

# MEMORANDUM

**DATE:** January 27, 2017  
**TO:** Richard Montuori, Town Manager  
**FROM:** Edward P. Johnson, Building Commissioner  
**RE:** **FY2018 – Building Department Memo**

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As requested, I have attached the Building Department budget request for FY2018. Dawn Cathcart and Nancy O’Keefe are both at their top step. Nancy is at \$1,500 for Longevity and Dawn will receive an increase to \$2,000 on October 7, 2017. Joel Gynan will be receiving a step increase from Step 1 to Step 2 on December 12, 2017. I will be receiving a step increase from Step 3 to Step 4 on July 1<sup>st</sup>.

I have a town owned cell phone that is paid through the Building Department Communications budget. A town owned cell phone has been added to the communications budget for Joel this year. Additionally, no town vehicles are used by the Building Department.

Year	Revenue	Building Permit Count
2011	\$ 572,332.72	763
2012	\$ 627,542.76	819
2013	\$ 831,820.54	959
2014	\$ 783,725.00	1055
2015	\$ 772,481.30	1327
2016	\$ 1,330,337.00	1210

\*As of 12/15/15

\*As of 12/05/16 – 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 Building Department staff has been operating at a reduced level of 1 Building Commissioner and 2 Permit Technicians. On December 12, 2016, the part-time local inspector was increased to a full time position. 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 (1,210 Building Permits for 2016 - As of December 5th)**

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.

**Plumbing, Gas and Electrical Permits (526 Plumbing Permits, 426 Gas Permits, 861 Electrical Permits, 150 Sheet Metal Permits for 2016 - As of December 5<sup>th</sup>)**

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.

**Certificate of Inspections (COI) (110 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 2016, we have logged, investigated and tracked over 150 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 30 customers at the counter including residents, contractors, and real estate agents. This department also addresses over 50 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 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. 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. The new Local Building Inspector will also become a member of the MBCIA and attend monthly meetings.

I look forward with meeting you to discuss this proposal.

<b>BUILDING DEPARTMENT</b>	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	177,255	177,156	181,006	181,006	186,491	185,783	213,272	256,847	256,847	
5112 Permanent Part-Time Salaries	-	-	-	-	8,609	8,406	-	-	-	
5120 Temp Part-Time Salaries	55,087	53,852	57,139	55,622	41,041	38,943	67,044	40,950	40,950	
5130 Overtime	-	-	-	-	6,000	5,994	-	-	-	
5150 Car Allowance	9,707	9,646	9,707	9,698	8,431	8,402	9,707	11,259	11,259	
5160 Sick Leave Buy-Back	-	-	1,394	1,394	1,414	1,414	2,511	3,812	3,812	
5180 All Other Salaries	1,368	1,367	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>243,417</b>	<b>242,021</b>	<b>249,246</b>	<b>247,719</b>	<b>251,986.00</b>	<b>248,942</b>	<b>292,534</b>	<b>312,868</b>	<b>312,868</b>	
Water Enterprise Fund Allocation	(1,617)	(1,617)	(1,624)	(1,624)	-	-	-	-	-	
Sewer Enterprise Fund Allocation	(3,772)	(3,772)	(3,789)	(3,789)	-	-	-	-	-	
<b>Total Salaries Net of Allocations</b>	<b>238,028</b>	<b>236,632</b>	<b>243,833</b>	<b>242,306</b>	<b>251,986</b>	<b>248,942</b>	<b>292,534</b>	<b>312,868</b>	<b>312,868</b>	
<i>Operating</i>										
5340 Communications	2,160	2,160	2,639	2,639	3,226	2,962	2,160	960	960	
5420 Office Supplies	2,003	2,000	1,930	1,899	4,550	4,549	2,000	3,000	3,000	
5429 Computer Equipment	-	-	-	-	-	-	-	1,150	1,150	
5703 Dues and Memberships	350	280	295	295	370	325	370	470	470	
5790 Staff Development	700	570	1,010	1,010	950	825	1,400	1,900	1,900	
<b>Total Operating</b>	<b>5,213</b>	<b>5,010</b>	<b>5,874</b>	<b>5,843</b>	<b>9,096</b>	<b>8,661</b>	<b>5,930</b>	<b>7,480</b>	<b>7,480</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>248,630</b>	<b>247,032</b>	<b>255,120</b>	<b>253,562</b>	<b>261,082</b>	<b>257,603</b>	<b>298,464</b>	<b>320,348</b>	<b>320,348</b>	<b>-</b>
<b>Total Budget Net of Allocations</b>	<b>243,241</b>	<b>241,643</b>	<b>249,707</b>	<b>248,149</b>	<b>261,082</b>	<b>257,603</b>	<b>298,464</b>	<b>320,348</b>	<b>320,348</b>	<b>-</b>

	FY2014 BUDGETED	FY2015 BUDGETED	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Building Commissioner	1	1	1	1	1	1	
Local Inspector - Full Time	0	0	0	0	1	1	
Local Inspector (20/Week)	0	0.25	0.25	0.5	0	0	
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	
<b>Total Staffing</b>	<b>7</b>	<b>7.25</b>	<b>7.25</b>	<b>7.5</b>	<b>8</b>	<b>8</b>	<b>0</b>

**FISCAL YEAR 2018  
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	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
<b>Total Regular Salaries</b>					250,847	-	6,000	-	256,847

**Permanent Part Time Salaries**

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

**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
<b>Total Temporary Part Time Salaries</b>									40,950

**Overtime**

Name	Position				Amount				Total Benefit
					-				-
<b>Total Overtime</b>									-

**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
<b>Total Car Allowance</b>									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	1,572
D. Cathcart	Permit Technician	Sick Leave Incentive		5			225	1,125
N. O'Keefe	Permit Technician	Sick Leave Incentive		5			223	1,115
<b>Total Sick Leave Buy-Back</b>								3,812

**FISCAL YEAR 2018  
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	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
<b>Total Regular Salaries</b>					250,847	-	6,000	-	256,847

**Permanent Part Time Salaries**

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

**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
<b>Total Temporary Part Time Salaries</b>									40,950

**Overtime**

Name	Position				Amount				Total Benefit
					-				-
<b>Total Overtime</b>									-

**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
<b>Total Car Allowance</b>									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	1,572
D. Cathcart	Permit Technician	Sick Leave Incentive		5			225	1,125
N. O'Keefe	Permit Technician	Sick Leave Incentive		5			223	1,115
<b>Total Sick Leave Buy-Back</b>					3			3,812

**FISCAL YEAR 2017  
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	3	75,720		2,500		78,220
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	55,343		1,500		56,843
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	55,343		1,500		56,843
Vacant	Local Bldg Insp				21,366		-		21,366
<b>Total Regular Salaries</b>					207,772	-	5,500	-	213,272

**Permanent Part Time Salaries**

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

**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		379	52			19,786
H. Sullivan	Wiring Insp.	10/7/2002	D		379	52			19,786
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		95	2	*Days		190
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		95	2	*Days		190
Vacant	Local Bldg Insp	11/5/2012	D		26	52	20	Hrs./week	27,092
<b>Total Temporary Part Time Salaries</b>									67,044

**Overtime**

Name	Position				Amount				Total Benefit
					-				-
<b>Total Overtime</b>									-

**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
Vacant	Local Bldg Insp						39	52	2,036
<b>Total Car Allowance</b>									9,707

**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			290	1,451
D. Cathcart	Permit Technician	Sick Leave Incentive		5			212	1,060
<b>Total Sick Leave Buy-Back</b>								2,511

**All Other Salaries**

				Amount				Total
Out of Grade Pay				4				-

**FISCAL YEAR 2016  
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	A		73,005		1,250		74,255
Ed Johnson	*Inc. in Long 01/08/16 to \$2500	9/13/2004	A				1,250		1,250
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	7	53,993		1,500		55,493
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	7	53,993		1,500		55,493
<b>Total Regular Salaries</b>					180,991	-	5,500	-	186,491

**Permanent Part Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
					8,609				8,609
<b>Total Permanent Part Time Salaries</b>									8,609

**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			361				18,844
H. Sullivan	Wiring Insp.	10/7/2002			361				18,844
A. Aurilio	Alternate P&G Insp.	9/30/2013			88	2	*DAYS		176
R. Bagni	Alternate Wiring Insp.	2/22/2010			88	2	*DAYS		176
R. Armstrong	Local Bldg Insp	11/5/2012	B2	4	3,001				3,001
R. Armstrong	Local Bldg Insp	11/5/2012	B2	5					
R. Armstrong	Local Bldg Insp	11/5/2012	B2	4					
<b>Total Temporary Part Time Salaries</b>									41,041

**Overtime**

Name	Position				Amount				Total Benefit
					6,000				6,000
<b>Total Overtime</b>									6,000

**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	2,044
H. Sullivan	Wiring Insp.						39	52	2,044
R. Armstrong	Local Bldg Insp						39	52	744
<b>Total Car Allowance</b>									8,431

**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						1,414
<b>Total Sick Leave Buy-Back</b>								1,414

**All Other Salaries**

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5340 Communications*

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
2,160	2,160	2,639	2,639	3,226	2,962	2,160	960	960

**(Building Landlines and Cellphones Moved to Town Hall Budget)**

(2) Wireless Cards for Tablets - \$40 x 2 = \$80/Month - Total \$960							960	960
						<i>Total 5340 Communications:</i>	960	960

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5420 Office Supplies*

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
2,003	2,000	1,930	1,899	4,550	4,549	2,000	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

**Additional Requests:**

New ICC Code Books w/Mass. Amendments - Approx. \$1,000

*Total 5420 Office Supplies:*

3,000

3,000

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5429 Computer Equipment*

FY2009 BUDGETED	FY2009 EXPENDED	FY2010 BUDGETED	FY2010 EXPENDED	FY2011 BUDGETED	FY2011 EXPENDED	FY2012 BUDGETED	FY2013 DEPT REQ	FY2013 TM REC
-	-	-		-	-	-	<b>1,150</b>	<b>1,150</b>

Purchase of counter computer for on-line permitting. \$850

850

850

Purchase of 2 desktop scanners for Permit Technician digital input to on-line permitting system. (\$150/ scanner)

300

300

*Total 5429 Computer Equipment:*

1,150

1,150

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5703 Dues and Memberships*

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
350	280	295	295	370	325	370	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

*Total 5703 Dues and Memberships:* 470 470

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5790 Staff Development*

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
700	570	1,010	1010	950	825	1,400	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



## **FY2018 NEEDS MEMORANDUM**

**DATE:** January 27, 2017  
**TO:** Richard Montuori, Town Manager  
**FROM:** Edward P. Johnson, Building Commissioner

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Richard,

Below are two items that I would like to have considered for the Building Department Budget for FY2018.

1. The goal is to move to online permitting. A counter computer would be helpful for people coming into the office.
2. Due to the volume of paperwork that needs to be scanned in for the new GIS permitting system, desktop scanners for the two Permit Technicians would be very helpful. The estimated cost is \$150 per scanner, so an additional \$300 is requested.

Please note, that a meeting was held with Steve to discuss the budget. There were several items that were added to the operating budget. These items have been listed on the budget spreadsheets.