



Jericho Underhill Park District

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Jericho Underhill Park District MEETING MINUTES-

Jericho Underhill Park District---Minutes: April 2, 2025

Present: Livy Strong, Dave Williamson, Paula VanDeventer, Kim Spaulding Bruce Blokland, Chris Greenwood, Donna Pratt

Absent: none

Public Present: none

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

1. Public Comment: none

2. Review of Draft 03/19/25 Minutes

Motion: Kim moved to approve the minutes as corrected; Paula seconded. motion passed unanimously

3. Board Decisions:

-review Interpretive Garden Bids. Three bids received for this 2025 project.

Wildscape Design, Winooski, \$21,950. Cannot do this project in 2025.

Royal Landscapes, St. Albans, \$23,500. \$5k less if using woodchips or dirt for walkways

Creative Landscapes, Jericho, \$7,830.

Much board discussion on the three bids. Decided to pursue the Creative Landscaping bid, but Donna raised concerns at specific about details not included in the project description and how to address. Donna will list her concerns and requested that Dave review with Creative Landscapes.

Motion: by Bruce, to accept the Creative Landscaping bid of \$7,850 pending Treasurer's review and approval. Seconded by Chris, approved unanimously.

-Officers for 2025: Livy had previously circulated roles and responsibilities and role definitions for board review. Board sees the need to develop a plan for officer succession to insure continuity as officers leave their positions.

Motion: by Paula, to have the current slate of officers continue on in their roles in 2025, until next election of officers which will immediately follow the January 2026 annual meeting. Seconded by Kim, passed unanimously.

-The "Hands Off" political demonstration is occurring on Saturday, April 5, on Rte. 15 in front of the park. We have no parking signs posted and will also have a physical presence at the park during the demonstration to enforce our parking rules in order to protect our front lawn.

4. Park Management:

Motion: by Livy, to move forward with the RFP that Bruce developed for the repair to the bridge under-deck and the south abutment. Seconded by Kim, passed unanimously.

Informational Topics discussed:

-5/23 will be the MMU high school service day at the park.

-4/19 will be the spring work day at the park. Chris will contact MMU boys' football coach to recruit extra hands to move out the picnic tables.

-Pavilion repairs, no update.

-New park signage. Additional discussion and edits were made to the large sign. Livy and Paula to communicate with sign maker. Ready to order new WOOF signs (phone number update) and replacement QR code tags.

-Dog Incident Reporting: Paula reports that the new Dog Incident Reporting Form is in a Google Form managed by the Park District. Testing the new Dog Incident reporting form was done. Notification and capture were successful.

-25th Anniversary Event, Livy working on food truck vendors.

-Long-term bridge planning, Paula previously reviewed costs and coverages for insurance, which are expensive and do not cover most of our damage and replacement concerns. It's been suggested that the park could access FEMA assistance in the event of catastrophic bridge damage.

-Field Stone East trail repair grant has been awarded to the park.

Donna reports the grant can be finalized in July 2025, pending several documents to be filed by 4/8/2024.

A completed ACT 154 Certificate of Good Standing:

https://drive.google.com/file/d/15TRhkh8fV_grwayTHbCow2NGKsonjO4U/view?usp=drive_link

A completed Vermont FRP Risk assessment Questioner:

https://drive.google.com/file/d/1LIPl0oa562cNAV6JGsVxtcplmNyIGec/view?usp=drive_link

The Risk assessment required financial policies and procedures to be documented, see below.

That document has been completed and needs to be scheduled for review and approval by the board within the next 2 months.

A Certificate of Insurance that shows 1) your current insurance coverage meets our coverage requirements and 2) the State of Vermont is listed as an additional insured.

https://drive.google.com/file/d/1amC11fRCmbqzYLnB1ZG92TGW8T_warE2/view?usp=drive_link

Donna suggests the grant review timeline as follows:

Donna, Paula, Livy review 4/23/25

Full board review 5/7/25

Board approval 5/21/25

Bruce to pursue initiating a Wetland Permit for this project with Arrowhead Environmental engineers. Meeting with Donna to discuss prior to contacting Arrowhead.

-Capital Improvement Plan - no update

-EAB preparedness document: Bruce to do final draft and forward to board. Next step to post to MRP website. Additional EAB communications will follow after the ash trees get marked this spring.

-People Counters: Paula reports that all three new people counters are deployed and functioning. March counts & reports were sent 4/1/25. Started work on web page with info about our use of counters

-Website Calendar: Paula added a new filter on the website calendar for "Public Event" viewing.

-Athletic Fields: Dave reports that NaturaLawn will apply the same treatments this spring and summer as had been done in 2024. Dave is discussing future treatment needs with NaturaLawn.

-Soccer Camps: Paula is keeping the calendar up to date. Dave reports that Eric Barker is considering a second camp, from August 4-8, but has not committed. Dave will ask Eric to commit to booking the camp by June 1st in order for the board to manage other potential requests.

-JUPD phone: Donna reports that she still has to make phone number changes to some of our financial documents.

-Venmo: Donna reports that this requires additional thought. Venmo is a peer to peer mobile payment platform. It requires either a mobile device with (WI-FI + cellular model) plus a data plan. It doesn't have a web presence. As with PayPal, they designed us non-profit rates because we are not a 501c3. This account needs to be setup as a "Business account" on the same app as the Business owner or designated representative who is responsible for managing the business's transactions and finances of the Venmo account. It does require a personal account on the app.

-Field Stone West: We have an ongoing erosion issue in two sections. Bruce to contact Greg Fatigate, Rabbit Tracks Trail Works, to review and provide cost estimate for repairs.

-Riparian Buffer Project: Livy reports that UVM students have sent a rough draft of the management plan. They plan on conducting an inventory of species and soil samples and other on-site investigations. Livy is encouraging them to go beyond well-established stream bank remediation techniques and solicit advice from some experts.

-Lost and Found Bin: Dave was recruited to build something to house the L & F items.

-Next Meeting: Paula will be away, and Donna agreed to set up the Zoom meeting.

Other Business:

Motion to adjourn by Dave, seconded by Kim. Approved unanimously at approximately 9:02pm.

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>