

**Tracy Hall Working Group**  
**Special Meeting at the Norwich Inn**  
**Monday, May 4, 2026 – 8:30 am**

**Present:** Kimo Griggs, Peter Brink, Nancy Osgood, Aaron Lamperti and Pamela Smith

**1. Introductions** – all present were introduced.

**2. Approve Agenda**

The consensus of the group was to move forward with the agenda as presented.

**3. Update on OML requirements, policies, and proposed meeting days/times**

This is an advisory group that is required to post agendas and minutes within the statutory guidelines. There is no requirement to elect officers or follow Roberts Rules of Order.

**4. Open Discussion related to Tracy Hall future**

Griggs spoke about researching the setback requirements for any additions that might be added to Tracy Hall and the ability to apply for a permit to be allowed to build within the setback areas if needed. Concerns about ADA-compliant ingress and egress were discussed and the need to know how many exits are required for emergency evacuation of the building. Discussion of Tracy Hall needs and limitations were discussed, to include: better usage of space and adjacencies of departments who work closely together, ventilation, low ceilings on the lower level, poor lighting, lack of storage, the kitchen being in the Listers office area, and the possibility of utilizing the gym and stage for office space. Osgood stated that she would like to see the exterior of the building remain as it is because it is on the National Register. Griggs stated that there should be more than the restrooms on the lower level, perhaps having restrooms on all levels might be possible and that it would not make sense to replace the elevator only to find that future plans provided for relocating the elevator or eliminating it and incorporating ramps. Griggs also would like to improve the entry to the building. Osgood wants to involve Jess Phelps, Chair of the Norwich Preservation Commission. Jess has been a very successful grant writer. Following preservation guidelines, the Town could be eligible for grant funding. The group agreed that it might make sense to explore alternative facilities for some activities that are currently held in Tracy Hall. The Farmer's Market hopes to have their own facility for the winter markets. There is also the Public Safety Facility that could host some activities and the Norwich Grange building will soon be renovated and available for events. Smith would like to explore holding the Informational Meeting in the MCS Multi-Purpose Room and voting in the MCS gym. Griggs stated that the architects weren't tasked with looking at Tracy Hall needs going out into the future, but we need to think about that and explore the possibilities. Griggs said it is important to improve the building so that we can attract the best possible employees. Smith stated that there is about \$690,000 in the Tracy Hall Reserve Fund, which would reduce the amount of bonding needed.

**5. Goal Setting for Future Meetings**

Smith would like to involve at least one Norwich School Board member to participate in this working group so that we can work collaboratively. Griggs will be meeting with David Macaulay to work on possible scenarios for Tracy Hall to bring back to the next meeting. Nancy Osgood said Jess Phelps can't meet on Mondays, so she hoped the day of the meeting could be changed to allow his participation. The next meeting date was not set.

**6. Adjournment**

The meeting ended at 9:28am.

Minutes taken by Pam Smith.