Town of Norwich
Minutes for the Special Selectboard Meeting
Thursday, 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), and Brennan Duffy (Town Manager).

Active Participants on Zoom: Beriah Smith (Town Counsel).

Key: *Motions noted in italics*.

The meeting was called to order by Chair Griggs at 5:32pm.

YouTube Timestamp: 00:00:00

1. **Agenda**
   Timestamp: 00:13:00

   Following a discussion between Board members and the Town Manager, Brennan Duffy, Beriah Smith, Town Counsel, explained why a public comment section was not on the agenda, but suggested that a reasonable opportunity for public comment be offered regardless.

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

2. **Consider litigation settlement proposal for Carleton Family Trust Bukk G., III Application #25DE25, Docket No. 25-ENV-00070; proposed executive session for confidential attorney client communications and discussing pending litigation.**
   Timestamp: 00:15:00
   Executive Session: 00:17:00
   Public Statement: 00:32:21

   Beriah Smith, Town Counsel, stated that the case was an appeal of a Development Review Board decision on proposed development on Beaver Meadow Road, which is owned by the Carlton Family Trust.

   Layton moved (Gere 2nd) to make a finding that premature public knowledge of the discussions of a settlement proposal in Docket No. 25-ENV-00070 would clearly put the Selectboard at a substantial disadvantage by disclosing confidential attorney-client communications and discussions of pending litigation, revealing litigation strategy, attorney assessments of the case, and negotiation priorities, which if

discussed in public would provide the opposing party to the litigation knowledge it could use against the Town in negotiation and litigation.
- *Vote: Unanimous (yes).*

Layton moved (Swett 2nd) to enter executive session pursuant to 1 V.S.A. 313(a)(1)(E) and (F) to discuss a settlement proposal and receive advice from the Town attorneys on said proposal regarding Docket No. 25-ENV-00070, a pending litigation to which the Town is a party of record and invite the Town Attorney, the Town Manager, and the Planning and Zoning Director to join the Selectboard in executive session.
- *Vote: Unanimous (yes).*

The Selectboard entered executive session at 5:42pm.

Swett moved (Layton 2nd) to enter public session.
- *Vote: Unanimous (yes).*

The Selectboard entered public session at 5:56pm.

No action was taken in the executive session.

Layton moved (Swett 2nd) that the Selectboard accept and approve the settlement agreement as proposed.
- *Vote: Unanimous (yes).*

3. **Discussion of employee-related contract; proposed executive session for confidential attorney client communications regarding a separation agreement.**
Timestamp: 00:33:00
Executive Session: 00:35:00
Public Statement: 00:46:00

Layton moved (Swett 2nd) that the Selectboard find that premature general public knowledge regarding the negotiation of an employee-related contract and confidential attorney-client communications would clearly place the Town at a substantial disadvantage, because the discussion will divulge the Town's position on the contract provisions and will include confidential attorney-client communications made for the purpose of providing professional legal services to the Town.
- *Vote: Unanimous (yes).*

Layton moved (Swett 2nd) that the Selectboard enter executive session, with the Town Manager, to discuss the negotiation of an employee-related contract under 1 V.S.A. § 313(a)(1)(A) and confidential attorney-client communications made for the purpose of providing professional legal services to the Town under 1 V.S.A. § 313(a)(1)(F).

- *Vote: Unanimous (yes).*

The Selectboard entered executive session at 5:59pm.

Layton moved (Swett 2nd) to enter public session.
- *Vote: Unanimous (yes).*

The Selectboard entered public session at 6:10pm.

No action was taken in the executive session.

Layton moved (Gere 2nd) to approve the Agreement and General Release between the Town of Norwich and a former Town employee, in the form presented to the Board, and to authorize the Town Manager to sign it on behalf of the Town.
- *Vote: Unanimous (yes).*

Chair Griggs noted that a new DPW Director would be sought out in an upcoming advertisement from the Town. The Selectboard expressed their gratitude for the exceptional work done by the previous DPW Director.

4. **Adjournment**
   Timestamp: 00:49:00

Gere moved (Swett 2nd) to adjourn the meeting.
- *Vote: Unanimous (yes).*

Meeting adjourned at 6:12pm.

Minutes taken by Steve Schlauch.