

**Minutes**  
**Bar Harbor Long-Term Rental Registration Task Force**  
**Wednesday, February 28, 2024**  
**Auditorium – Third Floor, Municipal Building**  
**4:00 P.M.**

**I. Call to Order**

The meeting was called to order at 4:03 PM. Members present: Michele Gagnon, Planning Director; Todd Hardy, Chair and landlord representative; Erica Brooks, landlord representative; Philip Galperin, resident at large; Angela Chamberlain, Code Enforcement Officer; Jennifer Richardson, resident at large; Amber Howard, tenant representative; John Mountford, Ellsworth and MDI Housing Authorities representative arriving at 4:15 PM; and Matthew Bartlett, Bar Harbor Fire Chief arriving at 4:29 PM.

Heidi Hambrecht, tenant representative and Joe Minutolo, Town Council representative were both absent.

Also present: Mike Gurtler, Deputy Code Enforcement Officer; Cali Martinez, Housing and Community Planner; and Shawn Farrar, Bar Harbor Story.

**II. Approval of Minutes**

January 24, 2024

Ms. Brooks moved to approve the minutes as prepared. Mr. Hardy seconded the motion and the task force voted 7-0 to approve the motion.

**III. Review updated LTR application form**

The Task Force reviewed the application and made minor modification suggestions. Ms. Martinez asked the group for their thoughts on adding a line to collect data on average rent collected. She explained that this information would be helpful to collect information on income demographics and determine where the gaps are. While the group agreed that the information would be useful for her purposes, it was decided it didn't fit the goals of the Task Force. There were also questions about how the question would be framed to determine if the rent included utilities and how to prevent multiple tenants from reporting the same numbers which could skew the results. Suggestions were made on ways to collect this information independently of the LTR Task Force.

**IV. Review data of LTR's registered as STR's**

The group briefly discussed the numbers.

**V. Review updated data spreadsheets and discuss**

Mr. Mountford stated that he was surprised how few owners reported that they resided on the same property as their rental. He also asked whether the form could be modified to better capture information on different types of smoke detectors.

**VI. Review draft quarterly landlord newsletter**

The Task Force discussed the draft and agreed that public outreach was important in achieving the goals of the Task Force. Mr. Hardy encouraged staff to consider the option of a postcard explaining where information could be found. Ms. Howard asked who staff was directing the newsletter to. Ms. Chamberlain stated that tenants could greatly benefit from access to information that they might not otherwise be aware of. It was also suggested that if a newsletter is developed, it should be on the website and all previous editions should be kept as a resource online. Ms. Howard mentioned using QR codes as well.

**VII. Discuss adequacy of information provided online**

<https://www.barharbormaine.gov/535/Long-Term-Rentals>

Ms. Howard expressed her surprise at how easy it was to find the Long-Term Rental section of the website and how much information was available there. There was discussion about using platforms like Facebook and other social media sites to reach more demographics.

**VIII. Next steps**

The discussion circled back to public outreach. The group discussed posting short videos on the website and Facebook, possibly an example of a typical life safety inspection; holding public forums for engagement; participation in other housing focused events where staff could distribute information related to housing safety; holding a housing workshop; and attending events like the Jackson Laboratory’s wellness fair in April.

**IX. Public Comment Period**

There was none.

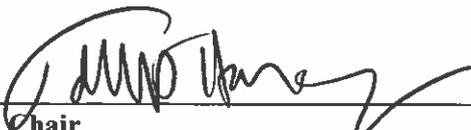
**X. Items for the next Agenda**

Staff agreed to bring suggestions for community outreach opportunities, a draft postcard informing tenants and landlords where to access information related to safe housing, and to include an agenda item to begin discussing the inspection component.

**XI. Adjournment**

The Chair adjourned the meeting at 5:16 PM.

Minutes approved by the LTR Registration Task Force on April 4, 2024.

  
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Todd Hardy, Chair  
Long-Term Rental Registration Task Force

4/22/24  
Date