

**PRELIMINARY MINUTES**

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

Tuesday April 3, 2018

**BOARD MEMBERS PRESENT:**

David Rose, Vice Chairman                      Earl Washburn

**BOARD MEMBERS ABSENT:**

Bob Gilmore

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

Ed McEaney – LPCTV

1. **Call to Order**

- A. Vice Chairman, David Rose, called the meeting to order at 6:03 p.m., all members present, except Bob Gilmore.

2. **Annual Board Reorganization**

- A. Elect Chairman of the Board  
i. **Motion by David Rose and seconded by Earl Washburn to elect Bob Gilmore Chairman of the Board. Motion passed unanimously.**
- B. Elect Vice Chairman of the Board  
i. **Motion by Earl Washburn and seconded by David Rose to elect David Rose Vice Chairman of the Board. Motion passed unanimously.**
- C. Elect Clerk of the Board  
i. **Motion by David Rose and seconded by Earl Washburn to elect Earl Washburn as Clerk of the Board. Motion passed unanimously.**
- D. Appoint Union Negotiating Team Member  
i. None is needed.
- E. Appoint Recording Secretary  
i. **Motion by Earl Washburn and seconded by David Rose to appoint Lisha Klaiber Recording Secretary. Motion passed unanimously.**
- F. Appoint Ludlow Enterprise Fund Committee Member  
i. **Motion by David Rose and seconded by Earl Washburn to appoint Bob Gilmore as Ludlow Enterprise Team Member. Motion passed unanimously.**
- G. Set Day and Time of Regular Meetings and Alternate meetings.  
i. **Motion by David Rose and seconded by Earl Washburn to continue with regular meetings to be held on the first Tuesday of the month at 6:00 p.m. and to have alternate meetings scheduled, as required, on the third Tuesday of the month at 6:00 p.m. Motion passed unanimously.**
- H. Designate Newspaper of General Circulation  
i. **Motion by Earl Washburn and seconded by David Rose to continue with THE VERMONT JOURNAL as the newspaper of General circulation. Motion passed unanimously.**
- I. Adopt Roberts Rules of Order  
i. **Motion by Earl Washburn and seconded by David Rose to adopt Roberts Rules of Order for meetings. Motion passed unanimously.**

3. **Consideration of any Changes, Additions or Removals to the Agenda**

- i. Frank Heald advised that no changes were necessary.

4. **Approve Minutes from Previous Meetings**

- A. David Rose advised the minutes to be approved are from the regular meeting of March 6, 2018, March 12, 2018, March 13, 2018, March 15, 2018, March 19, 2018 and March 28, 2018.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve minutes from the meeting of March 6, 2018, March 12, 2018, March 13, 2018, March 15, 2018, March 19, 2018 and March 28, 2018 as submitted. Motion passed unanimously.**

5. **Comments From Citizens**

- A. There were none.

6. **Sewer Allocation Request(s)**

- A. **Brandon Durham**
  - i. Property address is 65 Andover Street, Parcel 220550.000
  - ii. David Rose advised that this is a request to add 2 bedrooms to an existing dwelling unit on the sewer system.
    - (1) Allocation fee – 2 bedrooms @ \$545.00/bedroom      \$1,090.00
  - iii. **MOTION by Earl Washburn and seconded by David Rose to approve this application for an allocation for 2 bedrooms to an existing dwelling at \$780 per bedroom for an allocation total of \$1,090.00. Motion passed unanimously.**

7. **Consider Coin Drop Request from BRHS Project Graduation**

- A. Frank Heald advised that the Legion has already requested April 21<sup>st</sup> and Project Graduation is requesting April 28<sup>th</sup>. He suggests that the board consider May 5<sup>th</sup> or May 12<sup>th</sup>.
- B. **MOTION by Earl Washburn and seconded by David Rose to approve the request for the Black River High School Project Graduation coin drop on Saturday, May 12, 2018, from 10:00 AM to 2:00 PM as presented. Motion passed unanimously.**

8. **Approve VTRANS Annual Financial Plan**

- A. **MOTION by Earl Washburn and seconded by David Rose to approve the VTRANS Annual Financial Plan as presented. Motion passed unanimously.**

9. **Approve Village Road & Bridge Standards**

- A. **MOTION by David Rose and seconded by Earl Washburn to approve and execute the Codes & Standards Certification of Compliance for Village Road and Bridge Standards as presented. Motion passed unanimously.**

10. **Approve & Sign Certification of Compliance for Village Road & Bridge Standards**

- A. **MOTION by Earl Washburn and seconded by David Rose to approve and execute the Codes & Standards Certification of Compliance for Village Road and Bridge Standards as presented. Motion passed unanimously.**

11. **Other Business**

- A. David Rose asked about the purchase of the sweeper.
- B. Frank Heald said he has not, at this point, signed a purchase order.

12. **Set Date for May Meeting**

- A. Meeting set for Tuesday, May 1, 2018 at 6:00 p.m.

13. **Sign Warrant Orders**

- A. Warrant orders were signed.

14. **Possible Executive Session/Personnel/Contracts**

- A. Frank Heald said that an Executive Session is not needed.

15. **Adjourn**

- A. **MOTION to adjourn by Earl Washburn and seconded by David Rose. Motion passed unanimously.**
- B. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Earl Washburn