

DEPARTMENT:

**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**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY24 or CY23. Use statistics whenever possible.

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 2023 report of building department activity.

---

**FY25 Departmental Goals**

Describe the initiatives and accomplishments planned for FY25

- 
- Remove 8-hour position and combine it with the Department Assistant hours which were originally approved for 36 hours in 2017
  - Change title of Deputy Building Commissioner to Alternate Building Commissioner as per MGL 143 keep same stipend .
- 

---

**Spending Highlights for FY25**

Explain any significant budget changes from FY24

[illegible]

Building Department

**INSPECTIONS AND CODE ENFORCEMENT 012410**

*Personnel Services*

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

Total

FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
\$92,777	\$94,644	\$94,773	\$97,543	\$102,315	\$107,570.64	
\$35,281	\$35,979	\$38,484	\$42,552	\$46,131	\$49,474.26	
\$132						
\$87,380	\$91,399	\$91,380	\$73,070	\$85,000	\$85,000.00	
\$950	\$1,050	\$1,800	\$1,800	\$2,100	\$2,100.00	
\$25,948	\$18,443	\$28,536	\$18,411	\$29,695	\$29,695.00	
\$242,468	\$241,516	\$254,954	\$233,376	\$265,241	\$273,839.90	\$0.00

*Expenses*

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

Total

\$2,644	\$3,268	\$3,089	\$4,119	\$3,500	\$3,500.00	
\$0	\$243	\$275	\$224	\$175	\$175.00	
\$70	\$385	\$630	\$861	\$350	\$350.00	
\$2,350	\$40	\$1,135	\$1,284	\$2,750	\$2,700.00	
\$3,332	\$3,244	\$2,993	\$3,269	\$2,900	\$3,500.00	
\$8,395	\$7,179	\$8,121	\$9,757	\$9,675	\$10,225.00	\$0.00

TOTAL BUDGET

\$250,863	\$248,695	\$263,075	\$243,132	\$274,916	\$284,064.90	\$0.00
-----------	-----------	-----------	-----------	-----------	--------------	--------

**0124151 - BUILDING DEPARTMENT  
FORM 2  
FY2025 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	6/30/2023 Monday Hours	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	6/30/2025 Wages	Base Dollars For FY2025	Longevity	STIPEND For FY2025	Total Dollars For FY2025
Giampietro 7/01/03	8	6	40.00	7/1	52	0	12	\$ 51.42	\$ -	\$ 108,953.60	\$ -	\$ 617.04	\$ 107,570.64	\$ 1,200.00		\$ 108,770.64
Kiggin 2/27/2018	3	5	28.00	1/25	30	22	6	\$ 26.07	\$ 26.72	\$ 21,898.80	\$ 16,459.52	\$ 156.42	\$ 38,514.74	\$ 900.00		\$ 39,414.74
Bianchi 8/24/2020	TG4	3	8.00	8/24	18	34	4	\$ 22.41	\$ 22.86	\$ 3,227.04	\$ 6,217.92	\$ 89.64	\$ 9,534.80	\$ -		\$ 9,534.80
Electrical Insp															\$ 6,697.00	\$ 6,697.00
Plumb/Gas Insp															\$ 6,697.00	\$ 6,697.00
Dep Bldg Insp															\$ 13,096.00	\$ 13,096.00
Dep Plumb/Gas 1															\$ 641.00	\$ 641.00
Dep Plumb/Gas 2															\$ 641.00	\$ 641.00
Dep Electrical 1															\$ 641.00	\$ 641.00
Dep Electrical 1															\$ 641.00	\$ 641.00
Local Bldg Insp															\$ 641.00	\$ 641.00
													\$ 155,619.98	\$ 2,100.00	\$ 29,695.00	\$ 187,414.98

% Increase to PP

SEIU FY24 New Contract

FY24-FY25 FY25 2%

01241510-511005	Salary DH	\$ 107,570.64	
01241510-511010	Salary Clerical	\$ 48,049.34	
01241510-511070	Inspector Compensation	\$ 85,000.00	Level Funded
01241510-515000	Longevity	\$ 2,100.00	
01241510-514050	Stipends	\$ 29,695.00	

\$ 272,414.98

\$ 187,414.98

DEPARTMENT HEAD/DATE

**46REPORT OF THE BUILDING DEPARTMENT**  
Receipts from January 1, 2023 - December 31, 2023 were:

Building permits \$402,132  
Wiring permits \$35,609  
Plumbing permits \$26,831  
Gas permits \$8,041

Total \$472,613

**BUILDING DEPARTMENT** – 711 building permits were issued for all construction categories in 2023. There was a total of : 1,836 inspections done for the year of 2023. The estimated construction value is \$46,782.82 as follows:

Permits Issued-     \$472,613

New Residential Dwellings-	131
Alterations/ Additions-	91
Fire Repair	1
Bath/Kitchen Renovations	34
Window/Doors/Siding/Roof-	78
Barns, Sheds, Garages	8
Porches, Decks-	24
Swimming Pools-	9
Wood stoves, Fireplace inserts-	9
Commercial New-	1
Commercial Alterations-	18
Municipal	4
Signs-	9
Demolition-	7
Function tents-	5
106/304	7
Lost Card-	12
Sheet Metal-	72
Trench-	14
Fence-	2
Permits Amended	0
Insulation-	101
Foundation Only-	24
Basement Renovation	22
Solar Panels-	38

<b>WIRING-</b>	<b>422</b>
<b>PLUMBING-</b>	<b>302</b>
<b>GAS-</b>	<b>246</b>

The building department made approximately ???site inspections, responds to fire calls, conducts safety inspections, conducts inspections for compliance with the state building code, zoning enforcement requests, inspections for compliance with the state electrical code as well as plumbing and gas code, issues all permit, meets with licensee's, homeowners and the general public. Provides customer service taking hundreds of phones requests and works with other town agencies.

I would like to thank the Board of Selectmen, all town departments, and the residents of the Town of Millis for their support. The building department looks forward to continued construction growth and the challenges for ensuring code compliance in the future.

The building department, under the Mass. Department of Public Safety, enforces 780 CMR Massachusetts Building Code, M.G.L. 40A The Zoning Act, Local Zoning by-laws, 521 CMR A.A.B. Regulations, Enforces Planning Board decisions, Zoning Board decisions, Storm Water Regulations, Trench Regulations, Assists with the enforcement of 310 CMR Wetland Protection Act, Enforces 527 CMR Massachusetts Electrical Code, 248 CMR Massachusetts Plumbing & Gas Code and other related regulations we also respond to various other requests.

A sincere thank you to Jennifer Kiggen our department assistant for her dedication to customer service and employees.

Respectfully submitted,

Michael Giampietro, C.B.O.  
Building Commissioner/Zoning Officer/Deputy/ Wire Inspector

Jennifer Kiggen -- Administrative Assistant  
Robert Fogarty  
Jennifer Sweet, Wiring Inspector  
Michael Mancini, Wiring Inspector  
Timothy Costello Plumbing/Gas Inspector  
Jack Rose, Deputy Plumbing and Gas Inspector