



Jericho Underhill Park District

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Jericho Underhill Park District
MEETING MINUTES—09/04/24

Board members present: Livy Strong, Bruce Blokland, Chris Tardie, Paula vanDeventer, Dave Williamson

Board members absent: Kim Spaulding, Donna Pratt

Guests present: Bill Escholtz, MMU cross country team liaison

1. Livy called the meeting to order at 7:05 p.m.
2. **Public comment.** Bill has walked the trails, checking for runner safety and has reviewed MRP parking situation. First XC meet is 9/13 with three teams, approximately 150 runners at two races. Last race finishes at 5pm. Bill was asked to check with BRMS about 9/13 events at the middle school to insure there would be additional parking at BRMS during the event. Second XC meet will be either 10/18 or possibly 10/25. Since it will be a district race, invitations go out to about nine schools to compete. Bill estimates that the races will still host approximately 150-180 runners. Bill assures that each team will have a trash bag and be expected to gather their team's trash. The pavilion has been reserved for awards. MMU will pay for an additional portalet. MMU will provide staff at the MRP parking area to direct cars. Buses will drop students, and park offsite. The JUPD Board has requested that MMU send the board a written document addressing all of the above concerns. On 9/10 at 3 :30pm, Dave will meet with Bill Escholtz to review the parking planning. This segment of the meeting ended at 7:45pm.
3. **Review of minutes.**
Motion by Dave to accept the minutes for the 08/21/24 meeting; seconded by Chris; approved unanimously.
4. **Financial Report.**
Motion by Livy to transfer the \$30,000 RTP grant award to our NEFCU trails reserve account. Seconded by Chris. Approved unanimously.

Dave updated the board on maintenance to the playing fields proposed budget for 2025.

Proposes that we get a new batch of soil samples; aerate and overseed; and fertilize. Dave will submit estimated costs for the above proposals at the next meeting.

5. **Park Management.**

--Dave to take another look at how to repair the boards and rails at the South Hill trail bridge, nearest to the Main Connector trail and the Restricted Habitat area. One broken board (2 x 6), and two broken rails (4 x 4).

--Pavilion shingles repair has been put off, as no roofing contractors are available currently.

--People counter continues to be hit or miss and not consistently counting. Chris suggests we look at other counters that might work better for our needs.

--Bridge maintenance. Bruce to meet with a carpenter to assess the repair work sited in our engineer's assessment.

--Connector Trail. **Motion** by Livy to hire Chris Wells to repair the erosion on the Main Connector. \$1800. in Materials and \$2500. in labor. Seconded by Dave. Approved unanimously.

--Bruce has no update to wetland delineation.

--Vendor Policy draft four was submitted by Donna, but board postponed discussion.

--Chris has reviewed our riparian zone and the erosion that the Browns River has caused in recent high water/rain events. He reports that the riparian buffer, is generally 18-25 feet along the fence (from the trees to the break).

Concerns noted:

- There are numerous paths through the grass, possibly from dogs.
- The worst section is near the break in the grassy area, where the buffer is only about 18 feet from the fence to the bank. There is no deep-root vegetation, and the bank is starting to undercut.
- In the collapsed bank area, there's minimal soil for establishing riparian vegetation because it's mostly rock. What was the overbank zone 10 years ago is now the toe/bank zone.

Chris further reports that the good news is that the trees near the dog beach should help slow the water, which could slightly improve our bank's stability. However, if the school adds concrete to their bank, it might increase water flow and direct it more toward this section, exacerbating the erosion.

He recommended adding warning signage; planting trees to anchor the bank; stop strip adjacent to the snow fencing to add more riparian buffer zone. Chris will start a plan of action and report back to the board.

Paula recommended we consider a paid subscription for Trello (currently we use a free version) to improve the functionality of the tool - namely to gain support for custom fields and improved reporting out of Trello (spreadsheets, for example.) and will exercise a 14-day free trial of the Premium version of Trello in early October, to see if it's worth investing for those enhancements.

Paula recommended we implement a Project Checklist as-needed for our projects, and that was approved

Paula recommended we set up a document repository in Google Docs as a central repository for all JUPD documentation. The Board approved my proposal to add that task to our Operational Procedures board.

--Livy to publicize a request for proposal for snow plowing for the 2024-2025 season.

Adjournment. At approximately 9:00pm, Chris moved to adjourn and Dave seconded. Approved unanimously.

Respectfully submitted,
Bruce Blokland

Meeting Recordings

Use the link below to access meeting recordings.

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

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