

**Town of Estancia**  
**Regular Meeting of the Board of Trustees**  
**Monday, March 5, 2018 6:15 pm**  
**Estancia Public Library, 601 South Tenth Street, 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 Romero- Present  
Trustee Dryden- Present  
Trustee Chavez- Present  
Trustee Hall- Present  
Mayor Chavez- Present

**1.0 Approval/Disapproval of Agenda – Action Item**

**ACTION TAKEN:** Trustee Romero made a motion to approve the agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

**2.0 Discussion/Approval of the February 20, 2018 Regular Meeting Minutes – Action Item**

**ACTION TAKEN:** Trustee Chavez made a motion to approve the February 20, 2018 meeting minutes. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**3.0 Discussion/Approval of March 5, 2018 Bill List – Action Item**

**ACTION TAKEN:** Trustee Hall made a motion to approve the March 5, 2018 bill list. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**

**Public Comment – At the discretion of the Mayor. For information only (No Action can be taken). Comments may be limited to (5) minutes per person on any subject.**

**Old Business**

**4.0 Approval to schedule a Public Hearing for March 20, 2018 to consider amending the following ordinances to reflect the following changes: Action Item**

- **5-2-1 Pro-rated Business Registrations**
- **2017-02 Fee for tampering with a water meter**
- **9-6-9 Rent of Community Building- Clarification that only one security officer is required.**
- **2017-02 Amend ordinance to correctly reflect pro-rated water billing**

Clerk Michelle Jones requested approval to schedule and publish notice for a Public Hearing as listed above. **ACTION TAKEN:** Trustee Hall made a motion to proceed with scheduling and publishing for a Public Hearing on March 19, 2018. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

**5.0 Discussion of funding the pool for the summer of 2018- Discussion Only**

Clerk Michelle Jones and Deputy Clerk Michelle Dunlap presented the Board with two quotes PW Supervisor George Chavez received to get the pool ready for inspection. One quote was for approximately \$22,000.00 and the other more complete quote was for approximately \$33,000.00. Added to the cost to actually run the pool (\$21,000.00), the Town would be looking at a cost of approximately \$50,000.00. Clerk Michelle Jones said that in our current financial situation we could not afford this. Trustee Romeo said that he had heard from residents who were very insistent that the pool needed to be open this summer. Trustee Chavez said that she had begun reaching out to other entities to discuss possible funding. After some discussion, the Board directed the Clerk to request to be put on the County Commission's next agenda to request funding assistance for the pool. The Clerk will request to be put on the agenda and draft a letter of request to present to the Commission. **NO ACTION, INFORMATION ONLY**

**6.0 Approval of grade level and salary increase for officers ending probationary periods- Discussion and Possible Action**

The Board had been presented with this request at the last meeting and had asked the Clerk to bring them some hard numbers about how much this would cost. The Deputy Clerk calculated the raises and determined that it would cost the Town an additional \$348.80 per month and \$4,185.68 per year. Trustee Dryden said that he had requested a listing of how much the Town was receive each month in GRTs now that the prison had closed. He told the Board that the Town had dropped approximately \$40,000-\$50,000 each month in GRTs. He said that he did not feel it was right to give these officers a raise now, only to possible have to lay them off a few months from now. He suggested revisiting this request at budget time when the raises could be factored in to our new revenue levels. His fellow Trustees agreed. All agreed that these officers have been doing an excellent job and deserve these pay increases, but the Town had to be fiscally responsible. All agreed that this item would not be dropped, just postponed, most likely until budget time. **ACTION TAKEN:** Trustee Romero made the motion to postpone this item indefinitely. Trustee Hall seconded the motion. All in Favor. **ITEM POSTPONED**

**7.0 Letter from Trustee Romero concerning FEMA designation of Estancia as a flood zone- Discussion and Possible Action**

At the last Board meeting, Trustee Chavez presented the Clerk's office with a letter he had drafted concerning FEMA's designation of Estancia as a flood zone. The letter was distributed to the Trustees and the Mayor for review and comment. The letter was very well received and Trustee Hall sent several written comments and suggestions about the letter. Trustee Romero requested time to review Trustee Hall's suggestions. Trustee Romero was thanked for his action about this very important issue. **ACTION TAKEN:** Trustee Romero made a motion to table this item to give him time to review Trustee Hall's suggestions and comments. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

**New Business**

**8.0 Grant opportunity information : Beautification, Litter Abatement, Recycling – Discussion and Possible Action**

Clerk Michelle Jones told the Board that P&Z Coordinator Rose Romo had attended a presentation from New Mexico True and was informed that the Town could have some grant opportunities through their advisory committee. In a written reply, Ms. Romo was informed that, as these are reimbursable grants, authorization from the Town Manager/Mayor was needed before applying and that the Finance Department should also be on board. With this in mind, the Clerk

requested approval in the form of a motion to proceed with looking in to these possible grant opportunities. **ACTION TAKEN:** Trustee Dryden made a motion to allow the Finance Department and P&Z to proceed with reviewing possible grant opportunities with New Mexico True. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

The Board will be informed before the Finance Department or P&Z proceed with applying for any of the grants.

- 9.0 Grant opportunity for advertising Estancia through New Mexico True- Information Only**  
Clerk Michelle Jones told the Board that she and Ms. Romo had also participated in a video conference with New Mexico True and there could also be some grant opportunities there for the Town to advertise through NM True. Ms. Jones will give the Board more information about this as she receives it. **NO ACTION, INFORMATION ONLY**

**10.0 Department Updates:**

**Police/Animal Control** had no update at this time.

**Fire-** Volunteer Fire Chief Jonathan Barela reported to the Board that in the last month, his department received 2 EMS calls and 4 Fire calls. He said that there recent CPR class went very well and that all their EMT renewal packets were turned in.

**Library** – Head Librarian Angela Creamer submitted the following written report:

**Librarians report March 2018**

- The Book Sale generated \$70.25. Paperbacks that did not sale were donated to the Santa Fe correctional Facility and the Hardbacks were donated to the Bethel Thrift Store.
- I met with county commissioner Javier Sanchez and Ivan Olay, and Pablo Cabrera from UNM College Enrichment about bringing a GED program to the Library. This program would hopefully be funding by the county. The program currently at the Library is funded by a grant that is for persons who have worked as a seasonal worker in agriculture.
- During the Estancia Schools spring break the Library will host an Astronomy exhibit with high powered telescopes by Mr. Kennedy's astronomy club Friday, March 30<sup>th</sup> at 2pm.
- Authors Judy Garcia and Edward Chavez (Memories of Torreon, NM) will conduct a book talk and reading in April at the Library.
- The youngest children's group at the Library, Bookworm Buddies, will be participating in an art exhibit in March at the NM Association for the Education of Young Children conference in Albuquerque. They will create a piece of artwork that will be displayed at the conference!

**Maintenance-** Supervisor George Chavez said that his department recently finished pothole patching on Alan Ayers and also picked up several bags of trash along that road. They also repaired the fire hydrant on Terry and Lassiter, they mowed the sides of the streets and read meters, along with their other day to day operations. George also told the Board that in the next few month, they will have to look at taking the elevated tank out of service.

**Administration-** Clerk Michelle Jones submitted the following written report:

Finance Department

03/05/18

1. Early In-Person Voting ended on Friday. We issued a total of 74 ballots. As you all know, Election Day is tomorrow. Swearing in of the New Elected Officials is scheduled for March 8.
2. I am attending Certified Procurement Officer Training from April 10-13. Approval of this training will be on the next agenda.
3. I am also attending Safety Training on April 25.
4. We are currently in the middle of the COOP road project and we have begun the application process for YCC.
5. Our MVD was audited for the first time in 19 years and we received a 3.5 out of a possible 5 rating. We do need to make some changes and purchases to be 100% in compliance. I will bring those requests to you at the next meeting.
6. We received out letter releasing us to proceed with creating an RFP for audit services. We will have an update on this at the next meeting as well.

#### 11.0 Mayor/Council:

**Trustee Hall** told the Board that he had attended the recent EVEDA meeting and that they had agreed to waive their annual fee from the Town this year, ( \$5000.00). At the meeting, he learned that Torrance County would be getting more PILT funding because a recent wind farm project had to be moved from some public lands into Torrance County. He was told that CNMEC's solar project was moving forward and that CCA did not want to sell the prison, hopefully meaning that they plan to get a contract with someone. Trustee Hall was also told that there were things in the works to get a grocery store in Estancia again. Lastly, Trustee Hall thanked Mayor Chavez for her service.

**Trustee Chavez** thanked Mayor Chavez for her years of service to the Town. She told Mayor Chavez that she would be missed and wished her well. She wished good luck to all who were running in the upcoming election.

**Trustee Dryden** told Mayor Chavez how good it had been to work with her and commended Trustee Romero on his work in the letter concerning FEMA's flood zone classification.

**Trustee Romero** said it had been a pleasure working with Mayor Chavez and wished her well.

**Mayor Chavez** expressed to all how much she had enjoyed her time serving the Town. She said she had thought a lot about her decision not to run for Mayor and thought it was time for new ideas. She thanked her staff for all their hard work and was proud of their achievements and transparency. She asked all to wish the Bears good luck in their upcoming playoff game.

**Adjournment- ACTION TAKEN:** Trustee Dryden made a motion to adjourn the March 5, 2018 meeting. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**Meeting adjourned at 7:34 pm.**

Approved: 

Date: 29 Mar 18