Town of Norwich
Minutes of the Selectboard Meeting
Wednesday, July, 22, 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); Steven William True; Cheryl Lindberg; Carol Loveland; Sue Pitiger; Steve Long; and Priscilla Vincent.

Active Participants on Zoom: Brennan Duffy (Town Manager); Jaan Laaspere; Lori McDonald; Lily Trajman; Chris Kaufman; Kris Clement; and Pam Smith.

Key: *Motions noted in italics.*
Public comment noted in blue.

The meeting was called to order by Chair Kimo Griggs at 6:30pm.

YouTube Timestamp: 8:21

1. **Public Hearing to Solicit Testimony on the Proposed Interim Bylaw to Regulate Short-Term Rentals in the Town of Norwich**
   Timestamp: 8:42

   Jaan Laaspere, Chair of the Planning Commission, provided opening remarks entailing an overview of proposed bylaw adjustments pertaining to fire safety ordinance language; owner-occupied ordinance definition; and the status of short-term rentals.

   Steven William True, Planning Director for the Town, expanded upon the legality of pre-existing nonconforming uses, clarifying that short-term rentals were never legal in Norwich, with regulations not existing for short-term rentals currently or in the past. Thus, in adherence with Town regulations, reiterating that if a use is not listed, then it is prohibited.

   Layton posited a question regarding examples of other towns experiencing similar short-term rental situations, allowing for the Planning Director to further elaborate on the proactive nature of the proposed bylaw.

   Cheryl Lindberg sought clarification on how the public will be made aware of the short-term rental information, such as a formal update from the Town. The Planning Director stated that it will first be relied upon by word of mouth, and then possibly be publicized by the Planning Commission, per Jaan Laaspere.

Gere moved to adopt the interim bylaw as submitted, which shall be limited in duration to two years, and is effective immediately.

- *Layton 2nd*
- *Vote: Unanimous*

2. **Agenda**
   Timestamp: 31:05

   Layton moved to approve the agenda as amended.

   - *Swett 2nd*
   - *Vote: Unanimous*

3. **Chair's Report**
   Timestamp: 34:32

   The Chair (1) met to set the agenda; (2) affirmed that the case involving Mr. Katucki remains open; (3) responded to a public records request made by a former Selectboard member, Marcia Calloway; (4) addressed a hose bib issue regarding Tracy Hall and the Triangle Garden; (5) attended an event for the Thunder Korns; and (6) received correspondence concerning a New Boston Road safety hazard, sign removal, water supply for the Triangle Garden, and an updated request for credit card processing procedures for the Town.

4. **Public Comments for Items not on the Agenda**
   Timestamp: 37:51

   Lily Trajman posited a reminder that absentee ballots can be requested up until noon on Monday, August 10th, which are available in-person or can be mailed out.

   Cheryl Lindberg as a lister provided an update on getting a grand list lodged, along with information regarding grievances.

5. **Outdoor Water Supply to Serve the Triangle Garden**
   Timestamp: 40:56

   Carol Loveland, a volunteer for the Triangle Garden and the Norwich Women's Club, elaborated on a faucet that had been inoperable for nearly thirty years, leading to a discussion pertaining to a pipe under the garden, and a continuation of further exploring hose replacement efforts.

   Layton reiterated the Town's appreciation of Carol's persistent efforts for establishing a viable solution, with the Town Manager providing an update regarding the solicitation of two plumbers to visit Tracy Hall.

Classon added a consideration concerning possible hose tripping hazards for individuals entering Tracy Hall or walking on the side of the street, and how such hazards might be a personal liability for the Town, leading to a discussion on other potential solutions.

6. **Approve Minutes of July 8, 2026, Regular Selectboard Meeting**
   Timestamp: 56:30

   Cheryl Lindberg provided comments pertaining to errors existing in the Minutes language, which propelled a further discussion on correction of the Minutes in general and the appropriate process for adjusting the errors.

   Thus, it was decided that the item would be tabled for further discussion.

7. **Committee Appointments, Deputy Tree Warden**
   Timestamp: 01:04:32

   Steve Long was afforded the opportunity to elucidate upon his credentials and, specifically, what the role of a Tree Warden is comprised of.

   Layton moved to appoint Stephen Long to the position of Deputy Tree Warden for a one-year term.
   - *Gere 2nd*
   - *Vote: Unanimous*

8. **DPW Recommendation for Turnpike Road Culvert Replacement and Stormwater Ditching Project**
   Timestamp: 01:08:55

   Per Board inquiries, Chris Kaufman, Direction of Public Works, was able to offer further clarity on the project, which included grant confirmation, a culvert replacement plan, and project contingencies.

   Swett moved to accept the bid from Thompson Site Services and approve the expenditure of up to $50,000 from the culvert fund #54 to carry out the work required to replace five undersized culverts and improve stormwater ditching on Turnpike Road as described in the July 15, 2026, Bid Results documents submitted by Chris Kaufman, Director of the Department of Public Works.
   - *Layton 2nd*
   - *Vote: Unanimous*

9. **Spending Request: Main Street Flag Fund**
   Timestamp: 01:14:58

Layton moved to approve the expenditure of up to $180.00 for the purchase of two flags with poles, the amount to be withdrawn from Fund #37, Main Street Flags Fund.

- *Gere 2nd*
- *Vote: Unanimous*

10. Employee Conditions at Transfer Station
Timestamp: 01:16:00

Per a letter of concern from Kris Clement, Griggs asked if the discussion should be continued following the Town Manager's report; however, the Town Manager was able to posit an update on an investigation into the Transfer Station conditions and what the normal protocol of the waste drop-off process involves, along with ascertaining employee perceptions on working conditions, which was supported by Chris Kaufman.

Based on personal experiences, Griggs added thoughts on potentially enhancing the conditions of the station, if needed, leading to a dovetailed conversation postulated by Layton regarding the management of the station in general.

Kris Clement countered with an explanation on the contents of the letter that was submitted, which stemmed from the overarching reality of the Transfer Station conditions and concern for the well-being of employees and the possible hesitancy displayed when asked to offer honest perspectives due to previous occurrences with management staff.

11. Internal Control Checklist Requirement (a)
Timestamp: 01:38:28

Treasurer Lindberg provided an explanation for the implementation of a checklist for supplementing the existing process. Details on the current tasks were delivered, along with clarification pertaining to the deletion of access to passwords for prior employees. Suggestions were made for the Finance Department to oversee the process.

The Town Manager followed with questions relating to the proposed checklist and if a similar procedure had existed with the Town in the last three years.

Treasurer Lindberg acknowledged that a checklist had not existed in the last three years; however, it was made known that they had been completed in the past, allowing for further elucidation by Lindberg on processes that had occurred prior.

Layton moved to acknowledge receipt of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding Internal Financial

Controls and further acknowledge the Checklist for Municipalities – Cities and Towns document referenced in 24 V.S.A. § 1571(d), has been reviewed.

- *Swett 2nd*
- *Vote: Unanimous*

Approval of Town Expenditures (b)
Timestamp: 02:07:06

Treasurer Lindberg explained the authority of approving payments, which granted the Treasurer allowance for signing checks and approving payments; however, it was made clear that the process is currently not adhering to Vermont statue. This concerned credit card and electronic payment procedures needing an off-cycle warrant prepared with a signature from an authorized Board member before a payment is made.

Layton moved to authorize the Chair and Vice Chair to sign an off-cycle warrant to ensure timely payment of the Town credit card invoice.

- *Swett 2nd*
- *Vote: Unanimous*

12. Town Manager Goals and Evaluation
Timestamp: 02:23:42

Griggs began a discussion on the draft for the 2026 Town Manager Goals and Annual Performance Evaluation, with Layton adding thoughts on how it reflects current projects and general requirements of the position.

The document was initially crafted by Board member Swett, which was clarified by the Town Manager, leading to further clarifications being added by Swett.

13. Town Manager Proposal for Implementation of Real-Time Access to Correspondence
Timestamp: 02:41:31

Layton and Griggs initiated a discussion regarding public submissions to the Selectboard via the Town website and the process that occurs with staff following the receiving of submissions, and then what is added to an agenda.

The Town Manager delivered clarifications on the process of submitting and retracting submissions in general by reiterating information that had been previously shared.

Layton moved to accept the Proposal for Implementation of Real-Time Access to Correspondence outlined by the Town Manager's office as presented in the 7/22 packet.

- *Classon 2nd*
- *Vote: Unanimous*

14. **Town Manager Report**
    Timestamp: 03:22:24

The Town Manager briefly acknowledged employee departures, promotions, and new hires. Tree removal process was additionally highlighted along with a water line relocation project and the approval of a loan for the affordable housing revolving fund with Twin Pine Housing. Lastly, outreach had been established with the opioid fund donation recipients, which included the Good Neighbor Health Clinic.

15. **Department Reports**
    Timestamp: 03:22:24

The Selectboard did not address this agenda item. Department reports were included in the Selectboard packet.

16. **AP Warrants**
    Timestamp: 03:27:03

Swett posited recognition of the FEMA grants awarded to the Town in the last fiscal year.

Treasurer Lindberg posited a clarification on specific warrants and the status of payment for each specified warrant.

Gere moved to approve AP Warrant #1503 in the amount of $275.50 to be paid from the General Fund; AP Warrant #1504 in the amount of $1792.20 to be paid from the General Fund, AP Warrant #1505 in the amount of $178,992.95 to be paid from the General Fund, and AP Warrant #1506 in the amount of $5,950 to be paid from the Fire Equipment Fund #26.

- *Layton 2nd*
- *Vote: Unanimous*

17. **Receipt of Correspondence**
    Timestamp: 03:35:30

Griggs provided an overview of correspondence included in the Selectboard packet.

Swett moved to receive correspondence.

- *Gere 2nd*
- *Vote: Unanimous*

18. **Discussion of August 12, 2026 Selectboard Agenda**
    Timestamp: 03:38:10

    Griggs mentioned drafting an updated correspondence policy for the Selectboard, while Layton reminded the Board of a public records act policy draft sent by the Town Manager, suggesting a first read of the draft be done by the Board members for review.

    The Town Manager requested that the expense reimbursement policy discussion be rescheduled for the second meeting in August.

19. **Adjournment**
    Timestamp: 03:41:46

    Layton moved to adjourn the meeting.
    - *Swett 2nd*
    - *Vote: Unanimous*

    Meeting adjourned at 10:04pm.

    Minutes taken by Steve Schlauch.

Minutes approved on August 12, 2026

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Kimo Griggs, Selectboard Chair