

Kennebec County Regional Code Enforcement Officer Program FACT SHEET

Requirements to participate

- Population of less than 4,000 residents
- Need CEO services for roughly 12 hours (or less) per week

Cost to Municipalities

- For the first year while we gauge the number of hours a municipality needs in addition to any optional services, the fee for service from KVCOG will not exceed what the municipality currently has budgeted for Code Enforcement.
- If a town chooses to utilize any of the optional services that the KVCOG Regional CEO offers, that time will be recorded and will give a baseline for costs for FY28. Keep in mind that additional services require additional time from the CEO but may result in more revenue for your community through violation penalties, ie: building without permits, blighted properties; shoreline/floodplain violations.

Services Offered by the KVCOG Regional CEO

- CEO is a Licensed Building Official and Plumbing Inspector (LPI)
- Will be available to guide applicants through the permitting process, calculate applicable fees and perform scheduled inspections.
- Shoreland Zoning Permitting and Enforcement
- Health and Safety Officer
- E-911 Addressing Officer
- Will work with each municipality to establish a schedule
- Will provide our suggested updates to municipal fee schedules to bring the region into a more uniform and realistic fee schedule that will appropriately associate a cost with the permit/inspection task and put the cost of the service (inspections) on the applicant as opposed to the Town.

Optional Services Offered (many of these tasks can be done during the slow months of winter)

- Can provide enforcement for blighted properties (based on local ordinance) and any necessary Rule 80K Court Appearances
- Review Assessing Documents for non-permitted structures
- Review Land Use Ordinances. Recommend updates and digitize as needed
- Review fee schedules and make recommendations to be consistent.
- Can prepare memos on large scale projects for review by the Planning Board on an "as needed" basis (Note: It is not an expectation that the contracted Code Enforcement Officer will regularly attend Planning Board Meetings)

Contract

- Contract length will depend on whether you run on a calendar year or fiscal, for ease of municipal budgeting. Ideally, we would need to have a full 12 months' worth of data to evaluate each communities needs/hours, allow us time to generate a budget designed for each town, and have adequate

time for communities to submit the proposal to Town Meeting for the appropriation of funds for FY 27/28.

- FY28 (July 1, 2027-June 30, 2028) costs will be based on actual usage and option services needed/requested.

What we need from you

- Point of Contact for who will take permits and fees (for those who can't/won't use online portal)
- Point of Contact for billing (KVCOG will bill monthly)
- Budgeted amount for CEO/LPI
- Estimate number of hours needed per week
- Provide us with land use regulations/ordinances and fee schedules
- Select Board/Town Council must appoint the KVCOG employee as Code Officer, LPI, etc and be sworn in by the Clerk
- If your budget year is Fiscal Year or Calendar Year and date when you would need budget figures
- If you think your community needs set office times or Planning Board attendance
- If you would like to utilize our Cloud Based Permitting Software KVCOG has engaged (no additional cost for this to municipality). This will cut CEO travel time and costs for the municipality.

Key Program Contacts

Questions about the program and services:

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Questions about contracts:

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Regional Code Enforcement Officer

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