802) 649-1703	
Day Care - Child Care Center in Norwich 75 Montshire Dr.	(802) 649-1403	
Day Care - Norwich Nursery School, Emerson Ct. 312 Main St	(802) 649-1804	
Museum - Montshire Museum 1 Montshire Road	(802) 649-2200	
Norwich Public Library 368 Main St.	(802) 649-1184	
CARE (see above)	1-800-347-0488	VEM Watch Officer

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.*

### Spontaneous Sheltering

Determine the approximate number of people who need sheltering.  
 Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.  
 Track the status of residents who need shelter until their situation stabilizes.

### Primary local shelter

*This must be a location that your city or town has the authority to open*

Location and address:	Town of Norwich Public Safety Building 10 Hazen St.
Facility contact(s):	Fire Chief Alex Northern – (802) 649-1133 or (802) 359-2045 Police Chief Matthew Romei - (802) 649-1460
Shelter manager:	Fire Chief Alex Northern – (802) 649-1133 or (802) 359-2045
Staff requirements:	1-3
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	30-40
Overnight capacity: (if applicable)	30-40
Notes:	<b><u>Service Animals allowed</u></b>

### Alternate local shelter (if applicable)

Location and address:	Tracy Hall 300 Main St.
Facility contact(s):	Asst. Town Manager Miranda Bergmeier (802) 649-1419 x1
Shelter manager:	Fire Chief Alex Northern – (802) 649-1133 or (802) 359-2045
Staff requirements:	1-3
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	10-20
Overnight capacity:	0
Notes:	Not a suitable overnight shelter

**Annexes (Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

**Contact Information**

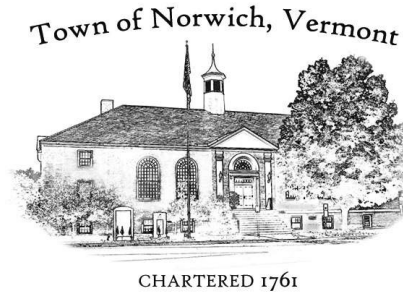
Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
<b>Local emergency management team</b>					
EMD	Brennan Duffy-Town Manager	802-649-1419			<a href="mailto:Bduffy@norwich.vt.us">Bduffy@norwich.vt.us</a>
EM coordinator	Fire Chief D-EMD Alex Northern	(802) 649-1133	(802) 359-2045		<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
EM coordinator	Police Chief Matthew Romei	(802) 649-1460			<a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a>
EOC staff	Deputy Fire Chief Matt Swett	(802) 649-1133			
EOC staff	Eric Friets	(802) 649-1133			
EOC staff					
EOC staff					
<b>Local response organization contacts</b>					
Fire chief	Alex Northern	(802) 649-1133	(802) 359-2045		<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
Assistant or Deputy Fire Chief	Matt Swett	(802) 649-1133			
EMS Chief	Matt Herbert	(802) 649-1133			
Chief of Police or Constable	Matthew Romei	(802) 649-1460			<a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a>
State Police or County Sheriff					
Local Dispatch Center	UVComm	(603) 643-3424			

**Contact Information**

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
<b>Local public works contacts</b>					
Road foreman	Jon MacKinnon	(802) 649-2209			
Road commissioner					
Town garage		(802) 649-2209			
Drinking water utility	Norwich Fire District	(802) 649-3474			<a href="mailto:firedistrictclerk@myfairpoint.net">firedistrictclerk@myfairpoint.net</a>
Wastewater utility					
<b>Municipal government contacts</b>					
Town administrator					
Town or City Manager	Brennan Duffy	802-649-1419			<a href="mailto:Bduffy@norwich.vt.us">Bduffy@norwich.vt.us</a>
Selectboard Chair	Mary Layton	802-649-1419			
Selectboard alt	Matt Swett	802-649-1419			
Selectboard alt					
Town Clerk	Lily Trajman	802-649-1419			<a href="mailto:Clerk@norwich.vt.us">Clerk@norwich.vt.us</a>
Town Treasurer or Finance	Cheryl Lindberg	802-649-1678			<a href="mailto:Treasurer@norwich.vt.us">Treasurer@norwich.vt.us</a>
Town health officer	Anthony Gemignani	(312) 909-0727			<a href="mailto:agemignani@gmail.com">agemignani@gmail.com</a>
Forest Fire Warden	Alex Northern	802-359-2045			<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>

**Contact Information**

<b>Position</b>	<b>Name</b>	<b>Phone numbers — indicate mobile, home, work</b>			<b>Email</b>
		<b>Primary</b>	<b>Alternate</b>	<b>Alternate</b>	
Animal control officer	Norwich Police Dept.	802-649-1460			<a href="mailto:Matthew.S.Romei@vermont.gov">Matthew.S.Romei@vermont.gov</a>
School contact #1	Marion Cross School-Principal Shawn Gonyaw	802-649-1703			<a href="mailto:shawngonyaw@marioncross.org">shawngonyaw@marioncross.org</a>
School contact #2					
School district office					
<b>Other contacts (including neighboring EMDs)</b>					



**MEMO**

**To:** Norwich Selectboard  
**From:** Brennan Duffy, Town Manager

**Date:** May 7, 2026  
**Re:** Roadside Ash Tree Removal Project Bid Recommendation

Based on Section 2 of the Town’s Financial Policy, which requires a sealed bid process for purchases above \$25,000, the Town advertised the Roadside Ash Tree Removal Project via RFP on March 16, 2026, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

**Results of the Bid Process:**

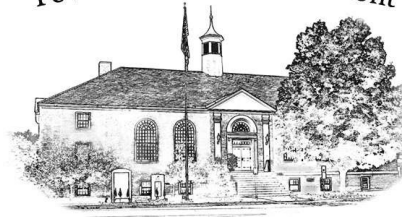
<b>Bidder</b>	<b>Amount</b>
Apollo Arboreal (Bid on only one section)	\$106,760
Asplundh	\$482,128.64
Blue Mountain Trucking and Excavating (BMTE)	\$226,500
Cam's Tree Service	\$127,676
LG Ferno Forest Products, LLC	\$109,995.20
Longto Tree Service	\$129,000
McCullough Bros Inc.	\$400,000
Thomson Timber Harvesting & Trucking, LLC	\$169,500
Vermont Tree Co., LLC	\$490,000
Wilcox Tree Service	\$108,584

Wilcox Tree Service, LLC was found to be the lowest responsive bidder. After consultation with the EABMS team and based on a review of the Bid Form, Project Approach memo, and positive reference check, we recommend the award of the contract to Wilcox Tree Service, LLC. for an amount of \$108,584.00.

**Funding**

Funding for this work is proposed to be used from the Emerald Ash Borer Fund #52 which has approximately \$114,400.00 currently in the fund.

Town of Norwich, Vermont



CHARTERED 1761

**Final Recommendation**

My recommendation is that the Selectboard approves the Roadside Ash Tree Removal bid from Wilcox Tree Service, LLC. for an amount not to exceed \$110,000.00.

Town of Norwich  
Departmental Request for Spending

Date: 5/6/26 Department: Town Manager

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

Town Manager Approval Date: 5/7/26 For Selectboard Meeting Date: 5/13/26

What is being requested: Funding for the Roadside Ash Tree Removal Project for an amount not to exceed \$110,000.

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.:  
\$ 110,000 explain: \_\_\_\_\_

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

Fund name: Emerald Ash Borer Fund #: 52 Amt. requested: \$ 110,000

Fund balance \$ 114,400 as of (date): 5/6/26 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: [Signature] Date: 5/7/26

Signature of Town Manager: [Signature] Date: 5/7/26

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: \_\_\_\_\_

## **2026 Norwich Village Master Plan – Workplan Outline**

### **Define project and create consultant RFP** [April – June]

#### Activities:

Steering committee formation and education

Village historical context

Planning Areas within a Town Plan

Pre-existing conditions of planning elements - physical, regulatory, human & prior planning

Collect background and frame questions on topics important to village planning:

- Village area boundary and focal areas
- Bike/Ped/Trails
- Recreational opportunities
- Goods, services and organizations
- Housing
- Village public activities
- Infrastructure

Events: 3 - 4 steering committee meetings May - June

#### Output:

- Statement of Work for all phases, including specific RFP for consultant
- Definition of necessary background information
- Create framing questions and capture steering committee's initial thoughts
- Plan for initial public discussions during summer

### **Hire consultant** [July & August]

#### Activities

Steering committee members engage with residents and town groups – specifics TBD

2 - 3 steering committee meetings over summer for updates on community conversations and consultant search

Output – Consultants hired & contract approved by Selectboard

### **Develop & Implement Public Engagement Program** [Sept – Nov]

Activities: TBD including topical forums, charettes, possible survey

#### Events:

3 – 4 steering committee meetings including consultant

Two charrettes with maximum public participation

Output:

- Articulated goals, objectives & policies to be incorporated into the draft plan
- Articulated implementation programs, including cost analysis, both capital cost and on-going cost of the changes proposed in the plan
- List of open questions and topics for possible follow-up

**Draft, edit and approve village plan** [January & February '27]

- Create plan drafts for review by Planning Commission
- Public review, hearings and Selectboard approval
- Create detailed list of follow up activities

## **Norwich Village Master Plan 2026**

Norwich will undertake a robust, inclusive planning process to understand what residents value in the current village and how they would like to see the village evolve. The key deliverable will be a new Village Master Plan. The project will be led by the Norwich Planning Commission and facilitated by the formation of a steering committee. A professional planning consultant will be hired to facilitate public engagement, analyze existing conditions, build scenarios and draft the plan for review. The process will include:

- Designing rich community engagements to gather input from residents, businesses, and stakeholders.
- Conduct workshops targeting a wide range of interests to ensure broad participation.
- Data collection and mapping of current land use, infrastructure, housing, and environmental assets.
- Review of best practices and model plans from similar Vermont towns.
- Iterative plan development with multiple opportunities for public feedback.

### **Project Deliverables**

- A comprehensive Norwich Village Master Plan, including actionable strategies for how the village could evolve to best serve the needs and desires of the community, addressing topics such as housing, infrastructure, community land and spaces, services, resilience, and historic preservation.
- Public engagement summary documenting outreach efforts and community input.
- GIS-based maps illustrating current conditions and future scenarios.
- Recommendations for zoning updates.
- Recommendations for capital improvements, -based on - initial and ongoing costs.
- Identification of funding sources and implementation steps for prioritized projects.

### **Intended Long-Term Outcomes**

The Village Master Plan will serve as a roadmap for Norwich's evolution over the next decade. This village plan will become an integral part of the full town plan re-write to be completed in 2028. Long-term outcomes include:

- Improved coordination of development and infrastructure investments.
- Expanded affordable housing options.
- Safer streets and multimodal transportation networks.
- Preservation of Norwich's historic village, rural character and natural resources.
- Increased community engagement and capacity for future planning efforts.

- Eligibility for state and federal funding to implement plan recommendations.

### **Project Location**

The town of Norwich with a specific focus on the historic village center, surrounding village area and the newly designated transition area along the Route 5 corridor.

### **Project Management**

The Norwich Village Master Plan project will be managed by a steering committee formed by the Norwich Planning Commission. The steering committee will include members with a broad set of perspectives and interests, including historic preservation, families and children, affordable housing, conservation, town government, economic development, and a regional view. The steering committee will design public outreach to ensure all opinions are invited to participate in this community planning exercise. Decisions regarding the planning process and deliverables will be made by the Planning Commission, with recommendations forwarded to the Selectboard for final approval.

The Planning Commission will oversee the project, manage public engagement, and distribute information broadly once approved by the Selectboard. This management structure is designed to ensure effective oversight, broad community involvement, and successful completion of the Norwich Village Master Plan.

### **Public Outreach**

Public participation is vital to the success of the Norwich Village Master Plan. Our goal is to inform and involve as many Norwich residents as possible throughout the planning process. In addition to traditional outreach methods—such as community surveys, press releases, articles in local newspapers and newsletters, updates on the Town website and social media—the Planning Commission will hold open meetings monthly, with dedicated Village Plan sessions for public input.

## **STEERING COMMITTEE MEMBERS**

Jaan Laaspere  
Christian Spalding  
Brendan Classon  
Andrew Torkelson  
Jess Phelps  
Brian Loeb  
Alec Orenstein  
Elena Kennedy  
Sheridan Zimmer  
Anne Sargent  
Cole Flannery  
Lucinda Walker

## Staff

Steven True  
Dr. Jean Richardson

**Application ID:** DLL - Application - 75752  
 Application for: Second Class License  
 Category of Business: Second Class

**Business/ Entity Information**

**Business/ Entity Name:** Uncle Jam Industries  
**Business ID:** 0430079  
**Business Address:** PO Box 539, Norwich, Vermont 06055  
**Entity Type:** Limited Liability Corporation  
**Phone:** 5129379607  
**Management Type if LLC:** Member-managed  
**Email:** cole.flannery@halfstep.beer

**People Information**

• **Person:**  
 Cole Flannery

**Business Role:** Business Principal  
**Email:** halfstepbeerandwine@gmail.com  
**Business Address:** PO Box 707, norwich, Vermont, 05055  
**US Citizen?:**  
**Political Position:**  
**Name:** Cole Flannery  
**Office:**  
**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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**Location/ Premises Detail**

**Location Name:** Do you lease this Premises:

Half-Step Beer and Wine

**Location Address:**

289 Main Street,  
Norwich, Vermont 05055

**Local Jurisdiction/ Town Clerk:**

Norwich

**Health License:**

Food:  
Lodging:

**Vermont Tax Department:**

**Education Details**

**Student Name:**

**Training Completion Date:**

**Mode of Training:**

**Type of Training:**

**Foundational License (if applicable)**

**License Type:**

Second Class

**License Number:**

LP-032027

**Licensee Name:**

Half-Step Beer and Wine

**License Status:**

License Active - Renewal in Process

**Licensee Address:**

289 Main Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
D-08046	Federal Employee Identification #	Uncle Jam Industries
D-08047	Articles of Organization	Uncle Jam Industries
D-08505	Operating Agreement	Uncle Jam Industries
D-08506	Lease or proof of ownership	LN-027432
D-09297	Sales and Use tax documents	LN-027432
D-09299	Proof of Worker Compensation Insurance	LN-027432
D-09298	Other	LN-027432
D-08506	Lease or proof of ownership	LN-027432
D-09297	Sales and Use tax documents	LN-027432
D-09299	Proof of Worker Compensation Insurance	LN-027432
D-09298	Other	LN-027432

**Payment and Acknowledgement**

**Signed by:**

Cole Flannery

**State of Vermont / DLL Application Fee:**

70.00

**Date of Submission:**  
2026-04-15 18:35:27

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**  
70

**Local Control Payment Status:**  
false



**Application ID:** DLL - Application - 75752  
**Application for:** Second Class License  
**Category of Business:** Second Class

**Business/ Entity Information**

**Business/ Entity Name:** Uncle Jam Industries  
**Business ID:** 0430079  
**Business Address:** PO Box 539,  
 Norwich, Vermont 06055  
**Entity Type:** Limited Liability Corporation  
**Phone:** 5129379607  
**Management Type if LLC:** Member-managed  
**Email:** cole.flannery@halfstep.beer

**People Information**

• **Person:**

Cole Flannery

**Business Role:** Business Principal  
**Email:** halfstepbeerandwine@gmail.com  
**Business Address:** PO Box 707,  
 norwich, Vermont, 05055  
**US Citizen?**  
**Political Position**  
**Name:** Cole Flannery  
**Office:**  
**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

**Location/ Premises Detail**

**Location Name:** Do you lease this Premises:

Half-Step Beer and Wine

**Location Address:**

289 Main Street,  
Norwich, Vermont 05055

**Local Jurisdiction/ Town Clerk:**

Norwich

**Health License:**

Food:  
Lodging:

**Vermont Tax Department:**

**Education Details**

**Student Name:**

**Training Completion Date:**

**Mode of Training:**

**Type of Training:**

**Foundational License (if applicable)**

**License Type:**

Second Class

**License Number:**

LP-032027

**Licensee Name:**

Half-Step Beer and Wine

**License Status:**

License issued-renewed application

**Licensee Address:**

289 Main Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
D-08046	Federal Employee Identification #	Uncle Jam Industries
D-08047	Articles of Organization	Uncle Jam Industries
D-08505	Operating Agreement	Uncle Jam Industries
D-08506	Lease or proof of ownership	LN-027432
D-09297	Sales and Use tax documents	LN-027432
D-09299	Proof of Worker Compensation Insurance	LN-027432
D-09298	Other	LN-027432
D-08506	Lease or proof of ownership	LN-027432
D-09297	Sales and Use tax documents	LN-027432
D-09299	Proof of Worker Compensation Insurance	LN-027432
D-09298	Other	LN-027432

**Payment and Acknowledgement**

**Signed by:**

Cole Flannery

**State of Vermont / DLL Application Fee:**

70.00

**Date of Submission:**  
2026-04-15 18:35:27

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**  
70

**Local Control Payment Status:**  
false



**Application ID:** DLL - Application - 76059  
**Application for:** Second Class License  
**Category of Business:** Second Class

**Business/ Entity Information**

**Business/ Entity Name:** Fraser's General Store, Inc.  
**Business ID:** 0001670  
**Business Address:** P.O. Box 157,  
 Norwich, Vermont 05055  
**Entity Type:** Business Corporation  
**Phone:** 802-649-1950  
**Management Type if LLC:**  
**Email:** caroline@danandwhits.com

**People Information**

• **Person:**  
 Caroline Gollub

**Business Role:** Employee  
**Email:** caroline@danandwhits.com  
**Business Address:** ,  
 ,  
**US Citizen?**  
**Political Position**  
**Name:** Caroline Gollub  
**Office:**  
**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

**Location/ Premises Detail**

**Location Name:** Do you lease this Premises:

Dan & Whit's General Store

**Location Address:**

319 Main Street,  
Norwich, Vermont 05055

**Local Jurisdiction/ Town Clerk:**

Norwich

**Health License:**

Food:6521

Lodging:

**Vermont Tax Department:**

**Education Details**

**Student Name:**

Caroline Gollub

**Training Completion Date:**

Wed Mar 18 00:00:00 GMT 2026

**Mode of Training:**

DLC Online Training

**Type of Training:**

Second Class (Off Premise)

**Foundational License (if applicable)**

**License Type:**

Second Class

**License Number:**

LP-012851

**Licensee Name:**

Dan & Whit's General Store

**License Status:**

License Active - Renewal in Process

**Licensee Address:**

319 Main Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
D-18765	Other	Fraser's General Store, Inc.

**Payment and Acknowledgement**

**Signed by:**

Caroline Gollub

**State of Vermont / DLL Application Fee:**

70.00

**Date of Submission:**

2026-04-17 16:36:02

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**

70

**Local Control Payment Status:**

false

**Town of Norwich, Vermont**  
**Norwich Selectboard Special Meeting**  
**Thursday, April 16, 2026**

**Selectboard Members:** Kimo Griggs, Chair; Brendan Classon, Vice-Chair; Mary Layton; Matt Swett; and Rob Gere

**Others Participating:** Brennan Duffy, Town Manager; Beriah Smith, Town Counsel; Priscilla Vincent; John Carroll; Cheryl Lindberg; Kris Clement.

*Key: Motions are noted in italics.*  
Public comments are in blue.

**The meeting was called to order by Chair Griggs at 6:39 pm.**

**Welcome & Introductions**

YouTube Time Stamp: 17:55

**1. Agenda – Discussion/Motion**

YouTube Time Stamp: 19:37

Griggs asked if there were any edits to the agenda.

--Priscilla Vincent commented that the Board was there to consider if any of the SB's executive sessions had violated the OML and that she was mildly astonished that there is a potential Executive Session on this agenda.

Mary Layton questioned whether it was standard practice to allow public comments during the agenda setting process. Swett moved (2<sup>nd</sup> Layton) to approve the agenda as presented. The vote was unanimous.

**2. Chair's Report**

YouTube Timestamp: 22:40

Griggs stated that he will delay the Chair's Report to the meeting on April 22, 2026.

**3. Public Comments for items not on the agenda – Discussion**

YouTube Timestamp: 22:50

--Priscilla Vincent stated that she was surprised that the public records provided to Mr. Katucki had redactions and hopes that the unredacted documents will be provided.

--Cheryl Lindberg stated that previous SB meetings have allowed public comments during the agenda setting process and she recounted a time when she requested a change to the agenda for the SB's consideration.

Rob Gere asked if it would be appropriate to move the acceptance of the agenda before taking public comments. Griggs agreed that this could be done in the future.

#### 4. Consider Response to Alleged Open Meeting Law Violations by Christopher Katucki – Potential Proposed Executive Session

YouTube Timestamp: 25:13

Griggs stated that Mr. Katucki's complaint has 5 alleged OML violations and 6 requested cures. Mr. Katucki has granted the SB an extension to acknowledge the violations at their April 22, 2026, regular meeting.

--Beriah Smith, Town Counsel, said he was not aware of the extension granted by Mr. Katucki. He explained that, according to statute, the Town has ten (10) days to respond to the complaint to acknowledge or deny the violations and fourteen (14) days after that to cure the violations, if the Board votes to acknowledge any of these allegations.

Griggs noted that allegation #1 stated the agenda cited "potential litigation" but did not state what that litigation might be. All SB members were allowed to comment. Layton stated that she found it difficult to know how much information would be appropriate on the agenda. She also wondered whether the SB has relied too much on counsel. Griggs stated that he knew that no SB members had ill-intent, but we can do better.

--John Carroll stated that what was on the agenda was Mr. Katucki's concern with regard to Item 6 [of the January 28, 2026 SB agenda]. The agenda has only 4 words to describe the agenda item. He cautioned the SB that, by the end of next meeting, you need to be very specific about how you will do it better.

The SB members agreed that this would be easy to cure. Griggs stated that the general agreement seems to be that on allegations 1 and 2 we can do better. Classon questioned if the agenda description should exactly align with the documents provided in the packet. The SB members agreed that this would be helpful.

Griggs noted that allegation #3 alleged that the SB did not disclose the nature of the legal dispute. Griggs asked if there is any reason not to disclose the nature of the legal dispute and that may be a question for legal counsel.

Griggs stated that allegation #4 is very similar to the allegation #2.

Griggs stated that allegation #5 alleges that the SB communications went beyond the discussion allowed for agenda setting. Swett stated he would like to have a legal opinion on how much discussion the SB can have during agenda setting. Griggs stated that he understands that you should say "yea" or "nay" and not give your reasons.

--John Carroll stated that allegations #1 and #2 are about the agenda. Allegations #3 and #4 are about how you describe what you are going to do in executive session.

Allegation #5 is about the agenda-setting emails. Communications outside the meeting among SB members are permitted only for the purposes of establishing an agenda. The Supreme Court has ruled over and over that the language of the statutes is clear. The statute requires that agenda items contain sufficient details of what is going to be discussed. He urged the SB to err on the side of openness if there is a question about what is sufficient to comply with the OML.

Swett suggested that agenda-setting could be discussed at the end of each meeting to establish what will be on the next agenda. Griggs suggested that the SB could invite counsel to help explain the issue in the public session and then cite the statute that supports the executive session needed. Griggs further suggested that, if counsel is going to be invited to the meeting, we might wish to meet an hour earlier, as meetings tend to go late into the evening. Griggs stated that the SB might call upon counsel to explain procedural issues, but not answer legal questions, in public session.

--Beriah Smith stated that he understands that his interest is that of the Town. The Town is the client, and he is duty bound to do what is best for the Town and advise the Town on what is in their best interest. He cautioned the SB to be careful about what is stated in open session. Decisions are made by the SB and he is here to advise. Smith demurred on whether it would be wise for him to give the reason for the executive session, as he may not have as much information as the SB on some topics.

--John Carroll stated that, on the question of whether the meeting should begin at 5:30 or 6:30, the public's convenience should take precedence rather than the attorney's convenience. The SB should be making the decision on whether or not to have an executive decision and not subcontracting that decision to an attorney.

Swett stated that it should be clear to the SB why they are going into executive session. Griggs stated that, in the past, we have been told that counsel advised us to go into executive session. Why they have advised us is not always clear.

--Cheryl Lindberg stated that an attorney is not always involved in the executive session. She stated that the SB doesn't seem to know that this is the SB's meeting. She emphasized -- It's your meeting and it's your agenda for that meeting, and it's your packet. You should know that the packet contains documents that will be discussed. She stated that any SB member who has taken the OML training should be clear on not discussing agenda items in depth as stated in allegation #5 by Mr. Katucki. She also mentioned that the \$100,000 lawsuit was a big lesson in OML violation. Lindberg stated that she was aware that during Layton's term [as Chair], Layton was contacted by the Vermont Attorney General's office who expressed an opinion that the Norwich SB was having too many executive sessions.

Griggs stated that we are fortunate to have people in the town who are knowledgeable and "hold the our feet to the fire".

--Lindberg added that there was an agenda item at the January 28 SB meeting with a possible executive session that was a disconnect between the stated agenda item and the statute cited for going into executive session.

Classon mentioned that several statements from emails from allegation #5 were redacted and some redactions seem perfectly reasonable and others make him wonder what is going on here. Layton stated that counsel reviewed the emails before they were provided in the public records request and there are exemptions that allow redactions. Griggs asked counsel if he would like to comment before the SB asks questions. Counsel demurred. Gere asked if we are asking for legal advice at this moment. Classon responded that he wanted procedural advice. Classon asked counsel how the redactions were done. Were they done manually or by AI?

--Beriah Smith responded that the redactions were made manually. Never by AI. Layton stated that we are being asked to release the January 23-26 emails without redactions and the allegation is that the exemptions did not apply.

--Beriah Smith stated that Mr. Katucki is asking for the unredacted emails, regardless of whether the exemptions apply, as a cure to the OML violation. It is up to the SB whether that is the cure. It is not up to Mr. Katucki to decide what cure the SB will adopt, but he may decide to take further action to get the cure he has requested. If the SB acknowledges a violation, there are two parts to the cure. The SB should address how to cure the violation and then adopt a policy to prevent similar violations from occurring in the future.

Layton asked counsel how the SB is to understand what is allowable discourse as far as putting items on the agenda.

--Beriah Smith explained that the statute says that the conversations that involve a quorum of the SB...the number that is sufficient to take action...need to be about agenda setting and scheduling. Further explanation would involve giving legal advice. Griggs asked if putting the emails into the packet would not have avoided a violation.

--Beriah Smith stated that discussions [of a quorum] outside of a warned public meeting is a violation. Just publishing the minutes of that meeting [the email exchange] in the packet doesn't take away the violation. You are limited to agenda setting and scheduling.

Gere stated that his understanding is that two SB members can communicate about topics in the realm of municipal governing. When you have three members as addressees, then you have an issue. He said he understands that agenda setting could be done with communication between one SB member and the Chair.

--Beriah Smith stated that he understands that it is the Chair's responsibility to set the agenda. That is why the OML states that the first item of business is agenda review and acceptance. This gives the full Board the opportunity to check the Chair on agenda

setting. The conversation about whether an item should be deleted or added to the agenda is better had in open session.

--John Carroll stated that it is the Chair's job to create the agenda. As Chair of the State Board of Education, if he received a request for an agenda item, he would inform the Board but also state "do not reply all". Each member would respond individually to the Chair.

Griggs asked counsel if this would be allowed.

--Beriah stated that if they reply only to the Chair and they don't communicate with the other members, that would be fine.

Gere asked if one-on-one communication among members other than the Chair would be allowed.

--Beriah Smith stated that it depends. There are some limits.

--John Carroll stated that, if only one SB member suggests that an agenda item might require an executive session, you should put "possible" executive session on the agenda even if that only was suggested by one SB member. Then the Board can decide during the meeting if they feel an executive session is appropriate.

Swett felt that the SB had already agreed how to cure the wording on the agenda for "possible proposed" executive sessions.

--Beriah Smith stated that there is nothing in the OML requiring the SB to warn an executive session. But the public prefers to be warned about an executive session to decide if they are going to attend.

Griggs stated that residents would be justifiably upset if they learned that town counsel was invited to attend for a possible executive session that wasn't warned on the agenda.

Layton asked with regard to Mr. Katucki's request to disclose the nature of the legal dispute in [the January 28, 2026] agenda item 6, if there is a legal issue, about an action taken by another body or public official, how private should that be?

--Beriah Smith stated that, if you are asking for legal advice by town counsel, you can go into executive session to receive legal advice and legal services.

Layton asked how the Board would know if asking for an executive session for legal advice is using good judgment. Under allegation #3, Mr. Katucki would like us, the Board, to disclose the nature of the legal dispute regarding item 6 [on the January 28, 2026 agenda] which is about the Fire District tax-exempt properties.

--Beriah Smith stated the Board could go into executive session to get legal advice if they felt that having a discussion in an open session could risk waiving the attorney-client privilege. This would place the Board at a substantial disadvantage.

--John Carroll reminded the Board that they cannot just "find" that the Board would be at a substantial disadvantage. Finding requires evidence that has been presented

in the open session. He stated that has been this SB's habit to assert that they find a substantial disadvantage without presenting any evidence.

Swett said the Board members have been told that they cannot discuss a pending legal case, so there is confusion about what can and cannot be disclosed in public session.

--John Carroll gave the Board an example of how a past agenda item could have been handled in the meeting to disclose information to the public without disclosing anything that could be embarrassing to any of the parties involved. He suggested that the Chair, not the Town Manager, should confer with town counsel to determine whether an executive session is, or is not, recommended. The recommendation that it should be the Chair and not the Town Manager is because the Chair has executive authority as this is a matter before the Board.

--Kris Clement commented on the Katucki complaint that mentions Trombley [Trombley v. Bellows Falls Union H.S.]. She spoke to the importance of Trombley as it emphasizes that the analysis needs to be done on a case-by-case basis. She encouraged all Board members to read Trombley if they have not read it yet.

--Beriah Smith responded, "I don't think you would like my opinion on Trombley."

Griggs said he would like to go through the cures. Gere led the Board back to the list of alleged violations. Classon reviewed the allegations: #1 is specifically a single agenda item; #2 same; #3 is an amorphous dispute that is not clear; #4 is a vague reference to a dismissal action that seems out of context – Mr. Katucki sees a disconnect or an inconsistency between the agenda item and the citation of 313(a)(4) as a legal basis the executive session; #5 is a very complicated, very protracted email thread question. Griggs tried to move back to the specific cures requested. The Board agreed that they would acknowledge a violation of allegation #1. Griggs stated on #2, we could acknowledge that the SB's reason for going into executive session did not comply.

--Beriah Smith reminded the Board that they need to decide if they acknowledge or deny each of the 5 allegations. Then the Board has 14 days to institute

5. the cures in policy for any that they acknowledge .

Griggs stated that he has an email from Mr. Katucki extending the deadline to acknowledge or deny. Swett said he would like more time to think it over before the Board decides to acknowledge or deny these allegations. He believes that the Board could have done 3 and 4 better, but he is unclear on whether there was a violation of the OML. Griggs read the email from Mr. Katucki offering an extension to April 22.

--Town Manager Duffy reminded the Board that the packet had a legal letter from the Fire District and the executive session was to get more information. He further stated, if the Board did nothing wrong, then the appropriate action would be to deny.

Griggs stated Mr. Katucki has asked the Board to disclose the nature of the legal dispute and since the letter was in the packet, there should be no reason not to

disclose the nature of the legal dispute.

--John Carroll explained, in that meeting, you did not disclose what was in the packet. What is in the meeting is what counts, not what is in the packet.

Griggs stated that, since the document was in the packet, it is a public document and there is no reason to fight disclosing this. Gere explained that the \$100,000 lawsuit got started because it didn't seem as if some of the complaints were valid. So, how does one acknowledge something that you don't necessarily think is valid?

--John Carroll stated that the minutes simply don't explain why you are going into executive session. The minutes state, "The Chair stated that she would welcome the chance to go into executive session due to legal questions." Calloway raised questions about Lister minutes, the Fire District's tax-exempt parcels and the approval of the PVR317. Then she moved to go into executive session regarding "potential litigation". There was no "specific finding"....no evidence....that would place the public or the Selectboard at a substantial disadvantage.

Griggs said the request is for the Board to disclose the nature of the legal dispute.

--Beriah Smith asked, "is there a legal dispute?" He stated that he could give legal advice and that it would be proper to have an executive session to get his legal advice.

Griggs stated that #6 of the January 28 agenda states, "Fire District Tax Exemption Agreement – possible executive session" and page 7 of the packet has the letter from the Prudential Committee to the Selectboard setting out what the disagreement was.

--Beriah Smith stated that he doesn't believe the Selectboard has said there is a disagreement. The Selectboard hasn't come down on either side. The Fire District is saying in the letter that the development rights we granted to you have reverted to us. So far, the Selectboard hasn't taken a position on whether or not the development rights have reverted to the Fire District. Without a decision by the SB, there is not necessarily a dispute.

Swett stated that the SB went into executive session to get advice of counsel on this matter. Griggs stated that he doesn't believe there is any reason we can't disclose.

--Beriah Smith said, "I believe I just did."

Griggs asked if we can be done with #3 by saying we will disclose.

--Beriah Smith said you can't be done until you acknowledge or deny the OML violation. We don't know if it is a dispute yet because the Selectboard hasn't decided if there is a dispute.

--Duffy stated that the letter [in the January 28 SB packet] is from the Fire District attorney

--Beriah Smith stated that he has a lot of advice that he could share with the Board to provide some candid legal advice. Regardless of what we do, Mr. Katucki could still decide to bring a lawsuit, so all of our analysis could be used against us. He stated

that he could provide a lot more legal advice in executive session regarding these allegations that he thinks could be useful.

Classon expressed a concern that one SB member has not seen the 500+ pages from the Katucki PRA request and he, Classon, has not seen the unredacted emails.

--Beriah Smith stated that he has taken out the emails and he could email those to all SB members so that they can see what was redacted. There are only about 6 pages of those referenced by Mr. Katucki.

Layton asked if the Board was being reckless by not going into executive session to get legal advice. Swett said that he thinks the Board has, with Griggs leadership, done a remarkable job to keep this in the public forum to ask many questions and get them answered. But we are also facing possible legal action and we should use executive session as it is meant to be used to talk to legal counsel to get legal advice that, if talked about in open session, could put us at a substantial disadvantage. He thinks that the Board needs to hear from counsel. Classon said he and Gere were not on the SB [on January 28, 2026] and don't understand everything in the minutes.

--Beriah Smith offered to gather pertinent documents for the SB and he could return to the SB meeting on April 22<sup>nd</sup> to go into executive session.

Layton said Mr. Katucki has graciously offered to delay the expected response to April 22 and several Board members thought that it was wise to take advantage of the delay.

--John Carroll asked if the redacted emails made available to Mr. Katucki under a public records request are therefore public records and could be released to the public.

Griggs asked if the Board could make the emails public.

--Beriah Smith said the Board can do whatever it wants.

--Duffy said this is very complicated. The documents were made available electronically as an accommodation and he doesn't think it is appropriate to release them to the public.

Griggs said his question is, "can it be done?" "If we decide to do it, is there a way to do it?"

--Beriah Smith said they are public records and they are redacted.

Gere said they have the appropriate redactions for Mr. Katucki. Other individuals could have access to them, but they would have to request them. This is a matter of asking for paid services and whether they are now freely available. He suggested that they could view them on a computer terminal at Tracy Hall and they would have to wade through them the same way that anybody requesting public access would have to do. But, setting a precedent that you are going to do all of this filtering work for free seems inappropriate.

--Beriah Smith stated that if someone requested the documents, they could be

provided and be required to pay the cost of producing them.

Griggs thought that sounded reasonable.

--John Carroll stated that we are talking about a few pages of emails. Why can't the public see these few pages? Mr. Katucki has filed his complaint based on the documents he has received. Carroll asked if the public could see these documents and if the Board has seen these documents.

Classon stated that the Board has received copies of the redacted emails. Classon asked if the time period [January 23-26] contains comments by Calloway as referenced in allegation #3.

--Beriah Smith stated that allegation #3 refers to comments made in the SB meeting. Griggs asked if the emails can be produced and does the Board want to make them public. Swett said he understands that John Carroll has asked that these emails be released in the next packet. Classon asked if the emails would be redacted. Griggs reviewed the Katucki request and what John Carroll is requesting. After much discussion among the Board, it was the consensus of the Board that the Katucki allegations in his complaint provide the information to the public.

--John Carroll asked if his request was being denied.

Griggs stated that, for now, yes. He urged Carroll to submit a written request that the Board can get on the agenda. Griggs summarized the consensus and asked if the Board was agreeing to meet next Wednesday at 5:30pm.

--Duffy reminded the Board that they have a public hearing at 6:30 pm and it is too late to reschedule the public hearing. You could warn a Special meeting starting at 5:30 and then open the Regular meeting at 6:30.

Layton asked if a meeting at 5:30pm was to have an executive session to get advice of counsel. Griggs stated that we could have a one-hour meeting and then continue the discussion in the regular meeting.

--Beriah Smith estimated that it would take 30-45 minutes for his legal advice. He asked if the Board was also thinking about dealing with cures on the 22<sup>nd</sup> and then take the 14 days to craft policy for any allegations that the Board acknowledges.

Board members stated that they wished to meet with counsel to decide how to respond to the allegations and then take the 14 days to craft policy for any cures for any violations that were acknowledged. Layton said that she would like to have the motions ready in order to save time.

--Duffy stated he will be remote on April 22 and that he can make a 5:30 special meeting that will need to be warned.

--John Carroll thanked the Board for the hard work they have put into this. He confirmed that the meeting on the April 22 would be a continuation of this meeting. He reminded the Board that they need to acknowledge the violations or deny them. He

clarified that allegations 1 and 2 have two questions each. So that is 4 questions that the Board has to decide. Allegation #3 is a single question. Allegation #4 is also a single question. Allegation #5 is harder to understand for a lay person who hasn't seen all of the material. There appears to be seven questions that the Board needs to decide by the end of the meeting on April 22. If you don't do that, then the law says you are in denial of everything.

Classon said the allegations don't necessarily align with the requested cures so he would like counsel to explain this. Gere asked if this is being tabled to next week or was this agenda item completed at this meeting.

--Beriah Smith said that there are several ways to do this. As long as it is on the next agenda and is properly warned, that would be fine.

Griggs confirmed that he will create an agenda for a special meeting for the meeting that begins at 5:30.

--John Carroll questioned why the Board wouldn't recess to a time and date certain. The Board decided to hold a special meeting at 5:30pm with its own agenda and then the Board will hold its regular meeting at 6:30pm which will have a separate agenda.

--Beriah Smith said that the Board can bring this meeting to a close and warn a new meeting with this topic on the agenda.

## **6. Adjournment**

YouTube Timestamp: 3:02:44

Motion by Layton to adjourn the meeting (2<sup>nd</sup> Classon). The vote was unanimous.

The meeting adjourned at 9:24 pm

Minutes taken by Pam Smith.

**Town of Norwich, Vermont**  
**Minutes of the Special Meeting Selectboard Meeting**  
**Wednesday, April 22, 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), John Carroll (Town member), Pam Smith (Lister)

**Active Participants on Zoom:** Brennan Duffy (Town Manager), Beriah Smith (SP&F Attorneys)

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

The meeting was called to order by Chair Kimo Griggs at 5:32 pm.

YouTube Timestamp: 6:40

**1. Agenda**

**Timestamp: 7:45**

Griggs asked to remove the Chair's Report, as it would be covered during the regular meeting.

*I move to approve the agenda as amended to remove the chair's report. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

**2. Public Comments**

**Timestamp: 8:30**

No public comments.

**3. Consider Response to “Notice of Open Meeting Law Violation under 1 V.S.A. § 314” sent by Christopher Katucki to the Norwich Selectboard on April 9, 2026.**

**Discussion/Possible Motions; Proposed Executive Session under 1 V.S.A. § 313(a)(1)(E) regarding probable litigation, and 1 V.S.A. § 313(a)(1)(F) regarding confidential attorney-client communications made for the purpose of providing professional legal services to the body.**

**Timestamp: 8:45**

Layton explained that the Selectboard was still somewhat struggling to know how much information to include with their entrance to executive session. Layton reflected that they had thoroughly exhausted what was known in the last session and that they had not gotten to the point of receiving counsel during that meeting.

Swett shared a motion that was later withdrawn.

Attorney Beriah Smith explained that to meet the exceptions that the Selectboard was trying to enter executive session under, they needed to first make a motion finding substantial disadvantage and provide an accompanying explanation, followed by a motion to enter into executive session for the purposes of receiving legal services relating to the matter.

Duffy suggested using the motions prepared by the town staff for the prior meeting.

Swett shared a motion that was later withdrawn.

Selectboard members discussed the language around disadvantage referenced in the related statute.

John Carroll shared that the term “finding” is based on information presented that makes clear that there is the hazard described, but that there is no specific evidence referenced in this case to support the finding.

Layton stated that she wanted to know the basis for redaction for the Public Records Act and whether the email chain was covered under the basis of agenda creation.

Classon shared a request from Pam Smith for a more cadenced order of discussion to facilitate minute taking. Classon suggested an order of discussion of the violations in a public setting.

Layton explained that she considered her questions to be findings and that she did not want to waste time discussing this again after the previous three-hour meeting.

Classon spoke in favor of continuing the discussion and shared concern about entering executive session and “perpetuating the doom loop of what we’re trying to solve.”

Beriah Smith explained that the finding could be that they intend to have confidential communications with the attorney in executive session, as holding those conversations in public would risk waiving attorney client privilege and could result in litigation.

Classon reflected on the difficulty of the charge of the Selectboard, the town's checkered history with the open meeting law, and the drawbacks of executive sessions.

Swett countered that there was a three-hour discussion at the last meeting in a public session and that this constituted an appropriate time to get privileged counsel due to the ongoing litigation. Swett emphasized that the Selectboard is still learning the appropriate language to use in a motion.

*I move to find that premature public knowledge of attorney-client communications concerning Open Meeting Law violation allegations would place the Selectboard at a substantial disadvantage, including by potentially waiving attorney-client privilege and disclosing confidential information. – Swett moved (2<sup>nd</sup> Layton) Vote: Yes (Layton, Swett, Gere), no (Griggs, Classon)*

Selectboard members debated the possible rescission of the vote and the use of the term “finding.”

Beriah Smith clarified that there needed to be a finding that premature public knowledge of what would be discussed would put the board at a substantial disadvantage.

Selectboard members and Duffy debated motion language.

*Under 1 VSA § 313(a)(1)(F), I move to enter executive session for attorney-client communications for the purpose of receiving legal advice regarding Mr. Katucki's allegations of Open Meeting Law violations, and to invite legal counsel and the Town Manager. – Swett moved (2<sup>nd</sup> Layton) Vote: yes (Layton, Swett, Gere), no (Griggs, Classon)*

Time entered executive session: 5:58 pm

*I move to enter public session. – Swett moved (2<sup>nd</sup> Layton) Vote: yes (unanimous)*

Time entered public session: 6:26 pm

Griggs shared that during the executive session, the Selectboard asked questions of counsel and received advice on how to respond to the Katucki complaint so that they would be prepared to vote at the regular meeting.

#### **4. Adjournment**

**Timestamp: Not included in recording.**

*I move to adjourn the meeting. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Meeting adjourned at 6:26 pm.

Minutes taken by Jenny Tolman.

**Town of Norwich, Vermont**  
**Minutes of the Selectboard Meeting**  
**Wednesday, April 22, 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), Steven True (Planning Director), Diane Miller (Town member), Irv Thomae (Town member), Miller Nuttle (Town member), John Carroll (Town member), Jenny Tolman (Minutes taker), Jess Phelps (Town member), Doug Hardy (Town member), Cheryl Lindberg (Treasurer and Lister)

**Active Participants on Zoom:** Brennan Duffy (Town Manager), Jaan Laaspere (Planning Commission Chair), Alex Northern (Fire Chief), Kris Clement (Town member), Peter Orner (Town member), Jordan Mueller (Town member)

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

**The meeting was called to order by Chair Kimo Griggs at 6:31 pm.**

**YouTube Timestamp: 0:32**

**1. Public Hearing to Solicit Testimony on the Proposed Interim Bylaw to Regulate Short-Term Rentals in the Town of Norwich**  
**Timestamp: 0:47**

Griggs invited Planning Commission Chair Jaan Laaspere and Planning Director Steven True to begin the hearing.

Laaspere clarified that the purpose of the public hearing was for the Selectboard to hold the public hearing and that the Planning Commission had a number of meetings with the public.

[Diane Miller shared that she owns a sort-term rental on Hopson Road, supports doing something about short-term rentals, and sought clarification on what rentals the proposal could address.](#)

Steven True shared that if a rental was lawful under prior regulations, it can exist in its form. True added that it would, however, be helpful to have regulations to point to invite people into conformity.

True and Miller discussed how to navigate pre-existing nonconformity.

Swett shared his understanding that a short-term rental on an owner-occupied lot constituted allowed use and that non-owner-occupied short-term rental would not be allowed.

True explained that a house not being owner-occupied would be a reason to deny an application.

Layton highlighted a communication from Fire Chief Alex Northern about fire safety in short-term rentals and associated request that fire safety recommendations be adopted.

True suggested amending the document to attest compliance with fire safety requirements on an annual basis.

Northern shared that the Fire Department and Police Department have no real idea which houses are short-term rentals and recommended adding some language that codifies the responsibility of a short-term rental owner to send a form annually regarding fire safety code.

Irv Thomae voiced confusion as to why this proposal limited short-term rentals to owner-occupied rentals. Thomae shared a personal anecdote of his extended family renting a house in Norwich and the Airbnb owner being unresponsive to property maintenance needs like timely plowing. Thomae asked if the town had any recourse against an irresponsible out-of-town property owner.

Laaspere shared that the limitation to owner-occupied was the major policy decision incorporated into the proposed interim two-year regulation so that a person wanting to set up a non-owner-occupied rental property in six months would know that that is not an option. Laaspere added that investor-owned short-term rentals could additionally skew finances and jack up property values.

Laaspere clarified that only owner-occupied would be an allowed use and all else would not be allowed.

Kris Clement highlighted that there was no supporting documentation for this agenda item. Clement asked what constitutes short-term duration.

Laaspere explained that it is the state's definition, which is for rentals shorter than 30 for more than 14 days in a year.

Clement asked how the proposal would apply to a property with two dwellings.

Laaspere explained that the “owner-occupied” statement applied to the lot, not the dwelling unit.

Griggs noted that the planning meeting was separately warned and included information on how to get supporting documentation.

Swett asked how two lots in common ownership would be considered with regard to being owner-occupied.

True explained that they would need to become contiguous lots merged through a consolidated deed.

Selectboard members discussed whether to vote on the document that night or at the next meeting. Griggs and Swett spoke in favor of voting at the next meeting.

True noted that an interim bylaw would go into effect immediately upon a positive vote.

*I move to close the Selectboard public hearing on short term rentals. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

## **2. Agenda**

**Timestamp: 31:48**

Griggs shared that there would not be a communications study report at the meeting.

Layton requested a break at some point if the meeting continued on for a long period.

John Carroll asked if item seven was still on the agenda; Griggs stated that it was.

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

## **3. Chair’s Report**

**Timestamp: 33:15**

The Chair shared that (1) a special meeting took place on April 16<sup>th</sup> to consider how to respond to the Katucki complaint, (2) he met to set the agendas for both meetings, (3) he warned and held an initial meeting for the Tracy Hall working group, (4) he investigated

a continuing ground water issue on Main Street, and (5) he communicated with many citizens about the Katucki response, goal setting, Tracy Hall, and short-term rental bylaws.

#### **4. Public Comments for Items not on the Agenda**

**Timestamp: 35:18**

Jenny Tolman requested that trash be removed from the meeting room on a consistent basis.

Peter Orner highlighted that the Moore Lane Bridge work would begin in a few days, that over \$250,000 had been spent already, and encouraged the Selectboard to ask more questions when reviewing projects than had been asked in the past.

#### **5. Appointments to Boards/Commissions**

**Timestamp: 39:30**

Miller Nuttle spoke to Aviva Tevah's application to the Affordable Housing Subcommittee of the Planning Commission.

*I move to appoint Aviva Tevah to the Affordable Housing Subcommittee of the Planning Commission for a term expiring 30 April 2029. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Steven True spoke to Brian Loeb's application to the Affordable Housing Subcommittee of the Planning Commission.

*I move to appoint Brian Loeb to the Affordable Housing Subcommittee of the Planning Commission for a term expiring 30 April 2029 – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Steven True spoke to Alec Orenstein's application to the Development Review Board.

*I move to appoint Alec Orenstein to the position of Development Review Board for a term expiring 30 April 2029. – Swett moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

Irv Thomae gave a brief history of EC Fiber and spoke to his application to its governing board.

*I move to appoint Irv Thomae to the position of Governing Board Rep for East Central Telecom District (EC Fiber) for a term expiring 30 April 2027. – Swett moved (2<sup>nd</sup> Classon) Vote: yes (Classon, Layton, Griggs, Swett), recuse (Gere)*

Griggs shared that he did not see any conflicts of interest with Gere applying for an EC Fiber Governing Board position.

Gere spoke to his application for the EC Fiber Governing Board.

*I move to appoint Rob Gere to the position of alternate to the EC Fiber Governing Board for a term expiring 30 April 2027 – Swett moved (2<sup>nd</sup> Layton) Vote: yes (Classon, Layton, Griggs, Swett), recuse (Gere)*

Jordan Mueller spoke to his application to the Greater Upper Valley Solid Waste Management District.

*I move to appoint Jordan Mueller to a position on the Greater Upper Valley Solid Waste Management District for a term expiring March 31, 2028. – Layton moved (2<sup>nd</sup> Gere) Vote: yes (unanimous)*

Jess Phelps spoke to his application to the Norwich Historic Preservation Commission.

*I move to appoint Jess Phelps for a position on the Norwich Historic Preservation Commission for a term expiring 30 April 2029. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Miller Nuttle spoke to his application to the Norwich Planning Commission.

*I move to appoint Miller Nuttle for a position on the Norwich Planning Commission for a term expiring 30 April 2030. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Jaan Laaspere spoke to Vince Crow's application to the Norwich Planning Commission.

*I move to appoint Vince Crow for a position on the Norwich Planning Commission for a term expiring 30 April 2030. – Swett moved (2<sup>nd</sup> Gere) Vote: yes (unanimous)*

Classon spoke to Anna Connolly's application to the Recreation Council.

*I move to appoint Anna Connolly to a position on the Recreation Council for a period expiring 31 March 2029. – Classon moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Jordan Mueller spoke to his application to the Norwich Solid Waste Committee.

*I move to appoint Jordan Mueller to a position on the Solid Waste Committee for period expiring 30 April 2029. – Layton moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

Duffy explained that the next two individuals were incorrectly appointed to the Conservation Committee at the last meeting and had intended to join the Trails Committee.

Doug Hardy spoke to Jim Faughnan and Nick Krembs's applications to the Trails Subcommittee.

*I move appoint Jim Faughnan to a position on the Trails Sub Committee for a period expiring March 31, 2029. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

*I move appoint Nick Krembs to a position on the Trails Sub Committee for a three-year term, expiring March 31, 2029. – Layton moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

Cheryl Lindberg asked if the two people would be unappointed from their previous appointments; Griggs confirmed they would.

*I move to rescind the appointments of Jim Faughnan and Nick Krembs from the Conservation Commission for terms expiring March 31<sup>st</sup>, 2029. – Classon moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Doug Hardy spoke to his application to the position of Deputy Tree Warden.

*I move to appoint Doug Hardy to the position of Deputy Tree Warden for a period to expire 31 March 2027. – Swett moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

Griggs shared that there was an application that did not appear on the list of open positions because it was for a management group.

Hardy spoke to David Hubbard's application to the Emerald Ash Tree Borer Management Group Subcommittee.

Cheryl Lindberg reminded the Selectboard of a previous town vote to not allow non-residents to participate on committees and boards.

Selectboard members debated whether the type of position being applied to was included in the decision and how to proceed with the appointment. The Selectboard agreed to table the appointment of David Hubbard to the Emerald Ash Tree Borer Subcommittee.

Lindberg highlighted that none of the appointments made in March by the Selectboard had been updated on the town's website, aside from the Selectboard. Lindberg shared that she thought there was previously a process for writing to town members thanking them for applying and getting involved in town government. Lindberg further noted that the Finance Committee has a position expiring this year that had not yet been advertised.

Griggs asked that Lindberg write a memo about the updates needed.

**6. Consider Proposed Response to Alleged Open Meeting Law Violations by Christopher Katucki –Potential Proposed Executive Session  
Timestamp: 1:32:33**

Griggs referenced the executive session earlier in the evening and shared that he thought the Selectboard was ready to respond.

Selectboard members debated how to organize the responses to Chris Katucki, including whether to combine responses to the first two alleged violations.

Pam Smith reiterated her comment from the last meeting that it was difficult for the minute-taker to take minutes when Selectboard members speak without order.

John Carroll encouraged the Selectboard to respond to Katucki's notice of violation in the same form that Katucki wrote it. Carroll pointed out that item one and item two each had two specific violations mentioned within them, bringing the total to seven specific violations to respond to.

*I move to acknowledge that the description in the meeting agenda for the Selectboard meeting dated January 28<sup>th</sup>, 2026 regarding item 6 did not contain sufficient detail concerning the specific matters to be discussed, under 1 V.S.A. Section 312(d)(3). – Classon moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

*I move to acknowledge that the meeting agenda for the Selectboard meeting dated January 28<sup>th</sup>, 2026 did not adequately identify the matter as a "proposed" executive session and did not adequately indicate the nature of the business for which the Board would invoke § 313(a)(1)(E). – Griggs moved (2<sup>nd</sup> Layton) Vote: yes (unanimous)*

*I move to acknowledge that the description in the meeting agenda for the Selectboard meeting dated January 28<sup>th</sup>, 2026 for item 8 did not contain sufficient detail concerning the specific matters to be discussed, under 1 V.S.A. Section 312(d)(3). – Classon moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

*I move to acknowledge that the meeting agenda for the Selectboard meeting dated January 28<sup>th</sup>, 2026 for item 8 did not adequately identify the matter as a “proposed” executive session and did not adequately indicate the nature of the business for which the Board would invoke § 313(a)(4). – Classon moved (2<sup>nd</sup> Gere) Vote: yes (unanimous)*

*The Board acknowledges that the public explanation and motion to enter executive session during the discussion of agenda item 6 on our meeting on January 28<sup>th</sup>, 2026 did not adequately indicate the nature of the business as required by 1 V.S.A. § 313(a). Nor did it satisfy the requirements of section 313(a)(1) that the Board make a “specific finding” or of Trombley v. Bellows Falls Union H.S. that the Board make a “careful analysis”. – Swett moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

*The Selectboard acknowledges that on our meeting on January 28<sup>th</sup>, 2026 our public explanation and motion to enter executive session during the discussion of agenda item 8 did not adequately indicate the nature of the business as required by 1 V.S.A. § 313(a). – Swett moved (2<sup>nd</sup> Gere) Vote: yes (unanimous)*

*The Board acknowledges that the Jan. 23 to 26, 2026 email exchanges appears to have exceeded the limited exception in 1 V.S.A. § 310(5)(B). – Swett moved (2<sup>nd</sup> Layton) Vote: yes (unanimous)*

Griggs shared that he would ask for a possible extension to the next meeting, which would take place in three weeks, but that they would have a special meeting if it was not agreeable.

## **7. Discussion of Goals/Evaluation for the Town Manager**

**Timestamp: 2:00:00**

John Carroll asked when the Town Manager was last evaluated; Selectboard members shared that he had last been evaluated last fall.

Selectboard members and Carroll discussed the timeline of goal setting and evaluation.

Carroll shared that goal setting should have happened immediately following the evaluation in the fall. Carroll voiced concern that there was language in statute outlining

that, in all matters, the Town Manager shall be subject to the direction and supervision of the Selectboard. Carroll emphasized that the Selectboard is the Town Manager's boss and that he senses there had been ambiguity over it.

Carroll explained that the Selectboard has authority over policy, outcomes, timing, and overall expenditure, whereas the Town Manager has authority over the performance of all town employees and budget preparation. Regarding the budget, Carroll emphasized that it is the Selectboard's budget to be presented to the townspeople, not the Town Manager's.

Carroll cautioned that the Selectboard must not tread upon the Town Manager's work and gave the example that Selectboard members cannot speak with the Finance Director or Police Chief, as that line of communication should go through the Town Manager. Carroll further noted that communications from committees should go through the Selectboard with any requests regarding Town Office assistance.

Carroll applauded the Selectboard's work to draft goals for the Town Manager and distributed guidance on effective, measurable goalsetting.

Gere asked what manner of communication the Selectboard should use to direct the Town Manager.

Carroll shared that verbally in a Selectboard meeting should be sufficient. He noted that the Town Manager has the right to respond and challenge Selectboard demands and expectations.

Gere asked whether the board as a group should make the communications or individual members.

Carroll urged the Selectboard to formally designate one person, possibly the Chair, to speak on behalf of the Selectboard with the Town Manager. Carroll noted that most requests would be clearly provided in statute, meaning that there was little risk of a rogue spokesperson.

Griggs shared that he did not have enough time since receiving the packet and the Town Manager's goals included within it to make any decisions that night.

Classon highlighted that the current version of the Town Manager job description on the town's website included 50-60 individual points and seemed to be a document of "very murky provenance." Classon highlighted that the previous versions of the job description he found on the website stated that "none" was listed under supervisory controls, whereas

the current version states that the Town Manager works under the direction of the Selectboard.

Classon quoted phrases from the current job description version regarding staffing the Selectboard and facilitating the development of and execution of their policy decisions.

Griggs highlighted that the document was not in the packet and that no one else had had an opportunity to review it yet, and requested they discuss it at the next meeting.

Classon stated that the Selectboard collated and sent to the Town Manager many pages of goals on April 14<sup>th</sup> with a request for him to review them, and that the Town Manager did not address them in his submission to the next meeting's packet. Classon emphasized that the "disconnect between our requested goals and our suggestions is so irreconcilably different from his submission," that the topic should not be discussed that night.

Swett shared that it was important to reset the timeline of the Town Manager goals and evaluation. Swett reflected that the existing structure of the evaluation and goals took a long time to develop and that he thought they had loosely decided to continue using it as the template for the next five months, which could explain the Town Manager's decision to return with small modifications to the existing template.

Griggs asked for the chance to try to reconcile the format of the goals, processes, and procedures.

Selectboard members discussed the goals process and format.

Griggs highlighted Duffy's comment at the last meeting about autonomy and asked for further detail on the comment.

Duffy reflected that it is important for the Town Manager "to be given the flexibility to make judgements and not be micromanaged by a Selectboard" and that the Town Manager's success in some cases relies on alignment with the Selectboard in making progress.

Griggs asked if there were specific experiences that suggest he did not have the autonomy or too much autonomy.

Duffy shared that in reading the goals from the Selectboard in the prior packet, some seemed to "be controlling of the Town Manager and his duties or his daily schedule" and advocated for a clear demarcation of duties.

Lindberg encouraged recollection of Carroll's comments and the budget when developing goals. Lindberg suggested quarterly check-in on financials.

Swett shared appreciation for the existing finance overview, which was provided upon the request of the Selectboard.

## **8. Town Manager Report**

**Timestamp: 2:38:03**

Griggs asked Duffy if there were any highpoints to mention from the report. Griggs shared that he had noticed recent speeding ticketing.

Duffy shared that the slate roof work had been completed.

Duffy highlighted a petition request from the Vermont Labor Review Board relating to a new labor union called the United Federation of Police Officers, and that the town would be required to post a petition in areas of town where the collective bargaining agreement workers congregate.

Layton asked how it might affect the current agreement; Duffy shared that he planned to look into it.

Layton asked if there was interest in the open Finance Director role.

Duffy stated that the town had advertised the role in a number of places and would start the interview process when they have qualified candidates. Duffy shared that Finance Director Barrie Rosalinda had agreed to stay with the Town through June 30<sup>th</sup> and may be willing to help out in July.

## **9. Department Reports**

**Timestamp: 2:43:25**

Swett noted that the actual in the plowing and sanding line item appeared to be significantly under budget and wanted to confirm that it was because of the new contract with the plowing company.

Duffy shared that it was.

Swett asked for a description of a line item on page 75 under tax expenditures noting a transfer out of surplus.

Duffy stated that he would check with Rosalinda.

Lindberg shared that some of the line items being on a cash basis could affect the numbers.

Lindberg reminded the Selectboard that there was a transfer from fund 12 of \$26,000 of revenue under the area of miscellaneous revenue, which was not how she expected it would be booked, and would make the lister budget look “out of whack.”

## **10. Approve Minutes**

**Timestamp: 2:47:50**

Layton noted a typo in which Article 36 was incorrectly written as Article 39.

*I move to approve the minutes for April 8<sup>th</sup>, 2026 as presented, amending Article 39 to Article 36. – Gere moved (2<sup>nd</sup> Classon) Vote: yes (unanimous)*

## **11. AP Warrants**

**Timestamp: 2:50:20**

*I move to approve AP Warrant #1480 for \$50.00 to be paid from the General Fund; AP Warrant #1475 for \$88.79 to be paid from Fund 45 for records restoration; and AP Warrant #1476 for \$132,445.13 from the General Fund. – Griggs moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

## **12. Receipt of Correspondence**

**Timestamp: 2:52:11**

Layton read through the list of correspondence.

Griggs shared that he would be attending the TRORC bicycle and pedestrian program meeting.

Lindberg spoke in favor of the request to move the shed away from the Gazebo.

Griggs explained that it was school property but that he was engaged in conversations about the matter.

Duffy shared that the shed would be moved soon but did not have a specific timeline.

Classon asked for clarity on which day Green Up Day would be held; Duffy suggested reviewing the related information in the hallway.

Swett spoke in favor of spreading awareness of the upcoming activity and the presence of people on the shoulders of roadways.

*I move to receive all correspondence. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

### **13. Adjournment**

**Timestamp: 3:01:26**

*I move to adjourn the meeting. – Layton moved (2<sup>nd</sup> Swett) Vote: yes (unanimous)*

Meeting adjourned at 9:33.

Minutes taken by Jenny Tolman.

05/07/26

## Town of Norwich Accounts Payable

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10:56 am

Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 01

jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10003	12/15/25	Pants, Raincoat, Gloves 69805	01-5-500582.00 UNIFORMS	1023.06	17760	05/13/26
10066	05/01/26	Printer Ink Cartridge 1DQMTKYFJMCC	01-5-500501.00 ADMINISTRATION	23.50	17761	05/13/26
10066	05/04/26	Sandwich Board 1GRVDWGT73G6	01-5-425140.00 ADVERTISING	87.90	17761	05/13/26
10066	04/21/26	Kickballs, Baseballs 1HM7QGMRCPYD	01-5-425211.00 EQUIP.& SUPPLIES	186.90	17761	05/13/26
10066	04/14/26	Bungee Cords, Jerseys 1QDTMKFN4G3D	01-5-425322.00 REC FIELD CARE	57.98	17761	05/13/26
10066	04/14/26	Bungee Cords, Jerseys 1QDTMKFN4G3D	01-5-425211.00 EQUIP.& SUPPLIES	29.99	17761	05/13/26
120077	04/23/26	Shelves, Reflective Tape 04232026	01-5-650700.00 NATRL RESRCS INVEN	177.96	17762	05/13/26
120077	04/23/26	Shelves, Reflective Tape 04232026	01-5-650700.00 NATRL RESRCS INVEN	26.80	17762	05/13/26
120077	04/23/26	Shelves, Reflective Tape 04232026	01-5-650700.00 NATRL RESRCS INVEN	37.88	17762	05/13/26
10114	04/03/26	Ladder 1 Annual Inspect 2260645	01-5-555530.00 EQUIPMENT MAINTENANCE	615.00	17763	05/13/26
20026	04/13/26	Tie Down 4PK 412801/6	01-5-703403.00 PARTS & SUPPLIES	22.99	17764	05/13/26
20026	04/14/26	Pickup Tool, Wire Wheel 413075/6	01-5-703403.00 PARTS & SUPPLIES	95.96	17764	05/13/26
20026	04/16/26	Tape, Dispenser 413803/6	01-5-705403.00 PARTS & SUPPLIES	37.97	17764	05/13/26
20026	04/21/26	Brace, Plate, Bolt, Tarp 414633/6	01-5-706109.00 BUILDING SUPPLIES	91.30	17764	05/13/26
20026	04/21/26	Hillman 414717/6	01-5-706109.00 BUILDING SUPPLIES	10.00	17764	05/13/26
20026	04/22/26	Oil, Hillman 414842/6	01-5-703403.00 PARTS & SUPPLIES	13.27	17764	05/13/26
20026	04/22/26	Kwikset KWI, Master M1 414893/6	01-5-705403.00 PARTS & SUPPLIES	17.97	17764	05/13/26
20026	04/24/26	Carb & Choke Cleaner 415396/6	01-5-704403.00 PARTS & SUPPLIES	15.18	17764	05/13/26
20026	04/24/26	Single Sided Key 415398/6	01-5-706109.00 BUILDING SUPPLIES	11.98	17764	05/13/26
20026	04/27/26	Primed Clapboard, Nails 416045/6	01-5-425330.00 REPAIRS,MAINT&Site Wrk	299.44	17764	05/13/26
REF260005	04/13/26	Recreation Fee Refund 832265	01-4-000355.01 Registration Fee Refunds	45.00	17765	05/13/26
20075	12/02/25	Remove radio from truck BCS17905	01-5-703401.00 OUTSIDE REPAIRS	320.00	17766	05/13/26
20075	02/12/26	Install radio in truck BCS18222	01-5-703403.00 PARTS & SUPPLIES	74.78	17766	05/13/26
20075	02/12/26	Install radio in truck BCS18222	01-5-703401.00 OUTSIDE REPAIRS	640.00	17766	05/13/26
30031	05/01/26	TH - May 2026 Service CW-64061	01-5-275632.00 SERVER MAINTENANCE	2936.01	17767	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 01

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jdelabrue

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30031	05/01/26	CCI MANAGED SERVICES PD - May 2026 Service CW-64083	01-5-500537.00 IT SUPPORT	1229.20	17767	05/13/26
30031	05/01/26	CCI MANAGED SERVICES PD - Complete Care 1 Dev CW-64110	01-5-500537.00 IT SUPPORT	800.00	17767	05/13/26
30041	03/31/26	CHAPPELL TRACTOR SALES, I ZigZag Studded, Multi-Arm P08770	01-5-555422.00 FIRE TOOLS & EQUIPMENT	611.80	17768	05/13/26
30093	04/20/26	COMCAST DPW - 04/27/26 - 05/26/26 04202026	01-5-703505.00 TELEPHONE	337.99	17769	05/13/26
30102	04/30/26	CONSOLIDATED COMMUNICATIO Alarm Panel & TS 04/2026 04302026	01-5-275531.00 TELEPHONE	284.43	17770	05/13/26
30102	04/30/26	CONSOLIDATED COMMUNICATIO Alarm Panel & TS 04/2026 04302026	01-5-705505.00 TELEPHONE	142.21	17770	05/13/26
30103	04/07/26	COOP SERVICE CENTER Mount & Balance 4 Tires 6840	01-5-500306.00 CRUISER MAINT	1438.00	17771	05/13/26
40004	12/17/25	DAN and WHIT'S GENERAL ST Windshield Washer Fluid TCN4	01-5-500308.00 CRUISER SUPPLIES	41.94	17772	05/13/26
40004	01/08/26	DAN and WHIT'S GENERAL ST Hardware Manual ZXNI	01-5-500308.00 CRUISER SUPPLIES	11.35	17772	05/13/26
40034	05/01/26	DEAD RIVER COMPANY FD Heating Oil 5569	01-5-485234.00 Apparatus Bay Fuel	664.96	17773	05/13/26
40090	03/15/26	DELUXE Deposit Books 9010291142	01-5-200711.00 BANK	162.82	17774	05/13/26
40071	04/02/26	DOUG HARDY Ash Tree Marking Supplies 04022026	01-5-650700.00 NATRL RESRCS INVEN	17.98	17775	05/13/26
40071	04/02/26	DOUG HARDY Ash Tree Marking Supplies 04022026	01-5-650700.00 NATRL RESRCS INVEN	159.88	17775	05/13/26
20053	04/21/26	DUFFY, BRENNAN DPW Meeting Snacks 04212026	01-5-005900.00 MISCELLANEOUS	25.55	17776	05/13/26
50010	05/01/26	ECFIBER FD May 2026 Billing 2605-0498308	01-5-555625.00 TELEPHONE & INTERNET	76.00	17777	05/13/26
REF260004	04/13/26	ELENA KENNEDY Recreation Fee Refund 832264	01-4-000355.01 Registration Fee Refunds	165.00	17778	05/13/26
REF260002	04/02/26	ELIZABETH PHELPS Recreation Fee Refund 832200	01-4-000355.01 Registration Fee Refunds	495.00	17779	05/13/26
50047	04/21/26	EVANS GROUP, INC. Regular Gas 0082824-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1917.19	17780	05/13/26
50047	04/22/26	EVANS GROUP, INC. Diesel Fuel 0082849-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2050.68	17780	05/13/26
50055	04/22/26	EYEMED/FIDELITY SECURITY Vision - May 2026 167333659	01-2-001126.00 VISION SERV PLAN-PAYROLL	187.95	17781	05/13/26
70061	04/24/26	GMP 24 New Boston 04/24/26 1469 04/2026	01-5-705501.00 ELECTRICITY	111.29	17782	05/13/26
70062	04/24/26	GMP Main St Tower 04/24/2026 3506 04/2026	01-5-575233.00 TOWER POWER	193.89	17783	05/13/26
70063	04/24/26	GMP Fire Station 04/24/2026 7096 04/2026	01-5-485233.00 ELECTRICITY/Heating	311.93	17784	05/13/26
70064	04/24/26	GMP Turnpike Speed 04/24/2026 7572 04/2026	01-5-500204.00 SPEED SIGNS	6.30	17785	05/13/26
70065	04/24/26	GMP Union Speed Sign 04/2026 8572 04/2026	01-5-500204.00 SPEED SIGNS	5.81	17786	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
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jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
70066	GMP 04/24/26	300 Main Bandstand 04/26 9572 04/2026	01-5-500204.00 SPEED SIGNS	6.06	17787	05/13/26
70067	GMP 04/30/26	111 Turnpike EV 04/30/26 3895 04/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	153.09	17788	05/13/26
70068	GMP 04/29/26	300 Main Street 04/29/26 3496 04/2026	01-5-706101.00 ELECTRICITY	542.86	17789	05/13/26
70069	GMP 04/29/26	319 Main Solar 04/29/26 4881 04/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	30.01	17790	05/13/26
70070	GMP 04/29/26	26 New Boston 04/29/26 0469 04/2026	01-5-703501.00 ELECTRICITY	366.63	17791	05/13/26
70071	GMP 04/28/26	Streetlights 04/28/2026 2492 04/2026	01-5-703307.00 STREETLIGHTS	1404.11	17792	05/13/26
70073	GMP 04/16/26	Academy 04/16/26 0511 04/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	47.21	17793	05/13/26
80011	HANOVER NH AMBULANCE SERV 03/23/26	FD - O'Connor 2402070	01-5-555903.00 AMBULANCE BILLS	1052.60	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 10/21/25	FD - Tucker 2500663	01-5-555903.00 AMBULANCE BILLS	365.40	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 11/13/25	FD - Fleury 2500844	01-5-555903.00 AMBULANCE BILLS	103.42	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 11/24/25	FD - Garr 2501135	01-5-555903.00 AMBULANCE BILLS	227.92	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 12/29/25	FD - McMann 2501277	01-5-555903.00 AMBULANCE BILLS	567.75	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 02/27/26	FD - Penders 2501421	01-5-555903.00 AMBULANCE BILLS	1184.55	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 02/27/26	FD - Smith 2501449	01-5-555903.00 AMBULANCE BILLS	225.00	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 03/30/26	FD - Hanchett 2501512	01-5-555903.00 AMBULANCE BILLS	405.12	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 03/03/26	FD - Smith 2502031	01-5-555903.00 AMBULANCE BILLS	173.52	17794	05/13/26
80011	HANOVER NH AMBULANCE SERV 03/16/26	FD - MacNeil 2502148	01-5-555903.00 AMBULANCE BILLS	545.52	17794	05/13/26
200067	HANOVER, TOWN OF 05/05/26	Ambulance Apr - Jun 2026 03034	01-5-555901.00 AMBULANCE CONTRACT	38362.95	17795	05/13/26
200069	HARTFORD, TOWN OF 04/23/26	March 2026 Broadband 16056	01-5-500536.00 DISPATCH SERVICES	154.67	17796	05/13/26
90009	INTERNAL REVENUE SERVICE 05/01/26	Payroll Transfer PR-05/01/26	01-2-001107.00 FED W/H TAX PAYABLE	6022.10 B	401	05/01/26
90009	INTERNAL REVENUE SERVICE 05/01/26	Payroll Transfer PR-05/01/26	01-2-001103.00 FICA TAX PAYABLE	11434.84 B	401	05/01/26
90025	IRVING ENERGY DISTRIBUTIO 04/17/26	Town Hall Propane 726682	01-5-706103.00 HEATING	313.56	17797	05/13/26
100048	JOE'S EQUIPMENT SEV. INC. 04/16/26	HP Ultra Fuel 4-106690	01-5-704403.00 PARTS & SUPPLIES	68.00	17799	05/13/26
110027	KEY COMMUNICATIONS INC 05/01/26	Phones 5/01/26 - 6/01/26 837678	01-5-350531.00 TELEPHONE	21.59	17800	05/13/26
110027	KEY COMMUNICATIONS INC 05/01/26	Phones 5/01/26 - 6/01/26 837678	01-5-425127.00 TELEPHONE	21.59	17800	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 01

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jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
110027	05/01/26	KEY COMMUNICATIONS INC Phones 5/01/26 - 6/01/26 837678	01-5-005531.00 ADMIN TELEPHONE	21.59	17800	05/13/26
110027	05/01/26	KEY COMMUNICATIONS INC Phones 5/01/26 - 6/01/26 837678	01-5-100531.00 TELEPHONE	21.59	17800	05/13/26
110027	05/01/26	KEY COMMUNICATIONS INC Phones 5/01/26 - 6/01/26 837678	01-5-200531.00 TELEPHONE	21.59	17800	05/13/26
110027	05/01/26	KEY COMMUNICATIONS INC Phones 5/01/26 - 6/01/26 837678	01-5-300531.00 TELEPHONE	21.59	17800	05/13/26
120027	04/30/26	LEAF CAPITAL FUNDING, LLC Toshiba Copier 05/2026 20210620	01-5-500501.00 ADMINISTRATION	82.00	17801	05/13/26
REF260003	04/13/26	LINDSAY WIELAND Recreation Fee Refund 832262	01-4-000355.01 Registration Fee Refunds	660.00	17802	05/13/26
130137	04/15/26	MARY MAGAVERN Dan & Whit's Refund RQY5	01-5-425211.00 EQUIP.& SUPPLIES	18.84	17803	05/13/26
130077	04/10/26	MCGOVERN MHQ INC Antenna, Floor Liner INV200013631	01-5-500306.00 CRUISER MAINT	1500.00	17804	05/13/26
130077	04/10/26	MCGOVERN MHQ INC Antenna, Floor Liner INV200013631	01-5-500309.00 Capital Lease Equip. Expe	1000.00	17804	05/13/26
140033	05/01/26	NEW ENGLAND PBA, INC Union Dues 05/01/2026 Q1-2116	01-2-001117.00 UNION DUES PAYABLE	225.36	17805	05/13/26
140045	04/03/26	NHDOT E-ZPASS License Plate 515A548 002098192023	01-5-500543.00 Law Enforcement Equip.	20.25	17806	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-704125.00 DENTAL INSURANCE	114.69	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-703125.00 DENTAL INSURANCE	421.46	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-555126.00 DENTAL INSURANCE	39.79	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-200125.00 DENTAL INSURANCE	79.58	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-500125.00 DELTA DENTAL	251.77	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-350125.00 DENTAL INSURANCE	39.79	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-100125.00 DENTAL INSURANCE	172.19	17807	05/13/26
40042	04/15/26	NORTHEAST DELTA DENTAL May 2026 Coverage 04152026	01-5-005125.00 DENTAL INSURANCE	284.70	17807	05/13/26
140079	04/14/26	NORWICH CONGREGATIONAL CH After School - May 1863	01-5-425219.00 Facilitly Rental Fee Expe	680.00	17808	05/13/26
150004	05/01/26	OFFICE OF CHILD SUPPORT Payroll Transfer PR-05/01/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	17758	05/01/26
160014	04/14/26	PC AUTO AND TRUCK REPAIR Repair Hydraulic Pump 239	01-5-555528.21 R&M 21 Spartan Ladder	487.25	17809	05/13/26
160079	04/22/26	PRIMO BRANDS BLUE TRITON DPW-Water 06D873005375	01-5-703507.00 SUPPLIES	133.34	17810	05/13/26
160074	04/30/26	Performance Janitorial Se PD Cleaning Service 274737	01-5-485304.00 CLEANING	751.33	17811	05/13/26
180028	04/02/26	REYNOLDS and SON INC FD - Compressor Service 3464704	01-5-555530.00 EQUIPMENT MAINTENANCE	574.48	17812	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
180031	04/23/26	Outside Lights Repair 54610	01-5-485302.00 REPAIRS & MAINTENANCE	1192.46	17813	05/13/26
190006	04/08/26	Engine 3 Wheel Repair 18625	01-5-555528.23 R&M Engine 3	1689.62	17815	05/13/26
190035	04/15/26	Finance Director Job Ad 253096	01-5-005540.00 ADVERTISING	297.00	17816	05/13/26
190054	04/15/26	Monthly Solar APR 2026	01-5-705501.00 ELECTRICITY	239.04	17817	05/13/26
190054	04/15/26	Monthly Solar APR 2026	01-5-706101.00 ELECTRICITY	609.09	17817	05/13/26
190055	04/15/26	Monthly Solar 2604_001	01-5-485233.00 ELECTRICITY/Heating	698.86	17818	05/13/26
190055	04/15/26	Monthly Solar 2604_001	01-5-500204.00 SPEED SIGNS	84.41	17818	05/13/26
190055	04/15/26	Monthly Solar 2604_001	01-5-705501.00 ELECTRICITY	76.77	17818	05/13/26
190055	04/15/26	Monthly Solar 2604_001	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	17818	05/13/26
190055	04/15/26	Monthly Solar 2604_001	01-5-575233.00 TOWER POWER	22.36	17818	05/13/26
190064	04/15/26	Service Through 02/28/26 104297	01-5-005305.00 LEGAL	5687.50	17819	05/13/26
190071	04/26/26	Garden & Kitchen Use 04292026	01-5-425219.00 Facilitly Rental Fee Expe	350.00	17820	05/13/26
190078	05/01/26	FY26 Education Payment FY2026 - EDU	01-2-001123.10 Due to State Education	532182.89	17821	05/13/26
190084	04/14/26	Baseball Equipment 7792	01-5-425211.00 EQUIP.& SUPPLIES	156.00	17822	05/13/26
190084	04/23/26	Lacrosse Balls, Whistles 7805	01-5-425206.00 COACHING EXPENSES	36.00	17822	05/13/26
190084	04/23/26	Lacrosse Balls, Whistles 7805	01-5-425211.00 EQUIP.& SUPPLIES	60.00	17822	05/13/26
20060	04/27/26	ASR, Stage Equip, Potluck 04272026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	64.84	17823	05/13/26
20060	04/27/26	ASR, Stage Equip, Potluck 04272026	01-5-425330.00 REPAIRS,MAINT&Site Wrk	23.25	17823	05/13/26
20060	04/27/26	ASR, Stage Equip, Potluck 04272026	01-5-425211.00 EQUIP.& SUPPLIES	17.25	17823	05/13/26
20060	04/27/26	ASR, Stage Equip, Potluck 04272026	01-5-425211.00 EQUIP.& SUPPLIES	69.44	17823	05/13/26
20060	05/04/26	After School,Culinary Kid 05042026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	45.00	17823	05/13/26
20060	05/04/26	After School,Culinary Kid 05042026	01-5-425211.00 EQUIP.& SUPPLIES	133.66	17823	05/13/26
20060	05/04/26	After School,Culinary Kid 05042026	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	32.45	17823	05/13/26
20060	05/04/26	After School,Culinary Kid 05042026	01-5-425211.00 EQUIP.& SUPPLIES	55.27	17823	05/13/26
20060	05/04/26	After School,Culinary Kid 05042026	01-5-425211.00 EQUIP.& SUPPLIES	36.98	17823	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200062	04/15/26	Trucker Hats w/ Logo 416320	01-5-425244.00 UNIFORMS	563.75	17824	05/13/26
200083	05/01/26	Q1 - 2026 Animal Licenses ANIM05012026	01-2-001121.00 VT ANIMAL RETURN	3759.00	17825	05/13/26
210004	02/09/26	Uniforms 1070486238	01-5-704311.00 UNIFORMS	100.00	17826	05/13/26
210004	02/09/26	Uniforms 1070486238	01-5-703311.00 UNIFORMS	436.03	17826	05/13/26
210004	03/02/26	Uniforms 1070491792	01-5-703311.00 UNIFORMS	429.38	17826	05/13/26
210004	03/02/26	Uniforms 1070491792	01-5-704311.00 UNIFORMS	100.00	17826	05/13/26
210004	04/13/26	Uniforms 1070503414	01-5-703311.00 UNIFORMS	103.54	17826	05/13/26
210004	04/13/26	Uniforms 1070503415	01-5-703311.00 UNIFORMS	447.44	17826	05/13/26
210004	04/13/26	Uniforms 1070503415	01-5-704311.00 UNIFORMS	100.00	17826	05/13/26
210004	04/20/26	Uniforms 1070505263	01-5-704311.00 UNIFORMS	100.00	17826	05/13/26
210004	04/20/26	Uniforms 1070505263	01-5-703311.00 UNIFORMS	431.15	17826	05/13/26
210004	04/27/26	Uniforms 1070507175	01-5-704311.00 UNIFORMS	100.00	17826	05/13/26
210004	04/27/26	Uniforms 1070507175	01-5-703311.00 UNIFORMS	448.06	17826	05/13/26
220005	04/22/26	Huntley Field Setup/Paint 1939	01-5-425200.00 Instructor/Contractor Fee	1750.00	17827	05/13/26
220021	05/01/26	Payroll Transfer PR-05/01/26	01-2-001109.00 VT W/H TAX PAYABLE	2432.97 B	400	05/01/26
220077	03/27/26	Accident/Sickness Policy 118264134	01-5-555620.00 FIREFIGHTERS CASUL INS	3203.00	17828	05/13/26
220055	04/29/26	TMA Membership Dues 4548	01-5-350322.00 U.V. TRANSPORTATION MGMT	1092.00	17829	05/13/26
220060	04/16/26	Insurance 4/1/26-6/30/26 20901	01-5-800518.00 PROP & CAS INSURANCE	22719.39	17830	05/13/26
220060	04/16/26	Insurance 4/1/26-6/30/26 20901	01-5-800520.00 WORKER'S COMP INS	26917.10	17830	05/13/26
220060	04/16/26	Insurance 4/1/26-6/30/26 20901	01-5-555620.00 FIREFIGHTERS CASUL INS	2007.00	17830	05/13/26
230000	04/09/26	Dividers, Binder Clips 261221397	01-5-500501.00 ADMINISTRATION	103.83	17831	05/13/26
230000	04/15/26	Markers, Pens 261346418	01-5-500501.00 ADMINISTRATION	33.65	17831	05/13/26
230000	04/16/26	Pens 261370772	01-5-500501.00 ADMINISTRATION	8.13	17831	05/13/26
230000	04/21/26	Markers, Eyewash 261455134	01-5-705403.00 PARTS & SUPPLIES	50.26	17831	05/13/26
230000	04/30/26	CAT 5 Cable 261663359	01-5-500501.00 ADMINISTRATION	44.95	17831	05/13/26

05/07/26  
10:56 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1481 Current FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 01

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jdelabrue

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
		Report Total		701452.69		

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 \$ \*\*\*701,452.69  
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda  
Barrie Rosalinda

Town Manager: Brennan Duffy  
Brennan Duffy

SELECTBOARD:

\_\_\_\_\_  
Kimo Griggs  
Chair

\_\_\_\_\_  
Brendan Classon  
Vice Chair

\_\_\_\_\_  
Mary Layton

\_\_\_\_\_  
Matthew Swett

\_\_\_\_\_  
Robert Gere

05/07/26  
11:15 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1482 Current FY Invoices For Fund (General)  
For Check Acct 09(General) All check #s 04/01/26 To 04/30/26

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jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80031	04/03/26	HRA 2J2YAV0	01-2-001114.00 HRA LIABILITY	45.00	B 391	04/03/26
80031	04/10/26	HRA MPHQ74E	01-2-001114.00 HRA LIABILITY	50.00	B 395	04/10/26
80031	04/17/26	HRA WUCJBF9	01-2-001114.00 HRA LIABILITY	295.09	B 396	04/17/26
Report Total				390.09		

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 \$ \*\*\*\*\*390.09  
Let this be your order for the payments of these amounts.

Finance Director   
Barrie Rosalinda

Town Manager:   
Brennan Duffy

SELECTBOARD:

\_\_\_\_\_  
Kimo Griggs  
Chair

\_\_\_\_\_  
Brendan Classon  
Vice Chair

\_\_\_\_\_  
Mary Layton

\_\_\_\_\_  
Matthew Swett

\_\_\_\_\_  
Robert Gere

05/07/26  
11:19 am

Town of Norwich Accounts Payable  
Check Warrant Report # 1483 Current FY Invoices For Fund (General)  
For Check Acct 02(General) All check #s 04/01/26 To 04/30/26

Page 1 of 1  
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
220017	04/10/26	VERMONT DEPARTMENT OF FIS Hunting/Fishing Licenses 04102026	01-2-001122.00 DUE TO VT-FISH & GAME	93.50 B	392	04/10/26
220017	04/17/26	VERMONT DEPARTMENT OF FIS Hunting/Fishing Licenses 04172026	01-2-001122.00 DUE TO VT-FISH & GAME	26.50 B	397	04/17/26
220017	04/24/26	VERMONT DEPARTMENT OF FIS Hunting/Fishing Licenses 04242026	01-2-001122.00 DUE TO VT-FISH & GAME	238.50 B	399	04/24/26
Report Total				358.50		

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 \$ \*\*\*\*\*358.50  
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda  
Barrie Rosalinda

Town Manager: Brennan Duffy  
Brennan Duffy

SELECTBOARD:

\_\_\_\_\_  
Kimo Griggs  
Chair

\_\_\_\_\_  
Brendan Classon  
Vice Chair

\_\_\_\_\_  
Mary Layton

\_\_\_\_\_  
Matthew Swett

\_\_\_\_\_  
Robert Gere

05/07/26

Town of Norwich Accounts Payable

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11:34 am

Check Warrant Report # 1484 Current FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 04/17/26 To 04/17/26

jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
150004	04/17/26	Payroll Transfer PR-04/17/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	17674	04/17/26
220021	04/17/26	Payroll Transfer PR-04/17/26	01-2-001109.00 VT W/H TAX PAYABLE	2423.08 B	393	04/17/26
90009	04/17/26	Payroll Transfer PR-04/17/26	01-2-001107.00 FED W/H TAX PAYABLE	5967.52 B	394	04/17/26
90009	04/17/26	Payroll Transfer PR-04/17/26	01-2-001103.00 FICA TAX PAYABLE	11420.68 B	394	04/17/26
220020	04/17/26	1st QTR 2026 Franchise 04172026	01-5-705517.00 VERMONT FRANCHISE TAX	338.86 B	398	04/17/26
Report Total				20473.24		

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 \$ \*\*\*\*20,473.24  
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda  
Barrie Rosalinda

Town Manager: Brennan Duffy  
Brennan Duffy

SELECTBOARD:

Kimo Griggs  
Chair

Brendan Classon  
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

05/08/26

Town of Norwich Accounts Payable

08:00 am

Check Warrant Report # 1485 Current FY Invoices For Fund (POLICE CRUISER)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 11

jdalabrue

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
180086 ROGERS, STUART	04/30/26	Trio Starlink Mount 13521	11-5-500322.00 POLICE CRUISER	248.75	17814	05/13/26
Report Total				248.75		

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 \$ \*\*\*\*\*248.75  
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda  
Barrie Rosalinda

DocuSigned by:  
Brennan Duffy  
D4620EC72DA7484...  
Brennan Duffy

SELECTBOARD:

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

05/08/26

Town of Norwich Accounts Payable

08:01 am

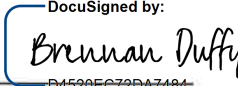
Check Warrant Report # 1486 Current FY Invoices For Fund (TRACY HALL FUND)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 13

jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100094	04/22/26	Balance of TH Roof Repair 17677	13-5-450322.00 TRACY HALL BUILDING	1618.00	17798	05/13/26
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

DocuSigned by:  
  
Town Manager: D4520EG72DA7484..  
Brennan Duffy

SELECTBOARD:

- |                               |  |                      |                        |                      |
|-------------------------------|--|----------------------|------------------------|----------------------|
| _____<br>Kimo Griggs<br>Chair | _____<br>Brendan Classon<br>Vice Chair | _____<br>Mary Layton | _____<br>Matthew Swett | _____<br>Robert Gere |
|-------------------------------|--|----------------------|------------------------|----------------------|

05/08/26

Town of Norwich Accounts Payable

08:02 am

Check Warrant Report # 1487 Current FY Invoices For Fund (RECORDS RESTORATION)  
For Check Acct 03(General) All check #s 04/23/26 To 05/13/26 & Fund 45

jdelabrueve

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10066	04/15/26	AMAZON CAPITAL SERVICES, Archival Storage Box 13X3R6Y73M14	45-5-100341.00 RESTORATION EXPENSE	46.33	17761	05/13/26
Report Total				46.33		

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 \$ \*\*\*\*\*46.33  
Let this be your order for the payments of these amounts.

Finance Director

  
Barrie Rosalinda

Town Manager:

DocuSigned by:  
  
D4320EC72DA7484...  
Brennan Duffy

SELECTBOARD:

\_\_\_\_\_  
Kimo Griggs  
Chair

\_\_\_\_\_  
Brendan Classon  
Vice Chair

\_\_\_\_\_  
Mary Layton

\_\_\_\_\_  
Matthew Swett

\_\_\_\_\_  
Robert Gere

**From:** [Don McCabe](#)  
**To:** [Select Board](#)  
**Subject:** Shed Next To Bandstand  
**Date:** Friday, April 17, 2026 9:26:07 AM

---

Select Board,

I heard from SAU Facilities regarding the requested move of the storage shed next to the Bandstand, and it was approved. The shed will be moved by SAU soon to a location closer to Gerard Drive.

Thank you,

Don McCabe  
Sent from my iPad

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## Administrative Support for the Selectboard

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**From** Pamela Thompson Smith <psmith4203@gmail.com>

**Date** Sun 4/19/2026 10:04 PM

**To** Kimo Griggs <kimogriggsnorwichselect@gmail.com>

**Cc** bjclasson.norwichsb@gmail.com <bjclasson.norwichsb@gmail.com>; Mary Layton <marydlayton@gmail.com>; Matt Swett <mswettselectboard@gmail.com>; Robert Gere <rgere@mac.com>; Select Board <selectboard@norwich.vt.us>

Mr. Chair,

As you know, at 6:04 pm on Thursday, April 17, you reached out to me to let me know that you had learned Jenny Tolman had not been informed about the special SB meeting and was unavailable to take the minutes. You suggested that you would take the minutes unless you could draft me to assist. I received your request as I was about to leave my home for my 15-minute drive to Tracy Hall for the meeting that was scheduled to begin in 26 minutes. I immediately replied, "I'm happy to help."

I am assuming you may not have any background information on why the town has engaged Jenny Tolman as the minute taker for the Selectboard. When I returned to Norwich in 2015 and began attending SB meetings on a fairly regular basis, the Assistant to the Town Manager took minutes of SB meetings. I think I can say with a fair amount of confidence that this was in the job description for that salaried position. I also believe that compensatory time off was granted for the hours spent at SB meetings. However, this long-standing arrangement ended in 2022. The November 22, 2022 SB minutes reflect the announcement that the Assistant to the Town Manager "is no longer able to record the Selectboard minutes." (I do not know what events led up to this change.) Those minutes also state, "The minutes of this meeting were taken by Mary Layton on a temporary basis. Lamperti moved, second by Layton, to authorize the advertisement in the Valley News, the listserve, and on Indeed for a person to take the minutes of the Selectboard offering a base salary of \$25 per hour depending on experience or other qualifications. Vote: Yes-Unanimous."

Since that November 22, 2022 meeting, there have been at least two paid minute takers interspersed with SB members who volunteered to take minutes when needed...myself included. I'm sure that Mary would agree with me that being the Chair and the person responsible for taking minutes is not impossible, but it can be very challenging. For that reason, I agreed to take the minutes at the April 17 meeting so as not to burden you with the dual task of running the meeting and taking the minutes. All told, I spent over 8 hours taking and transcribing the minutes.

Unexpected situations, such as the one on April 17, expose where there are gaps in what would otherwise seem to be a well-organized plan. I am hopeful this unfortunate event will prompt the Board to discuss how this type of situation could be/should be addressed going forward. One way would be to include this topic as a part of the goal-setting discussion at your upcoming meeting to ascertain what role the Board might expect the Town Manager to play in providing administrative support to the Board. For example, the Town Manager could be expected to ensure that there is a minute taker available and arrange for the meeting to be recorded by JAM (or by other means) in order to comply with the OML at all regular and special SB meetings. Arranging the meeting room to accommodate the SB's needs as well as seating for members of the public who attend your meetings in person could also be expected.

I share these observations and suggestions with you in the spirit of offering a way to provide an environment where the Selectboard can remain focused on the important topics before you and the provision of administrative support for the logistics of your meetings could be expected of the Town Manager.

Respectfully,  
Pam Smith

## Town Manager Goals - Budgeting

---

**From** Steven Hepburn <stevenjhepburn@gmail.com>

**Date** Tue 4/21/2026 7:05 AM

**To** Select Board <selectboard@norwich.vt.us>; Kimo Griggs <kimogrignorwichselect@gmail.com>; Matthew Swett <matt@swett.net>; Mary Layton <marydlayton@gmail.com>; bjclasson@gmail.com <bjclasson@gmail.com>; rgere@mac.com <rgere@mac.com>

Selectboard,

Apologies for not getting this into the packet for this week's Selectboard meeting, I was preoccupied with a wonderful family trip to Scotland!

As Chair of the Finance Committee, I had previously asked whether the Town aligns with GFOA Recommended Budget Practices, but I don't believe we have had a chance to discuss that yet. I wanted to re-raise the question, as I think it provides a clear and widely accepted baseline for a Town Manager budgeting goal.

GFOA's [Recommended Budget Practices: A Framework for Improved State and Local Government Budgeting](#) offers a useful reference point.

One goal we may want to consider for the Town Manager is to assess our current budgeting practices against these standards and identify areas for improvement.

I think it's important, where possible, to ground our town practices in recognized best practices so that we are working from a common framework.

Thank you,

Steven Hepburn

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**Public Record Act Request - inspection**

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**From** Cheryl A Lindberg <cherylalindberg@gmail.com>

**Date** Wed 4/22/2026 10:41 AM

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

**Cc** marydlayton.selectboard@gmail.com <marydlayton.selectboard@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>; bjclasson.norwichsb@gmail.com <bjclasson.norwichsb@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; Cheryl A Lindberg <cherylalindberg@gmail.com>

Date: April 22, 2026

Dear Members of the Norwich Selectboard: Kimo Griggs; Brendan Classon; Matt Swett; Mary Layton; Bob Gere,

Pursuant to Vermont's Public Records Act, 1 V.S.A. 315-320, I hereby request an inspection of the following document:

January 2026 email from Brennan Duffy to Mary Layton; Kimo Griggs SB; Marcia Calloway; Priscilla Vincent; Matt Swett SB; Barrie Rosalinda. Subject: "Concerning Behavior Yesterday of TON Elected Officials". The redacted document appears on page 49 in a packet of materials named Responsive Records (Katucki 2-2-26 request) made available for inspection to Christopher Katucki in March through Town Counsel. Since this document has already been pulled I see no reason for delay, and since I am only looking to inspect this document at Tracy Hall I see no reason to incur any charges.

I am addressing this request to you in the belief that you are the custodian of such document. If you are not, I request that you forward my request to the proper custodian of this document and inform me of who that person is.

If the law does not allow me to have access to this record, please inform me within three business days, as provided by law, and inform me of the specific exemption that applies to this record.

If some or all of my request is denied, please tell me the title and name of the person responsible for the denial and, as the law requires, please inform me of the appeal

procedures available to me and the name of the person to whom an appeal may be made.

If you have questions about this request, please email me at [cherylalindberg@gmail.com](mailto:cherylalindberg@gmail.com)

Thank you for your attention to this matter.

Cheryl A. Lindberg

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## Goals for the Selectboard and/or Town Manager

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**From** Cheryl Lindberg <CLindberg@norwich.vt.us>

**Date** Mon 4/27/2026 6:56 PM

**To** Kimo Griggs <kimogrignorwichselect@gmail.com>; bjclasson.norwichsb@gmail.com <bjclasson.norwichsb@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>; marydlayton.selectboard@gmail.com <marydlayton.selectboard@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; Select Board <selectboard@norwich.vt.us>

**Cc** Treasurer <Treasurer@norwich.vt.us>

 2 attachments (201 KB)

Uniform Guidance Policies - 2025 Audit.pdf; Uniform Guidance - Federal Awards.pdf;

Selectboard members,

The annual audit that the Selectboard requests and the related report from the independent auditor is a valuable tool to work from in establishing goals. I am attaching a page from the 2025 audit that discusses Uniform Guidance Policies and the need to have certain written policies to receive federal awards. As I have mentioned at your meetings, policymaking is the responsibility of the Selectboard to provide good governance. The policies provide the Town Manager the opportunity to implement procedures so that all departments comply with written policies.

On the attachment you will find policies mentioned by the auditor that should be available and reviewed annually to be certain they comply with the Uniform Guidance. See attachment on Uniform Guidance for Federal Awards. There are other policies that don't exist that the Selectboard should draft and implement like the Public Records Act Request Policy and more. A review of the model policies on the VLCT website would assist with recommended policies for a Town.

Lastly, the auditor has recommended that the Cemetery Funds and the Trust Funds be maintained separately in the general ledger and implement reconciliation procedures for all key accounts on a regular basis. It was prior practice to include the Cemetery Funds in the Town General Ledger, but the practice was discontinued by a former Town Manager and Finance Director. Implementing this goal would put the Town finances into compliance with the auditor's recommendation.

Thank you for considering these in your goal-setting discussions.

Cheryl A. Lindberg  
Treasurer  
Town of Norwich, VT

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](#)).

## Employment and Training Administration

# Uniform Guidance for Federal Awards

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## Resources

### Uniform Guidance for Federal Awards

## Uniform Guidance for Federal Awards – 2 CFR Part 200

To deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, the Office of Management and Budget (OMB) is streamlining the Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. These modifications are a key component of a larger Federal effort to more effectively focus Federal resources on improving performance and outcomes while ensuring the financial integrity of taxpayer dollars in partnership with non-Federal stakeholders. This guidance provides a government-wide framework for grants management which will be complemented by additional efforts to strengthen program outcomes through innovative and effective use of grant-making models, performance metrics, and evaluation. This reform of OMB guidance will reduce administrative burden for non-Federal entities receiving Federal awards while reducing the risk of waste, fraud and abuse.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200 supersedes and streamlines requirements found in eight separate OMB Circulars that are identified below:

- Administrative Requirements: OMB Circulars A-89, A-102 (29 CFR part 97), and A-110 (29 CFR Part 95)
- Cost Principles: OMB Circulars A-21 (2 CFR Parts 215 and 220), A-87 (2 CFR Part 225), and A-122 (2 CFR Part 230)
- Audit Requirements: OMB Circulars A-50 and A-133 (29 CFR Parts 96 and 99)

### USDOL's Adoption and Exceptions to the Uniform Guidance - 2 CFR Part 2900

The U.S. Department of Labor's adoption of the Uniform Guidance is found at 2 CFR 2900 which includes a limited number exceptions approved by OMB to ensure consistency with existing policy and procedures.

### 2020/2021 Revisions

The Office of Management and Budget (OMB) has published revisions to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Uniform Guidance at 2 CFR Part 200) along with other revisions to 2 CFR Parts 25, 170, 183, and 200 for grants and cooperative agreements. Two new requirements took effect on August 13, 2020 and the remaining revisions took effect on November 12, 2020.

DOL issued a technical amendment to 2 CFR Part 2900 in April 2021 to update cross-references and terminology to align with the Uniform Guidance Revisions of 2020 and 2021.

Below is the applicability chart and a crosswalk of the 2020/2021 revisions.

- [Uniform Guidance Circulars DOL Applicability Chart 2021](#)
- [Crosswalk of 2020/2021 Revisions](#)

The Office of Grants Management (OGM) provides grant management and Uniform Guidance training to its grantees, staff, and their stakeholders through a series of technical assistance modules called **SMART - Strategies for sound grants management** that are comprised of: **M**onitoring, **A**ccountability, **R**isk **M**itigation and **T**ransparency.

SMART training modules provide active DOL Federal Award recipients with helpful strategies in navigating the administration and financial management of their grants around four central themes weaved throughout the Uniform Guidance (2 CFR Part 200) and DOL's adoption and approved exceptions to the Uniform Guidance at (2 CFR Part 2900). These modules may be found on our community page called [Grants Application and Management](#) and located at [WorkforceGPS.org](#).

For further information please see [TEGL 15-14](#).

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**Employment & Training Administration (ETA)**

An agency within the U.S. Department of Labor

200 Constitution Ave NW  
 Washington, DC 20210  
[1-877-US-2JOBS](tel:1-877-US-2JOBS)  
[1-877-872-5627](tel:1-877-872-5627)  
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TOWN OF NORWICH, VERMONT  
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL  
AND OTHER RECOMMENDATIONS  
JUNE 30, 2025

Uniform Guidance Policies

Sections of the Uniform Guidance require non-federal entities that receive federal awards to have certain written policies and procedures or standards of conduct. Examples of these requirements are listed below:

- Conflict of Interest Policy
- Financial Management Policy
- Payment - Cash Management - Drawdowns and Reimbursement Requests Policies
- Uniform Guidance Procurement Policy
- Compensation Policy
- Relocation Costs of Employees Policies
- Travel Cost Policy

We recommend that all policies be reviewed and amended to include the requirements outlined in the Uniform Guidance.

Incomplete Accounting System

Each fund is a separate accounting entity and should employ a general ledger to summarize operating activity during the year and record corresponding increases or decreases in the individual asset and liability account balances. The general ledger is a primary control device in any double entry accounting system. If properly and regularly maintained, the account balances will facilitate prompt and complete financial reporting at the end of any operating period. The individual accounts, particularly the asset and liability accounts, will provide control for reconciliation with other data from internal or external sources. The Cemetery Commission Fund and Trustees of Public Funds Fund are currently not under general ledger control. The Cemetery Commission Fund and Trustees of Public Funds Fund financial statements are compiled only at year end from summary data.

We recommend that the Town maintain these funds in their general ledger separately and implement reconciliation procedures for all key accounts on a regular basis.

**Re: Green Up**

---

**From** Romei, Matthew S <Matthew.S.Romei@vermont.gov>

**Date** Tue 4/28/2026 10:38 AM

**To** amy <vermont6633@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>

Hi Amy!

We have a post set to go in the Listserv later on this week about Greenup Day. I'm not sure if DPW has any signage already, but we are looking at ordering some Variable Message Boards in next year's budget, which I expect we will use for this type event. Courtesy of our Rec Department, there will be safety vests available (along with the green bags) at Tracy Hall for this project as well.

Thanks for working hard to keep the town clean!

~Chief

Matthew Romei  
Chief of Police  
Town of Norwich, Vermont  
10 Hazen Street  
P.O. Box 311  
Norwich, Vermont 05055  
Office 802-649-1460  
Dispatch 802-295-9425

---

**From:** amy <vermont6633@gmail.com>

**Sent:** Tuesday, April 28, 2026 10:08 AM

**To:** Brennan Duffy <bduffy@norwich.vt.us>; Romei, Matthew S <Matthew.S.Romei@vermont.gov>;  
Selectboard@norwich.vt.us <Selectboard@norwich.vt.us>

**Subject:** Green Up

You don't often get email from vermont6633@gmail.com. [Learn why this is important](#)

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Hello all!

First, sorry for the confusion when I said the first of May and neglected to put in the word: the first SATURDAY of May.

I wondered if there was any follow-up to my letter. This conversation should probably include the head of DPW, as they are probably the ones with the signs. Just recently in the Upper Valley, I saw big signs saying something like, "Caution: Trash pickers in road." Maybe we could borrow those!

I am hoping there will be something to give drivers a heads-up - especially on Union Village Road. Can anyone give me an update?

Thanks very much-  
Amy Stringer

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**The Ranger - Saturday, June 6**

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**From** Rachel Cohen <rachel@therangervt.com>

**Date** Mon 5/4/2026 5:29 AM

**To** Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Marcia Calloway <msbcalloway@gmail.com>; Wade Cochran <wade.cochran@vermont.gov>; Select Board <selectboard@norwich.vt.us>

Dear Town of Norwich,

I am one of the organizers of The Ranger, the charitable bike event occurring on Saturday, June 6th in Tunbridge. This year one of our cycling routes includes a few small stretches of roads in your town. Mid-day on June 6th we plan to have about 100 or fewer riders on Quimby Mountain Road, Mitchell Brook Road, Chapel Hill Road and descending Turnpike Road into Strafford (through that class 4).

We don't anticipate any significant impact on local traffic, and we will not need traffic control, as the riders will be very spread out. However, members of your community who live and travel on those roads will see increased bicycle traffic that day.

Additionally, I have attached the [E911 map overlaid with our route](#) so you can see specifically where we're planning to have riders travel through Norwich. We are planning ample signage for the spot where our riders turn right onto Beaver Meadow Road, including signage on either side of Beaver Meadow before Mitchell Brook and Chapel Hill alerting traffic to the event. Additionally, we'll be sure to sign the top of the hill for cars traveling west toward Sharon to alert them to cyclists on the road.

Last year and in 2024 I simply communicated this plan to you via email and we didn't have any issues. I have attended the Selectboard meetings in Tunbridge and Strafford and the use of those roads has been approved. Sharon approves the use of their roads for our event via email. Please let me know if you'd like any other information from me.

Sincerely,  
Rachel Cohen

--

**Rachel Cohen**  
**Organizer & Partner**  
**The Ranger**  
**June 6, 2026**  
**Tunbridge, Vt.**  
[therangervt.com](http://therangervt.com)

To: Norwich Selectboard & Norwich Town Manager  
From: Jaan Laaspere, Chair, Norwich Planning Commission  
Re: Short Term Rental Interim Ordinance

Date: May 5, 2026

This note relates to the Selectboard public hearing held on April 22, 2026, on the Interim Short Term Rental ordinance. There were several comments and suggestions made during that hearing which we will be discussing the Planning Commission meeting on May 12th.

We will answer the question about the treatment of pre-existing STR uses, especially those that are not owner-occupied. There were also specific suggestions made by the Fire Chief that will be incorporated in the proposed ordinance, as will a definition of owner-occupied.

Given these updates and changes, we anticipate the need for another public hearing to be held at a date that works in your schedule.

I will provide an update at your May 13th meeting, after the PC discussion on the 12th.

Sincerely,  
Jaan Laaspere

---

**FW: Answer to your Finance Question**

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**From** Brennan Duffy <BDuffy@norwich.vt.us>  
**Date** Wed 5/6/2026 10:32 AM  
**To** Brita Vallens <bvallens@norwich.vt.us>

Hi Brita,

Could you please include the message below related to a Finance question from the last SB meeting as FYI correspondence for the 5/13 packet.

Thanks,

Brennan Duffy, CEcD  
Town of Norwich  
Town Manager  
(802) 649-1419 x117

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

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**From:** Brennan Duffy  
**Sent:** Monday, April 27, 2026 10:28 AM  
**To:** Matt Swett SB <mswettselectboard@gmail.com>  
**Subject:** Answer to your Finance Question

Hi Matt,

Please see below the answer to the question you posed Wednesday night (\$591,000 Transfer Out of GF Surplus on pg. 75 of the SB packet) as provided by Barrie. If you have a moment today I would welcome a phone call to touch base on a couple issues.

Hi, Brennan,

These are surplus funds...

At the March 2025 Town Meeting, the Town approved Articles 8, 9, and 10:

- Article 8 - Shall the voters approve the use of \$291,000 of the current surplus to fund the Tracy Hall Fund#13 for future improvements to Tracy Hall?
- Article 9- Shall the voters approve the use of \$200,000 of the current surplus to fund the DPW Bridge Fund#41?
- Article 10 - Shall the voters approve the use of \$100,000 of the current surplus to fund the Emerald Ash Borer Response Fund#52 for future mitigation efforts related to the EAB infestation?

The total is \$591,000. The General Fund balance was reduced (transfer out) and the income for funds 13, 41, and 52 were increased accordingly.

The financials have exhibited this transaction since July.

Below is an excerpt from January's Financial Overview:

When the Town votes on the use of surplus funds, two accounting processes occur: (1) the amounts approved are displayed temporarily on the Balance Sheet to remind the Town that some of the surplus has been spoken for. The overall fund balance does not change, only the manner in which it is displayed. Prior to the close of the fiscal year the fund balance is collapsed by removing the temporary items; and (2) Journal entries are made July 1 to move the funds from the General Fund to the specified funds.

Thanks,

Brennan Duffy, CEcD  
Town of Norwich  
Town Manager  
(802) 649-1419 x117

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.