

# Charlestown Budget Commission

## MEETING MINUTES

Town Hall, Council Chambers  
4540 South County Trail

**February 4, 2014, 9:15 AM**

**1. Call to Order**

9:15 AM: Richard Sartor, Budget Commission Chairman; Linda Philips, Secretary; Henry Heminway; Daniel Slattery, Town Councilor; Mark Stankiewicz, Town Administrator; Patricia Anderson, Town Treasurer; and Michele Blair Voislow, Administrative Assistant. Commission member Richard Hosp was excused, listened via phone, but was non-voting. Commission member David Bailey was excused. Harbor Master Justin Vail, Coastal Ponds Chair Rob Lyons, Police Chief Jeff Allen, CEMA Director Kevin Gallup and Building Official Joe Warner joined the meeting.

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

a. *Motion made by Mr. Heminway to approve the minutes from the January 31, 2014 meeting. Seconded by Mrs. Philips. Motion carried unanimously 3 - 0.*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	absent	Linda Philips	Y	Richard Hosp	No vote
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**3. Discussion and Potential Action - Old Business**

a. None

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

a. CEMA Director Kevin Gallup discussed the possibility of using polymer screening to protect the Police Station/Emergency Control Center's windows in the case of a severe weather emergency. The Commission asked that Mr. Gallup return with an estimate on having 2 sides of the building fitted as well as an estimate on all sides of the building fitted as a comparison.

**5. Discussion and Potential Action - Review of Department Budgets:**

a. *Motion made by Mrs. Philips to budget the Coastal Ponds account (revenues and expenses) at \$53,700. Seconded by Mr. Heminway. Motion carried unanimously 3 - 0.*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	absent	Linda Philips	Y	Richard Hosp	No vote
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b. *Motion made by Mrs. Philips to budget account # 530 Charlestown Emergency Management Association (CEMA) at \$60,748. Note: \$5,000 was taken out of line item # 530-6075 and put into capital expense for the Radio Project (line item # to be added). Seconded by Mr. Heminway. Motion carried unanimously 3 - 0.*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	Absent	Linda Philips	Y	Richard Hosp	No vote
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b. *Motion made by Mr. Heminway to budget account #520 Building Inspector at \$171,251. Seconded by Mrs. Philips. Motion carried unanimously 3 - 0.*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	Absent	Linda Philips	Y	Richard Hosp	No vote
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c. *Motion made by Mr. Heminway to budget account #560 Public Assistance at \$13,100. Seconded by Mrs. Philips. Motion carried unanimously 3 - 0.*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	Absent	Linda Philips	Y	Richard Hosp	No vote
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**6. Future Meeting Schedule 9:15 AM**

All meetings will be held in Council Chambers on Tuesdays and Fridays and will start at 9:15 AM unless otherwise noted.

**February 7, 11, 14, 18, 21, 25, 28**

**March 4, 7, 11, 14, 18, 21**

**7. Public Comment**

None

**8. Adjournment**

*Motion made by Mrs. Philips to adjourn at 11:09 AM.*

*Seconded by Mr. Heminway. Motion carried unanimously 3 - 0*

Dick Sartor	Y	Henry Heminway	Y	David Bailey	Absent	Linda Philips	Y	Richard Hosp	No vote
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