

MEMORANDUM

DATE: December 3, 2018
TO: Richard Montuori, Town Manager
FROM: Edward P. Johnson, Building Commissioner
RE: **FY2020 – Building Department Memo**

As requested, I have attached the Building Department budget request for FY2020. Dawn Cathcart and Nancy O’Keefe are both at their top step. Nancy is at \$1,500 for Longevity but will going to \$2,000 on September 13, 2019 and Dawn is at \$2,000. Joel Gyman will be receiving a step increase from Step 3 to Step 4 on December 12, 2019. I will be receiving a step increase from Step 5 to Step 6 on July 1st.

Both inspectors have town owned cell phones that are paid through the Building Department Communications budget as well as hot spots for the tablets purchased 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
2013	\$ 831,820.54	959
2014	\$ 783,725.00	1055
2015	\$ 772,481.30	1327
2016	\$ 1,330,337.00	1210
2017	\$ 712,914	853
2018	\$ 746,673	1020

*As of 12/15/15

*As of 12/05/16 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.

* As of 11/15/17 – Revenue includes all fees for Building, Electric, Plumbing, Gas and Sheet Metal.

* As of 12/03/18 – 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 (1,020 Building Permits for 2018 - As of December 3, 2018)

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 the period of January 1st – December 3rd are 1,177 as well as 46 sheet metal inspections.

Plumbing, Gas and Electrical Permits (427 Plumbing Permits, 421 Gas Permits, 719 Electrical Permits, 46 Sheet Metal Permits for 2018 - As of December 3, 2018)

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 the period of January 1st – December 3rd are 955, the electrical inspections are 853.

Certificate of Inspections (COI) (115 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 2018, we have logged, investigated and tracked over 136 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 and the Local Building Inspector are members 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. The seminars for the MBCIA are held once a month and are required to maintain the CEUs as required by State Law. 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 seminar. 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.

FY2020 NEEDS MEMORANDUM

DATE: December 3, 2018
TO: Richard Montuori, Town Manager
FROM: Edward P. Johnson, Building Commissioner

Richard,

Below are three items that I would like to have considered for the Building Department Budget for FY2020.

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. I would like to discuss any possibilities to move their position up a level in the wage scale.
2. We have a small copier located in the Building Department area that is about 5 years old. It will need to be replaced in the near future.
3. A color desktop printer for the Local Building Inspector would be helpful as well as cubicle walls for his desk.

BUILDING DEPARTMENT	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	186,491	185,783	222,872	222,831	256,847	256,718	266,604	286,311	286,311	
5112 Permanent Part-Time Salaries	8,609	8,406	12,284	12,146	-	-	-	-	-	
5120 Temp Part-Time Salaries	41,041	38,943	39,952	39,420	40,950	40,406	42,025	42,919	42,919	
5130 Overtime	6,000	5,994	1,064	1,064	-	-	-	-	-	
5150 Car Allowance	8,431	8,402	10,351	10,351	11,259	11,244	11,271	11,272	11,272	
5160 Sick Leave Buy-Back	1,414	1,414	2,587	2,587	2,687	2,687	-	2,817	2,817	
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	
Total Salaries	251,986	248,942	289,110	288,400	311,743	311,055	319,900	343,318	343,318	
<i>Operating</i>										
5270 Professional Services	-	-	-	-	1,808	1,808	6,000	6,000	6,000	
5340 Communications	3,226	2,962	2,335	2,127	1,666	1,661	960	984	984	
5420 Office Supplies	4,550	4,549	5,774	5,707	3,920	3,857	3,000	3,000	3,000	
5703 Dues and Memberships	370	325	370	335	590	590	470	470	470	
5790 Staff Development	950	825	1,050	1,035	840	810	1,900	1,900	1,900	
Total Operating	9,096	8,661	9,529	9,204	8,824	8,726	12,330	12,354	12,354	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-	-							
Total Budget	261,082	257,603	298,639	297,603	320,568	319,781	332,230	355,672	355,672	-

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	FTE	FTE	FTE	FTE			FTE
Building Commissioner	1	1	1	1	1	1	
Local Inspector - Full Time	0	0	1	1	1	1	
Local Inspector (20/Week)	0.25	0.5	-	-	-	-	
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	7.25	7.5	8	8	8	8	0

FISCAL YEAR 2020
BUILDING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

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	87,597		2,500	9,010	99,107
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	59,453		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	2/12/19 - 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

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	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,036
J. Gynan	Local Bldg Insp				300	12		52	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			336	1,678
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								2,817

**FISCAL YEAR 2020
BUILDING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

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	87,597		2,500	9,010	99,107
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	59,453		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	2/12/19 - 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

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	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,036
J. Gynan	Local Bldg Insp				300	12		52	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			336	1,678
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					3			2,817

**FISCAL YEAR 2019
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	5	83,538	2,500			86,038
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	58,144	2,000			60,144
									-
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	58,144	1,500			59,644
J. Gynan	Local Bldg Insp	3/7/2016	7	2	26,641				26,641
J. Gynan	Local Bldg Insp		7	3	34,138				34,138
Total Regular Salaries					260,604	6,000	-	-	266,604

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		399	52			20,814
H. Sullivan	Wiring Insp.	10/7/2002	D		399	52			20,813
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		99	2	*Days		199
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		99	2	*Days		199
Total Temporary Part Time Salaries									42,025

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	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,035
J. Gynan	Local Bldg Insp				300	12		52	3,600
Total Car Allowance									11,271

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					314	-
D. Cathcart	Permit Technician	Sick Leave Incentive					225	-
N. O'Keefe	Permit Technician	Sick Leave Incentive					225	-
Total Sick Leave Buy-Back								

**FISCAL YEAR 2018
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	4	79,544		2,500		82,044
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	56,726		680		57,406
	Inc. Long 10/7/17 to \$2000						1,320		1,320
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	56,726		1,500		58,226
J. Gynan	Local Bldg Insp	3/7/2016	7	1	25,359				25,359
J. Gynan	Local Bldg Insp		7	2	32,491				32,491
Total Regular Salaries					250,847	-	6,000	-	256,847

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		389	52			20,281
H. Sullivan	Wiring Insp.	10/7/2002	D		389	52			20,281
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		97	2	*Days		194
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		97	2	*Days		194
Total Temporary Part Time Salaries									40,950

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	52	2,030
H. Sullivan	Wiring Insp.						39	52	2,030
J. Gynan	Local Bldg Insp				300	12		52	3,600
Total Car Allowance									11,259

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			314	1,562
D. Cathcart	Permit Technician	Sick Leave Incentive		5			225	1,125
N. O'Keefe	Permit Technician	Sick Leave Incentive						-
Total Sick Leave Buy-Back								2,687

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5270 Professional Services

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
-	-	-		1,808	1,808	6,000	6,000	6,000

Annual maintenance fee for PeopleGIS permitting software

6,000 6,000

Total 5270 Professional Services:

6,000 6,000

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5340 Communications

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
3,226	2,962	2,335	2,127	1,666	1,661	960	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
4,550	4,549	5,774	5,707	3,920	3,857	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
370	325	370	335	590	590	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
950	825	1,050	1,035	840	810	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

Note: Continued Education is required by code.

Annual Conference for Building Commissioner

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

1,900 1,900

Total 5790 Staff Development:

1,900 1,900

