



# Franklin Regional Council of Governments

<b>Meeting:</b> FCCIP ADVISORY COMMITTEE Meeting Minutes			
<b>Date</b>	7/24/14	<b>Location</b>	JW Olver Transit Center, 12 Olive St. Greenfield
<b>Time</b>	4-5:30 PM	<b>Room:</b>	First Floor Meeting Rm.
		<b>Facilitator</b>	Brian DeVriese
		<b>Minutes taken by:</b>	Chris Brothers
<b>ATTENDEES:</b>			
<b>STAFF:</b>	<b>REPS:</b>	<b>REGRETS:</b>	<b>ABSENT:</b>
James Hawkins	Todd Olanyk - Ashfield	Bernardston	Charlemont
James Cerone	Jim Bonham - Buckland	Erving	Hawley
Paul Lemelin	Tom Hutcheson - Conway		Leverett
Chris Brothers	Ray Purington - Gill		Leyden
Phoebe Walker	Brian DeVriese - Heath		Shutesbury
	Janice Boudreau - Rowe		Whately
	Chuck Washer - Shelburne		

Agenda items	Discussion and Motions
Introductions, minutes	Intros made. Motion made to accept the minutes of last committee meeting, seconded, and accepted.
Final FY14 Budget Report & FY15 Revenue Estimates	<p>The total revenue for the year was a \$1531 above the target amount. This was added to the reserve account, for a new total of \$70,482. The reserve account is still below the High Reserve amount of \$92,000 set three years ago. When the reserve account reaches the High Reserve amount, additional funds will be divided by the accumulated percentage for each town.</p> <p>FY 2015 monthly revenue estimates have been set and were reviewed by the committee. The "target" amounts are determined by averaging the 3 prior years of revenue income, and act as a measure of change in permit activity from year to year.</p>
2012 Energy Code: Review major differences w/current code  Discuss what, if any, training seminar to offer contractors	<p>Jim H reported the 2012 International Energy Code (IEC) is now in place. The new code brings most non-stretch code towns up to the level of the stretch code towns. Some of the biggest differences are that a HERS rating is necessary with the IEC, lower u-values on windows are required, and under the stretch code, a blower door test is needed for new construction. Brian raised a question about the energy code being part of the 2012 Residential Building Code? No -- we are using the 2009 Mass Bldg Code until 2015. No news as to what the new stretch code will contain yet, but it will go beyond the 2012 IEC. At this time we are not recommending Towns pulling out of the Stretch Code. According to Jim H, at the present time costs for new construction are rising while the number of new construction permits is declining.</p> <p>The staff would like to host a seminar in September or October for the Stretch Energy Code. Jim H has spoken with the CET about the seminar. There is a fee. The committee thinks the seminar would be very helpful. Keeping the training free and perhaps having it in the evening would make it more appealing to contractors to attend.</p>
Waiving Municipal Fees – Discussion of definition of	Is the waiving of the fees really benefitting the towns? Brian D believes that contractors include the permit fee in their price. When FCCIP decided to offer all member towns an automatic fee waiver for municipal projects, we had originally estimated that about \$8,000 would be waived but in reality it was about \$38,000 – including \$25,000 for the Rowe School. Phoebe reported that she had asked the Towns for a list of their town-owned and

"municipal"	free-standing districts and schools. Phoebe passed out a list of the districts that are not part of town budgets, but the amount of waived fees for these entities was only \$750 in two years. It was agreed that we would not change the definition of who is eligible for waived fees at this time. When the contracts renew we will re-consider the waived fees. Chris reported that the plumbing & electrical inspectors say other towns do not waive fees. Tom Hutcheson said he has worked for one that did.
Ticketing Update	Jim H and Jim C report that they have written two tickets for fines and several warnings – a total of 8-10. They feel it is a good tool. Some tickets have not yet been paid.
Software backup	<p>Phoebe reported that after the data loss incident this winter, the FRCOG has insisted that a backup be done each night and sent to the FRCOG server via FTP, and it is happening. We have requested a link from Full Circle so that we may check ourselves. As of this meeting the online permitting program has not been moved to a different server company than Go Daddy, and we are still not happy with the quality of Go Daddy, but now we have a failsafe in the backup. Group discussed that under this system the backup should never be more than 24hrs old. The backup has not been tested. It was suggested that we have it tested – staff will do this.</p> <p>Since we've installed our permitting software there have been newer versions, Phoebe will request that we are updated to the newer version. Committee members decided to wait until we get some results from the new survey we will be sending out (see below).</p> <p>Phoebe mentioned that our chat function is showing a 3hr time difference because the server company is in the Pacific Time Zone. We are talking with Full Circle about changing that to Eastern Standard Time.</p> <p>Paul reported that the response we are getting with the software is relatively positive. Some contractors who work outside of our coop towns have commented that they wish other towns would go to online permitting. Committee members asked if the program works on mobile devices (yes). We will add a link to bring people back to the help page.</p>
Review Customer Satisfaction Survey.	<p>At the last meeting it was asked if we are using a survey to see how users like the program. A survey was drafted by Phoebe and shared with members. The survey was adjusted and then approved by the committee and discussion about how to get the surveys out to the public ensued. A mass email? Send surveys to the Towns for the public to complete? Adding a link for the survey on our website? We will use all three.</p>
Other Business.	<p>Ray P was wondering if we would send Electrical, Plumbing &amp; Gas Permit Reports to the towns each month? We do not at this time. Chris will send reports for Gill to Ray P and Linda H.</p> <p>Meeting adjourned 5:30 pm.</p>