

**Agenda**  
**Charlton Public Safety Building Capital Campaign Steering Committee Meeting**  
**Tuesday, January 7, 2020**  
**7 PM**  
**Selectmen's Meeting Room**  
**37 Main Street**

- I. 7 PM: Call to Order
  - a. Welcome/Introductions
  - b. Confirm members have been sworn in
  
- II. Committee (consists of 7 appointed members)
  - a. Chair (2 co-chairs); Clerk (1); Members (4)
  - b. Others:
    - i. Liaisons: Public Safety Building Committee; Finance Committee; Finance Director; Planning Board; Town Administrator
    - ii. 'As Needed' help
  - c. Consensus driven
  
- III. Overview/Purpose of Committee
  - a. Length of Term: 12/26/19 – 12/31/20; Board of Selectmen (BOS) appointed at 12/17/19 meeting
  - b. Purpose: Raise funds and awareness for a public safety facility via a capital campaign. (*The community voted to support building a public safety facility, but did not approve the amount requested to fund the project fully via a debt exclusion*).
    - i. Other revenue enhancement ideas being explored
  
- IV. Review Open Meeting Law (OML) Guidelines
  
- V. Schedule Ethics Training Webinar (free)
  
- VI. Capital Campaign Overview (all aspects)
  - a. Timeline
  - b. Account
  - c. Goal(s)
  - d. Tasks
  
- VII. Other Business – unknown at time of posting
  
- VIII. Set date for next meeting
  
- IX. Adjourn