



Franklin Regional Council of Governments

Meeting: FCCIP QUARTERLY ADVISORY BOARD MEETING

Date	4/17/14	Location	JW Olver Transit Center, 12 Olive St. Gfld	Facilitator	Brian DeVriese, Chair
Time	4-5:30 PM	Duration	1.5 hours	Call in #	
				PIN Code	

ATTENDEES:

STAFF:

James Hawkins
James Cerone
Christina Brothers
Phoebe Walker

TOWN REPS:

Ron Coler – Ashfield
Ginger Budness – Bernardston
Jacquie Boyden – Erving
Ray Purington – Gill
Brian DeVriese – Heath
Janice Bordeau – Rowe
Chuck Washer – Shelburne
Jim Ross - Whately

GUESTS:

ABSENT:

Buckland
Charlemont
Conway
Hawley
Leverett
Leyden
Shutesbury

Agenda items	Discussion and Motions
1. Introductions, review of last meeting's minutes.	Welcome new rep from Rowe – Janice Bordeau. Motion made to accept the minutes of last board meeting, seconded, accepted.
2. Software problems & decisions on the backup.	Phoebe reminded members that all the towns were sent an email when the server went down a few weeks ago. The program lost a full week of data. Full Circle Technologies (FCT), the software company who designed our software, was changing server companies when the old server was shut down before all the data was put on the new server. FCT notified us that this problem was a "once in a lifetime" occurrence. Paul is working closely with FCT to recover any lost data. While FCT is very responsive to our requests, we are uncomfortable with the server company and would like to have our own back-up. We have asked the FRCOG IT consultant about having a computer in our office that will back-up our data from the permit site. We would like to have full back-ups as opposed to incremental back-ups. We have a yearly contract with FCT. Ron Coler suggested we look into Disruption Insurance. If these problems continue, switching software vendors may be an option. The group debated the pros and cons of having a more explicit contract with FCT.
3. Revenue report & discussion on return fee policy.	Jim C had spent time working on a large commercial project plan review when he was notified that the project would no longer be proceeding. The fee had been paid. How much of the fee do we refund to the applicant? We propose returning 90% of the fee. Bernardston suggests setting a minimum of \$25 and a maximum of \$500. Discussion that maybe we should subtract actual costs and track how often this happens? An hourly rate? Ray Purington suggested that we do not have enough data to make a policy. Staff clarified that once the permit is issued we would not return the fee, only prior to issuance. Motion made to refund 90% of the fee, track how many return fees there are and report back to the Board in 1 yr. Seconded. Pass unanimously. A notice will be posted on our website about the Return Fee Policy. The revenue for March was still ahead of the projected revenue even with the fee being refunded.
4. Greenfield's decision on the fee schedule.	The City of Greenfield has decided not to adopt our new electrical fee schedule, as discussed at the last meeting.

5. Stretch energy/seminar	<p>Jim H passed out a list of the FCCIP towns that have adopted the Stretch Energy Code. Bernardston and Hawley are considering adopting it. Jim has concerns that the restriction of the code makes construction of new houses too expensive (approximately \$5-8,000 more). He is concerned that it does not do enough to encourage retrofits of existing homes, which is most of the work that needs to be done to save energy. As of 7/1/2014 Massachusetts will be using the new base code, IECC 2012, for which, at this time, there is not currently a Stretch Code, because it matches the current Stretch Code. The Stretch Code towns will still have to have a HERS rating. The Stretch Code is a level above the Energy Code. When a town becomes a Green Community (GC) and adopts the Code at Town Meeting they automatically accept all future versions of the Stretch Code. Towns may drop out of the Green Communities Program, and rescind the Stretch Code at any time, but it is not clear whether a town would have to pay back the GC grant if they did so. An official email to the Stretch Energy Code Committee was submitted by the FRCOG Executive Committee and pulled together by, Stacy Metzger, FRCOG Transportation Planner, with input by the Inspectors. See attached copy.</p>
6. Follow-up on requests from last meeting – red flags, garbage disposal & memo for sign-off process	<p>At the last meeting we discussed the question of whether or not local official sign-offs were holding up the permit approval process, and if so, in which towns and by which officials. Chris handed out a spreadsheet showing all permits requiring sign-off between Jan 29 – March 20. The spreadsheet showed the date of the email for sign-off and the actual sign-off dates – delays were minimal, 1 day or less. Sign-offs do not seem to be holding up issuance of permits. It seems that the Owner Authorization and the actual paying of the fee seem to be what holds up the issuance of a permit. There seems to be a need to educate the contractors and homeowners. Something will be posted on the website and included in the next newsletter.</p> <p>Jim H has decided that we will not require sign-offs for the garbage disposals. If we are aware of a garbage disposal installation we will make the BOH aware. Jim C will send memo on the sign-off process.</p>
7. Vote on Operational Procedures	<p>There was no vote. Operational Procedures will be sent 30 days prior to the next meeting. At the next meeting on 7/14/14 the board will vote whether or not to accept the Operational Procedures.</p>
8. Other Business	<p>When sending out email to new user, we will add some directions as to how to log-into the software. We will also draft a customer survey for users of the software.</p> <p>Motion to adjourn at 5:30 pm made. Seconded, Passes unanimously.</p>