

**Minutes**  
**Bar Harbor Long-Term Rental Registration Task Force**  
**Monday, April 7, 2022**  
**Bar Harbor Town Council Chambers – Third Floor, Municipal Building**  
**4:00 P.M.**

**I. Call to Order**

*The meeting was called to order at 4:02 PM. Members present: Michele Gagnon, Planning Director; Todd Hardy, Chair and landlord representative; Erica Brooks, landlord representative; Philip Galperin, resident at large; Amber Howard, tenant representative; Matthew Bartlett, Bar Harbor Fire Chief; Angela Chamberlain, Code Enforcement Officer, John Mountford, Ellsworth and MDI Housing Authority representative; and Jennifer Richardson, resident at large.*

*Joe Minutolo, Town Council representative and Heidi Hambrecht, tenant representative were excused absences.*

*Also present: Michael Gurtler, Deputy Code Enforcement Officer.*

**II. Approval of Minutes**

1) March 3, 2022 Meeting

*Mr. Bartlett moved to approve the March 3, 2022 meeting minutes as prepared. Mr. Mountford seconded the motion and the task force voted 9-0 to approve the motion.*

**III. Review and discuss POLCO results**

*The task force discussed agenda items III. and IV. collectively.*

**IV. Discussion Topics**

- 1) Registration process
- 2) Fees (including possible incentives)
- 3) Exceptions to the registration requirements
- 4) Inspection component (including implementation timing)
  - a. Frequency of inspections
  - b. Inspection checklist items
- 5) Other

*Mr. Mountford observed that some of the comments expressed concerns with the potential loss of housing as an effect of a registration and inspection process, but Mr. Mountford pointed out that if a unit was unsafe or unsanitary, is really valuable housing?*

*Mr. Bartlett opined that year-round renters should be protected under the same rules and regulations as short-term rentals.*

*The task force collectively agreed that many of the housing issues appeared to be in units used for seasonal, employee housing. The group agreed that inspection program is warranted for that type of housing but there were concerns with including all types of long-term housing. Mr. Hardy added that seasonal, employee housing tends to be vacant for several months a year, are not maintained, and are often in a state of disrepair.*

*The task force spent time discussing the need for registration data. Mr. Hardy asked if there was another term that could be used other than "registration".*

*Mr. Mountford moved that the task force recommend that the town of Bar Harbor adopt a long-term rental registration process and further recommend that the registration application be free of charge to encourage voluntary compliance. Mr. Bartlett seconded the motion and the task force voted 8-1 to approve the motion with Ms. Brooks against.*

*During discussion of the motion, the task force discussed why they felt a registration program was necessary and how it was integral to the data collection that was needed to move forward.*

*Ms. Howard moved that the task force clarify that the purpose of a long-term rental registration is for housing data collection such as: age of the rental unit, rental periods, occupant information, presence of sprinkler and alarm systems, and other relevant characteristics of the housing stock. Mr. Hardy seconded the motion and the task force voted 9-0 to approve the motion.*

*Mr. Mountford moved that a registration program should not include: Short-Term Rentals, Employee Living Quarters, or Shared Accommodations, government regulated housing under HUD regulations, on-site college dormitories, all types of transient accommodation of less than 30 days, convalescent and/or congregate housing, nursing homes, all as defined in the Bar Harbor Land Use Ordinance. Ms. Gagnon seconded the motion and the task force voted 9-0 to approve the motion.*

*The task force discussed inspections briefly. The consensus of the group was that long-term rental inspections should not be as intensive as those for the short-term rental registrations. The inspections should focus on three primary elements designed to protect lives: tenant notification systems (smoke and carbon monoxide detectors), building elements designed to prevent or slow the spread of fire, and the presence of adequate and useable means of egress.*

*The task force agreed that they could not make a recommendation on the inspection component until data was collected through a registration process. The group felt they needed to know how many long-term rental units there are in Bar Harbor, what the age of each unit is, who the occupants are of the units, and the length of time the units are rented. The task force felt that they could make a more informed recommendation on inspections if they had that information and inspections could be prioritized using that data. The group agreed that they would be willing to reconvene after a registration program had been implemented to review the data collected and then make a recommendation on the inspection component.*

*Ms. Gagnon moved to pursue an extension of the term of the task force for the purpose of continuing the work after the registration data is collected. Ms. Brooks seconded the motion and the task force voted 9-0 to approve the motion.*

## **V. Public Comment Period**

*There was none.*

**VI. Items for the next Agenda**

*The task force will continue drafting the final recommendations at the May 5, 2022 meeting.*

**VII. Adjournment**

*Mr. Mountford moved to adjourn the meeting at 5:43 PM. Ms. Brooks seconded the motion and the Task Force voted 9-0 to approve the motion.*

**Minutes approved by the LTR Registration Task Force on May 5, 2022.**

  
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**Todd Hardy, Chair**  
**Long-Term Rental Registration Task Force**

5/19/22  
**Date**