Sullivan Select Board
Meeting Minutes
September 02, 2025

Selectmen: Norman Bamford and, Gregory Ring
Town Manager: Ray Weintraub, **Town Clerk:** Yvette Grindle
Audience: Don Snoke, Mike Hosking, Barbara Raymond, Patrice Alexander, John Keenan, Sally Knapp, Cindy Stanley, and Gerry Erbes.

The Meeting was called to Order by Norman Bamford with the Pledge of Allegiance at 5pm.

Adjustments to the Agenda

Norman Bamford noted that the executive session will not be happening.

Approval of Prior Meeting Minutes

Norman Bamford moved to approve the minutes from the August 05, 2025 meeting. Gregory Ring seconded the motion, and it passed 2/0.

Treasurers Warrant

Norman Bamford moved to approve the Treasurers Warrant as presented. Gregory Ring seconded the motion, and it passed 2/0.

New Business:

Opening of Bids for Arborist work

No Bids submitted for Arborist Work.

Opening of Bids for Paving Taunton Drive to Franklin Town Line

There were two bids submitted

Northeast Paving $598,515.50
Hopkins Milling and Paving $$370.875

There was some discussion about the work proposed in one of the bids and did it match the notice posted for work to be done.

Norman Bamford moved to have the Road Commissioner Ring to write up some questions and to contact the bidders for clarification and to table this until the September 16, 2025 meeting. Gregory Ring seconded the motion, and it passed 2/0.

Tracey's Seafood Alcohol License

After discussion and noting that there has been no issues or complaints received.

Gregory Ring moved to approve the Liquor License for Tracey's Seafood. Norman Bamford seconded the motion, and it passed 2/0.

Warrant for Election 11-4-25

Tabled until 9-16-2025

No Parking Signs on Taunton Drive

The Town Manager proposed making the No Parking signs across from Sumner Park on Taunton Drive to be permanent. Due to the increase of activities going on at the Sumner Park it might be a wise to make this a permanent signage. He would like to reach out to the property owners to get their feedback. Nothing will be done until we get their feedback.

The agree action is to do the Q&A with the property owners and to get the cost of the proposed signage. The Town Manager will work on this and will bring this information back to the Selectboard.

November Selectboard meeting adjustment(Due to Election Day conflict)

Norman Bamford suggested the to have the meeting on the Monday before Election Day. The Town Clerk Grindle noted that it might be wise to have it on the Wednesday after Election Day so the newly elected Selectboard Member could be sworn into office.

Norman Bamford moved to have the Selectboard meeting on Wednesday November 5, 2025 instead of Tuesday November 4, 2025 due to it being Election Day. Gregory Ring seconded the motion, and it passed 2/0.

SSRC Warming Center Staffing

Don Snokes and Cyndi Stanley brought forth their concerns about being able to have enough volunteers at Sorrento Sullivan Rec Center, this is due to the lack of available volunteers, also very few individuals avail themselves of the Heating/cooling Center when its open. They inquired if the Town has an obligation to help with staffing the center when it's needed to be open.

Norman Bamford noted that it is important to have the cooling and heating center,

Town Manager asked what was their past practice and noted that the Grant that was awarded is for a 12-month cycle and what should be done after the Grant runs out. Mr. Erbes suggested that the Sorrento Sullivan Rec Center utilize a combination box to keep a key outside the Sorrento Sullivan Rec Center and this could be easily picked up at the local hardware store and the code could be changed easily when needed.

Norman Bamford also suggested asking Misty Gleason to use her contacts to see if she could recruit some volunteers.

Old Business:

Road Work Bid Process update

This was tabled as it was covered earlier in the meeting.

Sullivan Ramp Repair

Tabled until the next meeting.

Code Violation Appeal 775 Tunk Lake Road

As the owner of the property didn't show up, the Appeal has been rejected.

Sullivan Daze Report

The Town Manager shared a handout showing the break down of expense in income received from Sullivan Daze 2025.

The Town /Parks and Rec after expenses brought in $4353.24

The Town Manager asked where the monies budgeted for Sullivan Daze was not used would the Selectboard consider moving the money budgeted to the Music in the Park in July. Mike Hosking suggested before the Selectboard vote to bring it to the Age Friendly to see if they agree with the Town partnering with this event.

The Fire Department Brought in $5,972.74 from the Boot Drive, Grill and other various items after expenses.

Tax Acquire Process

The Town Manager had an update from Lynn Dunbar 5 letters went out only 1 acknowledged and 2 came back unable to find. Lynn has done more research and resent out letters to new individuals for the two returned properties.

The Town Manager and Norman Bamford educated the audience about the process. Noting specifically that the Town only gets the back taxes the rest goes to the owners / or to Augusta to hold in trust for the heirs.

Drug Alcohol Policy

Norman Bamford read aloud the proposed policy. There was a discussion about legalities and proposed changes. Tabled until the policy has been amended with suggested changes.

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September 02, 2025

Town Manager Reports:

Town Manager

The Town Manager give and update on the new fire truck will be delivered 09-08-2025. Patrice Alexander asked about the sign on the Tunk Lake Firehouse. The Town Manager noted that a new sign was being done to put up on the firehouse.

Norman Bamford moved to pay the final bill for the new firetruck. Gregory Ring Seconded the motion and it passed 2/0.

Public Comment

John Keenan discussed the damaged done to his property by the arborist the end of June 2025. ‘
Sally Knapp requested that in the future better communication from the Town Office when such proposed work is going to be done.

Gerry Erbes expressed his concerns about the public parking at the Tunk Lake Firehouse. He spoke with the Fire Chief and was assured that the individual he was speaking about had been given permission and was told where he could leave his vehicle. Mr. Erbes still felt this should not be allowed at all. He requested that a no parking sign be put up on the Fire station and that a Parking Ordinance be written.
Norman Bamford stated its something to consider.

Barbara Raymond asked if the work done on Taunton Drive would resolve the drainage issue at her property. Road Commissioner Ring said that would not fix that issue.

Board Comment

No Comments.

Motion to Adjourn

Norman Bamford moved to adjourn the meeting. Gregory Ring seconded the motion, and it passed 3/0.
Meeting adjourned at 6:35pm

Agenda
Sullivan Select Board Meeting
September 02, 2025
5:00pm

Call Meeting to Order/Pledge
Adjustments to the Agenda
Approval of Prior Meeting Minutes
Treasurers Warrant
New Business:
Opening of Bids for Arborist work
Opening of Bids for Paving Taunton Drive to Franklin Town Line
Tracey's Seafood Alcohol License
Warrant for Election 11-4-25
No Parking Signs on Taunton Drive
November Selectboard meeting adjustment(Due to Election Day conflict)
SSRC Warming Center Staffing
Old Business:
Road Work Bid Process update
Sullivan Ramp Repair
Code Violation Appeal 775 Tunk Lake Road
Sullivan Daze Report
Tax Acquire Process
Drug Alcohol Policy
Town Manager Reports:
Town Manager
Public Comment
Board Comment
Motion to Move to Executive Session
Executive Session pursuant to 1 MRSA § 405(6) (F) to discuss Confidential Records
Executive Session Actions
Motion to Adjourn

State of Maine

Bureau of Alcoholic Beverages & Lottery Operations

Application Copy

File Number: 94389 Job Type: Renewal Application

LICENSE #

CAR-24-111798

APPLICATION DATE RECEIVED

2025-08-13

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

LICENSEE

Katelyn Cote

AGENT NAME

EFFECTIVE DATE

2024-09-26

EXPIRES

2025-09-25

STATUS

Active

PREMISES NAME

Tracey's Seaffood

NEW SECONDARY LICENSE(S)

None selected

PREMISES TYPE

Class A Restaurant

PREMISES NAME

Tracey's Seaffood

OPERATOR

Katelyn Cote

PHYSICAL ADDRESS

2719 U S HIGHWAY ROUTE 1 SULLIVAN ME 04664

MAILING ADDRESS

2719 U S HIGHWAY ROUTE 1 SULLIVAN ME 04664

CONTACT NAME

Katelyn Cote

PREFERRED CONTACT METHOD

Email

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

2719 US 1 Sullivan maine 04664

19 What will be your business hours? Please indicate each day's open and close times.

Everyday 11-8

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Sumner High School 1.5 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

500,000.00

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

15,000.00

24 Do you have a food menu?

Yes
(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	new takeout menu_20250508_083432_0000.png	
Maine Health or Agriculture License	TRACEYS SEAFOOD EST ID 8926.pdf	
Premises Floor Plan	20250709_145017.jpg	
Club Questionnaire	Club Questionaire.docx	
Lease/Rental Agreement	TRACEYS SEAFOOD EST ID 8926.pdf	
Other	new takeout menu_20250508_083432_0000.png	
Corporate Supplemental Form	2_20250508_083409_0001.png	

APPLICANT

Katelyn Cote

DECLARATION

☑ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

EST ID: 8926

EATING AND CATERING 29 Seats (in)12 Seats (out)

TRACEYS SEAFOOD
2719 US HIGHWAY 1
SULLIVAN ME 04664

EXPIRES: 07/21/2026

FEE: $300.00

ATTN KATELYN COTE
COTE, KATELYN
TRACEYS SEAFOOD
2719 US ROUTE 1
SULLIVAN ME 04664

Commissioner

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees to smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco Retailers are required to card all persons 30 years of age or younger by photographic identification that contains the persons date of birth. Tobacco products may not be sold to any person under 21 years of age unless the person obtained 18 years of age on or before July 1, 2018. Tobacco products include, but not limited to, a cigarette, a cigar, a hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and liquids used in electronic smoking devices, whether or not they contain nicotine.

For free guidance regarding Maine's retail tobacco and workplace smoking laws, please contact the Maine CDC Tobacco and Substance Use Prevention and Control program at tsup.dhhs@maine.gov or call 207-287-4627.

ATTN KATELYN COTE
COTE, KATELYN
TRACEYS SEAFOOD
2719 US ROUTE 1
SULLIVAN ME 04664

Owner: COTE, KATELYN
Licensee: TRACEYS SEAFOOD
Location: 2719 US HIGHWAY 1
SULLIVAN
ATTN KATELYN COTE
Mail: 2719 US ROUTE 1

SULLIVAN ME 04664
Lic Type: EATING AND CATERING

ISSUED: 07/21/2025
EXPIRES: 07/21/2026
FEE: $300.00
TEL: 207-422-9072

Est ID: 8926

SULLIVAN DAZE 2025

TOWN REVENUES

Vendor Fees	$	675.00
Sullivan Daze - Sponsorship	$	600.00
Sullivan Daze - Donations	$	500.00
Sullivan Daze Raffle/T-shirt/boat/bounce	$	5,881.00
Total Revenue	$	7,656.00
Total Expenses	$	3,302.76
Rev-Exp Balance	$	4,353.24

TOWN EXPENSES

Date	Vendor	Item		Cost
6/25/2024	Berg Activewear	T-Shirts	$	331.75
8/1/2025	Crying Out Loud	Band	$	800.00
8/2/2025	Abe Barrett	Band	$	150.00
8/2/2025	Banned From Eden	Band	$	350.00
8/2/2025	Lewiston Jones	Band	$	800.00
8/1 & 8/2	Joel Smith	Sound Tech	$	150.00
7/21/2025	Vista Print	Banner	$	207.69
7/1/2025	Various	Tickets/Supplies	$	239.85
6/24/2025	Bangor Print	Event Signs & Posters	$	273.47
		Total Expenses	$	3,302.76
		2025 SD Exp w/o BH	$	3,302.76

Raffle tickets	35.42
Beach Balls/ wrist bands	88.54
Colored Labels	20.03
Solar Lights	34.8
Ribbons	61.06

SULLIVAN DAZE 2024

FD REVENUES

Boot	$	5,289.00
Grill	$	3,447.00
Donation from Face Painting	$	203.00
Boot Coins	$	200.00
FD T-Shirts	$	240.00
Venmo	$	487.74
Glow Toys	$	78.00
Total Revenue	$	9,944.74
Total Expenses	$	3,972.00
Rev-Exp Balance	$	5,972.74

FD EXPENSES

Vendor	Item	Cost	
Dunbar Store	BBQ Grill Food	$	985.00
Woodland Studios	FD T-Shirts to sell	$	1,823.00
Sam's Club	BBQ Supplies	$	1,164.00
	Total Expenses	$	3,972.00

TOWN OF SULLIVAN

DRUG/ALCOHOL-FREE WORKPLACE POLICY

The Town of Sullivan retains the right and responsibility to expect each employee to report for work and to perform his/her duties in a manner which does not jeopardize the health and safety of co-workers and the public. Work performance impaired by alcohol or drugs, both legal and illegal, poses a threat to the well-being of employees and the public. Further, the Town recognizes that an employee's consumption of drugs and alcohol, both on or off the job, can have a detrimental impact in the workplace.

It is the policy of the Town of Sullivan to maintain an alcohol and drug-free work environment.

DRUG FREE WORKPLACE

To ensure the safety and wellbeing of all employees, representatives and the public, it is the Town's policy to maintain a drug- and alcohol- free workplace and prohibit all employees from working under the influence of any illegal drug, alcohol, or controlled substance. The Town further prohibits the unlawful manufacture, distribution, dispensing, possession or use of a property or place owned or under the control of the Town of Sullivan, or during working hours.

SCOPE

In order to protect the health and safety of all Town employees, representatives and the general public, the policy, adopted September 2, 2025, follows:

Whenever employees are working, representing the Town, or conducting Town-related work offsite, they are prohibited from:

a. using, possessing, buying, selling, manufacturing, or dispensing drugs or alcohol;

b. being under the influence of alcohol or any drug as defined in this policy.

Drug includes any substance that adversely affects an employee's ability to safely and effectively perform their job duties.

Any employee who is under the influence of alcohol or drugs (as defined in this policy), or who possesses or consumes alcohol or drugs on the job or in the workplace has the potential for disrupting their own, as well as their co-workers', safe and efficient performance of duties.

Any illegal substance found in the workplace will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

TOWN OF SULLIVAN

DRUG/ALCOHOL-FREE WORKPLACE POLICY

It shall be the responsibility of each employee to abide by the terms of this policy.

DEFINITION

Employee – Town Office staff i.e., Town Clerk, Treasurer, Town Manager etc.

Representative – Selectboard member, Committee member or volunteer.

I, _____ acknowledge that I have received a copy of the Town of Sullivan Drug/Alcohol-Free Workplace Policy and agree to abide by the terms within the policy.

_____ _____

Name Signature

_____

Date

S.F.R
Sullivan Fire/Rescue
1888 U.S Highway 1
Sullivan, ME 04664
(207) 422-3220

9/1/2025

August Calls Report

40 Medical

2 Accident

8 Fire

27 Mutual Aid

9 Transport

51 Total Calls

Note: Not all mutual aid calls have a response from us. Some we are on standby for another town while they are assisting another.

Since last report two members have graduated the fire academy and are now interior attack certified.

Three members finished EMT class.

One new National Registry EMT.

Two members are now Child Passenger Safety Technicians (Nationally Certified)

Sullivan Fire Rescue is now a Child Seat Inspection Station (partnership with Maine Bureau of Highway Safety) (events and appointment opportunities will be posted on our Facebook page)

Organization is ongoing for ease of day-to-day operations.

Emergency Operations Plan is being reviewed.

ISO Plan is being looked into for improvement.

Purchased a new to us used side x side 6x6 with tracks and trailer to help with wildland fires / ems calls.

New Pumper / Tanker due to arrive in the very near future.

Sullivan Select Board
Meeting Minutes
September 02, 2025
Approval of the Minutes
from the July 01, 2025
Selectboard Meeting

Norman Bamford

Gregory Ring

Attached:

- **Agenda of Selectboard 09-02-2025**
- **License Application for Tracey's Seafood (Beer, Wine, Spirits)**
- **Sullivan Daze 2025 Update**
- **Drug/Alcohol – Free Workplace Policy**
- **Sullivan Fire / Rescue Report**