

**Minutes**  
**Bar Harbor Long-Term Rental Registration Task Force**  
**Tuesday, May 28, 2024**  
**Auditorium – Third Floor, Municipal Building**  
**5:00 P.M.**

**I. Call to Order**

The meeting was called to order at 5:02 PM. Members present: Michele Gagnon, Planning Director; Erica Brooks, landlord representative; Joe Minutolo, Town Council representative; Angela Chamberlain, Code Enforcement Officer; Matthew Bartlett, Fire Chief; Jennifer Richardson, resident at large; Amber Howard, tenant representative; and John Mountford, Ellsworth and MDI Housing Authorities representative.

Heidi Hambrecht, tenant representative; Todd Hardy, Chair and landlord representative; and Philip Galperin, resident at large, were all absent.

Also present: Mike Gurtler, Deputy Code Enforcement Officer; and Shawn Farrar, Bar Harbor Story.

**II. Approval of Minutes**

April 22, 2024

Mr. Mountford moved to approve the minutes as prepared. Mr. Minutolo seconded the motion and the task force voted 8-0 to approve the motion.

**III. Discuss an inspection recommendation**

Ms. Chamberlain started the discussion by describing the documents that were included in the packet and the draft recommendations she had prepared that the Task Force could use to make their decisions.

Ms. Brooks began by stating that she felt it was the consensus of the Task Force that an inspection was important but the group also agreed that it should be very limited in scope to protect the housing stock and to prevent displacement of tenants.

Mr. Mountford also added that the purpose of the inspection is to verify the quality of the existing housing stock. Ms. Chamberlain agreed and reminded the group that the Housing Policy Framework adopted by the Town Council in 2019 has a strategy to ensure quality rental housing and the Long-Term Rental registration program was developed to recommend ways to meet that goal.

Ms. Howard also expressed that it was important to convey in the recommendation that the goal is to preserve the housing stock, not eliminate it. There was discussion regarding additional language that should be included to highlight that point.

Mr. Mountford moved that the Task Force recommend that an inspection component should be added to the program to maintain the quality and adequacy of the Long-Term Rental housing stock and to partially meet the goal of ensuring that all rental units in the Town of Bar Harbor are maintained in a safe

and sanitary condition and do not create a nuisance or derelict condition to the surroundings. Mr. Minutolo seconded the motion and the Task Force approved the motion 8-0.

The group spent significant time discussing a recommendation related to the frequency of the inspection. Suggestions were made that inspections should be “on a regular basis” or “on a three-year basis”. Some members felt saying on a regular basis was too vague and other members expressed concern with choosing a term and leaving it up to the staff. Mr. Bartlett suggested that he was not comfortable with just recommending it be on a regular basis and he preferred to see inspections done on a three-year cycle, the same as the Short-Term rental inspection requirement.

Mr. Mountford moved to recommend that an inspection of all Long-Term Rental units should be conducted on at least a three-year basis. Ms. Gagnon seconded the motion and the Task Force voted 6-2 to approve the motion with Ms. Brooks and Ms. Howard against.

The draft language contained three suggested inspection components and Mr. Bartlett asked that the group consider adding language that included the ability to address immediate life safety issues. The group agreed they were comfortable adding a provision for serious, immediate threats to the occupants.

Mr. Bartlett moved to recommend that the Long-Term Rental safety inspection be limited to the following four areas: 1. The presence of operable smoke and CO detectors; 2. Safe and effective egress; 3. Adequate E911 addressing signage at the property; 4. Immediate life safety issues. Mr. Minutolo seconded the motion and the Task Force voted 8-0 to approve the motion.

Ms. Gagnon moved to recommend that the initial inspection cycle be prioritized using a weighted risk score model based on the characteristics of the property. The higher the score, the greater the priority and placement on the inspection list will be organized by the score. Mr. Mountford seconded the motion and the Task Force voted 8-0 to approve the motion.

Mr. Mountford moved to recommend that the inspection component of the program should be revisited after three years to assess its adequacy in continuing to meet the goals of the program and for staff to recommend modifications. Mr. Minutolo seconded the motion and the Task Force voted 8-0 to approve the motion.

Ms. Chamberlain suggested that she could prepare the recommendations in a final document and bring it back to the group at their following meeting to review, edit as necessary, and approve. The group agreed that was an acceptable final step in the process.

#### **IV. Next steps**

The Task Force will hold one last meeting to review final recommendation language before it is presented to the Town Council.

#### **V. Public Comment Period**

There was none.

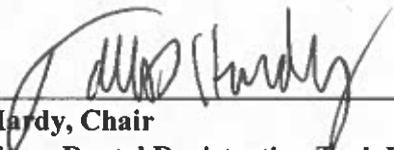
**VI. Items for the next Agenda**

Review draft recommendation language.

**VII. Adjournment**

The Chair adjourned the meeting at 6:14 PM.

**Minutes approved by the LTR Registration Task Force on June 27, 2024.**



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

8/21/24  
Date

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