



# TOWN OF WELLS, MAINE

## LODGING FACILITY ADVISORY COMMITTEE

Meeting Minutes  
Wednesday, January 11, 2023, 2:00 P.M.  
Town Hall  
208 Sanford Road

### 2:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

Those present were committee members Ron Avery, Katy Kelly, Sharon Meyers, Pam McDonough. Via Zoom: Jim MacNeill and Jackie Simonds. Also in attendance, Kevin Chabot, Wells Police Department, Scott DeFelice, Selectboard liaison, Kerry VanSchaack Deputy Town Clerk, Mike Livingston Town Engineer. Absent Nate Mayo, Mike Perdue Town Manager, Mark Dupuis Chief of Fire and Jodine Adams Code Enforcement Officer.

#### I. OPEN TO THE PUBLIC

No one present from public.

#### II. APPROVAL OF THE MINUTES

November 30, 2022.

#### **MOTION**

Ron Avery made a motion to approve the minutes of the November 30, 2022, meeting. Pam McDonough seconded the motion. All approved.

December 7, 2022.

#### **MOTION**

Ron Avery made a motion to approve the minutes of the December 7, 2022. Pam McDonough seconded the motion. All approved.

There was a question regarding the December 20, 2022, workshop if it was via ZOOM. It was recorded however not live.

42 **III. FINAL APPROVED APPLICATION**

43 Chapter 150- Lodging Application

- 44 1. Report from Ron Avery regarding the outcome of the meeting with BOS on December  
45 19, 2022
- 46 a. Additional changes made to the application and reviewed on January 3, 2023, by  
47 the BOS.
  - 48 b. Mission Statement Amendment
    - 49 i. Mission Statement amendment approved by BOS on January 3, 2023.
      - 50 1. Lodging Committee has been tasked to review renewal  
51 applications and make recommendations to the BOS.
  - 52 c. Outcome of late fee for 2023 Business License year
  - 53 d. Lodging License New Application fee
- 54

55 Ron Avery updated committee on the December 20, 2022, workshop with Board of Select  
56 regarding the Licensure application. The Board suggested the following changes to the  
57 application. The Board wanted to add an email address to the condominium ownership  
58 requirements. The application will go to the appropriate person, and they will provide the  
59 information of each unit owner.

60  
61 Changes to the questionnaire were also made and the committee recommended language  
62 changes. The Board is very interested in if there were any operational issues. The committee  
63 recommends changing the word “operational” to “violation issues” (based on the issues in the  
64 past year). Scott DeFelice stated that he felt the Board would be OK with his change of  
65 language.

66  
67 The Board also felt the \$500.00 fee was too high. They suggested this could be for 2024. This  
68 year will be \$250.00. No late fee for this year as the applications are going out a week late and  
69 with, the changes to the application the committee felt that there may more questions and will  
70 give time for completion of the application. The ordinance will demonstrate what the fee  
71 structure will be.

72  
73 All fees will be going into specific account “*Enterprise Fund*” that will be specific for any  
74 support relating to lodging (code office, etc.). The fees were originally for these costs then  
75 eventually went into the General Fund as the support at that time was no longer available. Ron  
76 Avery stated the Board felt that amount would \$35-40K per year. There is a realization the fees  
77 will not cover the total costs however will help. There was discussion on how the Wells  
78 Licensure Fees are the highest. Mike Livingston mentioned Jodine Adams is doing research on  
79 the towns in the area to see the breakdown of fees as it compares to the Wells fees.

80  
81 The Board also would like to have rationale as to why the committee and board makes the  
82 decision. Sharon Meyers stated that she could expand on the minutes to offer reasoning and  
83 rationale.

85 The Board complimented the committee and Pam McDonough stated she felt the board was  
86 happy with the committee currently. Ron Avery felt that this committee is although strangers at  
87 heart work well together to get the job done.

88

89 The Board would like to have another workshop after the committee has a chance to get our  
90 thoughts together, specifically on the 2024 fees. The recommendation on fees will need to be by  
91 the fall of 2023.

92

93 Kerri VanSchaack stated the applications will go out by end of next week.

94

95 Katy Kelly asked if the Board of Select has any specific timelines for our next charge. The  
96 committee will start outlining a draft for the ordinance.

97 The committee reviewed the future meetings and when we should proceed with review and  
98 recommendations for the ordinance. As well as review of the applications.

99 Meetings are as scheduled (January 25, February 1, February 22, March 8, March 29, and April  
100 5, 2023). An additional meeting date added March 22, 2023, allowing for more time for the  
101 applications to come into the town.

102

103 The next few meetings will begin to draft an ordinance as we wait for applications to be returned  
104 for review.

105

106 Begin the Chapter 150 ordinance and then start reviewing for land use (Chapter 145) thereafter.  
107 Applications will be reviewed and sent to the Board for approval. Prior to the Board receiving  
108 the applications they will have been reviewed by Tax Assessors, Code Enforcement, Planning  
109 Engineer and Clerks office.

110

111 Pam McDonough suggested we design a protocol/system for when the applications arrive back  
112 to the Town. A check list needs to be developed and Kerri VanSchaack feels with this  
113 application change it is important to have a check list on the application to be reviewed prior to  
114 the committee receiving it.

115

116 Pam McDonough asked Kerri VanSchaack to explain the current/past process so that we are all  
117 on the same page. Kerri VanSchaack looks first at the financial piece. Then she reviews the  
118 application for completion. They would be reviewed by the Selectboard (at one Board meeting)  
119 and then application would be reviewed by Code Office.

120

121 We are assuming that with this change there may be more questions from the applicant. And may  
122 take longer for a complete application.

123

124 Kerri VanSchaack currently has a spread sheet that gets updated as applications are reviewed and  
125 then approved by the Board.

126

127 With the new applications the spread sheet will be sent out to the departments and will allow for  
128 columns to have comments by each department.

129

130 Kerri VanSchaack suggested what information will be on the letter that goes along with the  
131 application. There are currently 66 lodging facilities.

132

133 Ron Avery asked if the Board could recommend a “conditional license” if needed. Scott  
134 DeFelice has stated the Board has done this in the past.

135

136 The April meeting schedule is currently as is:

137

138 April 4, 2023, Board of Selectmen

139 April 5, 2023, Lodging

140 April 18, 2023, public hearing.

141

142 The committee’s initial suggestion for protocol to be:

143 \*Application received

144 \*Tax/Assessor’s office

145 \*Code/Planning/Fire and Police Office

146 \*Lodging

147 \*BOS

148

149 This protocol to be discussed again at the next committee meeting (January 25, 2023).

150

151 The committee has suggested agenda for the next meeting:

152

153 Revisit ordinance and inspection discussions. The committee feels that a workshop with the  
154 Board of Select to better understand the Boards ideas for inspection and fees.

155

156 **IV. ADJOURNMENT**

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**MOTION**

158 Ron Avery made a motion to adjourn the meeting. Pam McDonough seconded. All in favor and  
159 approved.

160 Meeting adjourned at 3:55PM.

161 **MINUTES APPROVED** Feb 22<sup>nd</sup>, 2023

162 **ACCEPTED BY:**

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164

165   
Sharon Meyers, Recording Secretary

  
Katy Kelly, Chair