



Franklin Regional Council of Governments

Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD			
Date	11/19/15	Location	JW Olver Transit Center, 12 Olive St. Greenfield
Time	4-5:30 PM	Room:	First Floor Meeting Rm.
		Facilitator	Jim Bonham
		Minutes taken by:	Chris Brothers
ATTENDEES:			
STAFF:		MEMBERS:	
Jim Hawkins		Todd Olanyk, Ashfield	
Jim Cerone		Jim Bonham, Buckland	
Chris Brothers		Thomas Hutcheson, Conway	
Bob Dean		Jacquie Boyden, Erving	
		Ray Purington, Gill	
		Janice Boudreau, Rowe	
		Chuck Washer, Shelburne	
		Jim Ross, Whately	
		ABSENT:	
		Bernardston	
		Charlemont	
		Hawley	
		Heath	
		Leverett	
		Leyden	
		Shutesbury	

Agenda items	Discussion and Motions
1. Intro's, review meeting minutes	Forego introductions. Jim B. made motion to accept minutes of 4/30/15 & 7/30/15 meetings. Chuck W. seconded. 8 yea. 0 nay. Motion accepted.
2. Financial Report	Reviewed events of last meeting. Due to a lack of commercial permits in fy15 we had a shortfall in our budget so to cut expenses from the budget Jim C cut his schedule by 1 day per week and depending on our revenue at the end of November 2015 the remaining full time employees were going to a workshare cutting each of their work weeks by one day for 3-4 months. Our revenues as of 11/15/15 were above our target amount therefore the staff will not need to have a reduction in staff hours for December. Staff to watch the revenues each month. If our revenues are not reaching target the Board is to be notified and any reductions will happen the following month. If we continue to meet or exceed our target amounts by the end of the fiscal year, Jim C will go back to 5 days. Board asked about budget numbers for next fiscal year but they are not yet available. Finance is still waiting on final numbers. Next meeting we should have our budget ready.
3. Assessment Discussion	The assessments to the Towns have been the same for the last 4 yrs. Jim H thinks they need to be increased to help cover some of the expense of zoning. Historically zoning has been a benefit the Towns received for free. Zoning has become more complicated and is requiring more time than in the past. Permit revenues we receive are to cover permitting expenses while zoning should be covered by the own assessments. The way the assessments worked in prior years the Towns took the risk. Now with the program taking in the permit fees the program is now taking all the risk and having to lay staff off. Jim H would like to see the risk being shared between the Towns and the program. The Board would like to see a draft proposal for raising the assessments. Jim H to develop a punch list of activities involved with zoning as support for increased assessment.
4. Return Fee	At this time we only have a return fee policy for commercial permits. We keep 10%

Policy	of the fee and return 90%. Our proposal for all other building permit fees is to keep 10% or \$55, which ever is higher to cover our costs for issuing a permit. Jacqie B. made motion to keep all fees if permit is paid, applicant can appeal in writing for a reduction and we will determine the actual cost of the work completed and return any amount over \$9.99, if balance under \$10 they get no refund. Chuck W. 2 nd . 8 yea 0 nay . Motion accepted.
5. Permit application changes and charges.	We are going to make changes to the Residential Building permit application to simplify the application. We are removing the internal attachments and creating separate permits for Solid Fuel Burning Appliances (wood & pellet stoves), Tents and Fire Suppression/Alarm Systems.
6. Zoning Counsel Change	We have been using Donna MacNicol for zoning questions but due to some conflict issues we will be using Atty. Mark Bobrowski. Atty. Don Dubendorf has offered to give us free advice occasionally.
7. Other Business	None.
	Meeting Adjourned 5:30pm.