

Jamaica Select Board Meeting Minutes - DRAFT

Meeting of November 24, 2025

Meeting Details

Date	11/24/2025
Board Members Present	Kate Ullman (Vice Chair), Greg Muelemans, Christina Robinson (Remote)
Public Attendees	Karen Ameden, Paul Fraser

Call to Order

Kate Ullman called the meeting to order at 7:00 PM.

Late Additions

Tom Tolbert wanted to presents research regarding a new phone system for the town office.

Approval of Minutes

Kate made a motion to approve the previous meeting minutes. Greg seconded the motion, and all members approved.

New Town Office Hours

Tom Tolbert announced that the Town Office hours will change to 7:30 AM – 4:30 PM, Monday through Thursday, beginning December 1st.

Mandatory Training Requirements for Listers

Karen Ameden reported that the listers are open on Wednesdays from 10:00 AM to 3:00 PM, totaling about 260 hours per year. Typically, one or two listers also work on Mondays, focusing on mapping tasks. The state requires 48 hours of training, valid for three years. With the current budget, approximately one-third of the required training hours will be completed before June. Karen recommended increasing the payroll by \$5,000 to support additional mapping tasks and training. She presented this suggestion to the Select Board prior to budget season, noting that listers will have limited time for training in the spring. (Refer to the attached pamphlet from the State of Vermont in Appendix A)

Property Tax Abatements Due to Errors and Omissions

The listers brought forth two properties for abatement:

- Vermont State Fish and Wildlife Land: A tax of \$26.68 to be abated, which the listers omitted from the list.
- Jamaica 30 Solar LLC: The listers were unaware of the exemption for Education Taxes for this non-profit entity; the abatement amount is \$10,358.24.

Greg made a motion to approve the abatements as recommended by the listers. All members voted in favor.

Transfer Station Operations and Token System Update

Kate reported uncertainty regarding the status of the recycling container and is awaiting feedback from Sara.

She has spoken with Bob Spencer to learn which other towns use tokens for transfer station operations. Of the ten towns contacted, none use tokens; instead, they use bags or stickers, while Londonderry uses punch cards. Kate will continue to seek alternative ideas.

Tom and Sara mentioned the challenges of using tokens tied to monetary amounts due to the fractional costs of bags. Their proposal includes three token types: one for 13-gallon bags, one for 33-gallon bags, and one for 55-gallon contractor bags. A town resident suggested eliminating the middle size to reduce confusion. Kate clarified that the system is based on trash volume, not just bag count, with payments collected accordingly. The town aims to streamline operations, improve efficiency, and potentially reduce costs and plastic usage. Tom noted an increase in bag sales over the past two weeks. The Select Board expects to have a new system in place by town meeting.

Agreement with NEMRC for Bank Reconciliation Services

The Board did not have sufficient information and tabled the item until the next meeting.

Review and Approve Timesheets

Kate made a motion to approve the timesheets, which Greg seconded. All members voted in favor.

Review and Approve Pay Orders

Kate made a motion to approve pay orders, with Greg seconding. All members voted in favor.

Phone System Upgrade Update

Tom Tolbert provided an update on the potential phone system upgrade for the Town Office and other town sites. He has discussed options with Jessica, aiming for a single phone number and a call tree menu to direct callers. Tom participated in a demonstration with Vonage and scheduled another with RingCentral for Wednesday, November 26th. After developing a plan and obtaining quotes, Tom will present the information to the Select Board, possibly in December or January. If approved, the rollout could occur in early 2026. Paul Fraser expressed concerns about emergency response in the event of internet or computer outages. Tom assured the Board that a backup phone line for emergencies would be included in the plan.

Public Concerns and Announcements

- Friendsgiving was held on Sunday, November 23rd at Town Hall with a great turnout.
- River @ Rye partnered with Meulemans Craft Beers for a 15th anniversary beer pairing dinner, which was well attended. Future events are planned.
- The Rawsonville Schoolhouse Committee will meet on Tuesday, December 16th.
- A Winter Yoga Retreat is scheduled for December 20th and 21st.
- Allison Hennings and Siloban McDermott are developing a town calendar for all local events. Tom suggested embedding it on the town website.
- Yoga classes are held at Town Hall on Sundays at 9:00 AM.
- On Sunday, December 7th, Santa will visit Town Hall with assistance from the Jamaica Volunteer Fire Department. All children are welcome and will receive a goodie bag.
- Game night at Jamaica House takes place on Wednesdays at 6:00 PM, and a book club is starting soon.
- The Jamaica Holiday Market will be held at Town Hall on December 13th and 14th from 10:30 AM to 3:30 PM. The tree lighting ceremony on the common will take place at 5:00 PM on December 14th.
- Look for Secret Santa at West River Provisions. Donations of presents, money, and wrapping paper are welcome to support children in need.

Paul Fraser inquired about ongoing construction, asking if it was related to Fidium. Tom clarified that the work is being performed by Green Mountain Power, who are installing new compact poles previously presented to the Select Board. Karen suggested visiting Laura Sibia's website for information about Fidium.

Executive Session

N/A

Adjournment

Kate made a motion to adjourn the meeting, which Greg seconded. All were in favor. The meeting was adjourned at 7:30 PM.

Appendix A

Per 32 V.S.A. § 4052 (b), as amended by Act 68 (2023), listers and assessors must be certified as determined by the Director of Property Valuation and Review.

Listers are locally elected assessment officials tasked with administering statutory processes and maintaining the town Grand List between reappraisals but may have minimal assessment knowledge prior to being elected.

Assessors may supplement the role of the elected listers or may replace the board of listers in the event the office is eliminated by vote at a town meeting. If a board of listers has been eliminated, the assessor is subject to all the same rules and responsibilities as the office of lister. They are presumed to be proficient in their knowledge of valuation, assessment and statutory requirements with the ability to utilize local and state programs at the time of employment.

Neither of these roles are to be confused with that of an appraiser, as defined within Rule 86-P65, or an independent fee appraiser. Certification as any other type of appraiser does not meet certification requirements for Listers or Assessors.

Resources

PVR Lister & Assessor Education
tax.vermont.gov/lister-assessor

International Association of Assessing Officials
www.iaao.org

Vermont Association of Listers and Assessors
www.valavt.org

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Vermont Lister and Assessor Certification

**An excerpt of the Vermont Property Assessor
Certification Program for Listers and Assessors**

Vermont Department of Taxes
Property Valuation and Review Division
133 State Street
Montpelier VT 05633-1401
802-828-5860 (ext. 2)
tax.pvr@vermont.gov



*10-3- 5 hrs a week x 52 weeks
260 hrs year
40 hrs new training*

Lister Certification Requirements

Vermont Property Assessor I (VPA I)

Applicant must successfully complete the following courses:

- IAAO Workshop 100 – Real Estate Property Appraisal Workshop* (15 hours)
- Anti-Bias Training for Listers and Assessors (2 Hours)
- PVR-Taught Courses:
 - Lister Training (14 hours)
 - Sales Validation (3 hours)
 - Current Use (8 hours)
 - Statutes and Rules in Property (6 hours)

*The Division of Property Valuation and Review may consider substitutions or equivalent courses on a case-by-case basis:

Applicant must be in good standing with the Vermont Department of Taxes.

Per 32 V.S.A. § 4052 (b), and effective January 1, 2026, any elected lister who is not certified at the time of election will have one year to comply with these requirements.

Please note that all courses within this requirement are offered every year and online to ensure that this certification is reasonably attainable within one year of election as Lister.

Assessor Certification Requirements

Vermont Property Assessor II (VPA II)

In addition to all VPA I requirements, applicant must successfully complete the following courses:

- IAAO Course 101 – Fundamentals of Real Property Appraisal* (33 hours with exam)
- IAAO Course 102 – Fundamentals of the Income Approach to Valuation* (33 hours with exam)
- IAAO Workshop 171 – IAAO Code of Ethics and Standards of Professional Conduct* (2 hours)
- PVR-Taught Courses:
 - Data Collection (28 hours)

*The Division of Property Valuation and Review may consider substitutions or equivalent courses on a case-by-case basis.

Applicant must be in good standing with the Vermont Department of Taxes.

Applicant must be an elected Lister or appointed assessor prior to January 1, 2026, an Appraiser or Project Manager as defined by Rule 86-P65 or actively pursuing employment as an assessment professional.

Applicant must provide a current resume that demonstrates a **minimum of two years of experience in a real estate mass appraisal field, as a lister, or related field.**