



Franklin Regional Council of Governments

Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD			
Date	7/30/15	Location	JW Olver Transit Center, 12 Olive St. Greenfield
Time	4-5 PM	Room:	First Floor Meeting Rm.
		Facilitator	Chuck Washer
		Minutes taken by:	Chris Brothers
ATTENDEES:		ABSENT:	
STAFF:		MEMBERS:	
Jim Hawkins		Thomas Hutcheson, Conway	
Jim Cerone		Jacquie Boyden, Erving	
Bob Dean		Ray Purington, Gill	
Chris Brothers		Janice Boudreau, Rowe	
		Chuck Washer, Shelburne	
		Ashfield	
		Bernardston	
		Buckland	
		Charlemont	
		Hawley	
		Heath	
		Leverett	
		Leyden	
		Shutesbury	
		Whately	

Agenda items	Discussion and Motions
Introductions & minutes	No new members. Minutes from 4/20/15 were not available and will be reviewed at the next meeting.
Financial Report	<p>Jim C handed out 2 spreadsheets to explain where the program is financially. FY15 Revenue came in lower than the target amounts. Commercial projects were considerably lower than anticipated. The FY 15 budget was short by approximately \$40,000 which was covered by our reserve account. Leaving a balance in the reserve of about \$30,000.</p> <p>We are anticipating a shortfall in the current FY16 budget of \$33,365. In order for us to keep this from happening Jim C will going to 4 days a week, saving the program approx. \$16,000. We will save another \$17,000 by having the remaining full time employees participate in a work share program the FRCOG has set up with the Unemployment office, where each full time employee will take 1 day off a week for 4 months in the winter, normally a slower time for us, and collect 1 days pay from unemployment provided they do not have any employment outside the FRCOG/FCCIP. However, if the revenue income is at \$169,000 at the end of November we will postpone the work share. Jim C thinks this is a temporary situation. We should consider raising the assessments to the Towns for the next fiscal year. It was suggested explaining our situation to the Towns and asking them for a small amount of money to cover the gap. Give them the choice of contributing a small amount of money or have us proceed with staff reductions and use the work share program. Board is in favor of sending letters to the Towns warning them of assessments going up next year. Also remind them that zoning is a benefit they receive at no additional charge.</p> <p>How much of a difference has waiving municipal fees made. Only about 4 or 5 projects over the past several years would have been affected. The change in the waived fees should also be explained to the Towns. Larger projects require more inspections which equals more expense. Simplify the spreadsheets and send them</p>

	out to the Towns.
Florida/ Monroe	The Administrative Assistant from each town inquired about our program and asked Jim H to come to a Selectboard meeting. Both boards were not interested in joining our program. Jim H feels it would have not made economical sense.
Return Fee Policy	<p>We had a situation several months ago in which a large commercial permit was applied for, Jim C had spent a considerable amount of time on the plan review, and was later withdrawn before a fee had been paid. The Advisory Board at an earlier meeting had decided we should keep 10% and return 90% of the fee should this happen again. We do not have a firm policy, especially for smaller fees. We return overpayments & duplicate fees. There are no bank fees for returning fees. We are proposing to keep a minimum fee or 10%, whichever is greater, on applications that have not yet been issued but have been withdrawn. Should we add "as long as expenses are covered"? Should we go from 10% to 20%?</p> <p>A motion was made to accept the following proposal "Permits not issued, but paid for and withdrawn, FCCIP will retain the minimum permit fee (currently \$55) or 10% of the permit fee, which ever is greater, and return the balance to the applicant." 2nd. Discussion: Ray P thinks we should only keep 20-25% of the \$55 min fee. Would it be better to age the fee (giving back less of the fee as time goes by)? This scenario does not happen that often. A lot of permits are not paid for until the zoning has been approved. 2 Yea. 3 Nay. It was decided to continue this discussion at the next board meeting.</p>
Fee Exemption Agricultural Projects	Linda D received a request from John Payne of Shelburne to exempt fees for agricultural projects. We do not get a lot of agricultural permit applications. Because of budgetary concerns, Jim H is not in favor of waiving these fees. Agriculture is a business and in it to make a profit the same as any other business. They have other resources to help them cover permit fees.
Other Business	None. Motion made to adjourn at 5pm. 2 nd . Accepted