

ALL WELCOME
Jamaica Planning Commission (JPC) – Meeting Minutes
Regular Meeting
June 21, 2021, 7:00pm

Jamaica Town Offices, 28 Town Office Rd
Jamaica VT 05343

1. Called in person meeting into session at 7:09 pm
2. Calls for any additions to the agenda.
 - a Chris asked to discuss how to break into an executive session closed to the public. The state of Vermont open meeting law outlines the proper procedures to enter an executive session and how to exit. It also outlines how handle recording minutes.
 - b Summary provided by Charlie Peck on traffic and parking ordinance revisions, traffic and parking problems at Hamilton Falls, and pending proposals for road re-classification and/or discontinuance.
 - i At the request of the Selectboard, Charlie has been researching and drafting a complete revision of the 1984 Jamaica Traffic Ordinance. The 1984 Ordinance is out-of-date, contains legal errors, and is likely not enforceable in its present form, thus a complete revision is required. A first draft of a replacement ordinance has been prepared and submitted to the Selectboard and discussion with the Board on finalizing the draft and adopting the replacement ordinance is ongoing.
 - ii The serious overcrowding and lack of adequate parking at the state-owned Hamilton Falls Natural Area off of West Windham road that occurred last summer have continued. The roadway has been blocked by illegally parked cars on at least 4 occasions already this summer, this is a serious safety hazard, as it prevents access by emergency vehicles, and it is a source of continuing annoyance, inconvenience and concern by local residents who depend on use of the roadway for access to their homes. The Selectboard has requested the Windham County Sheriff's Department (WCSD) to increase patrol and enforcement activity in the area near Hamilton Falls. The WCSD will place official "No Parking" signs and will issue citations to park visitors who violate state law by parking in the roadway. A Vermont Department of Forests, Parks and Recreation employee will be on site approximately 10 hours per week to assist with managing traffic, parking, and access to the Natural Area.
 - iii The Selectboard has requested that the JPC prepare a report and recommendation for action on several pending proposals/requests for reclassification or discontinuance of segments of town highways and legal trails. Charlie has been researching those issues and will prepare a draft report and recommendation for future JPC consideration and action. The JPC has previously recommended discontinuance (formal abandonment of municipal ownership) of Legal Trail #10 (LT 10), which

connects West Windham road with the northerly terminus of the Class III portion of Turkey Mountain road. The LT 10 right-of-way is entirely within the boundaries of the state-owned Hamilton Falls Natural Area, and discontinuance would cause ownership and management of the right-of-way to revert to the state, which has the ability to block the trail to prevent motor vehicle access, control ongoing destructive erosion, and manage the corridor as a multi-use, non-motorized, recreational trail. Concern about a shift in motor vehicle use to the nearby LT 11 corridor if LT 10 is blocked to prevent vehicle access indicates the advisability of placing a gate near the intersection of LT 11 with West Windham road, and Selectboard action to prohibit motor vehicle use on LT 11, except for vehicles, such as logging equipment, operated by adjacent landowners who depend on LT 11 for access to their forestland. Development of a recommendation for action on other proposals for reclassification of town highway segments is pending, awaiting receipt of additional information from the town Road Foreman and Selectboard. Charlie will complete work on a draft recommendation for action as quickly as possible after necessary additional information is received from the Road Foreman and Selectboard.

3. Approved the draft minutes as revised on 6/21 of the June 7, 2021 JPC meeting.
4. Mail received – Southern Vermont developmental workshops mailer received.
5. Update on the Jamaica Communications Committee initiatives
 - a Chris: With the lifting of the Covid-19 bans on Town public meetings the Zoom meeting that was scheduled last week was cancelled and there will be a 2-hour meeting this week.
 - b Major issue is the carrying capacity of the powerline poles that are owned the GMP. The current poles can't hold the weight of fiber optic cables. So many of these poles will need to be replaced prior to the running of fiber optic cables.
6. Update on Zoning Administrator search
 - a State statute requires that a candidate for the position of Zoning Administrator must be nominated by the Planning Commission prior to appointment by the Selectboard. 2 candidates have applied. Both are doing this job for surrounding towns. JPC will conduct reviews and nominate a candidate to JSB.
 - b A Zoning Administrator is required to process any permit application for development within the FEMA designated flood plains in Jamaica. Any person who desires to build within the FEMA designated flood plain is advised to wait until a Zoning Administrator is hired. If a homeowner builds within a flood plain without first obtaining a permit, that construction might have to be removed if a permit cannot lawfully be issued because the unpermitted construction does not meet the design requirements of the zoning bylaw.
7. Town Plan adoption – review initial steps.
 - a Discussion tabled as 2 JPC members (Scott & Patrick) managing this process weren't present at tonight's meeting.
8. Update on additional Community Septic planning advance and additional funding options.

- a The State of VT has accepted Jamaica for the funding advance that covers costs through the design process. Jamaica is considered a model for how the state can support these types of projects for its smaller towns.
- b This state funding advance or loan has the possibility of 100% forgiveness due to State or Federal Funding. The receipt of State or Federal funds requires that Jamaica hire an engineering firm to manage this septic design and plan. We have begun the process to hire an engineering firm by posting a Request for Qualifications (RFQ) in accordance with State guidance. So far, 4 engineering firms have downloaded the RFQ package. The RFQ process closes on June 30.

9. Other business - none

10. Public concerns - none

11. The next regular JPC meeting is scheduled for July 5, 2021 at 7:00 pm

11. Meeting adjourned at 8:18 pm.