**Town of Norwich**
**Minutes for the Regular Selectboard Meeting**
**November 12, 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), Brennan Duffy (Town Manager), Priscilla Vincent, Carol Loveland, Jonanthan DeLaBruere (Finance Director), Cheryl Lindberg (Treasurer; Lister), Pam Smith (Lister), Lily Trajman (Town Clerk), Emily Myers, and Brie Swenson (Recreation Director).

**Active Participants on Zoom:** Steven Hepburn (Finance Committee Member), Jaan Laaspere (Planning Commission Chair), Alex Northern (Fire Department Chief), and Kris Clement.

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

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

YouTube Timestamp: 01:07:10

1. **Agenda**
   Timestamp: 01:08:17

   Chair Griggs removed item #6, Tracy Hall Working Group Update, and Swett removed item #14, TM Goals and Objectives.

   *Swett moved (Gere 2nd) to approve the agenda as amended.*
   - *Vote: Unanimous (yes).*

2. **Chair's Report**
   Timestamp: 01:09:33

   Chair Griggs delivered a detailed summary of occurrences that happened since the last regular meeting.

3. **Public Comments for Items not on the Agenda**
   Timestamp: 01:12:40

   Carol Loveland, on behalf of the Triangle Garden volunteers and the Norwich Women's Club, provided a prepared statement on water access at the Triangle Garden and the elimination of a tripping hazard at the Tracy Hall main entrance. Praise was given to Chair Griggs for his continued commitment to exploring

solutions, and the Norwich Women's Club was thanked for approving an expenditure of $6,501to accomplish a proposed goal. Relatedly, Priscilla Vincent thanked the Selectboard for their dedication, perseverance, and commitment to the Town.

Jaan Laaspere, Planning Commission Chair, posited a response to a letter involving capital planning, and also publicized the Village Plan work that is in process, which includes an upcoming public charrette happening on December 3rd.

4. **Approve Minutes – October 19, 2026 Special Meeting, October 22, 2026 Special Meeting, October 28, 2026 Special and Regular Meetings**
   Timestamp: 01:19:40

   *Gere moved (Swett 2nd) to approve the Minutes of the October 19, 2026 Special Selectboard Meeting as presented.*
   - *Vote: Unanimous (yes).*

   *Gere moved (Swett 2nd) to approve the Minutes of the October 22, 2026 Special Selectboard Meeting as presented.*
   - *Vote: Unanimous (yes).*

   *Gere moved (Swett 2nd) to approve the Minutes of the October 28, 2026 Special Selectboard Meeting as presented.*
   - *Vote: Unanimous (yes).*

   *Swett moved (Layton 2nd) to approve the Minutes of the October 28, 2026 Regular Selectboard Meeting to include the two additional motions that were tabled in the Finance Committee #9 agenda item.*
   - *Vote: Unanimous (yes).*

5. **Emily Myers Speaks About the Vermont Community Leadership Summit**
   Timestamp: 01:25:20

   Emily Myers offered a succinct and impactful description of her experience at the Leadership Summit while encouraging the Selectboard to continue sending Town participants to the Summit in the future.

6. **Overview of FY28 Municipal Budget Elements and Process**
   Timestamp: 01:29:55

   Town Manager, Brennan Duffy, and Jonanthan DeLaBruere, Finance Director, provided an in-depth PowerPoint presentation broken down by specific Departments, which was provided in the meeting packet.

Cheryl Lindberg asked three questions on revenue side increases, fixed prices for fuel rates, and a comparison between the 2027 and 2026 actual budget.

Cheryl Lindberg, Treasurer, proposed a higher payment for the Treasurer position in the future. Thus, Chair Griggs requested the Treasurer to send the Board a memo containing the particulars of the proposal.

7. **Operational Budgets for Admin/Recreation/Fire Department/Town Clerk/Listers**
   Timestamp: 01:49:18

   Brie Swenson, Recreation Director; Alex Northern, Fire Department Chief; Lily Trajman, Town Clerk; and Cheryl Lindberg and Pam Smith, Listers, all delivered detailed information pertaining to operation budgets within their individual Departments—with Steven Hepburn, Finance Committee Member, positing additional comments.

8. **Change of Informational Meeting Date (tabled Oct 28, 2026)**
   Timestamp: 02:52:12

   Vice Chair Classon shared material related to the School Board, with Lily Trajman, Town Clerk, adding information on important upcoming dates for the Town. Further discussion occurred between Board members on following up with the School Board, but no change of date was confirmed.

9. **TM Recommendation for Gravel & Ledge Bids**
   Timestamp: 03:05:01

   Town Manager, Brennan Duffy, further explained the details of his recommendation to the Selectboard.

   *Layton moved (Gere 2nd) to accept the Town Manager's recommendation to award the FY 2027 Gravel and Ledge Products contract to Pike Industries, Inc. and authorize the Town Manager to complete the applicable contract agreement.*
   - *Vote: Unanimous (yes).*

10. **Finance Committee Items (tabled October 28, 2026)**
    Timestamp: 03:07:35

    Town Manager, Brennan Duffy, stated that he was surprised and discouraged by a memo posited by Chair Griggs related to a previous response from the Town Manager on the work being done for budgets and the process of establishing new policies for the Board. Chair Griggs responded briefly by stating that the issue was not an agenda item.

*Griggs moved (Classon 2nd) that the Selectboard direct the Town Manager to ensure that the development, presentation and monitoring of the Town's annual budget are conducted in accordance with applicable Selectboard-adopted financial policies and informed by relevant guidance and best practices published by the Vermont League of Cities and Towns (VLCT) and the Government Finance Officers Association (GFOA). The Town Manager shall identify any significant departures from adopted Town policies, together with the reasons for those departures and bring them to the Selectboard's attention.*

Before the final vote, Layton began a discussion on the standards of developing a budget, with Gere and Swett suggesting a change to the motion language. Stephen Hepburn then inserted related comments of concern and frustration, leading the Town Manager to ask about the purpose of the motions, which Griggs elaborated upon. However, Griggs and Classon then rescinded their movement and seconding of the initial motion.

- *Vote: No vote occurred.*

The motion, as amended:

*Layton moved (Gere 2nd) that the Selectboard direct the Town Manager to ensure that the development, presentation, and monitoring of the Town's annual budget is being conducted in accordance with applicable Selectboard-adopted financial policies and informed by relevant guidance and best practices published by the Vermont League of Cities and Towns (VLCT) and the Government Finance Officers Association (GFOA). The Town Manager shall identify any significant deficiencies of adopted Town policies, together with the reasons for those departures and bring them to the Selectboard's attention.*
- *Vote: Unanimous (yes).*

*Layton moved (Classon 2nd) that the Selectboard request that the Finance Committee review the Town's existing budget development, presentation, and monitoring practices against applicable Selectboard policies and relevant VLCT and GFOA best practices. The Committee shall report its findings to the Selectboard, identifying:*
*1. Areas where current Town practices align with established policies and recommended best practices;*
*2. Areas where practices differ from adopted policies or recommended best practices;*
*3. Opportunities to improve financial transparency, budget development, reporting, and oversight; and*
*4. Recommendations for consideration by the Selectboard, taking into account the Town's size, resources, and operational needs.*
- *Vote: Unanimous (yes).*

**11. Finance Committee MOU with School District**

Timestamp: 03:59:53

*Griggs moved (Swett 2nd) to approve the proposed MOU between the Norwich Selectboard and the Norwich School Board regarding the Norwich and Dresden Finance Committees as amended, changing point number five to read, "Persons nominated under the NFC here under may be removed from the NFC by a two-thirds vote of either Board."*

- *Vote: Unanimous (yes).*

**12. Classon Request for Legal Expenditure**

Timestamp: 04:09:21

Town Manager, Brennan Duffy, delivered comments of confusion to Vice Chair Classon regarding a concern that the Town had possibly been double billed. Vice Chair Classon responded with clarification on the intention of the request. The Town Manager then stated his surprise that the facts of the matter were not properly checked before the request was made.

**13. AP Warrants**

Timestamp: 04:16:07

*Layton moved (Gere 2nd) to approve AP Warrant #1541 in the amount of $250.30 to be paid from the General Fund; AP Warrant #1542 in the amount of $374.45 to be paid from the General Fund #21, AP Warrant #1543 in the amount of $103,379.55 to be paid from the General Fund, AP Warrant #1544 in the amount of $803.95 to be paid from the Police Special Equipment Fund #21, and AP Warrant #1545 in the amount of $47,800 to be paid from the Culvert Fund #54.*

- *Vote: Unanimous (yes).*

**14. Receipt of Correspondence**

Timestamp: 04:18:43

Chair Griggs shared a detailed list of correspondence material. Town Manager, Brennan Duffy, posited a very concerned comment on a particular piece of a memo, which stated that the Town Manager criticized members of the public during a Selectboard meeting, which Chair Griggs believed to disobey the Board's Digital Media Policy. The Town Manager then asked to hear about the specific example that was cited, allowing Chair Griggs to elucidate on what he included in the memo, with Vice Chair Classon reading quotes from a transcript of the particular meeting. Thus, a tense conversation on the matter ensued.

*Layton moved (Swett 2nd) to receive all correspondence.*

- *Vote: Unanimous (yes).*

**15. Discussion of November 18, 2026 Selectboard Agenda**

Timestamp: 04:28:53

Kris Clement suggested that an item involving TRORC be added to a future agenda. The Selectboard then quickly curated a draft list of potential agenda items.

**16. Adjournment**

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

- *Vote: Unanimous (yes).*

Meeting adjourned at 9:59pm.

Minutes taken by Steve Schlauch.