



**Code Enforcement and Planning & Development**  
**208 Sanford Road, Wells, Maine 04090**

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Website: [www.wellstown.org](http://www.wellstown.org)

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**Wells Lodging Facility Advisory Committee Meeting**  
**Wednesday March 29, 2023, 1:00 P.M.**  
**Littlefield Meeting Room, Town Hall**  
**208 Sanford Road**

1:00 P.M. CALL MEETING TO ORDER & DETERMINATIONS OF QUORUM

- I. OPEN TO THE PUBLIC
- II. APPROVAL OF THE MINUTES
  - A. Minutes from March 1, 2023
  - B. Minutes from March 8, 2023
- III. REVIEW LODGING LICENSE RENEWALS
  - A. Review lodging licenses that have been submitted for renewal and make recommendations to the Selectboard.
- IV. PROCEDURE FOR REVIEWING THE APPLICATION

Chapter 150- Lodging Application

  - A. Discuss the procedure for Reviewing and Renewing Lodging Licenses to make recommendations to the Board of Selectmen.
- V. ADJOURNMENT



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The 2023-2024 Procedure for Reviewing Lodging Licenses.

- Renewal and new applications will be submitted and paid for in the Clerk's Office.
- Once the application is received the Clerk's Office will take the application to the Code Enforcement Office where a fillable document will be created for the Police, Fire, Planning and Code Office to use during their departments' review.
- The fillable document with the submitted renewal application will be available for review by each department on a shared network drive. Each department will consider relevant information that should be available for the Lodging Committee and Board of Selectmen to review. To include:
  - Emergency calls to the property could have been avoided if management addressed life-safety maintenance routinely.
  - Continual calls based on cliental being disorderly and management not being proactive. These calls do not include medical, accidents and isolated situations.
  - Approval and conditions on the Site Plan, number of units, open and closure times, and length of stay.
  - Code violations and complaints
- Once all departments have reviewed and made comments on an application the application will be forwarded in advance for review by the Lodging Committee to be discussed at its next scheduled meeting.
- The Lodging Committee discusses and considers the following:
  - Comments from Police, Fire, Planning & Code Enforcement.
  - Office hours, open/closure, and length of stay.
  - How lodging records are being maintained.
  - Smoke, carbon, and gas detector maintenance.
- The Lodging Committee will make comments and/or a recommendation to move the Lodging License forward to the Board of Selectmen or request the Code Enforcement Office to compile additional documentation/information. The Committee will re-visit any license request for additional information at a subsequent meeting.
- The Board of Selectmen will receive a copy of each business license with attached documentation from each department's findings and the Lodging Committee's comments/recommendations.
- The Board of Selectmen will review the information and schedule a public hearing to review each license for renewal.



# TOWN OF WELLS, MAINE

## LODGING FACILITY ADVISORY COMMITTEE

Meeting Minutes  
Wednesday, March 8, 2023, 1:00 P.M.  
Town Hall  
208 Sanford Road

### **1:00 PM CALL TO ORDER & DETERMINATION OF QUORUM**

Those present were committee members Ron Avery, Katy Kelly, Jim MacNeill and Sharon Meyers. VIA ZOOM were members Jackie Simonds, Pam McDonough, Nate Mayo and Police Chief JoAnn Putnam. Also present were Jodine Adams, Code Enforcement, Mark Dupuis Chief of Fire, Mike Livingston, Planning Engineer, Scott DeFelice, Selectboard Liaison and Kerri VanSchaak, Deputy Town Clerk. Absent were Jill Robi, Michael Beausoleil, and Michael Pardue, Town Manager.

#### **I. OPEN TO THE PUBLIC**

MaryEllen Theriault present. No comments from the public.

#### **II. CLOSED TO THE PUBLIC**

Motion made by Ron Avery. Seconded by Jim MacNeill. All in favor. PASSED.

#### **III. APPROVAL OF MINUTES**

March 1, 2023 were not available.

#### **IV. REVIEW OF LODGING APPLICATIONS**

1. *Harborview Cottages*: A motion was made by Ron Avery and seconded by Jim MacNeill to HOLD for further clarification on the smoke and fire detections. All in favor. PASSED
2. *Cappy's Cottages*: A motion was made by Jim MacNeill and seconded by Katy Kelly to HOLD for clarification on conflicting information regarding the registry.
3. *Coastal Condominium*: A motion was made by Jim MacNeill and seconded by Katy Kelly to recommend RENEWAL. All in favor. PASSED
4. *Tallwood Motel*: A motion was made by Ron Avery to recommend RENEWAL. Seconded by Jim MacNeill. All in favor. PASSED
5. *Seal Harbor*: A motion was made to HOLD by Ron Avery and seconded by Jim MacNeill for the need of Co Detectors and office need questions. All in favor. PASSED
6. *New Harborview*: Jim MacNeill made a motion and seconded by Ron Avery to HOLD for registry questions. All in favor. PASSED
7. *Ocean Dunes Condo Association*: Jim MacNeill made a motion and seconded by Ron Avery to HOLD for clarifications on questionnaire regarding Life Safety (fire alarm) and questions on the office location. All in favor. PASSED

- 43 8. *The Garrison*: Jim MacNeill made a motion to recommend RENEWAL and seconded by Ron  
44 Avery with a recommendation for installation of a Knox box. All in favor. PASSED  
45 9. *Elmwood Resort Hotel*: Jim MacNeill made a motion to recommend RENEWAL seconded by  
46 Katy Kelly. All in favor. PASSED  
47 10. *Primrose Lane Condo Association*: A motion was made by Ron Avery and seconded by Jim  
48 MacNeill to HOLD for clarification on the office, registry (follows 28 day rule) and CO  
49 detectors. All in favor. PASSED  
50 11. *Haven by the Sea*: A motion was made by Jim MacNeill and seconded by Ron Avery to HOLD  
51 for clarification on Life Safety/Fire Safety. All in favor. PASSED  
52 12. *Nautical Mile*: A motion was made by Ron Avery and seconded by Jim MacNeill to  
53 recommend RENEWAL with clarification on office hours which does not meet the  
54 requirements of the site plan. All in favor. PASSED  
55 13. *Bellevue by the Sea*: Jim MacNeill made a motion to recommend RENEWAL and seconded by  
56 Ron Avery with recommendation for verification on the Knox box. All in favor. PASSED  
57 14. *Drakes Island Resort*: Ron Avery made a motion to recommend RENEWAL seconded by Jim  
58 MacNeill. Planning Dept will notify the owners of the parking space issue. All in favor. PASSED  
59 15. *Belle of Maine*: A motion was made by Jim MacNeill and seconded by Pam McDonough to  
60 recommend RENEWAL. All in favor. PASSED  
61 16. *Blue Horizon Motel*: A motion was made by Ron Avery and seconded by Jim MacNeill to  
62 reopen OPEN TO THE PUBLIC. All in favor. PASSED  
63

64 Mary Ellen Theriault present to answer questions on her application regarding the registry, and  
65 site plan issues which are not in the jurisdiction of the lodging committee.

66 A motion was made by Ron Avery and seconded by Jim MacNeill to CLOSE TO THE PUBLIC. All in  
67 favor. PASSED  
68

69 Pam McDonough made a motion and seconded by Jim MacNeill to recommend RENEWAL. All in  
70 favor. PASSED

71 17. *Elmere House*: Ron Avery made a motion and seconded by Jim MacNeill to recommend  
72 RENEWAL. All in favor. PASSED

73 18. *Lafayette – Wells*

74 *Map 122 Lot 154*: Ron Avery made a motion and seconded by Jim MacNeill to recommend  
75 RENEWAL. All in favor. PASSED

76 *Map 122 Lot 144*: Jim MacNeill made a motion and seconded by Pam McDonough to  
77 recommend RENEWAL: All in favor. PASSED

78 *Map 122 Lot 91*: Jim MacNeill made a motion and seconded by Pam McDonough to  
79 recommend RENEWAL. All in favor. PASSED

80 *Map 122 Lot 055*: Pam McDonough made a motion and seconded by Jim MacNeill to  
81 recommend RENEWAL. All in favor. PASSED

82 *Map 122 Lot 145-152A*: Jim MacNeill made a motion and seconded by Pam McDonough to  
83 recommend RENEWAL. All in favor. PASSED  
84

85 Discussion took place for the Selectboard as to the logistics of meetings.

86 Katy Kelly offered to attend the “workshop” with the Selectboard on March 21, 2023, Agenda for  
87 any applications and public hearing on April 11, 2023.

88 Note for lodging application moving forward:

- 89 a. Questionnaire Line 5: reword to say “Does your facility have an approved site plan”
- 90 b. Need another box on page 1 for “Total due” to include Liquor license fee.
- 91 c. Chief Mark Dupuis explained the use of Knox box/ and keys. It is recommended that a  
92 *description of what a Knox box is forwarded to the facilities.*

93

94 **V. ADJOURNMENT**

95 Jim MacNeill made a motion to adjourn the meeting at 3:50pm. Seconded by Katy Kelly. All in  
96 favor. PASSED

97 **MINUTES APPROVED** \_\_\_\_\_, 2023

98 **ACCEPTED BY:**

99

100

101 \_\_\_\_\_  
Sharon Meyers, Recording Secretary

\_\_\_\_\_  
Katy Kelly, Chair



# TOWN OF WELLS, MAINE

## LODGING FACILITY ADVISORY COMMITTEE

Meeting Minutes  
Wednesday, March 1, 2023, 1:00 P.M.  
Town Hall  
208 Sanford Road

### 1:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

Those present were committee members Ron Avery, Jim MacNeill. VIA ZOOM were committee members Jackie Simonds, Pam McDonough, Nate Mayo, and Police Chief JoAnn Putnam. Also in attendance were Jodine Adams Code Enforcement, Michael Livingston Town Engineer, Kerri Van Schaack Deputy Town Clerk. Absent were Sharon Meyers, Michael Beausoleil, Katy Kelly, Mark Dupuis Fire Chief, Scott DeFelice Selectboard Liaison and Michael Pardue Town Manager.

#### I. OPEN TO THE PUBLIC

No public present

#### II. CLOSED TO THE PUBLIC

#### III. APPROVAL OF MINUTES

February 22, 2023 minutes were reviewed. A motion was made to approve the minutes with corrections. Jim MacNeill made a motion to approve the minutes with corrections. Jackie Simonds seconded motion. All in favor. **PASSED**

#### IV. REVIEW OF LODGING APPLICATIONS

1. *Ocean View*: A motion was made to recommend *renewal*. There is a discrepancy between the number of units applied for vs actual units.
2. *Village by the Sea*: A motion was made to recommend *renewal* by Jackie Simonds. Seconded by Jim MacNeill. All in favor. **PASSED**. The Code and Planning Offices are working with the Village by the Sea on a few issues.
3. *Seagull Inn*: A motion was made to recommend renewal by Jackie Simonds. Seconded by Pam McDonough. All in favor. **PASSED**
4. *Water Crest Cottages*: A motion was made to recommend *renewal* by Ron Avery. Jackie Simonds seconded motion. All in favor. **PASSED**
5. *Misty Harbor Resort*. A motion was made to recommend *renewal* by Jackie Simonds and seconded by Ron Avery. Jodine Adams will review registration records to verify guest are signing in and out. As well, if there are seasonal employees staying in the residence, it will need to be inspected for Life Safety. All in favor. **PASSED**
6. *Holiday Inn Express*: A motion was made by Jim MacNeill and seconded by Nate Mayo to

- 43 recommend *renewal*. Will need to verify how often smoke detectors are tested. All in favor.  
44 **PASSED**
- 45 7. *Ocean Haven EAST*: A motion was made by Nate Mayo and seconded by Jim MacNeill to  
46 recommend *renewal*. A discussion took place regarding changes to Condo Association  
47 documents by Ron Avery (condo President) for registration of guests (Town Attorney will need  
48 to be conferred with), plowing, and smoke detectors testing. All in favor. **PASSED**
- 49 8. *Lafayette Wells: Map 122 Lot 92*. A motion was made by Jim MacNeill and seconded by Pam  
50 McDonough to recommend *renewal*. All in favor. **PASSED**
- 51 9. *The Beaches*: A motion was made to *HOLD* by Jodine Adams. This is a new owner application  
52 and is waiting for inspection.
- 53 10. *Barefoot Cottage Homes (6 units) at 10 Barefoot Cottage Road: Lot 0043003-2*. A motion  
54 was made by Nate Mayo and seconded by Jackie Simonds to recommend *renewal*. All in favor.  
55 **PASSED**
- 56 11. *Webhanett by the Sea*: A motion was made by Jackie Simonds and seconded by Jim MacNeill  
57 to *HOLD*. Questions regarding registry, CO detectors, 8 vs 10 units applied for and opening  
58 date is incorrect per site plan. All in favor. **PASSED**
- 59 12. *Summerscape Cottages*: A motion was made by Jim MacNeill and seconded by Jackie  
60 Simonds to recommend *HOLD*. Questions regarding knox box, office hours and detectors. All in  
61 favor. **PASSED**.
- 62 13. *Barefoot Cottage Homes (56 units) at 35 Barefoot Cottage Road: Lot 0043003-2*. A motion  
63 was made by Jackie Simonds and seconded by Jim MacNeill to recommend a *HOLD*. Questions  
64 regarding the "year round", (28 day rule applies), office hours and how often are detectors  
65 tested and by whom. All in favor. **PASSED**

66  
67 **Next meeting scheduled for March 8, 2023**

68  
69 **V. ADJOURNMENT**

70 Pam McDonough made a motion to adjourn the meeting. Seconded by Jim MacNeill. All in favor.  
71 **PASSED**

72 **Meeting adjourned at 3:50PM**

73 **MINUTES APPROVED** \_\_\_\_\_, 2023

74  
75 **ACCEPTED BY:**

76  
77 \_\_\_\_\_  
78 Sharon Meyers, Recording Secretary

\_\_\_\_\_   
Katy Kelly, Chair

MAP/LOT	NAME OF BUSINESS	RECOMMENDATION	COMMENTS
027/006	Summer Village	Renew	
0117/058	Sea Mist	Renew	
0105/159	Compass Pointe	Renew	
0105/155-1	Wells Moody Motel	Renew	
0105/002	Seacoast Motel	Renew	
0139/039	Wellington Manor	Not Renew	Condo Declar Restriction
0144/002	Lighthouse	Hold	Fee adjustment - unit #
0120/002	Hampton Inn	Hold	Sprinkler info, Knox Box
0105/006	Majestic Regency	Hold	Fee adjustment - Unit #
027/003	Beach Dreams	Hold	Det Insp ?
0135/023	Ocean View Cottages	Renew	
0129/032-A	Village By the Sea	Renew	
0129/031	Seagull inn	Renew	
0126/017	Watercrest	Renew	
0123/087	Misty Harbor Resort	Renew	
0123/086	Holiday Inn Express	Renew	
0123/081-A	Ocean Haven East	Renew	
0122/092	Lafayette	Renew	
0117/053	The Beaches	Hold	New Owner - Insp
043/003-2	Barefoot (6 unit)	Renew	
0119/006	Webhannet by the Sea	Hold	Registry, Det's ?
043/004	Summerscape	Hold	Det's ?, Office hours, Knox box
043/003-3	Barefoot (56 unit)	Hold	Office, Adjust Fee- unit #
0125/18-C	Harborview Cottages	Hold	Check smokes, How regist. operated



0105/14-A	Cappy's Cottages	Hold	How office & regist. operated
0125/031	Coastal Condominium	Renew	
0147/021	Tallwood Motel	Renew	
0125/026	Seal harbor Condominium	Hold	How office & regist. operated, hours?
0123/083	New Harborview Cottages	Hold	11 vs 10 units? Register-departure?
0103/023	Ocean Dunes Motel	Hold	Sprinkler monit? Office?
0123/080	The Garrison	Renew	
0129/035	Elmwood Resort Hotel	Renew	
0135/021	Primrose Lane Condominiums	Hold	CO Detectors? Registry?
0122/112	Haven by the Sea	Hold	Alarm Sys? Detector testing?
0123/005-A	Nautical Mile Resort	Renew	
0122/057-A	Bellevue by the Sea	Renew	
0144/004	Drakes Island Resort	Renew	
0123/076	Belle of Maine	Renew	
0121/016	Blue Horizon Motel	Renew	
0110/001	Elmerc House B&B	Renew	
0122/154	Lafayette - Beachfront Lodge	Renew	
0122/144	Lafayette - Wells Beach Motor Inn	Renew	
0122/091	Lafayette - Driftwinds	Renew	
0122/055	Lafayette - Ox Cart Lane Inn	Renew	
0122/145 & 152-A	Lafayette - Motor Inn West	Renew	