

# Charlestown Budget Commission

## Open Meeting/Regular Meeting

### Minutes

March 1, 2024  
9:00 AM Council Chambers

Town Hall  
4540 South County Trail  
Charlestown, RI 02813

#### CALL TO ORDER

The meeting was called to order at 9:01 a.m. In attendance were Bill Dunn, Richard Sartor, Greg Plunkett, Paula Andersen, Town Administrator Jeffrey Allen, Town Treasurer Patrick Gormley, Assistant Treasurer Jeannine Raymond and Administrative Assistant Susan Shea. Absent was Tim Kenefick.

#### Approval of Minutes

*February 20, 2024*

The minutes were tabled.

#### PUBLIC COMMENT

None.

#### 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:

The Commission received additional backup information from the Park & Recreation Department as well as documentation from the Public Works Department regarding the reclassification of the Assistant to the Public Works Director

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#### 520 BUILDING INSPECTOR

Building Official Joseph Warner was present. Mr. Warner gave an overview of the past year. John Day resigned and took a new job that offered my money. Mr. Day was the only certified Building Inspector and Electrical Inspector in the state. Mr. Warner will have to fill two positions. Last year, Mr. Warner appeared before the Budget Commission and had requested an increase in salary for John Day and Grace Murray. The Commission approved the request, as did the Town Council and the voters at the Financial Town Referendum. It was later brought to his attention that the Teamsters needed to also approve the step increases. A Memorandum of Understanding was agreed to by the Teamsters which was brought before the Town Council. The Council, in closed session, opted to take no action.

Charlestown has received the best classification rating in the state and the best CRS (Commercial Rating System) which has led to the town having the least expensive home owner insurance as well as flood insurance in the state.

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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.

The Building Department generates \$310,000 in revenue. Mr. Warner explained that state law requires that all revenue received from his department must remain in his budget and cannot be rolled into the general fund. 80% of building permits are for rehabbing existing homes. His office issues 1,700 – 2000 permits per year.

#### **660 WASTE WATER MANAGEMENT**

Matt Dowling was present. He is asking for a 5% increase. Mr. Dowling gave a brief synopsis of the past year, including the hiring of a full-time Environmental Scientist who started in July of 2023.

The Commercial System Loan Program is still available. This offers homeowners 1% finance up to \$25,000 for 10 years. Out of 200 loans only one is in violation.

Operating Supplies increased \$4,847 to \$6,233. Professional Services increased \$7,500 to \$12,500 of which \$4,000 is a new item for lab analysis of septic system samples.

#### **ADJOURNMENT**

At 10:58 a.m. Mr. Plunkett moved to adjourn.

Date Approved: March 22, 2024

Susan R. Shea, CMC  
Administrative Assistant