



MILLS RIVERSIDE PARK

Jericho Underhill Park District

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Jericho Underhill Park District
MEETING MINUTES
04/03/2024

Board members present: Donna Pratt, Kim Spaulding, Livy Strong, Chris Tardie & Dave Williamson

Board members absent: Bruce Blokland

Guests present: Paula VanDeventer

1. Livy called the meeting to order at 7:00 p.m.
2. **Public comment.** No public comment
3. **Review of minutes.** Minutes for the 3/20/24 meeting - Livy moved to approve, Kim 2nd, Motion Approved.
4. **Financial Report.** Donna reported the following:
 - A. She sent out “Notes to financial stmts, FY24 as of 3/31/24” for review. Went over “Receipts” & “Expenses”. Overall, revenue is up due to use of reserves.
 - B. There was a \$5,200 overage from the initial “Park & Drive” ARPA award which the board was aware of. Donna was also looking to reapprove an additional \$2,550 for the project (Kim moved to approve, Livy 2nd). The Board approved the total amount of \$7,750. Donna will align accounts to show this correction.
5. **Park Management.**
 - A. Update on culvert work: Bruce requested a change in culvert specs to use N-12 material instead of metal. Livy will get in touch with Bruce regarding bid adjustments. Livy moved to approve, Donna 2nd, Motion approved.
 - B. Update on Parking Lot: We are looking to complete the topcoat and drywell cover install as well as placing the additional posts along the Rt 15 side of the parking area. Chris pointed out that the parking area was still too wet to do any work at this time. Pot holes

are rearing their ugly head. Will be taken care at the same time the other parking lot work is underway. There is money already in the budget for this work.

- C. Picnic tables will be brought out from the pavilion as soon as the fields are dry enough.
- D. “Dog Issues” Town administrators John Abbott (Jer) and Brad Holden (Und) are working to develop a *Task Force Group*, and a date when they will meet. They will keep us posted.
- E. Bridge Maintenance: Chris will review engineer’s recommendation with “Cricket” and will get back to the board as to what needs to be done.
- F. “People Counters” are still not working. We need to get this fixed as the numbers of “daily park users” are important data.
- G. Athletic Fields Update: Dave finally received a proposal from Lance Fornier for fertilizing and soil enhancement of the playing fields. This was shared by email for review. The board will vote on acceptance of the proposal next meeting.
- H. “Spring Work Day”: May 3rd MMU students are looking for jobs to be done at the park. The board will need to formulate what jobs can be done within the allotted time frame. This will be discussed next meeting. MMU will be in contact prior to the May date.
- I. Gordon Ham and members of the local “Geo Cashe” group will be doing some trail work on April 27th.

6. **Board Vacancy.** Paula VanDeventer sat in on the Board’s meeting. She shared information about herself, work background, and interest in joining the Park Board as a representative from Underhill.

7. **Publicity.** We had a discussion regarding potential donations on the website via VENMO, Pay Pal, and STRIPE. More information and discussion is needed before we move forward with this.

Regarding the use of QR codes it was decided that we had to develop more “signage content” around the park to attach to the QR codes.

8. **Other Business.**

A. Summer Concert Info: Livy will pass along updated info regarding the bands to Donna for the website.

B. Before the official “Election of Officers” takes place, there needs to be a “mapped out” description of roles (and additional jobs) undertaken by the elected officers, as well as other board members. This will lead to clarity and transparency as to how the park board operates.

C. Vendor Policy Draft #2: We continue to be looking at the rewording of Conditions 1, 2,

and 4. We will talk about this at the next meeting and hopefully approve the policy.

9. **Adjournment.** Dave moved to adjourn the meeting at 8:15 pm. Livy seconded.

Respectfully submitted,
Dave Williamson