

BUILDING DEPARTMENT	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	272,928	272,927	286,311	268,093	270,358	255,415	300,244	296,822	296,822	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	41,820	41,417	42,919	42,756	43,880	43,510	44,833	45,882	45,882	
5130 Overtime	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	11,272	11,244	11,272	9,782	11,272	8,413	11,272	11,272	11,272	
5160 Sick Leave Buy-Back	-	-	2,903	2,903	22,840	22,840	2,406	1,258	1,258	
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	
Total Salaries	326,020	325,587	343,405	323,535	348,350	330,178	358,754	355,233	355,233	
<i>Operating</i>										
5270 Leases and Contracts	6,000	6,000	6,000	6,000	9,000	9,000	7,500	7,500	7,500	
5340 Communications	1,470	1,470	993	877	984	961	984	984	984	
5420 Office Supplies	3,595	3,594	3,000	2,009	3,900	3,709	3,000	3,000	3,000	
5569 Code Books	-	-	-	-	-	-	-	3,000	3,000	
5703 Dues and Memberships	310	310	470	150	470	320	470	545	545	
5790 Staff Development	955	915	1,814	901	1,000	50	1,900	1,900	1,900	
Total Operating	12,330	12,289	12,277	9,936	15,354	14,040	13,854	16,929	16,929	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-	-							
Total Budget	338,350	337,876	355,682	333,471	363,704	344,218	372,608	372,162	372,162	-

Position	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 BUDGETED FTE	FY2022 BUDGETED FTE	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC 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 2023
BUILDING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Mark Bertonassi	Building Commissioner	6/1/2021	10	9	93,118				93,118
Mark Bertonassi	Building Commissioner	6/1/2021	10	10	7,922				7,922
D. McDowell	Admin. Asst/Permit Tech	1/1/2022	B5	3	26,499				26,499
D. McDowell	Admin. Asst/Permit Tech	1/1/2023	B5	4	27,167				27,167
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	63,557		2,200		65,757
Robert Scott	Local Bldg Insp	4/20/2021	7	8	61,438				61,438
Robert Scott	Local Bldg Insp	4/20/2021	7	9	14,921				14,921
Total Regular Salaries					294,622	-	2,200	-	296,822

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		435	52			22,723
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,723
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		109	2	*Days		218
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		109	2	*Days		218
Total Temporary Part Time Salaries									45,882

Overtime

Name	Position	Amount	Total Benefit
		-	-
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
M. Bertonassi	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			2,036
H. Sullivan	Wiring Insp.			2,036
Robert Scott	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
N. O'Keefe	Permit Technician	Sick Leave Incentive	5			252	1,258
Total Sick Leave Buy-Back							1,258

All Other Salaries

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

Department Total									355,233
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**FISCAL YEAR 2023
BUILDING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Mark Bertonassi	Building Commissioner	6/1/2021	10	9	93,118				93,118
Mark Bertonassi	Building Commissioner	6/1/2021	10	10	7,922				7,922
D. McDowell	Admin. Asst/Permit Tech	1/1/2022	B5	3	26,499				26,499
D. McDowell	Admin. Asst/Permit Tech	1/1/2023	B5	4	27,167				27,167
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	63,557		2,200		65,757
Robert Scott	Local Bldg Insp	4/20/2021	7	8	61,438				61,438
Robert Scott	Local Bldg Insp	4/20/2021	7	9	14,921				14,921
Total Regular Salaries					294,622	-	2,200	-	296,822

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		435	52			22,723
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,723
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		109	2	*Days		218
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		109	2	*Days		218
Total Temporary Part Time Salaries									45,882

Overtime

Name	Position	Amount	Total Benefit
		-	-
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
M. Bertonassi	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			39
H. Sullivan	Wiring Insp.			39
Robert Scott	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
N. O'Keefe	Permit Technician	Sick Leave Incentive	5			252	1,258
Total Sick Leave Buy-Back							1,258

All Other Salaries

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

Department Total	355,233
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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
Mark Bertonassi	Building Commissioner	1/4/2021	10	10	98,680				98,680
D. Cathcart	Admin. Asst/Permit Tech	10/7/2002	B5	10	62,158		2,100		64,258
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	62,158		2,100		64,258
Robert Scott	Local Bldg Insp		7	7	73,048				73,048
Total Regular Salaries					296,044	-	4,200	-	300,244

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		425	52			22,204
H. Sullivan	Wiring Insp.	10/7/2002	D		425	52			22,204
A. Aurilio	Alternate P&G Insp.	9/30/2013	D		106	2	*Days		213
R. Bagni	Alternate Wiring Insp.	2/22/2010	D		106	2	*Days		213
Total Temporary Part Time Salaries									44,833

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
-								
Total All Other Salaries								-

Department Total									358,754
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**FISCAL YEAR 2021
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
Robert Scott	Admin. Asst/Permit Tech	9/13/2004	B5	10	60,790		2,000		62,790
Vacant	Local Bldg Insp		7	2	41,045				41,045
Total Regular Salaries					254,428	-	6,500	9,430	270,358

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					20,435
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							22,840

All Other Salaries

Amount	Total
Out of Grade Pay	-
Total All Other Salaries	

Department Total	348,350
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\$ 20,434.51

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5270 Leases and Contracts

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
6,000	6,000	6,000	6,000	9,000	9,000	7,500	7,500	7,500

Annual maintenance fee for PeopleGIS permitting software including online permitting.

7,500 7,500

Total 5270 Leases and Contracts

7,500 7,500

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5340 Communications

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
1,470	1,470	993	877	984	961	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
3,595	3,594	3,000	2,009	3,900	3,709	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

5569 Cdode books

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-	-	-	-	-	-	-	3,000	3,000

Update Building Code Books 3,000 3,000

Total 5569 Code books: 3,000 3,000

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5703 Dues and Memberships

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
310	310	470	150	470	320	470	545	545

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 \$100 x 2 = \$200 Increased an additional \$100 for MBCIA dues for Local Building Inspector and to cover increased costs of dues	200	200
NMPGIA - Northeastern Mass. Plumbing & Gas Inspectors Associations - \$50	50	50
ICC Certifications - \$160	160	160
<i>Total 5703 Dues and Memberships:</i>	545	545

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5790 Staff Development

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
955	915	1,814	901	1,000	50	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

1,900 1,900

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

Total 5790 Staff Development: 1,900 1,900

DESCRIPTION/DETAIL

BUILDING DEPARTMENT

5805 Capital Outlay

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-	-	-	-	-		-	-	-

Total 5833 Capital Outlay: - -

FY2023 NEEDS MEMORANDUM

DATE: November 23, 2021
TO: Richard Montuori, Town Manager
FROM: Mark Bertonassi, Building Commissioner

Richard,

Below are two items that I would like to have considered for the Building Department Budget for FY2023.

1. We would like Town vehicles to conduct inspections for the Building Commissioner and Building Inspector. The use of personal vehicles for the enforcement of bylaws and codes is a safety issue for inspectors, we should also have a visible presents in town as part of the Public Safety Department.
2. Request additional inspectors (Building, Plumbing, Electric) if 40B project is approved.