

**Town of Norwich
Minutes for the Selectboard Meeting
Wednesday August 26, 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), Carol Loveland, Priscilla Vincent, Eric Chatterjee, Cheryl Lindberg, Matthew Romei (Chief of Police), and Lily Trajman (Town Clerk).

Active Participants on Zoom: Brennan Duffy (Town Manager), Jaan Laaspere (Planning Commission Chair), Lily Trajman (Town Clerk), and Kris Clement.

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

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

YouTube Timestamp: 00:16:15

1. Agenda

Timestamp: 00:17:27

Swett moved to approve the agenda as amended by the Chair.

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

2. Chair's Report

Timestamp: 00:18:52

Chair Griggs provided a summary of occurrences that happened since the last meeting, which included responding to public records requests, water for the Triangle Garden, and volunteering to assist the Norwich Baseball Association. Layton added a positive comment regarding the culvert replacement on Route 132.

3. Public Comments for Items not on the Agenda

Timestamp: 00:20:09

[Carol Loveland sought clarification for an estimate process pertaining to Triangle Garden.](#) Town Manager Duffy was then able to offer information on two pending quotes that were requested for potential work to be done in the garden. Swett additionally provided further information.

Planning Commission Chair Laaspere posited reminders for two items that had been previously discussed and hoped that such items were still being considered. Town Manager Duffy was able to explain the current status of both items.

Priscilla Vincent presented a perspective regarding a groundwater issue on Main Street, which was dovetailed with brief suggestions for moving forward with the issue. Classon then offered an explanation on certain delays and other related operations, with Swett highlighting the complicated nature of the situation.

Eric Chatterjee provided a quick snapshot of a short-term rental experience that occurred in another Vermont location, leading to words of appreciation for recent restrictions placed on short-term rentals in Norwich.

Town Clerk Trajman briefly noted that the Clerk's Office will be closed on September 9th and 10th due to the attendance of an annual association meeting.

4. Approve Minutes – July 8, 2026, August 6, 2026 Special Meeting

Timestamp: 00:43:52

Chair Griggs suggested a redo for the July 8 minutes. Town Manager Duffy then provided a suggestion for redoing the minutes.

Classon moved to approve the minutes for the Special Selectboard Meeting held at 12 noon on August 6, 2026.

- Gere 2nd
- Vote: Unanimous

Classon moved approval of the minutes for the Special Selectboard Meeting held on Thursday August 6, 2026, convened at 1:30pm.

- Layton 2nd
- Vote: Unanimous

The Minutes for the July 8th Meeting (as corrected) and the August 12th Meeting were moved to the September 9th meeting packet.

5. Selectboard Guiding Principles

Timestamp: 00:53:00

Swett offered compassionate thoughts stemming from content included within the 2017 Norwich Selectboard Guiding Principles. Classon then posited comments related to the role of the Selectboard in general. Cheryl Lindberg asked about the possibility of updating the Guiding Principles document.

6. Listers Wage

Timestamp: 01:12:21

Town Manager Duffy offered a question relating to pay grade changes, which propelled a clarifying response from Layton, then a further response from Town Manager Duffy.

Following the first motion and 2nd by Classon and Swett, Gere shared a concern, leading to a request for a new motion, which Swett commented and agreed upon. Thus, the initial action was rescinded.

Layton moved to confirm a change in compensation for the Listers to Grade 18 to apply retroactively to the start of fiscal year 2026-27.

- Gere 2nd
- Vote: Unanimous

7. Review/Approval of VTel Agreements for Communications Valuation

Timestamp: 01:34:29

Town Clerk Trajman delivered an elaboration on Vermont's value for all telecommunications properties.

Swett moved to direct the Chair of the Norwich Selectboard to sign the two stipulation agreements provided by VTel included in the August 26, 2026 Selectboard meeting packet on behalf of the Town.

- Classon 2nd
- Vote: Unanimous

8. NPD: Closure of Roadways for Halloween

Timestamp: 01:37:45

Chief of Police Romei provided an explanation for the roadway closure, which was followed by a related comment from Town Manager Duffy.

Layton moved to accept the NPD proposal to increase safety during Halloween as included in the Selectboard meeting packet of August 26, 2026, and direct the Town Manager, through the Police Department and Department of Public Works, to close a portion of Main Street and the entirety of Carpenter Street on October 31st, 2026, during a time period to be determined by the Chief of Police in consultation with other Town Departments.

- Swett 2nd
- Vote: Unanimous

9. Road Closure Policy/Emergency Response Planning

Timestamp: 01:45:29

Chair Griggs posited a question concerning a hypothetical emergency incident, allowing for Chief of Police Romei to offer a response that included direction for future action.

10. Updated Correspondence/Packet Policy Draft

Timestamp: 01:57:00

Chair Griggs explained that this item will require more time for examination, which other members then agreed with.

11. Policies: Reimbursement & Expense Draft

Timestamp: 01:57:47

Public Records Act Policy Draft: 02:29:06

Master Financial Policy Draft: 02:58:35

Classon introduced the overarching layout regarding the policy drafts, with Layton offering further analysis on reimbursements, allowing for Chair Griggs to postulate specific questions. This then lead to Chief of Police Romei discussing related experiences and thoughts pertaining to spending options and Town credit cards in general. The policy was additionally discussed by Town Manager Duffy along with other Selectboard members.

[Kris Clement discussed fee schedules and the Town custodian of records prospect.](#)

Town Manager Duffy added an explanation and concern regarding the Master Financial Policy Draft.

12. Town Manager Report

Timestamp: 03:07:13

Town Manager briefly touched upon recent updates that occurred within differing Departments of the Town.

13. Department Reports

Timestamp: 03:07:13

Classon mentioned a resident request for moving the Town Manager Reports to the beginning of future agendas.

14. AP Warrants

Timestamp: 03:21:12

Classon posited a request for spending totals to be broken down case by case, which then Town Manager Duffy offered a comment on the request.

Layton moved to approve AP Warrant #1516 in the amount of \$109,090.53 to be paid from the General Fund; AP Warrant #1517 in the amount of \$1,200.00 to be paid from the Citizen Assistance Fund #33, and AP Warrant #1518 in the amount of \$337.10 to be paid from the Records Restoration Fund #45.

- Gere 2nd
- Vote: Unanimous

15. Correspondence

Timestamp: 03:28:39

The initial motion and 2nd by Layton and Swett was rescinded.

Layton moved to receive all correspondence.

- Swett 2nd
- Vote: Unanimous

16. September 9, 2026 Meeting Agenda

No details were discussed regarding this item.

17. Adjournment

Timestamp: 3:35:36

Swett moved to adjourn the meeting.

- Gere 2nd
- Vote: Unanimous

Meeting adjourned at 9:50pm.

Minutes taken by Steve Schlauch.

Minutes approved on September 9, 2026

Kimo Griggs, Selectboard Chair