

DRAFT Minutes of the Selectboard Meeting of
Wednesday, May 13, 2026, at 6:30 pm

DRAFT

This hybrid meeting was held in the Multipurpose Room in Tracy Hall.

Members present: Kimo Griggs, Chair; Brendan Classon Vice Chair; Mary Layton; Robert Gere; Matthew Swett.

Also participating: Cheryl Lindberg; Priscilla Vincent; Jaan Laaspere; Gregory Hynes; Emily Myers; Steven True, Planning Director & Zoning Administrator; Alex Northern, Fire Chief; John Carroll; Lily Trajman; Brennan Duffy, Town Manager.

Welcome. Meeting was called to order by Griggs at 6:31 PM.

1. **Agenda.** *(Zoom recording time stamp 0:02:04)* Swett moved (Layton seconded) to approve the Agenda. **Motion passed unanimously.**
2. **Chair's Report.** *(Zoom recording time stamp 0:02:49)* Griggs spoke about his activities during the time since the last Selectboard (SB) meeting.
3. **Public Comment.** *(Zoom recording time stamp 0:06:38)* Cheryl Lindberg said the Listers may request a 30-day extension to finish their work on the Grand List; Priscilla Vincent expressed concern about the Town's response to public records requests; Jaan Laaspere suggested that the SB hold another public hearing about short-term rental regulations. Swett and Classon expressed support for establishing a public records policy.
4. **Appointments to Boards/Commissions.** *(Zoom recording time stamp 0:15:36)* Gregory Hynes spoke in support of his application to serve on the Affordable Housing Subcommittee. Swett moved (Gere seconded) to approve Gregory Hynes to the Affordable Housing Subcommittee for a period expiring 30 April 2029. **Motion passed unanimously.** Emily Myers spoke in support of her application to serve another term on the Development Review Board (DRB). Classon moved (Swett seconded) to appoint Emily Myers to the Development Review Board for a term expiring 30 April 2029. **Motion passed unanimously.** Steven True said that three alternate seats on the DRB are available. The Selectboard discussed whether David Hubbard, who no longer resides in Norwich, was eligible for appointment to the Emeral Ash Borer Management Group. The Selectboard agreed that they could not appoint Mr. Hubbard to the position, based on a prior Annual Meeting vote.
5. **Local Emergency Management Plan Renewal/Approval.** *(Zoom recording time stamp 0:38:54)* Fire Chief Alexander North explained the benefit of approving an LEMP. The Selectboard discussed the matter, including edits to the LEMP, one of which was suggested by Cheryl Lindberg. Layton **moved** (Gere seconded) to attest that the Town of Norwich Vermont has adopted the Local Emergency Management Plan and the National Incident Management System, and that we approve the renewal of the Local Emergency Management Plan with edits to contacts. **Motion passed unanimously.**

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6. **Roadside Ash Tree Removal Project Bid Recommendation.** (Zoom recording time stamp 0:46:55) Swett **moved** (Gere seconded) to approve the Roadside Ash Tree Removal bid from Wilcox Tree Service, LLC to be paid from the Emerald Ash Borer Fund #52, for an amount not to exceed \$110,000.00. **Motion passed unanimously.**
7. **Planning Commission Request: Village Master Plan Project.** (Zoom recording time stamp 0:52:22) The Selectboard discussed this matter and heard from Jaan Laaspere, Steven True, and Priscilla Vincent. Gere **moved** (Layton seconded) to approve moving the Village Master Plan Project forward with the steering committee described in the 13 May 2026 Selectboard Packet. **Motion passed unanimously.**
8. **Reimbursement and Expense Report Policy.** (Zoom recording time stamp 1:03:52) Layton **moved** (Gere seconded) to allow Selectboard vice-chair Brendan Classon to formulate a proposed Reimbursement and Expense Report Policy draft to be brought before the Selectboard for approval during a future meeting. **Motion passed unanimously.**
9. **Liquor License Renewals.** (Zoom recording time stamp 1:09:29) Layton **moved** (Gere seconded) to recess the meeting of the Selectboard at 7:40 o'clock p.m. for the purpose of executing the duties of the local liquor control commissioners under the authority of 7 VSA § 167 et seq. **Motion passed unanimously.** Layton **moved** (Swett seconded) to approve the Second Class License, application #75752, for Uncle Jam Industries, LLC, d/b/a Half Step Beer and Wine; and the Second Class License, application #76059, for Fraser's General Store, Inc., d/b/a Dan & Whit's General store. **Motion passed unanimously.** Layton **moved** (Classon seconded) to close the Norwich Liquor Commission session at 7:42 o'clock p.m. and reconvene the Selectboard meeting. **Motion approved unanimously.**
10. **Cures for Katucki Open Meeting Law Violations.** (Zoom recording time stamp 1:12:55) Griggs opened Selectboard discussion on this matter by explaining that the Selectboard (SB) needs to provide cures for a complaint from Chris Katucki from April 9, 2026. Griggs said that Mr. Katucki agreed to extend the response deadline to allow the SB to include their response in tonight's regular meeting. SB members discussed that response and related issues at some length. Priscilla Vincent, Lily Trajman, John Carroll, and Cheryl Linderg participated in the discussion, as well.
- Gere **moved** (Layton seconded) that the Selectboard, in order to cure the acknowledged OML violation #3 from the Katucki complaint of 9 April 2026, disclose to the public that to date, there is no legal dispute regarding the letter received by the Selectboard from the Norwich Fire District's legal counsel (page 7 of the 28 January 2026 selectboard packet) expressing the Norwich Fire District's legal position that the development rights to the Fire District's land that were granted to the Town pursuant to an agreement that the land would be exempt from property taxation, have reverted to the Fire District and that the Town is still considering its legal position in response. **Motion approved unanimously.**

Griggs **moved** (Classon seconded) that the Selectboard, in order to cure the acknowledged OML violation #5 from the Katucki complaint of 9 April 2026, make an unredacted version of the January 23- 26, 2026 quorum email exchange available for inspection and copying at the Clerk's Office at Tracy Hall. After some discussion, Griggs withdrew his motion and Classon agreed to the withdrawal.

Griggs **moved** (Classon seconded) that the Selectboard, in order to cure the acknowledged OML violation #5 from the Katucki complaint of 9 April 2026, publish an unredacted version of the January 23-26, 2026 quorum email exchange with the minutes of this meeting. **Motion passed 4 yes; 1 no (Layton).**

Classon **moved** (Swett seconded) that the Selectboard, in order to cure the acknowledged OML violation #6 from the Katucki complaint of 9 April 2026, add to its Policies the following:

Selectboard Policy Regarding Avoidance of Quorum Communications

1. The Vermont Secretary of State recommends designating a single person to collect comments to avoid creating a "serial communication" violation.
2. Definition of "Quorum Communication": A communication between a majority (3 in Norwich) or more Selectboard members discussing the business of the Selectboard excluding email communications between a majority or more Selectboard members made for the limited purposes of setting an agenda and scheduling a meeting.
3. Members of the Selectboard shall not engage in Quorum Communications outside a duly warned meeting. To avoid Quorum Email Communications, Selectboard Members shall abide by the following practices:
 - (a) Selectboard members will not "reply all" to emails from non-selectboard members to the entire Selectboard with information pertaining to Selectboard business.
 - (b) If Selectboard members wish to propose an agenda item, the preferred practice is to email only the Selectboard Chair with a proposed agenda item. If the Selectboard member emails a proposed agenda item to the entire Selectboard, such an email will state the proposed agenda item, but will not provide the Selectboard member's reasons for proposing the agenda item or argue the merits of including the item on the next agenda. Selectboard members shall not "reply all" to such an email except a Selectboard member may "reply all" only saying they also would like the item on the agenda, or that they oppose adding the item on the agenda without providing their reasons or arguing the merits of the agenda item.
 - (c) Emails from a Selectboard member to the entire Selectboard or a majority of the Selectboard regarding the scheduling of a meeting shall not include discussions of substantive Selectboard business. Instead, the communications shall be strictly confined to communicating available and unavailable times and dates and identifying potential scheduling conflicts.

(d) The Chair may communicate directly with one other individual member of the Board in connection with a matter which has, will, or may come before the Board. No other Board members may be copied or otherwise included in the Chair's communication. The Board member who is the recipient of the Chair's communication may reply to the Chair's communication. The member's reply shall be limited to the matter specified by the Chair, and the member shall not copy or otherwise communicate with another Board member on this matter. The Chair shall not communicate with another member of the Board regarding the same matter that the Chair has already discussed with another individual member of the Board.

(e) The Chair may communicate directly with one or more members of the Board for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, so long as:

- i No other business of the public body is discussed or conducted; and
- ii Such a communication that results in written or recorded information shall be available for inspecting and copying under the Public Records Act as set forth in 1 V.S.A. § 310 (5)(B).

(f) A Board member who is the recipient of the Chair's communication may reply to the Chair's communication. The member's reply shall be limited to the matter specified by the Chair, and the member shall not copy or otherwise communicate with another Board member on this or any other matter which has, will, or may come before the Board.

Motion passed unanimously.

Gere **moved** (Swett seconded) that the Selectboard, in order to cure the acknowledged OML violations #1 and #2 from the Katucki complaint of 9 April 2026, add to its Policies the following:

Selectboard Policy Regarding Warning of Agenda Items

Warned agenda items for Selectboard Meetings shall contain enough detail regarding the topic to be considered by the Selectboard so that a reasonable member of the public is aware of the nature of the item to be considered and the authority the Selectboard may consider exercising without providing such details that may violate personal privacy.

For example, instead of an agenda item that states "clean energy plan", the agenda item should state "Consider adopting [or amending] a clean energy plan." Or instead of just "Contract" the agenda item should state, "Consider proposed [type of contract] contract with [name of person or entity]."

Motion passed unanimously.

Layton **moved** (Gere seconded) that the Selectboard, in order to cure the acknowledged OML violations #3 and #4 from the Katucki complaint of 9 April 2026, add to its Policies the following:

Selectboard Policy Regarding the Procedure for Entering Executive Session Pursuant to 1 V.S.A. §

313(a)(1)(A)–(F).

1. Whenever the Selectboard contemplates entering executive session pursuant to any of the allowed topics for executive session that are enumerated in 1 V.S.A. § 313(a)(1)(A)–(F), the Selectboard shall follow a two-motion process.

(a) First the Selectboard shall consider a motion to make a finding that premature public knowledge regarding the matter would clearly place the Selectboard or a person involved at a substantial disadvantage. This motion shall state the nature of the proposed executive session and state the reason(s) why premature public knowledge regarding the matter would clearly place the Selectboard or a person involved at a substantial disadvantage conforming substantially with the following form:

“I move that the Selectboard find that premature public knowledge regarding [the matter to be considered] would substantially place the Selectboard [or a person involved] at a substantial disadvantage because [the reason(s) that premature public knowledge regarding the matter would clearly place the public body at a substantial disadvantage].”

(b) Second, only if the Selectboard passes the first motion, the Selectboard shall consider a second motion to enter executive session that states the nature of the executive session and invites the Town’s staff, clerical assistants and/or legal counsel and/or persons who are the subjects of the discussion or whose information is needed pursuant to the discretion afforded to the Selectboard by 1 V.S.A. § 313(b) and which will substantially conform with the following form:

“I move the Selectboard enter executive session to consider [nature of the executive session] pursuant to [cite statute that permits executive session of that nature] and invite [prudently identify the individuals invited into executive session] into the executive session.”

2. Discussions in executive session shall be limited to the identified topic described in the motion to enter executive session.

John Carroll pointed out that the word “specific” was missing from the first line of 1.(a) of the policy as moved by Layton. Layton then withdrew her motion and Gere agreed. Layton said that she would make the motion again to add the word “specific” to the policy.

[*NOTE: the following motion reflects the added word “specific”. Layton did not re-read aloud the entire policy when making her second motion. It is included here in the interest of clarity.]

Layton **moved** (Gere seconded) that the Selectboard, in order to cure the acknowledged OML violations #3 and #4 from the Katucki complaint of 9 April 2026, add to its Policies the following:

Selectboard Policy Regarding the Procedure for Entering Executive Session Pursuant to 1 V.S.A. § 313(a)(1)(A)–(F).

1. Whenever the Selectboard contemplates entering executive session pursuant to any of the allowed topics for executive session that are enumerated in 1 V.S.A. § 313(a)(1)(A)–(F), the Selectboard shall follow a two-motion process.

(a) First the Selectboard shall consider a motion to make a specific finding that premature public knowledge regarding the matter would clearly place the Selectboard or a person involved at a substantial disadvantage. This motion shall state the nature of the proposed executive session and state the reason(s) why premature public knowledge regarding the matter would clearly place the Selectboard or a person involved at a substantial disadvantage conforming substantially with the following form:

“I move that the Selectboard find that premature public knowledge regarding [the matter to be considered] would substantially place the Selectboard [or a person involved] at a substantial disadvantage because [the reason(s) that premature public knowledge regarding the matter would clearly place the public body at a substantial disadvantage].”

(b) Second, only if the Selectboard passes the first motion, the Selectboard shall consider a second motion to enter executive session that states the nature of the executive session and invites the Town’s staff, clerical assistants and/or legal counsel and/or persons who are the subjects of the discussion or whose information is needed pursuant to the discretion afforded to the Selectboard by 1 V.S.A. § 313(b) and which will substantially conform with the following form:

“I move the Selectboard enter executive session to consider [nature of the executive session] pursuant to [cite statute that permits executive session of that nature] and invite [prudently identify the individuals invited into executive session] into the executive session.”

2. Discussions in executive session shall be limited to the identified topic described in the motion to enter executive session.

Motion passed unanimously.

11. Approve Minutes (*Zoom recording time stamp 2:01:53*) Swett moved (Gere seconded) to approve the minutes for April 16, 2026 (Special Meeting), April 22, 2026 (Special Meeting), and April 22 2026 (Regular Meeting) as amended to remove the “w” from “wreckless” on the eighth page of the April 16 Special Meeting draft minutes. **Motion approved unanimously.**

12. AP Warrants (*Zoom recording time stamp 2:14:55*) Classon requested clarification on the uniforms expenditure and was told the expense was to clean the uniforms. Classon also requested further detail about the Town’s attorneys’ bills. Layton **moved** (Swett seconded) to approve AP Warrant #1481 in the amount of \$701,452.69 to be paid from the General Fund; AP Warrant #1482 in the amount of \$390.09 to be paid from The General Fund; AP Warrant #1483 in the amount of \$358.50 to be paid from The General Fund; AP Warrant #1484 in the amount of \$20,473.24 to be paid from the General Fund; AP Warrant #1485 in the amount of \$248.75 to be paid from Police Cruiser Fund 11; AP Warrant #1486 in the amount of \$1,618.00 to be paid from the Tracy Hall Fund 13; and AP Warrant #1487 in the amount of \$46.33 to be paid from the Records Restoration Fund 45. **Motion approved unanimously.**

13. Receipt of Correspondence. (*Zoom recording time stamp 2:17:07*) Griggs summarized all items of correspondence. Layton **moved** (Swett seconded) to receive all correspondence. **Motion passed unanimously.**

14. Adjournment. (*Zoom recording time stamp 2:20:48*) Swett moved (Layton seconded) to adjourn. **Motion passed unanimously.**

Meeting Adjourned: 8:56 PM.

Respectfully submitted,
Miranda Bergmeier, Assistant Town Manager

Approved by the Selectboard on _____, 2026

Kimo Griggs, Selectboard Chair

PLEASE NOTE: JUNCTION ARTS & MEDIA (formerly CATV) POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.





Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Agenda item decision

7 messages

Mary Layton <marydlayton@gmail.com> Fri, Jan 23, 2026 at 5:46 PM
To: Marcia Calloway <msbcalloway@gmail.com>, Kimo Griggs <kimogriggsnorwichselect@gmail.com>, Priscilla Vincent <priscillavincentSB@gmail.com>, Matt Swett <mswettselectboard@gmail.com>
Cc: Mary Layton <marydlayton@gmail.com>

Hi All

Marcia has requested that we consider adding an agenda item that includes an executive session to the 1/28/26 meeting concerning alleged actions by our Town Treasurer in reference to the confidentiality of information about the draft audit.

We are allowed to discuss this topic in executive session under statute 1 V.S.A. section 313(a)(4), which states that the purpose is to "discuss disciplinary action or dismissal against a public officer or employee, but nothing in this subsection shall be construed to impair the right of such officer to a public hearing if formal charges are brought.

When the motion sheet is drafted, we will need to list persons that the SB would like to be part of the meeting. In this case the Town Manager as our employee is likely, and perhaps also the Treasurer. Persons can be invited in for all or part of the executive session.

A statement before or after going into executive session for this action is strongly suggested.

So that is the framework.

Marcia has proposed the executive session for the agenda on January 28th.

I will support this. A third person needs to support this to get it on the agenda. The agenda will be amended on Monday to include the AP warrants, so there is time for us to add this if the support is there.

Please let me know your decisions. Tonight if possible before the weather gets too crazy.

Mary

Kimo Griggs <kimogriggsnorwichselect@gmail.com> Fri, Jan 23, 2026 at 6:40 PM
To: Mary Layton <marydlayton@gmail.com>
Cc: Marcia Calloway <msbcalloway@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>, Matt Swett <mswettselectboard@gmail.com>
Bcc: Kimo Griggs <kimogriggsnorwichselect@gmail.com>

I do not support this at this time. The imagined scenario does not match my experience & I would like the opportunity to defuse this through conversation first.

Brennan suggested we reach out to him which I have tried to do. I tried to find him in person in his office on Thursday (not in) & tried him twice by phone today (left two messages, neither responded to).

If I am permitted to share more in this format I am happy to do so.

Kimo

[Quoted text hidden]

Matt Swett <mswettselectboard@gmail.com> Sun, Jan 25, 2026 at 7:28 PM
To: Kimo Griggs <kimogriggsnorwichselect@gmail.com>
Cc: Mary Layton <marydlayton@gmail.com>, Marcia Calloway <msbcalloway@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>

I am comfortable taking an executive session, if necessary, but I fully support Kimo's preference that the topic has been discussed with Brennan before Wednesday and hopefully resolved. I spoke with Brennan in person immediately after our Wednesday SB meeting. I hope that Kimo is able to talk with Brennan tomorrow or Tuesday.

- Matt

[Quoted text hidden]

Marcia Calloway <msbcalloway@gmail.com>

Sun, Jan 25, 2026 at 7:37 PM

To: Matt Swett <mswettselectboard@gmail.com>

Cc: Kimo Griggs <kimogriggsnorwichselect@gmail.com>, Mary Layton <marydlayton@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>

As I was not contacted by Pam Snith I want to hear what happened from the people who were contacted, ergo request for an executive session.

Marcia

[Quoted text hidden]

Mary Layton <marydlayton@gmail.com>

Sun, Jan 25, 2026 at 8:21 PM

To: Marcia Calloway <msbcalloway@gmail.com>

Cc: Matt Swett <mswettselectboard@gmail.com>, Kimo Griggs <kimogriggsnorwichselect@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>

Hi All

I would like an executive session so that we can discuss this concern in person as a group, and not in an email chain or in side conversations.

There may have been a lack of confidentiality, in that information in the draft budget, seems likely to have been revealed with a person not authorized to review it, share it, or suggest actions based on it.

Ideally information about the actual audit would be released to the Selectboard when the auditors make their presentation on February 11th. Review, analysis, and actions would happen at that time.

I will ask that the agenda be amended to include the executive session.

Mary

Sent from my iPhone

On Jan 25, 2026, at 7:38 PM, Marcia Calloway <msbcalloway@gmail.com> wrote:

[Quoted text hidden]

Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Sun, Jan 25, 2026 at 8:26 PM

To: Marcia Calloway <msbcalloway@gmail.com>

Cc: Matt Swett <mswettselectboard@gmail.com>, Mary Layton <marydlayton@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>

Bcc: Kimo Griggs <kimogriggsnorwichselect@gmail.com>

If an executive session is deemed necessary I would ask that it be scheduled after conversations have been had. There is no reason to rush this & every reason to allow conversations to happen first.

Kimo

[Quoted text hidden]

Priscilla Vincent <priscillavincentsb@gmail.com>

Mon, Jan 26, 2026 at 9:03 AM

To: Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Cc: Marcia Calloway <msbcalloway@gmail.com>, Matt Swett <mswettselectboard@gmail.com>, Mary Layton <marydlayton@gmail.com>

It is not clear to me at all what has supposedly transpired that has given rise to what sounds like a witch hunt.

Priscilla

[Quoted text hidden]