Town of Norwich
Minutes for the Selectboard Meeting
Wednesday, October 28, 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), Priscilla Vincent, and Christie James (Finance Committee Member).

Active Participants on Zoom: Brennan Duffy (Town Manager), Lily Trajman (Town Clerk), Steven Hepburn (Finance Committee Member), Jaan Laaspere (Planning Commission Chair), Cheryl Lindberg (Treasurer), and Kris Clement.

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

The meeting was called to order by Chair Griggs at 6:33pm.

YouTube Timestamp: 01:08:04

1. **Agenda**
   Timestamp: 01:09:14

   Swett suggested adding the item, Town of Norwich Website Working Group Proposal, to the meeting agenda, with Chair Griggs recommending the item as #14.

   Swett moved (Gere 2nd) to approve the agenda as amended to include the website discussion and possible motion.
   - *Vote: yes (unanimous)*

2. **Chair's Report**
   Timestamp: 01:10:45

   Chair Griggs provided a summary of occurrences that happened since the last regular meeting, which included three Special Selectboard Meetings; reviewing safety considerations with the Police Department for work as a crossing guard; and participation in BCA and BOA hearings—amongst other events.

3. **Public Comments for Items not on the Agenda**
   Timestamp: 01:11:17

   Lily Trajman, Town Clerk, reminded the public that voting will be occurring at Tracy Hall on November 3rd, and that the Clerk's Office will be closed on November 4th.

Jaan Laaspere, Planning Commission Chair, provided a clarification on a Planning Commission memo pertaining to capital planning.

4. **Approve Minutes – October 7, 2026 Special Meeting and October 14, 2026 Special and Regular Meetings**
   Timestamp: 01:14:42

   Gere moved (Layton 2nd) to approve the Minutes of the October 7, 2026 Special Selectboard Meeting; the October 14, 2026 Special Selectboard Meeting; and the October 14, 2026 Regular Selectboard Meeting as presented.
   - *Vote: yes (unanimous)*

5. **Change of Informational Meeting Date**
   Timestamp: 01:16:05

   Following a discussion between Selectboard members, and a pertinent suggestion by Lily Trajman, Town Clerk, it was decided that the item be tabled for next month's meeting, with the vote to table being unanimous.

6. **Memorial Tree Gift Acceptance**
   Timestamp: 01:22:05

   Chair Griggs suggested reaching out to the baseball and softball recreational association, which propelled further conversation by the Board and the Town Manager, Brennan Duffy.

   Layton moved (Swett 2nd) to accept the gift of a memorial tree to be placed in Huntley Meadow in May of 2027 at a location approved by Town staff.
   - *Vote: yes (unanimous)*

7. **Conclusion of Town Manager's Annual Evaluation**
   Timestamp: 01:28:57

   Swett stated that, "the majority opinion of the Selectboard Members is that the Town Manager did a satisfactory job and helped maintain the Town's stability and continued development. He fulfilled his statutory duties while guiding a range of Town projects to successful completion at fair cost to the taxpayers. The core of the Town Manager's duty is financial oversight, managing the workforce, and managing the day-to-day functioning of our Town business, and some feedback indicates that these are being handled adequately. A satisfactory job performance does not mean there is no room for improvement. The Selectboard has provided Brennan with a performance evaluation that outlines the strengths and areas of improvement from his previous year of work.

Among other things, the full Board recognizes that improving communication and customer service should be highly prioritized in this next year. Setting goals will be among the Board's highest priority in the upcoming month, as will reviewing progress on them at intervals throughout the year. We appreciate the significant time and effort that everyone has contributed to this process."

Swett moved (Layton 2nd) that the Town Manager receive a step increase pursuant to his contract retroacted to October 7th, 2026.

- *Vote - Classon (No); Layton (Yes); Gere (Yes); Swett (Yes); Griggs* (No): Passed.

Before the final vote, Priscilla Vincent asked for clarification on the Town Manager's base salary following the step increase.

8. **Discussion of Goals & Objectives for 2026-27 TM Evaluation**
   Timestamp: 01:31:00

   Following a discussion amongst the Board members, the Town Manager, and Jaan Laaspere, Planning Commission Chair, a plan was set to have a list of goals and objectives drafted by November 12th, 2026.

9. **Finance Committee Items**
   Timestamp: 01:46:05

   Steven Hepburn, Finance Committee member, provided intricate details on a set of documents that were given to the Selectboard in June 2026 by the Finance Committee. Christie James, Finance Committee member, offered additional comments and suggestions in tandem with the Treasurer, Cheryl Lindberg.

   Two motions were proposed by Chair Griggs:

   1. I move 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.

   2. I move 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.

Neither motion was seconded.

Layton and the Town Manager, Brennan Duffy, posited concern with the proposed motion, allowing for further elaboration from Steven Hepburn. However, Layton still felt unprepared for the proposed motion, suggesting a revision. Swett aligned with Layton, stating a need for more time to examine the contents related to the proposed motion. Chair Griggs disagreed, as did Classon by expressing that the motion was quite simple.

Kris Clement praised the Finance Committee while also suggesting appointing a liaison to the Committee. Steven Hepburn then offered further clarity on the motion language proposed by Chair Griggs, along with related comments being posited by Jaan Laaspere, Planning Commission Chair, Christie James, Finance Committee member, and Cheryl Lindberg, Treasurer. Thus, a vote was passed to table the two proposed motions for consideration during the November 12th meeting. The vote included: Classon (No); Layton (Yes); Gere (Yes); Swett (Yes); Griggs (Yes).

Swett moved (Layton 2nd) that the Selectboard directs the Finance Committee to work with the Planning Board on capital planning.

Before the final vote, Jaan Laaspere, Planning Commission Chair, offered a technical adjustment to the motion moved by Swett. Chair Griggs then restated the revised motion language. The motion, as amended and seconded:

Swett moved (Gere 2nd) that the Selectboard directs the Finance Committee to work with the Planning Commission on capital programming.
- *Vote: yes (unanimous)*

10. Finance Roles and Responsibilities
Timestamp: 02:46:10

Cheryl Lindberg, Treasurer, offered concern regarding the accuracy of the Roles and Responsibilities document, propelling Chair Griggs to suggest that the Treasurer oversee future editing processes of the document. Additionally, Swett provided clarity on the intent for including the document for general review.

11. Town Manager Report
Timestamp: 02:57:15

The Town Manager, Brennan Duffy, shared some high points from the detailed report, including bids and contracts in preparation for the winter months; the 448 Main Street water project being underway in collaboration with an engineering company and the homeowner, along with the completion of a formalized agreement on the scope of the project and the cost-splitting; and an update on the Hurricane Riders Snowmobile Club and how to create a simple way for limiting vehicular traffic.

12. Department Reports
Timestamp: 03:08:55

The Town Manager proposed setting meeting dates to discuss Department budgets.

13. TM Request for DPW Truck Repair Exceeding $12,001
Timestamp: 02:57:23

The Town Manager delivered further details on the need for repairs.

Layton moved (Gere 2nd) to approve the recommendation from the Town Manager to extend approximately $17,000 on repairs to DPW Truck #1.
- *Vote: yes (unanimous)*

14. Town of Norwich Website Working Group Proposal
Timestamp: 03:16:40

Griggs moved (Layton 2nd) to authorize Matt Swett to form a Town of Norwich Website Working Group as described in a Memorandum attached in the Packet for the October 28, 2026 Regular Selectboard Meeting.
- *Vote: yes (unanimous)*

15. AP Warrants
Timestamp: 03:23:41

Layton moved (Gere 2nd) to approve AP Warrant #1535 in the amount of $3,547.07 to be paid from the General Fund, AP Warrant #1536 in the amount of $337.00 to be

paid from the Police Special Equipment Fund #21, AP Warrant #1537 in the amount of $203,477.53 to be paid from the General Fund, AP Warrant #1538 in the amount of $4.00 to be paid from the Records Restoration Fund #45, AP Warrant #1539 in the amount of $25,000 to be paid from the Generator Fund #46, and AP Warrant #1540 in the amount of $13,425.00 to be paid from the Public Safety Facility Fund #47.

- *Vote: yes (unanimous)*

16. Receipt of Correspondence

Timestamp: 03:25:34

Chair Griggs shared a detailed list of correspondence material. Classon added brief comments on the correspondence from residents and engineers in support of assisting with the 448 Main Street water issue.

Swett moved (Gere 2nd) to receive all correspondence.

- *Vote: yes (unanimous)*

17. Discussion of November 12, 2026 Selectboard Agenda

Timestamp: 03:28:22

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

18. Adjournment

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

- *Vote: yes (unanimous)*

Meeting adjourned at 9:02pm.

Minutes taken by Steve Schlauch.

Minutes approved on November 12, 2026

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Kimo Griggs, Selectboard Chair