

Town of Norwich
Finance Committee Meeting
June 8, 2026, 6:30-7:30 pm
Multi-purpose Room, Tracy Hall

Committee Members Present: Steven Hepburn, Christie James, Cheryl Lindberg, Nicolas Wood

Committee Members Absent: Russell North and Tricia Spellman

1. Call meeting to order
 - a. At 6:32pm, Hepburn called the meeting to order.
2. Approve Agenda – discussion/motion
 - a. Lindberg moved to accept the agenda, and Wood seconded. **The motion passed with unanimous consent.**
3. Approve Minutes May 11, 2026 – discussion/motion
 - a. Woods made a motion to accept the 5/11/26 minutes and Lindberg seconded. **The motion passed with unanimous consent.**
4. Finance Committee Membership updates – discussion
 - a. Trish Spellman has submitted her resignation to the Norwich Selectboard effective June 1, 2026. Trish has accepted a new position in New York and she will be missed.
 - b. Russell North has been notified several times to attend meetings or to officially resign from the Finance Committee without a response. Hepburn has notified the Selectboard and his email is in the June 10, 2026 Selectboard Meeting packet correspondence
 - c. Nicolas Wood’s term ends June 30, 2026. He has indicated he is willing to serve on the committee once the Selectboard appoints him to another term
 - d. There will be three positions available for appointment.
 - e. Hepburn will confirm with the Assistant Town Manager on when the vacant positions will be advertised on the Town Website and the Norwich List Serv. In addition, he will confirm the process of getting these vacancies filled, because they are to be screened and interviewed by the Selectboard and the Norwich School Board
 - f. Hepburn will make corrections to the Finance Committee Rules of Procedure including the Website to change the Town Treasurer “cannot vote”, to “can vote” based on a previous vote from the Selectboard, which changed that decision.
5. Update to be provided to the Selectboard, including assigned tasks, potential new tasks and any other information – discussion/possible motion
 - a. Hepburn discussed with the committee a draft communication he will be sending to the Selectboard to include current and future task recommendations based on

the Finance Committee's current charge. Several recommendations were discussed to be added to the communication

- b. Hepburn will send a draft summary to the committee for feed back prior to sending it to the Selectboard for consideration.
 - c. **Wood made a motion** for the Finance Committee Chair to draft a summary of current and future tasks to be sent to the Selectboard for review and consideration. The summary will request it to be an item for discussion on a future Selectboard Agenda. **Lindberg second the motion. The motion passed with unanimous consent.**
6. Public Comments for items not on the agenda
 - a. There was no public present.
 7. Adjourn – motion
 - a. Wood made a motion to adjourn the meeting at 7:31pm, and Lindberg seconded. **The motion passed with unanimous consent.**