



Jericho Underhill Park District

P. O. Box 164 Underhill, VT 05489

802-899-1141

[www.millsriversidepark.org](http://www.millsriversidepark.org)

[JUPDistrict@gmail.com](mailto:JUPDistrict@gmail.com)

## Jericho Underhill Park District MEETING MINUTES

Jericho Underhill Park District---Minutes: February 19, 2025.

Present: Livy Strong, Dave Williamson, Paula VanDeventer, Kim Spaulding Bruce Blokland,

Absent: Donna Pratt

Public Present: Chris Greenwood

Meeting called to order by Livy Strong, at 7pm.

1. Public Comment: none
2. Review of Draft 02/05/25 Minutes

It was noted that the draft minutes are still using the year 2024 in several places.

**Motion:** Dave moved to approve the minutes once the correct date-years are made; Kim seconded. motion passed unanimously.

3. Financial Report: No Financial Report

4. Park Management:

-Dave reports that the RFP for the Interpretive Sign Garden project has been shared with the board for review. The RFP is allowing the bidders to present conceptual drawings. Time frame for this project is 5/7/25 – 7/30/25, with the hope of having it completed prior to the park's anniversary celebration on 8/16/25.

**Motion:** Paula moved to go forward with the RFP after making the changes that the board discussed. Kim seconded. Passed unanimously.

-Summer Concerts rain dates: Livy presented two options for the board to consider:

a. make the rain dates on the immediately following Sunday, pending band availability and the board's ability to staff the rain date.

b. schedule a future designated date as the rain date, again pending band and board availability.

The board decided to forego having any type of rain dates for the summer of 2025 and to revisit the rain date question in 2026.

-25<sup>th</sup> Anniversary Celebration: Livy and Dave report that they envision a four hour event at the park, featuring band/musical performances for two hours, food trucks on site, and fun family activities. Livy and Dave ask for more board input on activity ideas for this event.

## 5. Informational Topics:

-New Trail Map: trail mileages have been submitted to Marcy and Livy is communicating with Marcy on map layout. Paula asked for further info on how the trail mileages will be shown on the map.

-Ash Tree EAB infestation: Bruce contacted Don Toby, Jericho and Underhill Tree Warden, and requested that he arrange to spray/mark the inventoried ash trees that the UVM interns identified last summer.

Also requested that he make a unique spray/mark on those 30 or so already-dead ash trees so that our board can see and understand the situation and the immediate risks at hand. Notes from Don's earlier discussion with our board indicated that he thought the costs might be around \$50./hr + paint supplies, and take about 2-3 days to complete. Don confirmed he'll do the tree marking in the spring, at the prices described, when all the snow has melted.

Bruce will provide an EAB update for publishing on the MRP website closer to the date.

-People Counter: We have two additional People Counters that can now be deployed. Paula looking for board input on potential locations. Do we replace the PC's at the bridge? Chris Greenwood has agreed to work on the People Counter project with Paula.

-Pavilion Repairs: Dave reports that he has been in contact with Liam Farrel, the contractor who will be tackling the painting and repair of the pavilion this Spring. To that end, the board should block out the week of April 21st to 30th to any potential renters of the pavilion. This, of course, is weather permitting and may need to be looked at again as we get closer to the project date. Dave will purchase the paint now and store it. Dave will develop a pavilion project update for publishing on our website to inform the public.

-2025 Mowing Bid: Livy reports that the mowing bid was sent out and publicized via Facebook, FPF, personal emails to seven companies that have bid in the past, and will also publicize in the Vermont Registry. Responses due by 3/14/25.

-Fieldstone East Wetland Permit: No update.

-Riparian Buffer: Livy met with seven UVM students on February 12th and walked the school trail to look at park erosion and the park trail to look at school erosion. Thus far, little interest from BRMS in participating in any bank reinforcement to combat the erosion. A drone was used on the walk to add information about our eroded bank. A draft project proposal was received for review. Livy gave some feedback, the professor will add her comments and a final proposal will be written. Proposal will be distributed to the board for review. There will be check point meetings that Livy will be attending throughout the semester with the likelihood that the management plan that the students create may be implemented in the summer with other students. Dave will purchase new snow fencing to install in the spring to demarcate the new riparian buffer.

-Interpretive Signage: Livy has investigated a number of companies and thinks Pannier Graphics is the best fit for our signage. Dave and Livy are meeting Thursday to further discuss the signage bid for a conceptual design. Want to send bid out soon.

-New park phone number: Paula reports most web pages and policy docs have been updated. Donna will need to update the financial documents.

-Venmo: Donna and Livy will work on that at a later date. As Livy continues to work on updating park signage, she will add QR technology linking park visitors to the MRP website. One of the goals being to facilitate visitor donations to the park.

-Bridge maintenance work: Bruce followed up with Bergeron Design Build to discuss how the project will impact visitor access to the park via the bridge. Josiah responded that it would be necessary to close the bridge during the work hours of 7:30-3:30 in order to assemble the tools and equipment on the deck and send things up and down from the deck as required. Josiah said he doesn't see a different way of doing these augmentations/repairs and not closing during work hours without adding to the cost of the project. The added costs come from decreased production efficiency and increased risk liability. He also stated that if he can optimize efficiency in performing the work, there is a greater chance that he could, potentially, complete the project more quickly. Bruce also informed Josiah that the bridge repairs will be publicized for bid later this spring.

Bike policy: Livy would like the board to review the Vermont statutes, and at a future meeting, revisit our policy to determine whether any changes are warranted. Bruce to circulate the pertinent Vermont Statutes to the board.

-On-boarding/Off-boarding policies: Paula has created templates in the Document Repository in Google Docs for the board to utilize when a board seat is being vacated, and when a new board member is installed. i.e. keys, passwords, project hand-offs, etc.

-Summer Soccer programs: the soccer coordinators are communicating with Dave regarding dates. Board discussed where the soccer programs' Portolets should be situated. It was agreed that the best location is next to the MRP Portolets.

-Farmers Market: Livy has advised Elizabeth King that the board approves adding two weeks to the traditional schedule. One in the spring, and another in the fall.

-Summer Bands: 5 bands booked. Some discussion ensued relating to possibly Sunday rain dates. The board decided to forego having any type of rain dates for the summer of 2025 and to revisit the rain date question in 2026.

## 6. Operational Activities:

-Donna, Paula and Livy are meeting this Wednesday to go over the reservation procedures. Paula has agreed to take that on.

-Farmers Market will expand dates: Begin 04/26/25 and end 10/09/25.

-CCSS: Dave discussing logistics and dates with Emmet

7. Other Business:

-Board to solicit photos from park visitors to publish on the MRP website.

-Board members Rolls and Responsibilities: discussion deferred until a March meeting.

-RFP Template: Paula has developed and housed in Trello.

-Community participation in park projects: Chris has been contacted by the coach of the MMU football team who asked if the board will have any projects that the students can work on for community service.

Chris volunteered to act as liason with the MMU football coach on this.

**Motion** to adjourn by Kim, seconded by Dave. Approved unanimously at approximately 8:22pm

Respectfully submitted,  
Bruce Blokland

**Meeting Recordings**

Use the link below to access meeting recordings.

Note: Recordings are posted once minutes have been approved and are available for 30 days.

<https://drive.google.com/drive/folders/1VDckTyvioosbWqEacYly9pgrzYdM8mzi>