

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #1 DEPARTMENT SUMMARY			
DEPARTMENT: <i>Building</i>					
	FY13 ACTUAL	FY14 ACTUAL	FY15 BUDGET	FY16 REQUEST	TA RECMD
SALARIES	122172	123585	127084	133262	
EXPENSES	6905	6905	6905	7590	
TOTALS	129077	130490	133989	140,852	

**BUDGET COMMENTS:**

The budget for the building department supports a staff of 7 employees which the function is to review permit applications, issue permits, determine fee's track permit issuance, conduct inspections, input data, keep records for life of all structures. Interpret regulations for the public, contractors, town residences owners of buildings, other town agencies. Issue determinations on regulations conduct inspections, respond to emergency's, enforce storm water regulations, planning and zoning regulations, work in conjunction with the Fire Department on overlapping jurisdictions on fire prevention and safety to the general public.

**Staff Includes:**

- Building Commissioner
- Local Inspector
- Wire Inspector
- Deputy Wire Inspector
- Plumbing and Gas Inspector
- Deputy Plumbing and Gas Inspector
- Department Assistant

Trench laws, sheet metal permit law, implementation of license requirements for roofing, windows, siding, doors, solid fuel burning appliances, security systems sheet metal workers and insulation contractors. The requirement for building departments to obtain and record liability and workers comp insurance prior to the issuance of any permit. New energy code requirements for compliance with software to assure proper energy guidelines. The implementation of solar voltaic products, 2 building code and a 3rd this coming summer has all code officials stretched to the limits.

The town has also acquired a permit tracking system ( MUNIS ) which is very time consuming, The building department also responds to emergency situations and works as a member of the Millis Emergency Management team. Zoning and Planning board decisions are also enforced by the building department as well as signs. Members of the department work diligently to ensure public safety and respond to all requests.

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT:		BUDGET #
CODE	DESCRIPTION	BUDGET REQUEST
	Budget expenses:	
	<b>Supplies and Meetings</b>	
540400	These dollars are used to support the operation of the building department, items routinely used are office supplies, cell phone, inspection field cards, safety equipment	\$2,665.00
54710	<b>Building, Wiring, Plumbing &amp; Gas Inspector's Training/Meetings</b> these dollars are used for training, continuing education, required monthly meetings changes to our professions as well as required Mass regulations for all inspectors to attend continuing education to apply mandated certification credit hours, addition of 3rd wire insp.	\$2,100.00
540450	<b>Postage</b> Is used for associated mailings required to keep dept. running	\$175
570500	<b>Mileage</b> Line item is level from last year and appears stabilized depending on permit activity	\$2,100
540700	<b>Dues &amp; Subscriptions</b> Is used for Professional Organizations dues, and other related subscriptions	\$350
	Clothing contracted for \$200 in with supplies	
	<b>Total</b>	<b>\$7,590</b>
		14980



FORM 8

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2016 BUDGET</b>	<b>FORM #8</b> <b>ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST</b>						
DEPARTMENT: Building DIVISION: REQUEST PRIORITY #: HIGH							
PROJECT/SERVICE TITLE: Current Additional Hours							
LOCATION: JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)							
Additional 12 hours for support to the building departement staff is needed							
The department assistant is under the direction of the Building Commissioner and is responsible for the daily office functions.							
<p style="text-align: center;"><b>Illustrated Duties</b></p> recieves permit applications for Building, Wiring, Plumbing , Gas, Sheetmental, Trench recieves applicatons and files certificate of inspections reviews permit applications for proper form submittal recieves phone calls for support of inspectors tracks required current workmans compensation insurance for all permit applications notifies inspectors of issues, inspections, permit applications transfers all inspection requests to proper inspector enters all permit application data for the issuance of permit number from munis software files all documents and maintains records of permit activity tracks all permit numbers tracks and deposits all department revenue refers unresolved issues to proper inspector copies all permits sending original to the permit holder maintains permit monthly reports prepare payroll for commissioners review and approval other associated duties							
building in the town has increased and is expected to be robust in the coming years support to the building department is critical to maintain and supply inspectional and emergency services.							
<p><b><u>Building Department Fee's support the building department budget.</u></b></p>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">480 hours @ \$17.72</td> <td style="text-align: right;">\$ 8,505.60</td> </tr> <tr> <td>156 hours @ \$ 18.10</td> <td style="text-align: right;">\$ 2823.12</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$ 11,307.72</b></td> </tr> </table>		480 hours @ \$17.72	\$ 8,505.60	156 hours @ \$ 18.10	\$ 2823.12	<b>Total</b>	<b>\$ 11,307.72</b>
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156 hours @ \$ 18.10	\$ 2823.12						
<b>Total</b>	<b>\$ 11,307.72</b>						

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2016 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST
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BUILDING INSPECTION SALARY				
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SALARIES				
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0124151 510100 SALARY-DEPT HEAD	78,901.47	81,042.35	82,632.16	<u>84,671.24</u>
0124151 510300 SALARIES CLERICAL	9,758.46	10,407.18	10,870.08	<u>11,307.92</u>
0124151 510350 WAGES CLERICAL OVERTIME	15.59	.00	.00	<u>          </u>
0124151 510580 WAGES FROM FEES	18,014.20	18,169.89	21,000.00	<u>24,000</u>
0124151 510600 LONGEVITY	300.00	450.00	.00	<u>450</u>
0124151 510700 STIPENDS	12,336.00	12,582.00	12,582.00	<u>12,833</u>
				<u>133,261.96</u>
TOTAL BUILDING INSPECTION SALARY	119,325.72	122,651.42	127,084.24	

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FISCAL YEAR 2016 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST
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BUILDING INSPECTION EXPENSE				
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EXPENSES				
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0124152 540400 SUPPLIES & EXPENSES	2,588.87	2,442.12	2,465.00	<u>2665</u>
0124152 540450 POSTAGE	164.09	97.54	175.00	<u>175</u>
0124152 540700 DUES & SUBSCRIPTIONS	606.00	215.00	350.00	<u>350</u>
0124152 540710 MEETINGS - TRAINING	1,311.38	2,062.79	1,615.00	<u>2100</u>
0124152 570500 AUTO/MILEAGE REIMB	1,836.84	1,759.69	2,300.00	<u>2100</u>
TOTAL BUILDING INSPECTION EXPENSE	6,507.18	6,577.14	6,905.00	<u>7590</u>