



**Jericho Underhill Park District**

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

Jericho Underhill Park District---Minutes: January 7, 2026

Present: Chris Greenwood, Dave Williamson, Paula VanDeventer, Donna Pratt, Kim Spaulding (ZOOM), Bruce Blokland (iPhone)

Absent: Livy Strong

Public Present: None

1. Meeting called to order Dave Williamson at 7:00pm
2. Adjustments to Agenda: None
3. Public Comments: None
4. Review of 12/17 minutes: **Motion**: by Paula, seconded by Bruce: Amended minutes (by Bruce) Approved unanimously.
5. Park Management:

*Board Member Terms of Office:* Paula reviewed the most current list of board members and the term of representation for their town. Representing Jericho, there are four board seats. There are two seats that expire concurrently, plus one seat expiring one year later, and another seat expiring one year after that. In 2026, there is one seat up for re-election, that of Bruce Blokland.

Representing Underhill, there are three board seats, each expiring consecutively one year after the other, with no two seats expiring concurrently. Kim will contact the Underhill town office to try to confirm if her seat is up for re-election in 2026. Kim believes that it is not up for re-election until 2027. The board will continue to work at this.

*Proposed Website Improvements:* Paula gave a broad overview of Ecopixel's (Paul) reply regarding a request to breakdown the different website projects being looked at by the board. Paula outlined improvements and projects that would be encompassed in the Ecopixel proposal: Management of Meeting Minutes; iNatural app; digital trail map; document/form builder; email communication module. An estimate of \$3,000.00 was put forward for the anticipated work by Ecopixel.

Paula identified 3 priorities for the board to consider: 1) Update the park's TRAIL MAP on the website. 2) Development of a tool that could help the board create "improved" forms used for reservations, payments, and activities. 3) Develop a method of communication for park users to get current information regarding park activities and projects or donating to the park (Via emails or Instagram). Paul felt that it wouldn't be possible to individually break down each project's cost. A discussion of ROI in paying the estimated bill for this website improvement left the board with more questions.

Paula brought forward a **Motion**: To spend up to \$3,000 for the proposed website improvements, seconded by Chris. **Further discussion**: Donna brought up budget concerns regarding other projects coming up this year that might be impacted by the website costs. Bruce brought up concern about whether the current board has the available band-width to absorb and manage the additional responsibilities that will come with the website improvements; concern that the board appears maxed-out with its current roles and responsibilities; and perhaps additional board members might be needed to help to cover extra responsibilities these upgrades would create. A vote for the motion was called: 2 = Yes, 1 = No, 3 = Abstain. The motion did not pass.

*Park Reservations Policy & Procedures update*: Paula recommends revisions and improvements to the reservation document: clearer event date placement; expanded contact info fields; clarifying portolet "servicing" fee; and whether there will be price increases for sports fields. She will work on these document changes over the next few weeks.

Paula will enter a FPF post advising the public that the park reservations for 2026 are open. The MRP website already indicates that reservations are open.

## 6. Informational Topics

*Annual Meeting Planning – Jan. 21, 2026*: Not knowing if Livy will be available to run the meeting Dave will look over minutes from last year's annual meeting to review and prepare to moderate if needed. Dave will also look into last year's annual report for assistance.

*Board spending allowance and expenditure refunds*: Discussion was led by Donna to make sure board members follow the guidance about purchasing materials for the park without authorization (preapproval up to \$50.00) and to make sure any and all receipts are sent in a timely manner to the treasurer before any refund can be awarded.

## 7. Update Only

*Election of Officers* Dave went over an unofficial slate of officers to see if there might be any other board member interested in holding an office for the upcoming year. We will use the February 4<sup>th</sup> meeting to discuss officer nomination procedure and any other questions or concerns.

*Repost Boundary with No Hunting Signs*: Kim has the signs. She mentioned there was an \$800 receipt included with the signs. Will look to get this project underway this Spring.

*Holiday Decorations:* Paula will look over the holiday decorations and determine when they should be taken down.

*Trail Accessibility:* Donna will file next round of grant papers due by February 1, 2026.

*Web calendar filters:* Paula reported that the website filters were not functioning properly. Hopefully, Ecopixel can get that straightened out.

*Trail Map:* Bruce reported no update. He will follow up with some more research into the “Trail Finder” App that is used extensively by the Upper Valley Trail Alliance and Trail Accessibility Hub for many VT parks.

Bruce will not act on this until spring.

*Riparian Buffer:* The Winooski Natural Resources Conservation Department has notified Livy that the Riparian Grant had been approved. We will be looking at next steps in the near future.

*Park Poster Sales:* Donna reported that we have “zero stock”, and we are waiting to deliver the last poster sold. No more sales for the time being.

*Interpretive Signs:* No update

*Mylinh Delapa’s Bird Signs:* No update. Will look to revisit.

*Assistant Treasurer role:* Chris continues to learn the trade under Donna’s watchful eye.

*Venmo Account:* No update.

*Riani Memorial Bench:* Paula reported Bill will assemble and place the bench this winter by the Memorial Tree planting in the off-leash area. Donna will send a check for the build.

## 8. Other Business:

Donna asked whether the cost of the upgraded fencing for the Riparian Zone will be paid for within the grant award. That is unknown at this time. Dave is working on a cost estimate for the fencing.

Donna asked Dave whether the playing fields will be fertilized this spring. There is some money in the budget. Approximately \$3000.

Adjourn meeting

**Motion:** to adjourn at approximately 8:35pm by Donna, seconded by Paula. Approved unanimously

Respectfully submitted,  
Dave Williamson

## **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>