

WILLIAMSTOWN PLANNING COMMISSION MEETING

MEETING HELD ON: June 10, 2026

Minutes - - (DRAFT COPY)

PRESENT: Rich Turner, CH, Horace Duke, Susan Lyons, David Traczyk

Guests:

The Meeting was called to order at 7:00 p.m. at the Town Office.

Rich. T. Any adjustments to the Agenda? None noted.

Susan L. Move to approve the Minutes from May 13, 2026 with the correction noted by Horace. 2nd by Horace D. All approved.

New Business:

Rich T. For the Local Hazard Mitigation Plan we went over – at a separate meeting the morning of May 13th – the hazard identification and analysis – it showed the previous one from 2023 and we did a new rating for 2026. In the handouts we have tonight it shows the survey result as of 5/27/26 along with some good comments received from the nine (9) responses. We can see where some of the higher numbers show concern. The survey went out on Front Porch Forum and we can send it out again to get more feedback. We were going to try and do something at the event on Sat., June 6th - - it was cancelled due to the rain and predicted thunderstorms. (If they reschedule another event, then we can maybe have a table.) We can still make adjustments to this plan. Keith mentioned that one of events that we might want to increase is the one for Wind. Seem to be having more events between wind and rain, ice, trees down with more power outages. I will check in with Ryan (Town Mgr.) to see if he could run this survey one more time on FPF. One of the tables in the Town Plan with the Points of Contact was recently updated by Ryan and was approved at the Selectboard meeting on Monday night, May 8th.

Rich T. Who is the new Road Foreman?

Susan L. Elwin Chambers.

Rich T. Regarding the Municipal Plan Climate Guide - - I really appreciate how “Sam” has pulled out information from different chapters that relate to what we are doing. It has made it so much easier for us. She highlighted some things on the Natural Resources chapter and a lot of what we have in our old Town Plan - - would like to have folks go thru that and Sam will plan to meet with us in July and we will do the Energy chapter. That is her biggest role – she is the Energy Planner. Please look over this section also - - we will want to have the “Enhanced Energy Plan” which will be a little more detailed and it also gives us the opportunity to get additional Grants. If you are not on the Enhanced plan then you aren’t always open to receiving grant money. So, I want to make sure that the town is positioned so that we can tap into any eligible grants. Therefore, we will go thru and do the enhanced version. I have misplaced my copy of the old Town Plan, need to see if there is an extra copy around. Will keep looking for it.

Will back up for a minute - - there is a list of the 2020 Mitigation actions that you each have a copy of - - Ryan also has a copy I believe. This has a blank space for 2026 Status that we will need to go through. I can probably go thru this with Ryan at some point. This is going to have to be updated to be included in our book. Some of these items from 2020 have been taken care of.

Horace D. Right now the only inundation for Rood Pond is if the whole valley filled up with water. Fun discussion followed.

Rich T. So, we will be looking at working on the 2026 status at some point. Ryan received a copy of this also and we can probably do a separate meeting with him – like we did before – to go over this.

Dave T. Later on I can fill you in on the first item.

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- Rich T. Looking at the back of this paper – it talks about doing an inventory on the Ash trees and we actually did this. Since we did this and there a quite a few ash trees failing all over in town it is becoming more of a problem.
- Horace D. On many of the roads in town you will see them close to the road. They just splinter and fall apart. The Town should hire a crew to just go around and cut these trees down, they are on all the roads.
- Rich T. There were several comments in that survey regarding the ash trees. Also, with all the storms that we have had – they are vulnerable. The arborists won't climb these trees but use bucket trucks to cut them down. This is another discussion that I will need to have with Ryan and Elwin. I could maybe send or drop them off a copy of the Ash Tree inventory that was done. That shows some of the high-risk areas. It is becoming more of an issue. We have a lot of Ash on our property in town. There is a tree across from Hobby Lobby at the mall that is dead and would be a good tree to look at to see the damage that the ash tree borers do.
Also mentioned another invasive species in town which is the Japanese Knotweed.
- Rich T. Went over a few of the hi-lites to the CVRPC Annual Meeting.
One of the committees that needs to be voted on by the town is the Transportation Advisory Committee – for a 1-year term. The Selectboard voted on this for me at the early March meeting where I was appointed again as the CVRPC representative for this.
Other folks were present that wanted to get involved and one of the committees was for the Clean Water Advisory Committee. So I am not on that committee now.
They also have new folks that got on the Regional Plan Comm. I'm taking a break from that one also. Maybe also put out on Front Porch Forum for any folks that might want to join that. Lori sent me some info on that. Right now they are in the process of doing work on the Land Use Review Board. Many heated discussions on the different Tiers – 1, 2 and 3. Also a lot of public outcries on these and also the Road rules - - so these have been scrapped for now in the final bill.
They are also still working on the Future Land Use Maps. I know that the Selectboard is interested in seeing what the RPC is doing on the maps.
- Rich T. State Guidelines on Housing Targets coming up. The State has like 2030/2050 target goals for housing. They let the towns know what their targets are. Unless they count brownfields, and high rises, I have no idea where they think these could be developed. Totally unrealistic! Larry Hebert has housing going in so that is good for the town. More info to come.

Regional Safety Action Plan – Reuben and Keith are working on updates for this from the RPC. Ryan L, Town Mgr., the Road Foreman and other town officials will need to be involved in this update to go over goals and strategies. It might get tied into the town Plan or the Local Hazard Mitigation Plan. Reuben was here in town on Monday going over sidewalk safety issues with the schools. Larry helped out with this. Part of a grant. Ours was a pretty easy sell for about \$25,000. The school kids, Safe Route to School. Kick-off to get started. Jasmin was the Rep for the Planning Cmsn. for the Steering Committee for this project. Horace is on the committee to represent the school. Cote Griggs is on it as the Rep for the SB and then DuBois & King and Ryan, Town Mgr. I am hoping that Jasmin was there. I will follow up on that – there will be more meetings.
- Horace D. I have a question about the letter from the State Historic Preservation Div.
Susan L. Yes - - I have it with me to show you all. This is for the building project that Larry H. is doing at 2511 VT Rte 14 in town. Letter passed to Horace. We also received the notice from the State for Permit #5R1631 for the same building project. I will be starting a folder to put all this information in.
- Susan L. I have a couple of things to go over. We received the invoice from CVRPC for the Town Plan tasks done to date – they include Tasks 1,2,4 & 5. The Invoice total is for \$4,455.00. Ryan received it in an e-mail and I eventually got it. (Copy given to Rich) This comes out of the General Budget so this will go to the next SB meeting for a Warrant so it can be paid.

WILLIAMSTOWN PLANNING COMMISSION MEETING

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PAGE 3

Minutes - - (DRAFT COPY)

- Susan L. (cont'd.) We will need to write a letter to the SB to ask that the remaining balance be carried over to be used up by or before the end of December as this new Town Plan project is expected to be completed by then.
- Rich T. I can sign it when it is ready.
- Susan L. Just an FYI re the Storm Water Master Plan - - I found this copy in the file – it is dated April 21, 2023 – Final Draft. I was not able to locate where the SB had signed off on it. We have to present it to the SB for their approval and it needs to be signed. There is nothing in the SB Minutes around this date. I can check further and ask Barb if this is how it is supposed to be handled. There should be a signed copy in the safe. (All agreed)
- Dave T. I believe also that the SB has to approve the Storm Water Master Plan.
- Susan L. The only other thing that I want to bring up is something that was brought up at the last meeting. Sam was asking about driveway permits and I asked May how far back our records go. She looked in the file cabinet and the dates there show 1985 – 2026. The older files might be located upstairs.
- Horace D. Noted that there should be older files somewhere. I have noticed driving around town that some places might not have gotten a permit. It might behoove the SB to put out some kind of notice to the residents, that even if we don't have zoning – there are some rules that we do have that should be followed.
- Rich T. I have a scheduling conflict for the August 12th meeting and would like to ask if we could change it to Tuesday, August 18th. If everyone could check their calendars and let me know if this would work out.
- Rich T. Anything else? No.
- Susan L. Motion to adjourn made at 9:00 p.m. 2nd by Horace D. All approved.

Next Meeting – July 8, 2026

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