

Town of Norwich
Finance Committee Meeting
October 12, 2026, 6:30-7:30 pm
Multi-purpose Room, Tracy Hall

Committee Members Present: Steven Hepburn, Christie James, Cheryl Lindberg, Nicolas Wood

Public Present: Dan Paepke, Norwich Resident

1. Call meeting to order
 - a. At 6:36pm, Hepburn called the meeting to order.
2. Approve Agenda – discussion/motion
 - a. Hepburn made a motion to amend the agenda to include discussion regarding the Memorandum of Understanding between the Norwich School Board and Norwich Selectboard. James made the motion to accept the amended agenda, Wood seconded. **The motion passed with unanimous consent.**
3. Approve Minutes June 8, 2026 – discussion/motion
 - a. Woods made a motion to accept the 6/8/26 minutes and Hepburn seconded. **The motion passed with unanimous consent.**
4. Update of the communication sent to the Selectboard to include current and future task recommendations based on the Finance Committee’s current charge
 - a. On June 18th, 2026, Hepburn submitted an email with an attached Finance Committee report to the Selectboard and individually to each Selectboard member. The report provides a Finance Committee update and a request for how the SB would like to utilize the Committee going forward to be included the June 24th Selectboard meeting packet. There was no response provided.
 - b. Hepburn submitted a follow up email to the SB Chair, Kimo Griggs requesting the SB to include the Finance Committee’s summation of work completed and future assignments to be discussed at a upcoming Selectboard meeting. Response is pending.
5. MOU between the Norwich School Board and Norwich Selectboard regarding the Norwich Finance Committee to be reconstituted and offer advisory support.
 - a. Hepburn discussed and distributed copies of the email communication with the Norwich School Board, G. Palm Chair, and Brandan Classon (Norwich Selectboard) regarding the reconstituted and revised draft MOU between the Norwich School Board and the Norwich Selectboard.
 - b. The draft of edits and marked versions of the MOU and Charge made by Palm and the Norwich School Board have been sent to Brandan Classon for Selectboard approval at the next available meeting.

6. Discuss current Town Financials
 - a. Regular town financial updates were discussed. James mentioned the monthly financial reporting lacked consistent explanations for large variances between actual expenditures and the budget.
 - b. Hepburn will make a suggestion to the Selectboard to have more comprehensive financial summaries made available each month when financial are included in the packet. A member of the Finance Committee can be present when the summaries are on the agenda.
7. Discuss FY26 Unaudited Financials
 - a. As of this meeting the unaudited financials are not available for discussion. Hepburn will contact the Selectboard for FY 26 unaudited financials to be reviewed by the Finance Committee
8. Public Comments for items not on the agenda
 - a. Lindberg distributed a copy of an email sent to the Selectboard by Pam Smith regarding bid concerns to be included in the October 14, 2026 SB packet.
9. Adjourn – motion
 - a. Hepburn made a motion to adjourn the meeting at 7:55pm, and Wood seconded.
The motion passed with unanimous consent.