

Long-Term Rental (LTR) Registration Task Force Roles & Responsibilities

The mission of the Long-Term Rental Registration Task Force is to develop a registration program for long-term (more than 30 days) rentals with specific recommendations. The Town Council supports the 2019 Housing Policy Framework, which includes a strategy to ensure quality rental housing by developing a rental property maintenance licensing and inspection ordinance.

Appointment

The Task Force will consist of 11 members with one member being a Town Councilor, one member being the Planning Director, one member being the Code Enforcement Officer, one member being the Fire Chief, two members being current landlords of long-term (more than 30 days) rentals, two members being current tenants of a long-term (more than 30 days) rental, two members being residents at large, and one representative of the Ellsworth and MDI Housing Authority. All Task Force members are to be appointed by the Appointments Committee and sworn in by the Town Clerk.

The Task Force shall meet at least once a month beginning in January 2022 with the final report (a recommended program) presented to the Town Council no later than June 21, 2022. The Task Force will pause meeting until January 2024 when they will reconvene to review the results of data gathered from registration of LTR housing in 2023. They will meet as necessary to develop recommendations to the Town Council on an inspection component and any other elements of Chapter 130. With approval of the Town Council, an extension of time for the final report may be granted if the Task Force demonstrates due diligence in making progress towards completion of the project.

The Task Force shall elect a Chair and Vice-Chair at the first meeting. A town staff member shall take minutes at each meeting and send approved minutes to the Town Clerk. A quorum of the Task Force shall be 7 members. Meeting agendas shall be posted on the bulletin board in the Municipal Building lobby and on the town's website.

Compensation

There shall be no compensation provided for the members of the Task Force.

Duties and Responsibilities

The Task Force will make recommendations on specific elements of a Long-Term Rental (LTR) Registration program with an inspection component that will include, but may not be limited to:

- Frequency of rental inspections
- Inspection checklist items
- Registration process
- Fees, including an incentive component
- Housing exceptions to the program (Vacation Rentals, etc.)

The Task Force will prepare a final report with specific recommendations to present to the Town Council for their consideration in June of 2022.

Amendment

These roles and responsibilities may be amended only by action of the Town Council.