

**HOLDEN TOWN COUNCIL
REGULAR MEETING
Tuesday January 21st, 2020
Holden Municipal Building
6:00 P. M.**

Meeting 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; Tressa Smith, Treasurer; Bruce Dowling, Highway; Chris Greeley, Police Chief; Ryan Davis, Fire Chief, Brent Baisley, Firefighter.

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

Fire Chief Ryan Davis informed the Town Council and Public that we received a forestry grant due to the hard work of Brent Basely.

5. Approval of Minutes from November 18th, 2019 Regular Town Council Meeting, December 16th, 2019 Regular Town Council Meeting and, January 6th, 2020 Special Town Council Meeting.

Councilor Black moved, Councilor Carey seconded; to approve the minutes for November 18th, 2019 Regular Town Council Meeting, December 16th, 2019 Regular Town Council Meeting and, January 6th, 2020 Special Town Council Meeting. Vote 5-0 in favor.

Councilor Harvey did inquire in regards to the Big Bang Boom application that has not been brought back before the Council.

Town Manager Breadmore responded that they are currently not open for business and where the Town Council tabled the item during the November meeting, when the application is completed with approved inspection reports the Town Council could take action at that time if they chose to do so.

6. Consent Agenda

A. Financial Warrants

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

FY 2019/2020 Warrant	# 15	\$ 19,000.00
FY 2019/2020 Warrant	# 16	\$ 165.00
FY 2019/2020 Warrant	# 17	\$ 2,140.68
FY 2019/2020 Warrant	# 18	\$ 418,809.51
FY 2019/2020 Journal	# 318	\$ 37,542.04
FY 2019/2020 Journal	# 336	\$ 2,774.55
FY 2019/2020 Journal	# 337	\$ 49,251.40
FY 2019/2020 Journal	# 338	\$ 108.48
FY 2019/2020 Journal	# 352	\$ 46,511.00
FY 2019/2020 Journal	# 353	\$ 1,223.76

Total: \$ 577,526.42

B. Department Reports

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

Councilor Harvey discussed the section from the Town Mangers report on Maine State Retirement and having representatives coming come to speak with the Town and was this in relation to possible cost savings?

Town Manager Breadmore responded by explaining that the intent of the meeting was to explore options provided by Maine State Retirement that the Public Safety departments have been exploring to work on with the Wages/Staffing/Benefits committee. The results of that meeting would be brought up at future meetings for the full Town Council.

Councilor Harvey also commented on the call volume of the Fire Department and the great color photo of the crew.

Councilor Sirois inquired about the last paragraph of the Fire Department Report and asked for clarification on the wording.

Ryan Davis, Fire Chief said he would work on clarification of that paragraph.

Councilor Sirois also commented the great condition of the roads that the Highway Department has maintained this season.

Councilor Black referenced the first line of the Town Managers Report on welcoming Tressa Smith on her new appointment as Finance Director and thanked her for her willingness to step up to the position

C. School Board Update

Council Chair Copeland gave an update on the Finance Committee and their upcoming meetings. On Tuesday February 11th, 5:00pm the Transportation and Facilities meeting will be held at Holbrook School.

7. Old Business

None

8. New Business

A. Mid-Year Budget Review

Councilor Black commented on Mid-Year Budget Review being unnecessary as every month the Town Council is provided with financials that are year to date, Council has the opportunity to ask questions, as it could be timing one month, but not the next. Councilor Black did indicate he appreciated the Mid-Year Budget Review Accounts of Interest sheet and hoped that would be provided monthly going forward.

Councilor Black addressed the reconciliation provided to the Town Council with all of the checks, and accounts. This many pages of documentation are micromanaging, having a sheet showing the month, the checking account, reserve account, and the contributions made to retirements would be sufficient. The summary sheet will answer 90% of the potential questions raised and it shows the staff is on top of what is going on month to month with the town's financials.

Councilor Carey echoed that the summary sheet answers many questions and shows there has been a set of eyes on the numbers.

Councilor Black added that with the issues we have had with payroll, most companies outsource it, they cut the checks, they can fix the accounts, they do the 941's, they do the reconciliations, they do the work and Tressa will be able to confirm things are being done correctly. Before we bring payroll back in house, we need to investigate the issues we've had, before we make a decision.

Councilor Harvey expressed he liked the summary page as well and the reconciliation page from December showing month to month, as well as the statement page from the bank. He also inquired about the Reserve Accounts sheet from Machias savings bank in November with the credit of \$94,101.67.

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Town Manager Breadmore explained he had contacted the Town Auditor, Mindy Cyr and that was an adjusting entry, she had Andrew perform during her audit from the prior fiscal year.

Councilor Harvey did inquire about the expense of Professional Services and the typo of the burial description.

Town Manager Breadmore explained that was a typo, a mistake of copy and paste. He also explained the reason for the expense line being up due to additional legal services being required over the past 6 months with ordinance drafting and extra meetings.

Councilor Black did recognize the additional time we have used but commended Roger Huber on the time he does dedicate to the Town of Holden and all the great stuff he does not charge us for.

B. Certificate of Settlement

Councilor Harvey moved; Councilor Carey seconded; to approve the Certificate of Settlement, discharging Andrew Fish from further liability or obligation to collect the outstanding balance. Vote 5-0 in favor.

C. Discussion on Well Water

Councilor Carey moved; Councilor Harvey seconded; to approve \$2,500 from Building Reserve to have the well located next to the gazebo tested for usability. Vote 5-0 in favor.

D. Amended Purchase and Sale of Lots in Debeck Business Park

Councilor Black moved; Councilor Harvey seconded; to approve the proposed changes to the Purchase and Sale of Lots in Debeck Business Park. Vote 5-0 in favor.

9. Other Business (By Unanimous Consent)

None

10. Public Comment

Ryan Davis, Fire Chief followed up on Councilor Sirois request for clarification on the Fire Department Report

11. Adjournment

Councilor Black moved; Councilor Carey seconded; to adjourn the meeting at 6:33 p.m.

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Respectfully Submitted,

Benjamin Breadmore, Town Manager

February 18, 2020

Date