



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: August 19, 2026

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

Absent: none

Public Present: none

1. JUPD Board Meeting Call to Order

Meeting opened by Chair Livy Strong at 7:00pm

Adjustments to Agenda: none

Public Comments: None

2. Business Meeting

Review of 08/05/26 minutes: Bruce reports minutes will be prepared by the weekend.

3. Monthly Reports

-Financial Report given by Donna.

Donna reviewed the reports: Budget vs Actual report comparing 2025 and 2026;
the Statement of Net Position (balance sheet); cash balances in Power Account and Checking
Account.

Motion: by Dave, seconded by Livy to approve the July Financial Report as presented. Passed
unanimously.

3. Park Management

-Park Resource Inventory: Dave would like to circulate the inventory spreadsheet to all members of the board for review and input.

-Front Lawn Swale Planting Project: Livy has been communicating with The Farm Upstream and they have suggested planning two species of Dogwood shrubbery. The swale is approximately 120' x 8' and it's estimated that we'll need 50 plants, at \$10.00 each. The Farm Upstream recommends that we plant the shrubs in November or in April. Livy also suggests we install stakes for further protection from vehicles and lawn mower.

Motion: by Paula, seconded by Kim to expend \$650 for plants and labor and schedule the planting for November 2026. Passed unanimously.

-Pavilion Circuit Breaker: Livy reports that we lost power again last week, during a paid-for event. We were able to respond timely and re-set the breaker for the visitors. It seems that rain water is the culprit in causing the circuit breaker to trip. Dave will contact Cody Davis, North Star Electric to consult on updating the breaker box to current code, and look into replacing electrical outlets with GFI outlets in the pavilion. Dave will report back to the board.

4. Informational Topics

-Elm Tree Pruning: Livy is reaching out to Teacher's Tree Service to evaluate the condition of our elm trees and recommend steps to keep them healthy.

-Interpretive Garden signage: Livy has quotes on our proposed signage with options for a single wooded PT post and also with double metal posts. The board prefers the metal posts for longevity and minimal maintenance and upkeep. This option will cost \$1805. Livy and Paula will get the order placed.

-LWCF Site Stewardship Inspection: Dave plans to submit the inventory by the end of next week.

-Commercial License Enforcement: Paula has relayed a communication she received from a commercial photographer who always contacts the park board to confirm the times and days of her professional shoots. She has reported incidences where amateur photographers arrived to shoot on the same days and times, at the same locations, without having first communicated with the board to check for schedule conflicts. She asked that the board communicate to the broad public that amateur photographers should clear their days and times with the board so that there are no schedule conflicts.

Paula suggests that we post to FPF and FB that commercially licensed businesses, while not granted exclusive use unless they pay a reservation fee, do have a priority to use park locations for photo shoots for their customers. Amateur photographers will be asked to communicate their desired shoot dates and times to the board and obtain the board's permission.

-Embedding email address in RFP: Livy and Paula report having created a new Gmail account: JUPDbids@gmail.com specifically for our bids. This is the email address listed in our [RFP Template](#) that includes instructions for electronic submission of bids.

When someone submits an electronic bid, Livy will be notified, and the submitter will receive an automated reply with further information relating to the bid receipt.

At the time for opening bids, Livy will forward any bids received electronically to the Trustees, so they can be opened and reviewed as part of the meeting.

-Main Connector RFP: no update

-Accessible Trail RFP: no update

-Security Cameras: Chris and Paula are studying features of camera options. And will report findings at a future meeting.

-Building Community Grants: Donna has forwarded this grant link to Livy to review and consider for capital improvement projects.

-Venmo Account and QR codes in the park: Chris will situate the QRs.

-Eagle Scout Project: Apparently the project is in progress. Livy has provided photos. Board expressed concern about whether the scout project will include earthen ramps up to the bridge. Bruce to review and contact the Eagle scout if it hasn't already been properly ramped.

-ADA Picnic Table: Dave will be building a table for the pavilion.

-Ash Tree Management: no update.

-Shed Repair: no update.

-Rock Wall at Park Entry: Dave is sourcing stone masons to see about repointing our damaged sections of the wall.

-Outdoor Classroom: Paula has been in communication with a teacher who proposes developing a curriculum for middle-school students, utilizing resources developed by the park.

-Capital Plan: Donna and Livy are working on establishing the valuations.

-QuickBooks Backup Process: Donna would like to have this done monthly. Chris will read up on the protocols to help his understanding of the process, with the intention of taking on this task.

-Park Reservations: Paula reviewed the August and early September reservations. There are some large groups coming to the park. Dave expressed concern about over-taxing our portalets with these large groups.

-Main Bridge contingency plan: No update.

-Trail Map for Kiosks: No update

-Electronic Trail Map: No update.

5. Other Business:

- Dave reports that the Lions Club has donated another bench.
- Dave thinks our driveway entrance needs to be graded and will contact Chris Polli.

6. Adjourn meeting

Motion: to adjourn at approximately 8:40pm by Paula and seconded by Dave, and 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>