

Jamaica Planning Commission (JPC) – Meeting minutes
Regular Meeting
August 2, 2021 7:00pm

(as amended and approved at the August 16, 2021 meeting)

Jamaica Town Offices, 28 Town Office Rd
Jamaica VT 05343

Members present: Bryan Zieroff, Chris Robbins, Patrick McQuillan, John Sohikian,
Charlie Peck

Public present and participating: none

1. Called meeting to order at: 7:08 pm.
2. No additions to the agenda.
3. Approved the draft minutes of the July 19, 2021 JPC regular meeting.
4. No mail received.
5. Update on the Jamaica Communications Committee initiatives:
 - a Awarded contract to Great Works Internet (GWI).
 - b Adopted a procurement procedure following VT guidance.
 - c Will start engineering and design in September.
 - d Marketing plan developed by Chris and its very similar to GWI's.
 - e Jamaica will have an early opportunity to have the fiber ring network set with the main switch at the Jamaica Fire House.
6. Discussed of the RFQ submittals and selection process:
 - a 5 engineering firms responded to our RFQ
 - b Bryan narrowed down the 5 down to 3: Otter Creek, Dufresne Group, & Stone Environmental
 - c Bryan feels that Dufresne Group has an edge with their local knowledge and experience, including preparation of the Jamaica Potable Water Study report (November 2018), its wastewater work in nearby Londonderry, and that they are most local with offices in Manchester & Springfield VT.
 - d Charlie reviewed the responses and narrowed down the group to Dufresne and Otter Creek.
 - e Dufresne group is local, well respected, and therefore preferred.
 - f The Planning Commission voted 4-0 to recommend Dufresne Group to the Select Board as our Engineering firm for the Jamaica Community Septic system.
7. Update on funding status for Community Septic:
 - a DEC confirmed we are first in line for project funding

- b Our selected engineering firm will complete a scope of work, and that will trigger the review and funding process at the State. Once approved, state funding will be allocated to the engineering study:
- 8. Town Plan adoption – Confirm status of documents and adoption schedule:
 - a According to Charlie, the copies of the updated Energy Element and Executive Summary that are posted on the town website are the final drafts that were previously approved by the JPC for inclusion in the Planning Commission Hearing Draft of the 2021 plan update.
 - b It was noted that neither the JPC nor the Town Clerk were aware of the importance of a Clerk's Certification of the 2017 Town Plan when that Plan was first adopted. Because the Plan adoption process was not certified, and some of the relevant records cannot be located, the Plan is vulnerable to a legal challenge of its validity, for that reason, the JPC has developed a Town Plan Adoption Process Outline, which will be used during the 2021 amendment and re-adoption proceeding to help ensure that the updated Plan is properly certified by the Town Clerk and necessary records are retained.
 - c Charlie recommends that WRC compile and complete the publication needs for the final draft document package of the new Town Plan.
- 9. Other business:
 - a Future heavy rainfalls will continue to create scenarios like we experienced on July 29th. The JPC should consider flood mitigation measures for future technical initiatives.
- 10. Public concerns – no public present.
- 11. Calendar: The next regular JPC meeting is scheduled for August 16, 2021 at 7:00 pm.
- 12. Meeting adjourned at 8:02 pm.