



Town of Charlton

www.townofcharlton.net

DEPARTMENT of BUILDING
INSPECTIONAL SERVICES

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TOWN OF CHARLTON BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER RULE REGARDING IMPOSITION OF CONSULTANT FEES

The following Rule is adopted, pursuant to G.L. c.44, §53G.

1. When reviewing any application or conducting any inspection or investigation within the scope his jurisdiction under the State Building Code, Town of Charlton Bylaws or any other applicable federal, state or local requirements or regulations, the Building Commissioner/Zoning Enforcement Officer or his designee (“Commissioner”) may determine that the assistance of outside consultants is warranted. The Commissioner may require that an applicant or property owner deposit a lump sum with the Building Department (“Department”) in order to retain such consultants. In the event that such sum is insufficient to fund the necessary consulting services, the Commissioner may require additional deposits.
2. In hiring outside consultants, the Commissioner may engage engineers, scientists, financial analysts, planners, lawyers, urban designers or other appropriate professionals who can assist him to ensure compliance with all relevant laws, ordinances, standards and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the applicable statutes, codes, ordinances, regulations and conditions, or inspecting a project during construction or implementation.
3. Funds received by Department pursuant to this section shall be deposited with the Chief Financial Officer, who shall establish a special account for this purpose, consistent with the terms and provisions of G.L. c. 44, §53G. Expenditures from this special account may be made at the direction of the Commissioner without further appropriation. Expenditures from this special account shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected. Accrued interest may also be spent for this purpose. Failure of an applicant or property owner to pay a review fee shall be grounds for denial of the application and shall be referred to Town Counsel. Alternatively, approval of any such application may be conditioned upon payment of any outstanding review fees.



Curtis Meskus - Building Commissioner/Zoning Enforcement Officer
William Fenner - Local Inspector
Peter Starkus – Plumbing & Gas Inspector
Joseph Ostrowski – Inspector of Wires
Michelle Aker– Administrative Assistant

4. At the completion of the Commissioner's review, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or applicant's successor in interest upon request. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Commissioner with documentation establishing such succession in interest.

5. Any applicant or property owner assessed such a consultant fee may take an administrative appeal from the selection of the outside consultant to the Board of Selectmen. Such appeal must be made in writing and may be taken only within seven days after the Commissioner has provided notice to the applicant of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field. The required time limit for action upon an application by the Commissioner shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection made by the Commissioner shall stand.



Curtis Meskus
Building Commissioner
Zoning Enforcement Officer

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