

WILLIAMSTOWN PLANNING COMMISSION MEETING

MEETING HELD ON: Feb. 11, 2026

Minutes - - (DRAFT COPY)

PRESENT: Rich Turner, CH, David Traczyk, Horace Duke, Susan L.
Guests: Lory Banbury from CVRPC

The Meeting was called to order at 7:10 p.m. at the Town Office.

Rich. T. Any adjustments to the Agenda? Will look over and approve the minutes after the presentation from Lory from CVRPC.

Dave T. Move to accept the Minutes from Jan. 14, 2026. 2nd by Susan L. All approved.

New Business:

Rich T. We have a guest tonight from the CVRPC – Lory Banbury and she is here to go over the next steps for our Town Plan.

Lory B. Thank you for having me. I want to go over the Town Plan 2026 Updates - - handouts on this were given to everyone. Looking at the 2016 Vision Statement it appears from the results of the survey that the vision is pretty much the same. “The Planning Commission would like Williamstown to be a vibrant village center with an outlying landscape of open farm lands and forests.”

The Proposed 2026 Vision Statement has been broken down into two Options – A & B. Refer to the handout. Would like us to look over both options and choose which one we feel better represents the Town vision.

Also looking over the list of Priorities - - these can be turned into Goals for the Town.

Under Capital Planning - - question was who would be the person to talk to regarding these goals?

Susan L. That would have been something that our previous town manager did - - so our new Town Manager, Ryan Lockwood would be the person to speak with.

Rich T. I did want to mention that we were (1) of (6) towns selected for the Municipal Climate Planning Guide Pilot Program! We got the Grant as the community without zoning. They will have a Kick Off Meeting the end of February.

Susan L. Do we know who the other towns are?

Rich T. No – I don’t have that information yet.

Lory B. There are several new State regulations that will need to be included and we will be handling that part. I also want to mention that we will be using a larger font and also using wording on a 5th or 6th grade level. We will also be using AI to do some of this.

Turning the paper over to look over the Town Plan Update Next Steps: Under the Planning Cmsn. – Lory went over the different steps. Under #3 Review goals (high-level review) we looked at the “Williamstown 2016 Town Plan Original Goals and Tasks” colored handout and Lory asked that we go over this chart and put a star (*) next to the goals we felt should be kept, (-) edit or (D) delete. Unfortunately, it was noted that quite a few of the goals were missing part of the sentence – making it hard to understand. Lory apologized and said that she would run it again in excel and re-send to Susan’s e-mail for reprinting and to handout.

#4 Review highlighted actions on master list - - Will skip this one for now - - once we have received the updated list and we have each gone over it and marked it – Lory will need these returned to her.

Susan L. I can scan the results and e-mail them to Lory.

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- Lory B. Item #5 -Plan outreach event. Much discussion followed.
- a. Pick date - - end of April
 - b. Secure space - - discussed different spots – Public Safety Bldg., WMHS Library, WMHS Gym and the Masonic Lodge. The Masonic Lodge seemed to be the best choice – large enough space for at least 50 people, kitchen available, parking space good. Horace mentioned that Helen was a member of the Eastern Star and could get us the name of the person in charge to see if it might be available to us for the Public Meeting.
 - c. Arrange food - - discussed offering pizza or maybe different desserts.
 - d. Arrange for audio visual needs
 - e. Make a publicity plan: Discussed where to post the information. Town Website, Facebook, Front Porch Forum, Town Businesses; Bank, Pump, Pub, Bergamont, Library (and their website) The Library was very helpful with our Town Survey. Posters with a pull tab section so folks can have a reminder. Maybe do postcards. We can also check with the Supt’s office to see if they have a newsletter. Or the schools? Do they have a newsletter? (no one knew for sure if the schools did this.) Maybe have some material available for Town Meeting Day - - March 3rd. There will be two Public Meetings needed - #1 – for the big picture and #2 with specific plans. CVRPC: #'s 1-4. We will print up materials. I will check with Eli on this also. Hope to do the logistics by the next meeting.
- Also, at the April meeting we can go over the Municipal Climate Planning Guide program. Thanked us all for our hard work on this, especially with meetings only once a month and for a town without zoning, and for being honest. I appreciate all that you folks do.
- All Thanked Lory for coming and for all that they are doing to help us too!
Lory left at 8:25 p.m.
- Rich T. Ok – we will continue on - - let’s go back to reading the minutes so we can get those out of the way.
- Dave T. I will make the Motion to approve the minutes of Jan. 14th as written - - 2nd by Susan L. All approved – passed and signed.
- Rich T. Eli had mentioned at the last meeting that we needed a date for the Public Outreach meeting and it was discussed that it NOT be around Town Meeting Day! I think that free food is the way to go, it will draw in more people to attend.
- Susan L. I did ask Jennifer today if we had any money coming in to us from the Municipal Planning Grant. She said that she had not received any. I’ll check with Ryan – our new Town Mgr.
- Rich T. Spoke on the CVRPC meeting that he attended. They had an open meeting law resolution, several of the legal issues that Montpelier is facing, Montpelier City has a Parks Connector Trail program which passed. The Plainfield Community Development Corp. Village expansion project received a Grant. They desperately need more housing as they lost over 39 houses in the last flood.
- Rich T. So, the Municipal Climate Planning Pilot Program – I had mentioned in the minutes from last month that they were planning on doing a short 20-25 minute interview before they made a final decision and one of the consultants that was hired from the state was to oversee that program, she did do the interview. So, I went in with Sam Lash and we talked thru all the points – it was a really good interview, really good questions and we had good interaction. We had already checked the boxes before she even asked the questions. It worked out really well. They said that they would get back to us at some point next week – and she did and she said Congratulations! You are one of the (6) candidates selected for the state-wide program. They have this Guide that I received, but haven’t looked at it yet, I will bring it in at some point so you can look at it. We also had a scoping meeting to see how things were going to be integrated. Different plans to be introduced into this plan. Questions to look over and we can go over them together at some point. There will be a kick-off meeting at the end of February. It might be with all 6 towns – not sure at this time. I will send out information on

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Rich T. (con't.) this sometime within the next week or two so you can start looking at the questions. Maybe we can divvy them up. RCP is excited about us receiving the Grant because now it won't take away from other resources. I will let you all know how the kick-off meeting goes.

Susan L. So, Lory will be sending us the revised/complete Goals & Tasks chart so we can put our thoughts down. When I receive it, I will make a hard copy for everyone and let you know so you can come to the office and pick up your copy. Once completed I can scan them and e-mail them to her.

Rich T. Any other business?

Dave T. So, Rich – do you want us to go thru these questions and prioritize them? Or let you know at the next meeting?

Rich T. No – if you could send them to me when you are done – I can send it to Lory and they will consolidate the answers. That's what we will work off from at the next meeting.

Dave T. Do you have a time-line for this to be returned ?

Rich T. Not really

Susan L. Some of this stuff doesn't make sense. I will be out of town next week.

Rich T. Maybe by the end of the month. So they can have it and consolidate it so we can go over it at our next meeting.

Any other questions or comments? None - - -

Susan L. I will make the Motion to adjourn.
2nd by Dave T.

Meeting Adjourned at 8:45 p.m. Next Meeting - - March 11, 2026

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