



Code Enforcement and Planning & Development

208 Sanford Road, Wells, Maine 04090

Phone: (207) 646-5187, Fax: (207) 646-7046

Website: www.wellstown.org

**Wells Lodging Facility Advisory Committee Meeting
Wednesday November 30, 2022, 2:00 P.M.
Littlefield Meeting Room, Town Hall
208 Sanford Road**

2:00 P.M. CALL MEETING TO ORDER & DETERMINATIONS OF QUORUM

- I. OPEN TO THE PUBLIC
- II. APPROVAL OF THE MINUTES
- III. CONTINUATION OF FIRST TIME PROCESS APPLICATION REVIEW
Chapter 150- Lodging Application
 1. First time application process
 - a. Information on the application
 - b. Review of the application
 - i. Who reviews the application prior to the Board of Selectmen
 - ii. Inspection process
- IV. CONTINUATION OF THE RENEWAL PROCESS REVIEW
 - a. Information required on renewal application
 - b. Sending out billing/renewal application
 - c. Review of renewal application
 - i. Who reviews the application prior to the Board of Selectmen
 - ii. What documentation is part of the review for the recommendation to the Board of Selectmen
 1. Police Reports
 2. Site Plan Violations
 3. Life Safety Code verification/inspection
 - d. If the applicant does not agree with the Board of Selectmen's decision to deny, revoke or set conditions to a license what is the appeal process.
 - e. How does the Town deal with the facility staying open during the appeal period at any point of appeal.
- V. ADJOURNMENT

Main Map _____ Lot _____

TOWN OF WELLS
208 Sanford Road, Wells, ME 04090

New Application	<input type="checkbox"/>
Renewal Application	<input type="checkbox"/>
Temporary Application	<input type="checkbox"/>

LODGING APPLICATION

BUSINESS INFORMATION:

Business Name(s): _____ DBA _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Owner: _____

Business Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Business Email: _____

Emergency Phone: _____ Emergency Email: _____

PROPERTY MANAGEMENT COMPANY:

OFFICE INFORMATION:

Management Company Name (if applicable):

Management Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Emergency Phone: _____

Emergency Email: _____

Does the facility have an on-site office?
Yes No

Is the office staffed? Yes No

List the hours:
Winter: _____ Spring: _____
Summer: _____ Fall: _____

Does this facility close for any period of time each year? Yes No

If yes, what is the timeframe of the closure?

Are guests required to sign in & out of a registry when arriving and departing? Yes No

Is the registry in place in accordance with all State & Local Ordinances? Yes No

STATE LICENSE INFORMATION: Provide the following information about any relevant State licenses:

ID NUMBER(S):	_____
EXPIRATION DATE(S):	_____
CLASSIFICATION(S):	_____

The most up to date Federal and State licenses need to be provided with this application

CONDOMINIUMS: Please attach to this application a list of unit owners with the following information for each: Full name; contact information; e-mail address and phone number(s) listed by unit number. Also provide the Condominium President's information including full name and contact information.

Authorized Signer: _____ Date: _____

Print Name: _____ Date: _____

LODGING APPLICATION

The following questions are not necessarily code compliance questions. The information will be used to assess how familiar you are with the operation of the property.

1. Does the facility have a living unit for the manager on site? (This unit should not be counted in the total unit count)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Does any other employee(s) live at the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Does the facility have residential dwellings that are not lodging units on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does the property have an approved site plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Do you have a copy of the approved site plan? (If no, please contact the Code Enforcement Office @ 207-646-5187)	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Are you knowledgeable of the requirements of the site plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Does the property have a knox box?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. How many lodging units are located on the property? _____	
9. Does the facility have a monitored fire alarm system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Is the system monitored year round? Monitoring company _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Is the facility plowed during the winter months for emergency vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Does the facility have a sprinkler system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. If yes, when was the last inspection performed & by whom? _____	
14. Does your facility have an automatic sprinkler system in service during the winter months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Does each unit have working smoke, gas and carbon monoxide detectors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. If yes, are the smoke detectors hardwired?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. Are the detectors tested monthly? Who oversees the testing _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
18. Have any changes occurred to the property? If yes, explain: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please read the following, sign and date to complete your application: I understand that a license is required before operating or conducting any business or activity governed by the Town's Lodging Licensing Ordinance and that ongoing compliance with the provisions of the Town's Lodging Licensing Ordinance and other applicable local and state codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Selectboard.

Authorized Signer: _____ **Date:** _____

Print Name: _____ **Date:** _____

NOTE: BUSINESS LICENSES ARE NON-TRANSFERRABLE. THE APPROVED LICENSE MUST BE POSTED AT THE PROPERTY
It is the license holder's responsibility to notify any guests of any scheduled inspection(s).
The inspection process must be completed by all applicable Town departments within forty-five (45) days of submitting a new application in order to be considered for approval by the Selectboard.

FOR OFFICE USE ONLY	
Fees	Amount
Application	
License fee	
Business	
Other	



TOWN OF WELLS, MAINE

LODGING FACILITY ADVISORY COMMITTEE

Meeting Minutes
Wednesday, November 9, 2022, 2:00 P.M.
Town Hall
208 Sanford Road

2:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

Katy Kelly called meeting to order.

Those present were committee members Ron Avery, Katy Kelly, Pam McDonough, Jim MacNeill, Sharon Meyers. Via Zoom, Nate Mayo and Jackie Simonds. Also in attendance, Scott DeFelice, Selectboard Liaison, Jodine Adams, Code Enforcement Officer, Mike Livingston, Town Engineer, Mark Dupuis, Chief of Fire, JoAnn Putnam, Chief of Police, Kerry VanSchaak Deputy Clerk and Guest Daryen Granata, State of Maine Fire Marshall Office.

I. OPEN TO THE PUBLIC

No public present

II. APPROVAL OF THE MINUTES

Correction noted, line #37: Change name from Nate MacNeill to Jim MacNeill. Minutes approved with noted correction.

MOTION

Ron Avery made a motion to approve minutes with noted correction. Jim MacNeill seconded motion. All other in favor. **PASSED**

III. GUEST SPEAKER

Katy Kelly welcomed guest speaker. Jodine Adams introduced Daryen Granata. She stated that he assisted Wells with a few inspection issues and thought it would be a great idea to have him discuss what our inspection process should look like and help us as a community and the State responsibilities as to the Town of Wells.

Daryen Granata spoke about Fire Marshal Inspections and Fire Department Inspections as it relates to lodging.

LFAC Min 11-09-22

1
2 Currently the inspections are driven by ordinances, inn keeper or business license. Annual
3 review of business license which triggers what the towns' ability is to incorporate other
4 inspections, such as a health inspection.

5
6 One of the issues is nonprofit companies (Opportunity Alliance) coming in across that state
7 where owners see it as a revenue stream especially off season and the owners are continuing to
8 renew the contract.

9
10 There are some "hotels" renting out their "hotel rooms" during June, July and August and other
11 months are renting out the rooms as "apartment housing" for greater than 30 days. This type of
12 occupancy goes against the site plan and possibly the ordinance as well. Daryen Granata did state
13 that if there are issues the specific town should have an ordinance or a mechanism to deal with
14 this type of issue. He also feels that if the towns could stagger their license would help with
15 inspections.

16
17 Jodine Adams asked Daryen Granata to speak about "grandfathered vs not grandfathered"
18 specific building components. Daryen Granata stated there is "no grandfathering". The State
19 looks at existing and new construction.

20
21 However, in the ordinance the town could adopt the NFPA codes, and it will automatically be
22 updated as the codes update.

23
24 NFPA codes will list the life safety codes and the towns will have the ability to put this
25 information into the ordinance.

26
27 Daryen Granata will provide information on number of beds as it relates to the different types of
28 lodging. And this will depend on the inspections. He recommends putting "triggers" in the
29 ordinance for inspections. Wells does not have a fire inspection program in place. Chief Dupuis
30 stated the department does not have the staff to have a fire prevention program. He stated it is
31 hard enough to currently inspect places that are problematic and causing repeat visits by the
32 department.

33
34 Daryen Granata suggests increasing the fee structure of the licenses to "pay" for the fire
35 prevention program. The fees in Wells are extremely high compared to other towns. Katy Kelly
36 stated that she was told years ago that the fees were to go to inspections. She stated she does not
37 believe the fees are going into a separate account to pay for the inspections and they are going
38 into the general fund of the town. Scott DeFelice stated the person that was hired to inspect was
39 not able to keep up with it all based on the fact the code office was understaffed.

40
41 Jackie Simonds asked if there were any guidelines as to the number of fire inspectors needed.
42 Daryen Granata stated that it would be based on revenue. This would again be best to deal with
43 this with the fees.

44
45 A question came up regarding Short Term Rentals. Jodine Adams commented that the code
46 office is working outside the lodging committee for possible licensing.

47
LFAC Min 11-09-22

1 Scott DeFelice asked if there were any grants available for fire prevention programs. Daryen
2 Granata did not believe there were any.

3
4 Jo-Ann Putnam asked if there were any towns that are like Wells that do inspections? Daryen
5 Granata will do some research with other towns that had spoken about doing inspections. He
6 feels this will take a while to build the file. Prioritize the lodging and licenses.

7
8 Jackie Simonds suggests we continue to look at Life Safety Codes and begin the process. Chief
9 Dupuis feels the Board is looking at the future, increase in taxes etc. and more liability. Daryen
10 Granata continues to speak about increasing fees to increase the revenue stream to pay for the
11 inspectors.

12
13 Next meeting is November 30, 2022, at 2:00pm

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15 **IV. ADJOURNMENT**

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17 **MOTION**

18 Ron made a motion to adjourn the meeting. Jim MacNeill seconded motion. All in favor.
19 **PASSED**

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21 Meeting adjourned at 4:00pm

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23
24 MINUTES APPROVED _____, 2022

25
26 ACCEPTED BY:

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29 _____
30 Sharon Meyers, Recording Secretary Katy Kelly, Chair

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