Building Department

Richard French
Building Official

The Building Department has many functions including reviewing applications for permits, reviewing construction plans, issuing permits, conducting inspections, and issuing certificates of occupancy, use, and completion. The Building Department works closely with other town departments to issue permits and ensure compliance. The Building Department performs many field inspections of construction work in progress to assure conformity with code and regulations. Enforces building code. Inspects building sites prior to building and all buildings and structures under repair or alteration, or those to be moved, demolished or change in use. Perform final inspection. Reviews applications for all electrical, plumbing, structural, and mechanical projects, along with inspections for each.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Building Official	Salaried	30 hours per week	Non-Union
Building Assistant	Hourly	35 hours per week	Union

Fiscal Year 2024-2025 Major Service Level Accomplishments

- **Reviewed Fee Schedule using 2024 RS Means Data:** Completed a comprehensive review of the fee schedule using RS Means data to ensure fees are aligned with current construction costs.
- **Served as an Educational Resource for Contractors and Residents:** Actively provided ongoing support and guidance to contractors and homeowners.

Fiscal Year 2025-2026 Major Service Level Goals

- **Provide Time for the Building Inspector's Continuing Education**
  Make sure the Building Inspector has the time and resources to keep up with ongoing professional development.
- **Build Strong Relationships with Key Town Departments**
  Develop connections with staff from other town departments to improve collaboration.
- **Stay Current with Regulations and Initiatives**
  Keep up with both local and state regulations, as well as new initiatives and funding opportunities.
- **Ensure Department Efficiency**
  Focus on making the department run more smoothly and effectively.
- **Foster Good Relationships with Builders and Homeowners**
  Work on building positive relationships with builders, contractors, and homeowners to improve communication and trust.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2025, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10542110-51510	$120,367	$123,323	$125,885	$120,464	-$5,421	-4.3%

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Building Official	*10542110-51510*	*$0*	*$0*	*$72,364*	*$65,600*	*-$6,764*	*-9.3%*
Building Department Assistant	*10542110-51510*	*$0*	*$0*	*$53,521*	*$54,864*	*$1,343*	*2.5%*
OTHER WAGES (LONGEVITY)	10542110-51590	$350	$350	$350	$350	$0	0%
Total Salaries & Wages:		**$120,717**	**$123,673**	**$126,235**	**$120,814**	**-$5,421**	**-4.3%**
Purchased Professional Services							
PURCHASED PROFESSIONAL SERVICES	10542110-53010		$0	$1,500	$1,500	$0	0%
Total Purchased Professional Services:			**$0**	**$1,500**	**$1,500**	**$0**	**0%**
Purchased Other Services							
POSTAGE (ENVELOPES)	10542110-55301	$79	$101	$250	$250	$0	0%
TELEPHONE/CELL PHONE	10542110-55305	$839	$866	$735	$735	$0	0%
TRAVEL REIMBURSEMENT	10542110-55800	$115	$0	$0	$0	$0	0%
Total Purchased Other Services:		**$1,034**	**$967**	**$985**	**$985**	**$0**	**0%**
Supplies							
SUPPLIES	10542110-56010	$377	$1,189	$750	$750	$0	0%
BOOKS AND PERIODICALS	10542110-56400	$222	$398	$1,000	$1,000	$0	0%
Total Supplies:		**$599**	**$1,587**	**$1,750**	**$1,750**	**$0**	**0%**
Miscellaneous							
DUES AND FEES	10542110-58100	$185	$0	$250	$250	$0	0%
CONFERENCE	10542110-58110	$236	$55	$300	$300	$0	0%
Total Miscellaneous:		**$421**	**$55**	**$550**	**$550**	**$0**	**0%**
Total Expense Objects:		**$122,771**	**$126,283**	**$131,020**	**$125,599**	**-$5,421**	**-4.1%**

Revenues by Source

Local Revenues:

Building Department Fees: Fees for permits and copies.

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Revenue Source							
Local Revenues							
BUILDING PERMITS	10542-42201	$300,677	$285,131	$200,000	$200,000	$0	0%

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Total Local Revenues:		$300,677	$285,131	$200,000	$200,000	$0	0%
Total Revenue Source:		$300,677	$285,131	$200,000	$200,000	$0	0%