

Charlestown Budget Commission Open Meeting/Regular Meeting Draft

**January 25, 2022
9:30 AM Council Chambers**

**Town Hall
4540 South County Trail
Charlestown, RI 02813**

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Paula Andersen	Commissioner	Remote	
Richard Sartor	Chair	Remote	
Linda H. Philips	Vice-chair	Remote	
Arthur Haskins	Commissioner	Remote	
Gregory J. Plunkett	Commissioner	Remote	
Susan J. Cooper	Councilor	Absent	
Mark Stankiewicz	Town Administrator	Remote	
Irina Gorman	Treasurer	Remote	
Michele Blair Voislow	TA's Admin. Ass't.	Remote	

Also in attendance remotely were Town Clerk, Amy Rose Weinreich and IT Manager, Christopher Pancaro.

2. APPROVAL OF MINUTES

a. *January 14, 2022 and January 18, 2022*

1. Motion to approve the minutes from January 14, 2022

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory J. Plunkett, Commissioner
SECONDER:	Paula Andersen, Commissioner
AYES:	Andersen, Sartor, Philips, Haskins, Plunkett

2. **January 18, 2022**

1. Motion to approve January 18, 2022 minutes with several minor changes (i.e. addition of Susan Cooper and start time of meetings)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arthur Haskins, Commissioner
SECONDER:	Gregory J. Plunkett, Commissioner
AYES:	Andersen, Sartor, Philips, Haskins, Plunkett

3. PUBLIC COMMENT

- a. Stephen Hoff commented on the Undesignated Fund Balance account.

Stephen Hoff commented on the ongoing review of the Undesignated Fund Balance account and questioned why the error was not flagged sooner. He addressed the Auditor's designation for the Open Space Fund.

The public is welcome to any meeting of the Budget Commission. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact (711-364-1210) at least three (3) business days prior to the meeting.

4. OLD BUSINESS - DISCUSSION AND POTENTIAL ACTION CONCERNING THE FOLLOWING BUDGET ACCOUNTS, TO INCLUDE BUT NOT BE LIMITED TO POTENTIAL REVIEW, ANALYSIS, MODIFICATION, INCREASE, DECREASE, ELIMINATION, REVISION, REQUEST FOR ADDITIONAL INFORMATION, CONTINUATION AND VOTE:

a. Discussion continued from the January 18, 2022 meeting regarding the Undesignated Fund Balance.

It has been determined through review of recent years' audits that though inconsistencies exist in the auditor's handling of the composition of the subcategories of the General Fund Balance, the total amount in the fund has been, and is correct. Coupled with the current work to develop a Charlestown Fund Balance Policy, there will be discussion involving better oversight and controls in regards to the General Fund Balance, and its subcategories. Well-written policy and parameters will help insure accuracy.

a. GENERAL FUND REVENUES:

b. GENERAL FUND EXPENDITURES:

c. 410 Town Council

d. 420 Town Administrator

e. 440 Treasurer

f. ENTERPRISE FUNDS:

5. NEW BUSINESS - DISCUSSION AND POTENTIAL ACTION CONCERNING THE FOLLOWING BUDGET ACCOUNTS, TO INCLUDE BUT NOT BE LIMITED TO POTENTIAL REVIEW, ANALYSIS, MODIFICATION, INCREASE, DECREASE, ELIMINATION, REVISION, REQUEST FOR ADDITIONAL INFORMATION, CONTINUATION AND VOTE:

a. General Fund Revenues:

i. 310 Tax Revenue

ii. 320 Intergovernmental Revenue

iii. 330 Public Records Revenue

iv. 340 Department Revenue

v. 350 Miscellaneous Revenue

b. General Fund Expenditures:

i. 430 Board of Canvassers

Each line item in this account was reviewed, questioned and discussed with Town Clerk, Amy Rose Weinreich. No vote taken.

ii. 445 Information Technology

See future minutes of January 28, 2022.

iii. 450 Tax Assessor

iv. 455 GIS

v. 460 Tax Collector

vi. 470 Town Clerk

Each line item in this account was reviewed, questioned and discussed with Town Clerk, Amy Rose Weinreich. No vote taken.

vii. 480 Town Planner**viii. 490 Central Services****ix. 510 Police Department****x. 520 Building Inspector****xi. 530 Emergency Management****xii. 540 Animal Control****xiii. 560 Public Assistance****xiv. 570 Municipal Court****xv. 610 DPW Administration****xvi. 620 DPW Highway & Roads****xvii. 630 DPW Buildings & Grounds****xviii. 640 CRCC Mandated Monitoring****xix. 660 Waste Water Management****xx. 720 Outside Agencies****xxi. 730 Local Agencies****xxii. 740 Boards & Commissions****xxiii. 780 Chariho Education****xxiv. 800 Senior Center/Community Center****xxv. 810 Recreation Administration****xxvi. 815 Recreation Programs****xxvii. 820 Charlestown Town Beach****xxviii. 830 Ninigret Park****xxix. 850 Blue Shutters Beach****xxx. 900 Debt Service****xxxi. 920 Employee Benefits****xxxii. 940 Professional Services**

- xxxiii. 950 Town Insurance
- xxxiv. 960 Council Contingency
- xxxv. 990 Capital Improvements
- xxxvi. 995 Transfers Out

c. Enterprise Funds:

- i. 05 Residential Collection Center
- ii. 06 Coastal Pond

6. FUTURE MEETING SCHEDULE

January 28, 2022 at 9:30 AM

All meetings will be held in Council Chambers on Tuesdays and Fridays and will start at 9:30 AM unless otherwise noted.

a. January 21, 2022 Council Chambers

7. ADJOURNMENT

- a. Motion to adjourn at 11:52 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Linda H. Philips, Vice-chair
SECONDER:	Paula Andersen, Commissioner
AYES:	Andersen, Sartor, Philips, Haskins, Plunkett