



TOWN OF WELLS, MAINE

LODGING FACILITY ADVISORY COMMITTEE

Meeting Minutes
Wednesday, October 5, 2022, 2:00 P.M.
Town Hall
208 Sanford Road

2:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

A quorum being present, the meeting was called to order at 2:00 p.m. on Wednesday, October 5 2022, from the Littlefield Room at Town Hall.

Those present were Committee Members: Pam McDonough, Katy Kelly, Sharon Meyers, Nate Mayo, Jackie Simonds, and Ron Avery. Also in attendance was Scott DeFelice, Selectboard Liaison, Mike Livingston, Town Engineer, Kerri VanSchaack, Deputy Town Clerk, Jodine Adams, Code Enforcement Officer, Jo-Ann Putnam, Police Chief.

Mike Pardue, pending Town Manager was present via zoom.

MINUTES

None.

I. NOMINATION OF OFFICERS

Jodine opened the meeting with Nomination of Officers. Mike Livingston explained the role of the Chair, Vice Chair and Secretary.

Sharon Meyers volunteered to be Secretary.

MOTION

Ron Avery made a motion for Sharon Meyers to be secretary, seconded by Nate Mayo. All were in favor. **PASSED**

Katy Kelly asked a few questions regarding the right of the Chair to vote on topics. Mike Livingston explained that some committees have chairs vote and some chairs do not vote unless a tie breaking vote is needed. Ron Avery said if Katy was chair, she should be allowed to vote as she wishes, not just for tie breakers.

1 **MOTION**

2 Ron Avery nominated Katy Kelly to be Chair, seconded by Nate Mayo. All were in favor.
3 **PASSED**

4
5 Ron Avery volunteered to be Vice Chair. He will need to participate virtually as the committee
6 continues to meet.

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8 **MOTION**

9 Katy Kelly made a motion for Ron Avery to be Vice Chair, seconded by Sharon Meyers. All
10 were in favor. **PASSED**

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12 **II. DISCUSSION TO EXTEND THE MEETING**

- 13
14 a. Discussion and action to extend the meetings in 10 intervals if necessary

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16 Discussion took place regarding the length of meetings and extension of time for the meetings.
17 It was decided to have two (2) hour meetings with 15 minute intervals if needed to extend.

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19 **MOTION**

20 Sharon Meyers made a motion to accept the discussion and length of meetings and extension of
21 such if needed. It was seconded by Nate Mayo. All were in favor. **PASSED**

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24 **III. OPEN TO THE PUBLIC**

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26 There was discussion on whether the committee meetings would be open to the public in person
27 and allow participation via zoom.

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29 Mike Livingston explained the options. The Selectboard indicated some public participation was
30 recommended. The committee broke it down accordingly:

31
32 To allow virtual– ZOOM participation for committee members and guests of committee. To
33 require in person attendance by the public for comments to be heard during the open to the
34 public section.

35
36 **MOTION**

37 Ron Avery made a motion to allow virtual participation to committee members and guests, to
38 require the open to the public section to be in person only and to allow virtual participation via
39 ZOOM if specifically requested. Jackie Simonds seconded the motion. All were in favor.
40 **PASSED**

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42
43 Mike Livingston asked what forms of social media (YouTube and Facebook) and/or the website
44 does the committee wish to allow for the public to view meetings. Live streaming the meetings
45 to channel 3 and the website (Town Hall Streams) would be difficult due to staffing the tv studio.
46 Scott DeFelice asked what other committees and boards do. Comprehensive Plan, Selectboard,
47 Zoning Board and Planning Board are the major boards and those are available across all

1 platforms for the public to watch; they are required to be by ordinance. Other ad hoc committees
2 have not been streamed online yet.

3
4 Katy Kelly said there can be concerns because people can accuse the town. Recording meetings
5 can protect the town and show there is no bias. Pam McDonough thought that is what minutes
6 are supposed to protect you from; she hasn't been on this committee and feels uncomfortable
7 having it televised and is unsure she would voice her true opinion on something if she knew it
8 would be second guessed by those watching it or distributing it. She doesn't want to feel afraid
9 to ask questions. Pam would like the record to be based on the minutes not on video recordings.
10 Ron Avery thought the zoom meeting recording could be posted on the town website. Scott
11 DeFelice asked if Pam was suggesting no video recording to allow for a free flow of ideas. Pam
12 agreed; for the initial start of the committee they could be based on minutes but that could
13 change as people feel more comfortable. Katy Kelly understands what Pam is saying. Ron
14 asked if the meeting could be recorded but not shared on the website. Mike Livingston said yes.
15 Nathan asked where today's meeting is going to be posted. Mike explained that the recording is
16 just saved on our network. Jackie said specific facilities may come up and some discussions may
17 not be flattering to that business or could be misunderstood so she would want to avoid having
18 that recorded. Sharon Meyers clarified that it would still be recorded in the minutes.

19
20 **MOTION**

21 Nate Mayo made a motion to not video record the meeting minutes at this time, but it could be
22 revisited at a later date. Ron Avery seconded motion. All were in favor. **PASSED**

23
24 Mike Livingston stopped recording the ZOOM meeting at that time.

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26 Open to the public will be open for a total of 10 minutes with 3 minutes per person. The 10
27 minute allotment is able to be extend if needed.

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29 **MOTION**

30 Katy Kelly made a motion to accept 10 minutes with 3 minutes per person Ron Avery seconded
31 motion. All were in favor. **PASSED**

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34 **IV. FIRST TIME PROCESS APPLICATION REVIEW**

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36 Chapter 150- Lodging Application

- 37 1. First time application process
- 38 a. Information on the application
 - 39 b. Review of the application
 - 40 i. Who reviews the application prior to the Board of Selectmen
 - 41 ii. Inspection process
- 42

43 Kerri VanSchaack spoke to the committee on current application process for new applicants, and
44 renewals of applications.

45
46 A lengthy discussion took place on "change of ownership" (commercial vs private) and how it
47 relates to new applications. Kerri stated that it often takes up to a year to learn of new
48 ownerships. A question was asked if the Assessor's office could contact Kerri VanSchaack and

1 Jodine Adams when they are made aware of a new deed? Jodine Adams answered to the
2 positive. Kerri VanSchaack stated it would be a big help if the Assessor's Office could notify the
3 Clerk's Office and Code Enforcement Office at that time. Jodine Adams will speak with the
4 Assessor's Office as to the viability of notification when a new deed is registered.

5
6 A major discussion took place as to Change of Ownership. Many new owners use the "sellers
7 license" until the date of application of a new license (May of each year). This being that because
8 of the lag time learning of new owners in the Clerk's Office itself. The committee questioned
9 whether there could be a "temporary license" granted upon expiration, on transfer of ownership.

10
11 Jodine Adams to confirm with Leah Rachin, Town of Wells Attorney, regarding this question.

12
13 A discussion took place regarding penalty's if a new application is not made after a
14 sale/purchase.

15
16 The committee had a major discussion on new and renewal of licenses.

17
18 Katy Kelly reminded the committee that the 2 hour time was up, and it was decided to table the
19 remainder of the agenda not discussed, until the next meeting on October 12, 2022.

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21 **MOTION**

22 Ron Avery made a motion to table the agenda and Katy Kelly seconded the motion. All were in
23 favor. **PASSED**

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26 **V. ADJOURNMENT**

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28 **MOTION**

29 Katy Kelly moved to adjourn the meeting. Ron Avery seconded that motion. All were in favor.
30 **PASSED**

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33 Meeting adjourned at 4:00 p.m.

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36 MINUTES APPROVED _____, 2022

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39 ACCEPTED BY:

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41 
42 _____
43 Sharon Meyers, Recording Secretary



Katy Kelly, Chair