Town of Norwich
Minutes for the Selectboard Meeting
Wednesday, October 14, 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), Tracey Thaler, Cheryl Lindberg (Lister), Jim Faughnan, Bob Fisken, and Rafe Steinhauer.

Active Participants on Zoom: Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Nan Carroll, and Lindsay McClure Miller.

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

The meeting was called to order by Chair Griggs at 6:35pm.

YouTube Timestamp: 01:02:04

1. **Agenda**
   Timestamp: 01:02:28

   Chair Griggs proposed removing the agenda items 12, 13, and 14 due to there being no supporting documentation. Adding an update on the Gile Mountain Parking Lot to the agenda list was also proposed.

   Layton moved (Gere 2nd) to approve the agenda as amended to include item #5 Gile Mountain Parking Lot Update, and removal of items #12, #13, #14.
   - *Vote: Unanimous*

2. **Chair's Report**
   Timestamp: 01:06:09

   Chair Griggs provided a summary of occurrences that happened since the last meeting, which included two Special Meetings that transpired, as well as site visits with the BCA.

3. **Public Comments for Items not on the Agenda**
   Timestamp: 01:06:24

   Cheryl Lindberg, Lister, provided a detailed update on changes requiring Listers to work hours that are unbudgeted. Act 170 of 2026 made changes to the information that municipalities are required to submit to the Education Grant List, requiring that municipalities, in 2027, must complete a separate column on the Education Grand

List that shows the number of dwelling units on each parcel. Currently, the mandate is unfunded, and no state funds are being allocated to the Town for the additional workload. However, extra training has begun with the first class occurring on October 19th, 2026. There will be a new Form HS-122 to assist with identifying property owners with an additional dwelling unit (ADU).

4. **Approve Minutes – September 23, 2026 Special and Regular Meetings, and September 30, 2026 Special Meeting**
   Timestamp: 01:12:57

   Layton moved (Swett 2nd) to approve the Minutes of the September 23, 2026 Special Selectboard Meeting as presented.
   - *Vote: Unanimous*

   Swett moved (Layton 2nd) to approve the September 23, 2026 Regular Selectboard Meeting as presented.
   - *Vote: Unanimous*

   Gere moved (Layton 2nd) to approve the September 30, 2026 Special Selectboard Meeting as presented.
   - *Vote: Unanimous*

   Griggs moved (Layton 2nd) to table item #5 Affordable Housing Committee Appointment.
   - *Vote: Unanimous*

5. **Gile Mountain Parking Lot Update**
   Timestamp: 01:17:05

   Brennan Duffy, Town Manager, provided an update that included information that was received from the Town's DPW foreman pertaining to the trail committee request. It was confirmed that the proposed ditching operation will require an excavator that the Town will have to rent, with the project beginning later in the spring of 2027.

   Jim Faughnan stated that it would be great if the Town were able to do a band aid fix to the parking lot in order to avoid potential lot closure in April and May of 2027 due to the current drainage ditch being leveled with the parking lot. Relatedly, Bob Fisken shared an experience concerning the ditch in question and the Town backhoe operator that occurred during the summer of 2026. Layton responded with a suggestion for the Town to hire a contractor to complete the small request this year.

   Cheryl Lindberg sought an explanation on where potential funding would come from, and if such funding had been budgeted. Chair Griggs elaborated on the

proposed budget of $3,000 from the Town highway budget and DPW staff participation.

6. **448 Main Street Water Issue**
   Timestamp: 01:28:05

   Chair Griggs and the Town Manager, Brennan Duffy, sought further direction for who would pay for the mitigation of the water issue due to the property owner, Rafe Steinhauer, stating that the operations for handling the issue should be overseen by the Town. Rough estimates for fixing the issue were estimated at $10,000 for engineering costs and $10,000 to $15,000 for construction costs.

   Layton offered legal questions and asked if the water issue could possibly be considered a small, natural disaster, which propelled a lengthy discussion with all Selectboard members and the Town Manager pertaining to potential cost sharing, Town funding, legal action, and further details about the history of the house on the property. The Town Manager shared that a 75/25 cost split had been proposed, with the property owner paying 75% and the Town paying 25% of the cost. However, Rafe Steinhauer, property owner, said that he would be willing to accept the decision of the Selectboard, leading to Gere suggesting a 50/50 split.

   Cheryl Lindberg countered with a concerned perspective regarding Town responsibility for property requests, highlighting other existing property issues in the Town. Chair Griggs disagreed with the statement, asserting that the water issue at hand could be a future liability for the Town. Nan Carroll offered a quick clarification on Vermont real estate transactions and disclosures, which are not required.

   The in-depth conversation closed with the property owner, Rafe Steinhauer, agreeing to a 50/50 payment split with the Town, with the precise details being worked on and confirmed between the Town Manager and Rafe Steinhauer.

   Griggs moved (Layton 2nd) to empower the Town Manager to resolve the continuing ground-water abatement issues at 448 Main Street in Norwich by agreeing to a 50/50 cost sharing agreement with the owner of the property. Initially, Griggs made a motion that was briefly halted due to the property owner seeking further clarification on decisions being made for potential cost overrun. The motion was then completed following a brief discussion.
   - *Vote: Unanimous*

7. **Illsley Road Options for Road Classification or Policy Change**
   Timestamp: 02:15:10

   Layton moved (Gere 2nd) to accept the Town Manager's recommendation to adopt a new Town Policy at the earliest possible date directing the Norwich Road Foreman

to seasonally close a section of Class 4 Illsley Road (as shown on a map on page 41 of the 14 October 2026 Selectboard packet) on the South side of the proposed new bridge, to all wheeled traffic for the three-month period March 1 to June 1 each year henceforth.

- *Vote: Unanimous*

Following the motion but not the final vote, Tracey Thayler, the landowner, stated that they did not envision a movable barrier as a solution for the bridge issue. Thus, the Town Manager, Brennan Duffy, proposed the installation of a permanent barrier as a solution for the landowner's concern, which would not allow motorized vehicles across the bridge during specific dates each year.

8. **Town Clerk Request to Spend from Fund #45**
   Timestamp: 02:26:51

   Lily Trajman, Town Clerk, explained the need for the proposed purchase and fund information.

   Swett moved (Layton 2nd) to authorize the expenditure of up to $4,650.00 from the Restoration and Preservation Reserve Fund #45 for the purchase of a scanner and label printer to serve the Town in the office of the Town Clerk.

   - *Vote: Unanimous*

9. **Affordable Housing Subcommittee Appointment**
   Timestamp: 01:16:20 (tabled)
   Timestamp: 02:30:59 (discussed)

   Lindsay McClure Miller shared their interest in joining the subcommittee.

   Swett moved (Gere 2nd) to approve the appointment of Lindsay McClure Miller to membership on the Affordable Housing Subcommittee, a subcommittee of the Norwich Planning Commission, for the appropriate term length.

   - *Vote: Unanimous*

10. **TM Recommendation for Winter Road Salt Vendors**
    Timestamp: 02:38:46

    Stemming from a comment made by Layton regarding the shipping of salt, a brief discussion transpired revolving around low energy options for future transport.

    Layton moved (Swett 2nd) to accept the recommendation to award the FY 2027 Winter Road Salt contract to Cargill Incorporated and Eastern Salt Company and to authorize the Town Manager to complete the applicable contract agreements.

    - *Vote: Unanimous*

11. **TM Recommendation for Winter Sand Vendor**
    Timestamp: 02:44:50

    Layton moved (Swett 2nd) to accept the recommendation to award the FY 2027 Winter Sand contract to Pike Industries and to authorize the Town Manager to complete the applicable contract agreements.
    - *Vote: Unanimous*

12. **Tracy Hall Emergency Backup Generator Recommendation**
    Timestamp: 02:46:13

    Gere mentioned adding battery powered backup systems as additional options in tandem with utilizing a backup generator in the future.

    Swett moved (Layton 2nd) to accept a bid from Brook Field Services to replace the backup emergency generator at Tracy Hall as recommended by the Town Manager for an amount not to exceed $90,000.00, funds to be taken from Generator Fund #46 and Tracy Hall Fund #13.
    - *Vote: Unanimous*

13. **AP Warrants**
    Timestamp: 02:57:23

    Swett moved (Layton 2nd) to approve AP Warrant #1531 in the amount of $191.50 to be paid from the General Fund, AP Warrant #1532 in the amount of $387.62 to be paid from the General Fund, AP Warrant #1533 in the amount of $84,906.50 to be paid from the General Fund, and AP Warrant #1534 in the amount of $16,000.00 to be paid from the Opioid Settlement Fund #56.
    - *Vote: Unanimous*

14. **Receipt of Correspondence**
    Timestamp: 02:59:39

    Chair Griggs shared a detailed list of correspondence material.

    Swett moved (Layton 2nd) to receive all correspondence.
    - *Vote: Unanimous*

15. **Discussion of Changing First Selectboard Meeting in November**
    Timestamp: 03:02:01

    The Selectboard discussed changing the November meeting date due to the scheduled date falling on Veteran's Day.

Swett moved (Layton 2nd) to change official date of the first regular November meeting of the Selectboard from November 11 to November 12.

- *Vote: Unanimous*

16. Discussion of October 28, 2026 Selectboard Agenda

Timestamp: 03:07:27

The Selectboard discussed, then curated a draft list of upcoming agenda items.

17. Adjournment

Classon moved (Swett 2nd) to adjourn the meeting.

- *Vote: Unanimous*

Meeting adjourned at 8:50pm.

Minutes taken by Steve Schlauch.

Minutes approved on October 28, 2026

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Kimo Griggs, Selectboard Chair