



TOWN OF BURLINGTON

Building Department

Andrew J. Ungerson Interim Inspector of Buildings	John A. Luther Jr Senior Building Inspector	Michael R. Kenney Local Building Inspector	Glenn E. Paparo Inspector of Plumbing & Gas	James McDonough Inspector of Wires	Judy Sorensen & Erin Killilea Administrative Assistants
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FY 2021 BUDGET COVER SHEET

Department: Building Department

Department Head: Andrew Ungerson, Interim Inspector of Buildings

Department Function: Public Safety in Building Construction & Zoning Enforcement

Overall Budget Percent Increase Requested: + 7.72%

Overall Budget Percent Increase from Prior Year: + 7.72%

Description of major drivers to this budget:

- BMEA contract (salary increase)
- BMEA members (4) earning longevity, BMEA members (2) earning step increases
- Moving one BMEA member to Senior Building Inspector w/ step increase & longevity
- Supplies / maintenance / service of copier/scanner/printer (which is used by Building Dept., Plan. Bd. & Con. Comm.)
- New code books

If this budget is over guideline, please provide the reasons:

Salaries + 5.52%

- BMEA contract (5 members)
- Moving one BMEA member to Senior Building Inspector w/ step increase & longevity
- BMEA members (4) earning longevity, BMEA members (2) earning step increases

Material & Supplies + 40%

- Increase of office reference materials (new code books)
- Printer, copier, scanner supplies & maintenance

Explanation of any budget line item that is increased 10% over prior year:

Material & Supplies + 40%

- Increase of office reference materials (new code books)
- Printer, copier, scanner supplies & maintenance





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Interim Inspector of Buildings	Senior Building Inspector	Local Building Inspector	Inspector of Plumbing & Gas	Inspector of Wires	Administrative Assistants

FY 2021 Budget Coversheet Continued

Discuss any personnel changes including movements between part time and full time:
Permanent appointment of Local Building Inspector to Senior Building Inspector

Warrant Articles expected for this year:

Warrant articles from prior year: None

Any expenses that have shifted from budget expense to warrant request: None

Capital Improvements to be funded through borrowing: None

Any grants expected this year or received last year: None

Any gifts donations in money or supplies received this year: None

Any budget items shifted to or from another Dept.s budget: None

Line item requests over 10%:



FY 2021
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Updated: 3/4/2020 9:53

	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	TRANSFER 2020	TOTAL 2020	SPENT as of 1/2/20	DEPT 2021	PERCENT Change	SUPERVISORY 2021	PERCENT Change
Salaries										
Full Time	554,131	620,716	603,089	16,152	619,241	264,974	670,099	8.21%	670,099	8.21%
Part Time	27,503	0	0	0	0	0	0	0.00%	0	
Overtime	47,704	22,176	30,000	0	30,000	19,964	30,000	0.00%	30,000	0.00%
TOTAL SALARIES	629,339	642,892	633,089	16,152	649,241	284,938	700,099	7.83%	700,099	7.83%
Expenses										
Contracted Services	24,592	13,201	21,430	0	21,430	11,535	21,448	0.08%	21,448	0.08%
Materials & Supplies	2,373	6,488	3,450	0	3,450	1,178	5,750	66.67%	5,750	66.67%
M.E.L.T.	8,643	10,487	11,125	0	11,125	4,889	10,925	-1.80%	10,925	-1.80%
Capital Outlay	0	0	1,400	0	1,400	0	1,400	0.00%	1,400	0.00%
TOTAL EXPENSES	35,608	30,176	37,405	0	37,405	17,603	39,523	5.66%	39,523	5.66%
GRAND TOTAL	664,947	673,068	670,494	16,152	686,646	302,541	739,622	7.72%	739,622	7.72%

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SALARIES**

Full Time

Position	Step Date	Cat/ Step	Weekly Rate	Wks to Step	Total 1	Cat/ Step	Weekly Rate	Wks to End	Total 2	Longevity/ Other	Total
Inspector of Buildings	9/27/20	15-11	2,032.68	0.00	0.00	15-11	2,032.68	52.2	106,105.90	3,639	109,745
Senior Building Inspector	7/1/20	10-12	1,788.80	0.00	0.00	10-12	1,788.80	52.2	93,375.36	507	93,882
Local Building Inspector	11/1/20	10-6	1,416.80	14.00	19,835.20	10-7	1,471.60	38.2	56,215.12		76,050
Local Building Inspector	7/1/20	10-6	1,416.80	0.00	0.00	10-6	1,416.80	52.2	73,956.96		73,957
Inspector of Wires	7/1/20	10-12	1,788.80	0.00	0.00	10-12	1,788.80	52.2	93,375.36	2,335	95,710
Inspector of Plumbing	7/1/20	10-12	1,788.80	0.00	0.00	10-12	1,788.80	52.2	93,375.36	3,338	96,713
Admin. Assistant 1	7/1/20	6-12	1,367.00	0.00		6-12	1,367.60	52.2	71,388.72	3,338	74,726
Admin. Assistant 1	8/13/20	6-5	913.85	6.14	5,613.65	6-6	948.85	46.06	43,701.32		49,315

Full Time: 670,099

Overtime

Description	Current	Requested
	30,000	30,000

Overtime: 30,000

TOTAL:	700,099
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EXPENSES**

Contracted Services

Covers services obtained by either express or implied contracts. (Ex. Printing, advertising, rentals, etc...)

Itemize and Justify	Prior Request	Current Request
Card stock for permits	400	400
	300	0
Five (5) weeks vacation for Plumbing Inspector	6,482	6,644
Five (5) weeks vacation for Electrical Inspector	6,238	6,394
Viewpoint support and equipment	2,450	2,450
Printing of Assessors Maps	120	120
Verizon cell service& IPADS	5,440	5,440

Contracted Services: 21,448

Materials and Supplies

Covers collectively all supplies which are defined as "consumable commodities necessary to conduct Town activities."

Itemize and Justify	Prior Request	Current Request
Office reference materials	1,200	2,000
Clothing allowance (5 x \$450)	2,250	2,250
Printer, copier, scanner		1,500

Materials and Supplies: 5,750

M.E.L.T.

Covers expenses related to professional development, trainings, meetings, and conferences.

Itemize and Justify	Prior Request	Current Request
Gas allowance for Town vehicles	3,500	3,700
International Code Council Membership	175	175
Conference Expenses	1,750	1,750
Continuing Education Seminars and Monthly Meetings	2,000	2,000
Wiring Inspectors Education Seminars	1,000	600
Plumbing Inspector Education Seminars/License Renewal	600	600

Software Training	7 employees @ \$300/employee	2,100	2,100
		M.E.L.T.:	10,925

Capital Outlay

Covers expenditures resulting in the acquisition, replacement or extending the life of fixed assets.

Itemize and Justify	Prior Request	Current Request
Misc. specialty items	1,400	1,400

Capital Outlay: 1,400

TOTAL: 39,523