

Charles River Public Health District Fee Analysis

Dover, Medfield, Needham, Sherborn

Presented By: Janice Chen



BME STRATEGIES

Agenda

Fee Analysis Project Overview

Phase 1 Preliminary Fee Cost Analysis & Results

Next Steps: Phase 2

Discussion

CRHD Project Overview

Phase 1: Preliminary Fee Cost Analysis

Objective 1: To compare the fee schedules of the communities in the Charles River Public Health District

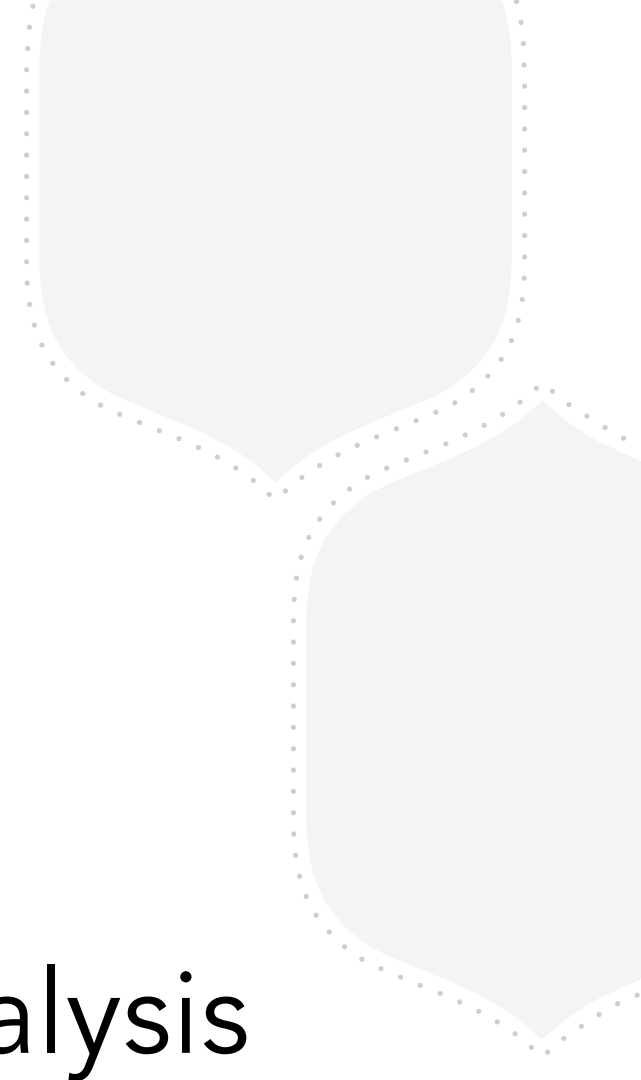


Phase 2: Data Collection and Stakeholder Discussions

Objective 2: To assess fees against the labor time and other associated costs required to provide permit services

Final Deliverables

1. Permit Fee Calculators for each of the CRHD municipalities
2. SOP for Calculator Utilization
3. Brief Final Report with Recommendations, including Lever Points of Fee Schedule Assessment



Phase 1: Preliminary Fee Cost Analysis

Objective: To compare the fee schedules of the communities in the Charles River Public Health District

Summary of Phase 1 Protocol

Initial Review of Fee Schedules

Split Fees into 3 Major Categories
(Septic, Food, and Miscellaneous)

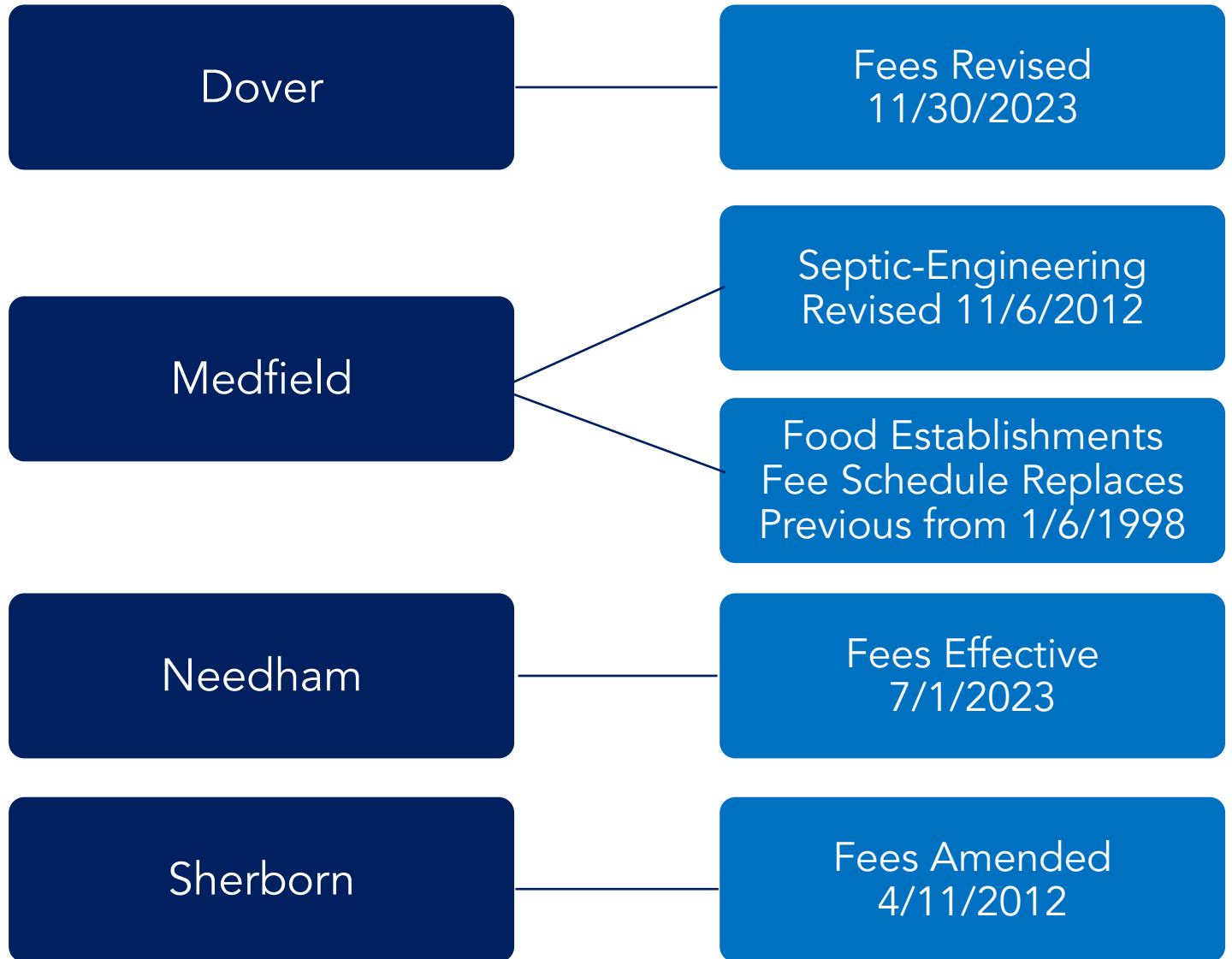
Grouped Similar Fees for Comparison

Generated Summary Statistics
(Average and Standard Deviation)

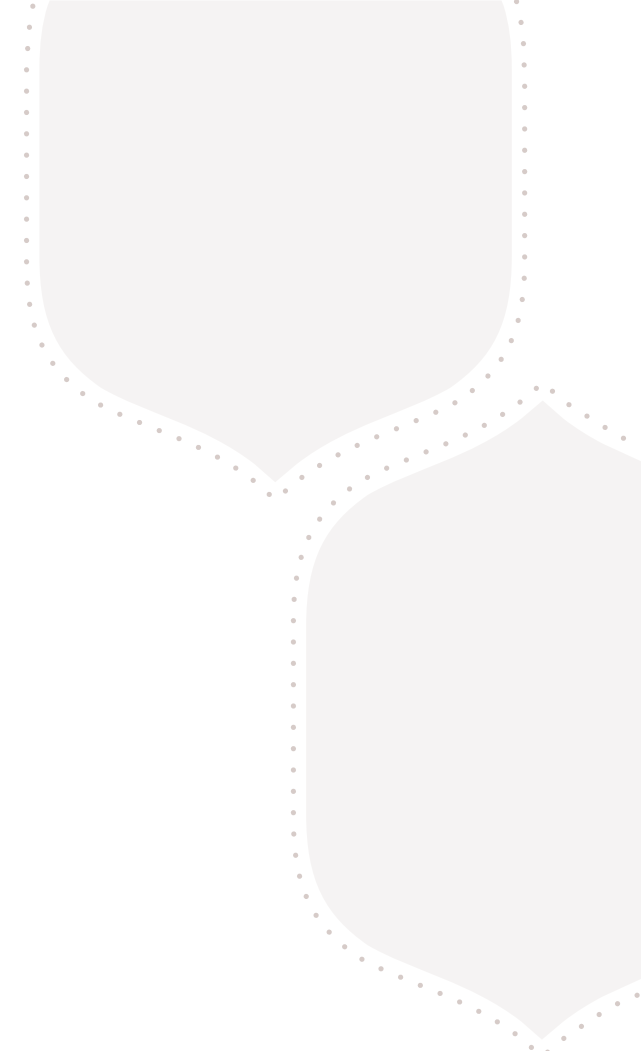
Fee Comparison to Like-Municipalities



Initial Review of Fee Schedules



CRHD Fee Comparison Example



Analysis: CHRD

24 Permit Fees were compared among CRHD*

Septic Fees				
	Dover (Fees Revised 11/30/2023)	Medfield (Fees Revised 11/6/2012)	Needham (Fees Effective 7/1/2023)	Sherborn (Fees Amended 4/11/2012)
Least Expensive Septic Fee	Septic Hauler Permit - Per Truck (\$100)	Application for transfer or renewal septic (\$25)	Septic System Variance Request (\$150)	Transfer of Septic Permit (\$50)
Most Expensive Septic Fee	Soil Testing-Observe Test Pits, Per Lot, Per One Visit. Up To 8 Test Pits (\$550)	1st Septic Permit Application & Plan Review (\$330)	Soil Application Inspection (less than 2 hours) (\$425)	Soil Testing: Each Site – Each Visit (\$300)

**Many fees could not be compared, as there were no other similar fees in other municipalities.*

Food Fees				
	Dover (Fees Revised 11/30/2023)	Medfield (Current Fee Schedule Replaces Previous from 1/6/1998)	Needham (Fees Effective 7/1/2023)	Sherborn (Fees Amended 4/11/2012)
Least Expensive Food Fee	Temporary Food Service Permit (\$25)	Temporary Food Event (1-4 Days) (\$50)	Mobile Food Service Vendors (\$0)	Temporary establishment (\$50) Residential Kitchen – Retail Sale (\$50)
Most Expensive Food Fee	Food Establishment Permit (\$200)	Food Establishment 8,001 sqft – greater (\$700)	Retail Food Establishment more than 10,000 square feet (\$750)	Restaurant – 100 seats or more (\$700)

Miscellaneous Fees				
	Dover (Fees Revised 11/30/2023)	Medfield (Current Fee Schedule Replaces Previous from 1/6/1998)	Needham (Fees Effective 7/1/2023)	Sherborn (Fees Amended 4/11/2012)
Least Expensive Misc Fee	Day Camp (\$50)	Well Application (\$150)	Bodyworks Practitioner Permit (\$50)	Recreational Camp for Children (\$50) 10-Day Emergency Beaver or Muskrat Permit (\$50)
Most Expensive Misc Fee	Well Application – Geothermal, Irrigation (Not Subject To Late Renewal) Surcharges) (\$575)	Well Application (\$150)	Tobacco Permit (\$700) Body Art Establishment (\$700)	Body Art Establishment Permit (\$750)

Septic Installer's Permit			
Municipality	Latest Date on Septic Fee Schedules	Municipality-Specific Permit Name	Municipality-Specific Fee
Dover	Fees Revised 11/30/2023	Septic System Company – Installer Permit	\$225.00
Medfield	Fees Revised 11/6/2012	Installer's Permit	\$150.00
Needham	Fees Effective 7/1/2023	Installer's Annual Permit (new - including exam)	\$250.00
Sherborn	Fees Amended 4/11/2012	Disposal Works Installer Permit	\$150.00

Summary Statistics	
Minimum Fee	\$150.00
Maximum Fee	\$250.00
Average CRHD Fee	\$193.75
Standard Deviation	\$51.54

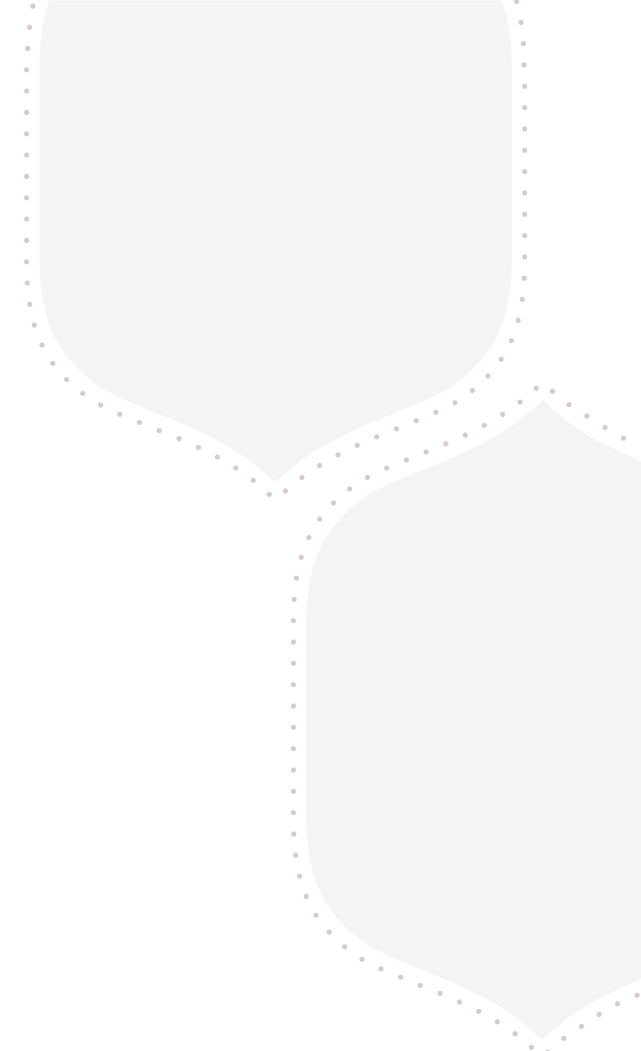
Tobacco Permit

Municipality	Latest Date on Septic Fee Schedules	Municipality-Specific Permit Name	Municipality-Specific Fee
Dover	Fees Revised 11/30/2023	Tobacco Sales	\$300.00
Medfield	Current Fee Schedule Replaces Previous from 1/6/1998	N/A	N/A
Needham	Fees Effective 7/1/2023	Tobacco Permit	\$700.00
Sherborn	Fees Amended 4/11/2012	Tobacco Sales Permit	\$200.00

Summary Statistics

Minimum Fee	\$200.00
Maximum Fee	\$700.00
Average CRHD Fee	\$400.00
Standard Deviation	\$264.58

CRHD + Like-Municipalities Fee Comparison Example



Septic Installer's Permit

Municipality	Latest Date on Septic Fee Schedules	Municipality-Specific Permit Names	Municipality-Specific Fee
Dover	Fees Revised 11/30/2023	Septic System Company - Installer Permit	\$225.00
Medfield	Fees Revised 11/6/2012	Installer's Permit	\$150.00
Needham	Fees Effective 7/1/2023	Installer's Annual Permit (new- including exam)	\$250.00
Sherborn	Fees Amended 4/11/2012	Disposal Works Installer Permit	\$150.00
Sharon	Fees Voted 2/17/2018	Disposal System Installer's Permit	\$350.00
Stow (Nashoba)	Fees Set on 1/16/2020	Disposal Works Installer's Permit	\$275.00
Walpole	Fees Effective 3/6/2018	Disposal Works Installers Permit	\$200.00
Wellesley	Fees Effective 12/1/2012	Septic System - Installer	\$200.00

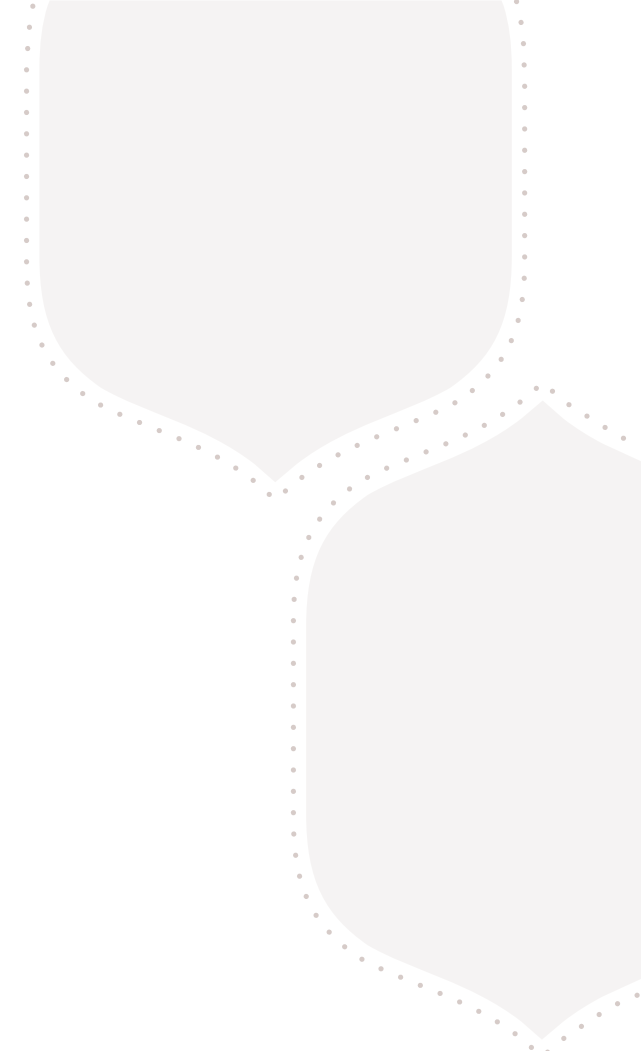
Summary Statistics

	CRHD Summary Statistics	CRHD + Wellesley	Dover + Sherborn + Stow	Dover + Sherborn + Walpole	Medfield + Sharon	Needham + Wellesley
Minimum Fee	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$200.00
Maximum Fee	\$250.00	\$250.00	\$275.00	\$225.00	\$350.00	\$250.00
Average Fee	\$193.75	\$195.00	\$216.67	\$191.67	\$250.00	\$225.00
Standard Deviation	\$51.54	\$44.72	\$62.92	\$38.19	\$141.42	\$35.36

Analysis: Like-Municipality

	Dover+Sherborn +Stow	Dover+Sherborn +Walpole	Medfield+Sharon	Needham+Wellesley
Biggest Difference	Food Service By Seat (SD = \$165.86)	Food Service By Seat (SD = \$175)	Installer's Permit (SD = \$141.42)	Tobacco License (SD = \$318.20)
Smallest Difference	Temporary Food Permit (SD = \$14.43)	Septic Hauler (SD = \$0)	Mobile Vendors (SD = \$8.84)	Catering, Residential Food Service, and Temporary Food Service Permit (SD = \$17.68)

Next Steps



Phase 2: Data Collection and Stakeholder Discussions

Objective

To assess fees against the labor time and other associated costs required to provide permit services

Approach

Gather and input identified resources into existing MHOA permit fee calculator for CRHD use

Methods

1. Collection of data before facilitated working sessions
2. Facilitated sessions with key stakeholders to gather inputs on permit-related administrative and inspection time

MHOA Permit Fee Calculator Overview

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- Developed by MHOA for local public health departments in MA to set permit fees
- Permit Fee Calculator Purpose
 - ✓ Permit fees should be based on actual costs associated with local public health departments to provide the services
 - ✓ Fee Schedules must be defensible and not arbitrary
- Calculator costs for 5-year time period
 - ✓ Recommendation to revisit costs every 5 years

MHOA Permit Fee Calculator Overview

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Permit Type	Permit Duration	Admin Time (min)	Inspection Time (min)	Total Time (min)	Hours to Perform Service	Hourly Rate	Cost of Service	Calculated Permit Fee (rounded up to nearest \$10)
FOOD								
Food Establishment Risk Category 0 (1 inspection/yr)	Annual	20	20	40	0.67	\$ 82.66	\$ 55.11	\$ 60.00
Food Establishment Risk Category 1 (1 inspection/yr)	Annual	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Food Establishment Risk Category 2 (2 inspections/yr)	Annual	20	150	170	2.83	\$ 82.66	\$ 234.20	\$ 240.00
Food Establishment Risk Category 3 (3 inspections/yr)	Annual	20	450	470	7.83	\$ 82.66	\$ 647.49	\$ 650.00
Food Establishment Risk Category 4 (4 inspections/yr)	Annual	20	600	620	10.33	\$ 82.66	\$ 854.13	\$ 860.00
Residential Kitchen (1 inspection/yr)	Annual	20	40	60	1.00	\$ 82.66	\$ 82.66	\$ 90.00
Caterer Base of Operations (2 inspections/yr)	Annual	20	120	140	2.33	\$ 82.66	\$ 192.87	\$ 200.00
Mobile Food No Food Service (1 inspection/yr)	Annual	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Mobile Food With Food Service (2 inspections/yr)	Annual	20	90	110	1.83	\$ 82.66	\$ 151.54	\$ 160.00
Frozen Dessert Manufacturer (wholesale) (1 inspection/yr)	Annual	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Frozen Dessert Manufacturer (retail) (1 inspection/yr)	Annual	20	20	40	0.67	\$ 82.66	\$ 55.11	\$ 60.00
Farmer's Market No Food Service (1 inspection/season)	Seasonal	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Farmer's Market With Food Service (1 inspection/season)	Seasonal	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00
Temporary Food No Food Service (less than 14 days with single event)	Temporary	20	15	35	0.58	\$ 82.66	\$ 48.22	\$ 50.00
Temporary Food With Food Service (less than 14 days with single event)	Temporary	20	45	65	1.08	\$ 82.66	\$ 89.55	\$ 90.00

Required Data Inputs for Permit Fee Calculator

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To Calculate Hourly Rate (Ahead of Sessions)

- Health Department Positions
- FTE of those Positions
- Annual Salaries for Positions
- % FTE to Permitting
- Annual Vacation Hours
- Operating Budgets (General and Permitting Operating Budget)
- COLA
- Anticipated increase/decrease in EH Staff
- Most Updated Fee Schedules

To Gather Time Inputs (During Sessions)

- Administrative time for permits and plan reviews
- Inspector time for permits and plan reviews

Final Deliverables

Deliverables

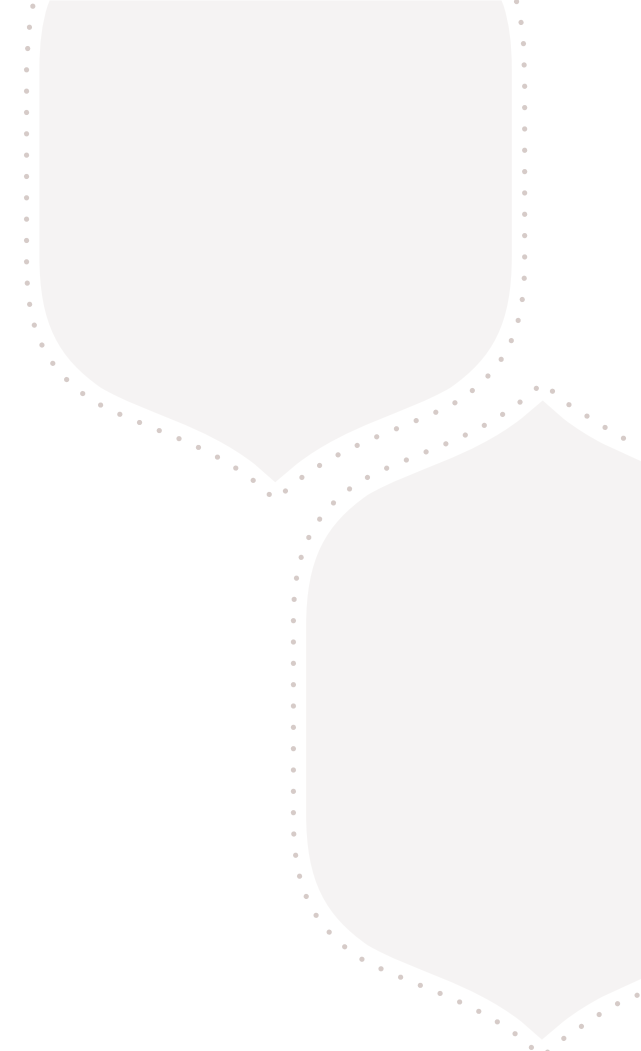
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Thank you!

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Appendix

[Phase 1 Preliminary Analysis Spreadsheet Link](#)