

**Code Enforcement Department
FY 2027 Budget Narrative
Submitted by Jon Rioux, Code Enforcement Director**

Cost Center 16110

Mission

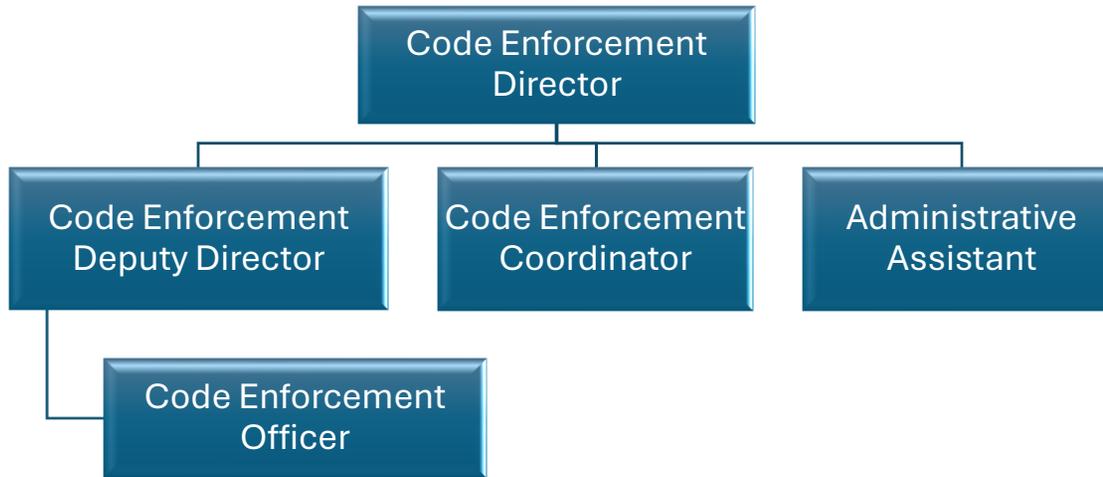
The mission of the Code Enforcement Department is to promote, protect, and maintain a safe, healthy and desirable living environment in The Town of Windham. Through a collaborative approach to growth management and regulatory compliance, this is accomplished through education and outreach, voluntary compliance, and a fair and consistent approach to enforcement of all Town ordinances and codes related to land use, zoning, and building construction.

Services Provided

The Code Enforcement Department protects our community by administering Maine's Uniform Building and Energy Code (MUBEC) and local ordinances. We manage every stage of development—from detailed plan reviews and permits, to specialized inspections of structural, electrical, energy, ventilation, sanitation, and life safety systems—ensuring buildings are ready for occupancy. Handling everything from investigating land use complaints, protected shoreland areas to final occupancy, we provide a consistent, well-documented process, educating the public and resolving issues before escalating to legal action, securing a safer built environment for all.

Staff

Throughout 2025, our staff of five processed 1,792 permits and 150 Certificates of Occupancy, while conducting 7,672 inspections that facilitated over \$224 million in estimated construction cost.



- **Code Enforcement Director:** The appointed department head responsible for administering and enforcing municipal, state, and federal codes, including zoning, shoreland, floodplain, and cannabis regulations. This role manages staff, budgets, and policies and programs while providing technical expertise to the Board of Appeals and other municipal departments. Key duties include timely inspections and reviews while ensuring overall regulatory compliance.
- **Code Enforcement Deputy Director:** Primarily assigned to plan review and as a Master Electrician this position oversees the Town's electrical permits and inspections program, and serves as the alternate/ deputy municipal appointed Code Enforcement Officer, Building Official, Local Plumbing Inspector, Shoreland Zoning Officer, and primary Electrical inspector
- **Code Enforcement Officer:** Primarily assigned to the field, this position works with contractors and homeowners to administer state and local codes and land use ordinances. The officer performs residential construction plan reviews and inspects construction work—including septic systems, framing, plumbing, and electrical connections—to ensure conformance with state and town building and land use codes and ordinances.
- **Zoning and Code Enforcement Coordinator:** Assigned as the primary contact for customers submitting building permits. This technical/clerical role involves reviewing applications and plans for completeness, assisting the public with permit requirements, calculating fees, files, and providing information on the general permit process, and offers administrative support to department and the Board of Appeals.

- **Administrative Assistant:** Assigned to customer service as the primary department contact for general inquiries: managing electronic files, scheduling the department's field inspections, invoices, taking payments, processing same day permits, and completing daily and cash-ups.

Equipment & Assets

The primary equipment and assets for the Department are:

- **MyGov-** a specialized Software designed to help manage permits and inspections efficiently. The platform offers tools for scheduling inspections, managing permits, and tracking compliance. This allows for full transparency and public viewing of construction documents, inspection reports, permits and certificate of occupancy.
- **Vehicles-** Three staff members are assigned to three vehicles which include two used 2017 Ford Explorers that were transferred/ replaced from the Police Departments fleet, and a leased Kono electric vehicle.

Budget Commentary

The department operates under the "Property & Inspection" category (Account 16110).

- There is no proposed increase in the operations (non-staff) portion of the budget.
- The operating budget covers various expenses, including equipment, books and maps, fuel, supplies, postage, advertisements, phones, safety clothing, and continued education training for state code enforcement officer re-certifications.

Town of Windham

NEXT YEAR / CURRENT YEAR BUDGET DETAIL - EXPENDITURES

ACCOUNTS FOR PROJECTION 20271 TOWN OF WINDHAM - FY 27 OPERATING BUDGET								
			2025	2026	2026	2026	2027	PCT
			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE
1000	GENERAL FUND							
16110	CODE ENFORCEMENT							PROPERTY & INSPECTION
357	16110	41110 REG FT	384,495.85	407,043.00	407,043.00	245,621.08	507,530.00	24.7%
		Annual salaries and wages for the Code Enforcement Director, Deputy Director, Code Enforcement Officer, Zoning & Code Enforcement Coordinator and Administrative Assistant.		2.8% COLA			507,530.00	
				TM 2-23-26 +\$80,836 - NEW CODE POSITION				
				TM 2-23-26 +\$824 to bring non-union COLA to 3.0%				
358	16110	41120 REG PT	0.00	3,000.00	3,000.00	0.00	3,000.00	0.0%
		Per Diem Code Enforcement Officer		To cover trainings, vacations, extended absence leave etc.			3,000.00	
359	16110	41210 OT-REG	135.50	0.00	0.00	0.00	0.00	0.0%
		Overtime		DEPT HEAD REQUEST FY25			0.00	
				REMOVE OVERTIME ACCOUNT FOR A PER DIEM CODE ENFORCEMENT OFFICER				
360	16110	43100 SUPP & MTL	2,091.19	2,900.00	2,900.00	828.45	2,900.00	0.0%
		General office and supplies.					2,900.00	
367	16110	43220 FUEL GAS	2,348.11	2,880.00	2,880.00	1,561.34	2,210.00	-23.3%
		Estimated use of 1000 gallons decreased to \$2.21 per gallon					2,210.00	
362	16110	43610 BOOKS MAPS	68.50	2,000.00	2,000.00	97.06	2,000.00	0.0%
		Publications and code books 2021 MUBEC /ICC Code for tablets and laptops		Updated Code cycle On laptops and Tablets and hardcopies as per State rules			2,000.00	
363	16110	43710 POSTAGE	198.61	12,000.00	12,000.00	149.96	12,000.00	0.0%
		General correspondence, public hearing, committees, notifications to abutters, and ZBA notifications.		Postage and certified Mail increases per US postal			2,000.00	
		POSTAGE FOR LEGAL NOTICE		Added in FY25			10,000.00	
		SUGGESTED LETTERS - JENSEN BAIRD						

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1000	GENERAL FUND									
16110	CODE ENFORCEMENT							PROPERTY & INSPECTION		
364	16110	43720	CLOTHING	377.71	1,200.00	1,200.00	283.78	1,200.00	0.0%	
			Clothing/ uniform expense required safety boots, and identifiable clothing (all seasons) for Code Enforcement Officers		Identifiable clothing is vital for code enforcement officials to perform their duties effectively, safely, and with public acceptance.			1,200.00		
					Note: OSHA approved safety jackets/ vest and boots are required for construction sites.					
365	16110	44400	PROF SVCS	16,316.45	21,648.00	21,648.00	14,686.56	21,648.00	0.0%	
			MyGov- online software platform that streamlines the permitting and inspections process for resident, contactors and businesses; software is now owned by Tyler Technologies.		\$1,804 charged per month.			21,648.00		
					This software allows for full transparency and public viewing or uploading of all our permitting and inspection notes: checklist, construction documents, photographs and results (final certificates).					
					NO LONGER USED BY PWD					
			Drone Flights Highland Lake					0.00		
			MyGov upgrade/ subscription fees					0.00		
366	16110	45330	EQ MT SVCS	14.00	300.00	300.00	0.00	300.00	0.0%	
			Annual server printer maintenance and parts, shared with Planning Department, Assessing, and WEDC					300.00		
367	16110	46210	TEL-LAND	5,661.65	6,600.00	6,600.00	3,359.79	6,600.00	0.0%	
			Office desk phones; and iPad and cellular phone.		new phone line contract; anticipated 20%-line-item increase			6,600.00		
368	16110	46310	ADVRTSNG	516.56	1,750.00	1,750.00	0.00	1,750.00	0.0%	
			Legal advertisements for Appeals Board		ZBA fee of \$400.00 per application			1,750.00		
369	16110	46410	TRV EXP	3,136.50	3,000.00	3,000.00	412.77	3,000.00	0.0%	
			Travel/lodging/meals - seminars/conferences		Local/ regional two-day educational conferences that are approved for State CEO continuing education credits.			3,000.00		
370	16110	46510	PRINTING	220.00	400.00	400.00	0.00	400.00	0.0%	
			Business cards, stop work orders, etc...					400.00		

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1000	GENERAL FUND								
16110	CODE ENFORCEMENT						PROPERTY & INSPECTION		
371	16110	46520	COPY SVCS	477.42	900.00	900.00	0.00	900.00	0.0%
			Copy Services estimated at \$225.00 quarterly, (shared with the Planning Department and Assessing). Copier service contract, paper and copy supplies shared equally by Code Enforcement, Assessing, and Planning.					900.00	
372	16110	46910	TRNG/CONF	4,006.27	4,360.00	4,360.00	1,726.11	4,360.00	0.0%
			Required continuing education and training to maintain multiple State land use certifications					4,000.00	
			Annual Boards of Appeal Trainings for ZBA members					360.00	
373	16110	46920	MMBR DUES	360.00	500.00	500.00	180.00	500.00	0.0%
			MBOIA Memberships - (\$55 each) Two (2) Subscribing Memberships Three (3) Active Memberships NFPA CFI recertification Master Electrician re-certification					200.00	
			Memberships fees allow for a substantial savings in local trainings (provided by our vol. MBOIA board).						
			NFPA CFI- recertification is for the Directors Pro-board Fire Inspector Certification.						
			Master Electrician recertification is to continue our State delegated local electrical permit/ Inspections program.						
			Master Electrician License renewal / membership fees for the Code Enforcement Deputy Director					150.00	
			NFPA Certified Fire Inspector I, Membership renewal for the Code Enforcement Director .					150.00	
			3- year cycle professional development and certification fee.						
374	16110	47430	OTHR EQP	924.72	3,000.00	3,000.00	0.00	3,000.00	0.0%
			Equipment needed to perform inspections, safety/ ergonomic equipment, inspection tools, etc.					3,000.00	
TOTAL 16110 - CODE ENFORCEMENT				421,349.04	473,481.00	473,481.00	268,906.90	573,298.00	21.1%