

Building Department

INSPECTIONS AND CODE ENFORCEMENT 012400

Personnel Services

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

Total

Expenses

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

Total

TOTAL BUDGET

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
\$82,624	\$84,062	\$85,694	\$87,672	\$87,672	\$88,522.00	\$94,411.20	
\$11,189	\$12,309	\$21,523	\$21,677	\$31,171	\$34,106.00	\$37,558.76	
				\$49,231	\$45,000.00	\$90,000.00	
\$32,046	\$64,396	\$42,603	\$64,833	\$0	\$0.00	\$0.00	
\$450	\$450	\$750	\$750	\$850	\$850.00	\$1,050.00	
\$12,833	\$12,833	\$13,216	\$13,613	\$28,841	\$28,841.50	\$27,840.00	
\$139,142	\$174,050	\$163,786	\$188,545	\$197,765	\$197,319.50	\$250,859.96	\$0.00
\$3,029	\$4,181	\$3,636	\$3,450	\$3,695	\$3,000.00	\$3,000.00	
\$194	\$112	\$95	\$17	\$27	\$175.00	\$175.00	
\$165	\$250	\$485	\$855	\$13	\$350.00	\$350.00	
\$1,158	\$820	\$1,260	\$1,425	\$1,995	\$2,750.00	\$2,750.00	
\$2,403	\$1,982	\$2,876	\$2,097	\$2,819	\$2,500.00	\$3,000.00	
\$6,950	\$7,345	\$8,352	\$7,844	\$8,548	\$8,775.00	\$9,275.00	\$0.00
\$146,092	\$181,395	\$172,139	\$196,388	\$206,313	\$206,094.50	\$260,134.96	\$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 moreover I expect an increasing growth within the foreseeable future.

See attached calendar year 2019 report of building department activity.

FY21 Departmental Goals

To continue to supply customer services. With the support of the Selectman re-organize positions as well as add positions for future continued development to better serve or mandated obligations.

Spending Highlights for FY21

Explain any significant budget changes from FY20

- Reorganize the electrical department by creating one main wire inspector who will be required to meet Tuesday, Wednesday and Thursday office hours and creating two deputy wire inspectors to fill in for inspections and any unavailability by the wire inspector. (This was the original goal of the department in the FY 2020 reorganization with plumbing however electrical was not approved to change)
 - Electrical Inspector compensation for stipend will change from \$4931 to \$6280
 - 1st Deputy Wire inspector stipend from \$3075 to \$600
 - 2nd Deputy Wire inspector stipend from \$1184 to \$600
 - Plumbing and Gas inspector stipend from \$6396 to \$6280
 - 1st Deputy Plumbing and Gas inspector from \$592 to \$600
 - 2nd Deputy Plumbing and Gas inspector from \$592 to \$600
 - Assistant Building Commissioner stipend from \$12,792 to \$12,280
 - Add Local Building Inspector stipend of \$600
 - SEE EXHIBIT A for above changes need personal plan change
 - Line item 0124151 510570 Inspector Compensation from \$45,000 to \$90,000
 - Line item 0124152 570500 Auto/Mileage from \$2500 to \$3000
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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	Stipend PAY	LON-GEVITY	TOTAL SALARY
Giampietro	Building Commissioner	\$94,411.20	40	TG13	TOP	7/1		\$94,411.20		\$1,050.00	\$95,461.20
Rand	Building Dept. Assistant	\$29,017.80	28	TG4	3	3/14	first rate 19.80 = 20,512.80 second rate 20.25 = 8,505	\$29,017.80			\$29,017.80
Kaur	Building Dept. Assistant	\$8,540.96	8	TG4	4	11/2	\$20.25= 2,916.00 \$20.68= \$5,624.96	\$8,540.96			\$8,540.96
Giampietro	Dep. Wire Inspector								\$600.00		\$600.00
Sweet	Dep. Wire Inspector								\$600.00		\$600.00
Costello	Plumbing/Gas Inspector								\$6,280.00		\$6,280.00
Coakley	Dep. Plumb/Gas Inspector								\$600.00		\$600.00
Rose	Dep. Plumbing/Gas Inspector								\$600.00		\$600.00
	Wire Inspector								\$6,280.00		\$6,280.00
Pelletier	Dep. Bldg. Commissioner								12,280		\$12,280.00
	Local Inspector								\$600.00		\$600.00
SUBTOTAL/TOTAL								\$131,969.96	15,560	\$1,050.00	\$160,859.96

TOWN OF MILLIS				Form #3	
FISCAL YEAR 2021 BUDGET		<u>STAFFING HISTORY</u>			
Department:					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Position	FTE	FTE	FTE	FTE	FTE
Michael Giampietro	1.00	1.00	1.00	1.00	1.00
Elizabeth Rand					0.70
Gunbhushan Kaur					0.20
SUBTOTAL/TOTAL					



TOWN OF MILLIS

Millis Building Department
Building Commissioner
Michael A. Giampietro, C.B.O.
900 Main Street
Millis, Mass. 02054

1-508-376-7044

mgiampietro@millis.net

Exabit A

Personal Plan Existing

9C*	PLUMBING&GAS INSPECTOR WIRING INSPECTOR	Stipend of \$6,386/year plus \$40 per inspection Stipend of \$4,931/year plus \$40 per inspection
8A*	DEP. BUILDING INSPECTOR DEP. PLUMBING&GAS INSPECTOR DEP. WIRING INSPECTOR DEP. WIRING INSPECTOR 2	Stipend of \$12,792/year plus \$40 per inspection Stipend of \$1,184/year plus \$40 per inspection Stipend of \$1,184/year plus \$40 per inspection Stipend of \$3,075/year plus \$40 per inspection

* = Part time

Personal Plan Change

9c* Plumbing and Gas Inspector Wiring Inspector	Stipend \$6280 year for office hours plus \$40 per inspection Stipend \$6280 year for office hours plus \$40 per inspection
8a* Assistant Building Commissioner Local Building Inspector Deputy Plumbing & Gas Inspector Deputy Plumbing & Gas Inspector Deputy Wire Inspector Deputy Wire Inspector	Stipend \$12,280 year for office hours plus \$40 per inspection Stipened \$600 year for office hours plus \$40 per inspection Stipened \$600 year for office hours plus \$40 per inspector Stipened \$600 year for office hours plus \$40 per inspector Stipened \$600 year for office hours plus \$40 per inspector Stipened \$600 year for office hours plus \$40 per inspector