

Building Department

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS TM	FY2019 ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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INSPECTIONS AND CODE ENFORCEMENT 012500

Personnel Services

Salary Department Head	\$82,624	\$84,062	\$85,694	\$87,672	\$87,672	\$88,522.00	
Salaries Clerical	\$11,189	\$12,309	\$21,523	\$21,677	\$33,967	\$34,106.00	
Inspector Compensation					\$69,000	\$50,000.00	
Wages From Fees	\$32,046	\$64,396	\$42,603	\$64,833	\$0	\$0.00	
Longevity	\$450	\$450	\$750	\$750	\$750	\$850.00	
Stipends	\$12,833	\$12,833	\$13,216	\$13,613	\$16,350	\$28,841.50	
Total	\$139,142	\$174,050	\$163,786	\$188,545	\$207,739	\$202,319.50	

Expenses

Supplies and Expenses	\$3,029	\$4,181	\$3,636	\$3,450	\$3,000	\$3,000.00	
Postage	\$194	\$112	\$95	\$17	\$175	\$175.00	
Dues & Subscriptions	\$165	\$250	\$485	\$855	\$350	\$350.00	
Meetings	\$1,158	\$820	\$1,260	\$1,425	\$2,750	\$2,750.00	
Auto/Mileage Reimbursement	\$2,403	\$1,982	\$2,876	\$2,097	\$2,500	\$2,500.00	
Total	\$6,950	\$7,345	\$8,352	\$7,844	\$8,775	\$8,775.00	

TOTAL BUDGET

\$146,092	\$181,395	\$172,139	\$196,388	\$216,514	\$211,094.50	
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DEPARTMENT: Building

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.

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 FY18 or CY19. Use statistics whenever possible.

See attached calendar year 2018 report of building department activity.

FY20 Departmental Goals

Describe the initiatives and accomplishments planned for FY20

To continue to supply customer support, accept permit applications as well as review for compliance, conduct inspections, keep all data and records for all department activity and assist other departments and emergencies as needed to meet the statutory requirements.

Spending Highlights for FY20

Explain any significant budget changes from FY19

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- Wages from Fees have been deleted
 - Inspector compensation has been decreased by \$19,000 from last year due to change of compensation to a pay per inspection. A \$50,000 figure is estimated based on the **first half** of fy 2019 expenditure of \$ 24,771.00 x 2 = \$ 49,542.00
 - Other line items are proposed as level funded for this budget
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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 2020 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	OTHER PAY	LON-GEVITY	TOTAL SALARY
Giampietro	Building Commissioner	\$87,672.00	40	TG13	TOP	7/1	\$42.56x52weeksx40hr= \$88,522 \$17.97x37weeksx28hr= \$18,616.92	\$87,672.00		\$850.00	\$88,522.00
Rand	Building Dept. Assistant	\$26,340.72	28	TG4	2	3/14	\$18.39x15weeksx28hr= \$7723.8 \$18.39x18weeksx8hr= \$2,648.16	\$26,340.72			\$26,341.00
Kaur	Building Dept. Assistant	\$7,765.00	8	TG4	3	9/4	\$18.81x34weeksx8hr= \$5,116.32	\$7,764.48			\$7,765.00
Giampietro	Dep. Wire Inspector										\$1,155.00
Byrne	Wire Inspector										\$4,811.00
Costello	Plumbing/Gas Inspector										\$6,240.00
Coakley	Dep. Plumb/Gas Inspector										\$577.50
Sweet	Dep. Wire Inspector										\$3,000.00
Rose	Dep. Plumb/Gas Inspector										\$578.00
Pelletier	Dep. Bldg. Inspector										\$12,480.00
SUBTOTAL/TOTAL								\$121,777.20	\$0.00	\$850.00	\$151,469.50

\$122,627.20

[illegible]

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

FISCAL YEAR 2020 BUDGET

Form #6

DEPARTMENT: Building Department

Budget Request Above Level Service

Title:

Description of Request:

Detailed Cost Impact:

Justification for Request

Attach copies of reports, master plans, or supporting documentation)