Sullivan Select Board
Meeting Minutes
November 05, 2025

Selectmen: Norman Bamford, Michael Hosking and Gregory Ring
Town Manager: Ray Weintraub, Town Clerk: Yvette Grindle
Audience: Michael Pinkham I, Kimberly Brooks, Don Snoke, Judy Ashby and Gerald Erbes

The Meeting was called to Order by Norman Bamford with the Pledge of Allegiance at 5:03 pm.

Results from Election 11-04-2025

The Town Clerk congratulated Michael Hoskings on winning the Election for Selectboard/ Overseer of the Poor and Assessor.
The Town Clerk also noted that the results were available upon request for the other items voted upon.

Swearing in the New Selectboard Member

She asked Mr. Hosking to stand and to be sworn in, after swearing in Mr. Hosking he joined the other Selectboard members for the rest of the meeting.
Members of the Selectboard offered their congratulations to Mr. Hosking.

Adjustments to the agenda

No adjustments were made.

Approval of Prior Meeting Minutes

Norman Bamford moved to approve the minutes from the October 21, 2025 meeting. Gregory Ring seconded the motion, and it passed 2/0.
Michael Hoskings abstained.

Treasurers Warrant

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

New Business:

Travel Policy

The Town Manager presented the Expense Reimbursement Policy for the boards review. He gave highlights of the policy for the audience members. Mr. Ring asked about the concerns about the alcoholic drinks that has been purchased and put on the Towns Credit Card., The Town Manager noted that those expenses had been repaid to the Town.
Michael Hoskings moved to accept the Town of Sullivan's Expense Reimbursement Policy. Norman Bamford seconded the motion, and it passed 3/0.

Tax Commitment

The Town Manager noted that Milrate will be set at the next meeting. This is being moved to the next Board Meeting.

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Discuss Property Tax Payment Schedule

The Town Manager noted that the two payments for taxes caused a lot of confusion for the people and the banks. He suggested the Selectboard
decided what they want to do for a payment schedule for the 2025 taxes.
After some discussion, the Selectboard decided to keep the two payments schedule this year and to publish it in the crier more prominently on front page.

Office Holiday Closures

After some discussion it was decided to revisit this at the November 18 meeting, with a couple of calendar options for the boards review.

Old Business:

Shellfish Opportunity at Gordon's Wharf

Michael Pinkham I, reported that he had talked with the 7-Town joint shellfish board, and with Alice Noyse from Friends of Taunton Bay. He is going to be talking with the Friends of Taunton Bay November 18, 2025 about the proposed use of the Gordon Wharf House basement. The Selectboard discussed the need of having a contract for the use of the basement at Gordons Wharf. Mr. Pinkham offered to bring the contract used with Gouldsboro. Michael Hosking's suggested the lease be for a year with the option to extend the end of that year.

Norman Bamford made a motion to draw up a lease agreement with Michael Pinkham I, to use the Gordon's Wharf house basement to grow clams for seeding. Michael Hosking seconded the motion, and it passed 3/0.

Town Manager Reports:

Town Manager

The Town Manager reported that

- Concerns about the issues of the Northern Lights Ambulance being in service still seeing they are having issues. There was a meeting with Schoodic EMS and other surrounding Towns and their fire EMS chiefs.
- The Town Manager read a letter from the Town of Castine's Selectboard and Fire Chief thanking the fire fighters who came to assist the Town of Castine to fight a wildfire. They had also enclosed a check to help cover cost to the Town of Sullivan for the use of the Towns Fire Trucks and Equipment to fight that wildfire.
- A grant the Town of Sullivan has received to do updated maps. HCPC working with Ed Paree to do G.A.S. versions of our tax maps that offers some variables. This is at no cost to the Town.

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- Housing Feasibility Grant put out for contractors there was a choice of two towns. The Town of Gouldsboro and Sullivan was jointly awarded this grant and between the two contractors submitted it was decided to go with WSP out of Portland Maine. To study housing feasibility at the area 35 acres around the current transfer station. Part of this is soil and water testing done at no cost to the Town. The Town Manager strongly recommended that a Selectboard member be part of the group. This is just a study of the land to see if it is even possible to have housing on this property.

- Animal Control Officer- repeat issues with offending livestock. Working with the neighbor and what they need to provide documentation of the offenses.
- Of note on the warrant, there were 2 checks written out for the Pet Pantry and food pantry for a total of $1000.00, he made note that a thank you needed to go out to Donna Damico for coming in and making those donations
- A Thank You to Eaton Paving for the work done to this point on Taunton Drive. Greg Ring noted that the posting in the spring should be held longer. The Town Manager noted that the Fire House on Route 1 needs to be repaired and wondered if Rings could do something to repair.
- The Town Manager presented the two ordinances that was voted on November 04-2025 that passed for the signatures from the Selectboard.
- A gentleman from Maryland has reached out asking for constable badges. He collects them. The Town Manager noted we do have some to offer.
  Norman Bamford moved to go ahead and send a badge to the gentleman. Michael Hosking seconded the motion and it passed 3/0.

Norman Bamford also requested that a hat and badge be donated to the Sullivan Sorrento Historical Society.

Public Comment
Kimberly Brooks discussed the Age Friendly Sullivan initiative to create central database of volunteers to assist with projects around the Town. She asked for people to either pick up a sign-up sheet at the Town Office (these can be found by the Age Friendly information board in the entry way of the Town office)and turn them in at the Town Office, or they can fill them out online.
Gerald Erbes read a written statement then expressed his displeasure with the citations that was issued to him from the Hancock County DA in reference to his comments made at a previous Selectboard meeting. He asked that the Town with draw the charges.

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Board Comment

Michael Hosking expressed the desire to get more individuals at the Selectboard meetings. He asked the others members of the board to think about how to get more individuals involved.

Motion to Move to Executive Session

Michael Hosking moved to enter into executive session pursuant to 1 MRSA § 405(6) (A) to discuss Confidential Records. Norman Bamford seconded the motion, and it passed 3/0.

Moved in to Executive Session @ 5:56 pm

Out of Executive Session 6:18 pm

Executive Session Actions

Norman Bamford moved to take no action on the email received Gregory Ring seconded the motion, and it passed 3/0.

Motion to Adjourn

Norman Bamford moved to adjourn the meeting, Gregory Ring seconded the motion, and it passed 3/0.

Meeting adjourned at 6:20 pm

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Approval of the Minutes
from the November 05, 2025
Selectboard Meeting

Norman Bamford

Gregory Ring

Michael Hosking

Attached:

- **Agenda of Selectboard 11-05-2025**
- **Town of Sullivan - Expense Reimbursement Policy**
- **Building Ordinance (amended 11-04-2025)**
- **Rental Ordinance (amended 11-04-2025)**
- **Sullivan Fire Rescue Report for October 2025**

Town of Sullivan - Expense Reimbursement Policy

Town of Sullivan

Effective Date: [Insert Date]

Approved By: Selectboard Members

1. Purpose

To establish consistent guidelines for reimbursing employees, volunteers, and elected officials for reasonable and necessary expenses incurred while conducting official town business.

2. Eligibility

Reimbursement is available to:

- Town employees
- Elected officials
- Authorized volunteers or contractors acting on behalf of the town

All reimbursements must be pre-approved by the relevant department head or town administrator unless otherwise specified.

3. Reimbursable Expense Categories

The following categories are eligible for reimbursement when directly related to town business such as Training & Conferences;

A. Travel

- Mileage for personal vehicle use (at IRS standard rate)
- Public transportation fares (bus, train, ferry)
- Airfare (economy class only)
- Parking and tolls

Town of Sullivan - Expense Reimbursement Policy

B. Lodging

- Lodging (following GSA standards which are available at https://www.gsa.gov/travel/plan-book/per-diem-rates)

C. Meals

- Meals during overnight travel or full-day conferences (following GSA standards which are available at https://www.gsa.gov/travel/plan-book/per-diem-rates)
- No reimbursement for alcohol

D. Training & Conferences

- Registration fees
- Required materials

E. Office Supplies & Equipment

- Items not readily available through town purchasing
- Must be approved in advance

F. Miscellaneous

- Postage, printing, or other minor costs directly related to town business

4. Non-Reimbursable Expenses

The following expenses will not be reimbursed:

- Personal Entertainment (movies, tours, etc.)
- Alcoholic beverages
- Upgrades (first-class travel, luxury lodging)
- Expenses for family members or guests
- Fines, penalties, or traffic violations
- Lost receipts without sufficient documentation

Town of Sullivan - Expense Reimbursement Policy

5. Submission Guidelines

To request reimbursement, individuals ***must***:

1. Submit a completed reimbursement form within 30 days of the expense.
2. Attach original itemized receipts (digital copies accepted).
3. Include a brief description of the purpose of the expense.
4. Obtain required approvals before submission.

Late or incomplete submissions may be denied unless justified and approved by the town administrator.

6. Approval & Payment

- Department heads or designated approvers will review submissions for compliance.
- Approved reimbursements will be processed within 14 business days.
- Payments will be made via check or direct deposit.

7. Policy Review

This policy will be reviewed annually and updated as needed to reflect best practices and regulatory changes.

Approved by - **Date -** 11-5-2025

Norm Bamford – Selectboard Chair - _____

Greg Ring – Selectboard - _____

Mike Hosking – Selectboard - _____

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

11/3/2025

October Calls Report

45 Medical

1 Accident

8 Fire

27 Mutual Aid

10 Transport

54 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.

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.

New Pumper / Tanker is here, still outfitting for service. Has been called on several times since arrival for calls.

Sincerely,

Michael A. Pinkham II

Fire Chief

Emergency Management Director

Sullivan Fire Rescue

(207)610-2374

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Rental Housing Ordinance - For the Town of Sullivan

A. Title: This Ordinance shall be known and cited as the Sullivan Rental Housing Ordinance.

B. Purpose: The purpose of this ordinance is to set forth performance and acceptability criteria for rental housing in order to protect the health and welfare of the residents domiciled in the Town of Sullivan, Maine.

C. Jurisdiction: This ordinance shall have authority over all property within the boundaries of the Town of Sullivan, Maine.

D. Conflict of Ordinances and Validity:

1. Conflict of Ordinances:
In any case where a provision of this Ordinance is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance or code of the Town of Sullivan or the State of Maine, existing on the effective date of this Ordinance, the provision which establishes the higher (stricter) standard for the promotion and protection of the health and safety of the people shall prevail.

2. Validity:
If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance, which shall remain in full force and effect and to this end the provisions of this Ordinance are hereby declared to be severable

E. Definitions:

Accessory Dwelling Unit: a unit that is attached, detached, or built within an existing structure that is at least 190 square feet in size and is used for housing a relative or family member.

Authorized Person: means any officer or person who has been designated as such by written notice and named in a letter and delivered to the Code Enforcement Officer, Planning Board, Board of Appeal, or the Selectboard. Such officer or person shall continue to be an Authorized Person until such time as the owner revokes the permissions granted to the agent that any such person is no longer an Authorized Person

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Code Enforcement Officer (CEO): the person(s) authorized by the Town of Sullivan Selectboard to act as the legal enforcement for all local, state, and federal codes and statutes that apply to the community, and is licensed (within one year of accepting the year of accepting the position) by the State of Maine in all areas required. CEO in this document will also include LHO and LPI when talking about inspections of any kind.

Domicile: a person fixed, permanent and principal home for legal purposes.

Dwelling Unit: is any structure permanent or temporary that is used for human habitation.

Lessor: One that conveys property by lease or rental agreement.

Lessee: One who holds real property under a lease or rental agreement.

Licensed Health Officer (LHO): the person(s) authorized by the Town of Sullivan Selectboard to ensure the health and well-being of the community. They handle a variety of public health duties, including reporting communicable diseases, receiving, and investigating public health complaints, and inspecting premises for potential health threats. While LHOs must meet certain educational, training, and experience standards, the specific requirements are determined by the Department of Health and Human Services (DHHS).

Licensed Plumbing Inspector (LPI): the person(s) authorized by the Town of Sullivan Selectboard to ensure compliance with state and local plumbing rules and ordinances. These inspectors must be certified as qualified by Department of Health and Human Services (DHHS).

Long Term Rental: a long-term rental unit is any dwelling where occupancy is for greater than thirty (30) days. This includes contracts that are "month-to-month ". A qualified Long-Term Rental must have a Business License in good standing from the Selectboard.

Lot: See Parcel.

Parcel: in this ordinance, only, parcel refers to the overall ground owned by a person or company where a rental dwelling is located.

Person: as used in this Ordinance, person(s), partnerships, firms, company, corporations, owners, lessees or licensees or their agents.

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Short-Term Rental: The rental of a dwelling unit for periods of less than thirty (30) days, rented or offered for rent for fifteen (15) or more days in a calendar year and where the dwelling unit is not associated with commercial activities such as a hotel, motel, or bed-and-breakfast. A qualified Short-Term Rental must have a Business License in good standing from the Selectboard

Tiny Home: a structure of less than 400 square feet of living space but is not classified as an Accessory Dwelling Unit.

Section 1. Minimum Standards

A. Sanitary Facilities:

1. Performance Requirement: The dwelling unit shall include its own sanitary facilities which are in proper operating condition, can be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
2. Acceptability Criteria: A flush toilet in a separate, private room that includes, a fixed basin with hot and cold running water, and a shower or tub with hot and cold running water shall be present in the dwelling unit, all in proper operating condition. These facilities shall utilize an approved public or private system.

B. Food Preparation and Refuse Disposal:

1. Performance Requirement: The dwelling unit shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary facilities and food wastes and refuse, including facilities for temporary storage where necessary.
2. Acceptability Criteria: The unit shall contain the following equipment in proper operating condition: Cooking stove or range and refrigerator of appropriate size for the unit, supplied by either the Lessor or the Lessee and a kitchen sink with hot and cold running water. The sink shall drain into an approved public or private waste system. Adequate space for the storage, preparation and serving of food shall be provided. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g. garbage cans).

C. Space and Security

1. Performance Requirement: The dwelling unit shall afford the Family adequate space and security.

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2. Acceptability Criteria: A living room, kitchen area, and bathroom shall be present, and the dwelling unit shall contain at least one sleeping or living/sleeping room of appropriate size for each two persons. Exterior doors and windows accessible from outside the unit shall be lockable from the inside.

D. Thermal Environment

1. Performance Requirement: The dwelling unit shall have and be capable of maintaining a thermal environment healthy for the human body.
2. Acceptability Criteria: The dwelling unit shall contain safe heating facilities which are in proper operating condition and can provide adequate heat to each room in the dwelling unit appropriate for the climate to assure a healthy living environment. Unvented room heaters which burn gas, oil or kerosene are unacceptable.

E. Illumination and Electricity

1. Performance Requirement: Each room shall have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. Sufficient electrical sources shall be provided to permit use of essential electrical appliance while assuring safety from fire.
2. Acceptability Criteria: Living and sleeping rooms shall include at least one window. A ceiling or wall type light fixture shall be present and working in the bathroom and kitchen area. At least three electric outlets shall be present and operable in the living area and kitchen area. Each bedroom area shall have at least two electric outlets.

F. Structure and Materials

1. Performance Requirements: The dwelling unit shall be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the occupants from the environment.
2. Acceptability Criteria: Ceiling, walls and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling or noticeable movements under walking stress, missing parts or other serious damage. The roof structure shall be firm and the roof shall be weather tight. The exterior wall structure and exterior wall surface shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose siding or other serious damage. The condition and equipment of interior and exterior stairways, halls, porches, walkways, ect., shall be such as not to present a danger of tripping or falling.

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G. Interior Air Quality

1. Performance Requirements: The dwelling unit shall be free of pollutants in the air at levels which threaten the health of the occupants.
2. Acceptability Criteria: The dwelling unit shall be free from dangerous levels of air pollution from carbon monoxide, radon, sewer gas, fuel gas, dust and other harmful air pollutants. Air circulation shall be adequate throughout the unit. Bathroom areas shall have at least one openable window or other adequate exhaust ventilation.

H. Water Supply

1. Performance Requirements: The water supply shall be free from contamination and shall be adequate in amount for the dwelling(s).
2. Acceptability Criteria: The unit shall be served by an approved public or private sanitary water supply.

I. Access

1. Performance Requirements: The dwelling unit shall be usable and capable of being maintained without unauthorized use of other private properties, and the building shall provide an alternate means of egress in case of fire.
2. Acceptability Criteria: The dwelling unit shall be usable and capable of being maintained without unauthorized use of other private properties. The building shall provide an alternate means of egress in case of fire (such fire stairs or egress through windows).

J. Site and Neighborhood

1. Performance Requirements: The site and neighborhood shall be reasonably free from disturbing noises and reverberations and other hazards to the health, safety, and general welfare of the occupants.
2. Acceptability Criteria: The site and neighborhood shall not to subject to serious adverse environmental conditions, natural or man-made, such as dangerous walks, steps, instability, flooding, poor drainage, septic tanks backups or sewage hazards; abnormal air pollution, smoke or vehicular traffic; excessive accumulations of trash, vermin or rodent infestation; or fire hazards and obnoxious odors.

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K. Sanitary Conditions

1. Performance Requirements: The unit and its equipment shall be in sanitary condition/
2. Acceptability Criteria: The unit and its equipment shall be free of vermin and rodent and bug infestations.

Section 2. Enforcement and Penalties

A. The CEO or their designee shall issue an Occupancy certificate yearly to be posted at the dwelling.

B. ALL Rental properties will be inspected annually.

C. No General Assistance requests for rent shall be paid until rental unit is inspected and passed.

D. The CEO shall have the ability to access fines for failure to comply in-line with those the State uses. These fines may be per-violation, per-day. In the event that the dwelling is deemed unsafe, the CEO and Selectboard will follow the derelict building statues and condemn the dwelling. The lessor will be responsible for temporary housing arrangements for the lessee while repairs are made, if the building is beyond repair the lessor will be responsible for temporary housing not to exceed thirty (30) days. In the event that the damage was caused by the lessee this clause does not apply, however it is the responsibility of the lessor to prove this beyond doubt to the CEO.

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Rental Housing Ordinance
For the Town of Sullivan

Adoption of Ordinance June 24, 1991
Amended June 26, 1995
Amended June 24, 2002
Amended June 29, 2009
Amended November 4, 2025 – Passed by town vote

Sullivan Selectboard – 11/05/2025

Norm Bamford - _____

Greg Ring - _____

Mike Hosking - _____

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Building Ordinance – For the Town of Sullivan

Section 1. Introduction

1.1 Background

This Ordinance is designed to comply State of Maine Statues. All residential and commercial buildings shall be constructed to comply with Maine State Building Codes, and State adopted regulations such as but not limited to NFPA Life Safety 101.

1.2 Purpose

The provisions of this Ordinance shall apply to all new residential construction or exterior alterations that would increase or change the outside dimensions of any building. This Ordinance applies to driveways, lighting, signs and to the location or relocating mobile homes, recreational vehicles and/or other structures. This Ordinance does not apply to normal upkeep or maintenance of buildings unless they fall within a FEMA floodplain. This Ordinance applies to unsafe buildings.

Any structure less than one hundred (100) square feet in size shall not require a Building Permit but shall be required to meet all setback requirements in this Ordinance and meet the requirements of all other applicable ordinances within the Town of Sullivan.

Any person or persons who, during construction or other activity on his/her property, directly or indirectly causes damage to a public or private way shall be responsible for all repairs to said way.

Section 2. Authority and Administration

2.1 Authority

This Ordinance is adopted pursuant to the Home Rule Power of the Maine Constitution

2.2 Administration

The Code Enforcement Officer (CEO) shall administer this Ordinance. The CEO shall be empowered to issue;

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1. Residential Permits
    a. Building
    b. Plumbing
    c. Occupancy
    d. And any others not specifically mentioned here but not specifically granted to any other person or office as necessary.
2. Demo Permits
3. Commercial Permits
4. Inspections
    a. New Construction
    b. Old Construction being renovated
    c. Alterations as required by statue
    d. Dangerous Buildings for fire and other dangers
    e. Commercial Inspections as required
    f. Inspections after fire, natural/manmade disasters for structural security to allow people to return to the structure (new occupancy permit) to show it is safe for human habitation
5. Violation Investigations
6. Enforcement of other Town and State Ordinances that fall under this title
7. Assist the Planning Board
    a. Review permits for completeness, accuracy, and compliance to provide the planning board with the necessary information to help make an informed decision
    b. Direct permits to the planning board as dictated by Town or State ordinance

2.3 Reference Maine Statutes

All state statues of the State of Maine will be followed upon their adoption by the State. This includes but is not limited to Fire Marshals Office, Underwater Parks and Lands, Department of Environmental Protection, Department of Transportation, Department of Health and Human Services, and any other applicable or future agencies that affect this ordinance.

All federal regulations that are enforced by the State of Maine will also apply to the Town of Sullivan, for example National Fire Protection Association (NFPA) Life Safety 101, Floodplain Management under FEMA, Army Corps of Engineers, and any other current or future agencies that affect this ordinance.

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2.4 Definitions:

Abutter: means any landowner with a parcel touching the property, connects to the property, or which is across a roadway but still may be impacted by the actions of the parcel in question.

Accessory Dwelling Unit: a unit that is attached, detached, or built within an existing structure that is at least 190 square feet in size and is used for housing a relative or family member.

Access Road: A road constructed on the interior of a parcel which provides access to an RV or Campground space, or service locations within the park or campground.

Authorized Person: means any officer or person who has been designated as such by written notice and named in a letter and delivered to the Code Enforcement Officer, Planning Board, Board of Appeal, or the Selectboard. Such officer or person shall continue to be an Authorized Person until such time as the owner revokes the permissions granted to the agent that any such person is no longer an Authorized Person

Automobile Graveyard: means an outdoor area(s) with more than two (2) "unregistered or uninspected" motor vehicles, or parts there of, such as bodies, motors, frames, tires, etc. A Junker is either an unregistered or an uninspected vehicle (i.e. a vehicle must be both registered and inspected in order not to be be considered "junk". The term shall not include a location used for temporary storage (not more than 180 days) by a place of business which is engaged primarily in doing automotive repairs for the purpose of making motor vehicles serviceable.

Campsite: the lot where a tent may be located within a campground or combination RV campground.

Code Enforcement Officer (CEO): the person(s) authorized by the Town of Sullivan Selectboard to act as the legal enforcement for all local, state, and federal codes and statutes that apply to the community, and is licensed (within one year of accepting the year of accepting the position) by the State of Maine in all areas required. CEO in this document will also include LHO and LPI when talking about inspections of any kind.

Department of Environmental Protection (DEP): the Maine department that oversees environmental areas not covered by the Maine Forest Service.

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Department of Transportation (DOT): the Maine department that oversees state roads and access ways.

Domicile: a person fixed, permanent and principal home for legal purposes.

Dwelling Unit: is any structure permanent or temporary that is used for human habitation.
FAA: means the Federal Aviation Administration, or its lawful successor

FCC: means the Federal Communications Commission, or its lawful successor

Garbage: means all animal and vegetable waste and all decay able matter including waste resulting from the handling, sale, storage, packaging, preparation, cooking and consumption of food and food products. For the purpose of this ordinance, garbage shall not mean or include organic matter contained in maintained compost piles or covered subsurface packaged garbage decomposing units so long as no health hazard or other nuisance is created, shall not include leaves, coniferous needles, grass clippings, tree trimmings or similar plant materials used for fill or mulching purposes, and shall not include agricultural wastes produced by a farm or farm operation conforming with best management practices as defined by the Department of Agriculture

Junk: means all rubbish and trash, including discarded, worn out or junked household appliances, furniture, plumbing and heating supplies; discarded scrap and junked lumber and wood products; old or scrap metal of any kind, including automotive remnants; paper products, bedding, glass, plastic, styrofoam, insulation, composition shingles, insulation, rags, rope, batteries and other scrapped or junked manufactured items and materials, but excluding garbage.

Junkyard: means an area used for the storage of any and/all items listed in this ordinance.

Lessor: One that conveys property by lease or rental agreement.

Lessee: One who holds real property under a lease or rental agreement

Licensed Health Officer (LHO): the person(s) authorized by the Town of Sullivan Selectboard to ensure the health and well-being of the community. They handle a variety of public health duties, including reporting communicable diseases, receiving, and investigating public health complaints, and inspecting premises for potential health threats. While LHOs must meet certain educational, training, and experience standards, the specific requirements are determined by the Department of Health and Human Services (DHHS).

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Licensed Plumbing Inspector (LPI): the person(s) authorized by the Town of Sullivan Selectboard to ensure compliance with state and local plumbing rules and ordinances. These inspectors must be certified as qualified by Department of Health and Human Services (DHHS).

Long Term Rental: a long-term rental unit is any dwelling where occupancy is for greater than thirty (30) days. This includes contracts that are "month-to-month ". A qualified Long-Term Rental must have a Business License in good standing from the Selectboard

Lot: See parcel

Parcel: in this ordinance, only, parcel refers to the overall ground owned by a person or company where a rental dwelling is located.

Park or Campground Space: The minimum prescribed dimension and area for each RV or campground space in this ordinance.

Person: as used in this Ordinance, person(s), partnerships, firms, company, corporations, owners, lessees or licensees or their agents.

Recreational Vehicle (RV): A vehicle primarily designed as temporary living quarters for Recreation, camping, or travel; either with its own power, or mounted on or towed by another vehicle. An RV is used as a temporary shelter, not placed on a foundation, or permanently hooked to utilities. Tiny homes/houses are NOT an RV for the purposes of this ordinance.

RV Park or Campground: Land upon which two (2) or more RVs are parked and occupied, or are available for occupancy, temporarily for recreational or camping purposes, or land upon which two (2) or more camping spaces are installed. A camping site or space incidental to a residence is excluded. This does not apply to immediate family for short term visits, less than three (3) weeks.

Short-Term Rental: The rental of a dwelling unit for periods of less than thirty (30) days, rented or offered for rent for fifteen (15) or more days in a calendar year and where the dwelling unit is not associated with commercial activities such as a hotel, motel, or bed-and-breakfast. A qualified Short-Term Rental must have a Business License in good standing from the Selectboard.

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Sign: Shall mean any material, structure or device, or part thereof, composed of lettered or pictorial matter, or upon which lettered or pictorial matter is placed when used or located out of doors or outside or on the exterior of any building, including window display area, for display of an advertisement, announcement, notice, directional matter or name. Signs include sign frames, sign boards, painted wall signs, hanging signs, illuminated signs, projecting signs and fold-out signs, and shall also include any announcement, declaration, demonstration, display, illustration or insignia used to advertise or promote the interests of any person or business when placed in view of the general public. A business name on a building shall not constitute a sign.

Tiny Home: a structure of less than 400 square feet of living space but is not classified as an Accessory Dwelling Unit.

Tiny Home Park: a park similar to a campground, RV park, or trailer park but that has buildings that meet the definition of a tiny home. This can include any structure or group of structures that are residential in nature that do not fit into the Town of Sullivan RV/Campground Park ordinance, or the Trailer Park

Maine Department of Underwater Parks and Lands: the State of Maine department in charge of all submerged lands that are public access.

2.5 Applicable Ordinances

1. Shoreland Zoning Ordinance – all development, business and residential, in shoreland zoning
2. Sign Ordinance – all installation of signs for business or home business'
3. Subdivision Ordinance – all subdivision development
4. 911 Ordinance – Establish 911 address
5. Junkyard Ordinance – all automobile graveyards, garbage, and storage of junk
6. Wireless Ordinance – establish regulations for wireless communication towers and upkeep there of
7. RV Park-Campsite Ordinance – regulations and inspections for RV's parks and campgrounds

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8. Trailer Park Ordinance – regulations for the creation, maintenance, and inspection of trailer parks.

9. Rental Inspection Ordinance – regulations for the inspections of rental properties.

10. Any new or unmentioned ordinance that pertains to this Ordinance

Section 3 Permit

A building permit is needed for all activities delineated in Section 1.2 including site work. Site work less than ten (10) cubic feet is considered maintenance, and no Permit shall be required. An application for a Permit shall be initiated before any activities are started. Routine maintenance shall not require a Building Permit, unless located in the FEMA Floodplain.

Before changes as specified in the Permit Application are started, the owner or duly appointed agent shall obtain the appropriate Building Permit. Prior to issuance of any permit regarding a preowned mobile home, proof of property tax payment from the originating community must be provided.

A building permit is required for site work whether or not a building is planned. Additional situations requiring a Building Permit are listed below:

- Change in use or occupancy of any structure
- Buildings and structures moved into or within the Town of Sullivan – larger than one hundred (100) square feet
- Fill, grade, dredge, or harvest timber in any Shoreland or Resource Protection Area
- Building or modifying piers, docks and wharves
- Driveway opening permit from DOT on State Roadways, Road Commissioner on Town Roadways
- Demolition of a structure – asbestos hazard determination may be required
- Installing a swimming pool of any kind

No permit shall be issued prior to the applicant obtaining all other Local, State and Federal permits required, including an approved State HHE-200 form if plumbing is required. Any work commenced prior to the issuance of the permit shall be considered a violation of the provisions of this Ordinance and shall result in fines as set forth by the Town of Sullivan and the Code Enforcement Officer.

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Any person or entity under review for or charged with an existing land use, shoreland or similar violation with respect to the property under review in the Town of Sullivan shall be ineligible for any Building Permit relating to that property, unless and until the violation is resolved by the CEO or Court. The CEO shall have a minimum of four (4) weeks to render a decision after a complete application has been submitted

Section 4 Fees

Building Permit Application fees shall be available at the town office upon request. All permit fees shall be paid to the Town of Sullivan in full prior to the permit being considered valid. The fee shall be non-refundable. Failure to obtain a permit before the start of construction will be assessed according to the fee schedule for the Town of Sullivan.

Section 5 Application Permit

The application for the Building Permit shall be in writing, which includes digital copies with an electronic signature, to the Town of Sullivan using the available form. The application shall be filed at the Town Office with the necessary signatures, attachments, and fees.

5.1 Display of Permit

Every land use permit shall be displayed at the worksite by the owner or duly authorized representative until all work covered by the permit is completed and the occupancy permit has been issued if applicable.

5.2 Expiration of Permit

Building Permits shall expire one (1) year from the date of issuance including Permits within the Shoreland Zone. If construction starts within one (1) year of the issuance of the permit, but less than thirty (30) percent of the work is completed, the applicant may renew the permit for one (1) additional year, after which time the permit shall expire and the applicant will need to re-apply for the project.

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Section 6 Size of Lot

No building shall be constructed or moved to any lot with a public road frontage of less than 200 feet, nor on a lot of less than 40,000 square feet. Each building shall have a setback of at least seventy-five (75) feet from the adjacent road center line or right of way line and not less than twelve (12) feet from adjacent property lines.

The CEO shall grant certain exemptions involving the following:

1. Lots containing 40,000 square feet or over but not having sufficient road frontage as stated above shall be approved with a 200-foot building setback.
2. Present owners are exempt from the property line requirement with adjacent owner approval in writing and registered at the Hancock County Registry of Deeds, at their own expense.
3. Every lot created prior to the adoption of this Ordinance is legally grandfathered with respect to lot size, road frontage and building setbacks.

Section 7 Conformance with Other Laws and Regulations

The proposed development shall be in conformance with the Town of Sullivan Comprehensive Plan and all pertinent local, state and federal regulations. The Maine Uniform Building and Energy Code (referred to as MUBEC) applies to construction in the Town of Sullivan but the Town does not perform inspections for compliance with it. Owners and builders are responsible for obtaining such inspections. NFPA Life Safety Codes shall also apply.

Section 8 Disability Variance

As stated in State Statue installation of temporary access for a disabled person at his or her residence, or one that he or she regularly uses, which needs to be constructed on an emergency basis, or which otherwise would create a hardship, may be considered and approved by the CEO upon application. As necessary, and as determined by the CEO, the strict site and setback requirements of this Ordinance may be temporarily waived and a variance granted for the purpose of accommodating structures necessary for access to or egress from the dwelling, which shall be removed when the need no longer exists. The permit fee may be waived at the discretion of the CEO on a case-by-case basis.

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Section 9 Road Entrances

No person shall access any public way, including Town Roads, unless the proposed access is approved by the Road Commissioner and/or the CEO in their extended absence. Entrances shall meet state standards ~~of~~ minimum If the Road Commissioner and/or CEO requires the installation of a culvert to access a public way or town road, the culvert shall meet the state minimum standards The culvert shall be made of an approved material.

Section 10 Home Occupation

10.1 Purpose

The purpose of this section is to ensure that business uses in Sullivan are conducted safely and compatibly with the residential nature of the surrounding neighborhood. More intensive commercial uses than those described in this section require a Site Plan Review Ordinance Application.

10.2 Definition

A Home Occupation is a business, profession, occupation or trade undertaken for gain or profit which meets the following criteria: the business is clearly incidental and secondary to the use of the dwelling unit for residential purposes; the business is conducted within a dwelling unit or other structure accessory to a dwelling unit; and the business utilizes no more than fifty (50) percent of the dwelling unit or of the total combined floor area of the dwelling unit and accessory structure(s) up to a limit of 1,500 square feet.

10.3 Review Criteria

The following requirements shall apply to Home Occupations:

1. Home Occupations conducted only by family members do not require a permit.
2. Home Occupations employing one full time equivalent employee at any one time, other than residents of the home, are required to complete an application and secure a permit from the CEO.
3. All Home Occupations, whether requiring a permit or not, are subject to the review criteria (paragraph 10.4).

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4. If more than one full time equivalent employee other than residents of the home are employed at any one time, a Site Review Plan Ordinance permit must be obtained.
5. All licensed Day Care Centers must apply for a permit
6. Submit, in addition to the Building Permit - the Home Occupation Permit

10.4.1 Exterior Effects

Any exterior display, exterior storage of equipment or materials and other exterior indication of a Home Occupation must be in keeping with the residential nature of the neighborhood. Prior to the installation of any sign, a sign permit shall be obtained. Outdoor activity areas are allowed for home child day care providers and home adult day service programs.

10.4.2 Exterior Effects

A home occupation must not generate eternal effects beyond the property lines or beyond the walls of the dwelling unit if the unit is part of a multifamily dwelling which exceed those levels common to a residential neighborhood. Examples of these effects are noise, vibration, smoke, fumes, dust, odors, heat, light, glare and electrical interference.

10.4.3 Traffic

The level of vehicular traffic generated by a home occupation shall not significantly exceed that generated by a residence, except for home child day care providers or home adult day service programs.

10.4.4 Parking

Adequate off-street parking must be provided for vehicles of any employee and other visitors of the home occupation during peak operating hours.

10.4.5 Hazardous Waste

A home occupation must not generate or store quantities of hazardous wastes that exceed the amounts set for "Small Quantity Generators" by the Maine Department of Environmental Protection (DEP) and must meet the requirements of DEP rules, if applicable.

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Section 11 Certificate of Occupancy Required

No Building shall be occupied or used after or during construction, conversion to another use, or relocation until a certificate of occupancy is issued by the CEO. The CEO shall issue said certification within fourteen (14) days after notification by the applicant that all of the permitted construction has been completed and the examination shows that all work was performed and completed in compliance with the provisions of this code and all other applicable local ordinances, state and federal codes. Any new stick-built dwellings must have a passing blower door test for energy rating requirements in the State of Maine.

Section 12 Temporary Occupancy

Temporary occupancy in temporary structures, recreational vehicles or campers shall require a Building Permit and shall be allowed only if all State subsurface wastewater disposal rules are followed. Those rules are found in State of Maine Subsurface Wastewater Disposal Rules. In any case, temporary occupancy shall not exceed one (1) year.

Section 13 Demolition

A Demolition Permit from the Town of Sullivan shall be submitted at least five (5) working days prior to removal for all buildings regardless of method, e.g., demolition or burning. Maine DEP must be notified five (5) working days prior to demolishing any building (except single family homes and related structures such as sheds and barns) even if the building does not contain asbestos, by the applicant.

Any building or structure, which due to lack of care, has become so dilapidated that it is unfit for any use due to being unsafe, unsanitary, a fire hazard or otherwise a hazard to health or safety shall be demolished and removed by the Town authorities, at the owner's expense.

Prior to demolition, a complete inspection shall be made by the CEO, fire chief and town officers or their designee. The owner shall also be allowed an opportunity to repair and restore it to a safe condition and with materials required in the Building Code.

Section 14 Appeals

The Selectboard will hear appeals or may appoint a separate appeals board under state statute. Variances may be granted to avoid undue hardships provided there is no substantial departure from the intent of this Ordinance.

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Section 15 Amendments

On petition, or on recommendation of the CEO, the Selectboard may present warrants for consideration of the Town to amend the regulations and provisions of this ordinance at a regular or special town meeting. A majority vote of the legal voters present is required.

Section 16 Violations

Any violation of the provisions of the Ordinance shall be considered a nuisance and any person found guilty of violating this ordinance will be accessed a fine in accordance with state guidelines Each violation will be counted as a separate finable offense and subject to a per day fine that may increase according to duration.

Section 17 Validity

If any section, subsection, paragraph, sentence, clause, or phase of this Ordinance is declared invalid for any reason, such decision shall not affect the remaining portions of the Ordinance, which shall remain in full force and effect, and to this and the provisions are declared to be severable.

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Building Ordinance
For the Town of Sullivan

Adopted: March 14, 1983 (first implemented)
Amended June 23, 1986
Amended June 26, 1990
Amended: June 26, 1995
Amended: June 28, 2004
Amended: June 24, 2013
Amended: June 28, 2021
Amended: November 4, 2025 – Passed by town vote

Sullivan Selectboard – 11/05/2025

Norm Bamford - _____

Greg Ring - _____

Mike Hosking - _____