

**WILLIAMSTOWN PLANNING COMMISSION MEETING**  
**MEETING HELD ON: Jan. 14, 2026**  
**Minutes - - (DRAFT COPY)**

PRESENT: Rich Turner, CH, David Traczyk, Horace Duke, Susan L.  
Guests: Eli Toohey and Kari Pelletier from CVRPC

The Meeting was called to order at 6:05 p.m. at the Town Office.

Rich. T. Any adjustments to the Agenda? Dave wanted to add discussion regarding the meeting time.

Dave T. Motion to add the above to the Agenda - - 2<sup>nd</sup> by Horace D. All agreed and approved.

Dave T. Move to accept the Minutes from Sept. 10, 2025. 2<sup>nd</sup> by Horace D. All approved.

**New Business:**

Rich T. We have two guests tonight from the CVRPC – Eli and Kari and they are here to present the results from the Town Plan Survey. Asked if they had a total number of responses from the survey.

Eli T. I don't have a total at this time, however, it is on our excel spreadsheet. Received quite a few though, enough to get some good information. Hand out two different documents. One showing the actual numbers on the different topics and the second showing quotes from the folks adding comments. There is also a timeline and steps that I will go over after. Went over the numbers for each topic in the Town Plan Survey Results and some discussion followed. Lory will be coming to the Feb. meeting and will be discussing more about the Capital Planning section. Under the "Like Best" section there were comments about the "no zoning" in town. Pros and Cons. Under the Capital Planning topic for the next 5-10 years, a lot of comments - - something that should be looked into more. We can help with that - maybe a Municipal Planning Grant. CVRPC could also be a consultant on that if the town is interested.

Rich T. Wanted to ask Sue if there was still plans to honor the church that burnt down?

Susan L. Yes – the town has plans to have an enclosed building made to hold the clock and the bell that was saved from the fire. They hope to have it as a Park area to use for weddings or other special occasions.

Eli T. I can think of a couple of Grants that could potentially help with that.

Rich T. I can show you a picture of the sketch when I find it.

Eli T. I have roots in Williamstown, my grandfather was from Williamstown.  
So, the Housing topic, several comments noted on the types. Reference the survey.  
Under Organizations and Committees - - Parks & Recreation committee came up - -.

Susan L. We do actually have a Recreation Committee. Like all committees it is hard to get people involved. Ours is still somewhat active.

Eli T. Sidewalk/Traffic Calming Committee - - Some of these suggestions could be a brainstorming group getting together to discuss ideas. Could work with the RPC on demonstrations for traffic issues. There are different grants available – for instance AARP has a demonstration grant that I think they do once a year that you can apply for. A crosswalk demonstration – things like that. Keith and Reuben would both be good to talk with regarding this about what would be available.

Rich T. There will be a discussion at a Selectboard meeting on a sidewalk coming down from the High School – I believe at an up-coming meeting.

**WILLIAMSTOWN PLANNING COMMISSION MEETING**

**MEETING HELD ON: Jan. 14, 2026**

PAGE 2

**Minutes - - (DRAFT COPY)**

- Eli T. I believe that the AARP Grant has three different levels for different demonstrations. The last topic covered was for Uses: The number 1 comment was for Retail/restaurant/café in town. We might want to focus on what the Village Center designation tax credit could do for the town. Another suggestion was for Economic Development Community stuff. Different grants that could maybe help. Item #3 in this section notes Parks/Recreation Fields.
- Susan L. We actually have two recreation fields in town. One is Seaver Field here in the middle of town and the other is Saldi Field on the other side of town. Saldi Field just got some brand new lighting for this field that can allow for night-time playing.
- Eli T. I know this field well as my kids have played in the jamborees there. The last section under Education - - received a lot of comments - - reference the survey and also the printout (#7) with comments. Tried to categorize some of the comments to capture the concerns. We will try to incorporate that in the Education Chapter of the Town Plan. Any questions? Also, the comments that people made are in the separate handout. Some were very interesting!
- Looking at the “**Next Steps**” – see the handout - #1 - We will add a detailed analysis to the Town Plan appendix so that these will be available to the community.  
#2 – Ref. the handout.  
#3 Determine Date, location and details of the Planning Cmsn. Question for us - - do we think that it makes sense to have the Selectboard and the different “stakeholders” come together for this meeting in Feb./March? (Rich T. – not at this time - - the SB expects us to gather and present the information to them.) Anyone from another committee such as the Recreation Board that might want to be apart of this?
- Rich T. Not at this time. Anyone come to mind Susan?
- Susan L. Not really.
- Dave T. I can think of one - - he likes to participate - - Chris Dessereau.
- Eli T. It might make more sense to have him come to one of the public meetings. Lory will discuss this more at the February meeting.  
#4 – Determine Date, location and details of public outreach meeting (March/April). {Not to be scheduled around Town Meeting Day!}  
#5 – Develop focused questions from the review and feedback. CVRPC will assist the WPC in contacting the following stakeholders to gather further input.  
So – now we are talking about Plan Writing, Mapping and Data – Once we get into that as we are in meeting #2 now – we will need to set a date for the public meeting. I’m thinking about April. This might be where the people might want to come and discuss some of their concerns. We will have the goals, objectives and themes to present. If people want to be engaged that would probably be the best forum for that. That information will be taken to the next Draft Plan. After that we would meet with the WPC to finalize things before it goes to the Selectboard.
- Rich T. For the Public Outreach Meeting – we might not get a lot of people - - thinking about having it at the Public Safety Building. I’ll find out what needs to be done to coordinate that.
- Eli T. Will need to be thing about – date – time – how do we get the word out so we can have a good turnout. You might want to consider providing food - - that’s always a good draw.
- Susan L. If you decide to offer food - - you might want to get some kind of a head count, or you could be surprised by the turnout. Discussion - - could try to get an estimate if we decide to order pizza. I don’t think registration would work. We can post the date and time at the places that the survey was located, schools, library, Pump n Pantry. Also post on the Town website, Town FB page, Front Porch Forum.
- Eli T. How does this time-line sound - - we are still on target for next August. (OK)

**WILLIAMSTOWN PLANNING COMMISSION MEETING**

**MEETING HELD ON: Jan. 14, 2026**

PAGE 3

**Minutes - - (DRAFT COPY)**

- Eli T. So, at your next meeting – Lory will be here and she will be bringing plans and check lists that you will have all of these things to do. Some will be up-dates, some new – the Flood Chapter – some new material because of new statues that are now required. Some will be the hours on our side – the data and maps that we have.
- Susan L. Where are all these maps and updates coming from?
- Eli T. We will provide these. We might reach out to you folks for some information that we might not be able to get that you have in your files.
- Rich T. What about the Future Land Use Map? The SB is very interested in seeing the maps.
- Eli T. We should have that available at the April Public Outreach Meeting. I think it’s almost done. Hopefully the Housing targets will be done by August so we can incorporate them in the Town Plan. Any more questions for me?
- Rich T. I think that this all looks good.
- Susan L. Rich – you had asked in a Nov. e-mail if we had heard anything on our Municipal Planning Grant money. I just want to let you know that I checked with our new Town Mgr., Ryan Lockwood and he was able to look into this and got access to the portal and grant information and put in the first requisition for funds in the amount of \$9,000 (plus dollars) which should be coming soon. So, does the check come to the Town? How does this work?
- Eli T. I believe that I get notifications for that also. The check will go directly to the Town and we invoice you for the hours. We basically do the invoice for the tasks completed. That is the way the contract was written between CVRPC and the Town, that the invoices are task based.
- Rich T. Thanked Eli & Kari for coming to the meeting and for all their help.
- They left at 6:50 p.m. and we continued with our regular meeting. Paused the taping so the Oct. 8, 2025 minutes could be read by all.
- Dave. T. Did the Selectboard approve our Budget?
- Rich T. I believe they did at the SB meeting on Jan. 12, 2026.
- Dave T. Motion to approve the Oct. 8, 2025 minutes as read. 2<sup>nd</sup> by Susan L. – All approved and passed and Minutes signed.
- Rich T. Asked for the handout for the St of VT Municipal Climate Planning Guides Pilot Program. Everyone read thru the information.
- This is a pilot project that the State has been working on with different municipalities and what it does is give some more planning capacity with the Regional Planning Cmsn. The one that is of interest to us is the Municipal Climate Plan Guide that supports communities with integrating climate change considerations into their Municipal Plans. It also provides guidance on how land use planning, zoning and bylaws, capital planning, and infrastructure upgrades can move towards more resilient and low carbon communities. We are like a prime target for that. Sam Lash reached out to me on this one – I think I have mentioned a number of times that the energy piece is the biggest piece that we need to update on our Town Plan. She had spoken to Christian \_\_\_\_\_ the Director of \_\_\_\_\_ and Keith Cubon who is from the VT Emergency Management.

- Rich T. (cont/d) Christian, Keith and Eli thought that Williamstown would be the best target town to work with. This could bring the energy and planning together. Also our Local Hazard Mitigation Plan has expired and the Selectboard did not want to support a grant for this.
- There was a grant deadline for the end of December for the Municipal Climate Plan - - so as to not violate the public meeting law for either the Planning Cmsn or the SB - - as the Project Mgr. for the Town Plan – I went ahead and made the decision to sit down with Sam Lash and at no cost to us – put in a request. I just got an e-mail yesterday trying to do a 20-25 minute interview. Sam said that she would be happy to join in on this also. So I just need to coordinate a time to do this. It’s a 9 month Pilot Project – there was 6 communities/municipalities that they were looking at and we have been selected to take part in this! There will be an interview on either Jan. 20<sup>th</sup> or the 23<sup>rd</sup>., might be a zoom meeting, and will meet with Sam at the CVRPC office. I believe that by the end of Jan. the State will make a decision which towns will get awarded the grant.
- This is a No Town Match Grant available in the estimated amount of \$5,000 – which is an additional resource for us. It dovetails with several other pieces that we are working on.
- There is also a grant for the Climate Capital Planning that Eli thought might be of interest at some point.
- I will need a Motion if you think we might support this application.
- Dave T. I will make a Motion to apply and pursue the Municipal Climate Plan Guide Grant. It will help us in the long run. 2<sup>nd</sup> by Susan L. All in favor - - Motion passed.
- Rich T. Thank you for the support and once it gets going I will brief the SB on it also. I did talk briefly with Ryan Lockwood, our new Town Mgr., at the last SB meeting.

**NEW BUSINESS**

- Rich T. Give brief updates on the last CVRPC Board Meeting. Mostly Montpelier issues.
- Dave T. So – we had changed our normal meeting time from 7:00 p.m. to 6:00 p.m. to accommodate people and I was wondering if that was really accommodating everyone. So, we should have a discussion from people who are not here tonight to see what they think, and what works for them. I’m open to anything.
- Susan L. For me it would be better at 7:00 p.m. I think for Jasmin too, I think that it might be one of the reasons that she hasn’t been coming to the meetings. Her obligation to the farm comes first.
- Rich T. So – 7:00 p.m. works fine for me too. It’s hard sometime to get here by 6:00 p.m.
- Dave T. I think that Duke would be open to it also.
- Rich T. I would certainly be open for the time change. I will make the Motion to have our meeting time changed from 6:00 to 7:00 p.m. starting with the February meeting.
- Dave T. We will have to get approval from the other two members too.
- Susan L. I can call both Jasmin and Horace to get their thoughts.
- Dave T. With the approval from both Jasmin and Horace I will make the Motion to change the meeting time back to 7:00 p.m. 2<sup>nd</sup> the Motion. All in favor – Motion passed.
- Susan L. I will let you know Rich what they decide.
- Susan L. I brought the Regional Planning Dates for this meeting - - is that something that we need to discuss tonight?
- Rich T. I have been meeting with the RPC on this – not something we need to discuss tonight. The final review date is the end of July and then it goes to the Selectboard for their August meeting.

**WILLIAMSTOWN PLANNING COMMISSION MEETING**  
**MEETING HELD ON: Jan. 14, 2026**  
**Minutes - - (DRAFT COPY)**

PAGE 5

Rich T. Any other business. None

Susan L. I will make the Motion to adjourn.  
2<sup>nd</sup> by Dave T.

Meeting Adjourned at 7:35 p.m.      Next Meeting - - February 11, 2026