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.

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 2025-2026 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.

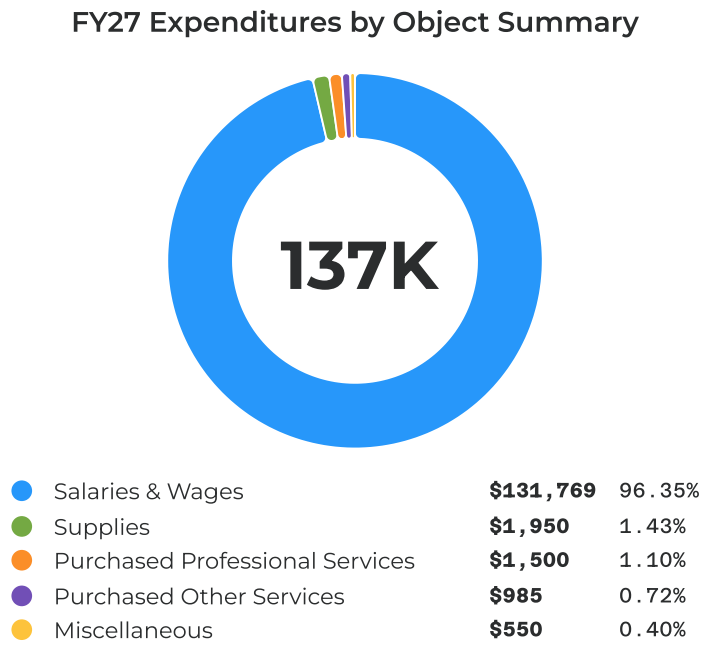
Fiscal Year 2026-2027 Major Service Level Goals

- 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.

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

Building Department Financials

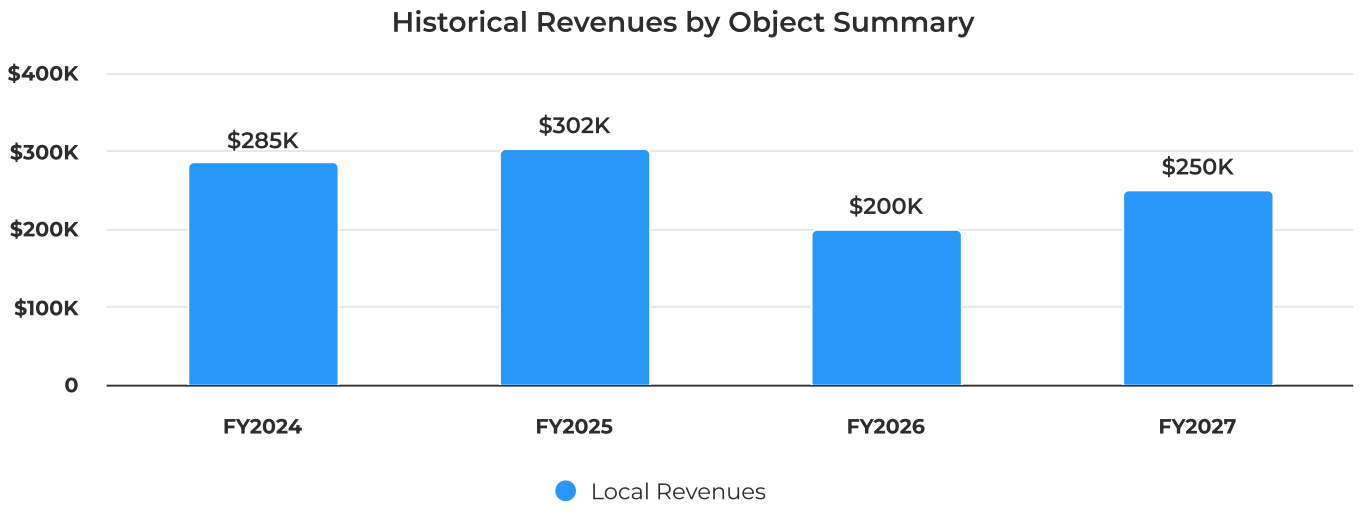
Expenditures by Object Summary

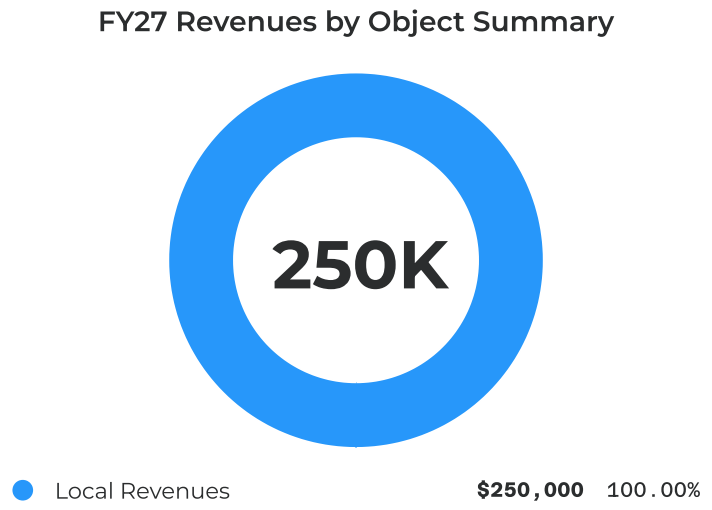


Expenditures by Object Summary 1

Category	FY 2024 Actual	FY 2025 Actual	FY 2026 Approved 2025-2026 Budget	FY 2027 Budgeted	FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted ($ Change)	FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted (% Change)
Salaries & Wages	$123,672.74	$129,852.59	$120,814.00	$131,769.00	$10,955.00	9.07%
REGULAR EMPLOYEES	$123,322.74	$129,502.59	$120,464.00	$131,419.00	$10,955.00	9.09%
Building Official	-	-	$65,600.00	$73,288.00	$7,688.00	11.72%
Building Department Assistant	-	-	$54,864.00	$58,131.00	$3,267.00	5.95%
OTHER WAGES	$350.00	$350.00	$350.00	$350.00	-	0.00%
Purchased Professional Services	-	-	$1,500.00	$1,500.00	-	0.00%
PURCHASED PROFESSIONAL SERVICES	-	-	$1,500.00	$1,500.00	-	0.00%
Purchased Other Services	$967.32	$1,055.11	$985.00	$985.00	-	0.00%
POSTAGE (ENVELOPES)	$101.35	$98.52	$250.00	$250.00	-	0.00%
TELEPHONE/CELL PHONE	$865.97	$956.59	$735.00	$735.00	-	0.00%
Supplies	$1,587.18	$1,138.20	$1,750.00	$1,950.00	$200.00	11.43%
SUPPLIES	$1,189.30	$861.16	$750.00	$750.00	-	0.00%
BOOKS AND PERIODICALS	$397.88	$277.04	$1,000.00	$1,200.00	$200.00	20.00%
Miscellaneous	$55.35	$279.43	$550.00	$550.00	-	0.00%
DUES AND FEES	-	-	$250.00	$250.00	-	0.00%
CONFERENCE	$55.35	$279.43	$300.00	$300.00	-	0.00%
Total Expenditures	**$126,282.59**	**$132,325.33**	**$125,599.00**	**$136,754.00**	**$11,155.00**	**8.88%**

Revenues by Object Summary





Revenues by Object Summary

Category	FY 2027 Budgeted
Local Revenues	
BUILDING PERMITS	$250,000.00
Total Local Revenues	$250,000.00
Total Revenues	**$250,000.00**