

**AGENDA  
TOWN OF EDGEWOOD  
SPECIAL MEETING  
OF THE GOVERNING BODY  
June 3, 2017 @ 9:00 A.M.  
EDGEWOOD TOWN OFFICES – 1911 HISTORIC ROUTE 66  
PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING  
THANK YOU.**

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Special Meetings. Attendance and participation is encouraged. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted.

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Approval of Agenda.**
4. **Discussion/Action Item: Appointment of Ms. Linda Holle to fill the Council vacancy left by the retirement of Chuck Ring.**
5. **Closed Session**  
As per motion and roll call vote, pursuant to NMSA 1978, 10-15-1 (H)(2) the following will be discussed in Closed Session:
  - a. Limited personnel matters
6. **Adjourn.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at [clerk@edgewood-nm.gov](mailto:clerk@edgewood-nm.gov) if a summary or other type of accessible format is needed

**Mayor John Bassett  
Town of Edgewood  
1911 Historic Route 66  
PO Box 3610  
Edgewood, NM 87015**

**Dear Mayor Bassett:**

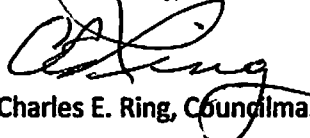
**Please accept this letter as my formal notice of resignation from the position of Town Councilman, effective as of June 1, 2017. I will surely keep my time and endeavors spent with you and my fellow colleagues in mind as I enter retirement from a very rewarding position.**

**My experience with the Town of Edgewood has been a rewarding one and I appreciate the opportunities I've had to grow, both on a professional and on a personal level.**

**Thank you again for your support and understanding with regards to my decision. I will definitely be available to interview and train prospective replacements, and of course, will fulfill any other responsibilities and deadlines before my departure.**

**I wish you and the Town of Edgewood continued success.**

**Yours sincerely,**

  
**Charles E. Ring, Councilman**

**Town of Edgewood**

**Edgewood, New Mexico 87015**

Thursday, May 25, 2017

Anthony J. Mortillaro  
Executive Director  
North Central Regional Transit District  
1327 N. Riverside Drive  
Española, NM 87532

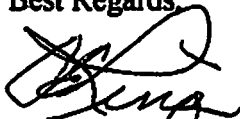
Dear Anthony,

It is with regret that I am writing to inform you of my decision to resign my position on the Board of Directors of the North Central Regional Transit District, effective immediately.

Effective June 1<sup>st</sup>, 2017 I will be stepping down from my elected position as a Town Councilor for Edgewood and as such must also resign as the representative from the governing body to the Board of Directors of the North Central Regional Transit District. Mr. Juan Torres, Clerk/Treasurer of the Town of Edgewood and my alternate on the board will step up until Mayor John Bassett appoints a new councilor to the board.

It has been a pleasure being a part of the Board of Directors of the North Central Regional Transit District. I am so proud of all we have accomplished in the time I have served, and I have no doubt the board will continue these successes in the future.

Best Regards,



Chuck Ring  
Town Councilor  
Town of Edgewood

May 24, 2017

Dear Mayor Bassett:

This letter is to inform you of my interest in serving on the Edgewood Town Council. I understand Councilor Chuck Ring has tendered his resignation effective June 1, 2017. I would like to submit my name for consideration to complete the remaining term of Councilor Ring's tenure.

I am a retired Sandia National Laboratories Project Manager. I also served the Town of Edgewood as Interim Clerk/Treasurer and Deputy Clerk, from March through August 2016. I have attended most of the Town Council meetings since March 2016, as well as the Budget Workshops for the last two fiscal years.

I am interested in contributing to the community by serving as Town Councilor and believe the experience gained while employed as a Town of Edgewood administrator will serve me well. In addition, with Councilor Ring's resignation, the Edgewood area south of I-40 will lose its local representative. I have lived south of the interstate in the Town of Edgewood for 17 years. Should I be approved to complete Councilor Ring's term, it would maintain the current geographic balance of the Council.

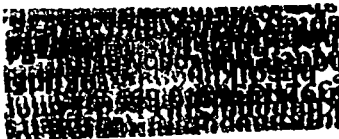
My future plan is to run for an Edgewood Town Council seat in March 2018. I am interested in making a long-term commitment of service to the community.

I thank you in advance for your consideration. Feel free to contact me if you have questions or would like to discuss this matter further. My resume is attached for your review.

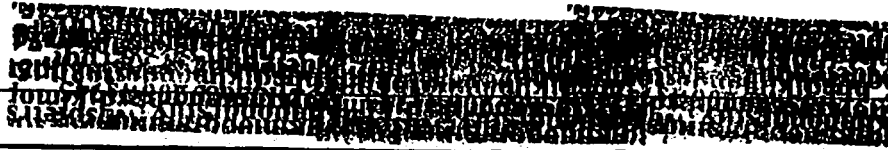
Sincerely,



Linda Holle



# LINDA HOLLE



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Town of Edgewood Edgewood, NM

March – August 2016

***Interim Clerk/Treasurer and Deputy Clerk***

Transitioned from Interim Clerk/Treasurer to Deputy Clerk during Town of Edgewood employment.

***Responsibilities included:***

- Interviewing and Selecting candidates for positions of Police Chief, Clerk/Treasurer and Deputy Clerk
- Developing Council Meeting Agendas, compiling Council documentation packets, and transcribing Council Meeting minutes
- Participating as a member of the Review Committee for Engineering Services RFPs
- Coordinating 2016 Run, Rally, Rock Event with Edgewood Chamber of Commerce and obtaining parade permit from State of NM
- Administering day to day operations

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Sandia National Laboratories (SNL) Albuquerque, NM

2001 - 2016

***International Programs Business Manager, 2004 - 2016***

***Electronic Resources Librarian, 2001- 2004***

Transitioned from Librarian to Business Program Manager during 15 year tenure at SNL, retiring as Principal Member of Laboratory Staff. ***Responsibilities included:***

- All aspects of Electronic Resources from review of licensing agreements to analysis of access requirements, information dissemination, compilation and evaluation of e-resource usage statistics, point of contact for vendors, mentor to junior staff and Team Lead of Library Selector's Group.
- Oversight of cost, schedule and performance of various international programs encompassing financial planning and analysis, preparing and monitoring budgets, administering contracts, generating monthly and quarterly program/project status reports for federal agencies, and coordinating international logistics
- Project management, proposal writing, curriculum development, business process development
- Mentoring, supervising, providing cross-training within business team, interviewing job applicants for employment, providing performance feedback to management on team members

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The Plus Group (contractor to SNL) Albuquerque, NM

1999 - 2001

***Library Information Analyst***

Served as SNL Technical Library's Acquisitions Team Lead. ***Responsibilities included:***

- Managing workflow in Acquisitions Department which encompassed training and co-ordination of assignments for staff tasked with ordering, acquisition, distribution, tracking and payment processing of items purchased
- Improved periodical (magazine) control and overall data and budget integrity

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Air Force Research Laboratory (AFRL) Kirtland AFB, NM

1997 - 1999

***Librarian (Physical Science and Engineering)***

Served as AFRL Technical Library's Systems Analyst. ***Responsibilities included:***

- Implementing and supporting networked library systems used to create, collect, organize, store, retrieve, and disseminate information
- Analyzing automation needs of scientists and engineers to develop recommendations for library systems to meet information needs of research community

**Library Branch Manager, 1997**

**Librarian, 1991 - 1996**

Transitioned from Librarian to Library Branch Manager of two library branches during 7 year tenure with Albuquerque Public Library System. **Responsibilities included:**

- Database searching, bibliographic instruction, reference service
- Book and periodical selection, collection development, and budget management
- Management of Taylor Ranch and Esperanza Libraries, encompassing overall responsibility for hiring, scheduling, training, and work of twelve employees as well as management of both physical facilities

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State of Ohio, Department of Commerce, Division of Banks Columbus, OH

1976 - 1978

**Chief EDP (Electronic Data Processing) Examiner,**

Promoted from staff bank examiner to Chief of EDP Department during 18 month tenure at Division of Banks.

**Responsibilities included:**

- Audits of state-chartered banks, in particular the data processing operation; discussing audit results with bank Board of Directors; preparation and submission of final report to State Bank Commissioner

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## Education

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Kent State University Kent, OH

**M.L.S. Kent State University School of Library Science** GPA 4.00 1990

**B. Business Administration, Kent State University** GPA 3.67 1976

Double Major: Computer Science and Management Science (Magna cum Laude)

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## Achievements

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Sandia National Laboratories

- 2013 Employee Recognition (ERA) Team Award
- 2009 Employee Recognition (ERA) Team Award
- 2008 Employee Recognition (ERA) Team Award
- 2007 Individual Exceptional Service Employee Recognition Award (ERA)

Project Management Institute

- 2006 Earned PMP (Project Management Professional) certification

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## Key Skills

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- Project Management
- Staff Management & Mentoring
- Staff Development & Training
- Contract Management
- Financial Analysis
- Budget Development
- Records Management
- Meeting & Event Planning
- Status Reporting
- Customer Relations