### Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD

**Date:** October 19, 2017  
**Location:** JW Olver Transit Center, 12 Olive St. Greenfield  
**Facilitator:** Brian DeVriese  
**Minutes taken by:** Chris Brothers

**ATTENDEES:**  
**STAFF:**  
Jim Hawkins  
Jim Cerone  
Mark Bashista  
Chris Brothers  
Bob Dean

**GUESTS:**  
Jacquelyn Boyden, Erving  
Ray Purington, Gill  
Brian DeVriese, Heath  
Janice Boudreau, Rowe  
Chuck Washer, Shelburne

**REGRETS:**  
Ashfield  
Bernardston  
Buckland  
Charlemont  
Conway  
Hawley  
Leverett  
Leyden  
Shutesbury  
Whately

### Agenda items

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<tr>
<th>Agenda items</th>
<th>Discussion and Motions</th>
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<tr>
<td>1. Intros, review last meeting’s minutes</td>
<td>Ray P made motion to accept minutes as written. Chuck W second. Accepted. 3 yea 0 nay 1 abstain.</td>
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<td>2. Financial Report &amp; Proposal for High Reserve Number</td>
<td>At the present time we are half way thru October and have less than half our projected revenue for the month. We are slightly behind our projected revenue so far this budget cycle. We will know better by January how the year will end. We need to continue brainstorming about the high reserve amount. The original high reserve amount was determined by averaging 3 years worth of the programs net cost; that percentage was 18%. So the high reserve amount was 18% of the budget or $92,000. The percentage the budget goes up this year can be used as an inflation %. The staff will have a proposal ready for the next board meeting in January.</td>
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<td>3. Air B &amp; B</td>
<td>Jim C handed out flow charts for Residential Occupancies pertaining to B &amp; B’s. The chart showed 5 or fewer rooms used by renters did not require building permits but still fell under zoning &amp; Board of Health jurisdictions. Greater than 5 rooms used by renters would require a building permit and also be considered commercial and fall under the building, zoning and BOH jurisdictions. The zoning can be complicated depending on the Town zoning</td>
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bylaws. We are still waiting on the BBRS for a ruling on sprinkler system triggers.

4. **Stretch Code Letter**
   
   Jim C and Mark worked on the letter. It was sent to a BBRS secretary who then forwarded it to Rob Anderson, Chief of Inspections. Anderson had a representative from a committee that monitors the effect of code changes on communities contact JimC. Both Mark and JimC talked with him, but felt there was a disconnect between the Eastern and Western part of the state and there was going to be nothing done by the BBRS to lessen the requirements for smaller homes.

5. **Other Business**
   
   No other business.
   Chuck W made motion to adjourn. Ray P second. 4 yea 0 nay. Meeting adjourned 4:55pm.

6. **Meeting Documents**
   
   Meeting minutes from July 20, 2017
   FCCIP revenue tracking spreadsheet
   Proposal for High Reserve amount
   Stretch Code Letter