

BUILDING DEPARTMENT	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	270,358	255,415	299,323	286,837	298,170	296,911	309,359	287,735	287,735	
5112 Permanent Part-Time Salaries	-	-	-	-	-	-	-	-	-	
5120 Temp Part-Time Salaries	43,880	43,510	44,833	44,489	45,882	45,271	45,850	45,850	45,850	
5130 Overtime	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	11,272	8,413	11,272	10,663	11,272	10,944	12,472	8,272	8,272	
5160 Sick Leave Buy-Back	22,840	22,840	2,584	2,584	-	-	1,289	1,290	1,290	
5180 All Other Salaries	-	-	-	-	-	-	-	-	-	
Total Salaries	348,350	330,178	358,012	344,573	355,324	353,126	368,970	343,146	343,146	
<i>Operating</i>										
5270 Leases and Contracts	9,000	9,000	7,500	7,500	7,545	7,545	-	-	-	
5310 Professional Services	-	-	920	920	-	-	-	-	-	
5340 Communications	984	961	984	984	1,132	984	984	984	984	
5420 Office Supplies	3,900	3,709	3,000	2,971	3,544	2,848	3,150	3,150	3,150	
5569 Code Books	-	-	-	-	3,000	2,101	3,000	3,000	3,000	
5701 Travel	-	-	-	-	85	83	200	200	200	
5703 Dues and Memberships	470	320	470	345	545	320	575	575	575	
5790 Staff Development	1,000	50	1,900	1,420	1,900	1,489	2,400	5,100	5,100	
Total Operating	15,354	14,040	14,774	14,140	17,750	15,370	10,309	13,009	13,009	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-	-							
Total Budget	363,704	344,218	372,786	358,714	373,074	368,496	379,279	356,155	356,155	-

	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 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
Total Staffing	8	8	8	8	8	8	-

**FISCAL YEAR 2025
BUILDING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Leo Bettencourt	Building Commissioner	3/22/2022	10	6	95,751				95,751
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	5	30,764				30,764
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	6	26,832				26,832
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	64,987		2,400		67,387
Andrew DeLuca	Local Insp	3/25/2024	7	2	67,001				67,001
Total Regular Salaries					285,335	-	2,400	-	287,735

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			22,707
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,707
G Ostroski	Alternate P&G Insp.	7/25/2022	D		109	2	*Days		218
J Largenton	Alternate Wiring Insp.	8/8/2022	D		109	2	*Days		218
Total Temporary Part Time Salaries					45,850				

Overtime

Name	Position	Amount	Total Benefit
-			-
Total Overtime			-

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit	
Leo Bettencourt	Building Commissioner		-	-	
	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	
Total Car Allowance					8,272

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			258	1,290
Total Sick Leave Buy-Back							1,290

All Other Salaries

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

Department Total									343,146
-------------------------	--	--	--	--	--	--	--	--	---------

**FISCAL YEAR 2025
BUILDING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Leo Bettencourt	Building Commissioner	3/22/2022	10	6	95,751				95,751
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	5	30,764				30,764
Dina Callahan	Admin. Asst/Permit Tech	1/18/2022	B5	6	26,832				26,832
N. O'Keefe	Admin. Asst/Permit Tech	9/13/2004	B5	10	64,987		2,400		67,387
Andrew DeLuca	Local Insp	3/25/2024	7	2	67,001				67,001
									-
Total Regular Salaries					285,335	-	2,400	-	287,735

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			22,707
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,707
G Ostroski	Alternate P&G Insp.	7/25/2022	D		109	2	*Days		218
J Largenton	Alternate Wiring Insp.	8/8/2022	D		109	2	*Days		218
Total Temporary Part Time Salaries									45,850

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime									-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Leo Bettencourt	Building Commissioner					-			-
	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
Total Car Allowance									8,272

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			258	1,290
Total Sick Leave Buy-Back								1,290

All Other Salaries

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

Department Total									343,146
-------------------------	--	--	--	--	--	--	--	--	---------

**FISCAL YEAR 2024
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	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
Total Regular Salaries					307,059	-	2,300	-	309,359

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			22,707
H. Sullivan	Wiring Insp.	10/7/2002	D		435	52			22,707
G Ostroski	Alternate P&G Insp.	7/25/2022	D		109	2	*Days		218
J Largenton	Alternate Wiring Insp.	7/25/2022	D		109	2	*Days		218
Total Temporary Part Time Salaries									45,850

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime									-

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
Total Car Allowance									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
Total Sick Leave Buy-Back								1,289

All Other Salaries

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

Department Total								368,970
Department Total								-

**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	56,872				56,872
Leo Bettencourt	Local Bldg Insp	3/22/2022	7	9	20,890				20,890
Total Regular Salaries					295,970	-	2,200	-	298,170

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			22,724
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
	Permit Technician	Sick Leave Incentive					-
Total Sick Leave Buy-Back							-

All Other Salaries

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

Department Total									355,324
-------------------------	--	--	--	--	--	--	--	--	---------

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5270 Leases and Contracts

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
9,000	9,000	7,500	7,500	7,545	7,545	-	-	-

Annual maintenance fee for PeopleGIS permitting software including online permitting.

Moved to Town Manager's budget

Total 5270 Leases and Contracts - -

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5340 Communications

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
984	961	984	984	1,132	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

*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 984 984

Total 5340 Communications: 984 984

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5420 Office Supplies

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
3,900	3,709	3,000	2,971	3,544	2,848	3,150	3,150	3,150

The only payments that are paid in line item #5420 are to pay for office/printer supplies for the Building Dept. 3,150 3,150

Total 5420 Office Supplies: 3,150 3,150

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5569 Cdode books

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	3,000	2,101	3,000	3,000	3,000

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

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-	-	85	83	200	200	200

Building Commissioner does not get a Car Allowance and is frequently called out on Weekends and Evenings to Structure Damage, Fires, Etc and uses own vehicle

200

200

Total 5701 Travel:

200

200

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5703 Dues and Memberships

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
470	320	470	345	545	320	575	575	575

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

ICC - International Code Council (Town) - \$145							145	145
MBCIA - Mass. Building Commissioners & Inspectors Associations (2 Members) - \$100 x 2 = \$200 2 Members - Building Commissioner & Local Inspector							200	200
NMPGIA - Northeastern Mass. Plumbing & Gas Inspectors Associations - \$50							50	50
ICC Certifications - \$180							180	180
<i>Total 5703 Dues and Memberships:</i>							575	575

DESCRIPTION/DETAIL

BUILDING DEPARTMENT OPERATING

5790 Staff Development

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
1,000	50	1,900	1,420	1,900	1,489	2,400	5,100	5,100

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

2,880 2,880

MBCIA Monthly Meeting Costs Increased from \$50 to \$60 x 2 = \$120/month

120 120

Note: Continued Education is required by code.

Annual Conference for Building Commissioner

Note: Increased \$1,500 to cover ICC Permit Tech Certification for Dina Callahan.

1,500 1,500

Note: Increased \$600 to cover ICC Permit Tech CEU's for Dina Callahan and Nancy O'Keefe.

600 600

Total 5790 Staff Development:

5,100 5,100

DESCRIPTION/DETAIL

BUILDING DEPARTMENT

5805 Capital Outlay

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
-	-	-		-		-	-	-

Total 5833 Capital Outlay: - -