

Norwich Selectboard

Regular Meeting: Wednesday, July 8, 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. Approve Minutes – June 24, 2026 – Discussion/Possible Motion (5 mins)
5. Committee Appointments – Discussion/Possible Motion (5 mins)
6. Town Clerk Spending Request – Discussion/Possible Motion (5 mins)
7. Review of Forest Fire and Fire Prevention Statute Changes – Discussion/Possible Motion (5 mins)
8. Tracy Hall Outdoor Faucet – Discussion only (10 mins)
9. Town Expense and Reimbursement Policy – Discussion only (10 mins)
10. Opioid Fund Uses – Discussion/Possible Motion (10 mins)
11. TRORC Energy Efficiency Initiative – Discussion only (10 mins)
12. Communications – Discussion/Possible Motion(s) (10 mins)
 - Proposal to Allow Real-Time Access to Packet Materials
 - Contact List in Tracy Hall and on Website
13. Update on Katucki Case – Discussion/Possible Motion (10 mins)
14. AP Warrants – Discussion/Possible Motion (5 mins)
15. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
16. Discussion of July 22, 2026 Selectboard Agenda – Discussion/Possible Motion (10 mins)
17. Adjournment – Motion

Future Meeting Dates

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	7/22/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	8/12/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, June 24, 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), Brennan Duffy (Town Manager), John Carroll (Town resident), Cheryl Lindberg (Lister and Treasurer), Pam Smith (Trustee of Public Funds), Priscilla Vincent (Town resident), Christie James (Finance Committee)

Active Participants on Zoom: Lily Trajman (Town Clerk), Steven Hepburn (Finance Committee), Jaan Laaspere (Planning Commission)

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

The meeting was called to order by Chair Kimo Griggs at 6:32 pm.

[YouTube](#) Timestamp: 28:15

1. Agenda

Timestamp: 29:18

Classon proposed moving up the approval of minutes to earlier in the agenda; Griggs expressed surprise as Classon did not request the change during the agenda setting process.

Classon stated that there were inconsistencies between the minutes and the agenda, as well as procedural oversights. Classon stated that item four was not warned in the agenda as an executive session but was classified as an executive session in the minutes.

Selectboard members expressed confusion at Classon raising the topic during this agenda item. Griggs, Layton, and Swett spoke in favor of the existing order of agenda items.

Griggs suggested removing the item on the Article 36 Task Force since there was no related material in the packet; Gere agreed to remove it from that night's agenda.

Classon stated that he had been unable to address the town expense and reimbursement policy and asked that it be tabled for that night.

I move to approve the agenda as amended to remove number five and number 13. – Swett moved (2nd Layton)
Vote: yes (unanimous)

2. Chair's Report

Timestamp: 34:26

The Chair shared that he had been traveling since the last meeting and would provide an update at the next meeting.

3. Public Comments for Items not on the Agenda

Timestamp: 34:47

John Carroll pointed out that the agenda for the June 3rd meeting did not mention that item four would involve a possible executive session, which he believed therefore made it illegal to enter executive session. Carroll stated that failure to notify the public about a possible executive session meant that the decisions made during it were irrelevant and moot since they were illegally made. Carroll additionally noted the duration of the executive session for item three and stated that any directions given to the attorney about how the Selectboard wished to proceed in any regard would constitute an action.

Classon quoted the minutes from June 10th regarding Classon's doubts about the content of the executive sessions.

Lily Trajman highlighted that Article 36 was voted on seven years ago, that a lot had changed in the last seven years, and that the Selectboard might consider adding a local article to the ballot to determine whether there is still local buy-in for Article 36. Trajman shared that the deadline for alerting the Elections Office of local articles would be July 17th.

Lister Cheryl Lindberg shared that they had bound a copy of the 2026 grand list abstract and would file it the next day with the Town Clerk. Lindberg shared that 623 change-of-assessment letters would be sent, as well as 163 letters for land use allocation. Lindberg noted 14 new parcels, a few new veterans, three additional current use land owners, and highlighted that the abstract would be \$1,261,050,000 against a final grand list that was lodged at the end of the year with \$1,239,201,000. Lindberg shared that grievances would begin on July 10th and that people would have until July 9th to submit written grievances; she explained that these grievances are different from those that were part of the BCA decisions on the last round of lister reappraisals.

Classon asked Lindberg if she was happy with the new software. Lindberg shared that they were mostly happy but that there were still some matters to work out.

Classon asked how many properties would receive no notification due to no change in property value. Lindberg explained that if there was not a change in the assessment, the property would not get a letter. Lindberg added that anyone could grieve their property assessment any year at any time for any reason.

4. Committee Appointments

Timestamp: 48:54

Swett asked if people are required to show up in-person when requesting appointment.

Griggs shared that he thought it was just preferred.

Pam Smith stated that she believed the policy required new appointments to appear in person.

Selectboard members discussed Lamperti’s previous tenure on the Energy Committee, the historical challenges with getting applicants to appear in-person, and whether to pursue changing the policy to not require in-person attendance for new appointments.

Priscilla Vincent spoke in favor of seeing new applicants in-person and putting the appointments on the agenda when suitable for position applicants.

Selectboard members and Duffy discussed the application language and visibility of the application requirements.

I move to appoint Aaron Lamperti to a seat on the Energy Committee for a 3-year term expiring March 31, 2029. – Gere moved (2nd Layton) Vote: yes (unanimous)

Christie James shared that Nicholas Wood was continuing his service on the Finance Committee.

I move to appoint Nicholas Wood to a seat on the Finance Committee for a 3-year term expiring March 31, 2029. – Gere moved (2nd Layton) Vote: yes (unanimous)

Selectboard members agreed to table the appointment of Elena Kennedy to the Recreation Council until she can appear in-person.

5. Article 36 Task Force Recommendations (removed from the agenda)

6. Trustees of Public Funds Request
Timestamp: 57:54

Layton spoke in favor of making the change.

Swett highlighted the start-up effort as the only downside of the change.

Duffy highlighted Rosalinda’s memo and that the success would be incumbent on the entities being cooperative and efficient in responding to the Finance Office to ensure timely compliance.

Griggs questioned whether the Selectboard had oversight over the bodies being discussed.

Treasurer Cheryl Lindberg stated that there were misunderstandings in the memo, emphasized that elected officials would be handling the funds, and that she as Treasurer would sign Cemetery Commission checks. Lindberg stated that there would be no change to how the current Cemetery Commission gets their appropriation, and that she did not think the matter was as complicated as the memo made it sound.

Layton asked about the timeline of the transition; Lindberg recommended starting as of July 1st for getting the balances from the bank statements and opening an entity up in the general ledger.

The Selectboard, Duffy, and Lindberg discussed the difference between the Trustee of Public Funds process and the Cemetery Commission process, as well as their respective timelines.

Duffy questioned the balance of the autonomy of the Cemetery Commission with the responsibility of the Finance Office; Lindberg responded that the Commission is not currently under general ledger control.

Trustee of Public Funds Pam Smith shared that she was taken aback by the statement by the Town Manager that elected officials might not be cooperative and explained that July 1st was not a drop-dead deadline.

I move to authorize the Town Manager and Director of the Finance Office to perform actions necessary to bring the Trustees of Public Funds Fund under general ledger control while maintaining these funds in the general ledger separately and implementing reconciliation procedures for all key accounts on a regular basis (following the recommendations of Sullivan, Powers & Company in the June 30, 2025 Audit Report). – Layton moved (2nd Swett) Vote: yes (unanimous)

7. Cemetery Commission Request

Timestamp: 1:19:45

I move to authorize the Town Manager and the Director of the Finance Office to perform actions necessary to bring the Cemetery Commission Fund under general ledger control while maintaining these funds in the general ledger separately and implementing reconciliation procedures for all key accounts on a regular basis (following the recommendations of Sullivan, Powers & Company in the June 30, 2025 Audit Report). – Swett moved (2nd Layton) Vote: yes (unanimous)

8. Finance Committee Update

Timestamp: 1:20:45

Griggs referenced the Finance Committee updates in the Selectboard packet.

Layton shared her appreciation for the topics raised but noted that it was somewhat exhausting reading the committee's suggestions. Layton highlighted the importance of the topic of surplus; Classon wondered how common surpluses were.

Griggs reflected that he was surprised to find that the Finance Committee was uniquely limited, whereas other committees had broad autonomy. Layton suggested that the Committee be set up so that it is smoother for them to work with the School Board and so that they can rejoin the Dresden Committee. Layton shared that she thought it was the "most emotional committee in the entire town" because it deals with people's money and the services available.

Gere stated that the Selectboard is responsible for setting the budget with information from the departments and therefore takes the brunt of the criticism for budgets, which has historically led to hesitation to take direction from outside entities, but that better communication and earlier movement on the budget process would help improve the relationship.

Duffy highlighted that Act 57 was passed last year, which gives municipalities greater flexibility with how to handle surplus funds. Duffy stated that a lot of time had been spent over the last year and a half on committee statements of purpose, which outlines what committees can work on

Brendan Classon advocated for receiving input from the Finance Committee.

John Carroll spoke in favor of the document and encouraged the study of similar high-income towns in Vermont. Carroll explained that the cost spent per mile on highway maintenance was more important than the total cost spent on highways by a town in general. Carroll stated that tension in public policy was normal and healthy and that the Selectboard needed to provide policy guidance in the budgeting process. He added that the Finance Committee was a “creature of the Selectboard” and should not directly speak with town employees.

Griggs reflected that he thought the tension came when a committee was eager to get more information than they would have access to.

Swett shared that he had called Shelbourne last year to learn more about their Finance Committee and found that they work closely with the town’s Finance Department, whereas some other towns like Woodstock used their committee in a more ad hoc manner. Swett voiced appreciation for the town comparison project, as well as the Finance Committee’s menu of possible projects.

Selectboard members discussed possible next steps for the Finance Committee.

Swett asked Finance Committee Chair Steven Hepburn about the status of the committee with the School Board. Hepburn shared that the School Board would like to see an adjustment to the charge to reference the School Board and joint appointments, a revised MOU, and then follow-through on the method of joint appointments. Swett asked Hepburn to put together suggested wording for the adjusted charge.

Classon offered to liaise with Hepburn.

Classon asked what the town’s typical surplus was; Gere recalled that it was between 12-16% in 2022.

Swett pointed out that there had been challenging relationships between the Finance Committee and the Selectboard in past iterations, which led to the current structure.

9. Request for Additional Funds for Emerald Ash Borer Tree Removal

Timestamp: 1:55:05

Swett shared positive feedback on the efficiency of Wilcox Tree Service’s work.

I move to approve the expenditure of \$4,000 from the EABR Fund #52 to add 14 additional Ash trees identified as hazardous to the Wilcox Tree Service Contract. – Gere moved (2nd Swett) Vote: yes (unanimous)

10. Citizen Assistance Fund Request

Timestamp: 1:56:36

Duffy offered to include the accompanying documentation in the next packet.

Swett shared that he spoke with Town Service Officer John Farrell about building awareness that the bottle collection at the transfer station goes to the assistance fund.

I move to approve the expenditure of \$1,200.00 to provide financial assistance to a citizen in need identified by the Town Service Officer. – Layton moved (2nd Gere) Vote: yes (unanimous)

11. NFD Spending Request: Refurbished AEDs from Fund #26
Timestamp: 2:00:02

I move to approve the expenditure of \$6,000.00 from fund #26 to purchase 10 newly refurbished AEDs for the FAST Squad. – Layton moved (2nd Gere) Vote: yes (unanimous)

12. NFD Request: VLCT-PACIF Grant Award Transfer
Timestamp: 2:00:35

Classon asked what PACIF stood for; Layton explained that it was the municipal insurance wing of the VLCT.

I move to approve moving a \$1,500 reimbursement for a PACIF grant for the purchase of personal protective gear from the general fund to Fund #26. – Layton moved (2nd Gere) Vote: yes (unanimous)

13. Town Expense and Reimbursement Policy (removed from the agenda)

14. Town Manager Report
Timestamp: 2:01:53

Duffy shared that (1) an offer had been made and accepted for the Finance Assistant role, (2) Rosalinda and DeLaBruere met with Sullivan and Powers and discussed the timing of the audit, (3) the village master plan was ongoing, (4) the pedestrian scoping survey had been submitted, (5) the Moore Lane Bridge project was completed, (6) street sweeping was completed and crosswalks repainted, (7) Route 132 culvert was scheduled to begin soon, (8) a new dry hydrant sourced from the Connecticut River was now operational, (9) Recreation Director Brie Swenson put together a popsicle handout for the last day of school, (10) credit card processing was now operational in the Town Clerk's office, (11) election preparation was underway for August 11th, (12) additional money was approved for Wilcox Tree Service, (13) there was a successful paper shred day, (14) he and DPW Director Chris Kaufman met with residents on Main Street regarding an ongoing water issue, (15) he got feedback from the potential opioid fund recipients and considered them both qualified to accept the donation, (16) the rock used in town road work was the same as that used historically, despite recent complaints about road gravel stone changing, (17) just under \$800,000 in reimbursement had been received from FEMA, (18) he spoke with Harry Falconer and Ari Lattanzi about updates to the Article 36 Task Force, (19) Jenny Tolman would be stepping down from taking Selectboard minutes, (20) he confirmed that the Tracy Hall water spigot discussed at the last meeting had not worked in a long time.

Classon expressed thanks for the street sweeping and crosswalk striping.

Chair of the Planning Commission Jaan Laaspere noted that the interim ordinance for short term rentals was still active and not completed yet, and that the next step would be for the Selectboard to hold a second public hearing and then vote on it. Laaspere highlighted that they had added the Fire Chief's recommended changes and provided greater clarity about how pre-existing owner-occupied and non-owner-occupied rentals would be handled. Laaspere requested the topic be added to one of the subsequent meeting agendas.

Lindberg reminded the Selectboard that the Women's Club offered to provide funding to fix the Tracy Hall spigot.

15. Department Reports
Timestamp: 2:20:43

Selectboard members discussed the dry hydrant.

16. Communications
Timestamp: 2:23:00

Griggs wondered whether it would be possible to see a real-time version of correspondence, specifically to facilitate the creation of the agenda and shortened response times for public engagement.

Layton wondered if people would be impulsive in responding to items if visible immediately.

Swett shared that the existing procedure was laid out clearly at this point and that senders receive a response email stating that the email had been received and would be included in the upcoming packet. Swett shared that he appreciated getting a topic as soon as possible but also wondered what administrative challenges an open folder might pose.

Gere shared concern about an individual board member viewing and responding to something that should be viewed by the Selectboard at large; Griggs responded that it was a danger already.

Classon highlighted that he had received email submissions that did not copy the whole board. Swett responded that that was an appropriate form of citizen engagement.

Selectboard members and Duffy discussed the logistics of setting up a real-time view of correspondence.

Griggs asked if the rest of the Selectboard would be interested in putting up signage and a contact list in Tracy Hall to assist citizens when town staff are not available or visible.

Selectboard members and Duffy discussed the existing signage in the entrance to Tracy Hall, as well as what Tracy Hall's ideal signage would include. Selectboard members agreed to have Griggs draft a proposal for signage.

17. Town Manager Goals
Timestamp: 2:41:06

Griggs reflected that there seemed to be resistance to just setting goals without also discussing the evaluation form. Layton asked Griggs for examples of goals; Griggs gave the example of developing a critical understanding of town infrastructure.

Swett shared that he liked what Griggs had included in his most recent document on goals for the Town Manager but that he thought the next step would be to evaluate whether the stated goals were achieved, which would require greater specificity. Griggs explained that he did not expect goal setting to be very difficult or take very long and that the next step would be to determine how to evaluate.

Swett asked how SMART goals would be incorporated into Griggs' model. Griggs clarified that the goals were more like aspirations. Selectboard members how to measure job performance and goals and the ability to have goals without associated evaluation.

Gere wondered how to identify which goals would be aspirational and which would be evaluated. Gere encouraged having Selectboard goals for moving the town in a certain direction, followed by figuring out how to involve the Town Manager in accomplishing those goals.

Duffy explained that he viewed goals and performance objectives as the same thing and thanked Swett for reformatting Duffy's updated version of his goals. Duffy encouraged moving forward with Swett's proposal. Swett explained that he got the goals for his document from Griggs' sheet. Selectboard members discussed the formation of Swett's document and the process for developing Town Manager goals.

Layton suggested moving forward with the adoption of the draft document that Swett had compiled. Layton highlighted that new goals would need to be set in September, so the framework being discussed could be put in place until then.

Duffy expressed concern about performance objective 3A and that it would not be ready until mid-October. Griggs clarified that Duffy could still be considered as meeting expectations as long as Duffy is productively working on it. Swett added that there are a range of worthwhile goals that cannot be accomplished in one year.

Griggs offered to draft a proposal for the next meeting.

18. Liquor License Renewals

Timestamp: 3:12:44

*I move to recess the meeting of the Selectboard at 9:17 o'clock for the purpose of executing the duties of the local liquor control commissioners under the authority of 7 VSA §167 et seq. – Classon moved (2nd Layton)
Vote: yes (unanimous)*

I move to approve the application #78381 by L'Elephant Vert, LLC for a First-Class Restaurant/Bar License, application #78380 by L'Elephant Vert, LLC for an Outside Consumption Permit and application #78382 by L'Elephant Vert, LLC for a Third-Class Restaurant/Bar License. – Swett moved (2nd Layton) Vote: yes (unanimous)

I move to close the Norwich Liquor Commission session at 9:19 o'clock and reconvene the Selectboard meeting. – Layton moved (2nd Swett) Vote: yes (unanimous)

19. Approve Minutes
Timestamp: 3:15:16

Classon referenced John Carroll's earlier comments regarding the unwarned executive session in the June 3rd meeting and wondered how to deal with it. Griggs offered to write a description of what was done and include it in the next packet.

Carroll suggested adding a note to the minutes with regard to item four, as approval would show that the Selectboard conducted a properly noticed executive session. Carroll added that if the Selectboard directed Counsel to do anything with regard to item four, that decision would have no legal standing anymore. Carroll asked if any agreements were made during the item four executive session.

Duffy stated that the approval of minutes was to be a factual written accounting of how the meeting proceeded, which Duffy understood to be different from Carroll potentially making an open meeting law violation claim.

Classon questioned a quotation of Gere's statements in the June 3rd minutes as Classon did not agree with the statements made regarding the validity of straw polls in executive session. Griggs responded that "the minutes aren't inaccurate and this is what we said, so in that sense, the minutes are accurate."

Classon raised a hypothetical trip to Sweden via Germany or the United Kingdom using a set allocation of funds. Classon stated that agreeing to spend money was an intentional decision.

Swett redirected the conversation to approving minutes and reflected that minutes are a representation of what happened even if what happened was not the proper way of doing something. Swett wondered how to navigate a cure for the meeting substance that was not admissible.

Classon emphasized the need for "clear, legally mandated instruction as to how to communicate the outcome" of an executive session.

Carroll stated that the draft minutes appeared to be an accurate representation of what was said and done and that the looming question was how to navigate the possibility that some decisions were actually made in the executive session. Carroll pointed out that this would be a compartment problem, not a minutes problem. Carroll explained that it was acceptable to reach consensus in executive session but that the action that might follow could not be done in executive session. Carroll encouraged the Selectboard to do some "navel gazing" as to whether they handled the matter properly.

Duffy quoted the statute on open meeting law violation and stated that Carroll should follow the formal state law process if he believed a violation of open meeting law occurred.

Swett voiced appreciation for the format of the ongoing discussion since it was a challenging topic and stated that a formal open meeting law complaint was not necessary.

Layton stated that she did not think Griggs should write anything to cure something that was not publicly called out in writing as a violation.

I move to approve the minutes for June 3rd and June 10th, 2026 as presented. – Layton moved (2nd Gere) Vote: yes (unanimous)

20. AP Warrants
Timestamp: 3:37:43

I move to approve AP Warrant #1493 in the amount of \$245,614.61 to be paid from the General Fund; AP Warrant #1494 in the amount of \$18,303.41 to be paid from the Tracy Hall Fund #13, AP Warrant #1495 in the amount of \$61,217.00 to be paid from the Emerald Ash Borer Fund #52, and AP Warrant #1496 in the amount of \$1,287.01 to be paid from the General Fund. – Swett moved (2nd Gere) Vote: yes (unanimous)

21. Receipt of Correspondence
Timestamp: 3:39:19

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

Griggs wondered if it would be worth having a future discussion about the quality of roads in town. Layton responded that she did not think it would help. Swett shared that he thought it would be helpful for people to better understand the complicated process for maintaining dirt roads, especially amid changing weather patterns. Classon advocated for discussing the topic.

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

22. Discussion of July 8, 2026 Selectboard Agenda
Timestamp: 3:45:04

Selectboard members requested items on opioid fund distribution, short term rentals public hearing, fuel tracking, Article 36 suggestions, and the Tracy Hall spigot. Duffy highlighted that the public hearing would require a public notice period.

Classon wondered whether a water pipe could be put under the road between Tracy Hall and the Women’s Club triangle garden to enable an easy-access spigot.

Selectboard members agreed to all see the invoices from the legal expenditures with Stitzel, Page & Fletcher.

23. Adjournment
Timestamp: 3:50:36

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

Meeting adjourned at 9:55. Minutes taken by Jenny Tolman.

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

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

Name: Elena Kennedy

Address:

Day phone:

Evening phone:

E-mail: elenakennedy@gmail.com

Position Applied For: Recreation

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

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

Evening: Yes No Morning: Yes No

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

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

Parent and coach of youth sport athletes; PTO member; recreation facilities user, including tennis, Huntley meadow, Tracy Hall

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

Village Master Plan Steering Committee

5. Education and Current Employment

Employer: TNTP

Location: Remote

Description of work:

Education consultant work with school districts to design and implement strategies to improve talent management and teacher retention

6. Pertinent Education and/or Experience:

Raised in Norwich and now raising kids in Norwich. Professional experience described above

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

Comments:

I have been joining/participating in Rec Council meetings since October 2025.

Signature: **Elena Kennedy**

Date: **6/2/2026**



TO: Norwich Selectboard

FROM: Lily Trajman, Town Clerk

DATE: July 1, 2026

SUBJECT: Vital Records Supply Order: Marriage Binder Purchase

Purpose and Justification

It is critical that we maintain proper archival storage for marriage certificates because marriage certificates are permanently stored here in the town vault, rather than at the state level as is the case with birth and death certificates. Because we operate under Vermont state statute, the Clerk's Office holds the absolute responsibility to keep these original vital records safe, secure, and properly preserved for the public. Moreover, we cannot order a "regular" binder, as the marriage certificate paper issued to us by the state is 8x8.5" and has a unique four-hole punch pattern.

Historical Consistency and Capacity

We have used this specific style of marriage binder for the last three volumes, which covers marriages since 2008. Each of these binders holds about 150 mylar sleeves, which in turn contain two marriage certificates back to back. Kofile, the firm supplying the binder, also did some marriage book preservation work for us in 2024, so most of our marriage binders from 1903 forward match this style.

Order Details and Cost Breakdown

The 8-3/4 X 9-3/4 Birth or Marriage Binder is priced at \$300.70. The new binder will be gold stamped to match our previous binders and will have a four-post binding system. We have no need for the index (we print it) and no need for more mylar sleeves (we have more than enough left over from the last order, more than three years ago).

Procuring this binder ensures our records remain secure and consistent with decades of prior municipal archiving.

Town of Norwich

Departmental Request for Spending

Date: 7/1/2026 Department: Town Clerk

Request by: Lily Trajman (Name) Town Clerk (Title)

Town Manager Approval Date: _____ For Selectboard Meeting Date: _____

What is being requested: \$350 for a new marriage binder.

Has this request been budgeted by the Selectboard: _____ (No) X (Yes) FY27 (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain: \$350. Binder is \$300.70, shipping TBD.

Which fund will be used to pay for this request: 45 (Number of Fund)

Restoration (Name of Fund)

How much is in the above-named fund on this date: \$48,010.44 on 6/1

List other items/costs that are expected to be paid from the above-named fund in FY27 (Fiscal Year)

n/a

Request for Quotes required: _____ (Yes) X (No) To be sent out by Town Manager: _____ (Yes) _____ (No)

Expected Date of purchase, if known: 7/20/26

Other information: _____

Signature of Requestor: Lily Trajman Date: 7/1/26

Signature of Town Manager: _____ Date: _____

Action by Selectboard: _____ (Approved) _____ (Denied) _____ (Tabled) Date: _____

Concerns of Selectboard: _____

Quotes: Date sent out _____ Due date _____ Date selection made _____

Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____



June 30, 2026

Town of Norwich
Lily Trajman, Town Clerk
300 Main Street
Norwich, VT 05055
Email: clerk@norwich.vt.us

Good Morning Lily,

It was very nice talking with you earlier this morning. The price quote for the Vital Record supplies you are looking at purchasing will be as follows:

BIRTH OR MARRIAGE BINDER - 8-3/4" X 9-3/4" \$ 300.70ea.

NOTE: Binder will be Gold Stamped to match previous Binders.

A/A VITAL INDEX - \$ 119.00ea.

MYLAR ENVELOPES - \$ 1.40ea. = \$ 140.00 (sold in packs of 100)

The above Binder, Mylar and Index are 4 Post Drilling.

The estimated shipping time will be 2-3 weeks.

Thank you for your continued interest in our services. Please let me know if you want to place this order or have any questions.

Thank you,

Kathy A. Taylor

KOFILE TECHNOLOGIES
Vermont Office
1-802-881-9863

FW: IMPORTANT: FOREST FIRE AND FIRE PREVENTION STATUTE CHANGES

From Norwich Town Clerk <Clerk@norwich.vt.us>

Date Thu 6/25/2026 9:24 AM

To Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brita Vallens <bvallens@norwich.vt.us>; Alex Northern <ANorthern@norwich.vt.us>

 3 attachments (674 KB)

Town Clerk Letter.pdf; Fire Chief Letter.pdf; Fire Warden and Deputy Warden Letter.pdf;

Lily Trajman, PhD, CMC

she/her ([why?](#))

Norwich Town Clerk

802.649.1419

clerk@norwich.vt.us

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](#)).

From: ANR - Wildland Fire <ANR.WildlandFire@vermont.gov>

Sent: Wednesday, June 24, 2026 3:49 PM

Subject: IMPORTANT: FOREST FIRE AND FIRE PREVENTION STATUTE CHANGES

Importance: High

You don't often get email from anr.wildlandfire@vermont.gov. [Learn why this is important](#)

Dear Town Clerks,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to make towns aware of several changes to Vermont's forest fire laws resulting from the enactment of [Act 162](#) of 2026. These changes affect the designation of town forest fire wardens, deputy town forest fire wardens, municipal wildfire response coordination, and record-keeping requirements. Act 162 goes into effect on July 1, 2026.

Please place this item on the agenda of your next Selectboard meeting for review and discussion and share this information with your fire department leadership and other relevant officials, including the existing town forest fire warden and deputy town forest fire warden.

Town Forest Fire Warden Designation

Act 162 changes the method by which town forest fire wardens are designated. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest

fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard.

Municipalities served by multiple fire departments must designate **one** fire chief who will serve as the town forest fire warden. These towns should review their current arrangements and take any necessary action to formally identify the appropriate individual.

In the case where your town is served by another town's fire department, the chief of that fire department is designated as your town forest fire warden.

There will no longer be state involvement in the appointment or reappointment of town forest fire wardens, but municipal officials **must** ensure that FPR has current contact information for the designated town forest fire warden. Please fill out this linked personnel form at your earliest convenience. [Vermont Town Forest Fire Warden Contact Form](#)

Deputy Forest Fire Wardens

Town forest fire wardens may appoint deputy town forest fire wardens to assist with the responsibility of issuing Permits to Kindle Fire (Burn Permits). In cases where your town is served by another town's fire department, the fire chief may choose to designate a local deputy forest fire warden to help with the issuance of Permits to Kindle Fire in your town.

Campfire Definition

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per statute, campfires are excluded from requiring a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have additional ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting and Coordination

This legislation updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. Prompt notification and reporting to FPR is critical to ensure statewide response, situational awareness, and resource coordination.

Reimbursement for Fire Suppression Costs

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take for the municipality to seek reimbursement.

Fire Departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Recommended Town Actions

To ensure compliance with the new law, municipalities should:

- Review Act 162 with the Selectboard and fire department leadership.
- Confirm the individual serving as the town forest fire warden under the revised statute.
- If the municipality is served by multiple fire departments or fire districts, designate one fire chief as the town forest fire warden for the municipality.
- Ensure FPR has current contact information for the town forest fire warden and any deputy town forest fire wardens designated by the fire chief.
- Ensure recordkeeping practices support wildfire reporting and reimbursement requirements.

The Department of Forests, Parks, and Recreation will provide additional guidance, updated forms, and implementation resources in the coming months. We appreciate your assistance in helping Vermont communities remain prepared for wildfire prevention and response.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email ANR.WildlandFire@Vermont.gov or the wildland fire staff for your area:

<u>CONTACT:</u>	<u>EMAIL:</u>	<u>COUNTIES:</u>
Dan Dillner 802-777-3079	Dan.Dillner@vermont.gov	Addison, Chittenden, Franklin, Grand Isle
Devin Healy 802-917-2555	Devin.Healy@vermont.gov	Caledonia, Essex, Lamoille, Orange, Orleans, Washington
Kelsey Zaengle 802-917-2241	Kelsey.Zaengle@vermont.gov	Bennington, Rutland, Windsor, Windham

State of Vermont
Commissioner's Office
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Town Clerks,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to make towns aware of several changes to Vermont's forest fire laws resulting from the enactment of [Act 162](#) of 2026. These changes affect the designation of town forest fire wardens, deputy town forest fire wardens, municipal wildfire response coordination, and record-keeping requirements. Act 162 goes into effect on July 1, 2026.

Please place this item on the agenda of your next Selectboard meeting for review and discussion and share this information with your fire department leadership and other relevant officials, including the existing town forest fire warden and deputy town forest fire warden.

Town Forest Fire Warden Designation

Act 162 changes the method by which town forest fire wardens are designated. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard.

Municipalities served by multiple fire departments must designate **one** fire chief who will serve as the town forest fire warden. These towns should review their current arrangements and take any necessary action to formally identify the appropriate individual.

In the case where your town is served by another town's fire department, the chief of that fire department is designated as your town forest fire warden.

There will no longer be state involvement in the appointment or reappointment of town forest fire wardens, but municipal officials **must** ensure that FPR has current contact information for the designated town forest fire warden. Please fill out this linked personnel form at your earliest convenience. [Vermont Town Forest Fire Warden Contact Form](#)

Deputy Forest Fire Wardens

Town forest fire wardens may appoint deputy town forest fire wardens to assist with the responsibility of issuing Permits to Kindle Fire (Burn Permits). In cases where your town is served by another town's fire department, the fire chief may choose to designate a local deputy forest fire warden to help with the issuance of Permits to Kindle Fire in your town.

Campfire Definition

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per statute, campfires are excluded from requiring a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have additional ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting and Coordination

This legislation updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. Prompt notification and reporting to FPR is critical to ensure statewide response, situational awareness, and resource coordination.

Reimbursement for Fire Suppression Costs

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take for the municipality to seek reimbursement.

Fire Departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Recommended Town Actions

To ensure compliance with the new law, municipalities should:

- Review Act 162 with the Selectboard and fire department leadership.
- Confirm the individual serving as the town forest fire warden under the revised statute.
- If the municipality is served by multiple fire departments or fire districts, designate one fire chief as the town forest fire warden for the municipality.
- Ensure FPR has current contact information for the town forest fire warden and any deputy town forest fire wardens designated by the fire chief.
- Ensure recordkeeping practices support wildfire reporting and reimbursement requirements.

The Department of Forests, Parks, and Recreation will provide additional guidance, updated forms, and implementation resources in the coming months. We appreciate your assistance in helping Vermont communities remain prepared for wildfire prevention and response.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email ANR.WildlandFire@Vermont.gov or the wildland fire staff for your area:

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Montpelier, VT 05620-3801

Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Fire Chief,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to thank you and your department for your continued partnership in protecting Vermont's communities. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law (Act 162 of 2026), passed by the legislature and signed by the governor, updates Vermont's forest fire, fire prevention, and fire chief statutes (10 V.S.A. Chapter 83, Subchapter 4 and 20 V.S.A. § 2673) and the responsibilities and authorities related to the town forest fire warden, deputy town forest fire wardens, and fire chiefs.

Many of the legislative changes in Act 162 directly affect fire chiefs and their fire departments. We encourage you to review the information below and discuss any necessary implementation steps within your department and municipality.

Town Forest Fire Warden Designation

One of the most significant changes in Act 162 is the designation of the town forest fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard. Town forest fire wardens have the authority for forest fire suppression in their town. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest fire warden. This aligns the authority for forest fire suppression with the chief of the fire department. For municipalities served by multiple fire departments, the municipality must designate one fire chief to serve in this role. In some cases, this will mean that a fire chief is the town forest fire warden for multiple towns if their department has multi-town primary jurisdiction.

Deputy Forest Fire Wardens

Town forest fire wardens may appoint one or more deputy forest fire wardens to assist with issuing burn permits (Permits to Kindle Fire). Before the statute change, deputy town forest fire wardens were appointed by the Commissioner of FPR. Having deputy wardens who can assist with this responsibility helps ensure continuity during periods when the fire chief is unavailable and helps share the additional workload of issuing permits to kindle fire.

Campfire Definition

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per state statute, campfires do not require a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting Requirements

Act 162 updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. This is a significant change from the previous law that required a fire report within 2 weeks. Prompt notification and reporting to FPR is critical to help statewide situational awareness and resource coordination. Departments should ensure that personnel responsible for wildland fire incidents understand these reporting requirements and maintain accurate incident records.

Statewide Wildfire Coordination

Act 162 clarifies the authority of the State Forest Fire Warden during wildfire incidents and strengthens coordination between local departments and FPR. During significant or extended incidents, FPR may provide technical assistance, specialized resources, incident management support, aviation resources, or assume incident command when necessary to protect life, property, or natural resources. These changes are intended to improve coordination and ensure that local departments have access to the resources and support needed to manage increasingly complex wildfire incidents.

Reimbursement and Documentation

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take in order for the municipality to seek reimbursement. Notification must be made to FPR within an hour of discovery of fires on ANR owned land to be eligible for reimbursement. Fire departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Implementation Assistance

FPR recognizes that implementation of these changes will vary among municipalities, particularly in towns served by multiple fire departments or towns with no fire departments. To support a smooth transition, FPR will be sending training materials, offering online informational and question-and-answer sessions, and working directly with fire chiefs.

Please reach out to your town(s) to inform them of any deputy town forest fire wardens that you have designated.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email ANR.WildlandFire@Vermont.gov or the wildland fire staff for your area:

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Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Town Forest Fire Wardens and Deputy Town Forest Fire Wardens,

The Vermont Department of Forests, Parks, and Recreation (FPR) would first like to thank you for your service in protecting Vermont's communities and forest resources. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law ([Act 162](#) of 2026), passed by the legislature and signed by the Governor, updates Vermont's forest fire and fire prevention statutes (10 V.S.A. Chapter 83, Subchapter 4) and the responsibilities and authorities related to the town forest fire warden and deputy town forest fire wardens.

Effective July 1, 2026, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within a municipality shall serve as the town forest fire warden. In municipalities with multiple fire departments, the municipality shall designate a single fire chief to serve in this role. In some cases, a Fire chief may be the town forest fire warden for multiple towns if they have multi-town primary responsibility. If you are not currently the fire chief, you are no longer the town forest fire warden or deputy town forest fire warden appointed in your town.

The new statutes allow fire chiefs in the role of town forest fire wardens to designate one or more deputy town forest fire wardens. Deputy town forest fire wardens have the authority to issue permits to kindle a fire, much like a Key Person did before.

FPR recognizes that for some, this may be a significant change and difficult to hear. This change is not a reflection of the dedicated service of current town forest fire wardens and deputy town forest fire wardens. The previous forest fire statute, established in the early 1900s, identified a forest fire warden for each town and reflected the needs and realities of Vermont at that time, when communities were smaller and local fire protection systems were far less developed than they are today. Since that time, those statutes have remained largely unchanged while the current fire response systems have evolved around them. Fire chiefs have responsibility for fire suppression; however, the town forest fire wardens still had statutory authority for wildland fire suppression. Aligning the town forest fire warden with the fire chief role places fire suppression responsibilities with the fire chief, who oversees fire department resources. This change is intended to improve coordination, accountability, and the safe and effective management of wildfire incidents, while ensuring that those responsible for deploying local resources have an appropriate role in decisions that may affect costs and response capacity.

FPR encourages those whose role is changing to reach out to the fire chief for their respective town to explore opportunities to continue supporting their community as a deputy town forest fire warden. For those who already serve as both the fire chiefs and town forest fire wardens, further guidance will be provided by FPR's Wildland Fire Team as we work through this transition together.

The State of Vermont truly thanks you for your dedication and service to our communities.

Sincerely,



Danielle Fitzko, Commissioner
Vermont Department of Forests, Parks and Recreation
1 National Life Dr, Davis Bldg. | Montpelier, VT 05620
vtfpr.org

Kimo Griggs

Memo to Selectboard regarding providing outside running water from Tracy Hall, 6 July 2026

To the Selectboard,

On May 20, 2026 Carol Loveland sent a letter to the Selectboard on behalf of the Norwich Women's Club and the Triangle Garden Crew, requesting information on the condition of two faucets on either side of the grand stair of Tracy Hall facing the town green. They spoke at the May 27 Selectboard meeting, pointing out that the faucet they have been using to water our beautiful Triangle Garden is 150 feet away from their work, that the hose is heavy and, when deployed, crosses over both the Tracy Hall entry and the Church Street sidewalks (tripping hazards) before arriving at the Triangle. They hoped to find a faucet to use that is closer to the Triangle and wondered if the non-functional faucets might be repaired to provide safer entry conditions and easier working conditions for the older women who now tend the garden. They expressed a willingness to pay to reconnect an existing faucet or to install a new faucet. Carol shared that Liz Guest oversaw the garden and her husband had offered to find a solution. Loveland further noted that the Women's Club had donated to the town previously and could contribute if finances were the issue.

What I took from the letter and presentation was that we were being asked if it would be possible to provide a source of water that is closer to the Triangle and safer for the public using our sidewalks, providing an amenity to the citizen volunteers of our town who take care of the Triangle Garden.

Follow up since May 20: The last item of the Town Manager's Report for the June 24 2026 Selectboard meeting included, "It has been confirmed that the water faucet outlet on the south side of Tracy Hall has been inoperable for approximately 30 years."

Seven weeks after the inquiry, no action has been taken to explore reconnecting the faucet(s) or to provide a new one, and there is apparently no plan to investigate it further. I will be providing a motion during the June 8 Selectboard Meeting to ask that the Town Manager solicit bids for 1) reconnecting the hose bibs near the main stair and 2) (for comparison) solicit bids for installing a new hose bib on the outside of Tracy Hall to the north of the main entry (so as to reduce tripping hazards at the Main Street entry), and 3) investigate the possibility of placing a yard hydrant in the Triangle itself or adjacent to the fence on the Town Green.

Thank you, Kimo Griggs

OVERVIEW

The policy of the Town of Norwich (the Town) is to enforce all regulations pertaining to claims for reimbursement of expenses. Expense reimbursement is allowable for the Town business-related purposes only. In addition to following the regulations and guidelines prescribed herein, employees are expected to exercise good judgement when making expenses pertaining to reimbursement claims.

Section 1 GENERAL

A. Financing Business Expenses

1. Eligible Employees – all full-time and part-time employees of the Town are eligible for expense reimbursement under this policy. Elected Town officials are not eligible for expense reimbursement, but in specific circumstances, they may seek pre-approval from the Town Manager for expenditures for Town business-related purposes only, within mutually agreed prescribed limits and conditions.
2. Expense Reimbursement - All employee claims for reimbursement of expenses must be fully justified and, unless otherwise provided, supported by paid receipts. All claims for reimbursement of expenses must be submitted on the Town of Norwich Expense Reimbursement Form (attached)
3. Direct Payment - costs of registration and lodging fees may be billed directly to the Town by the provider.
4. Advance for other Travel Expenses – there is no provision for advance payment of travel expenses other than outlined in Section 1 A(2) above.

B. Explanation and Justification

Claimants must state the purpose of activities which give rise to claims and the times and the locations at which these activities occurred.

C. Reimbursable Claims

To the limits set forth by law and contractual agreements, only actual and necessary expenses which are incurred in the conduct of the Town's business by persons acting for the Town shall be reimbursed. Costs incurred for the sole benefit of the claimant are not reimbursable.

D. Avoiding Unnecessary Claims

All activities which require submission of claims should be conducted in the most economical and prudent manner possible, considering direct and indirect costs to the Town and the health and safety of all claimants.

E. Individual Submission of Claims

Town employees shall not request reimbursement for claims which include expenses incurred on behalf of other Town employees or family members.

F. Legibility and Permanence of Expense Claims

All claim forms for expenses must be either typewritten or handwritten in ink. In either case the form must be completed in full and legible.

G. Frequency of Claims

All claimants who incur expenses for travel should file a request for reimbursement of expenses to his/her supervisor every two weeks. Each department must remain cognizant of the policy that employee expense claims are to be processed expeditiously and submitted for approval and submission to the Finance Department to meet the earliest possible payment cycle.

H. Approval of Expense Claims

All personal expense claims submitted must have the full, legible signature in ink of both the claimant and the immediate supervisor. Immediate supervisor means the person who normally assigns, supervises and has knowledge of the claimant's work activities (e.g. Department Heads). In any case, the person approving a particular claim should be the supervisory person who has the best knowledge as to the validity of the claim(s) being made and should adhere to the following:

Claimant	Supervisor/Approver
Department Employee	Head of Department
Head of Department	Town Manager
Town Manager	Selectboard Chair
Elected Town Official	Town Manager

I. Payment of Expense Claims

Reimbursement of employee claims must be charged against an appropriation of the department to which the employee is regularly employed. Subsequent expenditure transfers to other appropriations or departments may be made to allocate expenses.

Section 2 TRANSPORTATION - GENERAL

A. Reimbursement for Mileage

Town employees are entitled to be reimbursed for the use of a privately owned vehicle at a rate per mile as set by the [IRS Business Standard Mileage Rate](#) (for 2026: \$0.725/mile). Such rate shall be the same regardless of type of vehicle. Reimbursement shall be based on all miles actually and necessarily travelled in the performance of official duties, except that miles travelled between an employees' home and office, or a portion thereof, shall not be reimbursed. Expense mileage claims are to be entered on the separate Town of Norwich Mileage Reimbursement Form (attached) and submitted together with the corresponding Town of Norwich Expense Reimbursement Form.

B. Travel Routing

Travel should be by the most direct or economical route except in instances where the use of a particular route may be impossible or unduly hazardous.

C. Extended Trips - Special Claims

In the case of inclement weather conditions where travel is hazardous or inadvisable, reasonable and receipted claims for lodging may be allowed.

D Insurance Is Claimant's Responsibility

A privately owned vehicle must have adequate insurance coverage prior to the use for Town business

E. Vehicle Supplies, Parts and Services Not Reimbursable

Reimbursement of charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance and other similar expenditures is not allowed on personal vehicles. The standard reimbursement rate per mile includes all expenses for the use of the privately owned automobile.

F. Parking and Tolls

Actual and necessary expenditures for tolls and parking may be claimed. Whenever possible, receipts must be submitted.

G. Traffic Violations

Fines for traffic or parking violations will not be reimbursed.

H. Ride Share and Taxi Fares

Fares for Ride Share services (e.g. uBer, Lyft) and Taxi services are authorized for travel between lodging locations and conference or business sites.

I. Car Rental

When private or public transportation is not available, the department head may pre-authorize the use of rented vehicles. The actual receipted costs of rentals will be reimbursed, but a full explanation and the pre-approval of the department head will be required for all such rentals. Rentals made for the convenience of the employee will be reimbursed at the contractually authorized mileage rate.

J. Trips - Starting and Ending Points

Expense claims must show the starting and ending point (city/town) for each trip on a claim for reimbursement of mileage. A Google Maps screen shot or uBer/Lyft trip planning graphic showing origin and destinations is required.

Section 3 OUT-OF-STATE TRANSPORTATION

A. Approval

All out-of-state travel requiring overnight stays regardless of whether any cost is incurred must be pre-approved by the Town Manager. A pre-approval letter or email copy must be attached to all claims requesting expense reimbursement for out-of-state expenses.

B. Limits on Reimbursement

Reimbursement for transportation will be limited to the most economical method available, taking into account alternative transportation codes and the value of the employee's time.

C. Mode of Travel

Any normal mode of approved travel is eligible for expense reimbursement.

D. Documentation of Costs

Receipts, cancelled ticket stubs, or any other type of documentation which proves actual expenditures must be provided for costs of public conveyance other than local taxi, limousine or bus service.

E. Travel at Extra Cost

If the mode of transportation does not conflict with the needs of the department, the employee may use any form of transportation but can only be reimbursed for the amount which would have been paid had the least expensive mode been selected. In any such case, the cost of both modes of transportation must be shown on the expense account claim form.

F. Indirect Routes, Interrupted Travel

Any extra expense which is a result of an individual travelling by an indirect route or caused by interrupting travel for the individuals own convenience shall not be submitted for reimbursement.

G. Air Travel

Air travel must be pre-approved by the Town Manager. Flight tickets must be attached to claims for trips involving air travel whether the cost of the ticket is part of the claim, in order to justify the claimant's itinerary and related expenses.

Section 4 LODGING

A. Claims

Claims for lodging must be limited to charges which are both reasonable and necessary.

B. Documentation of Claims

Receipts for lodging must be on a receipt of the lodging establishment and must show either proof of payment or incurrence of a debt by credit card. Handwritten receipts from small lodging establishments are acceptable. If a personal credit card is used for payment, the credit card slip must be submitted with the expense claim. Hotel vouchers must show date, cost of room, name of claimant and number of occupants in the room.

C. Lodging Rate Limits

Reimbursement is limited to the rate charge of a single room. Double rooms offered at a single room rate shall be considered single rooms. Use of lodging facilities other than standard single room rates must be pre-approved by the Town Manager.

D. Employee Liable for Unnecessary Charges

Charges for a claimant's failure to observe check out time or to cancel a guaranteed hotel reservation shall be considered an unnecessary expense and ineligible for reimbursement.

E. In-state Lodging

1. After considering all costs (meals and lodging versus mileage and travel time), if it is less expensive for an employee to stay overnight, the Town Manager may approve overnight in-state lodging.
2. If an employee is required to be away from his/her official duty station and is also required to work at least 5 hours, including travel, beyond his/her normal workday, lodging expense will be allowed provided the work place is at least 40 miles from the employee's home.
3. Lodging may be allowed if hazardous travel conditions, inclement weather or health/safety conditions exist and are fully explained on the expense claim.
4. Any exceptions to the above must have the prior approval of the Town Manager

Section 5 MEALS

A. General Provision

1. Upon the approval by the immediate supervisor, all state employees when on official duty while away from home and official duty station shall be reimbursed for the actual cost of meals taken subject to the following maximums:
 - Breakfast: \$25.00
 - Lunch: \$35.00
 - Evening Meal: \$55.00

All claims for meals must include the location and time the meal was procured.

2. The supervisor's approval should be based on, in addition to the employee being on official duty, the fact the meal could not have been reasonably taken at the employee's home or office or the activity planned for a different time. Being away from home or office during the normal mealtime will not necessarily entitle the employee for reimbursement, e.g. returning to the office at 1:00 p.m. from a morning meeting.

4. Breakfast will only be reimbursed on the morning following a reimbursable overnight stay or, where reasonable, in extraordinary situations which are fully explained (for example, departing home before 5:30 a.m. for a meeting).

5. Dinner may be reimbursed when the claimant is eligible to claim lodging or, when fully explained, is required to work beyond the

normal dinner hour (for example, after 6:30 p.m. and is away from home or office).

B. Special Provisions

1. State employees participating in seminars, conventions, training or conference sessions may claim reimbursement for meal expenses incurred without regard to location of the meal or meal maximum provided the meal is part of a prearranged or programmed meeting in which all participants are served from a single preselected menu with no control over the cost of the meal. This must be fully explained and include the approval of the department head when requesting reimbursement.
2. Town employees required to attend a meeting, at which a meal is part of the program with no single preselected menu, in the town of their residence or duty station during their normal meal time, may be reimbursed for the meal within the maximums permitted by Section 5 A(1).
3. Employees required to attend a business meeting after normal working hours and the time between the meeting and their quitting time is so short that it is not reasonable for them to travel to their residence for a meal, may request and receive reimbursement for their meal
4. No reimbursement will be allowed for the cost of alcoholic beverages unless obtained by a law enforcement official as evidence.
5. The maximum allowable reimbursement amount for meals includes meal, tax and gratuity.

The Town of Norwich

Expense Reimbursement Form

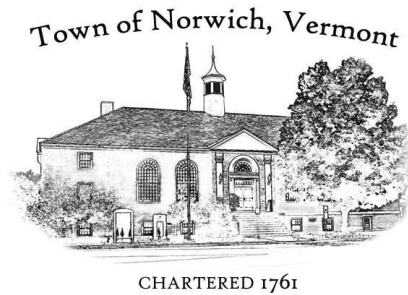
Name: _____ Department: _____

Home Address: _____

Receipts for all expenses must accompany this form. Expenses must be allocated to the appropriate departmental account (i.e. Budget line/Account #). The completed form must be approved and signed by the Supervisor/Approver prior to submission to the Finance Department.

Budget Line/Account #	Description/Purpose	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
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_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL \$ _____



MEMO

To: Norwich Selectboard
From: Brennan Duffy, Town Manager
Date: July 2, 2026
Re: Opioid Settlements Fund uses

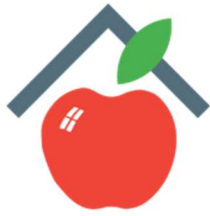
In December the Selectboard voted to establish a new Designated Fund called the Opioid Settlement Fund for the purpose of accepting payments dispersed from the National Opioid Settlements and distributing such payments for allowable Opioid Remediation purposes. Fund 56 is currently holding a balance of \$33,914.

During the May 27th Selectboard Meeting the topic of the Selectboard approving uses for the Town's current fund balance was discussed and the Town Manager was tasked with reaching out to two local entities, Second Wind Foundation/Upper Valley Turning Point and Good Neighbors Health Clinic. After speaking with the Executive Directors of both entities, I believe both could be appropriate recipients for a donation of the Town's opioid funds.

If the Selectboard was so inclined, a donation of \$16,000 to each entity could be considered. This would leave a small balance in Fund 56 which will continue to regenerate as future National Opioid Settlement payments are received.

Please see attached supplemental information provided by each entity.

Thank you for your consideration of this topic.



Good Neighbor Health Clinic Red Logan Dental Clinic

June 3, 2026

Town of Norwich

Dear Members of the Select board,

On behalf of Good Neighbor Health Clinic (GNHC), I would like to express my sincere gratitude for your continued commitment to addressing the opioid crisis and supporting the health and well-being of communities across our region. The thoughtful stewardship of opioid settlement funds presents a meaningful opportunity to invest in programs that improve access to care, reduce barriers to treatment, and strengthen the systems that support individuals and families affected by substance use disorders.

As GNHC continues to grow and evolve, we remain deeply committed to serving our most vulnerable neighbors through accessible, compassionate, and patient-centered care. Over the past three years, our organization has experienced transformational growth. What began as a vision to expand access to healthcare for underserved populations has developed into a thriving community health organization providing comprehensive services, expanding educational opportunities for future healthcare professionals, and building innovative partnerships that strengthen the health of our neighbors.

During this period, we have significantly increased the number of patients served, expanded our clinical and support services, strengthened our volunteer and provider networks, and enhanced our capacity to respond to emerging community needs. We have invested in programs that address social determinants of health, improve access to primary and preventive care, and connect individuals with critical resources that support long-term health and stability.

The opioid crisis continues to impact many of the individuals and families we serve. Funding from the Town of Norwich would directly support initiatives that align with the intended purpose of opioid settlement funds by increasing access to care, improving patient navigation and case management services, strengthening referral pathways to treatment and recovery supports, and addressing barriers that often prevent individuals from seeking or maintaining care. These investments would allow us to expand our capacity to provide comprehensive support for patients affected by substance use disorders while also addressing the broader health challenges that frequently accompany addiction, including chronic disease, mental health concerns, housing instability, harm reduction services, and limited access to healthcare.

As we look toward the coming year, Good Neighbor Health Clinic is focused on expanding community-based services, strengthening partnerships throughout the Upper Valley, increasing access to integrated care, and continuing to build sustainable programs that improve health outcomes for generations to come. Opioid settlement funding would serve as a critical investment in these efforts and would enable us to reach more individuals who are at risk, in recovery, or seeking pathways to improved health and stability.

We are incredibly grateful for the Town of Norwich's leadership and dedication to supporting initiatives that improve the lives of residents throughout our region. I would welcome the opportunity to discuss our programs, goals, and the potential impact of opioid settlement funding in greater detail. Thank you for your consideration and for your continued commitment to building a healthier and stronger community!

Sincerely,

Elizabeth R. Franson, MHA
CEO & Executive Director
Good Neighbor Health Clinic



Good Neighbor Health Clinic
Red Logan Dental Clinic

Strategic Plan


2026 - 2028



A community where people have access to the health resources they need to reach their potential for mental, physical, and social well-being.

70 North Main Street
White River Junction, VT 05001

 goodneighborhealthclinic.org

 Medical – (802) 295-1868
Dental – (802) 295-7573

Executive Summary

Good Neighbor Health Clinic (GNHC) is a non-profit organization providing cost-free medical, dental, and mental healthcare to uninsured and underinsured adults living within 30-miles of our clinic in White River Junction, Vermont. Good Neighbor Health Clinic provides care for adult residents in 22 Vermont and 16 New Hampshire towns, as shown on the map below.

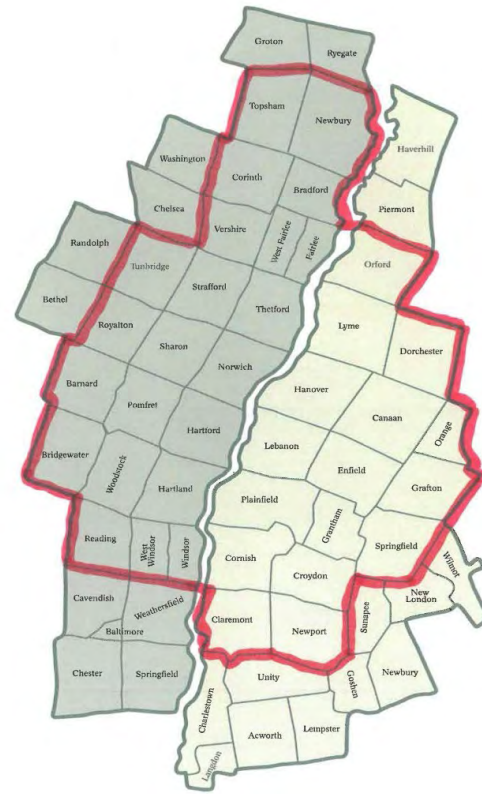
In September 2024, GNHC initiated a comprehensive strategic planning process aimed at defining key priorities to guide the organization through fiscal years 2026, 2027, and 2028. Over the course of ten months, the organization engaged extensively with a diverse range of community members, patients, stakeholders, and other partners to gather insights, assess evolving health and well-being needs, and reflect on our mission, vision, and values. The thoughtful feedback from all these contributors has provided invaluable insights into community needs and aspirations, many of which have shaped this strategic plan and will continue to guide the organization's ongoing efforts.

This document outlines the strategic planning process and details the strategic focus areas identified as critical for GNHC's continued growth and impact.

The following focus areas reflect the thoughtful input and insights gathered throughout the strategic planning process and are designed to help clarify and realign the organization's impact within the Upper Valley to guide the work done over the next 3-5 years:

- Goal 1: Strengthen Workforce Capacity and Sustainability**
- Goal 2: Enhance and Expand Patient Care Services**
- Goal 3: Maintain and Improve Our Facility**
- Goal 4: Increase Visibility and Financial Support**

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State of the Organization

As a trusted community provider offering free, high-quality medical and dental care in the Upper Valley, GNHC continues to be a vital resource for individuals who face barriers to accessing traditional health services. Yet, we continue to face complex challenges, especially in meeting the demand for services.

In recent years, the organization has expanded both the scope and quality of its services: adding specialty clinics, launching new programs, growing volunteer engagement, and distributing food and other nutrition support. Visibility has increased and our relationships with volunteers and community partners have deepened. Staff and volunteers have fostered a culture of compassion, equity, and excellence to ensure patients feel seen, respected, and supported through their care journey. Our programs are strong, our community relationships are deepening, and volunteers, staff, and the board are motivated to expand our impact.



Our teams of volunteers and staff have worked tirelessly to balance patient care with operational strain, but additional staffing and investment are urgently needed. Our physical space, while central and beloved, requires significant upgrades. Building assessments have identified critical needs and also possible funding opportunities. Delays in addressing infrastructure issues pose operational risks and impact the patient and staff experience. Ultimately, the work of the organization is shaped by larger demographic and policy trends. These shifts create a growing demand for medical, dental, and supportive services, especially in our rural region, underscoring the importance of building an adaptable, resilient organization.

Mission, Vision, and Values

As part of the process, the organization undertook a thorough review of our mission, vision, and values statements to better align them with our core purpose and clarify our identity. The following statements now serve as foundational messaging to guide our work, strengthen our communications, and align our team around a shared vision for the future. They were approved by the Board on May 27, 2025.

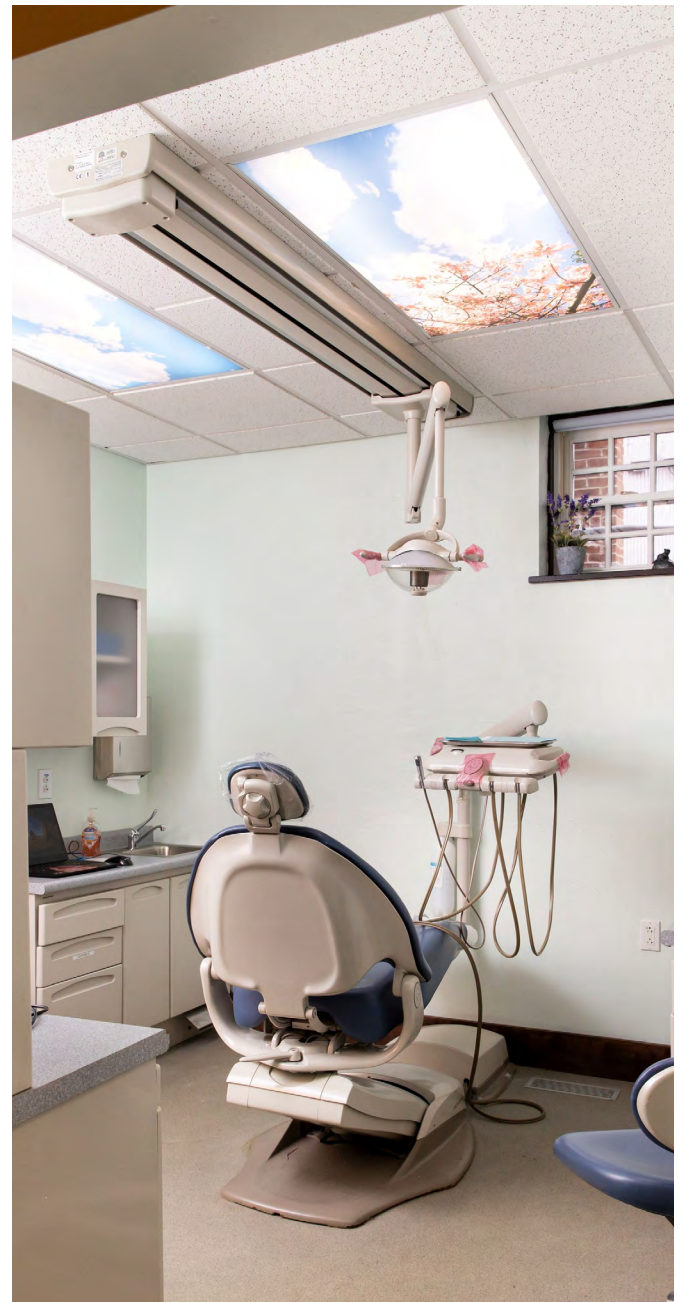
Mission: Good Neighbor Health Clinic (GNHC) is a nonprofit organization that delivers free, high-quality medical and dental care, helping Upper Valley residents facing financial hardship to live healthier lives.

Vision: We envision a community where everyone has the services and care they need to achieve good health and well-being.

Values:

- **Compassion and Respect:** We foster a positive, understanding environment that honors each person's unique experiences and upholds their dignity.

- **Professional Excellence:** We are committed to the highest standards of education and ethical, professional care in everything we do.
- **Empathetic Care and Accountability:** We build trust and take responsibility in all our relationships, creating a place where everyone feels welcomed and supported.



Responding to an Evolving External Landscape

The organization's work is shaped by larger demographic and policy trends. These shifts create a growing demand for medical, dental, and supportive services, particularly for low-income and uninsured individuals. At the same time, the healthcare and policy environment is increasingly volatile. What began in 2024 as a period of relative federal and state stability gave way to budget uncertainty and an increasingly strained workforce by early 2025.

These realities underscore the importance of building an adaptable and resilient organization. The organization must plan not just for what's needed today, but for what's coming in five or ten years, both in terms of services and operational infrastructure. The financial model must be able to absorb shocks and adapt to policy shifts. The staffing model must support longevity and reduce burnout. The strategic plan must center on patient needs, align resources, and guide decision-making around what to grow, sustain, or refine.

The Strategic Planning Process for the Clinic

The planning process included meetings, work sessions, and qualitative data collection over 10 months. This process included four phases:

- 1. Designing the Planning Structure:** Creating a framework tailored to the organization's specific needs and context.
- 2. Stakeholder Engagement and Feedback:** Gathering insights from key stakeholders across the region to assess emerging health needs and organizational impact.
- 3. Strategic Visioning and Goal Setting:** Developing a renewed vision for the organization, along with specific goals, strategies, and measurable outcomes for fiscal years

2026–2028. Additionally, the team explored some longer-term opportunities to position GNHC for sustained impact.

- 4. Finalizing and Adopting the Strategic Plan:** Solidifying strategic priorities and securing Board approval in June 2025.

Stakeholder input was a cornerstone of the planning process. Staff and board members engaged in a SOAR analysis in September (Strengths, Opportunities, Aspirations, and Results), and revisited GNHC's mission, vision, and values statements beginning in October. From December through May, GNHC conducted comprehensive community outreach, as described further below.

- In total, approximately 230 individuals and organizations participated through a variety of engagement methods, including online and paper surveys and in-depth interviews.
- Of the total participants, 198 responded to surveys, with the majority being unique respondents, while 31 community leaders took part in one-on-one interviews.
- A separate series of interviews with a small set of key donors was conducted to further inform the final stages of planning and implementation.



GNHC SOAR Analysis

Organizational Strengths	Organizational Opportunities
<ul style="list-style-type: none"> ● Reputation for excellent care <ul style="list-style-type: none"> ○ Delivered by a team of mission-driven staff, leadership, and volunteers ○ Integration of medical and dental services for comprehensive and holistic services ○ Person-centered, stigma-free, accessible, and compassionate care ● Strong community connections <ul style="list-style-type: none"> ○ Partnerships with local organizations are vital assets ● Stable financial positioning <ul style="list-style-type: none"> ○ Growing fundraising capacity ○ Maximizing resources effectively 	<ul style="list-style-type: none"> ● Capacity <ul style="list-style-type: none"> ○ In-house specialties to better meet evolving community health needs ○ Strengthening staff retention through competitive compensation, benefits, and professional development ○ Pursuing federal funding opportunities ● Relevance <ul style="list-style-type: none"> ○ Expanding reach and impact across the Upper Valley ○ Increasing dental services, exploring mobile clinics, and other service models to reach the patient population more effectively ● Engagement <ul style="list-style-type: none"> ○ Enhancing partnerships with medical schools, social service agencies, and other non-profits providing direct support
<ul style="list-style-type: none"> ● Expansion <ul style="list-style-type: none"> ○ Capacity through increased in-house services to address comprehensive health needs ○ Solidifying GNHC's reputation as a leading provider of care within the region ○ Creating a robust volunteer program that includes specialized medical and dental professionals ● Sustainability <ul style="list-style-type: none"> ○ Establishing a \$1 million endowment fund ○ Cultivating a world-class employer reputation to attract top talent committed to the mission ○ Create a robust volunteer program to increase the number of specialized medical and dental professionals 	<ul style="list-style-type: none"> ● Enhanced care outcomes <ul style="list-style-type: none"> ○ Reducing waitlists for medical and dental services ○ Expanding service capacity through new specialty care opportunities ○ Increasing staff satisfaction and retaining team members ● Growth & Longevity <ul style="list-style-type: none"> ○ Securing new or expanded clinic space for future expansion ○ Increasing financial stability through new funding pathways, diversified revenue streams, and non-cash assets



Goals, Strategies, & Key Results

Strategic Goal 1: Strengthen Workforce Capacity and Sustainability

Why This Matters: A stable and supported workforce is essential to delivering consistent, high-quality care. Staff turnover is a persistent challenge, and the current team is stretched thin, often juggling responsibilities that limit their ability to focus on enhancing services and improving care. Recruitment and retention are further challenged by professional staff earning higher compensation elsewhere. Our team is our most valuable asset in building a stable future and achieving long-term growth.

To expand the clinic's impact and also minimize patient wait, we must invest in our people through supporting their wellness, providing clarity in roles, and creating a workplace where they feel proud and motivated to contribute. With thoughtful planning and support, we can strengthen and sustain this team for years to come.

Our Approach:

To strengthen our workforce and position the organization for long-term sustainability, we will:

- **Strategy 1A:** Increase compensation to remain competitive in the market (FY26-28)
- **Strategy 1B:** Evaluate role titles and responsibilities, and ensure staff have proper education and resources to do the work well (FY26-28)
- **Strategy 1C:** Invest in professional development to build skills and morale (FY26-28)
- **Strategy 1D:** Reassign responsibilities and streamline workflows to better align staff capacity with organizational needs, while clearly defining roles to support sustainable growth and development (FY26)
- **Strategy 1E:** Target recruitment of our volunteer medical and dental professionals to meet specific patient needs and strengthen referral partnerships (FY26)

- **Strategy 1F:** Add a new position of full-time Director of Operations (FY26)
- **Strategy 1G:** Add a new employee position of part-time Medical Director (FY26)
- **Strategy 1H:** Add a new development staff position within the next three years

Expected Outcomes:

- Improved staff retention and stronger skill development
- A more positive and collaborative work environment for staff and volunteers
- A safer atmosphere for both staff and patients
- Expanded access to care through increased dental and medical capacity
- Reduced operational disruption and increased organizational sustainability
- Improved operational efficiency

Strategic Goal 2: Enhance and Expand Patient Care Services

Why This Matters: Delivering high-quality, accessible care requires more than clinical expertise. It depends on efficient operations, reliable tools, and an infrastructure that supports growth. Currently, staff are burdened by overlapping responsibilities that limit their capacity to improve and expand services. The equipment is outdated with limited diagnostic and testing capabilities. Potential IT vulnerabilities and transportation barriers further compromise the quality and safety of patient care. Investing in our internal infrastructure is essential to achieving greater efficiency, expanding access, and ensuring that every patient receives the comprehensive support they need.

Our Approach:

To better serve our community, we will take a multi-pronged approach to strengthen the foundation and future of our care delivery:





- **Strategy 2A:** Reorganize staffing responsibilities to improve efficiency and create space to focus on service enhancement (see also Goal 1) (FY26)
- **Strategy 2B:** Expand access to dental care beyond our walls through participation in the RAM (Remote Area Medical) Clinic (FY27)
- **Strategy 2C:** Invest in new dental chairs within the next five years to replace aging equipment (FY28)
- **Strategy 2D:** Replace our current server to ensure the security and continuity of patient records (FY27-28)
- **Strategy 2E:** Sustain recent investments in new lab equipment and plan for tool replacement over the next seven years (FY27-28)
- **Strategy 2F:** Improve communication and coordination with volunteers to better leverage their skills and time through staffing and touchpoints, including formal orientation processes (FY26)
- **Strategy 2G:** Target recruitment of our volunteer medical and dental professionals to meet specific patient needs and strengthen referral partnerships (see also Goal 1) (FY26)
- **Strategy 2H:** Explore partnerships or in-house options to improve transportation to and from the Clinic for patients (FY27-28)
- **Strategy 2I:** Invest in new patient communication software to improve appointment reminders, reduce no-shows, and strengthen engagement with care (FY26)



- **Strategy 2J:** Explore a shared electronic health record system that meets the needs of both the medical and dental clinics (FY26-27)

Expected Outcomes:

- Increased number of patients served
- Safer, more reliable care through updated technology and equipment
- Improved quality of care and patient outcomes
- More efficient use of staff & volunteer time
- Expanded access to care, particularly for those facing transportation barriers



Strategic Goal 3: Maintain and Improve Our Facility

Why This Matters: Our building is essential to how we deliver care, but it is aging and requires strategic, sustained investment. While relocating or constructing a new facility may be part of our long-term vision, such a move is not feasible within the next five years. We must prioritize maintaining and improving our current space to ensure it remains safe, efficient, and supportive of both patient care and staff well-being. By continuing to focus on primary care, dental services, and other social support, we will continue to operate effectively in our existing facility with the goal of moving in the following five years to better serve our current programs and create unity in our space.

Our Approach:

To preserve and strengthen our physical infrastructure, we will:

- **Strategy 3A:** Continue the work of the Facilities Committee to develop and implement a long-term plan for building maintenance and improvements (FY26-28)
- **Strategy 3B:** Establish and manage a consistent short- and long-term maintenance schedule to prevent costly emergency repairs, extend the life of the building, and support strategic planning by anticipating future facility investments (FY26-27)
- **Strategy 3C:** Prioritize key upgrades, including: (FY26-28)
 - Replacing and upgrading air systems
 - Repairing or replacing the roof, external walls, and windows
 - Improving internal sound quality for a better patient and staff experience



Expected Outcomes:

- A safer, more energy-efficient, and environmentally responsible facility
- Improved comfort and experience for patients, staff, and volunteers
- A proactive process for leadership to manage ongoing building needs
- Potential long-term cost savings through energy efficiency and preventative maintenance

Strategic Goal 4:

Increase Visibility and Financial Support

Why This Matters: To sustain our operations and advance key strategic priorities, we must grow and diversify our funding. While our work is deeply valued, we face growing financial needs and a shifting landscape—federal and state funding is uncertain, and we currently rely on federal/state sources for 18% of our budget. At the same time, our current capacity for development and communications is limited. Our CEO & Executive Director has little dedicated time for fundraising, and there is minimal staff capacity to support these efforts and work towards more clarity in how the community understands who we are and what we do. Our ability to engage new donors, retain current supporters, and clearly communicate our impact is further constrained by outdated materials, a lack of a strong case statement, and underutilized board involvement.

Our Approach:

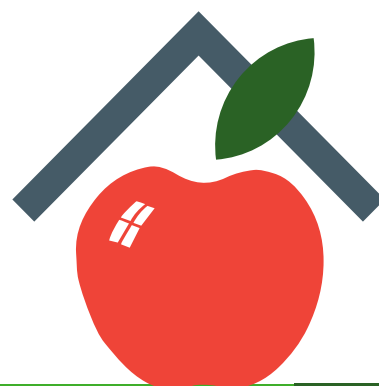
To build a stronger foundation for financial sustainability and community engagement, we will:

- **Strategy 4A:** Reorganize staff responsibilities to free up capacity for development leadership and define roles to support sustainable organizational growth (See also Goal 1) (FY26)

- **Strategy 4B:** Invest in training for staff and board members to strengthen their ability to serve as ambassadors and build relationships with donors (FY26-27)
- **Strategy 4C:** Clarify and elevate public messaging to better inform the community about our work and value (FY26-28)
- **Strategy 4D:** Invest in additional support, including a new development staff position, to build out a development strategy and write, design, and distribute updated development and communications materials, including a compelling case statement (See also Goal 1) (FY27)
- **Strategy 4E:** Lay the groundwork for a future comprehensive campaign (FY26-28)
- **Strategy 4F:** Collect and share more patient stories to illustrate impact and strengthen emotional connections with donors (FY26)

Expected Outcomes:

- Greater ability for staff members to participate in development activities
- More active board engagement in donor cultivation and community outreach
- Increased time for the CEO & Executive Director to focus on development strategy and major donor relationships
- Improved materials, messaging, and systems to support donor engagement
- Stronger donor retention, increased new donor acquisition, and growth in major gifts



Looking Ahead: As we look to the future, we are guided by the principle that direction is more important than speed. We've learned that creativity, collaboration, and persistence are essential to solving the complex challenges our patients face, including social determinants of health and other barriers to care. We've also learned that the best outcomes happen when we invest in internal systems, support our people, and build relationships rooted in trust.

Our engagement in the strategic plan process represents our collective commitment to clarity, collaboration, and continuity. It will ensure a roadmap for the next three years that reflects where we are, honors the work we've done, and charts a path toward a stronger, more sustainable

future. With the continued dedication of our staff, board, and community, Good Neighbor Health Clinic is poised to deepen its impact and lead the way in reimagining what health and dignity can look like in the Upper Valley. Successful implementation of the strategic plan requires consistent reflection, intentional adjustments, and shared accountability across staff, board members, and community partners. Recognizing that the environment in which we operate is dynamic, we remain prepared to adjust goals and strategies to ensure continued relevance and impact.

IN THE WORDS OF OUR PATIENTS

“I cannot express the amount of gratitude I have for your clinic. My health has improved by leaps and bounds thanks to you. Thank you from the bottom of my heart.”


“I'm always comfortable while in their care. It's important to acknowledge that people are often judged by other people based on different aspects of their lives, so I am grateful that my smile is something I can be proud of!”



Good Neighbor Health Clinic
Red Logan Dental Clinic

70 North Main Street
White River Junction, VT 05001

 goodneighborhealthclinic.org

 Medical – (802) 295-1868
Dental – (802) 295-7573



7/1/2026

Opioid Funding support request
501c3 nonprofit organization tax id: 02-0451558

The Second Wind Foundation (SWF) is best known for its flagship program, Upper Valley Turning Point, our peer recovery center which opened its doors in downtown White River Junction in 1992. Due to a lack of parking downtown we moved the center to 200 Olcott Drive in White River Jct., a location we have enjoyed for many years where we can stand with one foot in White River and the other in Norwich!

In 2006 the SWF established Willow Grove a transitional residence for women in early recovery from substance use disorder. August 1st will mark 5 years since the opening of Jack's House, where men are afforded that same round the clock support that women have relied on for over 2 decades.

Our supportive transitional residences designed for individuals in the early stages of recovery from substance use disorder (SUD) empower individuals by providing a supportive and substance-free living environment. Both offer family-style housing for five residents in each house (10 in total), who are required to work or volunteer, and share living quarters with others on the same path to recovery.

These programs provide comprehensive case management to ensure that individuals access vital services needed to strengthen all areas of their lives, enabling them to maintain continued abstinence and progress toward independent and productive lives. Residents typically stay for an average of 6-12 months while actively engaging in their recovery plan goals. Through this structured and supportive approach, Willow Grove and Jack's House help individuals build a strong foundation for long-term recovery and successful reintegration into society.

The participants at our Peer Recovery Center and at our housing facilities come from different walks of life and may have experienced difficulties with a variety of drugs and alcohol. We support people on all paths to recovery and residents in our housing often have a history of opioid use. The loss left in the wake of the use of these highly fatal substances is difficult to experience. We are fortunate to witness lives reclaimed and families restored. Our Wit's End program for parents who have children engaging in harmful substance use has been a blessing to many since its inception over 25 years ago. The substances may have changed over the years but the fear, desperation, even anger that parents feel when their child is in danger remains the same. Many of those parents learned how to best support their children and there are quite a few who have made their way to recovery.

We appreciate the Town of Norwich for offering financial support to the Second Wind Foundation with opioid funding that is available to support recovery efforts. Along with other funding we receive here is what an opioid funding contribution to the Second Wind Foundation would support:

1. Support twenty-two (22) individuals annually in weekly case management and give direct support for resume writing, interview skills, and job search until they have found appropriate employment.
2. Furnish an average of five (5) referrals per resident per 3 to 9 month stay i.e.: medical, counseling, legal, employment, transportation, permanent housing, family support both for individuals and their parents, siblings, and extended family and also support for parents who may be separated from their own children due to substance use who are seeking to reunify or establish visitation.
3. Provide 24 hours a day, year-round on-call services.

Our method of tracking the data includes:

1. Case Management notes documenting goals achieved.
2. Staff will document time spent with residents on job search, budgeting, planning appointments, legal issues, recovery support, etc.
3. Paystubs verify employment or volunteer forms filled out by agencies verify attendance of volunteers.
4. Referrals are documented in case management notes.

5. Residents will get the signature of Chairperson verifying attendance at support groups and submit weekly.
6. Employee on-call services tracked within payroll

We are happy to report that we are able to see the long-term success of many former residents as they continue to be a part of the recovery community at the Upper Valley Turning Point and in the community. Residents of our housing and participants at the Turning Point find belonging and purpose, two vital elements necessary for a lifetime of recovery. Those who stay share their gratitude by giving back to the community.

Just 2 weekends ago I attended a barbecue with about 30 women at Willow Grove including current residents, past residents, recovering women in the community who support those in need, 3 staff, 2 board members, and 3 children and an infant (who lives at Willow Grove with mom!) I don't have all the statistics gathered for this event but am including the 2025 annual appeal which highlights "Friendsgiving" a celebration with Turkey and all the fixings at Willow Grove last November. I think you'll enjoy reading this and seeing the proof that peer recovery works!

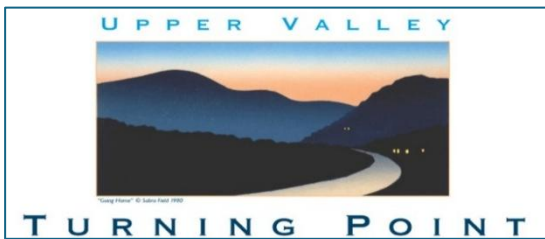
Respectfully submitted,



Sheila Young

Executive Director, Second Wind Foundation

December 2025



Recently I was turning onto Olcott Drive on my way to work. At the top of the road I saw a person on an E-bike waiting to turn onto route 5. It was AJ! One more accomplishment!

He's got wheels! This makes it easier for him to juggle his schedule getting to school, his job, and his peer support meetings. Days have been pretty cold, but it hasn't stopped him from showing up. He knows what he needs and he knows where to get it.

Late last February, just out of treatment, AJ came to the Turning Point. He had the advantage of already knowing the space. AJ has a family member in recovery. At age 13 he and his younger brother spent a lot of time in the library while their dad attended meetings in the big room. Now he's here for himself. He quickly met some friendly people in the parking lot that introduced themselves. He sat with them during the meeting. "They were so nice to me, I knew I was in the right place."

AJ is our youngest member. He turned 17 this summer and will celebrate a year in recovery in January 2026. This gives him a unique ability to identify with those who are his age. Not long ago he was able to reach out to a young newcomer "I could tell it was his first time at a meeting. I felt like I knew about what he was feeling and I had something to offer. I got him a hot, black coffee and sat with him during the meeting."

Meet AJ



(AJ, top, Karl left, Sarah right., convention in Burlington)

Being a junior at a local high school and in recovery is challenging. AJ has a few kids he feels comfortable with. "It has taken a while, but more people at school are respecting my choices."

AJ has new friends in recovery! And he engages in new activities that are wholesome and fun. "I have a lot of friends at the center or at Jack's House, and at meetings. I have fun. I went to the campout this summer, I've been to Turning Point events, recovery celebrations, clean time countdowns, and conventions. There is always something going on. I like riding my new bike **and** it is winter; I started skiing at 3 years old and now I am snowboarding!"

About the Turning Point:

"It's my second home. I have homes with my parents, but this is home too. In my early recovery I was doing a 90/90 (going to 90 meetings in 90 days). For 5 months I spent all day at the center. Karl and Sheila were there and supported me. I liked being able to help out. I spent time with people in recovery. There's always a meeting or someone to be with. It feels safe and full of people that I love and trust. It feels like a warm, comfy safe space."

About recovery:

"The best things about being in recovery are having friends that don't rely on alcohol or other drugs and having trust with my parents who had no trust in me for a long time."



WE LOVE TO CELEBRATE!

At our Friendsgiving Dinner we captured in this photo 20 adult women with a total of 129 years and 10 months in successful recovery from substance use disorder.

W I L L O W G R O V E

- 4 current residents 2 years 9 months
- 7 former residents 35 years 1 month
- 9 supporters 92 years
- and 8 children
- having fun with their parents in recovery!

The Second Wind Foundation is very proud of our transitional housing program Willow Grove. We are incredibly grateful to Maggie, Christy, Neama and the current residents for all their hard work to make Friendsgiving happen.

Former residents, members of the recovery community and our friends are appreciated for their investment in the lives of Willow Grove women past and present.



(Second Wind Foundation also operates Jack's House for men in early recovery)

A note from the Director of Second Wind Foundation

Upper Valley Turning Point. We are recovery central.

AJ's story struck a chord with me. At 13 he had already come to the center with a family member. Several of our longstanding members have adult children in recovery. When they were little, they ran around the pool table, came to spaghetti dinners, or had playdates at other members' houses. They grew up together in recovering families. Where are they now? Many of them are here. Just yesterday I got an enthusiastic Happy Birthday text from a young man, age 20 who I have known since he was 4. I thanked him and asked how he was. "Great!" he replied. The best birthday gift for me. He is 2 years in recovery now.

Our primary purpose as a community center is to provide safe and supportive space where recovery can take place and be sustained for both a day and a lifetime. We serve both newcomers and long-time members because these two groups rely upon one another. Committed mentors lead the way and pass the torch. Without them newcomers would flounder.

One feels good upon entering the Turning Point's clean and welcoming space. We are open to all those who have a recovery interest: recovery seekers, those in recovery, friends, family and supporters.

We are recovery, not prevention, not treatment. Yet, it turns out parents who sustain recovery for the long term are prevention leaders. Our next generation learns where the answers are at a young age and make their way here when they need to.

AJ's story brings to mind two things. One, we are a whole. If one part of us is missing, we feel it. There are no "us" and "them". We are simply us. Second, although we are not a "prevention" organization, I know that whenever one person joins the recovery community, chances are another will follow. That is the most organic ounce of prevention there is.

I am grateful to all of you who come together to share full and rich lives. Happy Holidays to all!



Sheila Young

2 July 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,

At the selectboard and town manager's direction, SEC has made progress on updating the Norwich greenhouse gas inventory and advancing the goals of the town's Article 36 mandate of 2019.

Municipal Greenhouse Gas Inventory

SEC has now received an updated equipment inventory and mileage data from the Department of Public Works and is currently working through the Town's electric bills. Heating fuel bills are still needed from the Finance Department. SEC aims to have these bills within a month and deliver an updated GHG inventory by the end of Q1. Norwich's GHG inventory was last updated in 2021 using data from FY2019.

Electric Light-Duty Vehicles and Power Equipment

Using the updated equipment inventory from the DPW, Police Department, and Fire Department, SEC will make a shortlist of equipment slated for replacement in the near-term and run a comparison of performance, purchase price, and operating costs between traditional ICE models and electric alternatives.

Building Decarbonization

Once heating fuel data has been secured from the Finance Department, the Town should have a clear picture of any savings garnered from the installation of condensing propane boilers at Tracy Hall in the fall of 2025—both in terms of fuel costs and greenhouse gas emissions. SEC will interpret this data and report back to the Selectboard later in Q1.

CC: Brennan Duffy, Town Manager
CC: Norwich Energy Committee

Kimo Griggs

Memo: Proposal to Allow Real-Time Access to Packet Materials, 6 July 2026

To the Selectboard,

During the Selectboard meeting of July 1, 2026 we discussed item #16 - Proposal to Allow Real-Time Access to Packet Materials. We discussed the advantages and disadvantages of the proposal, and briefly considered what changes would be required to allow access to packet materials as they come in rather than waiting for the packet to be complete and assembled before everyone can see it. I believe the sense of the meeting was that a formal proposal would not be unwelcome.

Our current procedure provides access to packet materials only after our agenda has been approved by a majority of the Selectboard. This has meant that most letters, forms and other materials that appear in the packet cannot be acted on as they have not been warned in advance. Real-time access might allow some items to be included on the same agenda for which they are part of a packet, potentially considerably reducing our response time. Real-time access might also provide both the Selectboard and our citizens with a heads-up well in advance of agenda-setting so that they can better prepare to support or question items of interest. Of course if an item is sent in just prior to the deadline for inclusion in a packet no significant time for response will be gained, but it may help with agenda-setting and communications among our citizenry.

I spoke to potential disadvantages that I had identified and considered, including added work for our staff. If the Town Manager's office discovers that it is more difficult to provide real-time access we will certainly want to consider continuing with our present procedures, but ensuring every document is in a pdf format and placing it in a folder for later inclusion in the combined pdf for the packet is currently being done, and simply allowing the public to see but not edit them would seem to be an easy change – but perhaps it is not. Privacy issues should not be any greater because the documents already enter the public domain when they are released as part of a packet, and we have included wording on our website to warn of this.

I will provide a motion asking the Town Manager to produce proposals allowing real-time access to documents that will be included in selectboard packets. Proposal A should include access to all as soon as an item is received, converted to a pdf if necessary and placed in a folder for the next selectboard meeting (unless a request has been made to put it in a future packet). Proposal B should include the same access but all selectboard members and our citizens to request a notification when items are placed in the folder. Proposal C could include the same access, the potential for automatic notification and the ability to attach notes related to an item ("I support this", "I think this is a bad idea because...", "This was discussed in SB notes of January 1893...")

I would like to ask our Town Manager for a reasonable timeframe for reporting back so that we can place an item on a future agenda to decide how to move forward in a timely manner. We may wish to consider interim solutions.

Thank you, Kimo Griggs

Kimo Griggs

Memo: Proposal for Contact List in Tracy Hall and on Website, 6 July 2026

To the Selectboard,

During the Selectboard meeting of July 1, 2026 we discussed item #16 - Contact List in Tracy Hall and on Website. We discussed the advantages and disadvantages of the proposal, and briefly considered what changes would be required and why the idea might be a positive change for the town.

The current arrangement of stairs, elevator, and relatively small offices on three different floors is somewhat opaque to a visitor to Tracy Hall. When people – citizens, visitors, vendors etc. come into the Main Street entrance (some having first climbed the major entry stairs to locked doors, or if the doors are unlocked the...gym?) they are greeted with very little information about our town government and employees, and it cannot be easily be found – particularly if no staff are about. Yes, those with cell coverage might look at the town website, but if a visitor hits a tree that is down on a road, or if a fire hydrant is leaky, or if someone had an accident coming out of Dan & Whits, or ran into the fence on the town green while distracted or ill or just wanted information about the town they might naturally go to the Town Hall to get information or report something. During most (not all) business hours they are likely to find someone, but not at any other time (the building is open quite a lot during off hours for sports, gatherings etc.). Names of our staff and officers and contact information can't hurt – and might help a lot! I would like to see a proposal from our Town Manager to provide and/or improve the information that is available to a visitor to Tracy Hall.

Our website is also somewhat opaque – finding a list of Town officers and employees could easily be a front-page item, or at least a button labeled: People – or some such thing. A page with a listing of all elected officials, Town employees and Committee heads at minimum might be a great improvement. Perhaps the same information could be provided on the webpage as is found in Tracy Hall?

Possible information to be included might be Name, position, office location, contact information such as phone, email address, working hours... (this might differ from person to person – perhaps more information for department heads? Do we need phone numbers for listers? Town Clerk? Fire and Police Chief? Our Town Manager “is always on call” according to their job description, so what information should be provided to satisfy that requirement?) Head shots might be considered so that citizens can recognize us? I don't have the answers but I'd prefer more information over less for Heads of our Departments and perhaps members of the Selectboard.

I will provide a motion asking the Town Manager to produce a proposal for what information might be provided on signage in Tracy Hall and our website that we can then design a solution around.

I would like to ask our Town Manager for a reasonable timeframe for reporting back so that we can place an item on a future agenda to decide how to move forward in a timely manner. We may wish to consider interim solutions.

Thank you, Kimo Griggs

Kimo Griggs

Memo: Update on Katucki Case, 6 July 2026

To the Selectboard,

During the Selectboard meeting of 3 June 2026 we entered executive session twice – the first session was properly warned and the second was correctly added to the agenda at the start of the meeting in response to a request by a quorum of the membership. The motions I prepared for the meeting that I believe would have helped us gain ground relative to the Katucki complaint(s) were ignored following last-minute advice from our counsel.

Following the second executive session I stated that “no action was taken, and no documents were produced”. I was uncomfortable at the time with stating this, but it was the sense of the board after having been advised prior to leaving executive session that it was proper, and it was what we should do.

There has been discomfort amongst some members of the Selectboard since that meeting. Insisting that “no action was taken” simply doesn’t pass the smell test even if it might *technically* be defensible. We entered executive session because a quorum wished to gain knowledge they felt our lawyers could only provide in that environment, but it became apparent during the session that some direction was required of us in order for our lawyer to proceed. A “straw poll” was suggested – a perfectly good tool for measuring readiness to leave an executive session when follow-up action is anticipated – but we did not mention decision-making before entering executive session (so we should not have discussed it), I claimed “no action” was taken, and we did not ratify the decision in public following the executive session - three strikes against us that need to be acknowledged and fixed. Without ratification in public any action taken based on our “straw poll” may not be considered legal or binding.

During the June 8 2026 Selectboard Meeting I will rescind my statement, and will propose a motion to ratify the decision that was implied by our “straw vote”.

Thank you, Kimo Griggs

06/29/26
01:52 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1497 Current Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 06/25/26 To 07/08/26 & Fund 01

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jdelabruere

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
10022	06/08/26	Cabin Filter 5551	01-5-703403.00 PARTS & SUPPLIES	12.52	18008	07/08/26
10022	06/11/26	Brake Battery, Cleaner 5820	01-5-704403.00 PARTS & SUPPLIES	55.49	18008	07/08/26
10027	06/15/26	Engine 1 Repair R70101116801	01-5-555528.00 FIRE TRK R & M	7675.99	18009	07/08/26
10066	06/17/26	Uniform Chevrons 13QCWQJF9NN7	01-5-500543.00 Law Enforcement Equip.	59.76	18010	07/08/26
10066	06/09/26	Starlink Switch 13QPT69TXKRL	01-5-500535.00 VIBRS	24.49	18010	07/08/26
10066	06/12/26	Earbuds, Binoculars 1FGP7R3KKN4N	01-5-500543.00 Law Enforcement Equip.	765.01	18010	07/08/26
10066	06/12/26	Earbuds, Binoculars 1FGP7R3KKN4N	01-5-500583.00 UNIFORMS CLEANING	838.60	18010	07/08/26
10066	06/09/26	Starlink Case 1HY74MGRFFXF	01-5-500535.00 VIBRS	166.06	18010	07/08/26
10066	05/29/26	Holster, Safety Light 1JFWHRY9NPCT	01-5-500543.00 Law Enforcement Equip.	763.93	18010	07/08/26
10066	06/25/26	Colored Paper, Pens 1LYP61NRCV36	01-5-050550.00 PRINTING	95.88	18010	07/08/26
10066	06/12/26	Holster 1NJIMY1JNN66	01-5-500543.00 Law Enforcement Equip.	126.93	18010	07/08/26
10066	06/18/26	Uniform Chevrons 1RVCHTCQQYLX	01-5-500543.00 Law Enforcement Equip.	39.84	18010	07/08/26
10066	06/11/26	Starlink Extension Cable 1TKK13QH6W3L	01-5-500536.00 DISPATCH SERVICES	51.26	18010	07/08/26
10066	06/22/26	Wood Slices 1X7NHRHDWKKR	01-5-425211.00 EQUIP. & SUPPLIES	27.08	18010	07/08/26
10093	06/18/26	TH Cooling System Repair 113939	01-5-706113.00 REPAIRS & MAINTENANCE	724.50	18011	07/08/26
20026	06/09/26	MAG 2" COMBO 1-1/2" 427222/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	26.99	18013	07/08/26
20026	06/18/26	Spray Paint 429829/6	01-5-705403.00 PARTS & SUPPLIES	24.17	18013	07/08/26
20026	06/23/26	Shovel 430876/6	01-5-703507.00 SUPPLIES	39.98	18013	07/08/26
20026	06/24/26	Wood Stain, Nitrile Glove 431273/6	01-5-425330.00 REPAIRS, MAINT&Site Wrk	76.93	18013	07/08/26
20065	02/13/26	TH - Replace Thermostat 56416	01-5-706113.00 REPAIRS & MAINTENANCE	2442.61	18014	07/08/26
20065	01/29/26	DPW - Replace Battery 56435	01-5-703511.00 REPAIRS & MAINTENANCE	232.94	18014	07/08/26
30026	06/01/26	Compost & Recycling 1152420	01-5-705308.00 FOOD WASTE DISPOSAL	1061.91	18015	07/08/26
30026	06/01/26	Compost & Recycling 1152420	01-5-705305.00 RECYCLING	4246.98	18015	07/08/26
30026	06/01/26	C&D & MSW 1152421	01-5-705306.00 C & D WASTE DISPOSAL	2079.47	18015	07/08/26
30026	06/01/26	C&D & MSW 1152421	01-5-705303.00 MUNICIPAL SOLID WASTE	5190.48	18015	07/08/26

06/29/26

Town of Norwich Accounts Payable

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Check Warrant Report # 1497 Current Next FY Invoices For Fund (General)
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jdelabrueere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30033	06/03/26	1K EDC 9431-1084871	01-5-500543.00 Law Enforcement Equip.	169.25	18016	07/08/26
30093	06/20/26	DPW - 06/27/26 - 07/26/26 06202026	01-5-703505.00 TELEPHONE	337.99	18017	07/08/26
Will post as prepaid expense to: 01-1-004102.00 until next year						
40093	06/18/26	Parking Fee 06182026	01-5-200615.00 DUES/MTGS/EDUC	2.05	18018	07/08/26
50041	06/16/26	FY27 Records Mgt System ESO-203765	01-5-555534.00 SOFTWARE MAINTENANCE	3000.00	18019	07/08/26
Will post as prepaid expense to: 01-1-004102.00 until next year						
50041	06/16/26	FY27 Records Mgt System ESO-203765	01-5-555532.00 RADIO MAINTENANCE	266.78	18019	07/08/26
Will post as prepaid expense to: 01-1-004102.00 until next year						
50047	06/16/26	Regular Gas 0084077-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2610.43	18020	07/08/26
50047	06/17/26	Diesel Fuel 0084117-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1232.88	18020	07/08/26
60053	06/18/26	Line Striping 2863	01-5-703319.00 PAVEMENT MARKING	3310.00	18021	07/08/26
200069	05/31/26	May 2026 Broadband 16309	01-5-500536.00 DISPATCH SERVICES	154.74	18022	07/08/26
80060	05/13/26	BarChain Oil, Milk Crate 3513999	01-5-555530.00 EQUIPMENT MAINTENANCE	45.90	18023	07/08/26
90009	06/26/26	Payroll Transfer PR-06/26/26	01-2-001107.00 FED W/H TAX PAYABLE	6842.24 B	423	06/26/26
90009	06/26/26	Payroll Transfer PR-06/26/26	01-2-001103.00 FICA TAX PAYABLE	12346.78 B	423	06/26/26
100023	06/10/26	Hay Bales 06102026	01-5-703215.00 OTHER PROJECTS	36.00	18024	07/08/26
120003	06/22/26	River Road Dry Hydrant 117012	01-5-555635.00 DRY HYDRANT	8500.00	18025	07/08/26
140045	06/18/26	License Plate ABB760 002099640647	01-5-500501.00 ADMINISTRATION	4.00	18026	07/08/26
150004	06/26/26	Payroll Transfer PR-06/26/26	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	18007	06/26/26
160035	06/01/26	3/4" Crushed Stone 1375609	01-5-703207.00 GRAVEL & STONE	5492.62	18027	07/08/26
160035	06/01/26	Winter Sand 1375612	01-5-703203.00 SAND	29637.79	18027	07/08/26
160035	06/05/26	Winter Sand 1377235	01-5-703203.00 SAND	16165.39	18027	07/08/26
160035	06/09/26	Winter Sand 1378429	01-5-703203.00 SAND	13643.82	18027	07/08/26
160035	06/12/26	Winter Sand 1378880	01-5-703203.00 SAND	49605.77	18027	07/08/26
160035	06/16/26	Winter Sand 1380008	01-5-703203.00 SAND	3336.31	18027	07/08/26
160081	06/18/26	Starlink Installation 4790	01-5-500535.00 WIRES	1298.75	18028	07/08/26
190006	06/24/26	Engine 1 State Inspection 19556	01-5-555528.00 FIRE TRK R & M	283.85	18029	07/08/26

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Town of Norwich Accounts Payable

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jdelabrue

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
30082	06/04/26	SAFETY-KLEEN SYSTEMS, INC	Parts Washer Solvent.	01-5-703511.00	363.59	18030	07/08/26
			99988812	REPAIRS & MAINTENANCE			
190054	06/15/26	SOLAFLECT SOLAR PARK I, L	Monthly Solar	01-5-705501.00	239.04	18031	07/08/26
			JUN 2026	ELECTRICITY			
190054	06/15/26	SOLAFLECT SOLAR PARK I, L	Monthly Solar	01-5-706101.00	609.09	18031	07/08/26
			JUN 2026	ELECTRICITY			
190055	06/15/26	SOLAFLECT SOLAR PARK IV,	Monthly Solar	01-5-500204.00	84.41	18032	07/08/26
			2606_01	SPEED SIGNS			
190055	06/15/26	SOLAFLECT SOLAR PARK IV,	Monthly Solar	01-5-706115.00	17.60	18032	07/08/26
			2606_01	BNDSTND/SIGN/EVCH ELECTRI			
190055	06/15/26	SOLAFLECT SOLAR PARK IV,	Monthly Solar	01-5-575233.00	22.36	18032	07/08/26
			2606_01	TOWER POWER			
190055	06/15/26	SOLAFLECT SOLAR PARK IV,	Monthly Solar	01-5-705501.00	76.77	18032	07/08/26
			2606_01	ELECTRICITY			
190055	06/15/26	SOLAFLECT SOLAR PARK IV,	Monthly Solar	01-5-485233.00	698.86	18032	07/08/26
			2606_01	ELECTRICITY/Heating			
190073	06/05/26	STANTEC CONSULTING SERVIC	Moore Lane Bridge	01-5-703321.00	2986.85	18033	07/08/26
			2572548	BRIDGES			
20060	05/22/26	SWENSON, BRIE	Softball, ASR, Pizza	01-5-425211.00	29.95	18034	07/08/26
			05222026	EQUIP.& SUPPLIES			
20060	05/22/26	SWENSON, BRIE	Softball, ASR, Pizza	01-5-706113.00	39.98	18034	07/08/26
			05222026	REPAIRS & MAINTENANCE			
20060	05/22/26	SWENSON, BRIE	Softball, ASR, Pizza	01-5-425220.00	19.99	18034	07/08/26
			05222026	SPECIAL EVENTS /SUPPLIES			
20060	05/22/26	SWENSON, BRIE	Softball, ASR, Pizza	01-5-425220.00	31.96	18034	07/08/26
			05222026	SPECIAL EVENTS /SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425211.00	247.83	18034	07/08/26
			06222026	EQUIP.& SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425211.00	7.87	18034	07/08/26
			06222026	EQUIP.& SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425330.00	82.42	18034	07/08/26
			06222026	REPAIRS,MAINT&Site Wrk			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425330.00	15.00	18034	07/08/26
			06222026	REPAIRS,MAINT&Site Wrk			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425211.00	18.50	18034	07/08/26
			06222026	EQUIP.& SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425211.00	37.94	18034	07/08/26
			06222026	EQUIP.& SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425211.00	7.72	18034	07/08/26
			06222026	EQUIP.& SUPPLIES			
20060	06/22/26	SWENSON, BRIE	Naturalist, ASR, Pizza	01-5-425220.00	31.95	18034	07/08/26
			06222026	SPECIAL EVENTS /SUPPLIES			
210004	06/15/26	UNIFIRST CORPORATION	Uniforms	01-5-703311.00	444.36	18035	07/08/26
			1070520181	UNIFORMS			
210004	06/15/26	UNIFIRST CORPORATION	Uniforms	01-5-704311.00	100.00	18035	07/08/26
			1070520181	UNIFORMS			
210004	06/22/26	UNIFIRST CORPORATION	Uniforms	01-5-703311.00	444.36	18035	07/08/26
			1070522027	UNIFORMS			
210004	06/22/26	UNIFIRST CORPORATION	Uniforms	01-5-704311.00	100.00	18035	07/08/26
			1070522027	UNIFORMS			

06/29/26

01:52 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1497 Current Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 06/25/26 To 07/08/26 & Fund 01

jdelaBruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
210006	06/25/26	UNITED AG & TURF John Deere Repair 11695191	01-5-703401.00 OUTSIDE REPAIRS	427.75	18036	07/08/26
180083	06/25/26	UPPER VALLEY FENCING CLUB Fencing 06252026	01-5-425200.00 Instructor/Contractor Fee	872.00	18037	07/08/26
220008	06/04/26	VERIZON WIRELESS Cell Phone 5/5/26-6/4/26 6145284756	01-5-555625.00 TELEPHONE & INTERNET	77.45	18038	07/08/26
220008	06/04/26	VERIZON WIRELESS Cell Phone 5/5/26-6/4/26 6145284756	01-5-500501.00 ADMINISTRATION	309.82	18038	07/08/26
220008	06/04/26	VERIZON WIRELESS Cell Phone 5/5/26-6/4/26 6145284756	01-5-425127.00 TELEPHONE	37.44	18038	07/08/26
220008	06/04/26	VERIZON WIRELESS Cell Phone 5/5/26-6/4/26 6145284756	01-5-005532.00 T MNGR CELL PHONE	37.44	18038	07/08/26
220008	06/04/26	VERIZON WIRELESS Cell Phone 5/5/26-6/4/26 6145284756	01-5-200531.00 TELEPHONE	37.44	18038	07/08/26
220021	06/26/26	VERMONT DEPARTMENT OF TAX Payroll Transfer PR-06/26/26	01-2-001109.00 VT W/H TAX PAYABLE	2691.66 B	422	06/26/26
220062	06/12/26	VMERS DB Payroll Transfer PR-06/12/26	01-2-001111.00 VMERS GRP B PAYABLE	7236.88	18039	07/08/26
220062	06/12/26	VMERS DB Payroll Transfer PR-06/12/26	01-2-001113.00 VMERS GRP C PAYABLE	3602.09	18039	07/08/26
220062	06/26/26	VMERS DB Payroll Transfer PR-06/26/26	01-2-001111.00 VMERS GRP B PAYABLE	7317.29	18039	07/08/26
220062	06/26/26	VMERS DB Payroll Transfer PR-06/26/26	01-2-001113.00 VMERS GRP C PAYABLE	3666.98	18039	07/08/26
230000	06/04/26	W.B. MASON CO., INC. File Folders 262385361	01-5-704403.00 PARTS & SUPPLIES	14.78	18040	07/08/26
230000	06/10/26	W.B. MASON CO., INC. Office Supplies 262500329	01-5-500901.00 ADMINISTRATION	519.71	18040	07/08/26
230052	06/18/26	WATERS EXCAVATION, INC. Moore Lane Bridge 900013	01-5-703321.00 BRIDGES	16858.15	18041	07/08/26
Report Total				235961.52		

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 \$ ***235,961.52
Let this be your order for the payments of these amounts.

Finance Director

Barrie Rosalinda
Barrie Rosalinda

Town Manager:

DocuSigned by:
Brennan Duffy
B4528E672DA7404
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

06/29/26
01:56 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1498 Current FY Invoices For Fund (FIRE EQUIPMENT FUND)
For Check Acct 03(General) All check #s 06/25/26 To 07/08/26 & Fund 26

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jdelabruere

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
20020	BERGERON PROTECTIVE CLOTH	06/09/26	Boots 251431	26-5-555322.00 FIRE EQUIPMENT	2782.00	18012	07/08/26
230041	WITMER PUBLIC SAFETY GROU	06/17/26	Helmet Fronts INV912293	26-5-555322.00 FIRE EQUIPMENT	1641.36	18042	07/08/26
Report Total					4423.36		

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 \$ *****4,423.36
Let this be your order for the payments of these amounts:

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
Town Manager: Brennan Duffy

SELECTBOARD:

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

06/29/26

Town of Norwich Accounts Payable

01:57 pm

Check Warrant Report # 1499 Current FY Invoices For Fund (DPW-BRIDGE FUND)
For Check Acct 03(General) All check #s 06/25/26 To 07/08/26 & Fund 41

jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
230052	06/18/26	WATERS EXCAVATION, INC. Moore Lane Bridge 900013	41-5-700675.00 BRIDGE REHAB	150000.00	18041	07/08/26
Report Total				150000.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***150,000.00
Let this be your order for the payments of these amounts.

Finance Director


Barrie Rosalinda

Town Manager:

DocuSigned by:

D4E20EC72DA7484
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Clason
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

06/29/26
02:40 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1500 Current Next FY Invoices For Fund (General)
For Check Acct 04 (General) All check #s 06/01/26 To 06/30/26 & Fund 01

Page 1 of 1
jdelabrera

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
50012	05/09/26	Pizza REF#0728	01-5-500501.00 ADMINISTRATION	125.91 B	418	06/10/26
50012	04/28/26	Phone Case, Cords REF#0858	01-5-555630.00 OFFICE SUPPLIES	219.95 B	418	06/10/26
50012	05/13/26	Municipal Clerks Hotel REF#1977	01-5-100615.00 DUES/MTGS/EDUC	369.29 B	418	06/10/26
Will post as prepaid expense to: 01-1-004102.00 until next year						
50012	05/13/26	Starlink REF#3084	01-5-500536.00 DISPATCH SERVICES	165.00 B	418	06/10/26
50012	04/30/26	HSE Assy Kit REF#4797	01-5-555530.00 EQUIPMENT MAINTENANCE	79.92 B	418	06/10/26
50012	04/13/26	Starlink REF#5082	01-5-500536.00 DISPATCH SERVICES	195.00 B	418	06/10/26
50012	04/22/26	Finance Director Job Post REF#5228	01-5-005540.00 ADVERTISING	216.00 B	418	06/10/26
50012	05/04/26	Adobe REF#6094	01-5-703515.00 ADMINISTRATION	19.99 B	418	06/10/26
50012	05/12/26	Boots REF#7692	01-5-500582.00 UNIFORMS	593.95 B	418	06/10/26
50012	05/11/26	Background Check REF#8530	01-5-005300.00 PROFESS SERV	30.00 B	418	06/10/26
50012	04/20/26	Zoom REF#8922	01-5-275627.00 Remote Meeting Services	537.81 B	418	06/10/26
Report Total				2552.82		

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 \$ *****2,552.82
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

Town Manager: Brennan Duffy
Brennan Duffy

SELECTBOARD:

Kimo Grigge
Chair

Brendan Classon
Vice Chair


Mary Layton

Matthew Swatt

Robert Gere

RSVP: Selectboard Meetup 7/30 at Vermont Law and Graduate School

From Ari Lattanzi <alattanzi@trorc.org>
Date Mon 6/22/2026 3:34 PM
To Ari Lattanzi <alattanzi@trorc.org>
Cc Peter G. Gregory <pgregory@trorc.org>

 1 attachment (2 MB)
VLGS_CampusMap_MAY25_rev20250520_841am-1.pdf;

You are invited to join Selectboard members from around the [TRO region](#) to discuss shared services and regional collaboration, with refreshments catered by the VLGS Cafe.

RSVP required.

Please email Ari at alattanzi@trorc.org by 4pm on July 23 to RSVP, request accommodations and share dietary restrictions.

When: Thursday, July 30, 2026

5:30pm Doors open, refreshments served, mix and mingle

6:00 – 7:30 TRORC staff will facilitate a discussion of regional collaboration and shared services

Where: Vermont Law and Graduate School, 164 Chelsea St, South Royalton, VT 05068
Chase Center (natural wood building with a green roof in the center of campus, building #5 on the attached map)

Parking:

Parking most convenient to the Chase Center is located behind the school off Cameron Way. There are EV chargers by Carpenter Field.

Parking is also available on Chelsea Street, but please check the signs for parking regulations. Two handicapped parking spots are available behind Leahy House (building 17 on map) at 164 Chelsea Street (driveway between yellow and grey houses).

Two more handicapped parking spots are located in the Admissions parking lot (Cornell St.)

We hope to see you there,
Ari

Ari Lattanzi

(she/her | AH-ree Lah-TAHN-zee)

Regional Planner | Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road | Woodstock, Vermont 05091

O: 802-457-3188 x3012 | C: 802-377-3413



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[Regional Plan Update](#) | [TRORC ArcGIS Online Portal](#)

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Regional Plan hearing notice for Norwich

From Kevin Geiger <kgeiger@trorc.org>

Date Sat 6/27/2026 11:06 AM

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

Cc Peter G. Gregory <pgregory@trorc.org>; Steven True <strue@norwich.vt.us>; Jaan Laasperehere <laaspere.planning@gmail.com>

 8 attachments (15 MB)

rfluMAPold_NORWICH.pdf; Tier 1a 1b explainer.pdf; TRORC First Hearing Draft 2026 Regional Plan.pdf; TRORC Goals and Elements Checklist.pdf; FLU change letter for NORWICH.pdf; PublicHearingNotice1.pdf; Regional Determination Standards_TRORC Regional Plan_2026.pdf; rfluMAPnew_NORWICH.pdf;

Dear Kimo,

Please find attached:

- Our **Draft 2026 Regional Plan (Note that appendices and maps can be very large files and so can be accessed at links at the end of the PDF)**
- A memo on the changes to the Regional Future Land Use Map in general and in particular for your town (this also provides the best links to the current and new maps)
- Maps scaled to just your town's portion of the current and proposed Future Land Use Map
- Our first hearing notice. **These will all be at 6 PM** and have remote options as well:
 - **Bethel Town Hall, 318 Main St., Bethel, VT on July 28th, 2026**
 - **Bradford Academy, 172 North Main St., Bradford, VT on July 29th, 2026**
 - **Bugbee Senior Center, 262 North Main St., White River Junction, VT on July 30th, 2026**
 - **TRORC Offices, 128 King Farm Rd., Woodstock, VT, July 31, 2026**
- A checklist on conformance with the state planning goals and regional plan elements
- Our checklist on regional determination of energy compliance (this is used by the PSD when reviewing our draft)
- A memo on tier 1a and 1B

All draft Plan materials can also be found on our website at <https://www.trorc.org/regional-chapters-draft/>

As stated in the hearing notice, we welcome comments general comments and specific comments on how the draft Plan conforms to the state planning goals in 24 VSA Section 4302, the energy compliance requirements of 24 VSA Section 4352, and the requirements of a regional plan in 24 VSA Section 4348, as well as other comments.

Comments may be given at any hearing, or sent by mail or email prior to August 1, 2026. Mail should be sent TRORC, 128 King Farm Road, Woodstock, VT 05091 and email to regionalplan@trorc.org.

In addition to the formal hearings, there are also three informational sessions coming up

1. July 15 at 6 PM at Chandler Center for the Arts, 71 North Main St., Randolph, VT

2. July 16 at 6 PM at Fairlee Town Hall, 75 Town Common Rd., Fairlee, VT
3. July 23 at 6 PM at Woodstock Town Hall, 31 The Green, Woodstock, VT

Thank you for your review of the draft and any comments.

Sincerely,
Kevin Geiger

Kevin Geiger, AICP CFM
Chief Planner
Two Rivers-Ottawaquechee Regional Commission
802-457-3188 ext. 3003
www.trorc.org

This email is a public record. It is not intended as legal advice.

State and Federal Grants: News and Resources

From Ari Lattanzi <alattanzi@trorc.org>

Date Mon 6/29/2026 2:32 PM

Good afternoon Selectboard Members and Planning Commissioners,

Thank you for all you do in your communities. We know it's a busy time and there is a lot on your plates, but we wanted to make sure you were aware of these resources.

1. Please see below for announcements and resources from the State of Vermont Statewide Grants Administrator (note the [State of Vermont Grantee Training](#) on July 22nd at 12:30pm to 3:30pm and quarterly stakeholder meetings).
2. VLCT prepared a resource regarding proposed changes to federal grants: [Revisions to Federal Grant Rules Could Impact Vermont Communities | Vermont League of Cities and Towns](#) (Final rule proposed to take effect 10/1/2026, public comment deadline 7/13/2026)

Good afternoon, Vermont Grant Stakeholders,

We have been busy preparing for the State of Vermont Bulletin 5 update rollout on 7/1/2026 and part of that update has been developing some training information on what parts of this will change how Grantee receive and report from the grantee side on grant agreements, both state and federal, received from the State of Vermont.

The finalized [Bulletin 5](#) has been posted, and we did make changes for every recommendation received from those of you who gave feedback from this Stakeholder group. Some major changes as part of this update:

1. Clear accessible way to apply for Advanced Payment on reimbursement basis programs. [Advanced Payment Application](#)
2. Standardized Financial Reporting and Invoice form to reduce unnecessary learning curve for multiple versions of each.
3. Requires all State Agency to accept indirect cost rate proposals, review them, and negotiate fair indirect cost rates. This includes an expanded internal policy that now requires review, a new procedure for how to review (and forthcoming training materials for SOV departments to review these proposals), and an external facing [Vermont Indirect Cost Rate Agreement \(VICRA\) Calculation and Proposal Job Aid](#) with information about when an organization should consider calculating a rate, how to calculate a rate, and how to submit a proposal as well as other options when not calculating and submitting a VICRA proposal.
4. All forms and documents were made ADA compliant, including Grant Agreement part 1, Grant Agreement Part 2, Attachment A, Attachment B, and Attachment C which make up the grant agreement received by grantee of the State of Vermont.
5. [Grantee Pre-Award Checklist](#) developed to help remind applicants and awardee of the steps required by them prior to receiving their grant agreement from the State of Vermont.
6. [Grantee Closeout Checklist](#) developed to remind grantee of the steps required of them to closeout a completed award, and of what they should expect from the closeout (such as an official letter indicating award closeout)

7. Centralized and annualized SOV Risk Assessment information to grantee can answer the questions one time per year as opposed to for each grant agreement and reduced the same administrative burden on the state side of reaching out for each grant agreement with the same questions which do not change award to award. Annual Grantee Risk Assessment removes an administratively cumbersome and unnecessary process. If things change mid-year, the form can also be updated by completing a new form which the system we built will automatically update for SOV granting Agency looking for the most up to date Risk Assessment. Risk Assessment must be done each new grantee fiscal year (based on your own fiscal year, not the SOV fiscal year) when a new award is expected but does not need to be done for each award received. For some this looks like going for 40+ times answering the same questions per year to once.

These are the major changes specific to the grantee receiving awards but there are many other changes grantee may notice and other changes on the SOV side which should help to standardize the granting process and reduce administrative burden for grantee and for the State of Vermont.

The [State of Vermont Grantee Training](#) is set up for July 22nd at 12:30pm to 3:30pm. We are hoping that you can all help to advertise this webinar to get as many grantee or potential future grantee present. Once the training has completed, we are going to take the original materials and adjust them based on any questions received during this live session and get them posted to the Department of Finance and Management Statewide Granting webpage for [Grantee Training](#). This will include an accompanying FAQ format of the same information for those who prefer FAQ over slides and audio. Full link here as well to include in any correspondence you can send out: <https://finance.vermont.gov/granting-training-and-support>

We have opted to not record this training as we have received feedback in the past that many do not feel comfortable participating/asking questions when recordings are turned on.

While the training is in Teams it is set up as a webinar so that any grantee/organization can attend regardless of Microsoft Office 365 purchase. Even if they do not have Microsoft Office, it will bring them into the meeting in a free web browser version of Teams to ensure all can attend. Please be sure to make this clear when notifying the entities you represent as I know some do not have Office 365 and, in the past, didn't realize that they could join these calls!

Upcoming Stakeholder Quarterly meetings:

July is also time for our next Quarterly Stakeholder Meeting. I've scheduled the [July Stakeholder Meeting for July 28th at 2pm](#) so that we can discuss the Grantee Training during the call. This session will also be a good time to talk about what is next in terms of State of Vermont granting. We will have a small update at the beginning but hope that this session will be largely a discussion and feedback from the Stakeholders.

<https://events.gcc.teams.microsoft.com/event/e3dc090c-97c6-4eb4-ba23-39503dce51da@20b4933b-baad-433c-9c02-70edcc7559c6>

The [October 2026 Grantee Stakeholder Meeting](#) will be October 7th at 10am. My hope is that this meeting can be focused on looking back at the Bulletin 5 updates and process that go live July 1st, 2026, to better understand what has worked, what did not work, what still needs improvements, and what major needs if any were missed by this update. This time is a placeholder and we can adjust it as needed, however September – December 31st is the busiest time of the year for our office, so we want to make sure to get something on the calendar now for the October quarter Stakeholder meeting.

<https://events.gcc.teams.microsoft.com/event/cfbdd99a-53bc-47c3-8710-b8d61b5283f2@20b4933b-baad-433c-9c02-70edcc7559c6>

Please let us know if you have any questions or concerns!

Jordan Black-Deegan | Statewide Grants Administrator
Agency of Administration
Department of Finance & Management
Jordan.black-deegan@vermont.gov

All our best,
Ari

Ari Lattanzi

(she/her | AH-ree Lah-TAHN-zee)

Regional Planner | Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road | Woodstock, Vermont 05091

O: 802-457-3188 x3012 | C: 802-377-3413



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[Regional Plan Update](#) | [TRORC ArcGIS Online Portal](#)

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The Selectboard's response to the Katucki complaint re public records

From John M. C. Carroll <johncarroll.43@gmail.com>

Date Thu 7/2/2026 12:05 PM

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

Dear members of the Norwich Selectboard,

I'm writing to you about Mr. Katucki's lawsuit against the Town, in which he asserts that the Town has illegally withheld access to public documents.

I apologize that this letter is long. My purpose here is to compile for you — and for interested residents of Norwich — the facts of what has transpired to date, and more importantly, the choices and decisions that your Selectboard must make in the next few weeks. I do hope this letter will be helpful to you.

Vermont Law: As you know, Vermont's "Open Meeting Law" (OML) is written to ensure transparency in public governance — at both the town and state levels. Similarly, Vermont's "Public Records Act" (PRA) guarantees that the public shall have ready access to inspect the records of public bodies such as the Norwich Selectboard.

The Public Records Act is broad and inclusive in the documents that Vermonters should be able to inspect. At the same time, the law enumerates 44 distinct exemptions — mostly to protect the privacy of individual citizens, such as students' grades, families' income, etc.

Each town must designate a "custodian of public records" — the person to whom a citizen must direct their request for access to public records of their town. In Norwich, that person is Brennan Duffy, the Town Manager.

Mr. Katucki's PRA request: In January, Christopher Katucki, a resident of Norwich, noticed communications among Selectboard members which appeared to be inconsistent with state law. Accordingly, on 2 February, Mr. Katucki filed with Mr. Duffy a "public records request" to examine copies of all written communications among a quorum of Selectboard members, and communications from the Town Manager to any Selectboard member, during the period 1 January to 31 January, 2026.

After a period of time, by means of electronic files, Mr. Duffy provided to Mr. Katucki several hundred documents — but Mr. Duffy redacted (i.e. blocked from legibility) the content of many of them — and he withheld many other pertinent documents of the period in question. Mr. Duffy also prohibited Mr. Katucki from copying or sharing any of the documents unless he pay a significant fee.

Mr. Katucki's complaint in Court: After appealing, to no avail, the the limitations imposed by Mr. Duffy, on 4 May, Mr. Katucki filed suit in Windsor Superior Court against the Town of Norwich, seeking relief from exclusions, limitations, and redactions imposed by Mr. Duffy. The Court set a deadline of 3 July for the Town to file its response to the Katucki complaint.

The Selectboard's public discussions: On 27 May the Norwich Selectboard convened a Special Meeting for the purposes of learning how and why Mr. Katucki's lawsuit against the Town had come about. During the meeting, which was conducted entirely in public, the Selectboard learned that the Town's response to Mr. Katucki's request for Town records was directed to Mr. Duffy, "custodian of public records".

Mr. Duffy explained that in preparing the Town's response to Mr. Katucki's request for public records, he relied heavily upon the guidance of Beriah Smith, town counsel.

Board members asked why public records were withheld from Mr. Katucki, and why many other public records were heavily redacted. In response, Mr. Smith and Mr. Duffy stated many documents were withheld and others were redacted because they were exempted from public inspection by reason of "deliberative process", "legislative privilege", and/or "intradepartmental communications".

After gathering the information described above, the Board still in public session, chose not to engage in discussion among the members about the testimony presented by Mr. Smith and Mr. Duffy. Nor was there any examination or discussion of the actual terms of the complaint filed with the Court by Mr. Katucki. Board members did not comment upon or discuss the merits of Mr. Katucki's complaint. Nor did the Board discuss how and in what manner the Board should, on behalf of the Town, respond to the Court's requirement for a response by 3 July.

The Selectboard's private discussions: A week later, on 3 June, the Selectboard convened in a duly-warned Special Meeting. At item 3 on the agenda, the Board voted to enter executive session *"for the purposes of discussing the pending litigation filed against the town by Mr. Katucki on May 4th, 2026 and receive confidential*

attorney client communications regarding the same, inviting the Town Manager and the Town's attorney to attend." The Board met in private with Mr. Smith and Mr. Duffy for one hour and twenty-four minutes. There is no public record of what information was reviewed nor of what was said or discussed.

Upon returning to public session (according to the approved minutes of the meeting) Matt Swett, a member of the Board, stated in public that "*...the Selectboard talked with town attorneys about the public records act lawsuit filed by Katucki against the town. Swett stated that no other matters were discussed, no actions were taken, and no documents were produced.*"

No further discussions of the Katucki complaint: At the Selectboard's regular meeting on 10 June, the Board did not discuss the Katucki lawsuit regarding access to public records. Similarly, at the Selectboard's regular meeting on 24 June, the Board did not discuss the Katucki lawsuit regarding access to public records.

The Court's deadline for response: The Windsor County Court has granted an extension of its initial deadline for the Town's response to Mr. Katucki's complaint. The Town now has until 24 July to decide on its response and to submit its response to the Court.

What should be the Town's response? The Selectboard, speaking for the Town, has several options in how it can respond to Mr. Katucki's complaint:

1. The Selectboard could agree that Mr. Katucki's complaints have substantial merit — and agree to make available to Mr. Katucki all the documents he has requested, all in un-redacted form; or
2. The Selectboard could concede that some or many of Mr. Katucki's complaints have merit — and offer to negotiate a mutually satisfactory resolution; or
3. The Selectboard could conclude that all or most of Mr. Katucki's complaints are without merit — and petition the Court to issue a summary dismissal to that effect.

Things to keep in mind: In considering its options the Selectboard would be well-advised to be mindful that:

> If in doubt, Vermont law leans toward openness, toward transparency in all matters of local government, and toward the public's right-to-know — even though such openness "*may cause inconvenience or embarrassment*" for members of the Selectboard or the office of the Town Manager.

> Mr. Katucki's inquiry was focused especially on the conduct of the Town Manager and certain members of the former Selectboard during January 2026 in connection with "quorum communications" that are prohibited by law. The current Selectboard has publicly admitted that *these January communications between Mr. Duffy and former Board- members violated the Open Meeting Law*. Because of his central role in these violations, Mr. Duffy has an obvious interest in suppressing Mr. Katucki's access to documents which might "*cause inconvenience or embarrassment*" to the Town Manager. The Katucki complaint is, quite simply, a complaint about Mr. Duffy's handling of a request for access to public records. Accordingly, Mr. Duffy cannot be relied upon for objective advice in this matter.

> The "exemptions" claimed by Mr. Smith and Mr. Duffy -- which they exploited to justify withholding and redacting public documents — are wholly optional. (Mr. Smith acknowledged this fact in your 27 May public meeting.) The Town is under *no* obligation to assert these exemptions. The Board is fully entitled to eschew these exemptions and to direct the Town Manager to provide, in unredacted form and without exemption, all documents requested by Mr. Katucki.

> In recent years, the Norwich Selectboard has frequently violated Vermont's Open Meeting Law — often in the presence of its legal advisor, Mr. Smith. This would suggest that Mr. Smith has either ignored the Board's imprudent conduct — or tacitly enabled it. For example, only three years ago, in response to a complaint that Board committees were meeting privately in violation of the Open Meeting Law, Mr. Smith urged the Selectboard to fight the complaint. Mr. Smith and the Selectboard then humiliated themselves (and wasted \$100,000 of towns-peoples' money!) trying to justify illegal practices of the Norwich Selectboard — which the Court then characterized as "*making a mockery of the Open Meeting Law*". Mr. Smith's views on the present Katucki complaint should be viewed with thoughtful skepticism.

> The plaintiff, Mr. Katucki, is a resident of Norwich. Members of the Selectboard are elected to serve all citizens of the Town with courtesy, respect, and attention to their concerns.

In conclusion, I urge members of the Selectboard to convene as soon as possible to decide how best to respond to the Katucki lawsuit. I urge you --

- > to deliberate thoughtfully in public,
- > to welcome public comment and perspective,
- > to be skeptical of advisors motivated by their own interests and agendas,

— and to arrive at a consensus decision consistent with the principles of Vermont law, the vital importance of transparency in Town governance, and the values of the towns-people who have honored you with election to their Selectboard.

kind regards,

JC

John Carroll

Town of Norwich
Departmental Request for Spending

Date: _____ Department: _____

Request by (name): _____ Title: _____

Town Manager Approval Date: _____ For Selectboard Meeting Date: _____

What is being requested: _____

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.:

\$ _____ explain: _____

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

Fund name: _____ Fund #: _____ Amt. requested: \$ _____

Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? yes no

Fund name: _____ Fund #: _____ Amt. requested: \$ _____

Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? yes no

List other items/costs that are expected to be paid from the above-named fund in _____ (Fiscal Year):

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

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor: Brennan Duffy Date: _____

Signature of Town Manager: Brennan Duffy Date: _____

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: _____