



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

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

Jericho Underhill Park District---Minutes: May 06, 2026

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

Absent: Chris Greenwood

Public Present: Michael (via Zoom); Thomas Bovard, second Scout representative

1. JUPD Business Meeting called to order at 7:01pm

Adjustments to Agenda: Paula requests time to update the board on Reservations Policy document

Public Comments: none

2. Boy Scout Eagle Project.

Boy Scout Thomas Bovard stated his desire to upgrade the Meadow Loop pedestrian bridge as his 2026 Eagle Project. Bruce supplied a drawing and list of materials to Thomas. Thomas's deadline to complete this project is tight - currently July 17. He and his advisor are trying to get that date pushed back until September.

The board's concern is that our Meadow Loop wetland delineation meeting with Arrowwood Environmental Engineering won't occur until mid-June. Bruce will see if Arrowwood Environmental can come in sooner. Bruce to contact Thomas after his communication with Arrowwood.

Back up project could be building trail puncheons for the wet sections of the South Hill loops.

Review of 4/15/26 minutes: Livy had communicated a misspelling which was incorporated into the amended minutes.

**Motion** by Kim, seconded by Livy to accept 04/15/2026 minutes with the noted correction made. Approved unanimously

3. Monthly Reports:

*TrafX People Counter:* Paula reviewed the April TrafX reports on public use of the park:

Main Bridge: 5701    Main Connector Trail: 1080    Off Leash Area: 2558

#### 4. Park Management

*Athletic Fields Policy:* Dave has circulated the Athletic Use Policy to the board previously and would like discussion and approval before updating.

Dave asked about Eric Barker's soccer camp reservation of 50%. How long will this hold his reservation before full payment is required? Does his reservation stipulate use of portolets, the Pavilion, etc.? Donna suggests we submit an invoice to Eric Barker for the balance due with net 30 days payment requirement.

*RFP Policy and Procedures:* Paula reviewed our RFP template and suggests we add a gmail address, such as [Jupdbids@gmail.com](mailto:Jupdbids@gmail.com) to facilitate electronic submissions. Donna requested that we add verbiage to state that invoices for work done must be submitted within 60 days of the service rendered. Board approved.

#### 5. Informational Topics

*Downed tree removal:* Bruce reports that Gingko Tree Service was at the park on Thursday, April 23<sup>rd</sup> and cleared the downed tree on South Hill East, and dropped a rotted tree adjacent to the lower Main Connector. Cost was \$180.

*Bench Endowment:* Livy has been informed that a family would like to update the plaque on a memorial bench. In addition, the family has made a cash endowment to the park to be used to repair and maintain all memorial benches at the park.

*Invasive Plant Removal:* Livy reports that this Saturday, May 9<sup>th</sup>, friend of the park Bernie Paquette will lead a group of volunteers to uproot and cut invasive Honeysuckle bushes. Seeking volunteers.

*Trail Maintenance:* Livy reported that the local Geocaching Club spent time on Fieldstone West doing leaf and branch clean outs to our culverts and ditches.

*Driveway Maintenance:* Dave reports that both ends of the park's roadway have been worked on, mitigating the potholes at entrance and exit.

*Annual Spring Tasks:* Livy reported that a new water tank was donated by Bob Pratt. The pavilion floor was sprayed and cleaned; Dave repaired some of the picnic tables and has plans to build another one or two tables, one will be ADA-compliant; owl box was removed and is being stored in the barn.

*Accessible Trail:* Bruce reports that Dori Barton of Arrowhead Environmental Engineering will be at the park around mid-June to conduct a wetland delineation of the Meadow Loop.

*Overdue Mowing Invoices:* Donna reports that she has reviewed the years 2022, 2023, 2024 and 2025 with Mike Stromme and he has provided all outstanding invoices.

**Motion:** by Livy, seconded by Kim to pay Stromme Properties LLC the amount of \$18,520. for outstanding invoices in 2022, 2024, 2025. Approved unanimously.

*Venmo:* Donna reports that she and Chris are working on new QR codes.

*Main Bridge Long-Term Planning:* no update

*Riparian Buffer project:* Livy reports MMU students will assist in tree plantings and installing fencing during their spring work day on May 22<sup>nd</sup>. Dave will pre-arrange to have the fence post holes dug.

*Shed Repair:* Dave will meet with volunteer Bob Pratt to develop a plan for this project.

*Pavilion Column Staining:* Dave asks that this project be postponed for the time being.

*Interpretive Signs:* no update. Livy reports that the team to meet next week to work on this.

*Park Reservations:* Paula indicates that the May calendar is looking busy.

*Treasurer Replacement:* Donna requests that the Board come up with a transition plan for the Treasurer role, so hand off can be accomplished by the end of her current term,

#### 6. Other Business:

*Fieldstone East Trail Repair Project:* Bruce reports that Rabbit Tracks Trail Works will be on site around May 26 and estimates, weather permitting, to be completed by July 3<sup>rd</sup>. Dave asked to check in with Rabbit Tracks to see if he will be dumping aggregate stone inside the park, necessitating use of the Maintenance/Emergency entrance. Bruce to follow up.

*Reservations Application Document:* Paula illustrated a few more updates to the document.

*Park Fields Treatment:* Dave reports that NaturaLawn will be at the park on May 7<sup>th</sup> to apply a weed and feed treatment.

*Riverside Wastewater:* Livy reports that Susan Bresee will attend our 5/20 meeting and update the board on Jericho's Riverside waste water project.

Adjourn meeting

**Motion:** to adjourn at approximately 8:55pm by Kim, seconded by Livy. 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>