



Jericho Underhill Park District P. O. Box 164 Underhill, VT 05489 802-899-1141

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Jericho Underhill Park District MEETING MINUTES

Jericho Underhill Park District---Minutes: October 1, 2025

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

Absent: Bruce Blokland

Public Present: none

1. Meeting called to order by Livy Strong at 7pm.
2. Adjustments to Agenda: none
3. Business Meeting:
 - Public Comments: none
 - Review of Minutes from Sept 17, 2025 - accepted with amendments
Dave/Paula/unanimous
4. Park Management Park Management using Trello boards for reference: ([Maintenance](#), [Projects](#), [Operations](#)):

Board Decision/Discussion Needed:

Budget discussion: Donna Pratt Chris Greenwood will assist, getting named on accounts

FY25 in review-report available in the document repository or upon request.

The year ended with a Net loss of - \$7,638.38

Motion made to transfer \$10,325 from the bridge reserve to cover the actual cost of the bridge work and an adjusted net income of \$2,687

Motion: by Donna and second by Chris, approved by all BoT members present

Also noted:

- Trail fund balance needs to be reserved for FY26 work before grant reimbursement in FY27
- JUPD event happened in FY 25 ,so transfer from reserve to cover expenses will happen in FY26
- The accrual for mowing expenses for FY25 will be reversed. Upon receipt of the invoice it will be paid out of retained earnings and will not effect that FY's P&L

Mowing \$8,300 not billed yet, will put in accruals

- Significant financial events and challenges and suggested improvements documented.

Need liability form for volunteers.

Bridge replacement fund. Will try to save \$30,000 per year over next 5 years for catastrophic Bridge replacement: est: \$200,000.

EAB \$4,675 / year

FY26 adjusted-report available in the document repository or upon request.

- numerous income and expense line items were highlighted for adjustment

Action item: The board needs to review this again at the next board meeting and approve a revised budget.

FY27 Budget & FY27 5-year CIP-report available in the document repository or upon request

Discussed key factors influencing both the FY27 budget and FY27 5-year CIP

Proposed: Revenue: Town assessments & std. receipts (donations, facilities rentals) increase 10%

Expenses: contracts, business and maintenance increase 3% for inflation, leaving the remainder of funds available for current year projects and reserves for future which there was a lot of discussion around.

Action item: Treasurer to revise the presentation to simplify both the FY27 budget & FY27 5-year CIP plan based on discussions during the meeting and be ready for review and approval at the next BoT meeting.

CIP 5 year plan: 50% of total budget is maintenance, business expenses, fields, bridge, trails

50% projects and CIP

Grants require money up front, then reimbursed.

Will continue to review CIP

Asst Treasurer transition:

Chris and Donna meet weekly to review & walk through the areas of responsibility.

-Invoicing & billing cannot be turned over until full access is obtained with ability to create a

login to UB and obtain a debit card.

Chris is working on this with the bank

- Authority to EastRise power account is needed as well . (Livy)

- Reviewing the treasurer role in process, things like CIP development & Grants will not transfer with the treasurer role.

- Fieldstone East RTP RFP responses (10 mins)

Grand Isle Gophers : A repair: \$6,750

B replace \$9,250

SWP LLC base trail repair \$4,160

Rabbit Trax \$26,399.28

Nexus Construction \$9,500.

Will review with Bruce when he returns before awarding contract.

Informational Topics:

- Poster sales have 8 residual posters

Sold: \$2,926

Holiday market @ community center 12/7/2025 08-1700

Chris Greenwood will man the table

- Ash tree have money in CIP plan
- No Hunting signs:

Voss : has plastic \$1.01 and aluminum \$1.74 \$20. Shipping

Aluminum nails 400@ \$45

Motion buy 200 aluminum signs from Voss @368 + nails. Not to exceed \$500.

Will hopefully hang in December

Dave/Chris/ unanimous

Update Only:

- Harvest Market. Busy
- Snow plowing contract : Livy spoke to Chris Poley will detail costs
- Riparian buffer looking good, will adjust fence in the spring
- Trail accessibility walk 10/16/2025
- MMU cross country race 10/18/2025 dave will call Bill E
- Annual fall tasks 10/25/2025 will make list next meeting
- Election process. Paula and Livy will talk
- Interpretive signage reached out to Gary Irish. Will adjust
- Check/repair bridges Bruce
- Welcome garden Plants to be replaced, and winter care discussed with creative landscapes
- Venmo sign in off leash area. In progress
- Assistant treasurer : Not quite complete.. Chis and Donna meeting regularly
- Memorial donations: Riani - Red maple and new bench in off leash area. Will require watering

5. Other Business:

- Dog incident. Livy is following up

Motion: to adjourn @2113 - Dave/livy/unanimous

Respectfully submitted,
Kim Spaulding

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>