

<b>BUILDING DEPARTMENT</b>	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	286,311	268,093	270,358	255,415	299,323	286,837	296,912	309,359	309,359	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	42,919	42,756	43,880	43,510	44,833	44,489	45,882	45,850	45,850	
5130 Overtime	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	11,272	9,782	11,272	8,413	11,272	10,663	11,272	12,472	12,472	
5160 Sick Leave Buy-Back	2,903	2,903	22,840	22,840	2,584	2,584	1,258	1,289	1,289	
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>343,405</b>	<b>323,535</b>	<b>348,350</b>	<b>330,178</b>	<b>358,012</b>	<b>344,573</b>	<b>355,323</b>	<b>368,970</b>	<b>368,970</b>	
<i>Operating</i>										
5270 Leases and Contracts	6,000	6,000	9,000	9,000	7,500	7,500	7,500	-	-	
5310 Professional Services	-	-	-	-	920	920	-	-	-	
5340 Communications	993	877	984	961	984	984	984	984	984	
5420 Office Supplies	3,000	2,009	3,900	3,709	3,000	2,971	3,000	3,150	3,150	
5569 Code Books	-	-	-	-	-	-	3,000	3,000	3,000	
5701 Travel	-	-	-	-	-	-	-	200	200	
5703 Dues and Memberships	470	150	470	320	470	345	545	575	575	
5790 Staff Development	1,814	901	1,000	50	1,900	1,420	1,900	2,400	2,400	
<b>Total Operating</b>	<b>12,277</b>	<b>9,936</b>	<b>15,354</b>	<b>14,040</b>	<b>14,774</b>	<b>14,140</b>	<b>16,929</b>	<b>10,309</b>	<b>10,309</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>355,682</b>	<b>333,471</b>	<b>363,704</b>	<b>344,218</b>	<b>372,786</b>	<b>358,714</b>	<b>372,252</b>	<b>379,279</b>	<b>379,279</b>	<b>-</b>

	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Position	FTE	FTE	FTE	FTE			FTE
Building Commissioner	1	1	1	1	1	1	1
Local Inspector - Full Time	1	1	1	1	1	1	1
Local Inspector (20/Week)	-	-	-	-	-	-	-
Admin. Asst/Permit Tech	2	2	2	2	2	2	2
Plumbing and Gas Insp.	1	1	1	1	1	1	1
Wiring Insp.	1	1	1	1	1	1	1
Alternate P&G Insp.	1	1	1	1	1	1	1
Alternate Wiring Insp.	1	1	1	1	1	1	1
<b>Total Staffing</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

**FISCAL YEAR 2024  
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	10	105,703				105,703
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	4	30,013				30,013
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	5	26,182				26,182
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	64,987		2,300		67,287
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	9	58,282				58,282
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	10	21,892				21,892
<b>Total Regular Salaries</b>					307,059	-	2,300	-	309,359

**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		435	52			22,707
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,707
G Ostroski	Alternate P&G Insp.	9/30/2013	D		109	2	*Days		218
J Largenton	Alternate Wiring Insp.	2/22/2010	D		109	2	*Days		218
<b>Total Temporary Part Time Salaries</b>									45,850

**Overtime**

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

**Car Allowance**

Name	Position				Per/Month	# Months			Total Benefit
M. Bertonassi	Building Commissioner				350	12			4,200
Leo Bettencourt	Local Bldg Insp				350	12			4,200
P. Wild	Plumbing and Gas Insp.						39	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,036
<b>Total Car Allowance</b>									12,472

**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			258	1,289
<b>Total Sick Leave Buy-Back</b>								1,289

**All Other Salaries**

				Amount				Total
Out of Grade Pay								-
<b>Total All Other Salaries</b>								-

<b>Department Total</b>									368,970
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**FISCAL YEAR 2024  
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	10	105,703				105,703
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	4	30,013				30,013
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	5	26,182				26,182
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	64,987		2,300		67,287
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	9	58,282				58,282
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	10	21,892				21,892
<b>Total Regular Salaries</b>					307,059	-	2,300	-	309,359

**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		435	52			22,707
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,707
G Ostroski	Alternate P&G Insp.	9/30/2013	D		109	2	*Days		218
J Largenton	Alternate Wiring Insp.	2/22/2010	D		109	2	*Days		218
<b>Total Temporary Part Time Salaries</b>									45,850

**Overtime**

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

**Car Allowance**

Name	Position				Per/Month	# Months			Total Benefit
M. Bertonassi	Building Commissioner				350	12			4,200
Leo Bettencourt	Local Bldg Insp				350	12			4,200
P. Wild	Plumbing and Gas Insp.						39	52	2,036
H. Sullivan	Wiring Insp.						39	52	2,036
<b>Total Car Allowance</b>									12,472

**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			258	1,289
<b>Total Sick Leave Buy-Back</b>								1,289

**All Other Salaries**

				Amount				Total
Out of Grade Pay								-
<b>Total All Other Salaries</b>								-

<b>Department Total</b>									368,970
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**FISCAL YEAR 2023  
BUILDING DEPARTMENT SALARY INFORMATION**

**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
Dina Callahan	Admin. Asst/Permit Tech	1/1/2022	B5	3	28,631				28,631
Dina Callahan	Admin. Asst/Permit Tech	1/1/2022	B5	4	24,981				24,981
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	63,557		2,200		65,757
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	8	55,614				55,614
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	9	20,890				20,890
<b>Total Regular Salaries</b>					294,712	-	2,200	-	296,912

**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		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
<b>Total Temporary Part Time Salaries</b>									45,882

**Overtime**

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

**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
<b>Total Car Allowance</b>				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
<b>Total Sick Leave Buy-Back</b>							1,258

**All Other Salaries**

Amount	Total
Out of Grade Pay	-
<b>Total All Other Salaries</b>	-

<b>Department Total</b>	355,323
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**FISCAL YEAR 2022  
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	61,237		2,100		63,337
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
<b>Total Regular Salaries</b>					295,123	-	4,200	-	299,323

**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		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
<b>Total Temporary Part Time Salaries</b>					44,833				

**Overtime**

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

**Car Allowance**

Name	Position	Per/Month	# Months	Total Benefit
Cheryl Glover	Building Commissioner	300	12	3,600
P. Wild	Plumbing and Gas Insp.			39
H. Sullivan	Wiring Insp.			39
Vacant	Local Bldg Insp	300	12	3,600
<b>Total Car Allowance</b>				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			258	1,292
N. O'Keefe	Permit Technician	Sick Leave Incentive	5			258	1,292
<b>Total Sick Leave Buy-Back</b>							2,584

**All Other Salaries**

Amount	Total
Out of Grade Pay	-
<b>Total All Other Salaries</b>	-

<b>Department Total</b>	358,012
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**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5340 Communications*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
993	877	984	961	984	984	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*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
3,000	2,009	3,900	3,709	3,000	2,971	3,000	<b>3,150</b>	<b>3,150</b>

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

**5% increase for inflation**

3,150 3,150

*Total 5420 Office Supplies:* 3,150 3,150

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5569 Cdode books*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-	-	-	-	-		3,000	<b>3,000</b>	<b>3,000</b>

Update Building Code Books & CD for Computer 3,000 3,000

*Total 5569 Code books:* 3,000 3,000

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5701 Travel*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-	-	-	-	-	-	-	200	200

Update Building Code Books & CD for Computer 200 200

*Total 5701 Travel:* 200 200

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5703 Dues and Memberships*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
470	150	470	320	470	345	545	575	575

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

ICC - International Code Council (Town) - Increased to \$145							145	145
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 increase to \$180							180	180
<i>Total 5703 Dues and Memberships:</i>							575	575

**DESCRIPTION/DETAIL**

**BUILDING DEPARTMENT OPERATING**

*5790 Staff Development*

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
1,814	901	1,000	50	1,900	1,420	1,900	2,400	2,400

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

MBCIA Monthly Meeting Costs Increased from \$40 to \$50 x 2 = \$100/month

Note: Continued Education is required by code.

Annual Conference for Building Commissioner

Note: Increased \$500 to cover monthly meeting costs for Electrical Inspector and increased meeting costs. 2,400 2,400

*Total 5790 Staff Development:* 2,400 2,400

