



# Franklin Regional Council of Governments

## Meeting Minutes: FCCIP QUARTERLY ADVISORY BOARD

**Date:** January 17, 2019

**Location:** JW Olver Transit Center, 12 Olive St. Greenfield

**Facilitator:** Brian DeVriese

**Time:** 4-4:30 PM

**Room:** Second Floor Library

**Minutes taken by:** Chris Brothers

### ATTENDEES:

#### STAFF:

James Hawkins  
Chris Brothers

#### MEMBERS & GUESTS:

Jim Bonham, Buckland  
Ray Purington, Gill  
Brian DeVriese, Heath  
Chuck Washer, Shelburne  
Nancy Matthews, Shutesbury  
Jim Ross, Whately

#### REGRETS:

Ashfield  
Bernardston  
Charlemont  
Conway  
Erving  
Hawley  
Leverett  
Leyden  
Rowe

Agenda items	Discussion and Motions
1. Introductions, review of last meeting's minutes	Chuck W made a Motion to accept the minutes as written. Jim R seconded. Accepted. 5 yea 0 nay
2. Financial Report	Chris reviewed the financial report. Our revenues for the month of December are short of our projected revenues. Making our cumulative revenues just under \$6800 short. We do have some commercial projects in the works that should help close the deficit gap. It was decided not to take money from reserve account at this time. We will revisit this if we need to before the end of the fiscal year. The Board would like to see the reserve numbers on the financial report spreadsheet. Chris to add it to financial report.
3. Proposal to Change the Building Fee Schedule	We feel the fees should be raised to better reflect the actual cost of building. You cannot build a house for under \$200 a sq. ft. Nancy M made a motion to accept the proposed fee changes, Chuck W seconded. Discussion: The Selectboards have received a copy of the proposal and have not made any comments. 6 yea 0 nay. The fees will take effect as soon as Full Circle makes the changes. It is felt that the fees should keep pace with the rising costs of construction. New fee schedule to be posted on website.

4. Other Business	None. Chuck W made motion to adjourn the meeting. Ray P seconded. Accepted 6yea 0 nay. Meeting adjourned 4:30pm.
Documents at meeting:	January 17, 2019 FCCIP Advisory Board Meeting Agenda October 18, 2018 FCCIP Adv. Bd. Mtg. Minutes FY19 Revenue Spreadsheet Proposed Building Permit Fee Schedule



# Franklin Regional Council of Governments

## Franklin County Cooperative Inspection Program Advisory Board Meeting Agenda

<b>Date</b>	January 17, 2019	<b>Location</b>	JW Olver Transit Center, 12 Olive St. Greenfield	<b>Facilitator</b>	Brian DeVriese
<b>Time</b>	4 -5:00 pm	<b>Room:</b>	Second Floor Library	<b>Minutes taken by:</b>	Chris Brothers

<b>ATTENDEES:</b>		<b>REGRETS:</b>
<b>STAFF:</b>	<b>MEMBERS &amp; GUESTS:</b>	

Agenda items	Estimated Time	Key Person
1. Introductions, review of last meeting's minutes	10 minutes	Brian
2. Financial Report	20 minutes	Chris
3. Proposal to Change Building Fee Schedule	20 minutes	Jim H
4. Other Business not reasonably anticipated by the chair 48 hours in advance of the meeting	10 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 "Another Castle" sign). Visitor spots are #43 and #44. Also, there is a "pay to park" lot on Hope Street at the upper end of Olive Street or the new parking garage across the street 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 413-774-3167 x 109 or [Chris@frcog.org](mailto:Chris@frcog.org) to let us know if you can come!

**FCCIP PERMIT TRACKING FOR FY19**

**FCCIP FY19 Budget (Greenfield Excluded)**

Approved Town Budget For FY19 is:	\$ 534,109
Town Assessment	\$ 97,500
Permit Revenue Needed for FY19 is:	\$ 436,609

**Permit Revenue History**

FY12	FY13	FY14	FY15	FY16	FY17	FY18
\$ 325,344	\$ 346,844	\$ 366,864	\$ 335,797	\$ 424,380	\$ 429,854	\$ 428,813

**Permit Revenue Tracking FY19**

	Actual FY19		Target FY19		%
	Monthly	Cumulative	Monthly	Cumulative	
July	\$ 68,704	\$ 68,704	\$ 33,798	\$ 33,798	7.7%
August	\$ 31,604	\$ 100,308	\$ 39,533	\$ 73,331	9.1%
September	\$ 36,957	\$ 137,265	\$ 44,382	\$ 117,713	10.2%
October	\$ 35,419	\$ 172,684	\$ 42,253	\$ 159,966	9.7%
November	\$ 31,168	\$ 203,852	\$ 39,419	\$ 199,385	9.0%
December	\$ 17,288	\$ 221,140	\$ 28,534	\$ 227,919	6.5%
January		\$ 221,140	\$ 24,937	\$ 252,856	5.7%
February		\$ 221,140	\$ 21,968	\$ 274,824	5.0%
March		\$ 221,140	\$ 29,061	\$ 303,885	6.7%
April		\$ 221,140	\$ 37,929	\$ 341,814	8.7%
May		\$ 221,140	\$ 53,228	\$ 395,042	12.2%
June		\$ 221,140	\$ 41,567	\$ 436,609	9.5%
<b>Total</b>	<b>\$ 221,140</b>		<b>\$ 436,609</b>		<b>100.00%</b>

**Permit Revenue History By Month**

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	Monthly Avg
July	\$ 20,994	\$ 26,268	\$ 34,557	\$ 28,725	\$ 34,014	\$ 24,243	\$ 36,948	\$ 29,393
August	\$ 32,933	\$ 26,305	\$ 36,861	\$ 23,290	\$ 48,390	\$ 33,278	\$ 39,602	\$ 34,380
September	\$ 26,640	\$ 52,651	\$ 34,567	\$ 27,158	\$ 33,980	\$ 60,477	\$ 34,708	\$ 38,597
October	\$ 24,506	\$ 34,906	\$ 33,232	\$ 41,582	\$ 41,784	\$ 38,503	\$ 42,705	\$ 36,745
November	\$ 41,185	\$ 21,165	\$ 25,297	\$ 33,051	\$ 29,294	\$ 48,858	\$ 41,118	\$ 34,281
December	\$ 22,089	\$ 9,651	\$ 27,206	\$ 21,170	\$ 31,799	\$ 21,873	\$ 39,915	\$ 24,815
January	\$ 18,388	\$ 18,977	\$ 24,823	\$ 20,001	\$ 22,125	\$ 31,253	\$ 16,239	\$ 21,687
February	\$ 25,602	\$ 13,017	\$ 19,366	\$ 12,936	\$ 25,285	\$ 14,600	\$ 22,928	\$ 19,105
March	\$ 16,142	\$ 18,468	\$ 16,559	\$ 27,079	\$ 41,233	\$ 22,816	\$ 34,613	\$ 25,273
April	\$ 26,504	\$ 30,049	\$ 32,944	\$ 26,792	\$ 29,640	\$ 51,503	\$ 33,462	\$ 32,985
May	\$ 29,510	\$ 72,945	\$ 37,795	\$ 37,273	\$ 52,640	\$ 45,987	\$ 47,879	\$ 46,290
June	\$ 40,851	\$ 22,442	\$ 43,657	\$ 36,740	\$ 34,196	\$ 36,463	\$ 38,696	\$ 36,149
	\$ 325,344	\$ 346,844	\$ 366,864	\$ 335,797	\$ 424,380	\$ 429,854	\$ 428,813	\$ 379,699

**Permit Revenue Summary Through Dec. 2018**

Target Permit Revenue	\$ 227,919
Actual Permit Revenue	\$ 221,140
Projected Surplus/(Deficit)	\$ (6,779)

Proposed FCCIP BUILDING PERMIT FEE SCHEDULE AS OF 7/1/19

**VALUE OF PROJECT:** In order to keep the fees equitable for the towns in our building program, the cost of construction is determined as follows. This valuation procedure does not affect taxation by your town assessors.

- |  |                              |
|--|------------------------------|
| • All new construction for dwelling units/additions            | \$150/sq.ft. to \$180/sq.ft. |
| • Sunrooms   | \$100/sq.ft.                 |
| • Basement renovations   | \$ 50/sq.ft. to \$75/sq.ft.  |
| • Res'l acc'y bldgs., garages, basements & non-living space    | \$ 30/sq.ft. to \$50/sq.ft.  |
| • Mobile Homes   | \$ 50/sq.ft. to \$75/sq.ft.  |
| • Conversion of non-res'l space to living space                | \$120/sq.ft. to \$130/sq.ft. |
| • Agricultural barns   | \$ 30/sq.ft. to \$40/sq.ft.  |
| • Commercial/Industrial new construction/additions             | \$200/sq.ft. to \$250/sq.ft. |
| • Commercial acc'y bldgs & unfinished space                    | \$ 50/sq.ft. to \$75/sq.ft.  |
| • Pre-engineered metal comc'l buildings                        | \$ 75/sq.ft. to \$100/sq.ft. |
| • Conversion of non-comc'l/indus'l space to comc'l/indus'l spc | \$150/sq.ft.                 |

If project is not related to new sq.ft. the fee will be based upon a sound estimate of the cost of construction.

**FEES:** Once the cost of construction is determined, the fee is based on \$7 per \$1,000 of value. There is a minimum permit fee of \$55.

**OTHER FEES:**

- |  |                   |
|--|-------------------|
| • Sheds less than 200 sq. ft   | \$ 25             |
| • Tents needing permit(with sides>400sq.ft, canopies>700sq.ft)   | \$ 55             |
| • Above-ground pools   | \$ 55             |
| • In-ground pools  | \$100             |
| • Change-of-Use (no structural renov's)  | \$ 55             |
| • Temporary Construction Trailer   | \$ 55             |
| • Chimney and/or Solid Fuel Burning Appliance  | \$ 55 each        |
| • Residential roofing, siding, windows   | \$ 55 ea category |
| • Solar Installations (up to \$8,000)  | \$ 55 min         |
| • (above \$8,000)  | \$ 7/per thousand |
| • Stop Work Order (to post or to remove)   | \$ 100            |
| • Re-inspection Fee (each visit)   | \$ 50             |
| • Signs  | \$ 55             |
| • Fire/natural disaster repairs/reconstruction for 1-&2-family   | \$ 55             |
| • Demolition (all)   | \$ 55             |
| • Annual Inspection fee for industrial bldgs (for small projects to be done by in-house maintenance personnel) | \$200-400         |