

<b>TOWN OF MILLIS</b>			<b>FORM #1</b>		
<b>FISCAL YEAR 2018 BUDGET</b>			<b>DEPARTMENT SUMMARY</b>		
<b>DEPARTMENT: Building</b>					
	<b>FY15 ACTUAL</b>	<b>FY16 ACTUAL</b>	<b>FY17 BUDGET</b>	<b>FY18 REQUEST</b>	<b>TA RECMD</b>
<b>SALARIES</b>	139,141	174,050	159,231.00	166,591.88	
<b>EXPENSES</b>	6950	7345	8740	8740	
<b>TOTALS</b>	146,091	181,395	167,971.00	175,331.88	

**BUDGET COMMENTS:**

The budget for the building department supports a staff of 7 employees which the function is to review permit applications, issue permits, determine fee's track permit issuance, conduct inspections, input data, keep records for life of all structures. Interpret regulations for the public, contractors, town residences owners of buildings, other town agencies. Issue determinations on regulations respond to emergency's, enforce storm water regulations, planning and zoning regulations, work in conjunction with the Fire Department on overlapping jurisdictions on fire prevention and safety to the general public. Conduct inspections for Class II and III licenses issued by the Board of Selectman as well as all alcohol licenses.

Staff Includes:

Building Commissioner  
 Local Inspector  
 Wire Inspector  
 Deputy Wire Inspector's  
 Plumbing and Gas Inspector  
 Deputy Plumbing and Gas Inspector  
 Department Assistant

**TOWN OF MILLIS**  
**FISCAL YEAR 2017 BUDGET**
**FORM #2**  
**BUDGET NARRATIVE\***
**DESCRIPTION OF FUNCTION OR ACTIVITY**

Please describe the overall mission or purpose of your department.

The building department provides professional services for the enforcement of building codes, electrical codes, plumbing and gas codes, storm water regulation, trench bill, zoning by-laws, general by-laws, permits & licenses issued by the board of selectman. The building department issues permits, collects fees, conducts inspections, issues violation notices, appears in court proceedings, provides assistance to the public, responds for emergency's, reviews plans and specifications, enforces zoning & planning decisions conducts inspections at public establishments, meets and works closely with town officials, prepares budgets, issues monthly reports inputs data for permit tracking, keeps records for all town buildings, and other associated tasks.

Massachusetts General laws mandate building codes, zoning by-laws, electrical, plumbing & gas codes and the enforcement of the sheet metal regulations as well.

The Building Commissioner, who oversees the entire department is regulated by Massachusetts Department of Public Safety

**STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2017**

Please describe your goals and initiatives for FY2017 and how these translate to expenses.

The building department's goal is to provide the services required to operate the department by the activity generated through it's statutory requirements as well as other duties.

**FUNDING PLAN**

Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

General Fund Only

**PERFORMANCE ACCOMPLISHMENTS**

Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.

Calendar year 2015 ) revenue \$244,771.02 - budget \$139,090 - BP = 356 - Total Permits 863

Calendar year 2016 ) revenue \$245,918 - budget \$167,567 - BP = 397 - Total Permits 960

( note: increase in budget was for wages from fee's )

Since 2013 building permits have increased approximately 42%  
 department permits have increased approximately 30%

11/29/2016  
12:44:54

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 37

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
BUILDING INSPECTION SALARY				
-----				
SALARIES				
-----				
0124151 510100 SALARY-DEPT HEAD	82,624.42	84,062.34	82,632.60	87,672.-
0124151 510300 SALARIES CLERICAL	11,188.79	12,308.65	22,708.00	21,914.88
0124151 510350 WAGES CLERICAL OVERTIME	.00	.00	.00	
0124151 510580 WAGES FROM FEES	32,045.70	64,396.06	40,000.00	40,000
0124151 510600 LONGEVITY	450.00	450.00	450.00	750.-
0124151 510700 STIPENDS	12,833.00	12,833.00	13,422.40	16,255
TOTAL BUILDING INSPECTION SALARY	139,141.91	174,050.05	159,213.00	166,591.88

11/29/2016  
12:44:54

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 38

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
BUILDING INSPECTION EXPENSE				
-----				
EXPENSES				
-----				
0124152 540400 SUPPLIES & EXPENSES	3,029.04	4,181.28	2,965.00	<u>2965.-</u>
0124152 540450 POSTAGE	195.04	112.06	175.00	<u>175.-</u>
0124152 540700 DUES & SUBSCRIPTIONS	164.95	250.00	350.00	<u>350.-</u>
0124152 540710 MEETINGS	1,158.41	820.00	2,750.00	<u>2750.-</u>
0124152 570500 AUTO/MILEAGE REIMB	2,403.48	1,981.67	2,500.00	<u>2500.-</u>
TOTAL BUILDING INSPECTION EXPENSE	6,950.92	7,345.01	8,740.00	<u>8740.-</u>

Total - 175,331.88



<b>TOWN OF MILLIS</b>		<b>FORM #4 - EXPENSE</b>
<b>FISCAL YEAR 2018 BUDGET</b>		<b>JUSTIFICATION &amp; SUPPORTING DETAIL</b>
<b>DEPARTMENT: Building</b>		<b>BUDGET #</b>
<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET REQUEST</b>
	Budget expenses:	
	<b>Supplies and Meetings</b>	
540400	These dollars are used to support the operation of the building department, items routinely used are office supplies, cell phone, inspection field cards, safety equipment printer ink cartridges etc. <i>note: increased \$300 due to volume expected</i>	\$2,965.00
54710	<b>Building, Wiring, Plumbing &amp; Gas Inspector's Training/Meetings</b> these dollars are used for training, continuing education, required monthly meetings code books as well as required Mass regulations for all inspectors to attend continuing education to apply mandated certification credit hours.	\$2,750.00
540450	<b>Postage</b> Is used for associated mailings of permit and letters	\$175
570500	<b>Mileage</b> Line item is for inspector travel due to permit/inspection/site visits	\$2,500
540700	<b>Dues &amp; Subscriptions</b> Is used for Professional Organizations dues, and other related subscriptions <i>s.e.m.b.o.a. - m.f.b.o - international electrical asso - i.a.p.m.o. - others</i>	\$350
<b>Total</b>		<b>8740</b>

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT:

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
------	-------------	---------------	-------------------	-------------------	-------------------

na

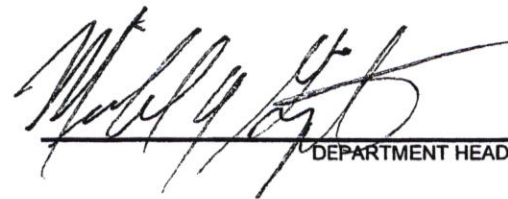
**0124151 - BUILDING DEPARTMENT  
FORM 6  
FY2018 Payroll Budget Calculation Worksheet**

Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	July 1, 2017 Hours	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2018	Longevity	Stipend	Total Dollars For FY2018	Round Up
Giampietro 7/01/03	TG13	TOP	40.00	11/6	52	0	\$ 1,686.00		\$ 87,672.00	\$ -	\$ 87,672.00	\$ 750.00		\$ 88,422.00	88,422
Dept Asst 1	TG4	1	24.00	7/1	52	0	\$ 17.56		\$ 21,914.88	\$ -	\$ 21,914.88	\$ -		\$ 21,914.88	21,915
Giampietro - Dep Wire							\$ 93.42						\$ 1,121.00	\$ 1,121.00	1,121
Byrne - Wire							\$ 389.25						\$ 4,671.00	\$ 4,671.00	4,671
Costello - Plumb/Gas							\$ 389.25						\$ 4,671.00	\$ 4,671.00	4,671
Open - Dep Wire													\$ -	\$ -	0
Rose - Dep Plumb/Gas							\$ 93.42						\$ 1,121.00	\$ 1,121.00	1,121
Pelletier - Dep Bldg							\$ 136.00						\$ 1,632.00	\$ 1,632.00	1,632
											\$ 109,586.88	\$ 750.00	\$ 13,216.00	\$ 123,552.88	123,553

0

0124151-510100	Salary DH	\$ 87,672.00	
0124151-510300	Salary Clerical	\$ 21,914.88	
0124151-510580	Wages from Fees	\$ 40,000.00	
0124151-510600	Longevity	\$ 750.00	
0124151-510700	Stipends	\$ 13,216.00	
		\$ 163,552.88	

\$ 123,552.88	123,553
---------------	---------



DEPARTMENT HEAD/DATE

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #8  
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT: Building

DIVISION:

REQUEST PRIORITY #:

PROJECT/SERVICE TITLE:

Deputy Building Inspector - stipend

JUSTIFICATION :

The deputy building inspector's position has taken on an active roll with the increse in permit activity and zoning issues not only does the inspector act as building commissioner in my absence the position is now used to handle overflow work such as permit issuance of lower level less complext permit applications. Furthermor the inspector is required and attend office hours at night hours open to the public.  
The stipend for plumbing and electrical is for such responsabilities therefor I am requesting this position to be equal to paygrades as them.



- **Request to Increase the Deputy Building Inspector Stipend**  
*The Town is fortunate to have hired a local business contractor in 2015 who is perusing a career in code enforcement. He has obtained his local certification and currently working with me as I need him. I am requesting a change in the schedule voted at town meeting to bring his stipend equal with the Plumbing and Electrical Inspectors to (\$4671.00) this will require a change to the line item position*
- Office hours have been extended to the public from 9:00 a.m. to 3:30 p.m. Monday through Thursday with last year's request of additional department assistant position.
- **Commonwealth of Massachusetts Workman's Compensation Law**  
*Mass Gen Law c. 152, 25A requires that any permit issuing agency keep all current affidavits on file and prior to the issuance of a permit verification of such insurance must be provide.  
 (Without proper staff to handle permit applications the department is unable to verify compliance and keep accurate records as required by law.)*
- Filling of permits, applications, drawings, field inspections, engineering reports, occupancy permits and other associated material.  
*All associated processed paperwork for each house or business address that has a permit issued a zoning complaint issued or generated paperwork from other departments such as the Planning Board and Zoning Board is required by M.G.L. to be kept with that property file for the life of such property.*
- **Wages from fees budget line item expended within 6 months**  
*Permit fees for other inspectors are paid in accordance with the personal plan which is ½ fees collected. Yearly budgets are projected and estimated for this line item however January FY 2015 a request for additional funding for payment of fees due to the increase of volume went to \$32,000. FY 2016 a request for additional funding due to increased work load to \$64,000. In FY 2017 a line item carried a \$40,000. I am proposing a \$40,000 line item.*
- **Future estimated new development.**  
***Acorn of Millis, LLC** – 17 single family dwellings unpermitted  
 10 Acorn Street lots available due to subdivision sewer  
 3 Acorn Street Road front lots on Robert Pettis property Purchased by **Lorusso Builders**  
**South end Farms** – 22 single family dwellings unpermitted  
**Roche Building** – multifamily dwelling units Spring Street  
**Tom McDonough** – Kensington Place 12 single family dwelling units  
**Assisted Living** – Dover Road  
**34-36 Exchange Street** – Permitted mixed use  
**Glenn Ellen** – potential 320 plus units (note: estimated 7 to 10 year project)  
 Continued solar voltaic array systems on residential and commercial field  
**School Project**  
 General additions, decks, siding, windows, roofs, sheds, pools, alterations etc.*