

Norwich Selectboard

Regular Meeting: Wednesday, June 10, 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. Moore Lane Bridge Project Update and Cost Estimates – Discussion/Possible Motion (10 mins)
5. Planning Commission 2026 Bike/Pedestrian Grant Application – Discussion/Possible Motion (5 mins)
6. Affordable Housing Committee Recommendation for Revolving Loan Fund Award – Starlake Village – Discussion/Possible Motion (20 mins)
7. NPD Request for Purchase of Speed/Messaging Sign – Discussion/Possible Motion (5 mins)
8. Proposal for Reactivation of Article 36 Task Force – Discussion/Possible Motion (10 mins)
9. Data Recording Request from Rob Gere – Discussion/Possible Motion (10 mins)
10. Review and Approval of Sullivan, Powers, & Co., P.C. Audit Scope and Objectives – Discussion/Possible Motion (5 mins)
11. Town Manager Goals – Discussion/Possible Motion (20 mins)
12. Approve Minutes – May 27, 2026 Special and Regular Meetings – Discussion/Possible Motion (5 mins)
13. AP Warrants – Discussion/Possible Motion (5 mins)
14. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
15. Discussion of June 24, 2026 Selectboard Agenda – Discussion/Possible Motion (10 mins)
16. Adjournment – Motion

Future Meeting Dates and Potential Topics

| Day | Date | Meeting Type | Time & Content | Other Notes |
|-----------|-----------|---------------------|--------------------------------|-------------|
| Wednesday | 6/24/2026 | Regular: Zoom & JAM | 6:30 p.m. Selectboard business | |
| Wednesday | 7/8/2026 | Regular: Zoom & JAM | 6:30 p.m. Selectboard business | |

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, Public Works Director
RE: Moore Lane Bridge - Membrane, Paving and Guardrail Repair Project Status Update
DATE: June 2, 2026

This memorandum is to outline the current estimated cost and schedule for the Moore Lane Bridge - Membrane, Paving and Guardrail Repair Project.

Background

On February 25, 2026, the Selectboard voted to approve the funding of \$150,000 to address the emulsion that has seasonally been releasing from the Moore Lane Bridge. The control of the emulsion was based on the selection of alternatives by the Selectboard as presented by Stantec on May 28, 2025. The chosen remedy as voted by the Selectboard was Option 4.2A, active containment maintenance and membrane placement with repaving for the full width of the bridge.

The work on the Moore Lane Bridge includes wooden sidewalk removal, pavement removal, tar emulsion removal on the upper side of the timbers, adding a liner membrane, re-paving, and repairing/replacing the existing guardrail. The purpose of this work is to eliminate or greatly reduce the amount of emulsion leaking from the underside of the bridge. The engineer's cost estimate for this Alternate 4.2A was approximately \$125,000.00. The accepted bid from Waters Construction Inc. was for approximately \$128,000.00 utilizing Clean Harbors Inc. as the remediation sub-contractor. The only other bid received was from Neil H. Daniels, Inc. for approximately \$221,000.00.

As stated in my original memorandum on February 17, 2026, *"due to the uncertainties of the amount of emulsion that can possibly be removed, a placeholder amount of \$35,000.00 was used in the bid to allow reasonable comparison of the bid results. During construction, since there may be more emulsion to be removed, it is anticipated there may be at least one change order dealing with this uncertainty"*.

Current Status and Projected Costs

Work was started on the bridge by Waters Construction around May 4, 2026, and was projected to be finished by June 12, 2026, weather dependent. Initially, partial removal of the railing and timber curb was removed. The wooden sidewalk and paving were removed, and extensive emulsion material was found along most of the top of the wooden deck. Clean Harbors, Inc. began remediation efforts shortly thereafter using brushes, abrasives, and chemical removers. The efforts were repeated multiple times to remove as much of the emulsion as possible. Removing a small piece of the wooden deck revealed that the emulsion did not absorb into the wood itself and was likely applied prior to paving over the wooden deck.

During the pavement removal process the surfaces of the concrete abutments were found to be delaminated and steel rebar exposed in several areas. Stantec inspected the site on May 12, 2026, and recommended removal of all loose, delaminated concrete and replaced with new concrete.

Based on the extra work required to remove the emulsion from the bridge deck, the Disposal of Contaminated Materials costs increased to approximately \$55,568.00 (from the placeholder amount of \$35,000.00).

Due to the required repair of the delaminated concrete on the abutment surfaces, there was an additional cost of approximately \$8,000.00. There were also increased costs of approximately \$5,000 for additional pavement removal and disposal of treated timber curb.

Currently, the final cost is anticipated to be approximately \$162,000.00.

Outside the scope of the original plan, it has been determined that to better monitor future conditions post project, it would be prudent to commission replacement of the existing wooden ledger board and re-painting of the concrete walls in coordination with the existing mobilization. This can be completed for an additional \$6,500.00 by Waters Construction, Inc., which is cheaper than the proposed cost by Clean Harbors for approximately \$15,000.00. I recommend that this additional precaution be included in the Waters Construction work, bringing the grand total to approximately \$168,500.00.

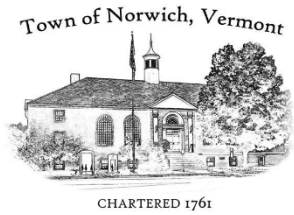
Schedule

The original schedule has only been slightly impacted by the additional work, and we anticipate being substantially complete by Monday, June 15, 2026 (weather and material supply dependent).

Additional Funding and Final Recommendation

The current funding of up to \$150,000.00 for this work was approved to be used from the Bridge Fund #41 (which has approximately \$1,119,000.00 currently in the fund). The remaining \$18,500.00 is proposed to be used from the Bridges account 01-5-703321.00 in the DPW Operational Fund, which has approximately \$20,500.00 remaining in the account this fiscal year which ends June 30, 2026.

My recommendation is that the Selectboard approves the additional costs associated with the Moore Lane Bridge work for up to \$20,500.00 from the DPW Bridges Account 01-5-703321.00.



June 2, 2026

MEMO RE: MUNICIPAL RESOLUTION

Dear Select Board Members,

As part of the Planning Commission’s application for a 2026 Federal Bicycle/Pedestrian Scoping Study, the Planning Commission needs a resolution of support from the board. We request you sign this resolution below indicating your support.

WHEREAS, the Municipality of Norwich, VT is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, **THEREFORE, BE IT RESOLVED**

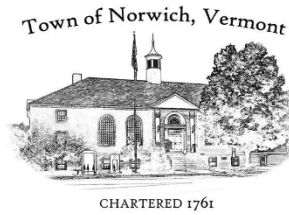
- ❖ That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

LEGISLATIVE BODY

| <i>Name</i> | <i>Signature</i> |
|-------------|------------------|
| _____ | _____ |
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Sincerely, 

Jaan Laaspere, Chair, Norwich Planning Commission
Staff: Steven True
Enclosures: Grant Synopsis & Purpose; Project Study Area Map



June 3, 2026

MEMO RE: 2026 Federal Aid Bicycle and Pedestrian Grant

GRANT FUNDING

The estimated budget is approximately \$60,000. The funds will primarily go to a consultant who will work with the Town and Planning Commission during the project's lifespan alongside a technical program manager from Two Rivers Ottauquechee Regional Planning Commission (TRORC).

The grant will be administered by the planning department. The planning department requests that the matching funds of twenty percent (20%) be drawn from the Operational Performance and Development Fund, the purpose of which is to "*support reviews of town operations, technical studies, and meeting grant match requirements as needed.*" See attached description of this fund.

GRANT SYNOPSIS

Title: Norwich – Route 5 South Bike/Ped Scoping Study

Study Area: See attached map.

Purpose:

The Town of Norwich is seeking funds to conduct a scoping review of bicycle and pedestrian infrastructure options along US Route 5 South, from the Hartford town border to Main Street in Norwich Village. This study will evaluate alignment alternatives, assess existing conditions, identify right-of-way and design constraints, and recommend preferred options for a protected shared-use path or other improvements.

This work builds on unrealized past efforts to improve infrastructure in this key corridor and directly advances recommendations identified in recent Two Rivers-Ottawquechee Regional Commission (TRORC) planning efforts and supports broader multimodal connectivity goals for both Norwich and the Upper Valley.

RESPONSE TO COMMUNITY NEED:

The Town of Norwich is seeking funds to conduct a scoping review of protected bicycle and pedestrian infrastructure options along US Route 5 South, from the Hartford town border to Main Street in Norwich Village. This corridor is one of the most important and underserved transportation links in Norwich, connecting the heart of the village area to key community destinations and neighboring Hartford — yet it currently lacks safe, protected, welcoming facilities for cyclists and pedestrians of all abilities.

This scoping study will evaluate alignment alternatives, assess existing conditions, identify right-of-way and design constraints, and recommend preferred options for a shared-use path or other multimodal improvements from current sidewalk on the north side of Main Street to the town line of Hartford, approximately 1.5 miles south. The work directly advances recommendations identified in recent Two Rivers-Ottawaquechee Regional Commission (TRORC) Future Land Use planning efforts and supports the ongoing Norwich Village Master Plan process including a commitment to expanding its bicycle and pedestrian network.

The importance of this corridor to the Norwich community cannot be overstated. Route 5 South provides access to the Dresden Athletic Fields and the beloved Norwich Farmers Market, vital community gathering places and hub of the local food economy. It also passes through and adjacent to areas recently identified in the town and regional planning as preferred locations for affordable housing development — making safe, accessible non-motorized infrastructure not just a quality-of-life issue, but an issue of equity and access for future residents.

Reimagining this corridor also presents an opportunity to explore extending available infrastructure, including a wastewater line, from Hartford into Norwich, a piece of infrastructure that would enable the aforementioned affordable housing.

This project advances critical regional connectivity goals. The Town of Hartford has been actively investing in protected bicycle and pedestrian infrastructure along Route 5 and this scoping study is a key step toward closing the gap and creating a seamless multimodal connection between the two communities.

Together, these efforts contribute to the long-term vision of the Upper Valley Loop Trail, linking Norwich and Hartford to the broader network of communities, employers, and destinations across the Upper Valley region.

Sincerely,

Jaan Laaspere, Chair

Members of the Planning Commission

Jeff Goodrich, Vice Chair

Mary Gorman

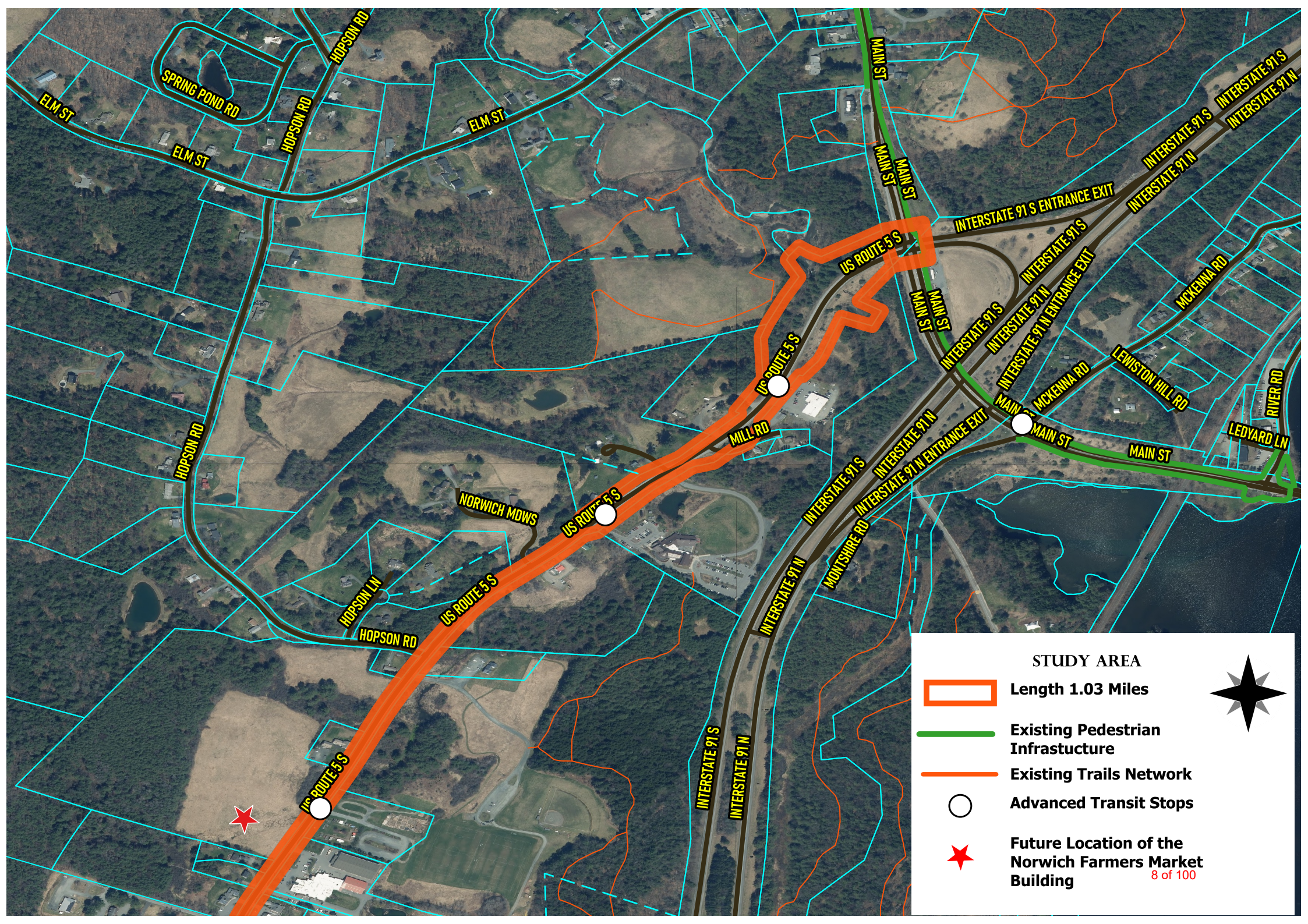
Vincent Crow

Robert Pape






Christian Spalding

Miller Nuttle

Staff: Steven True



STUDY AREA

-  Length 1.03 Miles
-  Existing Pedestrian Infrastructure
-  Existing Trails Network
-  Advanced Transit Stops
-  Future Location of the Norwich Farmers Market Building



other governmental agencies including courts, cutbacks in distributions from state or federal governments, natural disasters, and other unforeseen circumstances.

Article 8 Question: *Shall the voters approve the establishment of an Operational Performance and Development Fund (to be governed by the purpose statement provided in the Town Report), to be initially funded through a transfer of \$110,000 from the FY22 unrestricted fund balance?*

Purpose Statement: To support reviews of town operations, technical studies, and meeting grant match requirements as needed.

Article 11 Question: *Shall the voters approve the establishment of the Emerald Ash Borer Response Fund (to be governed by the purpose statement provided in the Town Report)?*

Purpose Statement: To support the mapping and response to Emerald Ash Borer affected trees in the Town of Norwich.

Candidates for Office — March 1, 2022

For MODERATOR

For one year

Vote for not more than ONE

-

For Dresden-Norwich SCHOOL
DIRECTOR

For three years

Vote for not more than ONE

- TRAJMAN, LILY

For Norwich SCHOOL DIRECTOR

For two years

Vote for not more than ONE

- PALM, GARRETT

For LISTER

For three years

Vote for not more than ONE

- LINDBERG, CHERYL A.

For LISTER

2-year unexpired term

Vote for not more than ONE

-

For SELECTMAN

For three years

Vote for not more than ONE

- ARNOLD, ROGER
- SMITH, PAMELA T.

For SELECTMAN

For two years

Vote for not more than ONE

- BROCHU, CLAUDETTE

For GRAND JUROR

For one year

Vote for not more than ONE

-

For AGENT TO PROSECUTE &
DEFEND SUITS

For one year

Vote for not more than ONE

-

For CEMETERY COMMISSIONER

For five years

Vote for not more than ONE

-

For CEMETERY COMMISSIONER

1-year unexpired term

Vote for not more than ONE

-

For TRUSTEE OF PUBLIC FUNDS

For three years

Vote for not more than ONE

- LINDBERG, CHERYL A.

To the Selectboard:

I am writing at the request of the Town Manager to provide some context for an item on the upcoming Selectboard agenda requesting that the Selectboard approve a loan to the Twin Pines Housing Trust from the town's Affordable Housing Revolving Fund for capital needs investments to preserve the affordability of homes in the Starlake development.

This summary is grounded in a longer analysis that I prepared, the Affordable Housing Subcommittee endorsed, and the Planning Commission voted to transmit to the Selectboard. Please see that longer document for a more complete analysis.¹

Background

On February 9, 2026, the Starlake Housing Trust and the Twin Pines Housing Trust applied for \$45,000 in funding from Norwich's Affordable Housing Revolving Fund to address critical capital needs related to the Starlake community's water and wastewater systems. Starlake is a development of 14 homes in Norwich that are permanently affordable to moderate-income homeowners. Twin Pines is charged with stewarding the property to ensure long-term affordability.

The community argues that they lack the funds for the repairs needed to maintain their water and wastewater systems in good working order. Without funding from the town of Norwich or another source, they fear that their housing costs (including maintenance) will rise to the point where a number of existing residents will no longer be able to afford to live there. These families would lose access to affordable housing in Norwich and be replaced by families with higher incomes who can afford the monthly costs.

Affordable Housing Subcommittee review

The Affordable Housing Subcommittee reviewed the application in detail over the course of two meetings. After careful analysis, the Subcommittee concluded that the request is consistent with the overall purpose of the Fund even if it does not align perfectly with every provision of the fund guidelines.

According to the Fund guidelines, "The purpose of the Norwich Affordable Housing Revolving Fund (Fund) is to facilitate the provision of housing in Norwich that remains affordable in perpetuity." The Subcommittee believed that the phrase "provision of housing" is broad enough to encompass both the creation and the preservation of affordable housing. Starlake and Twin Pines argue that without access to a grant or generous loan terms, they would need to pay for the repairs in a way that would substantially increase residents' monthly expenses. As a result,

¹ Since the subcommittee has not reviewed my memo to the Selectboard, it should be considered my views only and not that of the subcommittee.

some of the existing residents could no longer afford their monthly expenses and would need to move out of their homes. While Twin Pines would still be legally obligated to sell the homes to moderate-income households, the residents who move in would likely have higher incomes than the residents who leave. By preserving the ability of existing residents to remain in Norwich in housing they can afford, the requested loan would advance the goal of the Fund.

The Subcommittee noted that the funds have sat unused for over 20 years. The fund is too small to support new construction, and plans to grow the fund over time have not materialized. The Subcommittee concluded that using the funds to meet critical infrastructure needs to ensure that 14 homes stay in good shape and remain affordable to the moderate-income homeowners who live there is an excellent use of the funds.

While Starlake’s application requested that the loan be forgiven over time, the Subcommittee determined that this would contravene the warrant article re-establishing this fund as a revolving fund. Instead, the Subcommittee has recommended a loan with generous repayment terms.

Planning Commission

The Planning Commission voted unanimously to recommend that a loan be issued to the Starlake Housing Trust and Twin Pines based on the approved fund guidelines and to forward the Affordable Housing Subcommittee’s memo to the Selectboard.

Recommended Action

Primary Recommendation

The Affordable Housing subcommittee analysis identified two potential actions that the Selectboard could take to approve this request. I have prepared the following draft motion text based on one of those proposals that I recommend the Selectboard consider adopting:

Having considered the Affordable Housing Revolving Fund guidelines approved by an earlier Selectboard on April 24, 2019 and the lack of any prior formal requests for the funding, and considering the pros and cons of the funding application by the Twin Pines Housing Trust on behalf of the Starlake Trust, the Selectboard believes that the request satisfies enough of the guidelines to merit funding. Accordingly, we approve a loan to the Twin Pines Housing Trust for the full amount in the Affordable Housing Revolving fund (\$_____) at a rate of 0% and a term of 12 years, with no payments for the first 2 years, followed by a 10-year repayment period. No security is required.

Please replace the \$_____ with the most current balance in the Fund.

Alternative Recommendation

I do not personally think that the Fund guidelines need to be amended before the Selectboard approves the funding request. But if the Selectboard feels that changes to the Fund guidelines are required first to clarify its interpretation of the guidelines, I would propose consideration of the following motion, which is adapted from a second proposal included in the Subcommittee's memo:

“The Affordable Housing Revolving Fund guidelines approved by an earlier Selectboard on April 24, 2019 are hereby amended to clarify that: (1) activities that preserve the affordability of existing affordable housing quality for funding under the Revolving Fund and (2) the Selectboard reserves the right to approve a proposal that advances many of the underlying goals of the Fund even if it does not necessarily meet each specific requirement.”

Having passed this motion, the Selectboard could then proceed to pass the motion included above under the Primary Recommendation.

• • •

Thank you for consideration of this request.

Best,

Jeff Lubell

Analysis of Starlake Housing Trust / Twin Pines Request for Funding Under the Affordable Housing Town’s Revolving Fund

March 29, 2026

NOTE: On March 23, 2026, the Norwich Affordable Housing Subcommittee approved these recommendations by a vote of 4-1 and authorized the chair to finalize the memo and submit it to the Planning Commission.

Background

On Feb. 9, 2026, Starlake Housing Trust and Twin Pines submitted an application for \$45,000 under the town’s Affordable Housing Revolving Fund (Fund). This memo provides an analysis of this application and a recommendation that it be granted.

The original Fund was created by Norwich voters more than 20 years ago. The funds have been reauthorized several times – most recently in 2018, when Norwich voters voted to reauthorize the funds and allow interest to accrue to the fund. On April 24, 2019, the Selectboard approved a set of guidelines developed initially by the Affordable Housing Subcommittee and approved by the Planning Commission, for the expenditure of the funds. Accrued interest on the Fund now exceeds \$5,000 for a total fund in excess of \$50,000.

This is the first formal request for the funds.

This memo describes the extent to which the request is consistent with various provisions of the approved guidelines and makes a recommendation to the Planning Commission, which is responsible for issuing a recommendation to the Selectboard.

The Application

Starlake Village (Starlake) is a development in Norwich, established in 1992, consisting of 14 owner-occupied homes that were developed under a model designed to create owner-occupied homes that are and remain affordable over time through restrictions designed to balance residents’ opportunities to build wealth and the preservation of long-term affordability. Owners of the homes buy the homes at below-market levels and take out a mortgage to pay for their purchase. When they sell the homes, they are required to sell at an affordable price calculated by sharing the home price appreciation; families keep some of the appreciation, while the rest stays in the home in the form of a lower purchase price, thus maintaining affordability over time. This category of homeownership is sometimes called “shared equity homeownership.”

The Starlake homeownership association (the Starlake Trust) and Twin Pines (the original developer of the homes and the organization responsible for stewarding its long-term affordability) have requested funds to cover accrued capital needs related to the community water and wastewater systems. They submitted evidence of substantial costs to keep the water and wastewater systems in good working order, totaling about \$66,000 through 2028 and an additional \$173,000 through 2034. These costs were calculated a few years ago, so the costs may have gone up since the original assessment.

The applicants have a replacement reserve of about \$20,000, some of which the applicants note can be used as a match for the town's funding. (The Starlake Homeowners association currently builds its reserve by about \$2,000 per year.) The applicants have noted that the Vermont Housing and Conservation Board is open to providing an additional \$12,500 in matching funds.

Overall Purpose

At its core, the underlying purpose of the Affordable Housing Revolving Fund is to help ensure that low and moderate-income households can afford to live in Norwich. The request by the Starlake Housing Trust and Twin Pines advances this purpose. The requested funding would contribute to the ability of moderate-income homeowners to stay in their properties without having to sell to higher income households who have the money on their own to update the water and wastewater systems.

Applicant Need

It seems clear that applicants need the funding they have requested as their accumulated reserves fall far short of the costs of ensuring their water and wastewater systems are in good working order.

Use of the Funds

When the Fund guidelines were established, the paradigmatic use envisioned for the Fund was to help facilitate the construction of a new affordable housing development (or the substantial rehabilitation of an older structure that creates new affordable housing). The Starlake proposal is somewhat different from that paradigm. They are proposing funds to help maintain the affordability of an existing affordable housing development rather than the creation of a new one.

Interestingly, while there are several phrases in the guidelines that seem to reflect the assumption of new construction, the guidelines mostly talk about **providing** affordable housing. For example, the guidelines state: "The purpose of the Norwich Affordable Housing Revolving Fund (fund) is to facilitate the **provision** of housing in Norwich that

remains affordable in perpetuity” (emphasis added). The Guidelines also specify that: “Funds may be used to cover reasonable “hard” and “soft” costs incurred in the acquisition, construction, or rehabilitation of an Eligible Project except as provided for herein.”

The guidelines do not define the term “rehabilitation,” but generally in the housing context it means repairing or improving an existing property, as opposed to building a new structure. Arguably, then, while this project does not fit the original paradigm directly, it does represent an expenditure for “rehabilitation” to facilitate the “provision of housing in Norwich that remains affordability in perpetuity.” So, its use is largely compatible with the eligible uses specified in the guidelines, even if it represents a use not originally contemplated when the guidelines were prepared.

Initial Affordability

The Fund guidelines call for homes to be affordable to and initially occupied by a household at 80% of the area median income. Starlake is aimed at a group with slightly higher incomes. Starlake’s guidelines initially called for it to be affordable to households at 95% of the area median income, and now call for applicants for available units to have incomes below 120% of the area median income. The Fund guidelines recognized that over time, new homebuyers might need to have somewhat higher incomes than the original 80% of area median income due to the mechanics of how the resale formula works, so the increase in area median income is not entirely unexpected.

The precise affordability level of Starlake homes is unclear as no information has been provided about mortgage costs relative to incomes. On balance, it appears the units the applicant proposes to assist with the funds serve an income group that cannot afford to live in Norwich without assistance but does not meet the literal requirements in the guidelines for initial affordability.

Long-Term Affordability

The Fund guidelines also call for assisted units to be affordable in perpetuity. For owner occupied homes, this means they utilize one of the resale formulas commonly in use in Vermont. This requirement appears to have been met here, as Starlake uses the 75/25 split common in Vermont where the family can sell the home for its original purchase price plus 25% of the increase in appraised value (often plus capital improvements).

Loan Terms

The applicants have requested that the funds be issued in a loan that is forgiven over time. If that is not possible, they request a 10-year term with 0% interest.

The Fund guidelines specify a loan with an interest rate of one point below the prime rate, but gives the Selectboard discretion to charge a lower rate. The Fund guidelines do not contemplate that the loan would be forgiven. The term is not specified in the guidelines but the guidelines contemplate a longer term for a larger number of units assisted.

Leverage

While there is no formal match for the town's fund required by the Fund guidelines, the guidelines specify that "Projects that demonstrate a substantial leveraging of the town's funding with other private and/or public funding sources for the creation of affordable housing units are preferred."

The applicants have proposed to match / leverage a portion of the town's funds with their own reserve funds. Whether this is technically a match or not (usually a match is from an external source and not the applicant), it's clear this is a meaningful contribution to the project but not a large one. Should the state follow through in providing \$12,500 in matching funds, the two funding sources together would constitute an amount equal to about half of the funds requested from the town, which is more substantial leverage.

Analysis

As noted above, this is the first formal request for funds from the Fund in its entire existence. The funds do not do any good sitting in the bank. They are meant to be used. There applicants unquestionably have a need here for the funds. The requested use advances the underlying purpose of helping moderate-income households afford to live in Norwich. The funds are proposed to be used for rehabilitation (an eligible use) and provide affordable housing that is affordable over the long-term, which the guidelines also call for. While the proposal does not line up perfectly with all aspects of the guidelines, it seems consistent with the overall spirit of the Fund and its guidelines, and we recommend that the town find a way to use the funds to help the applicants.

Taking a step back from the immediate application, it is important to recognize that the Fund guidelines are very specific and appear better matched to a much larger fund. As noted in the town's housing strategy, the town originally intended to grow the fund over time. For a variety of reasons, that did not happen. While a larger fund – say \$500,000 or \$1 million – might make a material contribution to the feasibility of a perpetually affordable housing development, a \$45,000 fund is far too small to accomplish this. Developers of perpetually affordable housing generally do not need \$45,000 to advance their project as they have other sources of working capital. We need to find a use that is appropriate for the scale of the funding available – where \$45,000 can make a material difference. The requested use appears to be such a case.

One concern is that the funding being requested goes only partway to solving their long-term capital needs problem. The requested funds, plus some amount of their accrued reserve and the Vermont state's contribution, should help them meet their near-term capital needs. But a larger bill is coming due within 8 years and it's not clear how they will meet that need. For this reason, it would be useful to discuss with the applicant whether the town's funding could be used to help leverage additional resources to provide a more comprehensive solution to the applicant's needs. Some options might include, for example:

- Using the town's funds as a match for a larger grant, such as the match proposed to be obtained from the Vermont Housing & Conservation Board.
- Using some or all of the town's funds to cover the costs of higher contributions to the property's reserve account by residents who cannot afford it. For example, if the residents raised their collective annual contribution to the reserve fund by an additional \$5,000 or \$8,000 per year, some of the funding provided by the town could be used to pay the additional costs for those residents who cannot afford the increase, while facilitating a faster increase in the fund.

It's not the town's role to be prescriptive about the exact way in which the town's funds are leveraged for greater impact but any such leverage would be a strong positive that would support a decision to provide the requested assistance.

Recommendation

We recommend that the application be granted and that the original \$45,000 plus any interest that has accrued in the fund (which appears to exceed \$5,000) be loaned to the applicants at zero percent interest. We propose a 12-year term with no payments for the first two years, followed by a ten-year repayment schedule. We believe there is merit to the request for the loan to be forgiven but are not sure the town has the authority to do so, given that the town warrant article specified a revolving loan fund. Potentially, the voters could, in the future, decide whether to forgive the loan, should the question be posed to them on the ballot.

The affordable housing subcommittee did not condition its recommendation of approval of the request on any specific conditions. It would nevertheless be useful to continue to encourage applicants to find a way to maximize the utility of the town's contribution by actively investigating opportunities for using the money as leverage to secure additional funds to help meet applicants' long-term capital needs. We present two ideas above, but the applicants may have other ideas for a match.

The town should further encourage applicants to develop a long-term plan for raising the funding needed to meet their long-term needs.

Postscript

If the Selectboard decides to fund the request, they will need to decide whether they have authority to do so under the existing policy or whether they need to amend the policy first. We do not express an opinion on that question.

If the Selectboard determines that it needs to modify the Fund’s guidelines before it can approve the applicants’ request, one option would be to first add a clause to the policy that says:

“The Selectboard reserves the right to approve a proposal that advances many of the underlying goals of the Fund even if it does not necessarily meet each specific requirement.”

If the Selectboard wished to approve the applicants’ request without first modifying the guidelines, it might wish to consider a motion that looks something like this:

Having considered the Affordable Housing Revolving Fund guidelines approved by an earlier Selectboard on April 24, 2019 and the lack of any prior formal requests for the funding, and considering the pros and cons of the funding application by Starlake Housing Trust and Twin Pines, we believe the request satisfies enough of the guidelines to merit funding. Accordingly . . . “ [with the final terms of the award.]

AFFORDABLE HOUSING FUND POLICIES AND CRITERIA

PREAMBLE: The question of whether to establish an Affordable Housing Revolving Fund in the amount of \$45,000 was put to voters of the Town of Norwich in an article included on the November 6th, 2018 ballot. The measure was supported by the voters. What follows is guidance for the management of the fund.

PURPOSE STATEMENT: The purpose of the Norwich Affordable Housing Revolving Fund (fund) is to facilitate the provision of housing in Norwich that remains affordable in perpetuity. The fund shall be managed in such a way as to attract additional support for affordable housing from other private, public and not-for-profit entities. In this manner, the impact of the fund will be quantifiably greater than the original \$45,000 commitment.

GOVERNANCE: The Selectboard may approve the disbursement of funds in support of an affordable housing project that aligns with the guidance contained herein. Such a project is to be led by a designated sponsor. The Planning Commission will review potential projects for compliance with the Town Plan and make recommendations to the Selectboard.

ELIGIBLE SPONSORS: Entities registered with the VT Secretary of State to conduct business in VT, 503 (c), and/or recognized affordable housing providers are eligible. A demonstrated track record in the development and/or management of affordable housing is required. Individuals and households are not eligible, and would need to partner with an eligible sponsor.

ELIGIBLE PROJECTS: A proposal that demonstrates a need for the town's funding that cannot be readily met through other sources in order to provide two or more affordable housing units in perpetuity located in Norwich. Projects that demonstrate a substantial leveraging of the town's funding with other private and/or public funding sources for the creation of affordable housing units are preferred.

PERFORMANCE PERIOD OF FUNDS: The Town expects there will be a direct relationship between the duration (term) of the loan of funds and the number of affordable dwelling units any proposed project provides. The smaller the number of affordable housing units created, the shorter the required repayment period.

REPAYMENT OF FUNDS: The obligation is on the sponsor to show how the project will benefit from the use of the funds and to propose a repayment schedule that is both workable from the project's standpoint and consistent with the affordable housing fund policies and criteria. Repayment holidays, deferred payment schedules and balloon payments are all devices sponsors can propose to advance project viability.

INTEREST OWED ON USE OF FUNDS: An interest rate of one point below the prime rate as published in the Wall Street Journal (WSJ prime) per annum will be set on all dispersed funds unless:

- a. The Selectboard (or their designees) in reviewing the project determines that the public good justifies foregoing any expected interest payments (principal is not forgiven)
- b. The sponsor demonstrates to the Selectboard's satisfaction that the levying of interest on the repayment of funds would jeopardize the viability of the project

TRACKING OF FUNDS: Where a sponsor proposes a lengthy installment plan (more than three years) for repayment, and/or multiple payments, the recovery of the administrative costs associated with tracking payments will be considered when settling on loan terms.

ELIGIBLE USE OF FUNDS: Funds may be used to cover reasonable "hard" and "soft" costs incurred in the acquisition, construction, or rehabilitation of an Eligible Project except as provided for herein. These funds are not available for: markets studies, property appraisals, site assessments, engineering, permitting or design, legal review or any soft costs associated with the acquisition of real property or project management. These funds cannot be used for the payment of Norwich property taxes, education taxes, VT taxes or US taxes. Sponsors are encouraged to use these funds as a match for other funding sources. A project may include dwelling units that do not meet the definition of 'affordable' (below), so long as the project delivers the minimum number of affordable units required for eligibility under this fund.

DEFINITIONS:

Affordable: ~~This program will use the definition of affordable housing adapted from 24 VSA § 4303 (1).~~

(1) "Affordable housing" means either of the following:

(A) Owner-occupied housing for which the total annual cost of ownership, including principal, interest, taxes, insurance, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:

- (i) the county median income, as defined by the U.S. Department of Housing and Urban Development;
- (ii) the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
- (iii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

(B) Rental housing for which the total annual cost of renting, including rent, utilities, and condominium association fees, does not exceed 30 percent of the gross annual income of a household at 80 percent of the highest of the following:

- (i) the county median income, as defined by the U.S. Department of Housing and Urban Development;
- (ii) the standard metropolitan statistical area median income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development; or
- (iii) the statewide median income, as defined by the U.S. Department of Housing and Urban Development.

Perpetuity: means the longest possible time period permitted under state law, which will be enforced through legal instruments attached to the property title or other binding legal documents. The following specific provisions shall apply to rental and owner-occupied affordable housing:

- Affordable rental housing must be occupied, in perpetuity, by households with incomes at or below 80 percent of the highest of the three income standards specified in the definition of affordable housing. Housing that serves households with lower incomes is to be preferred where practicable.

- Owner-occupied affordable housing shall use a resale formula designed to share equity between the purchaser and the program to facilitate the accumulation of assets by the homeowners while maintaining long-term affordability. Unless good cause is shown to use a different resale formula, the resale formula shall be one of those commonly in use in Vermont. The initial occupant of owner-occupied affordable housing must have an income at or below 80 percent of the highest of the three income standards specified in the definition of affordable housing. Subsequent purchasers must have an income at or below the higher of: (a) 80 percent of the highest of the three income standards specified in the definition of affordable housing or (b) the income level needed to afford the price specified by the resale formula.



226 Holiday Drive, Suite 20 • White River Junction, VT 05001
802.291.7000 • Fax: 802.291.7273 • TTY: 711
Email: info@tpitrust.org • Website: tpitrust.org

February 9, 2026

Steven True
Planning & Zoning Administrator
Town of Norwich
300 Main St
Norwich VT, 05055

Dear Mr. True,

We are writing on behalf of Starlake Village and Twin Pines Housing to request funding from the Norwich Affordable Housing Revolving Fund (“Fund”) to support critical capital repairs at Starlake Village (“Starlake”). Starlake is a 14-home owner-occupied affordable housing community developed by Twin Pines. (See map at Attachment A.) Although the Fund was originally envisioned to be used for the creation of new affordable homes, this request sustains its core purpose: to facilitate and preserve housing in Norwich that remains affordable in perpetuity.

Starlake Village was established in 1992 and has served Norwich for decades as a source of affordable homeownership. Eligibility to purchase a home at Starlake Village is both income and asset-based. At its inception, income eligibility was limited to households at or below 95% the area median income (AMI) for Windsor County. Currently, household income is limited to 120% AMI for Windsor County or the state of Vermont NonMetro area, whichever is greater. While the income eligibility limit has increased, the actual household income of most applicants for these homes falls below the 120% AMI limit at time of purchase.

Today, the Starlake community faces significant capital needs for its privately managed water and sewer systems that exceed the financial capacity of homeowners and their existing reserves given the aging of the property. Without immediate intervention, the long-term affordability and viability of these 14 homes are at risk.



In rural Vermont communities like Norwich, the lack of water and wastewater infrastructure poses unique and costly challenges to the development of new affordable housing and the maintenance of existing affordable housing. Use of the Fund to address the capital needs of the Starlake water and wastewater systems is a meaningful way for the Town to act on its commitment to supporting affordable housing.

Alignment with Purpose & Criteria of Fund: This request is aligned with the purpose and criteria of the Fund. The purpose statement emphasizes enabling homes that “remain affordable in perpetuity,” and the Eligible Use of funds explicitly includes “hard costs incurred in the... rehabilitation of an Eligible Project.” The Starlake project meets and exceeds the objectives:

1. The Fund monies will be used to address the capital needs of the private water and wastewater system for the Starlake community and is an investment in preserving 14 perpetually affordable homes in Norwich.
2. These funds will be used exclusively for hard costs, specifically needed repairs to Starlake Village’s private water and sewer systems.
3. The criteria of affordability in perpetuity are fully met through long-standing and widely used resale restrictions that ensure affordability across future generations of homeowners.

Notably, no project has accessed this Fund since its creation almost seven years ago in 2019. This proposal provides a meaningful opportunity for the Fund to fulfill its intended purpose.

Community Benefit & Public Good: Starlake Village is home to residents who contribute significantly to Norwich’s character, workforce, and local community. Residents include two Marion Cross teachers, a Bethel special ed teacher, two accomplished youth music teachers, a professional photographer, a graphic designer, a website builder, a librarian, a postal worker, a retired nurse, a dental hygienist, a foster parent, two landscape and pressure washing business owners, an assistant town clerk, and various small business owners. Young adults in the community work at Kendall, in food service, as a nurse’s aide while attending nursing school, as a landscaper, and as a welding student at CTE. There are eleven children at Starlake attending local schools.

These are all people working in and for Norwich, in particular, and the Upper Valley community more broadly. Preserving these homes strengthens the social and economic fabric of Norwich by supporting long-term residents, local workers, and families who contribute to the community.

Leveraged Funding: In keeping with the Fund preference for projects that leverage multiple funding sources, Starlake Village has already secured substantial support:

- In 2021, the Vermont Economic Development Authority (VEDA) committed the use of federal funds to loan Starlake funds necessary to install an emergency generator for the water system. The standby power system was installed in 2024 at a cost of approximately \$50,000. VEDA forgave the loan in 2025.
- In 2021, the Drinking Water State Revolving Loan Fund (DWSRLF) committed to loaning Starlake \$7,100 to be used to develop Strategic Asset Manage Plan (SAMP) for the water and septic systems. The SAMP was completed December 1, 2023. DWSRLF forgave \$1,500 of the original loan and the Starlake homeowners' association will cover the remaining \$5,600 debt beginning August 2026 paying \$93.33/month for 60 months; The SAMP outlines a plan for addressing the long-term capital needs of the water and septic systems.
- The Starlake homeowners' association has a replacement reserve with a current balance of around \$20,000. A portion of these funds could be used as a match for funds provided by the Town for the water and septic capital needs, while preserving a portion of the funds for any unforeseen emergency.
- Incremental annual increases in the monthly homeowner association fees are anticipated to build cash to be used for capital needs such as water and septic system maintenance. (Recent increases to HOA dues have proven quite challenging for several Starlake households.)
- The Vermont Housing and Conservation Board (VHCB) has committed significant funding to the Starlake community:
 - In 1991, VHCB funded the initial land acquisition for the Starlake development with \$135,000.
 - In 1992, VHCB gave \$47,000 for construction.
 - In 1993 VHCB gave \$28,000 for construction.
 - In 2005, VHCB gave \$22,000 to upgrade the road at Starlake.
 - In 2006, VHCB gave \$4,000 for improvements in the community, which the homeowners' association is repaying through monthly dues.
 - In 2016, VHCB gave \$11,400 for improvements to the water and septic systems, which the homeowners' association is repaying through monthly dues.
 - In 2016, VHCB gave \$10,000 for inspection of the septic system.
 - In 2017, VHCB gave \$46,000 for upgrades to the water and septic systems

These resources demonstrate shared responsibility. However, they are insufficient to cover the immediate and future capital needs identified.

Starlake Water and Wastewater Systems' Capital Needs: State and federal funds supported the development of the Strategic Asset Management Plan (SAMP) for the Starlake Village water and wastewater systems in 2023. (See Attachment B.) The SAMP analyzes the capital needs of the systems over a forty-year period from 2023 to 2063 that are vital to maintain the long-term functionality and safety of the systems.

For this funding request, we are focused on the priorities identified for the first five years in the SAMP (2023-2028). The total cost of these recommended improvements was estimated at \$65,720 in 2023. (See Attachment C.) The most immediate needs include replacement of key water system components and the floats and pumps associated with the septic system, with work anticipated to occur in 2026. Given current construction and equipment costs, we expect updated contractor quotes to exceed the original estimate.

The requested Affordable Housing Revolving Fund loan will be used to help cover hard costs for these essential capital improvements.

Requested Loan Terms:

We are requesting that the loan terms for this capital needs project be considered under the policy provision allowing the Selectboard to forgo interest when “the public good justifies foregoing any expected interest payments.” In this case, the public good is clear: the protection of 14 affordable homes at risk due to infrastructure deterioration. The SAMP shows that the water and septic systems will require significant future investment and debt for the current needs will impact the affordability of this community. Because of this, we would further ask that the loan be structured to be forgiven.

- Loan amount: \$45,000
- Repayment term: Forgiven
- Use of funds: Eligible hard costs for water/sewer system rehabilitation as identified in the Capital Needs Plan

If the affordable housing committee is unable to forgive the loan, we would request a 0% interest loan with a reasonable term of a minimum 10 years for repayment allowing homeowners to meet repayment obligations while maintaining the long-term financial health of the community.

Starlake Village is one of Norwich’s successful long-term affordable housing assets. Ensuring its continued viability is not simply a maintenance project - it is a meaningful investment in the stability, wellbeing, and diversity of the Norwich community. This request

offers a responsible and high-impact way for the Affordable Housing Revolving Fund to realize the purpose for which Norwich voters established it.

Thank you for your consideration. We welcome the opportunity for further discussion and to provide additional documentation.

Sincerely,



Anne N. Hill, Homeownership Coordinator
Twin Pines Housing Trust



Lisa Talmadge, President
Starlake Village Homeowners' Association

CC: Jeff Lubell

Attachments:

- A. Starlake Village map
- B. Strategic Asset Management Plans (Water and Wastewater)
- C. Capital needs spreadsheet



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775
email: matthew.s.romei@vermont.gov

Memorandum

To: Norwich Select Board
Via the Town Manager's Office

From: Matthew Romei
Police Chief

Re: Radar Speed Feedback/Variable Message Sign Purchase

Date: 04 June 2026

As we approach the end of the Fiscal Year, I wanted to remind you of the request to purchase a Radar Speed Feedback/Variable Message Sign with unobligated operational funds in this year. As you know, we put one of these in the FY27 budget, and I would like to order the unit specified in the FY 27 budget, as it will take 6-10 weeks to receive. As we spoke internally about it, we realized the actual need is for two. These signs are small, but are trailer mounted, and will give us the opportunity to use as a portable Radar Speed Feedback Sign, similar to the five permanent ones installed around town. By using the portable ones, we can move them around to areas requested by the public, or noted by Town staff.

The reason we discussed that brought the need for two is the second mission for the signs. These will also function as Variable Message Signs, similar to but much smaller than the ones you see on the Interstate. As we have seen some of the construction projects this summer, any time we look at closing a major roadway – either for a scheduled event or some other type of emergency – there is almost always two main avenues of approach. I see a significant use of these signs with a message similar to “This road will be closed from XX to YY” or “Bike to School Day {Date} Expect Delays” or something similar. When we think of Bike to School Day, the Fair, or the Christmas Pageant, placing one on the I-91 end and the Union Village end of Main Street makes sense.

As of May 1st, we have a significant surplus within the Police Operational Budget, owing mainly to the vacant officer position we have carried all year. That surplus is expected to remain through the end of the Fiscal Year. I recommend utilizing part of this expected surplus to purchase a second sign. The cost for each of these units is \$19,000. As this exceeds the \$12,000 threshold, I have included a Select Board Spending Authorization Form for each unit.

I sourced these from three major vendors. The TrafficLogix offering did not meet our needs from a technical standpoint. The AllTraffic and Wanco versions meet our requirements. The Wanco offering seems more physically versatile and rugged, and is supported by local service options. I am recommending the Wanco option for both signs.

Town of Norwich
Departmental Request for Spending

Date: 6/4/2026 Department: Police

Request by (name): Matthew Romei Title: Chief of Police

Town Manager Approval Date: 6/3/2026 For Selectboard Meeting Date: 6/10/2026

What is being requested: Radar Speed Feedback/Variable Message Sign
(This is for the purchase from Surplus in FY 2026)

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.:
\$ 19,500 explain: _____

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

~~Fund~~ name: TBD Speed Signs ~~Fund~~ #: 1-5-500204 Amt. requested: \$ NTE \$19,500

~~Fund~~ balance \$ 1454.22 as of (date): 4/30/26 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 2026 (Fiscal Year):

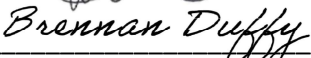
Request for bids/quotes required: yes no If yes, will bids be sent out by Town Manager: yes no

Expected Date of purchase, if known: Order upon approval

Other information: _____

Expected 6-10 weeks for delivery

Signature of Requestor:  Date: 6/4/2026

Signature of Town Manager:  Date: 6/5/2026

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: _____

Town of Norwich
Departmental Request for Spending

Date: 6/4/2026 Department: Police

Request by (name): Matthew Romei Title: Chief of Police

Town Manager Approval Date: 6/3/2026 For Selectboard Meeting Date: 6/10/2026

What is being requested: Radar Speed Feedback/Variable Message Sign
(This is for the sign budgeted in FY 2027)

Has this request been budgeted by the Selectboard: no yes If yes, fiscal year: 2027

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.:
\$ 19,500 explain: _____

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

Fund name: Speed Signs Fund #: 1-5-500204 Amt. requested: \$ NTE \$19,500

Fund balance \$ \$25,000 as of (date): 7/1/2026 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 2027 (Fiscal Year):

Routine Speed Sign Items (Normally <\$5,000)

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: Order upon approval

Other information: _____

Expected 6-10 weeks for delivery

Signature of Requestor:  Date: 6/4/2026

Signature of Town Manager: Brennan Duffy Date: 6/5/2026

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: _____



All Traffic Solutions, LLC
 5100 W Brown Deer Rd
 Brown Deer, WI 53223
 Phone: 814-237-9005
 Fax: 814-237-9006
 DUNS #: 02-344-3864
 Tax ID: 39-0983658
 CAGE Code: 0GWW8

QUOTE Q-97826

DATE: 04/28/2026

PAGE NO: 1

Mail Purchase

Orders to:

5100 W Brown Deer Rd
 Brown Deer, WI 53223

Contract:
Sourcewell 090122-ATS
 Sourcewell Account #:
101055

**Questions contact:
 MANUFACTURER:
 All Traffic Solutions**

Matthew O'Brien
 (571) 321-5449
 x 265
 mobrien@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:

Norwich Police Department
 10 Hazen Street
 Norwich, VT 05055

SHIP TO:

Norwich Police Department
 10 Hazen Street
 Norwich, VT 05055
 Attn: Matthew Romei

Billing Contact:

PAYMENT

TERMS:
 Net 30

CUSTOMER: Norwich
 Police Department

CONTACT:(802) 649-1460

| ITEM NO: | DESCRIPTION: | QTY: | EACH: | EXT. PRICE: |
|----------|---|------|------------|-------------|
| 4000750 | App, Mobile User Interface perpetual license (only 1 required per account—Bluetooth required, enabled separately) | 1 | \$100.00 | \$100.00 |
| 4000745 | SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately) | 2 | \$9,777.72 | \$19,555.44 |
| 4001299 | 3 Year Warranty | 2 | \$0.00 | \$0.00 |
| 4000874 | All Options Activation: Bluetooth, Traffic Data, Violator Alert, Camera/Pictures, (\$3000 Value, requires Traffic or Message Suite) | 2 | \$0.00 | \$0.00 |
| 4000647 | App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare | 2 | \$1,500.00 | \$3,000.00 |
| 4001626 | VZW communications prep | 2 | \$0.00 | \$0.00 |
| 4002017 | ATS-5 Trailer for IA/SA24 includes: 470Ah AGM Batteries & Trailer Certificate of Origin | 2 | \$6,150.00 | \$12,300.00 |
| 4500142 | Solar Controller 20A, up to 200W solar panel | 2 | \$210.00 | \$420.00 |
| 4001413 | Solar panel, 160W: includes bracket for ATS-5 trailer and harness; requires 20A solar controller | 2 | \$1,290.00 | \$2,580.00 |
| 4000879 | Violator Strobe, Red and Blue for ATS-5 for use with SA24 | 2 | \$840.48 | \$1,680.96 |
| 4000833 | External Antenna for Trailer, for areas with weak cellular service | 2 | \$97.79 | \$195.58 |
| 4001889 | Shipping and Handling | 2 | \$1,245.00 | \$2,490.00 |

Special Notes:

- Speed Alert 24 (5 Ft. W x 28in H, 43 lbs.) on ATS5 is a combination of a Radar and Variable Message Trailer (61.5 in wide, 62 in long) for Traffic Calming, Traffic Statistics and General Messaging.
- Remotely manage the sign using laptop and log-in from anywhere connected to WiFi to change/schedule settings/messages, download traffic reports
- Receive alerts via text or email (tamper, low battery, high speed)
- Camera inside the Sign activates during a tamper alert and snaps a photo
- GPS device inside all of our Boards
- Training included on software
- Generate Traffic reports (Compliance & Risk, Enforcement Priorities, Extended Speed Summary, and Effectiveness Reports)
- No contract commitment, choose to renew the subscription after 12 months or not always keep Bluetooth capabilities to operate the sign, download data and settings
- Premier Care Warranty while a TraffCloud Member (which covers software upgrades/repairs at 100% as well as 50% off repairs due to vandalism)
- 3 Year Manufacturer's Warranty on all Sign Boards
- All products are American made built to last a minimum of 8 years in any weather conditions
- 6-8 Week Delivery

SALES AMOUNT:

\$42,321.98

TOTAL USD:

\$37,900.00

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

I am authorized to commit my organization to this order. If your organization will be creating a purchase order for this order, please submit purchase order to either of the following: Email: sales@alltrafficsolutions.com or Physical Address: Listed at top of quote.

Signature: _____ Date: _____

Print Name: _____ Title: _____



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June 2, 2026

Message Board Quote

Town of Norwich

300 Main Street

Norwich, VT 05055

Office; 802-649-1460

Cell;

ATT; Chief Matthew Romei

RE; Message board Quote

| | |
|---|----------|
| 1—Wanco WVTMM-M Mediam Message Board with hand operated winch 48"x72" full matrix display 12" default font, variable font sizes, 100W Solar Panel, 4-6V deep cycle batteries 400Ah,15 amp charger, telescoping hand Winch w/360 degree rotation, Internal touch screen Sign Controller 2" ball | \$14,900 |
| 1- 4G Wanco Modem w/ 10 years service with GPS Package 5y Warranty | \$850 |
| 1-Radar and Traffic Data Classsifer (upgrade) Traffic Data classifer System, Side fire radar based nonintrusive, with Wanco Traffic Analyzer Software Includes Approach only K band speed radar, upgrade to 180W Solar array | \$2,500 |
| Freight | \$750 |
| Total | \$19,000 |



For the 6/10/2026 Selectboard Meeting Packet

From Robert Gere <robert.gere.norwich@zohomail.com>

Date Thu 6/4/2026 10:46 AM

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

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>

For the 6/10/2026 Selectboard Meeting Packet

The 2019 Town Meeting Article 36 was passed with a substantial margin. It stated:

Shall the voters of Norwich direct all Town officials to take immediate and sustained efforts to

gradually and continually reduce the Town's direct use of fossil fuels, beginning at a rate of no less

than 5% per year starting in the 2019-20 fiscal year and continuing until they are eliminated

entirely, and shall the Town Manager be charged with monitoring such efforts and reporting on

them each year in the annual Town Report, and no capital expenditures shall be made that contradict or undermine this direction, absent a majority vote of the Selectboard?

The vote was 792 to 189. Over 80% of the voters approved the article.

To date, little or nothing has been done to try to comply with the directive.

I would note that without data, complying is all but impossible.

To that end I would like the board to require that the Town Manager cause to be recorded all fossil fuel usage and report the resulting data to the Selectboard on a quarterly basis starting with fiscal year 2026-2027 by reporting the total '25-'26 totals at a July 2026 Selectboard meeting. Data to be collected would at a minimum the amount of fuels consumed in the appropriate numerations (gallons, pounds, cubic feet, etc.) and by total cost for each fuel type. Useful additional information would be the dates of purchase (if a bulk purchase) and the cost per unit at that purchase date.

I have proposed having adding an agenda item discussing Article 36 compliance, with proposed action, be added to the next meeting's agenda.

Separate, but related:

I have proposed a discussion about re-activating the Article 36 Task Force to examine the current relevance of the findings and suggested actions, be added to the meetings agenda. The Article 36 Task Force submitted a report on the then current drivers of fossil fuel usage and had suggested actions that could be implemented to reduce fossil fuel usage and energy conservation overall. Technology (and politics) have altered the playing field somewhat and presented new options. Reviewing the suggested options will result in actionable moves towards conservation, lowered costs and increased resilience.

The original members to be invited and members unable to participate to be replaced.

Respectfully,
Robert Gere
Selectboard member and past member of the Article 36 Task Force

TO: Brennan Duffy, Town Manager
FROM: Barrie Rosalinda, Finance Director
DATE: June 1, 2026
RE: Engagement Letter

During the Selectboard Meeting held on Wednesday, May 27, 2026 language found at the bottom of page 3 of the engagement letter from Sullivan, Powers & Co. was questioned. The specific language reads, “We have identified the following significant risks of material misstatement as part of our audit planning. Management override of controls. Our audit of the financial statements does not relieve you of your responsibilities”. Note last year’s engagement letter possessed the same exact language on the bottom of page 3.

Sullivan, Powers & Co. responded saying the language is standard procedure for audits and not specific to the Town of Norwich. During an audit the firm is required to identify controls and management override of controls is inherent and always a risk. The last sentence serves to remind management of its responsibilities.



Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Jordan M. Plummer, CPA
VT Lic. #92-000180

May 4, 2026

Selectboard
Town of Norwich, Vermont
300 Main Street
P.O. Box 376
Norwich, VT 05055

This letter is to confirm our understanding of the terms and objectives of our engagement.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Norwich, Vermont as of and for the year ended June 30, 2026.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Town of Norwich, Vermont’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Norwich, Vermont’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Budgetary Basis – General Fund.
2. Schedule of Proportionate Share of the Net Pension Liability – VMERS Defined Benefit Plan.
3. Schedule of Contributions – VMERS Defined Benefit Plan.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Balance Sheet – Non-Major Governmental Funds.
2. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Governmental Funds.
3. Combining Balance Sheet – Non-Major Special Revenue Funds.
4. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Special Revenue Funds.
5. Combining Balance Sheet – Non-Major Capital Projects Funds.
6. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Capital Projects Funds.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and "Government Auditing Standards," we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, "Government Auditing Standards" do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and "Government Auditing Standards". In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning.

- . Management override of controls.

Our audit of the financial statements does not relieve you of your responsibilities.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the government's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to "Government Auditing Standards."

RESPONSIBILITIES OF MANGEMENT FOR THE FINANCIAL STATEMENTS

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial both individually and, in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, and other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management presentation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Sullivan, Powers & Company, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the Town of Norwich, in conformity with GAAP based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

REPORTING

We will issue a written report upon completion of our audit of the Town of Norwich's financial statements. Our report will be addressed to the Selectboard. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by "Government Auditing Standards." The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Norwich's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Town of Norwich's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Norwich is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in "Government Auditing Standards" may not satisfy the relevant legal, regulatory, or contractual requirements.

AUDIT ADMINISTRATION

Richard Brigham, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations as requested on a timely basis. Some of our audit procedures may be performed remotely. As a result, your employees will need to send any requested information to us electronically through secure sites and/or allow us to view it utilizing available videoconferencing technology. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do and hinder our ability to complete the engagement within the established deadlines and result in an increase in our fees over our original fee estimate.

The audit documentation for this engagement is our property and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform us before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

FEE ARRANGEMENTS

Based on our knowledge of your programs and accounting system and the current regulations and guidelines, we have determined that the audit services can be performed for a fee of \$30,900 provided that the books are closed and reconciled and our to-do list is completed prior to our commencing fieldwork.

Our fee for any other accounting services we provide will be based on the time of the individuals performing the services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill on a progress basis for work performed to date. Invoices are payable upon receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.

GENERAL CONDITIONS

We are prepared to commence work as soon as formally engaged. A draft of the audit report will be submitted for your review prior to its issuance. We will issue the final reports within one (1) week of your approval of the draft report.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

If the terms are acceptable to you and the services are in accordance with your requirements, please sign in the space provided and return an executed copy of this letter to us.

Respectfully submitted,

Sullivan, Powers & Co.

SULLIVAN, POWERS & CO.
Certified Public Accountants

We understand that the purpose of this letter is to clarify the services to be performed by you and the fee arrangements. We hereby confirm to you that we agree to the contents of this letter.

Dated: _____

Synopsis of Proposed Goals:

Goal 1: Management: Overarching Goal is to improve the management, performance, and benefits of human resources in Norwich.

Goal 2: Communication: Overarching Goal is to improve Communications with citizenry and with Selectboard

Goal 3: The Town: Overarching Goal is to Assess our public infrastructure and propose maintenance and/or improvements that recognize and support the dreams people have for Norwich

Goal 4: Reporting to Selectboard: Overarching Goal is to a create an effective, well-run governing body.

Goals and Objectives

Goal 1: Management: Overarching Goal is to improve the management, performance, and benefits of human resources in Norwich.

- Develop policies for collaborative, collegial engagement of town staff, selectboard and elected/appointed officials for approval by Selectboard (see policies regarding communication below)
- Develop policies regarding Town Manager autonomy for approval by Selectboard.
- Develop feedback mechanisms to help determine satisfaction of town residents with levels of support and governance.
- Establish procedures and effective communication between office of TM and committees/councils to foster effective work and progress
- Provide goals and criteria used to guide and evaluate key employees of the Town, including department heads. Show how goals and criteria are used to set priorities and manage activities.
- TM works to maintain a fulfilling work environment focusing on retention and attraction of qualified employees.
- Actively seek to improve town employee comfort, productivity, and potential. Explore added benefits, educational and training opportunities, and potential for advancement.
- Provide clear contact information for regular and emergency hours for all applicable Staff, Employees and Officials

Goal 2: Communication: Overarching Goal is to improve Communications with citizenry and with Selectboard

- Provide complete contact information. From Job Description: “This position is always on call and may require working hours beyond what is considered an average workday/week. Attendance at evening meetings is required; therefore a reasonable commute time is expected”
- Engage with citizenry.
- Attend public events.
- Congratulate employees, officers and others when they gain office or retire.
- Develop policies regarding communication
 - For information to share with citizenry (Town news, closures, dates not available etc.).
 - With Selectboard.
 - With Department Heads when concerns are raised by citizens.
 - With Committees and Working Groups when they wish to work with town employees.
- Website/Online update/development/replacement
 - Provide a robust solution for a Town Calendar that includes deadlines, activities whereabouts of key employees, scheduling of meetings and important events.
 - Provide email addresses for members of selectboard and all committees at minimum.
 - Provide templates for use by all committees to ensure consistency across our platform.
 - Provide templates for common activities such as note-taking, warning of meetings, reporting to Selectboard etc. to ensure consistency and ease the workload of town staff.

Goal 3: The Town – Overarching Goal is to Assess our public infrastructure and propose maintenance and/or improvements that recognize and support the dreams people have for Norwich

- Consider at all times what Norwich wants and needs. Dream big, can always pull back.
- Develop plans for improvement of public buildings and infrastructure, identify potential projects and funding.
- Recognize standards for infrastructure and codify them where possible (fences, benches, signage, sidewalks/paths)

Goal 4: Reporting to Selectboard – Overarching Goal is to a create an effective, well-run governing body.

- Be aware of and understand all financial reports in advance of Selectboard meetings in order to address questions in real time.
- Take own notes during meetings.
- Bring copies of prior meeting notes for reference to each meeting
- Bring a copy of Vermont Statutes and references for the Selectboard to each meeting.



MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: June 5, 2026
Re: Thoughts on the Town Manager goals and annual performance evaluation process

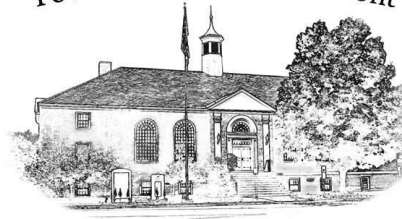
At the May 27th Selectboard meeting the board again discussed the annual goal setting and evaluation process for the Town Manager. During this meeting there was general discussion about how this year's process has been conducted to date and some discussion regarding memos and documents that the Selectboard Chair had submitted into the meeting packet earlier that same afternoon. Due to the significant changes being proposed in this memo, and the very last-minute submittal of the documents, the consensus was that this new memo would be considered and Selectboard members and the Town Manager would submit their individual thoughts for the next meeting.

As I mentioned during the last meeting, as the Town Manager, I am interested in engaging in a meaningful and collaborative annual goal setting process and have attempted to participate in this process in previous meetings. I have done so by discussing and/or submitting my ideas and even creating an updated draft Goals and Evaluation form published in a prior packet on April 22. During this year's process it has become clear that there is a disconnect between the previously adopted goals/objectives template that has been used for the past two years and a seemingly new set of goals and performance metrics now being advocated by the Chair and vice-Chair.

As I have stated previously, due to the fact that the annual evaluation period for this current evaluation year is up in September, less than three months away, I believe the Goals and Evaluation form currently used should be continued for this period. I think that the proposals I had previously made to improve it, as well as my suggestions to add several attainable special projects for the remainder of this term would be appropriate to adopt at this time. I have not heard a definitive direction from the majority of the board on whether they agree this is an acceptable solution to move us all forward in this current evaluation period.

Should the majority of the Selectboard wish to completely revamp the existing template or wish to collaboratively adopt newly created goals and performance objectives for evaluation, then this should be done with both time and thought. If an overhaul of the currently adopted goals and performance objectives is supported by the majority, I would

Town of Norwich, Vermont



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propose that this initiative should be ready to employ following the upcoming September evaluation. That timing would then allow a full 12-month period for me, as the Town Manager, to achieve these newly established goals and performance objectives.

Town of Norwich, Vermont
Minutes of the Special Selectboard Meeting
Wednesday, May 27th, 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), Priscilla Vincent (Town member), Cheryl Lindberg (Town member)

Active Participants on Zoom: Brennan Duffy (Town Manager), Beriah C. Smith (Town Counsel)

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

The meeting was called to order by Chair Kimo Griggs at 5:33 pm.

[YouTube](#) Timestamp: 3:45

Griggs explained that the special meeting was planned specifically to discuss a lawsuit brought by Chris Katuki against Norwich and could include an executive session. Griggs referenced supporting materials included in the Selectboard packet and read from a prepared statement.

1. Agenda

Timestamp: 6:42

Layton asked if there could be a discussion as to whether or not to enter executive session to propose the cures and highlighted a need for clarity on item E, quoting the item, “Acknowledge, and adopt a policy acknowledging that legislative privilege, deliberative process privilege, and 1 V.S.A § 317(17) do not shield written communications sent to a quorum of the Selectboard from disclosure under the Public Records Act.” Layton shared that she lacked clarity on the opposing views by Katucki and Town Counsel, which she suggested could be the logic for entering executive session.

Griggs responded that he believed the “normal way of doing this” was that if an item on the agenda could be moved then it would be moved, whereas if it could not be moved, then they would consider other options.

Layton stated that in the agenda, the option to enter executive session was listed after the items for taking action and that she was not sure if the actions should be discussed first.

Swett suggested approving the agenda.

John Carroll asked if Griggs was suggesting that the Selectboard include for discussion Katucki’s email that related to the second notice on the request for further relief. Carroll clarified that there were two actions by Katucki, one being the notice of violations and the other being about his lawsuit in court, and that that night’s meeting was about his lawsuit in court regarding the denial of access to public documents. Carroll highlighted that the agenda item was listed as “Consider Response to Katucki Suit,” and that the request for further response to the notice of violation was a separate matter.

Griggs explained that he had thought the item satisfied both.

Swett asked if it would be possible to add the second part of the Katucki matter to the agenda; Layton responded that it could not be added without providing public notice.

Priscilla Vincent urged the Selectboard to refrain from entering executive sessions, highlighted the ongoing curing of open meeting violations, recounted previous executive sessions that she had been involved with and found unnecessary, emphasized community support of Selectboard openness, and pointed out the option to talk with Counsel in an open setting.

Layton cautioned against moving too far in the direction of openness.

Classon stated that statute advocates for erring on the side of open conversations and not entering executive session.

Layton reflected that she was not always clear on when the Selectboard should or should not enter executive session and that she did not think “beating the drum of just saying, ‘Oh, we should be more open,’” was enough.

Classon highlighted his memo in the packet and encouraged the Selectboard to share information through memos to help prepare for conversations; Layton agreed that memos were a good way of sharing one’s thoughts.

Classon pointed out each Selectboard member’s professional background and their charge from townspeople to take ownership of the matter. Classon voiced concerns about Stitzel, Page & Fletcher.

Layton encouraged being judicious in requesting advice, and possibly doing so more in a public session, but cautioned against disengaging from the town’s law firm.

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

Griggs stated that the Selectboard would table the proposed solutions and that he had made a mistake in proposing solutions.

2. Public Comments for Items not on the Agenda

Timestamp: 22:32

Resident Cheryl Lindberg highlighted the letter in the packet from the Selectboard Chair, including the quote, “During an executive session the Selectboard considered the three options and asked the Town Manager and counsel to propose one of them to Mr. Katucki.” Lindberg pointed out that that sounded like a decision made in executive session and that the Selectboard did not come back into the public session during that meeting and state any decision, to her recollection. Lindberg expressed disappointment, as the Selectboard was supposed to state any decisions made in executive session.

Griggs shared that he would not have an answer for Lindberg until he reviewed the notes, but that he thought it was “well established that we may not have acted correctly during those sessions, not because we didn't want to, we just did.”

John Carroll emphasized that state law favors public access and stated that the previous and current Selectboards had failed to develop appropriate rules to guide the Town Manager as the Custodian of Public Records. Carroll reflected on the Town Manager’s references to his job description and role as the “case manager for legal affairs,” which Carroll stated had no basis in state law and did not align with the Town Manager’s appropriate role of facilitating communications between the Selectboard and Town Counsel.

Carroll pointed out redactions by the Town Manager in connection with a conversation in January in which three of the five Selectboard members expressed reservations about entering an executive session. Carroll stated that “That's tipping the scale. That's not responding to some concern about public protection or the protection of a reputation of some individual.” Carroll highlighted common law privileges claimed by the Town Manager and Town Counsel that Carroll stated did not apply to the Town Manager or to the activities in the chain quorum discussion in January. Carroll questioned how the Town Counsel could objectively advise the Selectboard on the matters being discussed due to his heavy involvement in the redactions.

3. Consider Response to Katucki Suit

Timestamp: 33:28

Griggs asked Beriah C. Smith to explain to the town “how we got here.” Griggs stated that he did not understand how the town reached this point.

Smith shared that Katucki made a PRA request, the Town Manager provided the Selectboard with the request, the Selectboard gathered records and provided them to the Town Manager, the Town Manager asked Smith to look for any applicable exemptions in the records, Smith applied redactions according to the applicable exemptions in the PRA and provided them to the Town Manager for review, they “had some back and forth on them” and provided the records to Katucki, Katucki appealed the redaction of the records, and the Town Manager denied that appeal and provided a written response.

Smith noted that the original request was for copies but changed to a request for inspection upon notice that there would be charges for gathering and preparing the copies. Smith explained that they had tried to work out an accommodation for Katucki since he could not come into the town hall and that they set up a share file for view but said Katucki could not take screenshots because that would be taking copies of the records without paying for the time for gathering the records. Smith stated that “we” met with the Selectboard to discuss possible accommodations and noted that it was not a Selectboard decision, but that the Selectboard gave feedback and the Town Manager made the decision about the accommodation.

Smith stated that the Town Manager provided Katucki with an email explaining the link for remote view of records, Katucki responded that he needed to take screenshots for his notes in order to accommodate his request, and that “we” said that he could take screenshots for his notes but could not share them with third parties or publish them. Following Katucki’s administrative appeal to the Town Manager, Smith stated that Katucki filed the suit.

Griggs asked if he was correct in saying that the Selectboard had not been advising him or the Town Manager on the issue as it proceeded.

Smith stated that the Town Manager sought advice of the Selectboard regarding how to accommodate Katucki but the Selectboard did not review the redactions before they went out. Smith noted that the Selectboard could review the redactions and decide whether to allow the redactions.

Griggs asked why redactions were being made at all.

Smith stated that he thought there were over 30 exemptions under the PRA that allowed for redactions or withholding of records and that he was asked to “apply any exemptions that could be applied.”

Griggs explained that he was “trying to establish how much culpability the Selectboard has in this thing.” Griggs voiced exasperation at the escalation of the matter.

Swett clarified that the Town Manager collected all of the documents being requested and that extra provisions were made to make the documents more accessible to Katucki. Swett shared that he thought it was “a small part of what was asked of him that he wasn't agreeable to,” and that he did not want to go down a tangent where it seemed like the town was not trying to provide the requested items. Swett stated that they were now trying to figure out whether the screenshots used as notes could also be distributed by him to other people, which would be effectively giving away the things for which he did not pay.

Classon highlighted Smith's comment about the back and forth for executing the redactions and asked Smith whether he was “instructed by the Town Manager to redact that exculpatory evidence, specifically their concerns about going into executive session and their cautionary guidance to each other, albeit outside the open meeting law guidelines.”

Smith stated yes, he was asked to apply redactions that were applicable and that the Town Manager reviewed the redactions, but he did not understand why the term “exculpatory evidence” was being used, as no one had done anything criminal.

Classon emphasized that they were discussing an open meeting law violation and that it was exculpatory evidence that the three Selectboard members were reluctant and disapproving of embarking on a “witch hunt.” Classon stated that he did not understand why that evidence was redacted and that he needed an explanation.

Duffy stated that the lawsuit was regarding a public record act request, not an open meeting law violation. Duffy explained that they followed the same process as followed for other public record act requests, in which Duffy as Custodian of the Public Records gathered the records. Duffy emphasized that he never requested that the matter become an executive session, but that that was solely the decision of the Selectboard, which played out in an email thread that had previously been acknowledged was probably improper for violating open meeting law.

Duffy shared that the compiled records were sent as part of the standard process to Stitzel, Page & Fletcher, who went through them and redacted what was not appropriate to be shared with the public. Duffy emphasized that he never instructed Smith to review specifically certain records, that Classon seemed to be alleging that Duffy had asked Smith to make it look “better or worse for members of this Selectboard,” and that that was “completely untrue.” Duffy emphasized that Smith was not instructed to make redactions specific to one

conversation or one record, but that he was asked to go through and redact appropriately, as done with other public record act requests.

Layton asked if Smith could narrow the criteria for redactions to help the Selectboard understand the basis for the redactions.

Smith recounted that he cited 317 and the deliberative process privilege for most of the redactions, as they provide opinion, speculation, or advice, with the redaction purpose being to allow for frank conversation among legal officers. Smith noted some conflation between the open meeting law and the PRA action, highlighted that the open meeting law specifically incorporates all of the exemptions that are in the PRA, and pointed out that the PRA for cure says that the Selectboard shall either ratify or declare void any action taken outside of an open meeting. The PRA does not say that the records then need to be disclosed, Smith continued, but that the Selectboard had decided to do that for some of its records.

Griggs recounted that the meetings did not have anything that he would personally redact and asked if it was okay to ask Counsel to not redact communications from the Selectboard if they feel okay doing so.

Smith stated that the Selectboard could pass a policy saying that any communications from a Selectboard member shall not be redacted, but that they might want to retain the ability to redact communications regarding a contract or negotiation.

Griggs asked if there was an easy way to not fight the matter but to satisfy Katucki in a way that would not put the town at risk.

Swett shared that he did not find this to be “a gigantic deal” and that they were trying to continue through the matter in a way satisfying everyone that would not set a precedent for constraining the Selectboard more than legally required in the future. Swett stated that there seemed to have been some confusion between the PRA suit and the open meeting law violation and cures. Swett highlighted that he had some questions that he would like to get legal counsel on in executive session and reiterated Mary’s comments about using executive session judiciously but still occasionally.

Classon asked the other Selectboard members if they had reviewed all the 537 pages of redacted emails and stated that there were 153 redactions in total, covering 12 “separate unrelated topics.” Classon highlighted a heavily redacted set of eight emails on an undisclosed matter from February 2026 involving Marcia Calloway, Layton, a lawyer, and a VLCT representative; Classon noted that it was not a quorum and therefore precluded a quorum vote, and reflected excessive secrecy.

Gere stated that he was he was not aware of the legal basis for specific redactions and that it would be useful to hear, as well as the legal basis of the redactions of that specific set of emails. With that information, Gere stated that he would be able to clearly say whether to release the emails unredacted or if there were valid reasons for the redactions that should be maintained. Gere highlighted the possibility that emails could include claims against individuals, which could then be acted upon if found and discovered to be unfounded.

Griggs asked Smith if he had enough information to provide the Selectboard with answers to some of the concerns and propose next steps.

Smith asked if the Selectboard could accept service of the lawsuit without making Katucki serve the town. Smith explained that Katucki had sent the lawsuit with a request to waive service, and that if the town waived service, they would get 60 days from the date of receipt to respond. If the town did not waive service, Smith explained that Katucki would have to pay the sheriff to serve it, and the town would then be responsible for that cost.

Selectboard members voiced agreement to accepting service.

Carroll thanked the Selectboard for having the conversation in public and emphasized that no explanation had been given by Duffy or Taylor about the reason for redacting reservations about the executive session. Carroll noted that Duffy was responsible to respond as Custodian of Public Records regarding the redactions. Carroll pointed out that V.S.A § 317(17) was an exemption about departments and interdepartmental communication, which did not apply to the legislative body of the Selectboard, and stated that in the absence of a uniform schedule of charges, the charges of a political subdivision must be the uniform schedule of charges established by the Secretary of State until the local legislative body establishes a schedule.

Classon reminded the Selectboard that Katucki asked for an explanation of the content of the January 28th executive session, which had not been addressed.

Swett clarified that that was in a cure for the open meeting law violation and was a different topic that was not part of this meeting.

4. Adjournment

Timestamp: 1:04:53

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

Meeting adjourned at 6:34 pm.

Minutes taken by Jenny Tolman.

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, May 27th, 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 resident), Doug Wilberding (Town member), Carol Loveland (Norwich Women’s Club), Cheryl Lindberg (Lister & Treasurer), Kirk Williams (Town member), Pam Smith (Trustee of Public Funds)

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

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

The meeting was called to order by Chair Kimo Griggs at 6:35 pm.

[YouTube Timestamp: 1:05:22](#) (same video as special meeting)

1. Agenda

Timestamp: 1:06:42

Griggs shared that he was not ready to have a communications discussion that day.

I move to approve the agenda amended to exclude item 12, the communications update. – Classon moved (2nd Layton) Vote: yes (unanimous)

2. Chair’s Report

Timestamp: 1:07:19

Griggs shared that he had (1) examined the state of construction repairs on the Moore Lane bridge, (2) spoken with concerned citizens about relocating the shed on the Green, (3) spoken with citizens interested in moving the rink components into the shed, (4) spoken with the citizens caring for the garden at Main and Church St about a more convenient water supply, (5) taken part in the first softball game of the season at Huntley Meadows, (6) celebrated the handover of a new shed at Huntley Meadows given by the Lions Club, (7) worked on proposed responses to the Katucki lawsuit, and (8) further collated and prepared proposed Town Manager goals.

3. Public Comments for Items not on the Agenda

Timestamp: 1:09:08

[John Carroll pointed out that the request from Katucki to continue working on responding to his notice of violations was not on the agenda.](#)

Griggs said that it was a mix-up on his part.

Classon highlighted two matters of public interest, specifically a case regarding Layton and a separate suspicious death case involving the Neely family. Classon stated that “the function of this board is to observe the traditional legal maxims of presumption of innocence and the burden of proof. Other than that, this board has no position and makes no comment on either case.”

Layton thanked Classon for his comment.

Doug Wilberding shared that he had emailed Griggs and Classon about Layton’s case and that it appeared the Selectboard’s position was to not act. Wilberding voiced concern about the events relating to Layton’s case and pointed out that Layton had signed Addendum B of the town’s personnel policy. Wilberding asked that Layton resign.

Co-President of the Women’s Club Carol Loveland asked if anyone had looked into the water situation at Tracy Hall, and whether the connection issue for the faucet closest to the garden was related to structural or financial matters.

Duffy shared that there were two working faucets on either side of the building and that he believed the faucet being discussed had been inoperable for a long time.

Loveland explained that the existing working faucet was 150 feet from the garden and that they hoped to get one closer. Loveland shared that Liz Guest oversaw the garden and her husband had offered to try finding another solution. Loveland further noted that the Women’s Club had donated to the town previously and could contribute if finances were the issue.

Jaan Laaspere highlighted a grant application for the July 10th meeting and requested the Selectboard come prepared that day to move forward due to the grant deadline.

4. NFD Spending Request for New Turnout Gear from Fund #26
Timestamp: 1:19:50

I move to approve expenditures not to exceed \$28,750.00 from Fund #26 for the purchase of new turnout gear for newer members of the Norwich Fire Department. – Layton moved (2nd Gere) Vote: yes (unanimous)

5. Listers’ Extension Request for June 4, 2026 Abstract
Timestamp: 1:21:31

Swett highlighted that this was the second year in a row with an extension and asked if it was reasonable to expect the next year’s abstract to be on time.

Lindberg explained that she hoped so and highlighted the series of unavoidable situations over the last three years. Lindberg shared that the open permit process would be completed in the next week.

I move to approve the Listers request for an extension of 30 days from the State of Vermont Department of Property Valuation and Review order to prepare the most accurate 2026 Grand List Abstract as voted for by the

Listers on May 20, 2026, and requiring Selectboard Approval. – Layton moved (2nd Classon) Vote: yes (unanimous)

6. Review and Approval of Sullivan, Powers, & Co., P.C. Audit Scope and Objectives
Timestamp: 1:25:29

Layton stated that it seemed normal to have a series of disclaimers but that she would like to discuss the “management override of controls” listed on page three, as she did not understand why it was included.

Duffy stated that he remembered a similar question last year, that he thought this was a boiler-plate contract, and that there could be outreach to get an explanation.

Gere hypothesized that the line was referencing the fact that the lack of control on cash at the transfer station had been noted and overridden for years.

Griggs requested outreach; Duffy responded that he would research it and have a memo in the packet for the 10th.

Classon emphasized that the Selectboard members are the primary recipients of the document, and therefore they should know if there are any management control concerns affecting the Selectboard.

Treasurer Lindberg commented that it was the Selectboard’s audit and that the document was something that the Selectboard should receive efficiently. Lindberg recommended the Selectboard ask for a more timely end result.

Swett asked if Lindberg suggested getting the report before it was a final draft; Lindberg responded that she did recommend that because it was the Selectboard’s report “on what’s going on.”

Lindberg highlighted her past recommendations, including the inclusion of the Cemetery Commission and Trustees of Public Funds, that would help in the process of getting a combined set of financials.

7. Setting of Transfer Station Fees for FY27
Timestamp: 1:35:19

I move to accept the recommendations of the Solid Waste Committee and raise the cost of Transfer Station for Fiscal Year 2027 stickers to \$45 for Residents and \$85 for Non-residential, effective July 1, 2026. – Layton moved (2nd Gere) Vote: yes (unanimous)

Layton shared appreciation for the work of the Solid Waste Committee.

8. Opioid Settlement Funds Distribution
Timestamp: 1:37:19

Swett shared that the town had been collecting opioid settlement funds over time in a settlement fund and that a series of groups had joined a previous Selectboard meeting to explain how they could use the money if granted. Swett highlighted exhibit E, linked to in his memo in the packet, which explained the guardrails on how the

money could be spent. Swett suggested donating to Upper Valley Turning Point and tasking Duffy with figuring out the technicalities of making the donation.

Layton encouraged consideration of the Good Neighbor Health Clinic and the Norwich Fire and Police Departments, and thanked Chris Katucki for nudging the matter forward.

Kirk Williams shared his experience as a prosecutor and public defender seeing many lives destroyed by drug use. Williams encouraged contributing to EMS, the Fire Department, and the Police Department, to fund Narcan kits, ongoing trainings, and drug recognition expert (DRE) trainings. Williams spoke in favor of keeping the contributions in the town.

Classon asked how Williams viewed the effectiveness of abatement strategies within the state.

Williams explained that there were many different ongoing strategies but that it was such an individual response and there was likely mapping of hotspots.

Layton spoke in favor of broadening the geographic span of the support beyond Norwich.

Swett highlighted that the state provides a lot of support in the form of Narcan and overdose training, but that the DRE training could be useful. Swett shared that they had looked into getting more AEDs for the town's squad but that it did not fit the narrow criteria of how the money could be spent and hypothesized that using the money for homelessness might also fall outside the criteria.

Selectboard members agreed to ask Duffy to take on the task of reaching out to possible recipient organizations for specific proposals of work.

Duffy suggested that the Selectboard review the nuances of addendum E and the allowed uses, and shared that he was not entirely clear what they were trying to learn from their outreach.

Griggs, Swett, and Layton suggested questions for the potential recipients relating to the logistics of accepting money and how they would use the money given its earmark for opioid addiction and remediation.

Classon asked about the inflow of settlement money; Swett explained that they had received two large sums and would get much smaller sums over the next few years.

Swett offered to maintain focus on the topic.

9. Town Manager Report

Timestamp: 1:59:45

Duffy shared that (1) Jonathan DeLaBruere had accepted the role of Finance Director and they were looking to backfill the assistant role, (2) the Mitchell Brook Rd. culvert project had been completed, (3) the Moore Lane Bridge membrane, paving, and guardrail repair project was underway, (4) street sweeping was underway, (5) Rte. 132 culvert work would begin in mid-June, (6) roadside ash tree removal would begin in June, (7) they had received two grant awards in the last month, (8) the shed on the Green had been moved, and (9) he was

supporting the response to a request for petition from the United Federation of Police Officers, who are seeking to replace the NEPBA.

Classon asked when the COLA adjustment would take effect; Duffy shared that it would be July 1st. Classon referenced a question at the Town Meeting regarding the COLA adjustment and general salary increases.

Swett asked about the status of the Moore Lane Bridge work and whether they would need to use the extra money set aside for taking out more of the bridge. Duffy explained that they were not yet at the point of giving a good estimate. Swett asked whether there would be a raised sidewalk, to which Duffy explained that there would be no raised sidewalk, just a large visible stripe demarcating the pedestrian walkway.

Peter Orner highlighted that the work being done now on the Moore Lane Bridge was what the town had previously been told over the last eight years was not possible. Orner questioned the removal of the ledger board and estimated that the total cost of the work so far was at least \$300,000. Orner asked when the strike would be put on and emphasized the high amount of speeding on Moore Lane.

Duffy and Orner debated the emulsion from the bridge, the steps of the project, and nuances of the cost of the project. Duffy agreed that \$300,000 was a fair estimate of the cost.

10. Department Reports (see above)

11. Town Manager Goals
Timestamp: 2:16:58

Griggs explained that he had tried to take the materials that Duffy gave the Selectboard and put them into a similar format to the one that Griggs put together from the original documents. Griggs reflected that the main document that has been used was somewhat confusing, including because of the inclusion of both the goals and performance evaluation, as well as the inclusion of the Selectboard in the title of the goals document. Griggs explained the updates he had made to the previous documents and his intent to separate out the goals and establish new goals.

Layton and Swett shared thanks for Griggs's work on the document and asked that they have the opportunity to review the document more in-depth.

Duffy stated that there was a confidential summary of a performance evaluation of his work included in the packet and asked for an explanation.

Griggs stated that he was unaware that it was confidential and apologized.

Duffy stated that they seemed to be trying to rewrite the process and existing template used for the last two years. Duffy pointed out that it was almost June and the evaluation was supposed to be conducted for the current year in the middle of September. Duffy stated that the process should have begun much earlier in the year and that the new version should go into effect for the next year. He reflected that the process seemed to be rushed, that it felt like a major change, and that it did not feel like a collaborative process.

Griggs explained that he was trying to begin collaboration by putting together something that he thought had greater clarity.

Duffy explained that there had been a previous discussion over a series of meetings in which it was understood that the Selectboard goals were not evaluated but that the town manager's success relied on a relationship and collaboration with the Selectboard. Duffy shared that he was not opposed to moving away from the existing form but that he would need time to review the document before discussing it in a public setting. Duffy pointed out that the motion sheet included a motion to accept the document as it was provided that day, which he found "wildly unusual."

Griggs explained that he only included the motion in case everyone happened to agree to move forward with the document.

Classon stated that Duffy was correct about the lead time for the document but that the process actually began on April 1st and that they have been struggling to reach alignment. Classon emphasized that the Selectboard's objective was to set Duffy up for success. Classon shared previous negative comments from Duffy in response to the Selectboard's effort to establish goals and reflected that he did not see a "like-minded effort" coming from Duffy in the effort to develop goals.

Duffy responded that Classon had earlier in the night at the special meeting made it appear that Duffy had "nefariously tried to redact statements from a document to make people look good or bad."

Griggs redirected the conversation to goals, recounted that he had produced a document on April 2nd with proposed goals and objectives for both the Town Manager and the Selectboard, and that Duffy's responding effort was an uncoordinated three documents that Griggs did not believe matched the Selectboard's efforts. Griggs encouraged everyone to review the proposal that he had compiled that incorporated the Town Manager's provided documentation and come back with written comments.

Griggs acknowledged that the goal setting could have started earlier but that all parties were culpable.

Gere asked whether the goal document format provided by Griggs would be used at the upcoming annual review or after that moving forward.

Griggs explained that he was just trying to set goals, and that once they set goals, they could decide how to analyze and judge performance.

Duffy stated that he thought the miscommunication was whether they were revising and redoing the existing template used for the past two years, which Duffy explained he thought they were, or whether it was an unacceptable document that should be changed. Duffy expressed frustration as to whether the thoughts and comments of one or two members of the Selectboard in an agenda-setting meeting constituted the will of the Selectboard as a whole.

Swett reflected that the Selectboard was very late in providing Duffy with fair goals for the upcoming assessment in three months, and he was therefore under the impression that they would use the previously used format with possibly some small upgrades, including adjustment to the grading system.

Griggs clarified that he was specifically talking about goals and that he had been told many times that the Town Manager's goals get set when there was a new Selectboard, which led to no goals between October and March.

Layton spoke in support of the Selectboard and Town Manager goals and Town Manager dual performance evaluation document, due to goals and evaluations being intertwined. Layton also noted though that the proposed document was more strategic and focused on overarching matters.

Selectboard members agreed to read the document and provide responses through memos.

Clement voiced disappointment at Duffy's response to the Town Manager goals and shared her memory of someone saying in September that goals should be set with a new Selectboard. Clement highlighted about the Town Manager that "it was brought to the public's attention that he may or may not be communicating with anybody during his remote days," and asked the Selectboard to address it.

Swett shared that he had had "plenty of communications" with Duffy on days when he was working remotely and had never had problems when he had questions or comments.

Classon shared that it was variable and recounted a time in January when Griggs unsuccessfully tried to contact Duffy a series of times.

Duffy stated that he had read Priscilla Vincent's email on the Listserv and was "disgusted" as it was a false allegation, sharing that it was "so disheartening to have the same people come back time after time and try to cast dispersions" on his work.

Griggs explained the situation that Classon had referred to, detailing a series of unsuccessful efforts to contact Duffy in January, ending with Griggs bumping into Duffy on the street, Duffy telling Griggs that he had received Griggs's message, and Duffy explaining that he does not listen to his messages when he is "not here."

Duffy interrupted to respond that that was not what he said; Griggs said that he was still speaking and struck the gavel on the meeting table.

Griggs emphasized that he was "reporting the facts." Griggs stated that there were times when Duffy was hard to reach, that they do not have his cell phone number, and that these facts might have led to miscommunications.

Duffy explained that he had taken the day off on Friday and that Monday was a holiday. Duffy stated that he believed Griggs was calling him, not emailing him and not calling his cell phone, "which you do have, at least you do now." Duffy explained that he was not getting the voice messages left on his office line but that he had since figured out how to do a remote voicemail check for the town line and does so regularly. Duffy emphasized that the allegation that he has remote work and is not working is "very, very untrue."

Classon interjected that the allegation was not that Duffy was not working but that he was not contactable.

12. Communications (removed)

13. Approve Minutes
Timestamp: 2:55:20

Classon pointed out the requests for further detail about attorney invoices noted in item twelve of the May 13th minutes. Classon shared that he had not yet seen the invoices and that Griggs had offered to secure them.

Griggs said that he would make another effort to get them.

I move to approve the minutes for May 13th as presented. – Classon moved (2nd Layton) Vote: yes (unanimous)

14. AP Warrants
Timestamp: 2:58:20

I move to approve AP Warrant #1488 in the amount of \$160,927.60 to be paid from the General Fund; and AP Warrant #1489 in the amount of \$89,097.91 to be paid from Police Cruiser Fund 11. – Layton moved (2nd Gere) Vote: yes (unanimous)

15. Receipt of Correspondence
Timestamp: 2:59:34

Griggs read through the list of correspondence included in the Selectboard packet.

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

16. Discussion of June 10, 2026 Selectboard Agenda
Timestamp: 3:01:00

Gere requested a discussion on data gathering and recording of fossil fuel usage and consideration of the reactivation of the Article 36 task force to review the suggestions from 2021 to see if they are still relevant.

Griggs shared that both communications and Town Manager goals would likely be included on the agenda.

Classon requested an item for an expense and reimbursement policy, as well as revisiting the Stitzel, Page & Fletcher memo.

Layton asked that the agenda item regarding Stitzel, Page & Fletcher go beyond the memo. Layton pointed out the concerns about open meeting law violations, but also the most recent successful union negotiations.

Classon clarified that his concerns were restricted exclusively to open meeting law; Classon and Layton debated the framing of the topic.

Swett highlighted the two Katucki items: the public records request and the open meeting law curing.

Selectboard members agreed to hold a special meeting at 6 pm on Wednesday, June 3rd.

Duffy asked who should reach out to Counsel about the special meeting; Griggs said that he would do it.

Duffy shared requests to review the parking ordinance, the Planning Commission grant application, and a request for a loan from Star Lake Village.

Kris Clement suggested developing a public records policy and possibly delegating the task to a couple Selectboard members. Clement highlighted the template that she shared in a previous packet from the VLCT, which was put together by Stitzel, Page & Fletcher.

Layton shared that she was interested in working on the policy but did not know if she would have anything ready for the next meeting. Layton noted that they had previously started with templates and had collaborated with town employees on developing policies but was hesitant as to whether the meeting needed to be a working group.

Trustee of Public Funds Pam Smith reminded the Selectboard to continue the review of Sullivan and Powers and reiterated a request from the Trustees to be heard before July 1st regarding the absorption of the accounting for the Trustee of Public Funds into the Finance Office and the audit.

Swett suggested discussing the Cemetery Commission at the same time, and Smith offered to reach out to the Cemetery Commission to see if they would be interested.

Lindberg clarified that the auditors had recommended the action of bringing the financial responsibilities back into the town records, and that it did not need to be requested by the groups.

17. Adjournment

Timestamp: 3:24:32

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

Meeting adjourned at 8:54 pm.

Minutes taken by Jenny Tolman.

06/04/26
12:50 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1490 Current Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 05/28/26 To 06/10/26 & Fund 01

Page 1 of 4
jdelabruere

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 10003 | 05/26/26 | AAA POLICE SUPPLY Clothing 77490 | 01-5-500582.00 UNIFORMS | 833.86 | 17901 | 06/10/26 |
| 10014 | 05/28/26 | ACTIVE911, INC ActiveAlert License 682074 | 01-5-555632.00 DISPATCH SERVICE | 19.88 | 17902 | 06/10/26 |
| 10066 | 05/20/26 | AMAZON CAPITAL SERVICES, Office Equip Protect Plan 11QPDM9K14WW | 01-5-100610.00 OFFICE SUPPLIES | 43.99 | 17903 | 06/10/26 |
| 10066 | 05/29/26 | AMAZON CAPITAL SERVICES, Pitney Bowes Ink 1HW1GJY3N6HF | 01-5-275610.00 OFFICE SUPPLIES | 119.99 | 17903 | 06/10/26 |
| 10066 | 02/12/26 | AMAZON CAPITAL SERVICES, Compartment Door Struts 1L9939JMMR1 | 01-5-555528.21 R&M 21 Spartan Ladder | 87.18 | 17903 | 06/10/26 |
| 10066 | 05/26/26 | AMAZON CAPITAL SERVICES, Envelopes 1TQ6K6FXR734 | 01-5-300610.00 OFFICE SUPPLIES | 82.62 | 17903 | 06/10/26 |
| 20050 | 05/13/26 | BOUND TREE MEDICAL LLC Medical Supplies 86205978 | 01-5-555424.00 EMS TOOLS/ EQUIP | 1029.55 | 17904 | 06/10/26 |
| 20065 | 05/13/26 | BROOK FIELD SERVICE TH Generator Service 57163 | 01-5-706113.00 REPAIRS & MAINTENANCE | 432.68 | 17905 | 06/10/26 |
| 30031 | 06/01/26 | CCI MANAGED SERVICES TH - June 2026 Service CW-64284 | 01-5-275632.00 SERVER MAINTENANCE | 2936.01 | 17906 | 06/10/26 |
| 30031 | 06/01/26 | CCI MANAGED SERVICES PD - June 2026 Service CW-64315 | 01-5-500537.00 IT SUPPORT | 1123.60 | 17906 | 06/10/26 |
| 30054 | 05/20/26 | CHASE SITE SERVICES, INC. Mitchell Brook Culvert 20374 | 01-5-703610.00 Designated Fund - Culverts | 5854.50 | 17907 | 06/10/26 |
| 40004 | 05/13/26 | DAN and WHIT'S GENERAL ST Coffee BSU7 | 01-5-500501.00 ADMINISTRATION | 44.18 | 17908 | 06/10/26 |
| 60024 | 05/21/26 | FIRE TECH and SAFETY OF N Hydrotest SCBA Cylinder IN023656 | 01-5-555530.00 EQUIPMENT MAINTENANCE | 120.00 | 17909 | 06/10/26 |
| 70074 | 05/29/26 | GATEKEEPER SECURITY SOLUT Garage Door Maintenance 800753 | 01-5-703511.00 REPAIRS & MAINTENANCE | 3158.73 | 17910 | 06/10/26 |
| 70061 | 05/26/26 | GMP 24 New Boston Rd 05/26/26 1469 05/2026 | 01-5-705501.00 ELECTRICITY | 61.43 | 17911 | 06/10/26 |
| 70062 | 05/26/26 | GMP Main St Tower 05/26/2026 3506 05/2026 | 01-5-575233.00 TOWER POWER | 210.11 | 17912 | 06/10/26 |
| 70064 | 05/26/26 | GMP Turnpike Speed 05/26/2026 7572 05/2026 | 01-5-500204.00 SPEED SIGNS | 3.47 | 17913 | 06/10/26 |
| 70065 | 05/26/26 | GMP Union Speed Sign 05/26/26 8572 05/2026 | 01-5-500204.00 SPEED SIGNS | 2.48 | 17914 | 06/10/26 |
| 70066 | 05/26/26 | GMP 300 Main Bandstand 05/26 9572 05/2026 | 01-5-500204.00 SPEED SIGNS | 3.22 | 17915 | 06/10/26 |
| 70073 | 05/18/26 | GMP Academy 05/18/26 0511 05/2026 | 01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI | 50.84 | 17916 | 06/10/26 |
| 200069 | 04/01/26 | HARTFORD, TOWN OF Apr - Jun 2026 Dispatch 15992 | 01-5-500536.00 DISPATCH SERVICES | 12491.43 | 17917 | 06/10/26 |
| 200069 | 04/30/26 | HARTFORD, TOWN OF April 2026 Broadband 16233 | 01-5-500536.00 DISPATCH SERVICES | 154.74 | 17917 | 06/10/26 |
| 90009 | 05/29/26 | INTERNAL REVENUE SERVICE Payroll Transfer PR-05/29/26 | 01-2-001107.00 FED W/H TAX PAYABLE | 6745.87 B | 412 | 05/29/26 |
| 90009 | 05/29/26 | INTERNAL REVENUE SERVICE Payroll Transfer PR-05/29/26 | 01-2-001103.00 FICA TAX PAYABLE | 12601.30 B | 412 | 05/29/26 |
| 90025 | 05/26/26 | IRVING ENERGY US LLC Town Hall Propane 625630 | 01-5-706103.00 HEATING-PROPANE | 201.68 | 17918 | 06/10/26 |

06/04/26
12:50 pm

Town of Norwich Accounts Payable
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| Vendor | Invoice Date | Invoice Description | Invoice Number | Account | Amount Paid | Check Number | Check Date |
|---|--------------|---------------------------|----------------|--|-------------|--------------|------------|
| 90025 | 05/26/26 | Highway Garage Propane | 630393 | 01-5-703503.00 PROPANE | 43.32 | 17918 | 06/10/26 |
| REF260007 | 05/26/26 | Recreation Fee Refund | 832498 | 01-4-000355.01 Registration Fee Refunds | 165.00 | 17919 | 06/10/26 |
| 110049 | 06/01/26 | State Inspect, Oil Change | 60525 | 01-5-703401.00 OUTSIDE REPAIRS | 643.02 | 17920 | 06/10/26 |
| 110049 | 06/01/26 | State Inspect, Oil Change | 60525 | 01-5-703403.00 PARTS & SUPPLIES | 807.73 | 17920 | 06/10/26 |
| 30056 | 05/22/26 | Mileage | 05222026 | 01-5-300580.00 MILEAGE REIME | 68.15 | 17921 | 06/10/26 |
| 30056 | 05/28/26 | Postage | 05282026 | 01-5-300538.00 POSTAGE | 3.18 | 17921 | 06/10/26 |
| 140033 | 06/01/26 | Union Dues 06/01/2026 | 43098 | 01-2-001117.00 UNION DUES PAYABLE | 225.36 | 17922 | 06/10/26 |
| 150004 | 05/29/26 | Payroll Transfer | PR-05/29/26 | 01-2-001115.00 CHILD SUPPORT PAYABLE | 323.10 | 17900 | 05/29/26 |
| 150014 | 04/13/26 | M&S May 2026 | 100402308789 | 01-5-706107.00 ELEVATOR MAINTENANCE | 344.83 | 17923 | 06/10/26 |
| 150014 | 05/11/26 | M&S June 2026 | 100402339453 | 01-5-706107.00 ELEVATOR MAINTENANCE | 344.83 | 17923 | 06/10/26 |
| 160074 | 05/28/26 | PD Cleaning Service | 274897 | 01-5-485304.00 CLEANING | 751.33 | 17924 | 06/10/26 |
| 160054 | 06/01/26 | PD - FY27 Annual PO Box | PDFY27POBOX | 01-5-500501.00 ADMINISTRATION | 250.00 | 17925 | 06/10/26 |
| Will post as prepaid expense to: 01-1-004102.00 until next year | | | | | | | |
| 160081 | 05/28/26 | Radio Console Repair | 4768 | 01-5-575630.00 BASE RADIO MAINTENANCE | 1902.52 | 17926 | 06/10/26 |
| 190006 | 05/22/26 | Engine 1 Tow & Service | 19088 | 01-5-55528.16 R&M Engine 1 | 1405.20 | 17927 | 06/10/26 |
| 190006 | 05/15/26 | Tanker 1 State Inspection | 19146 | 01-5-55528.07 R&M 7 Tanker | 278.82 | 17927 | 06/10/26 |
| 190006 | 05/28/26 | Truck #1 Inspect, Service | 19246 | 01-5-703401.00 OUTSIDE REPAIRS | 3478.08 | 17927 | 06/10/26 |
| 190006 | 05/28/26 | Truck #1 Inspect, Service | 19246 | 01-5-703403.00 PARTS & SUPPLIES | 1999.24 | 17927 | 06/10/26 |
| 190054 | 05/15/26 | Monthly Solar | MAY 2026 | 01-5-705501.00 ELECTRICITY | 239.04 | 17928 | 06/10/26 |
| 190054 | 05/15/26 | Monthly Solar | MAY 2026 | 01-5-706101.00 ELECTRICITY | 609.09 | 17928 | 06/10/26 |
| 190055 | 05/15/26 | Monthly Solar | 2605_01 | 01-5-500204.00 SPEED SIGNS | 84.41 | 17929 | 06/10/26 |
| 190055 | 05/15/26 | Monthly Solar | 2605_01 | 01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRAI | 17.60 | 17929 | 06/10/26 |
| 190055 | 05/15/26 | Monthly Solar | 2605_01 | 01-5-575233.00 TOWER POWER | 22.36 | 17929 | 06/10/26 |
| 190055 | 05/15/26 | Monthly Solar | 2605_01 | 01-5-705501.00 ELECTRICITY | 76.77 | 17929 | 06/10/26 |
| 190055 | 05/15/26 | Monthly Solar | 2605_01 | 01-5-485233.00 ELECTRICITY/Heating | 698.86 | 17929 | 06/10/26 |
| 20060 | 05/26/26 | Softball, After School | 05262026 | 01-5-425211.00 EQUIP.& SUPPLIES | 181.88 | 17930 | 06/10/26 |

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12:50 pm

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| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--------------------------|-------------|--------------|------------|
| 20060 | 05/26/26 | SWENSON, BRIE Softball, After School | 01-5-425211.00 | 33.25 | 17930 | 06/10/26 |
| | | 05262026 | EQUIP. & SUPPLIES | | | |
| 20060 | 05/26/26 | SWENSON, BRIE Softball, After School | 01-5-425211.00 | 94.08 | 17930 | 06/10/26 |
| | | 05262026 | EQUIP. & SUPPLIES | | | |
| 20060 | 05/26/26 | SWENSON, BRIE Softball, After School | 01-5-425211.00 | 37.21 | 17930 | 06/10/26 |
| | | 05262026 | EQUIP. & SUPPLIES | | | |
| 20060 | 05/26/26 | SWENSON, BRIE Softball, After School | 01-5-425220.00 | 43.37 | 17930 | 06/10/26 |
| | | 05262026 | SPECIAL EVENTS /SUPPLIES | | | |
| 20060 | 05/26/26 | SWENSON, BRIE Softball, After School | 01-5-425211.00 | 56.55 | 17930 | 06/10/26 |
| | | 05262026 | EQUIP. & SUPPLIES | | | |
| 190130 | 04/22/26 | SYMBOLARTS LLC Challenge Coins | 01-5-500202.00 | 1081.50 | 17931 | 06/10/26 |
| | | 564371 | COMMUNITY RELATNS | | | |
| 210004 | 05/25/26 | UNIFIRST CORPORATION Uniforms | 01-5-703311.00 | 444.36 | 17932 | 06/10/26 |
| | | 1070514533 | UNIFORMS | | | |
| 210004 | 05/25/26 | UNIFIRST CORPORATION Uniforms | 01-5-704311.00 | 100.00 | 17932 | 06/10/26 |
| | | 1070514533 | UNIFORMS | | | |
| 210009 | 05/29/26 | UNITED CONSTRUCTION and F John Deere Service | 01-5-703403.00 | 5052.70 | 17933 | 06/10/26 |
| | | 11641506 | PARTS & SUPPLIES | | | |
| 210009 | 05/29/26 | UNITED CONSTRUCTION and F John Deere Service | 01-5-703401.00 | 1911.00 | 17933 | 06/10/26 |
| | | 11641506 | OUTSIDE REPAIRS | | | |
| 220002 | 05/18/26 | UPPER VALLEY AWARDS, PRIN FY27 TS Auto Stickers | 01-5-705500.00 | 1155.00 | 17934 | 06/10/26 |
| | | 180 | PURCHASED SERVICES | | | |
| 220018 | 05/26/26 | VERMONT DEPARTMENT OF HEA TC Engraved Paper | 01-5-100550.00 | 38.00 | 17935 | 06/10/26 |
| | | 1958 | PRINTING | | | |
| 220021 | 05/29/26 | VERMONT DEPARTMENT OF TAX Payroll Transfer | 01-2-001109.00 | 2710.42 | B 411 | 05/29/26 |
| | | PR-05/29/26 | VT W/H TAX PAYABLE | | | |
| 220062 | 05/01/26 | VMERS DB Payroll Transfer | 01-2-001111.00 | 7035.27 | 17936 | 06/10/26 |
| | | PR-05/01/26 | VMERS GRP B PAYABLE | | | |
| 220062 | 05/01/26 | VMERS DB Payroll Transfer | 01-2-001113.00 | 3661.62 | 17936 | 06/10/26 |
| | | PR-05/01/26 | VMERS GRP C PAYABLE | | | |
| 220062 | 05/15/26 | VMERS DB Payroll Transfer | 01-2-001111.00 | 7808.37 | 17936 | 06/10/26 |
| | | PR-05/15/26 | VMERS GRP B PAYABLE | | | |
| 220062 | 05/15/26 | VMERS DB Payroll Transfer | 01-2-001113.00 | 3797.74 | 17936 | 06/10/26 |
| | | PR-05/15/26 | VMERS GRP C PAYABLE | | | |
| 220062 | 05/29/26 | VMERS DB Payroll Transfer | 01-2-001111.00 | 7220.28 | 17936 | 06/10/26 |
| | | PR-05/29/26 | VMERS GRP B PAYABLE | | | |
| 220062 | 05/29/26 | VMERS DB Payroll Transfer | 01-2-001113.00 | 3759.39 | 17936 | 06/10/26 |
| | | PR-05/29/26 | VMERS GRP C PAYABLE | | | |
| 230000 | 05/20/26 | W.B. MASON CO., INC. Copy Paper, Folders | 01-5-005610.00 | 16.99 | 17937 | 06/10/26 |
| | | 262080290 | OFFICE SUPPLIES | | | |
| 230000 | 05/20/26 | W.B. MASON CO., INC. Copy Paper, Folders | 01-5-275610.00 | 178.47 | 17937 | 06/10/26 |
| | | 262080290 | OFFICE SUPPLIES | | | |

06/04/26
12:50 pm

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| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|---------------------------------------|---------|-------------|--------------|------------|
| Report Total | | | | 109612.63 | | |

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 \$ ***109,612.63
Let this be your order for the payments of these amounts.

Finance Director *Barrie Rosalinda*
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484
Brennan Duffy

SELECTBOARD:

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

06/04/26
12:59 pm

Town of Norwich Accounts Payable
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| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|--------------------------|-----------------------|-------------|--------------|------------|
| 220017 | 05/01/26 | Hunting/Fishing Licenses | 01-2-001122.00 | 26.50 | B 402 | 05/01/26 |
| | | 05012026 | DUE TO VT-FISH & GAME | | | |
| 220017 | 05/15/26 | Hunting/Fishing Licenses | 01-2-001122.00 | 52.50 | B 407 | 05/15/26 |
| | | 05152026 | DUE TO VT-FISH & GAME | | | |
| 220017 | 05/22/26 | Hunting/Fishing Licenses | 01-2-001122.00 | 79.00 | B 410 | 05/22/26 |
| | | 05222026 | DUE TO VT-FISH & GAME | | | |
| 220017 | 05/29/26 | Hunting/Fishing Licenses | 01-2-001122.00 | 80.50 | B 413 | 05/29/26 |
| | | 05292026 | DUE TO VT-FISH & GAME | | | |
| Report Total | | | | 238.50 | | |

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 \$ *****238.50
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Town Manager: Brennan Duffy
Brennan Duffy
545205C72DA7484

SELECTBOARD:

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

06/04/26
01:00 pm

Town of Norwich Accounts Payable
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For Check Acct 09(General) All check #s 05/01/26 To 05/31/26 & Fund 01

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| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|---------------------------------------|---------------------------------|-------------|--------------|------------|
| 80031 | 05/08/26 | HRA 850UFFI | 01-2-001114.00 HRA LIABILITY | 247.94 | B 404 | 05/08/26 |
| 80031 | 05/22/26 | HRA DR5YHMI | 01-2-001114.00 HRA LIABILITY | 217.01 | B 409 | 05/22/26 |
| 80031 | 05/15/26 | HRA QNT65R1 | 01-2-001114.00 HRA LIABILITY | 44.99 | B 408 | 05/15/26 |
| Report Total | | | | 509.94 | | |

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 \$ *****509.94
Let this be your order for the payments of these amounts.

Finance Director 
Barria Rosalinda

DocuSigned by:

Town Manager: 
Brennan Duffy

SELECTBOARD:

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

General Fund Unallocated Balance & Master Financial Policy

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Sat 5/23/2026 2:29 PM

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

Dear Selectboard Members,

As we approach the end of the fiscal year, and as the Finance Director has rightly pointed out that questions regarding surplus and deficits will likely become an increasing focus, it is important to ensure that discussions remain grounded in clarity, policy alignment, and long-term financial strategy.

While the Town may not yet have a finalized picture of FY26 actuals, this is still an appropriate time to frame the policy and budgeting questions that should guide upcoming discussions, with projections refined as year-end information becomes available.

In particular, it would be helpful for the Selectboard to maintain a clear view of:

- the projected unassigned General Fund balance at the end of FY26 and FY27 (using FY26 and FY27 budgeted numbers, then updated in time with unaudited and then audited actuals),
- what percentage of annual operating expenditures that balance represents,
- and how that percentage compares to the reserve targets established in the Town's Master Financial Policy.

Thank you,

Steven Hepburn

Selectboard Special Meeting on May 27: "Consider Response to Katucki Suit – Proposed Executive Session."

From Chris Katucki <ckatucki@outlook.com>

Date Sun 5/24/2026 1:31 PM

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

Cc Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Brendan Classon <bjclasson@gmail.com>; Mary Layton <marydlayton@gmail.com>; Matt Swett <mswettselectboard@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; Miranda Bergmeier <MBergmeier@norwich.vt.us>

 1 attachment (312 KB)

katucki v norwich_PRAcomplaint_2026-05-04.pdf;

May 24, 2026

Selectboard Special Meeting on May 27: "Consider Response to Katucki Suit – Proposed Executive Session."

Dear Selectboard members:

The Selectboard has scheduled a special meeting for May 27. The principal agenda item is "Consider Response to Katucki Suit – Proposed Executive Session." No packet materials have been provided to the public. In the interest of transparency, I am attaching a copy of the Complaint. Since it is a long document, a short summary follows.

On February 2, I asked for:

- (a) all written communications among or between Selectboard members from January 1 through January 31, 2026, and
- (b) all written communications from the Town Manager to any Selectboard member during the same period.

The Town Manager produced 317 pages of emails for that month. Many contained redactions. Draft agendas and motions were withheld in their entirety. After inspecting the documents through a ShareFile link, I filed an administrative appeal. The Town Manager — the same person who decided the initial request — essentially denied the appeal. Thereafter, I filed a complaint in the Superior Court.

The Complaint sets forth five legal claims, or counts. Below is a brief summary of each. These summaries are intended to describe each claim plainly and do not limit the legal arguments set forth in the Complaint.

Count I (§73). Whether written communications among a quorum of Selectboard members concerning Board business must be disclosed under the Public Records Act. The Town claims the deliberative process and legislative privileges shield them from disclosure, even though those

communications should have been made at a public meeting under the Open Meeting Law. This Count does not seek emails involving less than a quorum of Selectboard members.

Count II (¶90). Whether written communications between the Town Manager and a quorum of the Selectboard concerning Board business, including draft agendas and motions withheld in their entirety, must be disclosed under the Public Records Act. The Town claims the deliberative process and legislative privileges shield them from disclosure, even though those communications concerned Selectboard business that should have been conducted in public under the Open Meeting Law. Count II does not seek emails involving less than a quorum of Selectboard members.

Count III (¶107). Whether a written communication from the Town Clerk to the Town Manager with a copy to the Selectboard Chair concerning Town meeting must be disclosed under the Public Records Act. The Town claims the deliberative process and legislative privileges shield it from disclosure, even though the Town Clerk is an independent elected official, not subject to Town Manager or Selectboard control.

Count IV (¶119) Whether the Town may prohibit Plaintiff from publishing or sharing photographs (screenshots) he took of public records during a records inspection without first paying \$545.40 in staff-time charges to produce the records. The Town acknowledges that it cannot charge a requester to inspect public records but claims it can charge the full amount if the requester uses, for example, a cell phone to photograph at least one document.

Count V (¶130). Whether the Town may charge Plaintiff \$545.40 in staff-time costs as a condition of receiving copies of public records. The Town claims the full amount is authorized by the Public Records Act, even though much of the itemized time was spent consulting with outside counsel. See Complaint at ¶132 for the itemization. In Vermont, a party may inspect public records without charge. If the requester wants a copy thereafter, the PRA allows a Town to charge for staff time “directly involved” in complying with a request for a copy when that time exceeds 30 minutes. Other state statutes are more specific, expressly allowing for time spent in search, retrieval, and redaction.

I encourage the Selectboard to meet with counsel regarding the Complaint. When you meet with counsel, you may want to ask for a merits assessment of each count — that is, counsel’s view of the Town’s likelihood of success on each claim — as well as a realistic estimate of the cost of litigation through trial. A general statement that the Town will “vigorously defend” all claims is not a merits assessment; you are entitled to counsel’s candid professional judgment, count by count.

You may also want to be aware that, to the extent Town counsel advised the Town Manager on these issues, counsel is effectively being asked to assess the merits of their own prior advice.

Finally, Vermont law allows a court to award the plaintiff’s attorney’s fees if the Town does not prevail. The Town’s cost exposure is therefore not limited to its own legal fees.

The Selectboard will be asked on May 27 to decide how to respond to this suit. I hope this summary helps ensure the Board is fully informed about what is at stake before that decision is made. Thank you for your time and consideration.

Respectfully,

Christopher Katucki

Dear Norwich Selectboard, (and thanks Miranda for including this in the correspondence),

I wanted to update you all on where things stand with The Moore Lane Bridge after all the rain Memorial Day weekend. Photos below. Chemicals continue to discharge into the Brook. There's been a boom in the water for the past ten days. Typically, such booms are used to mitigate spills for hours, not days.

I appreciate Brennan's responsiveness to my inquiries. He's answered my emails and questions, and has asked for the town's patience while this latest temporary solution is attempted. The chemical release has now gone on for 8 years and likely a lot longer. James Donaldson of the state's Department of Environmental Conservation explicitly told Norwich that no further release into the Brook would be permitted. That was two years ago. On May 29, 2024, Donaldson wrote: "I visited the bridge on May 17th with the DPW Manager and observed the new discharge. The Town has been reminded of their directive to cease the discharge."

My question for the town: Is the end date of this latest project 6/12/26 a hard deadline for no chemical discharge?

It's possible this latest attempt will work. I certainly hope so. My understanding is that Norwich has now spent more than 300,000. On the scene are some of the same companies who have failed to competently manage the discharge in the past, including Clean Harbors. While the bridge has been closed for weeks, work is progressing sporadically. Chemicals seem to be exposed as is clear from the chemical odor, and discharge into the water continues.

Thanks for your time,

Peter Orner



Restricting communication

From Marcia Calloway <msbcalloway@gmail.com>

Date Wed 5/27/2026 7:44 AM

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

Cc Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Matthew Swett <matt@swett.net>; robert gere <tallman610@gmail.com>; Brendan Classon <bjclasson@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>

For the selectboard and the next packet.

The current selectboard chair has requested “Permission from Board to Grant Authority to Chair to be Sole Authority to Communicate with Town Manager between Selectboard meetings.”

This contravenes public policy which is based on collaboration and discourse. It attempts to create a structure where one person filters the information which should be available to an entire board. It is also contrary to the letter, intent and spirit of Vermont law. Specifically:

- The entire selectboard has a fiduciary duty to the electorate to make the best decisions possible. The board abrogates that duty if they voluntarily agree to restrict the information they receive or obtain. Democracy relies on freedom of information to hold public officials accountable and for informed decision making. [\[1\]](#)
- There is no provision in Vermont state law to provide for information to be restricted or filtered through the lens of one person. Full information demands the ability for all board members to communicate with the Town Manager. [\[2\]](#)
- Significantly, Vermont law also expressly prohibits the regulation of how another official performs his or her duties, and that includes as to other selectboard members. [\[3\]](#)

Notwithstanding the above, if the current selectboard chair’s request is granted by the selectboard, there is no ability to enforce such a restraint. The board members have a duty and a freedom to communicate for the benefit of their constituents; please do not voluntarily disenfranchise yourselves or your constituents.

Marcia Calloway

[\[1\]](#) “The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns...not committed by law to the care of any particular officer.” 24 V.S.A. § 872 Selectboard; general powers and duties.

[2] Board members may not act on their own. Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, “when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise.” 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board’s policy or position, an individual member of the board does not have power to negotiate or speak for the board. *Goslant v. Town of Calais*, 90 Vt. 114 (1916).” Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7.”

[3] The Vermont Supreme Court has long held that, “there is no authority in the selectmen to prescribe the method by which [another elected official] performs his duties, nor any power to prevent his carrying out of his official responsibilities by the imposition by them of arbitrary restrictions.” *Couture v. Selectmen of Berkshire*, 121 Vt. 359 (1960).” Municipal Law Basics 2014, page 4.

MEMO

Date: Thursday May 28th, 2026, 11:15am

To: The Town of Norwich Selectboard

From: Brendan Classon, Vice Chair, The Town of Norwich Selectboard

Subject: Response to Marcia Calloway's Selectboard packet submission dated May 27, 2026, 7:44 AM

Dear Selectboard Members—

I submit for your consideration my response to Town of Norwich resident Marcia Calloway's submission entitled "Restricted Communication" of May 27, 2026. Mrs Calloway's letter (italicized) is shown in full below. The Vice-Chair respectfully acknowledges Mrs Calloway's submission and presents the following response for consideration.

According to Vermont law, line management authority over the Town Manager is assigned solely to the Selectboard as mandated in 24 V.S.A. § 1233 and 24 V.S.A. § 1236 (2):

24 V.S.A. § 1233:

"In all matters he or she (the Town Manager) shall be subject to the direction and supervision and shall hold office at the will of such selectboard..."

24 V.S.A. § 1236 (2):

"The manager shall have authority, and it shall be his or her duty: in all matters...to render the selectboard such assistance as it shall require."

The phrase "all matters" in both statutes is self-evident. However, reporting to a Selectboard presents inherent challenges for a Town Manager, specifically the need to interact effectively with multiple managers on different topics simultaneously, with each Selectboard member possessing co-equal authority but with each also holding potentially different opinions.

In this instance, the Chair's proposal is presented as a suggestion to meet our statutory obligations, while also providing relief to the Town Manager from the challenge of having to report to five (5) different managers. Recent experience has shown us that under such a scenario (absent prior Selectboard consensus), if the Town Manager elects to consult with individual Selectboard members, he runs the risk of inadvertently factionalizing the Selectboard, which had led to confusion and mixed messaging. This has been clearly evident on many recent occasions, including the aborted efforts to set the Town manager's goals, a task that has been underway since at least April 1st this year, but which has yet to be completed, months later.

The Chair's request is that, in each and every instance and without exception, the Chair will serve in the role as single point of communication with the Town Manager, but only for matters in which prior majority consensus has been reached by the Selectboard through quorum deliberation in public session. The Chair's stated intention is to streamline communication by facilitating clear and timely two-way exchanges between the Town Manager and the Selectboard. In all instances, close and effective real-time communication is vital, but in the present arrangement, even more so, considering the 'hybrid' nature of Town Manager's workplace agreement.

The Chair's proposal for consideration is in no way intended as an informal 'back channel' of communication to assert unilateral individual authority of the Selectboard Chair (or by any Selectboard member) over the Town Manager, nor indeed the reverse. If such inappropriate 'command and control' behavior were to become evident (in either direction), the matter could be brought immediately before the Selectboard by any concerned individual for adjudication by majority vote in public session (as appropriately referenced by Mrs Calloway in 1 V.S.A. § 172: Joint Authority).

I look forward to discussing your views and suggestions, but not prior the next regular Selectboard meeting, provisionally scheduled for Wednesday June 10 under the proposed agenda topic "Communications"

Thanks,

Brendan

Vice Chair, The Town of Norwich Selectboard

Mrs Calloway's submission:

"The current selectboard chair has requested "Permission from Board to Grant Authority to Chair to be Sole Authority to Communicate with Town Manager between Selectboard meetings."

This contravenes public policy which is based on collaboration and discourse. It attempts to create a structure where one person filters the information which should be available to an entire board. It is also contrary to the letter, intent and spirit of Vermont law. Specifically:

- The entire selectboard has a fiduciary duty to the electorate to make the best decisions possible. The board abrogates that duty if they voluntarily agree to restrict the information they receive or obtain. Democracy relies on freedom of information to hold public officials accountable and for informed decision making.^[1]*
- There is no provision in Vermont state law to provide for information to be restricted or filtered through the lens of one person. Full information demands the ability for all board members to communicate with the Town Manager.^[2]*

- Significantly, Vermont law also expressly prohibits the regulation of how another official performs his or her duties, and that includes as to other selectboard members.^[3]

Notwithstanding the above, if the current selectboard chair's request is granted by the selectboard, there is no ability to enforce such a restraint. The board members have a duty and a freedom to communicate for the benefit of their constituents; please do not voluntarily disenfranchise yourselves or your constituents.

Marcia Calloway

^[1] *"The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns...not committed by law to the care of any particular officer."* 24 V.S.A. § 872 Selectboard; general powers and duties.

-

^[2] *Board members may not act on their own. Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, "when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise." 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board's policy or position, an individual member of the board does not have power to negotiate or speak for the board. Goslant v. Town of Calais, 90 Vt. 114 (1916)." Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7."*

-

^[3] *The Vermont Supreme Court has long held that, "there is no authority in the selectmen to prescribe the method by which [another elected official] performs his duties, nor any power to prevent his carrying out of his official responsibilities by the imposition by them of arbitrary restrictions." Couture v. Selectmen of Berkshire, 121 Vt. 359 (1960)." Municipal Law Basics 2014, page 4.*

Memorandum

From: Mary Layton

To: Norwich Selectboard

CC: Brendan Duffy, Miranda Bergmeir

Subject: Restricted Communication between the Selectboard and Town Manager

Date: May 31, 2026

A recent agenda item on the May 27, 2026 under "Communication" included a recommendation to designate the Selectboard Chair as the sole member of the Selectboard to communicate with the Norwich Town Manager between Selectboard meetings. The item was not discussed in public session as the Board Chair asked that the Communications item be removed from the agenda for the May 27th meeting. A response by former Selectboard member Marcia Calloway was submitted for correspondence for the June 10th meeting, and as of this date a response to her memo was made by current Selectboard member Brendan Classon. This memo is a response to the agenda item and to responses by Calloway and Classon.


I do not support restricting communication between Selectboard members and the Town Manager. In my view this action would restrict my right to full communication, and would harm my ability to represent my constituents. Vice Chair Classon frames this action as "providing relief to the Town Manager from the challenge of having to report to five (5) different managers." I think this is a fundamental misunderstanding of the governmental structure of the Selectboard and it's relationship to management. The Town Manager reports to and is managed by majority vote of the entire Selectboard via contractual requirements, policy elements, or specific actions moved and voted in publicly warned meetings. It is not helpful, appropriate, or in keeping with statute to create a "chain of command" that operates outside of this framework. It may lead to inappropriate actions, such as demands and actions made by the Chair that have not been authorized by the full Selectboard, that go unnoticed when communication is restricted. I would expect communication in general to be about the free flow of information in order to gain the best personal perspective to bring to public session. Any Selectboard directives to the Town Manager must be discussed in public session and moved and voted by a majority of the Selectboard.

TRORC Traffic Count Locations for 2026 Summer

From Rita Seto <rseto@trorc.org>

Date Mon 6/1/2026 10:29 AM

To Rita Seto <rseto@trorc.org>

 1 attachment (124 KB)

TRORC Traffic Counts 2026.pdf;

Good morning (and Happy June 1st!)

As promised, I have sent a list of locations of traffic counts we will be collecting at some point this summer.

The first page lists the volume counts **we (TRORC)** are collecting for VTrans (and a few town speed requests in between) with a general schedule of when we hope to collect them. I'll reach out to your road foreman prior to installation to avoid grading that road that week.

The second page lists the locations that **VTRANS** will be installing on your local roads this summer. I don't know when they will install the counters. If you are grading and come across the counter, you can pull the tubes up - you can let me know, and I can pass on the message to their traffic team to reset.

Let me know if you have any questions!

Rita

Rita Seto, AICP | Senior Planner



128 King Farm Road | Woodstock, VT 05091

802-457-3188 x3004 or cell: 802-281-2927

trorc.org | [facebook](https://www.facebook.com/trorc) | [youtube](https://www.youtube.com/trorc)

This email is not a legal opinion and is part of the public domain.

VTrans MIRE AADT 2026- Town Highway Paved Functional Class 6 and 7

| | DATES | TOWN | ROAD | COUNT LOCATION | |
|----|-------------------------------|-----------------|--------------------------|--|-------------|
| 1 | June 3, 2026 -June 18, 2026 | Hartford | VT14 | either side West Hartford - speed x 2 | 12 counters |
| 2 | June 3, 2026 -June 9, 2026 | Hartford | Jericho St | west of Dothan - volume | |
| 3 | June 3, 2026 -June 9, 2026 | Hartford | VA Cutoff Rd | west of ramp to US4 - volume | |
| 3 | June 3, 2026 -June 9, 2026 | Hartland | Quechee Rd | speed | |
| 4 | June 3, 2026 -June 9, 2026 | Hartland | Clay Hill | volume | |
| 5 | June 3, 2026 -June 9, 2026 | Norwich | Beaver Meadow Rd | volume | |
| 6 | June 3, 2026 -June 9, 2026 | Norwich | Turnpike Rd | volume | |
| 7 | June 3, 2026 -June 9, 2026 | Norwich | Union Village Rd | volume | |
| 8 | June 3, 2026 -June 9, 2026 | Woodstock | Hartland Hill Rd | north of Lincoln St - volume | |
| 9 | June 3, 2026 -June 9, 2026 | Plymouth | Kingdom Rd | volume | |
| 10 | June 3, 2026 -June 9, 2026 | Pomfret | Stage Rd | volume | |
| 11 | June 9, 2026 - June 16, 2026 | Sharon | River Rd | volume | 6 counters |
| 12 | June 9, 2026 - June 16, 2026 | Barnard | North Rd | volume | |
| 13 | June 9, 2026 - June 16, 2026 | Royalton | North Rd | volume | |
| 14 | June 9, 2026 - June 16, 2026 | Bethel | North Rd | volume | |
| 15 | June 9, 2026 - June 16, 2026 | Royalton | Railroad St | speed | |
| 16 | June 9, 2026 - June 16, 2026 | Royalton | Dairy Hill | volume | |
| 17 | June 9, 2026 - June 16, 2026 | Bethel | Gilead Brook Rd | volume | |
| 18 | June 16, 2026 - June 23, 2026 | Rochester | Quarry Hill Rd | volume | 2 counters |
| 19 | June 16, 2026 - June 23, 2026 | Rochester | Middle Hollow Rd | volume | |
| 20 | June 18, 2026 -July 2, 2026 | Newbury | Jefferson Hill Rd | speed | 5 counters |
| 21 | June 18, 2026 -July 2, 2026 | Wells River | Bible Hill Rd | volume | |
| 22 | June 18, 2026 -July 2, 2026 | Newbury | Swamp Rd | volume | |
| 23 | June 18, 2026 -July 2, 2026 | Newbury | Scotch Hollow Rd | volume | |
| 24 | June 18, 2026 -July 2, 2026 | Newbury | Snake Rd | volume | |
| 25 | June 23, 2026 - June 30, 2026 | Randolph | E Bethel Rd | volume | 7 counters |
| 26 | June 23, 2026 - June 30, 2026 | Randolph | Ridge Rd | volume | |
| 27 | June 23, 2026 - June 30, 2026 | Brookfield | Ridge Rd | volume | |
| 28 | June 23, 2026 - June 30, 2026 | Randolph | Thayer Brook Rd | volume | |
| 29 | June 23, 2026 - June 30, 2026 | Chelsea | Upper Village Rd | volume | |
| 30 | June 23, 2026 - June 30, 2026 | Tunbridge | Strafford Rd | volume | |
| 31 | June 23, 2026 - June 30, 2026 | Strafford | JMH | volume | |
| 32 | July 7, 2026 - July 13, 2026 | Thetford | Tucker Hill Rd | volume | 8 counters |
| 33 | July 7, 2026 - July 13, 2026 | Thetford | Academy Rd | volume | |
| 34 | July 7, 2026 - July 13, 2026 | Thetford | 5 Corners Rd | speed | |
| 35 | July 7, 2026 - July 13, 2026 | Thetford | Quinnibec Rd | speed | |
| 36 | July 7, 2026 - July 13, 2026 | West Fairlee | Middle Brook Rd | volume | |
| 37 | July 7, 2026 - July 13, 2026 | West Fairlee | S Vershire Rd | volume | |
| 38 | July 7, 2026 - July 13, 2026 | Fairlee | Maurice Roberts Rd | volume | |
| 39 | July 7, 2026 - July 13, 2026 | Fairlee | Lake Morey Rd | volume | |
| 40 | July 13, 2026 - July 28, 2026 | Bradford | Fairground Rd | volume | 8 counters |
| 41 | July 13, 2026 - July 28, 2026 | Bradford | Goshen Rd | volume | |
| 42 | July 13, 2026 - July 28, 2026 | Bradford | South Rd | volume | |
| 43 | July 13, 2026 - July 28, 2026 | Corinth | Brook Rd | volume | |
| 44 | July 13, 2026 - July 28, 2026 | Corinth | Eagle Hollow Rd | volume | |
| 45 | July 13, 2026 - July 28, 2026 | Corinth | Cookeville Rd | volume | |
| 46 | July 13, 2026 - July 28, 2026 | Topsham | E Orange Rd | volume | |
| 47 | July 13, 2026 - July 28, 2026 | Topsham | Swamp Rd | volume | |

VTRANS 2026 LOCAL ROAD VOLUME COUNTS

| | TOWN | ROAD | | TOWN | ROAD |
|----|-------------|-------------------|----|-------------|-------------------|
| 1 | Barnard | Fort Defiance | 29 | Hartford | Old River Rd |
| 2 | Barnard | Mt Hunger | 30 | Hartford | Cascadnac |
| 3 | Barnard | Smith Hill | 31 | Hartford | Colonial Rd |
| 4 | Barnard | E Barnard Rd | 32 | Hartford | Olcott |
| 5 | Barnard | Lakota Rd | 33 | Hartford | Jericho Rd |
| 6 | Barnard | Chateauguay Rd | 34 | Hartford | Old River Rd |
| 7 | Barnard | West Rd | 35 | Hartford | Beswick Dr |
| 8 | Barnard | N Perry Rd | 36 | Hartford | Airport Rd |
| 9 | Barnard | Broad Brook Rd | 37 | Hartford | N Main St |
| 10 | Barnard | Schoolhouse Hill | 38 | Hartford | Hanover St |
| 11 | Barnard | Stage Rd | 39 | Hartford | Billings Farm |
| 12 | Barnard | Bowman Rd | 40 | Hartland | Old Birch |
| 13 | Barnard | Tower Rd | 41 | Hartland | Hartland Hill |
| 14 | Barnard | Lime Pond Rd | 42 | Plymouth | Lynds Hill |
| 15 | Braintree | Hockman Hill | 43 | Plymouth | Johnson Farm |
| 16 | Braintree | Braintree Hill | 44 | Plymouth | Chapman |
| 17 | Braintree | Riford Brook | 45 | Plymouth | Townsend Barn |
| 18 | Bridgewater | Grandma'ams | 46 | Plymouth | Scout Camp |
| 19 | Bridgewater | N Bridgewater Rd | 47 | Plymouth | Buswell Pond |
| 20 | Bridgewater | Chateauguay Rd | 48 | Randolph | Harvey Rd |
| 21 | Bridgewater | Baker Hill Rd | 49 | Randolph | Highland Rd |
| 22 | Bridgewater | Dailey Hollow | 50 | Stockbridge | Music Mountain |
| 23 | Bridgewater | Rogers Rd | 51 | Stockbridge | Lyon Hill S |
| 24 | Bridgewater | Hale Hollow Rd | 52 | Stockbridge | South Hill Rd |
| 25 | Hartford | Willard Rd | 53 | Stockbridge | Fletcher Brook Rd |
| 26 | Hartford | Old Quechee Rd | 54 | Stockbridge | River Rd |
| 27 | Hartford | Center of Town Rd | 55 | Stockbridge | Lilliesville Rd |
| 28 | Hartford | Costello Rd | 56 | Stockbridge | Stony Brook Rd |

June 2, 2026

Dear Members of the Norwich Selectboard,

Even though I am not a resident of the Town of Norwich, I am an employee of the Town. I am hopeful my correspondence will be received in the same manner it is given as an employee who is invested in the Town in a different way than a resident might be. The purpose of my correspondence is to share the impact behaviors exhibited at a recent Special Meeting and the Selectboard Meeting (May 27, 2026) had on me as an employee. I request my correspondence be entered into official record.

The draft minutes may capture most of the spoken words yet do not capture the tone of their delivery. Viewing the meetings on YouTube the following day allowed me to hear all comments and discussions. The examples I offer here are just those - examples. Please do not misconstrue what I share here as support for any one individual and/or any kind of accusations toward another. I apologize for not quoting individuals directly as the impact was not just the words. The impact also came from the tone set in the meetings.

Accusations made during the Special Meeting held prior to the Selectboard Meeting seemed biased in nature. The conversation felt confrontational; and at one point, a Selectboard member requested the Chair restore order to the meeting. Later in the Selectboard Meeting, statements were made suggesting the Selectboard's objective was focused on success. Calling an individual out publicly in a negative way does not feel supportive and focused on success to me. The interactions left me feeling that I too could be subject to similar treatment.

When discussing the Town Manager's performance evaluation the word "judgement" was continuously used. Judgement is rigid – typically good or bad. Judgement is often biased, emotionally based, subjective, and looks to blame. Evaluation is neutral, objective and looks to identify strengths and opportunities. Having one's livelihood dependent on judgement does not seem success driven. I was left questioning the mindset of the Selectboard as it relates to Town personnel.

I came away from the meetings feeling a sense of distrust. The behaviors I witnessed were not confidence building and I do not know how to separate the lack of civility demonstrated in the meetings from the environment in which I work every day. It does not matter that the discussions had were not about me. The impact is a perceived message of disrespect, unprofessional communications, and a focus on something other than the work performed. Bearing witness to such behaviors reduces my job satisfaction and does not align with my personal values.

The Vision and Guiding Principles of the Selectboard (as posted on the Town website and adopted on May 24, 2017) states the Selectboard's vision as, "A model of well-functioning, cohesive small town government in which our thoughtful actions on complex issues and respectful treatment of others bring out the best in ourselves and inspire confidence in the residents of Norwich to become active and engaged participants in the town." One of the guiding principles offered states, "Respect and civility in the face of disagreement and contention. Assume good will in all interactions." In closing, I ask that the Selectboard honor the Vision and Guiding Principles it has set forth, especially the respectful and civil treatment of others.

Sincerely,

A handwritten signature in blue ink that reads "Barrie Rosalinda". The signature is written in a cursive, flowing style.

Barrie Rosalinda
Town of Norwich
Finance Director

Energy Committee resignation

From Charles Lindner <charlielindner@gmail.com>

Date Tue 6/2/2026 9:36 AM

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

Dear Select Board,

I have appreciated the opportunity to serve on the Norwich Energy the past several years. As of June 9, 2026 we will be closing on the sale of our home in Norwich and moving to Putney, VT, so I am writing to submit my resignation from the Norwich Energy Committee.

I might as well sign off... ElectrifyEverything!

Charlie Lindner
455 Hawk Pine Rd Norwich, VT 05055

Norwich Finance Committee Resignation

From Patricia Spellman <tspellman26@gmail.com>

Date Tue 6/2/2026 2:04 PM

To kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>; Select Board <selectboard@norwich.vt.us>

Cc Steven Hepburn <stevenjhepburn@gmail.com>

Some people who received this message don't often get email from tspellman26@gmail.com. [Learn why this is important](#)

Dear Chairman Griggs and Norwich Selectboard,

Please accept this letter as my resignation from the Norwich Finance Committee, effective June 1, 2026.

I have accepted a new position that will require me to relocate from the Upper Valley this summer. As a result, I am no longer able to continue serving on the Committee and believe it is appropriate to step down at this time.

I have appreciated the opportunity to serve the Town of Norwich and work alongside fellow Committee members. While I continue to believe that an engaged Finance Committee can provide meaningful support to the town's financial planning and decision-making processes, the Committee's role has been limited by the Selectboard. I hope that, in the future, there will be opportunities to make fuller use of the Committee's expertise and capacity in support of the town's financial stewardship.

Thank you for the opportunity to serve the community. I wish the Committee and the Selectboard continued success in the years ahead.

Best,
Tricia Spellman

cc: Steven Hepburn, Norwich Finance Committee Chair


MEMO Re: SEC Services for Reducing Greenhouse Gas Emissions

From Harry Falconer <hfalconer@trorc.org>

Date Tue 6/2/2026 3:40 PM

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

Cc Brennan Duffy <BDuffy@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Erich Rentz <norwichenergycommittee@gmail.com>; Peter G. Gregory <pgregory@trorc.org>

 1 attachment (82 KB)

A36 Memo 2026.pdf;

Hi all,

Please see the attached memo regarding our previous discussion of Article 36 at the April 8th Selectboard meeting. The memo lists suggested action items for advancing the goals of the Article. I am happy to work on any or all of these items at the board's direction.

Regards,
Harry

Harry Falconer | Shared Energy Coordinator | [What is SEC?](#)



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

hfalconer@trorc.org | Tel: 802.457.3188 x3013

[Facebook](#) | [Instagram](#) | [LinkedIn](#)

This email is not a legal opinion and is part of the public domain.

2 June 2026

Harry Falconer
[Shared Energy Coordinator \(SEC\)](mailto:hfalconer@trorc.org)
hfalconer@trorc.org

Norwich Selectboard
selectboard@norwich.vt.us
300 Main Street, Norwich, VT

Re: Article 36 and Greenhouse Gas Emissions Inventory

Dear members of the Norwich Selectboard,

The following memo is offered as a follow-up to the April 8th Selectboard meeting, at which the board discussed the Article 36 Task Force report on greenhouse gas reduction in Norwich. SEC is prepared to assist with any of the action items below at the board's discretion.

Municipal Greenhouse Gas Inventory

The Town's greenhouse gas emissions inventory was last updated in 2021 using data from FY2019. SEC could update the inventory and the accompanying equipment inventory for the latest fiscal year. As noted in the original Article 36 report, vehicle emissions must be estimated using benchmarks due to a lack of exact mileage and fuel consumption data. SEC could also develop a proposal for installing telematics (vehicle mileage tracking) on town vehicles so that exact figures can be used in the future.

Green Procurement Policy

One of the major recommendations of the Article 36 report was to develop a "green" municipal procurement policy, which would formalize the town's commitment to decarbonization by setting a policy that accounts for emissions when procuring replacement equipment. SEC is available to draft proposed language if desired.

Electric Light-Duty Vehicles and Power Equipment

Practicality remains an obstacle for adopting electric heavy-duty vehicles such as plow trucks, however, viable electric models exist for light-duty uses such as pickup trucks, police cruisers, and fire command vehicles, along with certain specialty vehicles like loaders and zero-turn mowers. An updated equipment inventory, developed as part of the greenhouse gas inventory, will determine the approximate schedule for replacement.

Furthermore, commercial-grade electric landscaping equipment—such as leaf blowers, brushcutters, and string trimmers—are now widely available and in use by neighboring towns, including the Hartford Parks & Recreation Department. This equipment offers multiple benefits beyond decarbonization, including lower operations and maintenance costs, less noise pollution, and fewer particulate emissions.

Building Decarbonization

Buildings (primarily Tracy Hall and the DPW garage) account for the second largest share of the Town's emissions. SEC would be pleased to engage in the ongoing discussions about renovating Tracy Hall. A good place to start would be a review of the 2024 energy audit with the Tracy Hall Working Group to identify priority items. Harry works extensively on building energy efficiency retrofits via the Municipal Energy Resilience Program and has experience in helping towns with feasibility and decision-making, procurement, and project execution.

CC: Brennan Duffy, Town Manager

CC: Norwich Energy Committee

RE: Finance Committee appointment

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

Date Wed 6/3/2026 8:47 PM

To Brendan Classon <bjclasson.norwichsb@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Treasurer <Treasurer@norwich.vt.us>; Steven Hepburn <stevenjhepburn@gmail.com>; Select Board <selectboard@norwich.vt.us>

My final comment is that the month and year of a term should be listed. Otherwise this is confusing.

Sincerely,

Cheryl

Cheryl A. Lindberg
Treasurer
Town of Norwich

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

From: Brendan Classon <bjclasson.norwichsb@gmail.com>

Sent: Wednesday, June 3, 2026 11:39 AM

To: Kimo Griggs <kimogriggsnorwichselect@gmail.com>

Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>; Cheryl Lindberg <CLindberg@norwich.vt.us>; Treasurer <Treasurer@norwich.vt.us>; Steven Hepburn <stevenjhepburn@gmail.com>; Select Board <selectboard@norwich.vt.us>

Subject: Re: Finance Committee appointment

OK, June 24th it is! Are you back Stateside in time to set our agenda for June 24th in person?

On Wed, Jun 3, 2026 at 11:32 AM Kimo Griggs <kimogriggsnorwichselect@gmail.com> wrote:

We have a VERY full agenda for the 10th and I will be Zooming in from Denmark (meeting will begin 12:30am there...) so I think this might fit well into the June 24th agenda - unless it needs to happen prior to that date.

Kimo Griggs

On Wed, Jun 3, 2026 at 10:17 AM Brendan Classon <bjclasson.norwichsb@gmail.com> wrote:

Hi Miranda--

Many thanks. A question for our SB Chair: shall we add this item to our SB regular meeting agenda for Wed June 10th or Wed Jun 24th to fit with Miranda's advice re: timing?

Brendan

On Wed, Jun 3, 2026 at 9:39 AM Miranda Bergmeier <MBergmeier@norwich.vt.us> wrote:

Good morning, all,

Cheryl Lindberg correctly states that the Finance Committee seat has not been advertised yet. This is because Nicholas Wood's term on the Finance Committee expires on June 30, 2026. As a matter of past practice, the Selectboard has considered applications for appointment during the second meeting in the month before the existing appointment(s) expire(s).

Sincerely,

Miranda H. Bergmeier
Assistant Town Manager
Town of Norwich
300 Main Street
P.O. Box 376
Norwich, VT 05055
802-649-1419 x101

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.

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

Sent: Tuesday, June 2, 2026 4:31 PM

To: Kimo Griggs <kimogriggsnorwichselect@gmail.com>; bjclasson.norwichsb@gmail.com

Cc: Treasurer <Treasurer@norwich.vt.us>; Steven Hepburn <stevenjhepburn@gmail.com>; Select Board <selectboard@norwich.vt.us>

Subject: Finance Committee appointment

Importance: High

Kimo and Brendan,

As I have stated at a recent Selectboard meeting, the Finance Committee needs to have an appointment done. However, there isn't an advertisement for an open position on the Finance Committee by the Town Manager's office, so no one can put in their appointment application. The list of Open Positions on the Town website does not include a Finance Committee opening, yet the Finance Committee members clearly show their term ending date on the website:

Finance Committee Members – 3-yr terms (year term ends):

Steven Hepburn (2028)

Christie James (2028)

Patricia Spellman (2027)

Russell North (2027)

Nicholas Wood (2026)

Cheryl Lindberg, Town Treasurer – ex officio

Would you please request that the Town Manager's office get this task accomplished? The website isn't up to date with the message on the Open Positions either, reflecting an April 15, 2026 deadline for applications and an April 22, 2025 Selectboard meeting for an appointment.

The Finance Committee Rules of Procedure as adopted by the Selectboard in August 2025 are **outdated**, as they state:

2. Membership and Terms

- The Committee shall consist of up to 5 Norwich residents plus the Town Treasurer.
- Members are appointed by the Selectboard to serve staggered 3-year terms.
- The Town Treasurer serves as a non-voting ex-officio member.
- Appointments shall follow the Selectboard Appointment Policy (Town of Norwich, 2019).

The Treasurer was **reinstated** as a voting member of the Committee at a Selectboard meeting on August 27, 2025. Can this document be corrected and reposted on the website immediately?

Finally, the Appointment Policy as listed on the Town website (see attached) was last update March 2019. It states that a new person to a committee **MUST** be interviewed and attend the Selectboard meeting. If this is no longer the policy, then this document is outdated.

Thank you and I hope that you make the website a future agenda item and include the website maintenance as part of the Town Manager's goals. This is an example of how to improve the image of THIS TOWN !!

Cheryl

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).



To: Norwich Selectboard
From: Lily Trajman, Town Clerk
Re: List of Unlicensed Dogs

Per 20 V.S.A. § 3590(b) the Clerk is required to issue to the Selectboard after May 30th a list of dogs and wolf-hybrids not licensed or vaccinated as required by law. "Owners shall also be notified that unlicensed or uninoculated dogs or wolf-hybrids may be destroyed."

Each of the owners in the list below received multiple emails and a letter stating that their dog's license was overdue.

| Tag last Issued on | First name | Last name | Animal name | Rabies Vaccination Expiration Date |
|--------------------|------------|-----------|--------------|------------------------------------|
| 2/12/2025 | Michael | Cantone | Lucy | 11/25/2027 |
| 2/12/2025 | Michael | Cantone | Susan | 4/26/2025 |
| 5/16/2025 | Meghan | Damon | Molly Malone | 8/20/2025 |
| 3/31/2025 | Eli | Hersh | Luna | 1/28/2028 |
| 5/12/2025 | Nancy | LaRowe | Josie | 4/25/2027 |
| 5/12/2025 | Nancy | LaRowe | Taz | 2/2/2026 |
| 3/19/2025 | Rebecca | Reed | Elly Burger | 3/19/2026 |
| 5/16/2025 | Rebecca | Reed | Revel | 5/13/2028 |
| 3/19/2025 | Rebecca | Reed | Rocco | 7/31/2028 |
| 5/29/2025 | Dwight | Sargent | Ripley | 2/3/2028 |
| 4/9/2025 | Sue | Schiller | Sadye Lee | 8/21/2028 |

Included on the second page of this this memo is the standard warrant the Clerk offers to the Selectboard should the Selectboard wish to enforce licensure. This warrant has not been issued in the last two years; I am happy to continue trying to connect with the delinquent owners without getting Chief Romei involved. Due to the adoption of the new Animal Control Ordinance last year, each dog in the list above now has a \$100 fine associated with license renewal.

Respectfully,


Lily Trajman



WARRANT TO IMPOUND UNLICENSED DOGS

State of Vermont }
Windsor County, ss. }

To: Matthew Romei, Norwich Chief of Police

By the authority of the state of Vermont, you are hereby authorized to impound all dogs and wolf-hybrids not duly licensed according to law, except as exempted by 20 V.S.A. §3587; and you are further authorized to make and return complaint against the owner or keeper of any such dog or wolf-hybrid. A dog or wolf-hybrid that is impounded may be transferred to an animal shelter or rescue organization for the purpose of finding an adoptive home for the dog or wolf-hybrid. If the dog or wolf-hybrid cannot be placed in an adoptive home or transferred to a humane society or rescue organization within ten days, or a greater number of days established by the municipality, the dog or wolf-hybrid may be destroyed in a humane way.

Hereof fail not, and due return make of this warrant, with your doings thereon, within 90 days from the date hereof, stating the number of dogs or wolf-hybrids destroyed and the names of the owners or keepers thereof, and whether all unlicensed dogs or wolf-hybrids in such town have been destroyed, and the names of persons against whom complaints have been made under the provisions of 20 V.S.A. chapter 193, subchapters 1, 2, and 4, and whether complaints have been made and returned against all persons who have failed to comply with the provisions of such subchapter.

Dated at Norwich, Vermont, this 3rd day of June 2026.

Norwich Selectboard:

Kimo Griggs, Chair

Brendan Classon, Vice Chair

Robert Gere

Mary Layton

Matt Swett

Special meeting in re Town Manager Job Description paragraph 2.15

From Marcia Calloway <msbcalloway@gmail.com>

Date Wed 6/3/2026 2:26 PM

To Select Board <selectboard@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Matthew Swett <matt@swett.net>; robert gere <tallman610@gmail.com>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Brendan Classon <bjclasson@gmail.com>

Please include this email in the next Selectboard packet.

The Selectboard has called a special meeting; agenda item #5 is as follows:

"Consider adjustment to item 2.15 of the Town Manager Job Description on the Norwich Town website "Is the case manager for litigation except for litigation related to the performance or retention of the manager" to one more clearly aligned with Vermont statute and the needs of the Town."

The suggestion that the Town Manager Job description, paragraph 2.15, is not aligned with Vermont statute is vague and without factual basis. The current Town Manager Job Description was reviewed by the Selectboard and counsel, and approved by the Selectboard as part of the Town Manager's contract.

The suggestion that having a Town Manager act as "case manager" is not "clearly aligned with ... the needs of the Town" is similarly flawed. It is made without benefit of experience in town governance.

Selectboard members are temporary creatures of statute which shift at the will of the electorate or the willingness to serve. They supervise the Town Manager but they are not the same as Town Managers. Norwich voted for a Town Manager form of government and only the voters can rescind that decision.

Unlike Selectboard members, Town Managers continue pursuant to contract and thus serve to provide continuity and stability. In cases involving the Town as party, any authorization by "the Town" must be made by vote of the Selectboard; binding documents, including but not limited to contracts or stipulations of agreement, are thus authorized by vote of the entire Selectboard, and there is typically a concomitant Selectboard-authorization for the chair to sign on behalf of "the Town."^[1]

As "case manager," the Town Manager serves the administrative function law intends, i.e. receives information on behalf of the Town and the Selectboard, communicates with Town counsel as appropriate and/or recommends the board hear directly from counsel, and generally conveys information to the Selectboard for their action as required by law. It is inappropriate for a Selectboard member(s) or any other official to replace that administrative/"case management" function performed pursuant to law and/or job description/contract. To do otherwise, at the least may incur the risk of receiving filtered information and/or a poor understanding pleadings, law, or legal advice.

It is in the best interests of the Town of Norwich to adhere to the vetted job description, abide by the existing Town Manager contract, allow the Town Manager to do the job as required by law,

and require the Selectboard to similarly follow the law pertaining to their own duties and limitations.

Marcia Calloway

[1] Board members may not act on their own. Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, “when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise.” 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board’s policy or position, an individual member of the board does not have power to negotiate or speak for the board. *Goslant v. Town of Calais*, 90 Vt. 114 (1916).” Vermont Office Of the Secretary of State, Municipal Law Basics 2014, page 7.”

Re: Finance Committee Membership: Russell North

From Brendan Classon <bjclasson.norwichsb@gmail.com>

Date Wed 6/3/2026 5:35 PM

To Steven Hepburn <stevenjhepburn@gmail.com>

Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>; Select Board <selectboard@norwich.vt.us>; Kimo Griggs <kimogriggsnorwichselect@gmail.com>; Russell North <northvt5@gmail.com>; robert.gere.norwich@zohomail.com <robert.gere.norwich@zohomail.com>; Mary Layton <marydlayton@gmail.com>; mswettselectboard@gmail.com <mswettselectboard@gmail.com>

Hi Steven--

On behalf of our Selectboard, we greatly appreciate your diligence in advising us of this development in a timely fashion.

We will follow up with you and your committee following our internal deliberations and at the earliest possible opportunity thereafter.

Thanks,

Brendan
Vice Chair, Town of Norwich Selectboard

"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)."

On Wed, Jun 3, 2026 at 4:38 PM Steven Hepburn <stevenjhepburn@gmail.com> wrote:

Dear Selectboard Members,

I am writing as Chair of the Finance Committee to request that the Selectboard consider rescinding the appointment of Russell North to the committee.

Russell emailed me on February 9 indicating that he was considering resigning from the committee. Since then, he has not attended a committee meeting, and I have been unable to confirm his intentions despite several follow-up attempts.

Given the committee's ongoing work and the importance of maintaining an active membership roster, I believe it would be beneficial to formally vacate the position at this time. Doing so would allow the town to advertise the vacancy and seek a new member who has the time and availability to participate regularly in committee activities.

I would also like to thank Russell for his previous participation and contributions to the Finance Committee, which have been appreciated.

Thank you for your consideration.

Sincerely,

Steven Hepburn
Chair, Norwich Finance Committee