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Jericho Underhill Park District
MEETING MINUTES- **DRAFT**

Jericho Underhill Park District---Minutes: December 17, 2025

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

Absent: none

Public Present: none

1. Meeting called to order Livy Strong at 7:00pm

2. Adjustments to Agenda: none

3. Public Comments: none

4. Review of 12/03 minutes:

Motion: by Dave, seconded by Kim: To amend 12/03 minutes to remove the references to board members' emailed notes and comments; and to refrain from entering emailed notes in any future minutes.

Approved unanimously.

5. Park Management:

-Financial Report: Donna reviewed the Budget: Actuals vs. Budgeted; Expense by Vendor; Balance Sheet.

Motion: by Livy, seconded by Chris to accept the Financial Report. Passed unanimously.

Meeting financial reports will be available from the MRP website.

- Unclaimed Property: Dave mentioned that he was recently informed by a town citizen that JUPD allegedly has unfound money with the state. Donna has filed the claim and will need to confirm if this is true.

-SAM code: Donna has renewed JUPD's SAM, as we require it for grant writing.

- Election of Officers document: Dave expressed the concern that the Vice Chair needs to be better prepared to assume the Chair's roles and all that that entails. Livy has been working on documenting her duties. As an aside, it was noted by Livy that the DRML board rotates its members into different positions every three months.

-Rolls and Responsibilities document: discussion around the table relating to officer's duties; and some clarifications were made. Paula to revise.

Motion: by Dave, seconded by Paula, to approve the board's Roles and Responsibilities document with tonight's updates. Passed unanimously.

6. Informational Topics

-Boundary Signs: Kim reports the signs will ship in 6 to 8 weeks.

-Winter Tasks: Bruce and Dave put up the XC signs-one at the main kiosk, one near the upper kiosk. Paula has posted the Winter Trail Etiquette document to the web.

-Poster Sales: Chris and Donna are working on the accounting from the very successful JCC sale.

-Park Reservation Policy and Procedures: Paula has developed an FAQ for commonly asked questions by people inquiring about reservations. Donna recommends we do not increase our reservation fees this season.

-Holiday Decorations: Paula reports many positive comments from visitors.

-Trail Accessibility Project: Donna reports that the full RTP grant must be filed by February 1st.

-Trail Map: Bruce reports no update.

-Riparian Zone: Livy reports that we are still waiting on the grant approval. Due soon.

-Interpretive Signage: Livy reports no update.

-Bird Signage Project: Livy reports that the signs are going to be installed this winter.

-Website Development: Paula has talked to EcoPixel and has discussed the possibility of paring down the list of tools in the upgrade that we can choose from; seeking a more affordable option.

-Assistant Treasurer: Donna and Chris making progress on this training.

-Meeting Site: Livy has confirmed with DRML that there will be no schedule conflicts to our use of the room in 2026.

-Venmo: Donna is developing policies and procedures for rolling out and using Venmo. We are subject to Venmo's transaction fees, which JUPD absorbs, and it complicates our accounting.

-Zoom Meetings: Paula reports that our meeting invite Zoom links are changing in 2026. She will make the updates.

-Annual Meeting: Livy asks board members to print and post as many meeting notices as they can around the two towns for our 1/21/26 annual meeting. The notices must be posted publicly by 12/27. Livy will get the notice posted in Seven Days.

-Election of Officers: Livy reports that this will occur on the 2/4/26 meeting.

-Riani Family Memorial Bench: Paula reports the bench has been paid for.

-Ad Hoc Cash Expenditures Limitations: Donna thinks that currently, board members are allowed a maximum of \$50. for ad hoc purchases. Donna will research this and confirm at next meeting.

Motion: to adjourn at approximately 8:23pm by Dave, seconded by Paula. Approved unanimously

Respectfully submitted,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

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

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