



Jericho Underhill Park District

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Jericho Underhill Park District  
MEETING MINUTES – 06/19/2024

Board members present: Livy Strong, Dave Williamson, Kim Spaulding,  
Donna Pratt, Paula VanDeventer

Board members absent: Bruce Blokland, Chris Tardie

Guests present: None

1. Livy called the meeting to order at 7:00 pm and the Zoom recording started.
2. **Public comment:** None
3. **Agenda change:** Livy proposed that we replace the brainstorming of Roles & Responsibilities with a presentation on Project Portfolio Mgmt, per Paula's request. Agreed.
4. **Review of minutes:** Minutes for the 6/5/2024 meeting:
  - A. Livy: Misspelling of names: Paul vs Paula and Strom vs Stromme
  - B. Dave moved to accept the amended minutes as brought forward. Kim seconded. Motion approved unanimously.
5. **Financial Report:** Donna presented the Financial Reports
  - A. Budget vs Actuals:

Actual total expenditures:	\$182,952.27
Budget total expenditures:	\$146,296.00
Over budget expenditures:	\$ 36,656.27
  - B. Statement of Financial Position:

Current Assets – NEFCU:	\$ 69,866.08
Current Assets – UB:	\$ 46,997.09
<u>Current Assets – A/R:</u>	<u>\$ 492.00</u>
Total Current Assets:	\$117,355.17

- C. There was a lot of project activity this month, some expected last year and other work not identified last year. Although the numbers balance, they will not match until the end of the Fiscal Year. Donna will have this ready for the first meeting in August.
- D. We will end the year with \$32K in reserves, so doing well.
- E. Dave moved to approve the financial report. Kim seconded. Motion approved unanimously.

6. **Park Maintenance:**

- A. Update on parking lot work: Dave checked in with Chris Poley and his assistant this AM. New posts are in. Chris T. & Dave will work on crossbars. Still need a few pieces of lumber to complete the storm drain area and tidy things up, and will be done. Entrance road is very smooth. Chris P. has done really good work. Dave & Chris P. discussed the swale between parking area and field. Grading stakes will provide a buffer zone, a parking deterrent, but we want to get this mowed, so will take the tape down. Dave & Chris P. talked about the exit coming out of the field. Chris P. wants to keep the “snow push area” in place. Dave wants to maintain the stakes around the exit drive. Donna paid Chris P. today for the driveway/parking area and the culverts.
- B. Culverts: Dave: These came out really well. Bit of a rise at the small one, like a speed bump, but it looks good. Bruce sent an update via email on culvert completion.
- C. Ginko tree work: Bruce (via email): They took care of the 2 trees for \$175, very cheap.
- D. Bridge abutment cement patch and carpentry: Donna: Chris T. was going to find someone. Dave looked at the abutment and noted the repair is really needed.
- E. Pavilion roof shingle repair: Livy: Should we hire someone to take care of this instead of waiting for volunteers? Donna agreed, we should call some companies. Should we get the cupola inspected too? We need to get some estimates for the work. Dave will ask for info from some other companies that helped with this type of work at the church.
- F. Dog dispenser damage: Livy: We need to replace this. Donna: We should post this on Facebook so people are aware of the vandalism. These cost about \$300. We will hold onto the broken one as a backup. The door is bent and the lip is broken – rain will get everything inside wet. Livy will order replacement.

- G. Traffic signage: Dave: Looking for posts. We want the exit sign on a 4x4. We want metal for the entrance. Livy recommends that Myparkingsign.com has all the parts. Parking signs are already received, Dave purchased 3: (2) one-way signs and a Parking sign with arrow. Approx \$60.
- H. Settlement pond inflow pipe: Livy: I'm concerned that the inflow pipe is clogged. Years ago P&P septic augured the pipe out. Dave: I went to take a look – the culvert is below the intake pipe. Paula: Did the intake pipe get lifted or did the culvert drop? What changed? Anything to do with the work by Big Red? Livy: When I returned from vacation I could hear the gurgle at the outflow. Dave: Now the water level is much lower, so it's all heading down the culvert. Should we block the culvert to force water down the inflow pipe? Or try to flush it? Dave wants to get the water level back up. Livy: We need to take care of this soon, before the Board meets in August. Dave will figure out how to block off the culvert. Kim volunteered to assist.
- I. Trail repair Fieldstone East Loop: Bruce (via email) identified two areas that need priority treatment. Estimated \$7,000 by Rabbit Tracks. Dave: We have the material on-site. Livy: This will need to go out to bid. Target to complete this fall. We will ask Bruce to write up a bid. Dave: I prefer the funding not come from the field budget. Donna has begun the process of applying for the grant money reimbursement and will file documents soon.
- J. Fields: Dave: They are looking really good other than where they were driven across.
- K. Rope swing under the bridge – Dave went down and explained why it's unsafe, and took down the rope swing. He has photos. Dave will send info to Livy to include on a Facebook posting.

7. **Events:**

- A. End of regular soccer season – Spring soccer is done
- B. School
- C. Soccer camp (July 8 – July 12<sup>th</sup>)

8. **Publicity:**

- A. Construction work information shared on FPF and FB.
- B. Summer concerts – all staffing is figured out. Donna wants to make sure the cash policy is understood. The Donation table staff + Closer will count the donations, and Donation table person will deposit it. Dave: How will we pay the bands? \$200 per performance. Livy has the checkbook. Donna will touch base with Livy on this early July.
- C. Dog Policy: Livy, Chris, Paula worked on this project. Donna did research earlier with VLCT. There are conflicts between policy, ordinance and rules.

VLCT does not allow fines. Donna wants it to be closer to the town ordinances. We have Rules, not an ordinance. Donna feels it's incomplete. That if there is a dog bite and someone calls 911, the State Police will not do anything. Livy: The ACOs have the ability to enforce. Donna feels it's not strong enough. Livy: If state police are called, they will notify the ACO. Donna: We need to align with the Town Ordinances. Dave: Do we have a priority order for contacting? Paula: Yes, and the steps are included. Kim: This is a starting point. Donna: Biggest problem is that we interchange Rules, Policy and Ordinance. Terminology concerns. Dave – is Chris okay with this? Paula: Yes, Chris okayed the project deliverables. Dave: Livy, do you like this? Yes, very happy with this. Paula, are you happy with this? Yes. Livy will circle back with the ACOs and also talk with Patty Richards. Kim: Question about the signs – this includes Livy's home phone number. Are we going to change this? Discussion about Google voice, other options. Future project. Dog Policy vote: Kim moved to accept the Dog Policy drafted by the subcommittee so we can get started. Dave seconded. Motion approved by the quorum present: Kim, Dave, Livy, Paula. Note that the Internet stopped and the Zoom session ended late in this discussion. Livy reconnected with Donna briefly via phone.

D. Vandalism issues to be communicated via FB & FPF - Livy

## 9. **Other Business:**

A. Act 133 S. 55 From the VLCT website:

- requires all other public bodies (i.e., “nonadvisory bodies”) to record, in audio or video form, their meetings and post the recordings in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the meeting which was recorded;
- allows all public bodies to meet remotely in response to a state of emergency or “local incident”;
- requires all public bodies to provide local residents, members of the press, or members of the body itself electronic/telephonic or in-person meeting access options to a regularly scheduled meeting, if requested (unless it causes an undue hardship);
- requires a municipality to post on its website (if it maintains one):
  - an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General; and
  - a copy of the text of 1 V.S.A. § 314; and
- imposes annual training requirements on selectboard chairs, town managers

- Donna: Let's plan for August 1 since we don't meet again until August. Donna can add this info on our website.
- Paula: How can they tell us we have to do this by July 1 but they will provide the training January 1? Funding for equipment and Internet bandwidth is needed. We need to create a project around this so we understand the cost and other impacts.

B. JUPD Dog Policy Project:

- (See discussion above, under Publicity.C.)
- Target to have signs ready for July 1
- Three month trial period to start July 1

C. Roles & Responsibilities Brainstorming session – postponed.

D. Project Portfolio Management:

- Paula shared a brief introduction to managing projects in a portfolio
- Paula provided a demo of Trello, the free tool we can use for this purpose. Internet bandwidth created challenges, so demo was abbreviated and held on a phone. Paula recommends that JUPD adopt Trello as our project tracking tool, and will work with Board members one-on-one to provide training and to populate the information about our projects and operational work.
- Livy made a motion to approve using Trello to manage our projects. We will trial it until the first December meeting in 2024. Dave seconded the motion. Motion unanimously approved.

10. **Adjournment:** Dave moved to adjourn the meeting at 9:00pm. Kim seconded. Motion approved unanimously.

Respectfully submitted,  
Paula VanDeventer