

Town of Norwich
Minutes for the Special Selectboard Meeting
Wednesday, September 30, 2026

Active Participants at Tracy Hall: Kimo Griggs (Selectboard Chair), Brendan Classon (Selectboard Vice Chair), Matt Swett (Selectboard Member), Mary Layton (Selectboard Member), Rob Gere (Selectboard Member), and Brennan Duffy (Town Manager).

Active Participants on Zoom: Jaan Laaspere (Planning Commission Chair).

Key: *Motions noted in italics.*

The meeting was called to order by Chair Griggs at 5:30pm.

YouTube Timestamp: 00:24:16

1. Agenda

Timestamp: 00:25:20

Swett moved (Classon 2nd) to approve the agenda as presented by the Chair.

- Vote: Unanimous

2. Public Comments for Items not on the Agenda

Timestamp: 00:25:49

3. Evaluation of Town Manager – Discussion with Town Manager based on self-evaluation

Timestamp: 00:26:02

Proposed Executive Session: 00:29:50

Public Statement: 01:17:25

Layton moved (Gere 2nd) to enter executive session for the purposes of discussing the Town Manager self-evaluation and individual evaluations of selectboard members required to provide a proper evaluation of the Town Manager according to their employment contract under the provisions of 1 V.S.A. § 313(a)(3) and invite the Town Manager to join the executive session only for the initial presentation and discussion of his self-evaluation. At the beginning of Layton's motion, she addressed why an additionally provided set of motion language was not required, which allowed for a clarifying discussion with Chair Griggs. Classon then commented on the use of "their" instead of "his" in the motion language, leading Layton to amend her motion (Gere 2nd) to replace "their" with "his".

The motion, as amended and seconded:

Layton moved (Gere 2nd) to enter executive session for the purposes of discussing the Town Manager self-evaluation and individual evaluations of selectboard members required to provide a proper evaluation of the Town Manager according to his employment contract under the provisions of 1 V.S.A. § 313(a)(3) and invite the Town Manager to join the executive session only for the initial presentation and discussion of his self-evaluation.

- *Vote: Unanimous*

The Selectboard entered executive session at 5:35pm.

Swett moved (Layton 2nd) to enter public session.

- *Vote: Unanimous*

The Selectboard entered public session at 6:23pm.

No action was taken in the executive session.

Layton moved (Gere 2nd) to appoint Matt Swett as the Evaluation Coordinator.

- *Vote: Unanimous*

Chair Griggs confirmed that Matt Swett was elected as the Selectboard's Evaluation Coordinator, while also mentioning that during the executive session, the Selectboard members were presented with the Town Manager's self-report. Chair Griggs then continued to briefly elaborate on the October 7th Special Meeting that was scheduled for further evaluation processes.

4. Adjournment

Timestamp: 01:19:12

Layton (Gere 2nd) moved to adjourn the meeting.

- *Vote: Unanimous*

Meeting adjourned at 6:26pm.

Minutes taken by Steve Schlauch.