

Charlestown Budget Commission Open Meeting/Regular Meeting Final

January 19, 2018
9:00 AM Council Chambers

Town Hall
4540 South County Trail
Charlestown, RI 02813

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Daniel J. Slattery	Secretary	Present	
Richard Sartor	Chair	Present	
Linda H. Philips	Vice-chair	Present	
Arthur Haskins	Commissioner	Excused	
Mark Stankiewicz	Town Administrator	Present	
Patricia Anderson	Treasurer	Present	
Michele Blair Voislow	TA's Admin. Ass't.	Present	

Also joining the meeting were Tax Assessor, Ken Swain; Tax Collector, Jo Anne Santos; GIS Specialist, Stephen McCandless and Greg Plunkett observing.

2. APPROVAL OF MINUTES

a. January 16, 2018

3. PUBLIC COMMENT

None

4. OLD BUSINESS

Treasurer Pat Anderson mentioned that the unassigned fund balance was at \$7,010,368, 25% of the 2018 budget.

5. NEW BUSINESS

None

6. DEPARTMENT REVIEW

A. Tax Assessor

Tax Assessor, Ken Swain, gave an overview of his department . Mr. Swain requested a reclassification of an employee from Sr. Assessor's Clerk to Deputy Assessor because of added responsibilities within the department and continuing related education.

In regard to other budgets, Mr. Swain explained and discussed the Town's computer needs, which would reflect in the Central Services budget. He also explained the "reval" cycle and what that entails.

- a. Motion to budet Account #450 Tax Assessor, at \$160,462.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel J. Slattery, Secretary
SECONDER:	Linda H. Philips, Vice-chair
AYES:	Slattery, Sartor, Philips
EXCUSED:	Haskins

B. Tax Collector

Tax Collector, Jo Anne Santos, gave an update on her department which included information on the Drop Box and using the ACH for payments.

1. Motion to budget Account #460 Tax Collector at \$121,902.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel J. Slattery, Secretary
SECONDER:	Linda H. Philips, Vice-chair
AYES:	Slattery, Sartor, Philips
EXCUSED:	Haskins

C. GIS

GIS Specialist, Stephen McCandless, updated the Commission on his department. Mr. McCandless used the old adage to describe his department - "A picture is worth a thousand words." GIS was involved in the Amtrak, Invenergy and dredging projects.

1. Motion to budget Account #455 GIS, at \$107,682.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Linda H. Philips, Vice-chair
SECONDER:	Daniel J. Slattery, Secretary
AYES:	Slattery, Sartor, Philips
EXCUSED:	Haskins

7. FUTURE MEETING SCHEDULE

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

- a. *January 23, 2018*

8. ADJOURNMENT

- a. Motion to adjourn at 10:55 AM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel J. Slattery, Secretary
SECONDER:	Linda H. Philips, Vice-chair
AYES:	Slattery, Sartor, Philips
EXCUSED:	Haskins