

MEMORANDUM

DATE: December 4, 2020
TO: Richard Montuori, Town Manager
FROM: Steve Sadwick, Assistant Town Manager
RE: **FY2022 – Building Department Memo**

As requested, I have attached the Building Department budget request for FY2022. The new Building Commissioner, Cheryl Glover will be starting on January 4, 2021 at Grade 10, Step 10. Edward Johnson will be retiring in January 15, 2021. Dawn Cathcart and Nancy O’Keefe are both at their top step. Dawn and Nancy are both at \$2,000 for their Longevity. The position of Local Building Inspector is vacant.

There are two Town owned cell phones that are paid through the Town Manager’s office. There are also two hot spots for the tablets that are paid out of the Building Department Communication budget. The tablets are for the GIS software to aid in the inspection process. Additionally, no town vehicles are used by the Building Department.

Year	Revenue*	Building Permit Count	
2016	\$ 1,330,337.00	1210	*As of 12/05/16 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.
2017	\$ 712,914	853	* As of 11/15/17 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.
2018	\$ 746,673	1020	* As of 12/03/18 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.
2019	\$ 867,303.65	1149	* As of 12/31/19 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.
2020	\$ 896,337	1094	*As of 12/04/20 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal

The Building Department has continued the front end support for Community Development. The Building Department staff assists residents, customers and contractors that come into the building as well as answer and direct all phone calls that are received for the Building Department.

The part-time electrical and plumbing inspectors continue to operate at the reduced 4 day work week.

The Building Department provides a multitude of services to the public. The following is a summary of activities but not all inclusive.

Building Permits (1001 Building Permits for 2020 as of 12/04/20)

All building permits are issued through this department. This process includes assisting with the completion of the building permit application, review of the information, issuance of the building permit, collection of fees, inspections of different phases of work and issuances of occupancy permits. On typical addition or renovations permits, there are normally 3-6 building inspections conducted. The building inspections for 2020 are 835 including sheet metal inspections.

Plumbing, Gas and Electrical Permits (415 Plumbing Permits, 398 Gas Permits, 656 Electrical Permits, 93 Sheet Metal Permits for 2020 as of 12/04/20)

All sub-permits: plumbing, gas, sheet metal and electrical permit are processed through this department. This process consists of accepting permits and processing through the database system including collection of fees. The inspections are coordinated through the office and the inspectors perform inspections Monday through Thursday. Typically there are 1 or 2 inspections per permit conducted. The plumbing/gas inspections for 2020 are 851, the electrical inspections are 783.

Certificate of Inspections (COI) (114 Establishments)

The Massachusetts State Building Code requires that places of assembly of 50 patrons or establishments that serve alcohol have an annual inspection conducted by the Building Commissioner and Fire Department. This department processes all applications, collects all fees, performs the inspections, and issues the Certificate after proper signatures are collected.

Zoning and Special Permit Violation

The Building Commissioner is the Zoning Enforcement Officer. In 2020, we have logged, investigated and tracked over 152 complaints. These complaints come in as phone calls from residents, customers that come in to the office or emails. The complaints include unregistered vehicles, building without permits, fence viewing and boundary issues to name a few. The Building Commissioner also enforces conditions of Special Permits issued by the Planning Board and Zoning Board of Appeals.

Misc. Actions/Customer Service

On an average daily basis, the Building Department assists ~25-30 customers at the counter including residents, contractors, and real estate agents. This department also addresses ~50-60 phone calls daily coming in on three different phone lines. These calls range from setting up inspections, questions, complaints and requests for information. We also process monthly reports for McGraw Hill and the US Census as well as providing reports to engineering, assessors and auditors.

The Building Commissioner is on call 24-hours a day and is called out to fires and unsafe structures. The Building Commissioner is also responsible for representing the Town of Tewksbury in court and before various Boards.

Staff Development and Dues for the Building Department break down as follows. Currently, the Building Commissioner is a member of the Massachusetts Building Commissioners and Inspectors Association (MBCIA), and the International Code Council (ICC). The two certified Permit Technicians are also members of the ICC. These are organizations that are required for the position. Currently the seminars for the MBCIA are on hold due to COVID. The Building Inspectors and both Permit Technicians must maintain their ICC certifications with CEU classes as well. Currently the Electrical Inspector does not submit reimbursement forms for his association or his seminars. The Plumbing Inspector is a member of the Northeastern Massachusetts Plumbing and Gas Inspectors Association. The seminars are held once a month and are required to maintain the CEUs as required by State Law.

I look forward with meeting you to discuss this proposal.

BUILDING DEPARTMENT	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	256,847	256,718	272,928	272,927	286,311	268,093	291,986	290,306	290,306	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	40,950	40,406	41,820	41,417	42,919	42,756	43,880	43,846	43,846	
5130 Overtime	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	11,259	11,244	11,272	11,244	11,272	9,782	11,272	11,272	11,272	
5160 Sick Leave Buy-Back	2,687	2,687	-	-	2,903.25	2,903	4,212	2,406	2,406	
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	
Total Salaries	311,743	311,055	326,020	325,587	343,405	323,535	351,351	347,830	347,830	
<i>Operating</i>										
5270 Leases and Contracts	1,808	1,808	6,000	6,000	6,000	6,000	6,000	7,500	7,500	
5340 Communications	1,666	1,661	1,470	1,470	993	877	984	984	984	
5420 Office Supplies	3,920	3,857	3,595	3,594	3,000	2,009	3,000	3,000	3,000	
5703 Dues and Memberships	590	590	310	310	470	150	470	470	470	
5790 Staff Development	840	810	955	915	1,814	901	1,900	1,900	1,900	
Total Operating	8,824	8,726	12,330	12,289	12,277	9,936	12,354	13,854	13,854	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-	-							
Total Budget	320,568	319,781	338,350	337,876	355,682	333,471	363,705	361,684	361,684	-

	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Position	FTE	FTE	FTE	FTE			FTE
Building Commissioner	1	1	1	1	1	1	
Local Inspector - Full Time	1	1	1	1	1	1	
Local Inspector (20/Week)	-	-	-	-	-	-	
Admin. Asst/Permit Tech	2	2	2	2	2	2	
Plumbing and Gas Insp.	1	1	1	1	1	1	
Wiring Insp.	1	1	1	1	1	1	
Alternate P&G Insp.	1	1	1	1	1	1	
Alternate Wiring Insp.	1	1	1	1	1	1	
Total Staffing	8	8	8	8	8	8	0

FISCAL YEAR 2022
BUILDING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Cheryl Glover	Building Commissioner	1/4/2021	10	10	98,878				98,878
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	60,790		2,000		62,790
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	60,790		2,000		62,790
Vacant	Local Bldg Insp		7	4	65,848				65,848
Total Regular Salaries					286,306	-	4,000	-	290,306

Permanent Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part Time Salaries									-

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Weeks	Longevity \$	Wage Def.	Total Salary
P. Wild	Plumbing and Gas Insp.	2/8/2007	D		416	52			21,715
H. Sullivan	Wiring Insp.	10/7/2002	D		416	52			21,715
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		104	2	*Days		208
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		104	2	*Days		208
Total Temporary Part Time Salaries									43,846

Overtime

Name	Position	Amount	Total Benefit
			-
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Cheryl Glover	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			39 52 2,036
H. Sullivan	Wiring Insp.			39 52 2,036
Vacant	Local Bldg Insp	300	12	3,600
Total Car Allowance				11,272

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
D. Cathcart	Permit Technician	Sick Leave Incentive	5			241	1,203
N. O'Keefe	Permit Technician	Sick Leave Incentive	5			241	1,203
Total Sick Leave Buy-Back							2,406

All Other Salaries

Amount	Total
Out of Grade Pay	-
Total All Other Salaries	-

Department Total	347,830
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**FISCAL YEAR 2022
BUILDING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Cheryl Glover	Building Commissioner	1/4/2021	10	10	98,878				98,878
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	60,790		2,000		62,790
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	60,790		2,000		62,790
Vacant	Local Bldg Insp		7	4	65,848				65,848
Total Regular Salaries					286,306	-	4,000	-	290,306

Permanent Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part Time Salaries									-

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Weeks	Longevity \$	Wage Def.	Total Salary
P. Wild	Plumbing and Gas Insp.	2/8/2007	D		416	52			21,715
H. Sullivan	Wiring Insp.	10/7/2002	D		416	52			21,715
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		104	2	*Days		208
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		104	2	*Days		208
Total Temporary Part Time Salaries									43,846

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime									-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Cheryl Glover	Building Commissioner				300	12			3,600
P. Wild	Plumbing and Gas Insp.						39	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,036
Vacant	Local Bldg Insp				300	12			3,600
Total Car Allowance									11,272

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
D. Cathcart	Permit Technician	Sick Leave Incentive		5			241	1,203
N. O'Keefe	Permit Technician	Sick Leave Incentive		5			241	1,203
Total Sick Leave Buy-Back								2,406

All Other Salaries

				Amount				Total
Out of Grade Pay								-
Total All Other Salaries								-

Department Total									347,830
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**FISCAL YEAR 2020
BUILDING DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Ed Johnson	Building Commissioner	1/8/1996	10	7	91,801		2,500	9,430	103,732
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	60,790		2,000		62,790
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	60,790		2,000		62,790
Vacant	Local Bldg Insp		7	2	62,674				62,674
Total Regular Salaries					276,056	-	6,500	9,430	291,986

Permanent Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Total Permanent Part Time Salaries									

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Weeks	Longevity \$	Wage Def.	Total Salary
P. Wild	Plumbing and Gas Insp.	2/8/2007	D		416	52			21,732
H. Sullivan	Wiring Insp.	10/7/2002	D		416	52			21,732
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		104	2	*Days		208
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		104	2	*Days		208
Total Temporary Part Time Salaries									43,880

Overtime

Name	Position	Amount	Total Benefit
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Ed Johnson	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			2,036
H. Sullivan	Wiring Insp.			2,036
J. Gynan	Local Bldg Insp	300	12	3,600
Total Car Allowance				11,272

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
E. Johnson	Building Commissioner	Sick Leave Incentive	5			361	1,807
D. Cathcart	Permit Technician	Sick Leave Incentive	5			241	1,203
N. O'Keefe	Permit Technician	Sick Leave Incentive	5			241	1,203
Total Sick Leave Buy-Back							4,212

All Other Salaries

Amount	Total
Out of Grade Pay	-
Total All Other Salaries	

Department Total	351,351
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**FISCAL YEAR 2020
BUILDING DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Ed Johnson	Building Commissioner	1/8/1996	10	6	87,598		2,500	9,010	99,108
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	59,453		2,000		61,453
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	59,452		317		59,770
N. O'Keefe	Inc. Long. 9/13/19 to \$2,000						1,585		1,585
J. Gynan	Local Bldg Insp	3/7/2016	7	3	28,363				28,363
J. Gynan	Local Bldg Insp	12/12/19 - Step Inc.	7	4	34,790				34,790
Leap Year - All Building Dept. Salaries					1,243				1,243
Total Regular Salaries					270,899	-	6,402	9,010	286,311.00

Permanent Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part Time Salaries									-

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Weeks	Longevity \$	Wage Def.	Total Salary
P. Wild	Plumbing and Gas Insp.	2/8/2007	D		407	52			21,256
H. Sullivan	Wiring Insp.	10/7/2002	D		407	52			21,256
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		102	2	*Days		204
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		102	2	*Days		204
Total Temporary Part Time Salaries									42,919

Overtime

Name	Position	Amount	Total Benefit
		-	-
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Ed Johnson	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			39
H. Sullivan	Wiring Insp.			39
J. Gynan	Local Bldg Insp	300	12	52
Total Car Allowance				11,272

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
E. Johnson	Building Commissioner	Sick Leave Incentive	5			336	1,764	
D. Cathcart	Permit Technician	Sick Leave Incentive	5			228	1,139	
N. O'Keefe	Permit Technician	Sick Leave Incentive	*Note: Converting to time, not money.				-	-
Total Sick Leave Buy-Back							2,903	

All Other Salaries

Amount	Total
Out of Grade Pay	-
Total All Other Salaries	-

Department Total	343,405
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DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5340 Communications

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
1,666	1,661	1,470	1,470	993	877	984	984	984

(Building Landlines and Cellphones Moved to Town Hall Budget)

(2) Wireless Cards for Tablets - \$41 x 2 = \$82/Month - Total \$984

984

984

*Note: We have been charged for text messaged received on one of the Hot Spots.

Our plan does not cover text so we have overcharges. The increase is to cover any overcharges

Total 5340 Communications:

984

984

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5420 Office Supplies

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
3,920	3,857	3,595	3,594	3,000	2,009	3,000	3,000	3,000

The only payments that are paid in line item #5420 are to pay for office/printer supplies for the Building Dept. 3,000 3,000

Total 5420 Office Supplies: 3,000 3,000

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5703 Dues and Memberships

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
590	590	310	310	470	150	470	470	470

This line item is used for dues and memberships to the ICC, MBCIA, & NMPGIA

ICC - International Code Council (Town) - Increased to \$135	135	135
MBCIA - Mass. Building Commissioners & Inspectors Associations (2 Members) - Increased to \$75 x 2 = \$150 Increased an additional \$100 for MBCIA dues for Local Building Inspector and to cover increased costs of dues	150	150
NMPGIA - Northeastern Mass. Plumbing & Gas Inspectors Associations - \$25	25	25
ICC Certifications - \$160	160	160
<i>Total 5703 Dues and Memberships:</i>	470	470

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5790 Staff Development

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
840	810	955	915	1,814	901	1,900	1,900	1,900

This line item is used for continuing education for the Building and Plumbing Inspectors.

MBCIA Monthly Meeting Costs Increased from \$35 to \$40 x 2 = \$80/month 960 960

Note: Continued Education is required by code.

Annual Conference for Building Commissioner 440 440

Note: Increased \$500 to cover monthly meeting costs for Local Inspector and increased meeting costs. 500 500

Total 5790 Staff Development: 1,900 1,900

FY2022 NEEDS MEMORANDUM

DATE: December 4, 2020
TO: Richard Montuori, Town Manager
FROM: Steve Sadwick, Assistant Town Manager

Below are two items that should be considered for additional priorities for the Building Department Budget for FY2022.

1. Dawn Cathcart and Nancy O'Keefe have been stalled at the Step 10 of the wage scale since its inception in 2015. They are the only administrative position that requires certifications for their job and continuing education to keep their certification valid. These positions should be reevaluated in the wage classification system.
2. Cubicle walls should be installed for the location of the Local Building Inspector's area.