


**TOWN OF FREEPORT, MAINE**

Town Manager's Office
30 Main Street
Freeport, ME 04032

Phone: 207-865-4743
Email: pjoseph@freeportmaine.com

MEMORANDUM

TO: Freeport Town Council
FROM: Peter Joseph, Town Manager 
DATE: 04/27/17
RE: Nomination of Nicholas Adams of Naples, ME as Codes Enforcement Officer

I am happy to be able to nominate Nicholas Adams of Naples, ME for appointment by the Town Council as Codes Enforcement Officer for the Town of Freeport. The Town's Administrative Code Ordinance requires the Town Council to confirm the Town Manager's nomination for this position.

Mr. Adams has served as the Director of Planning and Community Development for the Town of Poland since 2012. This position encompasses the Chief Code Enforcement Official and Building, Plumbing, and Electrical Inspector duties for the Town of Poland, in addition to Planning and Zoning functions. He also currently serves part-time as the Code Enforcement Officer and Building, Plumbing, and Electrical Inspector for our neighboring Town of Chebeague Island. His experience in these Towns, which each have a high proportion of shorefront residential development, will be particularly relevant in Freeport.

Prior to serving the Town of Poland, Mr. Adams served as a Code Enforcement Officer and Inspector with the City of Portland for two years, working on primarily commercial inspections. This commercial experience will also benefit Freeport, which has a healthy mix of residential and commercial inspections duties.

Mr. Adams is well regarded in his profession, and currently serves on the volunteer Boards of Directors for the International Code Council Northeast Regional Coalition, the Maine Building Officials and Inspections Association, and the New England Building Officials Education Association.

In addition to Mr. Adams' professional qualifications, our selection committee was impressed by his demeanor and his willingness to work with builders and property owners to find mutually agreeable solutions to code and inspection issues. I am confident that his mix of professional expertise and approachability will be a good fit for the Town of Freeport. His resume is attached to this memo for your reference. If you have any questions regarding my recommendation, please do not hesitate to contact me prior to Tuesday's meeting.

Nicholas L. Adams

March 8, 2017

Town of Freeport
CEO Search
30 Main Street
Freeport, Maine 04032

To whom it may concern:

I write in response to the advertised position for a knowledgeable and competent Codes Enforcement Officer. I believe that my philosophy on what makes for good government, combined with my past and present work experiences, makes me an excellent candidate to lead the Codes Enforcement Department.

Government should be efficient, competent, and helpful. In each municipality I have served, I have streamlined cumbersome permitting and application processes and improved outcomes. My simplified process was cited as a significant factor in the State's decision to award Poland its business friendly status. In addition to streamlining the permit application process, I have implemented digital archiving of property files and created several Capital Improvement Programs for the Department.

To achieve efficiency, it is imperative that staff be educated and well trained. I have taken every opportunity to further my own education and am the only code officer in the State who has been granted delegated authority for construction permits from the State Fire Marshal's Office, and who has been given capacity by the Maine Department of Environmental Protection for site law and stormwater permits. In addition to my work on various boards, I have been requested by state agencies to be speaker at various code enforcement trainings throughout the State. This demonstrates my dedication and commitment to education by providing ongoing trainings and improving the industry.

Finally, public employees should be helpful. Customer service is a number one priority and I possess the necessary interpersonal skills to positively interact with contractors, consultants, engineers, architects, landowners, coworkers and municipal boards. Whenever I deny a permit or reject an application, I do not believe in simply saying "No." Instead, I take the time to explain to the homeowner or contractor what needs to be done to pass inspection or obtain a permit.

My experience as the Director of Planning and Community Development for the Town of Poland, a municipal code enforcement officer for several communities, and a construction business owner specializing in general contracting has given me the technical skills and experience for this position. However, it is my proven ability to streamline processes, work with others, and improve municipal services, that will most benefit the Town of Freeport.

My salary requirement is negotiable based upon the job responsibilities and the total compensation package provided. I would greatly appreciate an opportunity to further discuss with you how my services would be an asset to the Town. I hope my qualifications and experiences merit your consideration.

Respectfully Submitted,



Nicholas L. Adams

Nicholas L. Adams

PROFESSIONAL EXPERIENCE

Director of Planning and Community Development

Town of Poland, Poland, Maine, January, 2012 – Present

- Chief Code Enforcement Officer, Building, Plumbing and Electrical Inspector for the Town, in charge of enforcing and inspecting all adopted codes and standards.
- Completely revamped the permit application process, eliminating 90% of the permit application previously required of an applicant. Additionally, received delegated approval and capacity from the State Fire Marshal and Maine Department of Environmental Protection which removed the duplicated procedure and streamlined the approval process.
- Manage the Town of Poland's Planning and Community Development Department, including annual budgeting, staff oversight, ensuring meticulous record retention and permit tracking, coordinating with other departments and agencies, and providing excellent customer service.
- Solely responsible for reviewing and verifying all applications for building, subdivision, site plan and shoreland zoning permits; reviewing and advising on landscaping, engineering, construction and architectural plans; conducting inspections; investigating complaints of code violations, and taking enforcement action where appropriate.
- Work closely with the Poland Planning Board and Board of Selectmen, advising them on applications, ordinance interpretations, draft ordinance language, and current best practices and legal developments.
- Previous chair, and current member, of the Town of Poland Safety Committee, responsible for liaising with department heads to discuss and implement plans to increase workplace safety, and conducting yearly safety and harassment training.
- Trained fire department personnel to conduct life safety inspections and assisted them with obtaining NFPA Fire Inspector-1 certifications.
- Spearheaded the project to bring all Town buildings into compliance with ADA Standards.
- Worked closely with the fire and police departments to post and demolish dangerous buildings within the Town.

Code Enforcement Officer/Building Inspector/Plumbing Inspector/Electrical Inspector

Town of Chebsague Island, Chebeague Island, Maine, June, 2014 – Present

- Responsible for implementing, interpreting, and enforcing the adopted building and zoning ordinances, including permitting, inspecting and enforcement.
- Reconfigured the permitting and inspection procedure to streamline the process
- Analyzed the municipal zoning map and offered suggestions for improvements to foster development while considering important town resources.
- Work closely with other Town personnel and boards, as well as outside agencies.

Code Enforcement Officer/Building Inspector/Plumbing Inspector/Electrical Inspector

City of Portland, Portland, Maine, February, 2009 – December, 2011

- Effectively worked with a team of code enforcement officers and inspectors.
- Conducted City inspections, including large commercial projects, health inspections, and others, and coordinated review with appropriate municipal departments

- Advised building contractors and property owners on use of materials and building methods to comply with the building, plumbing, and electrical codes adopted by the local jurisdiction
- Envisioned an idea of same-day permitting, which was subsequently implemented.

Owner-General Contractor

Adams Construction Inc., Naples, Maine, March 2001 – February 2010

- General Contractor for residential and commercial construction projects up to \$1.2 million, including direct oversight over staff of twelve, in addition to numerous subcontractors.
- Subcontractor for major projects, including the Exxon-Mobil Pipeline Company, The Home Depot, and Kohl's.
- Responsible for company financials and budgets, as well as overseeing front-office operations and provided impeccable customer service, ultimately building a clientele supported by 70% referral business.

BOARDS AND COMMITTEES

- Director, International Code Council Northeast Regional Coalition, (NERC), 2014 – Present
- Director, Maine Building Officials and Inspections Association, (MBOIA), 2014 – Present
- Director, New England Building Officials Education Association, (NEBOEA), 2013 – Present
- Member, Town of Poland Safety Committee, 2012-Present, Chairperson 2013-2015

CERTIFICATIONS AND LICENSES

- State of Maine Code Enforcement Officer licensed to perform duties in the following areas:
 - 80K
 - Shoreland Zoning
 - Land Use
 - Residential and Commercial Building Code
 - Residential and Commercial Energy Code
 - Indoor Residential and Commercial Ventilation Code
 - Residential Radon Code
- State of Maine Local Plumbing Inspector
- NFPA Certified Fire Plans Examiner, Fire Inspector-1
- State of Maine certification in erosion control practices
- State of Maine Onsite Subsurface Wastewater System Installer
- State of Maine Electrical License
- State of Maine Plumbing License
- State of Maine Class A Commercial Driver's License

EDUCATION

Thomas College, Waterville, Maine, 2002 – 2003.

Central Maine Community College, Auburn, Maine, 2005-2006, Architecture and Civil Engineering.

Novel Engineering, Camden, Maine, 2014-Present, Master Electrician Program
