**Town of Estancia**

**Special Meeting of the Board of Trustees**

**Wednesday, May 12, 2021 6:15pm**

**Municipal Building, 513 Williams Avenue, Estancia, NM 87016**

**Minutes**

**Invocation and Pledge of Allegiance**

**The meeting was called to order at 6:15 pm and Roll Call was taken:**

**Trustee Lovato – Present**

**Trustee Sedillo – Present**

**Trustee Chavez- Present**

**Trustee Hall- Present**

**Mayor Dial -Present**

1. **Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Lovato made a motion to approve the My 12, 2021 Special Meeting Agenda. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**No Public Comment**

1. **Selection of an Auditor for FY21- Action Item**

Clerk Michelle Jones said that three Audit firms had submitted proposal in response to the Town’s RFP for a new Auditor: Southwest Accounting Solutions, Rice and Associates, CPA, and Baldwin Accounting & Consulting, LLC. She sent the proposals to each Board member and to the Mayor for review and scoring. Each Board member and the Mayor presented their score sheets to the Clerk for the totals to be tallied. The totals scores were as follows:

Southwest Accounting Solutions- 223

Rice and Associates, CPA- 294

Baldwin Accounting & Consulting, LLC- 342

The actual score sheets will be filed in the Clerk’s office.

**ACTION TAKEN:** Trustee Hall made a motion to select Baldwin Accounting & Consulting, LLC to conduct our Audit for FY21. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

1. **Budget Workshop- Discussion Only**

Clerk Michelle Jones presented the Board with a current P&L and the following current budget recap:



 **Page 1 of 3**

Ms. Jones said that this year, budget wise, we are in good shape. She said that to-date we have received $2,205,941.30 in revenues, 84.1% of our total budgeted revenues for the year. To-date we have expended $1,644,418.83 in expenses, 61% of our total budgeted expenses for the year. She said that for this budget workshop, she wanted to call the workshop the “Field of Dreams”. She basically wanted a wishlist from everyone of what they would like to see for the Town budget for next year; things we wanted the town to have or build or repair, for example.

Head Librarian Angela Creamer told the board that she wanted another part-time employee for the library and to increase Barbara Spada’s hours to 30 hours per week. The Board quickly agreed to these requests and they will be included in the next budget.

The following is the list that was discussed in the meeting:

* Outdoor restrooms at the park
* Fix the courtyard at the PD
* Set aside extra funds for the baseball field
* Purchase security cameras and a camera monitoring system for the Town
* Get WIFI for the whole Town
* Put a new heating and cooling system at the MVD building
* Purchase a Cherry Picker
* Replace all of the black plastic covered fire hydrants in Town
* Build sidewalks, curb/gutter/drainage system in the Town
* Hire a Part-time Grant writer/administrator
* Work with the County on Animal Control
* Fix our waterlines
* Fix the pump that supplies the fountain at the park
* Rent or buy an aerator
* Fix the Flagpoles in Town
* Fix the bricks at the Veterans Park
* Build Shade sails at the Veterans Park
* Purchase Warm water species fish for the pond
* Install a Panic Button system at MVD, P&Z, Town Hall & the Library
* Put Solar Lights on the Island at the pond
* Get the Lights up in front of the Park
* Get more/new playground equipment for the Park
* Put extra dollars in the budget for road repairs
* Budget for Tree Trimming/Tree Maintenance
* Purchase a Hydrovac for the Town
* Put a Metal Canopy over the Basketball court at the Park
* Fix the Gym roof at Town Hall
* Repair/Replaster the Town Hall Building
* Purchase a new HD Pickup for Public Works
* Install a new Water Meter Reading system in Town
* Compete the Caselle install
* Enclose the Pool or Purchase a cover for the Pool
* Purchase a new Town Hall Phone System
* Install a system to video Board of Trustee meetings
* Get WIFI for the Board room
* Air Condition the Board room
* Purchase Safety lighting for the Public Works vehicles

**Page 2 of 3**

* Purchase a diesel tank and a lift gate for one Public Works Truck
* Replace the Public Works Kimko with a John Deere side-by-side
* Purchase a small Salt Spreader for Public Works
* Purchase a computer for the Public Works Supervisor
* Purchase a set of forks and a canopy for the Public Works Tractor
* Budget for Pool maintenance to keep the pool in good condition until next summer
* Purchase new heavy duty trash cans for the park
* Purchase a color printer/copier for P&Z
* Replace the Bear statue at the park
* Purchase a new volleyball net
* Purchase a power washer for Public Works
* Purchase a rototiller
* Begin stockpiling commonly needed supplies at Public Works

Ms. Jones will review these requests and start adding them to the budgeted expenditures. The Board will also be looking at the list to consider projects that could be added to the ICIP and considered for funding through Capital Outlay, CDBG, or other resources.

This is just the beginning of the budget process. At the next Regular Board meeting, the Board will specifically discuss salaries and funding for the Police Department.

**Adjournment**

Trustee Hall made a motion to adjourn the meeting. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 7:54 pm.

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Page 3 of 3**