

**HOLDEN TOWN COUNCIL  
REGULAR MEETING  
Monday December 16, 2019  
Holden Municipal Building  
6:00 P. M.  
MINUTES**

**1. Call to Order**

Chairperson Copeland called the meeting to order at 6:00 P.M.

**Members present:** Thomas Copeland, Chairperson; Rod Black, Vice Chairperson; Patricia Sirois, Councilor; Robert Harvey, Councilor; Ryan Carey, Councilor.

**Others present:** Benjamin R.K. Breadmore, Town Manager; Andy Fish, Treasurer; Tressa Smith, Clerk; Bruce Dowling, Highway; Chris Greeley, Police Chief; Ryan Davis, Fire Chief, Mindy Cyr, Auditor, Susan Smith, Superintendent, Holly Whitmore, School Board, Gavin Robinson School Board, Charles Baker, School Board Eddington, Brent Baisley, Firefighter, Dale Wonder, Firefighter, Rick Whitmore, Dilrukshan Somasundera .

**2. Pledge of Allegiance**

Chairperson Copeland led the Pledge of Allegiance.

**3. Moment of Silence**

Chairperson Copeland asked for a moment of silence to reflect on someone or something positive that has touched their lives since we last met.

**4. Public Comment**

The Town Manger gave the Town Council an update regarding the need for the boiler to be replaced for the Town Office/Fire Department for an approximate \$19,000. The Town Manager also updated the Town Council and members present regarding the payroll issues that have been brought to light and explained that going forward Bangor Payroll will be conducting a full reconciliation of every employee's wages, deductions, benefits, retirements, vacation time, sick time, etc., to assure each employee is made whole. Bangor Payroll will be present Monday December 23<sup>rd</sup> during the Safety Day program to explain to staff what happened and how they are going to make sure this never happens again. Furthermore, Bangor Payroll has credited the Town of Holden's account for the previous 5 months and will not be charging for services during the month of December.

Councilor Harvey acknowledged Chief Greely and the 25 Days of Kindness program currently going on in the Police Department and presented the Chief with a donation to the program. He also encouraged other members if they have not done so, to please support the program.

Councilor Harvey, Sirois, Black, and Carey, all reinforced the concern regarding the payroll issues that have arisen and will look to see follow-up documentation that this process has been looked at both within the Town of Holden and from Bangor Payroll.

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5. **Approval of Minutes for November 13, 2019 and November 18, 2019 Regular Town Council Meeting.**

Councilor Black moved, Councilor Sirois seconded; to approve the minutes for November 13, 2019, Special Town Council Meeting and to table the minutes of November 18, 2019 until more information was included in the minutes. Vote 5-0 in favor.

6. **Consent Agenda**

**A. Financial Warrants**

Councilor Harvey moved; Councilor Carey seconded; to approve the financial information as noted. Vote 5-0 in favor.

FY 2019/2020 Journal	# 238	\$ 39,132.41
FY 2019/2020 Journal	# 239	\$ 40,958.41
FY 2019/2020 Journal	# 240	\$ 40,611.40
FY 2019/2020 Journal	# 283	\$ 47,284.23
FY 2019/2020 Warrant	# 13	\$306,745.68

**Total: \$ 474,732.13**

**B. Department Reports**

Councilor Sirois moved, Councilor Carey seconded; to approve the Department Reports as submitted. Vote 5-0 in favor.

Discussion:

Councilor Black noted a correction that the previously scheduled Safety Day was in fact November 1<sup>st</sup>, not October.

Councilor Sirois commended everyone in the departments for their hard work.

Councilor Harvey commended the Holden and Eddington Fire Departments on the slide coverage program being shared by the two communities to cover, train, and work together more.

Chair Copeland echoed both Councilor Sirois and Harveys comments and complimented the Highway Department on their efforts with their three new employees.

Town Manager Breadmore added to the discussion that Eduardo Benjamin had received notification the Town of Holden was awarded a \$5,000 grant that day and that with the efforts of the new Highway Department staff the water damage caused by the boiler to the drywall in the boiler room is well on its way to being taken care of.

**C. School Board Update**

Superintendent Susan Smith gave a presentation to the Town Council and members of the public regarding the efforts of the newly formed facilities committee that has worked with Carpenter Associates on a list of what they feel are necessary improvements to the three facilities. February 11<sup>th</sup> will be the first official budget meeting of the R.S.U. #63 held at the Holbrook School.

7. **Old Business** – None

8. **New Business**

**A. Audit Presentation**

Mindy Cyr from Maine Municipal Audit Services was on hand to discuss the fiscal year ending on June 30<sup>th</sup>, 2019.

Discussion:

Councilor Black questioned the ICMA retirement contributions having not been made, had employees been notified, have the contributions been released to their retirement accounts, and is there a plan to make the employees whole for the amount of money their respective accounts would have earned having had that money in them?

Town Manager Breadmore explained that the payments have been released to the respective accounts and there is a plan in place to make up the difference in earned money. Andrew Fish, Finance Director is working with Bangor Payroll to generate the report needed to provide to ICMA for the historical calculation to be done. Once completed the employees will be made whole.

Councilor Black questioned the reconciliation of reserve accounts not being completed.

Both Mindy Cry and Andrew Fish relayed that they have been reconciled and will be reconciled monthly going forward.

Councilor Black discussed the content of the Management Discussion Analysis Letter.

Town Manager Breadmore relayed that Mindy Cyr would be forwarding the GASB Management Discussion Analysis Letter requirements so the following year they will be inline with the expectation.

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Councilor Harvey discussed the need for controls of reconciliation to be in place through the possibility of a new policy. The suggestion was made that the monthly reconciliation be part of the financial statements reviewed by the Town Council.

**B. 2020-2021 Budget and Town Meeting Schedule**

Councilors Sirois moved and Councilor Harvey seconded to approve the 2020-2021 Budget and Town Meeting Schedule with amendments to January 20<sup>th</sup> to the 21<sup>st</sup>, February 17<sup>th</sup> to the 18<sup>th</sup>, and April 20<sup>th</sup> to the 21<sup>st</sup>, as the dates conflict with recognized holidays. Vote 5-0 in favor.

**C. Appointment of Registrar/Clerk**

Councilor Harvey moved and Councilor Carey seconded to appoint Tressa Smith as the Registrar for the Town of Holden. Vote 5-0 in favor.

**D. Check Reimbursement Discussion**

Councilor Sirois moved and Councilor Black seconded to approve the one-time payment of \$422.08 to Holly Hersey. This payment was requested because Holly Hersey is no longer a resident of the State of Maine and has canceled her registration through the state of Maine. Vote 4-1 in favor.

**E. Appointment to Board of Assessment Review**

Councilor Black moved and Councilor Sirois seconded to appoint Dilrukshan Somasundera as a member of the Board of Assessment Review for the Town of Holden. Vote 5-0 in favor.

- 9. Other Business (By Unanimous Consent)** – Councilor Black asked to have other business brought before the board and unanimous consent was given to take up other business.

Councilor Black moved to have an Executive Session to discuss a personnel matter on January 6<sup>th</sup>. Consensus was given to hold a Special Town Council Meeting for the purpose of an Executive Session on January 6<sup>th</sup>.

**10. Public Comment**

Councilor Harvey expressed the desire to see a possible policy for Check Reimbursement in an effort to avoid this situation in the future.

**11. Adjournment**

Councilor Black moved; Councilor Carey seconded; to adjourn the meeting at 7:43 p.m.

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Respectfully Submitted,

Benjamin Breadmore, Town Manager

January 21, 2020  
Date