

# Charlestown Budget Commission

## MEETING MINUTES

Town Hall, Council Chambers  
4540 South County Trail

**October 29, 2015, 9:00 AM**

**1. Call to Order**

9:05 AM: Richard Sartor, Budget Commission Chairman; Henry Heminway, Vice-Chair; Linda Philips, Secretary; Daniel Slattery; Art Haskins, Tom Gentz, Council Liaison; Mark Stankiewicz, Town Administrator; Patricia Anderson, Town Treasurer; and Michele Blair Voislow, Administrative Assistant.

**2. Discussion and Potential Action Approval of Minutes**

*Motion made by Mr. Heminway to approve the minutes from the March 24, 2015 meeting. Seconded by Mrs. Philips. Motion carried unanimously 5 - 0.*

Dick Sartor	Y	Henry Heminway	Y	Dan Slattery	Y	Linda Philips	Y	Art Haskins	Y
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**3. Public Comment**

- a. None

**4. Discussion and Potential Action - Old Business**

- a. Mrs. Anderson gave an overview of the auditing process by Cayer Cacia. The audit is required to be in the Auditor General's and Municipal Affairs Department no later than December 31, 2015. Our Treasury Department is prepared for our auditors.

**5. Discussion and Potential Action - New Business**

**a. Discussion and Potential Action Regarding Commission Resignations and Vacancies**

No resignations or vacancies

**b. Budget Commission Members' Terms of Office**

Three members' terms will end in June 2016 and two members' terms will end in June 2018

**c. Discussion and Potential Action Regarding Election of Officers**

*Motion made by Mr. Haskins for the following positions to be filled by:*

*Chair - Richard Sartor*

*Vice-Chair - Henry Heminway*

*Secretary - Linda Philips*

*Seconded by Mrs. Philips. Motion carried unanimously 5 - 0*

Dick Sartor	Y	Henry Heminway	Y	Dan Slattery	Y	Linda Philips	Y	Art Haskins	Y
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**d. Treasurer's Discussion – Budget Topics**

- i. Mrs. Anderson discussed the 2014/15 v 2015/16 monthly financial report – unaudited; transferring OPEB from Citizens Bank to RI Interlocal Trust and why; CD's and their interest rates, modest increase in tipping fees affecting CRCC expenditures.

**e. Discussion and Potential Action Regarding General Discussion of 2016 – 2017 Budget**

- i. Mr. Gentz indicated that the Town Council usually writes a letter to the RI Legislature in December and to please let him know if there was anything the Budget Commission would like included. He also updated the Commission on the streetlight purchase and how ultimately when all is said and done Charlestown could realize \$15,000 savings per year on our 306 streetlights.
- ii. A general informational discussion of the Parks and Recreation Department's vacancy ensued.

**6. Future Meeting Schedule 9:00 AM**

**a. Discussion and Potential Action Regarding Future Meeting Dates**

*Motion made by Mr. Heminway:*

*All meetings will be held in Council Chambers on Tuesdays and Fridays and will start at 9:00 AM unless otherwise noted.*

# Charlestown Budget Commission

## MEETING MINUTES

Town Hall, Council Chambers  
4540 South County Trail

**January** 19, 22, 26 29

**February** 2, 5, 9, 12, 16, 19, 23, 26

**March** 1, 4, 8, 11, 15, 18, 22, 25, 29

*Seconded by Mrs. Philips. Motion carried unanimously 5 - 0*

Dick Sartor	Y	Henry Heminway	Y	Dan Slattery	Y	Linda Philips	Y	Art Haskins	Y
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### 7. Adjournment

*Motion made by Mr. Heminway **to adjourn at 10:30 AM.***

*Seconded by Mrs. Philips. Motion carried unanimously 5 - 0*

Dick Sartor	Y	Henry Heminway	Y	Dan Slattery	Y	Linda Philips	Y	Art Haskins	Y
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