

Jamaica Planning Commission (JPC) –Final Meeting Minutes  
Regular Meeting  
August 16, 2021  
7:00pm

Jamaica Town Offices, 28 Town Office Rd  
Jamaica VT 05343

1. Meeting called to order at 7:05 pm
2. JPC members present: Charlie Peck, Bryan Zieroff, John Sohikian and Patrick McQuillen
3. No additions to the agenda
4. Motions were made and approved by unanimous votes to amend the draft minutes of the August 2, 2021 meeting to:
  - a add the required list of JPC members present,
  - b accept Bryans written suggested revisions as presented in his e-mailed comments on the 8/2 draft minutes,
  - c accept Chris's written suggested revisions as presented in his e-mailed comments,
  - d accept Charlie's written suggested revisions to item 8a, and
  - e delete item 8b of the 8/2 draft minutes and replace with text suggested by Charlie in his e-mailed comments.
5. Approved by unanimous vote the draft 8/2 minutes as amended during the 8/16 meeting
6. Review any pertinent incoming mail - none
7. Discussed how to record the meeting minutes
  - a Clearly label "draft" minutes until the minutes are final
  - b The Vermont "Open Meeting Law" requires that draft meeting minutes must be posted on the town website within 5 days of the meeting date. Therefore "draft" meeting minutes must be sent to the Town Clerk for posting by mid-day on Thursday following the meeting date. If the draft minutes are subsequently approved as written, the "draft" version will remain on the website as the final version. If the draft minutes are subsequently amended, the amended version will be sent to the Town Clerk to be posted in place of the original draft version.
8. Reviewed and acted on WRC professional support proposal for the Town Plan update
  - a It was moved and approved by unanimous vote that the JPC request that the Selectboard Chairperson sign the proposed contract with the WRC for technical support services related to the 2021 Town Plan update.
9. Discussed the next steps for Town Plan update
  - a Once the WRC contract is executed and we have received the completed Planning Commission Hearing Draft, we will begin the town plan adoption process

- b The first step in that process is to confer with the Town Clerk and Selectboard regarding their schedules and available time, then set a date for the Planning Commission public hearing. Once the PC hearing date has been established, we will follow the procedures established in the previously developed "Town plan adoption and amendment process outline".
- 10. Discussion on proposed road and legal trail reclassifications/discontinuances
  - a Charlie reported that there are several proposals, requests or suggestions for action by the Selectboard to reclassify or discontinue portions of town highways and legal trails. The Selectboard has requested that the JPC prepare a report and recommendation for action on these proposals, and Charlie has been working to gather information and do research needed to develop the recommendation.
  - b Class 4 roads do not require snow plowing in the winter, but must be kept passable for passenger cars in the summer
  - c There was general agreement among members present that class 3 roads should not be reclassified to class 4 without first seeking and considering the opinions of adjacent landowners.
- 11. Update on the Jamaica Communications Committee initiatives was tabled as Chris Robbins was not present to give his report
- 12. Discussion on next steps for the Community wastewater disposal system initiative
  - a JSB voted to confirm the Dufresne group as our selected engineering consultant
  - b Dufresne will detail their process and complete a scope of work to provide to the JPC and the state Department of Environmental Conservation
- 13. Other business - none
- 14. Public concerns - none
- 15. It was decided by consensus to cancel the next regularly scheduled JPC meeting, which is scheduled to occur on Monday, September 6, the Labor Day holiday. Therefore, the next regular JPC meeting is scheduled for September 20, 2021
- 16. Meeting adjourned at 8:19 pm