Uniform Fee Policy

Board of Selectmen

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Steve Barrett, Finance Director
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Uniform Fee Policy

- Adopted March 26, 1996
- Developed using guidance from the Massachusetts Department of Revenue
- Purpose
  - Match real costs to fees
  - Provide equity and fairness in fee application
  - Provide framework for fee waivers

Uniform Fee Policy

- Revisions are overdue
  - DOR Guidance
    - Updated March 2005
  - Additional costs identified
    - OPEB
  - Better information on costs
    - Indirect costs
  - Review of existing permit fees
    - Departments using different methodologies

Uniform Fee Policy

- Provides Guidance For;
  - Application of fees
  - Fee requirements
  - Fee costing methodology

Uniform Fee Policy

- Application of fees
  - Four Classes
    - Municipal Sponsored Groups (Class 1)
    - Regional Districts and Authorities (Class 2)
    - Community Service Organizations (Class 3)
    - Commercial and Residential (Class 4)

Uniform Fee Policy

- Fee Requirements
  - Class 1
    - No charge
  - Class 2
    - Charge may be modified based on mutual service
  - Class 3
    - Non-renewable permits <$100 no charge
  - Class 4
    - Charge in accordance with fee schedule

Uniform Fee Policy

- Fee costing methodology
  - Average Unit Costs utilized
  - Direct & Indirect Costs
  - Output (amount of service provided) equal to Input (fees collected)

Uniform Fee Policy

- Fee Components
  - Salary
  - Benefits
  - Hours
  - Overhead
  - Capital
  - Other Post-Employment Benefits

Uniform Fee Policy

- Questions?