



Franklin Regional Council of Governments

Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD			
Date	1/15/2015	Location	JW Olver Transit Center, 12 Olive St. Greenfield
Time	4-5:30 PM	Room:	First Floor Meeting Rm.
		Facilitator	Brian DeVriese
		Minutes taken by:	Chris Brothers

ATTENDEES:	GUESTS:	REGRETS:
STAFF:		Bernardston
Jim Hawkins, Building Commissioner	Todd Olanyk – Ashfield	Greenfield
Jim Cerone, Building Inspector	Jim Bonham – Buckland	Hawley
Andy French, Plumbing Inspector	Vaughn Tower – Charlemont	Leverett
Chris Brothers, Clerk	Thomas Hutcheson – Conway	Leyden
Phoebe Walker, Director of Community Services	Jacque Boyden – Erving	
	Ray Purington – Gill	
	Brian DeVriese - Heath	
	Janice Boudreau – Rowe	
	Chuck Washer - Shelburne	
	Dale Houle – Shutesbury	
	Jim Ross - Whately	

Agenda items	Discussion and Motions
1. Introductions	Members introduced themselves and welcomed new member – Vaughn Tower, Selectmen from Charlemont
2. Minutes	Minutes from July and October were unanimously approved.
3. Operating Procedures.	Phoebe presented an overview of the revised Operating Procedures. There was discussion about a concern that new quorum of 4 was very low, though the committee only meets quarterly, and when not enough members attend, important business is delayed. Motion was made to adopt the Operating Procedures as proposed, seconded and passed unanimously. Given the low quorum, Committee members would like to have a new policy that all documents for the meeting sent at least 1 week in advance of the meeting, so everyone has time to consider the materials, whether or not they can attend. Motion made, passed to make this a policy.
4. Plumbing Permit Fee Schedule.	Andy explained that due to the amount of time and number of inspections for residential work the fees should be adjusted as outlined in the fee schedule presented. Motion made to accept the new fee schedule with revised effective date of March 1, 2015. Seconded. Accepted.
5. Municipal waived fee definition and policy for FY16	Phoebe gave overview of the definition and policy. For the last two and a half years we have been waiving all fees for municipal projects regardless of the amount of fees or the type of municipal entity (town, sewer district, regional school district, etc.) and this has caused us to waive a substantially higher amount than had been anticipated. If we accept the proposed policy of waiving any fees of \$500 or less this would be more in-line to what we had originally anticipated (waiving about \$6K a year). Jacque B would like the

and beyond	definition of "municipal work" to be more specific. There was a question of whether the installation of broadband in the towns should be included with the municipal definition. It was decided that this was a separate issue and would be added to the April agenda. Motion made to adopt definition w/revisions. Seconded. Accepted.
6. FY 15 Revenue report	The anticipated revenue target for FY 15 was pretty much on target with the exception of the months of August and September, which were down. Jim C believes, along with Jim H, that the commercial projects that we have in development in member towns will help to bring the anticipated revenues back on target by the end of the fiscal year.
7. FY 16 Budget	Jim C explained that the original budget sent with the agenda has been revised. The budget decreased due to a lower amount being set aside for the OPEB (post-retirement costs). Salaries included a cola and a merit increase which is contingent upon the vote of the FRCOG. We have added hours for an alternate building inspector and increased the zoning assistant hours by 6.5 hours. Motion made to accept the revised budget. Seconded. Accepted. Motion made to keep the assessments the same as the prior year. Seconded. Accepted.
8. Other Business	<p>The Town of Northfield is interested in joining all three of our programs. The Committee discussed the question of how to integrate a new town into the permit revenue tracking and disbursement system. Staff suggested we assess them a "buy in fee" based on their permit revenue data for the past two fiscal years. Northfield's percentage of the total permit revenue added to the reserve since the system began would be \$513. The Committee approved. Members would like to add that if FCCIP closes up shop and dissolves, the reserve that existed before the system began (approximately \$60K) would be allocated only to those towns that created it (members prior to 7/1/2012). Northfield will be assessed using the formula now in place, plus the "buy in fee" as well as the one-time software data transfer fee, which covers adding assessor's data and zoning. Dale H would like us to send Shutesbury figures for joining our electrical & plumbing programs. Suggestion was made that perhaps we should send out memos to towns in the county that are not presently in our program, making them aware of the option to join our programs and what we would require of them should they like to join, in terms of data on prior years permit revenue. Phoebe will draft a memo before the next meeting. Motion made to accept proposal to Northfield as presented. Seconded. Accepted.</p> <p>Meeting adjourned 5:25pm</p>



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Definition of a municipal project

Effective July 1, 2015

The FCCIP has a policy to waive any permit fee of \$500 or less for those projects that are purely municipal. Municipal projects are those done on:

- A town-owned building (town hall, highway garage, library, police station) and other infrastructure
- School buildings, both one-town and regional school district buildings
- Fire Districts
- Wastewater Treatment Districts
- Water Districts
- Ambulance Districts

Municipal projects are further defined as those when work is done by contractors for the Town/Municipal Entity, not for private companies.

FEE SCHEDULE FOR PLUMBING & GAS PERMITS

Effective ~~January 1, 2009~~ **March 1, 2015**

PLUMBING

All new res'l dwelling units:	\$ 250 350 (covers all fixtures & includes all inspections)
All residential remodel work:	\$75 per permit (includes one fixture/appliance) plus \$15 per additional fixture/appliance
All commercial work:	\$175 per permit (includes one fixture/appliance) plus \$15 per additional fixture/appliance
All other work:	\$65 75 per inspection
Solar Systems/Boilers:	\$80 per permit (includes domestic hot water storage, back flow prevention and domestic water supply)

GAS

All residential work:	\$60 75 per permit (includes one fixture/appliance) plus \$15 per additional fixture/appliance
All commercial work:	\$150 per permit (includes one fixture/appliance) plus \$15 per additional fixture/appliance
All other work (res'l or com'l)	\$65 75 per inspection
Gas Tank Installation:	————— \$10 per tank
Water Heaters – Gas: (new or replacement) (res'l or com'l)	\$80 100 per heater (includes plumbing & gas permits)

- All re-inspection fees will be \$50
- All sections of the Massachusetts Plumbing & Fuel and Gas Code, CMR 248 & NFPA 54-2002, will be strictly adhered to.
- All applications for permits shall be accompanied by a check made payable to the FRCOG. **PLEASE BE SURE THE CHECK IS MADE OUT TO THE FRCOG.**
- Permit fees will be doubled when work is begun prior to filing an application with this office.
- Notwithstanding any regulation to the contrary, within two working days upon the Inspector's receipt of proper notification that the plumbing or gas fitting work is ready for inspection, the Inspector shall act upon the request for inspection. Proper notification shall mean that the Permit Holder has had direct communication with the Inspector.