

Building Department

INSPECTIONS AND CODE ENFORCEMENT 012410*Personnel Services*

Salary Department Head
 Salaries Clerical
 Inspector Compensation
 Wages From Fees
 Wages Clerical Overtime
 Longevity
 Stipends

Total

Expenses

Supplies and Expenses
 Postage
 Dues & Subscriptions
 Meetings
 Auto/Mileage Reimbursement

Total

TOTAL BUDGET

FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
\$87,672	\$92,777	\$94,644	\$94,773	\$96,771	\$96,771	
\$31,171	\$35,281	\$35,979	\$38,484	\$42,899	\$43,092	
\$49,231	\$87,380	\$91,399	\$91,360	\$85,000	\$85,000	
\$0	\$0	\$0	\$0	\$0		
	\$132	\$0	\$0	\$0		
\$850	\$950	\$1,050	\$1,800	\$1,800	\$1,800	
\$28,841	\$25,948	\$18,443	\$28,536	\$28,536	\$29,111	
\$197,765	\$242,468	\$241,516	\$254,954	\$255,006	\$255,774.16	\$0.00
\$3,695	\$2,644	\$3,268	\$3,089	\$3,500	\$3,500	
\$27	\$0	\$243	\$275	\$175	\$175	
\$13	\$70	\$385	\$630	\$350	\$350	
\$1,995	\$2,350	\$40	\$1,135	\$2,750	\$2,750	
\$2,819	\$3,332	\$3,244	\$2,993	\$2,900	\$2,900	
\$8,548	\$8,395	\$7,179	\$8,121	\$9,675	\$9,675.00	\$0.00
\$206,313	\$250,863	\$248,695	\$263,075	\$264,681	\$265,449.16	\$0.00
-	-	-	-	-		

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Building department is a statutory requirement whose function is to enforce the State Building code, electrical, plumbing and gas codes, sheet metal laws, zoning by laws, trench laws, zoning and planning board decisions, general by laws as well as working with police and fire for public safety. Apply direction to the general public, contractors and town officials regarding requirements governed by state laws under its jurisdiction. Through the permitting process the building department reviews building plans, zoning, site plans, permit applications for conformance to the regulation and issues or denies permits based on an applicant's submittals and is required to keep records of all town buildings for the life of the building. The building department conducts customer service to residence, developers, and contractors within its jurisdiction. The inspection process ensures compliance to the statutory regulations. Permit fees are generated through the department's application process and deposited in the general fund however permit fee assessments are based on the departments required staffing and operational needs for the expected workload. The mission of the building department is to ensure public safety of town buildings existing or new and to provide the statutory requirements within a timely manner. Permit fees generated sustain the budget as well as exceed the budget in current trends..

Programs and Sub-Programs

See department function above

Accomplishments: Within the past few budget cycles the town has been experiencing an unprecedented growth period which we expected. As a result it has been challenging to meet all the demands and expectations of all customers for the service we provide however making changes and adjusting along the way we been able to work through those challenges....

See attached calendar year 2022 report of building department activity.

FY21 Departmental Goals

To continue to supply customer services. With the support of other town departments we work to better serve or mandated obligations.

Spending Highlights for FY21

Explain any significant budget changes from FY24

- Remove local inspector position and replace it with 3rd Deputy Plumbing and Gas inspector with same stipend
 - Change title of Deputy Building Commissioner to Alternate Building Commissioner as per MGL 143 keep same stipend
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Non-tax Funding

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

TOWN OF MILLIS
FISCAL YEAR 2024 BUDGET
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	Stipend PAY	LON-GEVITY	TOTAL SALARY
Giampietro	Building Commissioner	\$96,771.48	40	TG13	TOP	7/1		\$96,771.48		\$1,050.00	\$97,821.48
Kiggen	Building Dept. Assistant	\$34,521.76	28	TG4	10	1/19		\$34,521.76		\$750.00	\$35,271.76
Bianchi	Building Dept. Assistant	\$8,569.92	8	TG4	2	11/2	18 weeks @ \$20.30/hour 34 weeks @ 20.76/hour	\$8,569.92			\$8,569.92
Giampietro	Chief Wire Inspector								\$6,566.00		\$6,566.00
Sweet	Dep. Wiring Inspector								\$628.00		\$628.00
Mancini	Dep. Wiring Inspector								\$628.00		\$628.00
Costello	Plumbing/Gas Inspector								\$6,566.00		\$6,566.00
Coakley	Dep. Plumb/Gas Inspector								\$628.00		\$628.00
Rose	Dep. Plumbing/Gas Inspector								\$628.00		\$628.00
Fogarty	Alternate Bldg. Commissioner								\$12,839.00		\$12,839.00
Zachelli	Dep Plumbing/Gas Inspector								\$628.00		\$628.00
SUBTOTAL/TOTAL								\$139,863.16	\$29,111.00	\$1,800.00	\$170,774.16

**0124151 - BUILDING DEPARTMENT
FORM 6
FY2024 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1 Full Day Hours	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Wages	Base Dollars For FY2024	Longevity	STIPEND For FY2024	Total Dollars For FY2024
Giampietro 7/01/03	TG13	10	40.00	11/6	52	0	8	\$ 1,860.99	\$ 1,860.99	\$ 96,771.48	\$ -		\$ 96,771.48	\$ 1,050.00		\$ 97,821.48
Kiggin 2/27/2018	TG4	10	28.00	1/25	30	22	6	\$ 23.71	\$ 23.71	\$ 19,916.40	\$ 14,605.36		\$ 34,521.76	\$ 750.00		\$ 35,271.76
Bianchi 8/24/2020	TG4	3	8.00	8/24	18	34	4	\$ 20.30	\$ 20.76	\$ 2,923.20	\$ 5,646.72		\$ 8,569.92	\$ -		\$ 8,569.92
Electrical Insp															\$ 6,566.00	\$ 6,566.00
Plumb/Gas Insp															\$ 6,566.00	\$ 6,566.00
Dep Bldg Insp															\$ 12,839.00	\$ 12,839.00
Dep Plumb/Gas 1															\$ 628.00	\$ 628.00
Dep Plumb/Gas 2															\$ 628.00	\$ 628.00
Dep Electrical 1															\$ 628.00	\$ 628.00
Dep Electrical 1															\$ 628.00	\$ 628.00
Local Bldg Insp															\$ 628.00	\$ 628.00
													\$ 139,863.16	\$ 1,800.00	\$ 29,111.00	\$ 170,774.16

% Increase to PP

% increase to SEIU contract end 6/30/2022

01241510-511005	Salary DH	\$ 96,771.48	
01241510-511010	Salary Clerical	\$ 43,091.68	
01241510-511070	Inspector Compensation	\$ 85,000.00	Level Funded
01241510-515000	Longevity	\$ 1,800.00	
01241510-514050	Stipends	\$ 29,111.00	
		\$ 255,774.16	

\$ 170,774.16

DEPARTMENT HEAD/DATE