Town of Norwich
Minutes for the Selectboard Meeting
Wednesday, August 12, 2026

Active Participants at Tracy Hall: Kimo Griggs (SB Chair), Brendan Classon (SB Vice Chair), Matthew Romei (Chief of Police), Carol Loveland, Sue Pitiger, and Pam Smith.

Active Participants on Zoom: Mary Layton (SB member), Matt Swett (SB member), Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Kris Clement, and Cheryl Lindberg (Town Treasurer).

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

The meeting was called to order by Chair Griggs at 6:31pm.

YouTube Timestamp: 00:37:00

1. **Agenda**
   Timestamp: 00:38:50

   Classon moved to approve the agenda as presented by the Chair.
   - *Layton 2nd*
   - *Vote: Unanimous (Gere was not present for the vote).*

2. **Chair's Report**
   Timestamp: 00:39:29

   Chair Griggs provided a summary of occurrences that happened since the last meeting that included meeting with a regional planning commission; joining a softball game and co-hosting the community potluck; assisting with the Norwich Fair; overseeing meetings with the Tracy Hall Working Group; volunteering at the voting booths, and other related material.

3. **Public Comments for Items not on the Agenda**
   Timestamp: 00:42:26

   Carol Loveland, member of the Norwich Women's Club and Town garden volunteer, requested an update on estimates for the garden and posited a reminder that the process had begun in late May. Sue Pitiger then followed with additional comments of concern.

   Chief of Police, Matthew Romei, recommended glancing at the Police Department's Facebook page, which introduced the activation of two new widgets at the Public

Safety Building offering an updated method for the public to receive help whether the staff are in the building or not.

Town Clerk, Lily Trajman, provided an elections update comparing current and previous data, while also thanking and discussing further volunteer opportunities, as well as voter address information.

Cheryl Lindberg, Resident, pitched a suggestion for replacing the bulletin board outside of Tracy Hall.

4. **Approve Minutes of July 8 2026 Regular Selectboard Meeting, July 15 2026 Special Meeting and July 22 2026 Regular Meeting**
   Timestamp: 00:54:49

   Classon moved to approve the Minutes of the July 22, 2026 Regular Selectboard Meeting as presented, table the Minutes of the July 8, 2026 Regular Selectboard Meeting, and approve the Minutes of the July 15, 2026 Special Selectboard Meeting as amended to correct the typo on page 11 changing Clayton, paragraph 3, to Layton.
   - *Layton 2nd*
   - *Vote: Unanimous (Gere was not present for the vote).*
   - *The first motion and 2nd were rescinded by Classon and Layton.*

5. **NPD Spending Request #1: Public Safety Building Request from Fund #47**
   Timestamp: 01:04:55

   Chief of Police, Matthew Romei, discussed details pertaining to possible building repairs and the need for replacements, with a failed heat pump being the primary focus. This allowed for questions of clarification to be posited and responded to by the Chief.

   Layton moved to approve the NPD Spending Request #1, not to exceed $15,000 from the Public Safety Facility Fund #47 for the replacement of a failed mini-split heat pump system in the Police Department.
   - *Classon 2nd*
   - *Vote: Unanimous (Gere was not present for the vote).*

6. **NPD Spending Request #2: Public Safety Building Request from Fund #47**
   Timestamp: 01:18:52

   Chief of Police, Matthew Romei, continued to expand upon the building requests by explaining federal regulation audits that the Police Department fall under, and that the lack of audit trails on the locks of the building must be addressed. Thus, the Chief then elaborated on the need for purchasing updated locks.

Classon moved to approve the NPD Spending Request #2 in an amount not to exceed $13,500 from the Public Safety Facility Fund #47 for the replacement and update of 18 locks at the Public Safety Building.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

7. **NPD Spending Request #3: Special Equipment Fund**
   Timestamp: 01:28:24

   Based on the Vermont Use of Force Policy, Chief of Police, Matthew Romei, explained the contents of a mandate regarding equipping of officers with a variety of less than lethal options for use of force. Therefore, the Chief offered reasoning for the implementation of a 40mm Less Lethal Impact Munition Program. This was then met with a concerned, in-depth discussion between the Board members and the Chief.

   Due to the nature and optics of what the implementation entailed, the item was set for further discission and will be included in the August 26th agenda.

8. **Town Manager Proposal for Directory in Tracy Hall and on Website**
   Timestamp: 02:02:22

   Town Manager, Brennan Duffy, elaborated on the basis of the proposal, which included an updated method of directional assistance for when a member of the public enters Tracy Hall and requires guidance for how to properly contact Town staff and related inquiries. The insertion of a QR code for public use was highlighted.

   Classon moved to approve the proposal for placing a directory in Tracy Hall and on the Town Website as advised and illustrated in the packet.

   - *Layton 2nd*
   - *Vote: Unanimous (Gere was not present for the vote).*

9. **Updated Correspondence Policy Draft**
   Timestamp: 02:16:23

   Chair Griggs touched upon a memo that he crafted regarding a statue not requiring the public to see documents at the same time that the Board members have access to them, and that the Board is not required to provide documents at all. He then discussed his preferred process for cataloging documents, then allowing for other Board members to chime in with comments.

10. **Listers Wage Proposal**
    Timestamp: 02:29:08

Chair Griggs allowed for a discussion to occur pertaining to a pay increase for the Town Listers and how the Selectboard possessed the ability to set the Listers pay rate for voters to vote on; however, the Selectboard did not choose such an option, deciding to set a budget instead. Layton then elaborated on the budgeting process while also stating that the framing of the Listers proposal was not appropriately timed nor framed due to the Town Manager not having the ability to approve such wages.

Town Manager, Brennan Duffy, posited an agreement with Layton while also recognizing the importance of how the budget for the Listers is a specific finite amount and suggesting that the item be placed on a ballot, allowing the voters to decide the pay rate outcome.

The discussion continued with comments and elaborations offered from differing Board members, certain employed Listers of the Town, and a member of the public. Consequently, it was agreed upon that the item be moved to the August 26th agenda, allowing for further research and discussion.

11. **Treasurer's Investment Request**
    Timestamp: 03:33:52

    Stemming from a request by Chair Griggs, the Town Treasurer, Cheryl Lindberg, further explained the details of a balance sheet for the Town's financials and suggestions for possible investments to be implemented.

    Classon moved to accept the Town Treasurer's recommendation that the Town invest $3,000,000.00 in a 6-month Certificate of Deposit at a rate of 3.5% APY.
    - *Layton 2nd*
    - *Vote: Unanimous (Gere was not present for the vote).*

12. **Updated Sullivan, Powers & Co., P.C. Engagement Letter to Include Single Audit**
    Timestamp: 03:37:00

    Layton moved to accept and execute the agreement in the updated Sullivan, Powers & Co., P.C. Engagement Letter to include Single Audit dated July 28 2026 and Received August 3 2026.
    - *Classon 2nd*
    - *Vote: Unanimous (Gere was not present for the vote).*
    - *The first motion and 2nd were rescinded by Layton and Classon.*

13. **Tracy Hall Elevator Modernization Proposal**
    Timestamp: 03:39:47

Chair Griggs requested an explanation from the Town Manager, Brennan Duffy, which was then provided to include the status of the elevator and research that was conducted by contacting two elevator companies. Chair Griggs then stated his discomfort with spending the proposed amount before obtaining further information from additional elevator companies.

Following further discussion, it was unanimously voted in an informal straw poll that the item be tabled for further examination.

14. AP Warrants

Timestamp: 03:51:30

Classon requested information on the Shared Energy Coordinator role, in which the Town Manager, Brennan Duffy, shared information on the coordinator and what was budgeted for the position.

Classon moved to approve AP Warrant #1509 in the amount of $156.50 to be paid from the General Fund; AP Warrant #1510 in the amount of $889.26 to be paid from the General Fund, AP Warrant #1511 in the amount of $256,812.67 to be paid from the General Fund, AP Warrant #1512 in the amount of $685.00 to be paid from the Fire Equipment Fund #26, AP Warrant #1513 in the amount of $52,783.00 to be paid from the Emerald Ash Borer Fund #52, AP Warrant #1514 in the amount of $157,450.30 to be paid from the Culvert Fund #54, and Warrant #1515 in the amount of $16,000.00 to be paid from the Opioid Settlement Fund #56.

- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

15. Receipt of Correspondence

Timestamp: 03:56:01

Chair Griggs provided a summary of correspondences received.

Layton moved to accept all correspondence.

- *Classon 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

16. Discussion of August 26, 2026 Selectboard Agenda

Timestamp: 03:59:35

Chair Griggs provided an agenda list including spending request #3; Listers wage proposal; elevator proposal; requests for adding a master financial policy and travel and expense policy to the agenda; and a Public Records Act policy draft.

17. Adjournment

Timestamp: 04:07:13

Classon moved to adjourn the meeting.
- *Layton 2nd*
- *Vote: Unanimous (Gere was not present for the vote).*

Meeting adjourned at 10:01pm.

Minutes taken by Steve Schlauch.

Minutes approved on September 9, 2026

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Kimo Griggs, Selectboard Chair