



Franklin Regional Council of Governments

Franklin County Cooperative Inspection Program Advisory Board Meeting Agenda			
Date	January 21, 2016	Location	JW Olver Transit Center, 12 Olive St. Greenfield
Time	4 -5:30 pm	Room:	Second Floor Library.
		Facilitator	Brian DeVriese
		Minutes taken by:	Chris Brothers
ATTENDEES:		REGRETS:	
STAFF:		GUESTS:	

Agenda items	Estimated Time	Key Person
1. Introductions, review of last meeting's minutes	5 minutes	Brian
2. Budget/Assessments/Financial Report	30 minutes	Jim C
3. Draft List for Raising Assessments	10 minutes	Jim H
4. Increase Grandfather Lot Fee	10 minutes	Jim H
5. Raise Re-inspection fees	10 minutes	Jim H
6. Increase Alternate Electrical Inspector Hours	10 minutes	Tom
7. Electrical Fee Increase	10 minutes	Tom
8. Other Business not reasonably anticipated by the chair 48 hours in advance of the meeting	5 minutes	Brian

Parking at the Transit Center: Limited FRCOG guest parking is available in the lot above the Transit Center (behind the brick building with the Loft Apartments sign). Visitor spots (#s 23, 24, 25 and 26) are designated with signs. Otherwise, "pay to park" lots are on Hope Street at the end of Olive Street and on Olive Street across from the Transit Center. Metered spots are available on Bank Row. Daytime meeting attendees may not use the short term parking in the Transit Center parking lot. Thank you!

This meeting is wheelchair accessible. Please call the facilitator with any requests for accessibility.



Ensuring adequate attendance at summer meetings can be difficult, but we have important work to do -- PLEASE RSVP TO CHRIS BROTHERS AT x 109 or Chris@frcog.org to let us know if you can come!



Franklin Regional Council of Governments

Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD

Date	1/21/16	Location	JW Olver Transit Center, 12 Olive St. Greenfield	Facilitator	Brian DeVriese
Time	4-4:35 PM	Room:	Second Floor Library	Minutes taken by:	Chris Brothers

ATTENDEES:

STAFF:

Jim Hawkins
 Jim Cerone
 Tom McDonald
 Chris Brothers
 Bob Dean
 Paul Lemelin

GUESTS:

Jim Bonham, Buckland
 Jacquie Boyden, Erving
 Brian DeVriese, Heath
 Janice Boudreau, Rowe
 Chuck Washer, Shelburne
 Jim Ross, Whately

REGRETS:

Ashfield
 Bernardston
 Charlemont
 Conway
 Gill
 Greenfield
 Hawley
 Leverett
 Leyden
 Shutesbury

Agenda items	Discussion and Motions
1. Intro's, review last meeting minutes	Forego introductions. Brian D made motion to accept minutes. Chuck W 2 nd . 4 yea 1 abstain (Brian DeVriese)
2. Budget/Assessment/Financial report	<p>Financial report – Jim C explained the numbers on the financial report. As of January 15 we are almost to our goal of \$233,000 and will not have to make any further staff cuts.</p> <p>Budget – The most significant changes in the budget are the increase in staff salaries, an increase in alternate inspector hours and software.</p> <p>The salaries were increased as a result of a wage study showing that the salaries of some of the staff at the FRCOG are slightly lower than those at comparable companies.</p> <p>The hours for alternates have been increased to assist Tom M with inspections. Travel is also increased due the addition of an alternate electrical inspector.</p> <p>Software budget was increased to cover costs of changing and adding building permit applications.</p> <p>Assessments – The proposed increases to the Towns' assessments are \$500 for the building program and \$250 each for the electrical and plumbing/gas programs. Brian D made motion to accept the proposed increases to the assessments. Chuck W seconded. 5 yea 0 nay. Motion accepted.</p>

	<p>(Jacquie Boyden entered the meeting)</p> <p>Brian D made motion to accept the proposed budget as submitted. Jim R second. 6 yea 0 nay. Motion accepted.</p>
3. Draft list for Raising Assessments	<p>Jim H presented a list of duties that are performed by the staff each day that are not covered by the permit fees. Brian D says the list should be sent to each of the Towns. Jim H to send.</p>
4. Increase Grandfathered Lot Fee	<p>Jim H feels that the \$50 fee we receive from doing grandfathered lot research does not cover our actual costs. Paul L says that a minimum of 2 hours are spent on the research for each lot. Jim H proposes raising the fee to \$100. Jacquie B and Chuck W agree that this would be a reasonable fee. Jacquie B made a motion to raise the grandfather lot research fee from \$50 to \$100. Jim B seconded. 6 yea 0 nay. Motion accepted.</p>
5. Raise re-inspection fee	<p>Jim H would like to bring the building re-inspection fee up from \$30 to \$50 to be in-line with the electrical and plumbing/gas re-inspection fee. Chuck W made a motion to raise the building re-inspection fee from \$30 to \$50. Jim R seconded. Discussion. Jacquie B would like to know if there are any other discrepancies in the fee schedules. No. 6 yea 0 nay. Motion accepted.</p>
6. Increase Alternate Electrical Inspector Hours	<p>Tom M is seeing more activity with solar in all of our towns and is having trouble keeping up with the inspections. He is requesting hours for an additional inspector to work 2 days a week as needed. The Board agreed to request but did not need to vote because cost was already included in the above budget vote.</p>
7. Electrical Fee Increase	<p>Tom M made a proposal to increase the electrical fee for residential solar from \$100 to \$150. He generally does 2 inspections for each permit and does charge a re-inspection fee for any additional inspections. Tom has also seen an increase in time spent on the phone chasing down required paper work for each installation. Jacquie B made motion to increase residential electrical fees for solar from \$100 to \$150. Chuck W seconded. 6 yea 0 nay. Motion accepted.</p>
8. Other Business	<p>None.</p> <p>Jim B made motion to adjourn. Jacquie B seconded. 6 yea 0 nay. Motion accepted at 4:35pm.</p>

Franklin Regional Council of Governments

Budget for the period of:

FY2017

TOWNS

Building Inspection Program

Budget 01-014

	FY16	FY17	Change:
<u>PERSONNEL:</u>			
Direct:	236,945	242,011	5,066
On-call temporary	7,092	14,334	7,242
TOTAL PERSONNEL:	244,037	256,345	12,308
<u>OPERATING:</u>			
Communications	3,963	4,252	289
Legal	396	425	29
Professional Services	396	425	29
Staff Development	1,249	1,276	27
Software support	10,340	10,340	0
Travel	23,094	26,425	3,331
Printing & Binding	750	750	0
Postage	1,500	1,500	0
Office Supplies	2,000	2,000	0
Occupancy	8,719	9,354	635
Indirect	175,718	177,379	1,661
TOTAL OPERATING EXPENSES	228,125	234,126	6,001
<u>EQUIPMENT</u>			
Equipment			0
Computer Software		3,000	3,000
TOTAL EQUIPMENT	0	3,000	3,000
<u>GRAND SUMMARY</u>			
Salaries/Wages	244,037	256,345	12,308
Operating Expenses	228,125	234,126	6,001
Equipment	0	3,000	3,000
GRAND TOTAL	472,162	493,471	21,309

Percent change:

4.5%

	FY16	FY2017	Indirect Change:
Total Wages	\$296,181	\$302,513	
Indirect (20% of wages):	59,236	60,503	1,266
Retirement	15,917	15,126	(791)
Medicare	4,295	4,386	91
State Unemployment	1,645	1,553	(92)
OPEB	12,097	11,255	(842)
Group Insurance	39,474	41,635	2,161
LTD	1,001	1,103	102
Administration	42,053	41,819	(234)
Total Indirect:	175,718	177,379	1,661

Administration is 10% of budget excluding Equipment



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There is work being done by the FCCIP and cannot legally be covered by permit fees. Building permit fees are in place to only cover the cost of enforcing 780 CMR, Massachusetts Building Code.

Enforcing zoning is the jurisdiction of the Building Commissioner, per MGL, and is a large part of the day to day responsibilities of this position. This work takes up about 40-50% of the Commissioner's time, as well as taking up a significant portion of the Zoning Assistant's time. There is a lot of work to be done with an application in deciding whether a permit can be issued or not. The following duties are not covered by permit fees but should be paid for thru the Towns' assessments.

- Coordinating the planning boards and zoning boards with special permit and variance requirements and applicable case law
- Making sure we have the latest changes to the bylaws for each town
- Enforcing zoning bylaws
- Court appearances regarding zoning enforcement
- Interpreting zoning bylaws
- Meeting with town counsel
- Availability by phone/answering zoning questions from lawyers, real estate appraisers, surveyors, contractors and homeowners
- Attend planning/zba meetings as needed
- Grandfathered lot research
- Review each application for zoning
- Attend zoning seminars/read reference material
- Reading & interpreting case law w/follow-up discussion/collaboration
- Written communication with applicants and Town Boards
- Handling zoning complaints and/or violations

In addition to zoning, the staff does other work not covered by permit fees, including:

- Conduct BOH inspections
- Coordinating other town boards(Con Com, BOH, FC, Tax Collector, Highway Super), as part of the permitting process
- Attend district meetings
- Maintain certification requirements

FCCIP FY17 Proposed Assessment*							Permit Revenue History							
							FY13	FY14	FY15	FY16				
Total budget:	\$	493,471	%				\$	346,844	\$	366,864	\$	335,797	\$	392,355
Anticipated fees:	\$	395,971	80.2%											
Total Assessment:	\$	97,500	19.8%											
Ashfield	Building	\$ 4,500	Wiring	\$ 2,250	Plumbing	\$ 2,250	3 program discount	\$ 1,500	Small town discount	\$ -	Total	\$ 7,500		
Bernardston		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Buckland		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Charlemont		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Conway		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Erving		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Gill		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Hawley		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ 3,000		\$ 4,500		
Heath		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ 3,000		\$ 4,500		
Leverett		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Leyden **		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ 3,000		\$ 4,500		
Rowe		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ 3,000		\$ 4,500		
Shelburne		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Shutesbury		\$ 4,500						\$ -		\$ -		\$ 4,500		
Whately		\$ 4,500		\$ 2,250		\$ 2,250		\$ 1,500		\$ -		\$ 7,500		
Total		\$ 67,500		\$ 31,500		\$ 31,500		\$ 21,000		\$ 12,000		\$ 97,500		

* FCCIP proposes to increase Town Assessment \$500 for Building and \$250 for Wiring and Plumbing each.

FCCIP FY16 Budget Revision (Greenfield Excluded)

The approved Town Budget For FY16 is:	\$ 472,162	FY12
Projected cuts to budget:*	\$ 33,365	\$ 325,34
Town Assessments have been approved at:	\$ 83,000	
Permit Revenue Needed for FY16 is:	\$ 355,797	

***Projected cuts:**

- 1) 20% salary cut Jim Cerone= \$16,365
- 2) 4 months of 1 day a week pay reduction for or all full-time staff= \$17,000

We will compare our actual revenue to target each month. As long as we do not fall below target, we will continue with plan. If we do fall below target, we have to look at additional cuts. If at the end of November, our accumulated permit revenue and evaluate monthly. (See Target for postponing workshare)

James Cerone:
From average FY-12-
Fy15(to right)

Jam
Base
budg

	Actual FY16		Target FY16 (with 33,000 cut to budget)		%	Target for postponing workshare
	Monthly	Cumulative	Monthly	Cumulative		
July	\$ 34,014	\$ 34,014	\$ 28,608	\$ 28,608	8.0%	
August	\$ 48,390	\$ 82,404	\$ 30,897	\$ 59,504	8.7%	
September	\$ 33,980	\$ 116,384	\$ 36,494	\$ 95,998	10.3%	
October	\$ 41,784	\$ 158,168	\$ 34,736	\$ 130,734	9.8%	
November	\$ 29,294	\$ 187,462	\$ 31,235	\$ 161,970	8.8%	\$ 169,982
December	\$ 31,849	\$ 219,311	\$ 20,733	\$ 182,703	5.8%	\$ 191,740
January	\$ 10,740	\$ 230,051	\$ 21,270	\$ 203,972	6.0%	\$ 214,062
February			\$ 18,354	\$ 222,326	5.2%	\$ 233,324
March		James Cerone: Through Jan. 15th	\$ 20,250	\$ 242,576	5.7%	
April			\$ 30,094	\$ 272,670	8.5%	
May			\$ 45,941	\$ 318,611	12.9%	
June			\$ 37,186	\$ 355,797	10.5%	
Total	\$ 230,051		\$ 355,797		100.00%	