



CHARGE

Appendix 1K

Adopted By: City Council, Ordinance ____-2026

Commission: Rent Stabilization Board

Establishment & Regulation ...

City of Waterville Mobile Home Park Rent/Stabilization Ordinance
1 MRS, Chapter 13, Freedom of Access
City of Waterville Ethics Ordinance
City of Waterville Resolution 33-2022

Purpose ...

The Board shall hear request by Park Owners for lot rental and fee increases that exceed the most recently posted cost of living increase for Social Security recipients.

Membership ...

- A. Appointments shall be made as set forth in the City Charter. A majority of the Board membership will be Waterville residents. Appointments to fill vacancies will be made to continue a Waterville resident majority on the Board.

Membership shall be comprised of five (5) members who shall serve for staggered terms as set forth in this ordinance. Initial appointments shall be made as follows...

- Two members for three-year terms
- Two members for two-year terms
- One member for a one-year term

Scope of Authority...

The Board is to hear and decide proposed rent or fee increases that exceed the most recent cost of living increase for social security recipients.

It is not authorized to make promises or enter into verbal or written agreements purporting to represent the city.

Conduct of Business ...

The board is an official body of the city. As such it is subject to Maine's Freedom of Access Act, 1 MRS Section 403 and must meet in a location accessible to the public, allow

the public to attend its meetings, publicly post the dates and times of its meetings, and keep minutes for the public record.

No member of the board may represent themselves or a family member, their business interests or those of a business partner, or participate in commission deliberations or vote on any matter having to do with such interests. When such a conflict occurs, the effected commission member(s) must declare the conflict, recuse themselves from the meeting and vacate the meeting space until the conflict ceases to exist.

At its organizational meeting, the Board will elect a Chair and Secretary. Thereafter, each January the Board will elect a Chair and Secretary. In the absence of the Chair, the Board will appoint a temporary Chair. The Board may request assistance from the City to assist in the performance of its duties. A quorum of the board consists of three (3) members. All members are permitted to make and second motions; and all members present, unless abstaining, may participate in the discussion and deliberation. No meeting of the Board shall be held, or once begun, shall be continued, without a quorum as established in this section. The Board shall act by majority vote of the members present.

The Chair is an authorized voter but shall conduct the meeting with impartiality.

The Board may create bylaws for procedures to run meetings.

Reporting ...

Copies of the Board's decision will be provided to all parties within 5 business days of the decision.

Sunset ...

The board is a standing commission and has no sunset.