

Code Enforcement Position Workshop
Town of Nutter Fort
5:30 pm
10/17/2016

The meeting was called to order in council chambers at 5:30 pm by Mayor Sam Maxson. Attendance: Mayor Sam Maxson, Recorder Charlene Louk, Councilors Natalie Haddix, Bruce Kidd, Karen Phillips and Brenda Riley. Absent: Councilor William Benincosa. Also present: Treasurer Julia Foley.

The following issues regarding the town Code Enforcement (CE) position were discussed:

- The current CE has a full time job and is not able to devote the time needed for the current workload. Also, he is not available during weekdays to observe repairs and/or construction being done without permits, or to observe for code violations.
- Qualities, traits and skills for an effective CEO were discussed.
- The interview process for this position should be thorough enough to determine qualifications, communication and computer skills.
- Council is considering selecting a current employee as CE through State Fire Marshall's office. Once approved by the State Fire Marshall's office, they would operate as CE under the "hardship program" and would have 2 years to complete the required certifications.
 - Expectations of the position would be outlined in detail to the candidates and the supervisor.
 - The town will pay for the first attempt of required certifications.
- Pros and cons of an internal hire of a current town employee:
 - Pay structure discussed: salary verses hourly increase.
 - Not sure if an employee could be given a salaried amount as CEO in addition to their current hourly rate. This may be an ethics violation. There are also questions about overtime pay. We will get more information on this.
 - Concerns were raised if an employee designated as CEO is given an additional hourly rate, it will cause tension with other employees.
 - When considering increased pay for an internal hire, it was pointed out this is a co-lateral duty for the employee. They are already being compensated whether doing their primary job duties or CEO responsibilities. Therefore, CEO compensation may not need to be as high a rate as an external hire CEO.
 - A certain amount of time will need to be devoted to CE duties, with more hours during warmer months. Time and expectations will be discussed and understood by the employee and supervisor.
 - It is not likely there would be an additional hire to cover primary job duty hours lost to the CE position.

- A suggestion was made to split the position between two employees for 1) the inspection portion and 2) the reporting portion. Council realized this would not be possible. Only one name can be submitted to the Fire Marshal for hardship consideration. Splitting the position would also be difficult because of the certifications required.
- Mayor Maxson has a lead on a newly certified CEO who may be available for hire. He will follow up on this.
- Council will meet to discuss the CE position at 6pm prior to the October 25, 2016 council meeting. It will also be placed on the 10/25 meeting agenda.

Meeting adjourned by acclamation at 6:25 pm.

Respectfully submitted,

Charlene Louk

Sam Maxson