



# CITY OF SOUTH PORTLAND

P. O. Box 9422  
25 Cottage Road  
South Portland, ME 04116-9422

Scott Morelli  
City Manager

## MINUTES

### Affordable Housing Committee

Wednesday, July 6, 2017

7:00 PM

City Hall - Council Chambers

#### Attendees:

Tiffanie Bentley  
Joshua Reny

Mike Duvernay  
Amanda Robertshaw

Mary Jo Elliot

#### Absent:

Tex Haeuser  
Bertrand Mizero

Mike Hulsey

Isaac Misiuk

1. Committee was informed several members would be absent and had sent notice in advance. Richard Berman has resigned from the committee with regret due to other obligations.
2. The meeting was called to order at 7:02 p.m. Pledge of Allegiance.
3. Minutes - Motion by Elliot second by Duvernay to adopt the minutes of the June 6, 2017 meeting as printed. All in favor.
4. Draft Chapter 12 Amendments - The committee reviewed the revisions to the draft ordinance that were made since the last meeting. Feedback from the Committee and members of the public were included. Staff and Corporation Counsel have also reviewed the draft. The latest changes include the following: updating the definition of discrimination, allowing landlords and tenants to mutually agree to use an electronic signature for documents requiring a signature, increasing records retention from 3 to 6 years, creating a stepped increase in penalties for multiple violations, creating an appeal process for anyone aggrieved by a determination that a violation occurred, and the effective date of the ordinance. There was agreement that the draft ordinance is in final form and ready to present to City Council for consideration. The Committee discussed the idea of holding an informational meeting after the ordinance is adopted to allow landlords and tenants the opportunity to learn about the changes. The City will do a press release once the ordinance is adopted with information about the date, time, and location of such a meeting. The City should also create an executive summary with key information, perhaps on a single page, or in the form of a flyer that can be posted or handed out.

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5. Education Program – Josh will begin compiling a list of resources for tenants and landlords with hyperlinks that can be placed on a Rental Housing Portal (webpage) on the City website. The resources will be for tenants and landlords. The webpage will also include the City’s disclosure form for landlords to download. Committee members will review the resources list and respond with additional information for the webpage. Mike D. offered to take the lead on an educational program series. The idea is to invite guest speakers to present a rotating list of housing-related topics throughout the year, perhaps once each month or two. The City could provide space to host the events and aid with advertising. Committee members will contact Mike with their programming ideas and he will create a draft schedule for the Committee to review next month.
6. Public Comments – Sandy Warren spoke with the Committee during the meeting, and was thanked for sending comments via email prior to the meeting.
7. The next Committee meeting was not set because several members were absent. Josh will email the group to set a date for the next meeting.
8. Motion by Elliott seconded by Bentley to adjourn at 7:46 p.m. All in favor.