

Bristol Town Council

Melissa Cordeiro, Clerk

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2023-2024

*Amended on 3/14/2023 to correct page header(s) to read FY 2023-2024
** Amended on 3/15/2023 to add item #2

All Meetings are scheduled to be held in the Town Hall - Council Chambers, 10 Court Street Bristol, RI unless otherwise specified

NOTE: IF COMMUNICATIONS ASSISTANCE IS NEEDED OR ANY OTHER ACCOMMODATIONS TO ENSURE EQUAL PARTICIPATION, PLEASE CONTACT THE TOWN CLERK'S OFFICE AT 253-7000. ANYONE REQUESTING INTERPRETIVE SERVICES FOR THE DEAF OR HARD OF HEARING MUST NOTIFY THE TOWN CLERK'S OFFICE AT 253-7000, 72 HOURS IN ADVANCE OF THE MEETING DATE AND ANYONE REQUESTING ASSISTIVE LISTENING DEVICES MUST NOTIFY THE COUNCIL CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING.

MONDAY, MARCH 20, 2023 at 6:30 Town Hall - Council Chambers, 10 Court Street *In-Person only

- 1. Ordinance #2023-05 CHAPTER 25 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES ARTICLE I. STREETS, SIDEWALKS AND PARKS Sec. 25-16 Seasonal outdoor seating on State Street TO BE REPEALED AND REPPLACED WITH new Sec. 25-17, Seasonal use of public streets for outdoor dining by business establishments.
- **2. Paul M. Lafleur, President Bristol Rotary Club Inc re Request for a Bingo License at the St. Elizabeth's Church Hall for March 29, 2023, (time TBD)
 - a. Recommendation Town Administrator and Fire Chief
 - b. Recommendation Town Administrator and Chief of Police

TIME		DEPT.#	DEPARTMENT
6:35	PM		TOWN ADMINISTRATOR OVERVIEW
			General Budget Discussion
7:00		701	POLICE
		702	Animal Control
7:45		703	HARBOR PATROL
8:00		601	COMMUNITY DEVELOPMENT
		602	Building Inspection

May be discussed, time permitting:

402	TOWN ADMINISTRATOR
501	FINANCE
502	Debt Service
503	Fixed Charges
504	Town Hall Complex
406	BOARD OF CANVASSERS
407	MUNICIPAL COURT
401	TOWN COUNCIL
403	TOWN CLERK
	Discussion of Town
	Administrator's recommended
	level of funding for Regional
	School District (if
	applicable)

RECAP

TUESDAY, MARCH 21, 2023 at 6:30 Town Hall - Council Chambers, 10 Court Street *In-Person only

6:30	PM	404	TOWN SOLICITOR
6:45		603	PUBLIC WORKS
7:15		604	WATER POLLUTION CONTROL
		606	COMPOSTING FACILITY
		607	ENTERPRISE FUND
7:30		806	MUNICIPAL OBSERVANCES
			Fourth of July
			Veterans Holidays
			Christmas Festival
			Holiday Lighting
			Patriotism
8:00		803	PARKS AND RECREATION
8:15		802	ROGERS FREE LIBRARY
8:30		402	TOWN ADMINISTRATOR

May be discussed, time permitting:

501	FINANCE
502	Debt Service
503	Fixed Charges
504	Town Hall Complex
406	BOARD OF CANVASSERS
407	MUNICIPAL COURT
401	TOWN COUNCIL
403	TOWN CLERK
	Page 2 of 5

Discussion of Town Administrator's recommended level of funding for regional School District (if applicable)

RECAP

WEDNESDAY, MARCH 22, 2023 at 6:30 Town Hall - Council Chambers, 10 Court Street *In-Person Only

6:30	704	FIRE
6:45	405	BOARDS & COMM. (MAY BE OTHERS)
		North & East Burial Ground
		Personnel Board
		Bristol Prevention Coalition
7:00 PI	M 801	HUMAN SERVICES
7:15 P	M 805	HUMAN RESOURCES (MAY BE OTHERS)
		Women's Resource Center
		East Bay Center
		East Bay Community Action
		Visiting Nurse Services
		Community String Project
		King Philip Little League
		Franklin Court Tenants Assoc.
		Boy Scouts of America
		Mosaico, CDC
		Bristol Art Museum
		Harbor Lights
		Cornerstone Adult Services
		The Samaritans
		Coggeshall Farm Museum
		Meals on Wheels
		Art Night
		Bristol Rotary
		East Bay Food Pantry

Benjamin Church Senior Center Bristol Garden Club Wildlife Rehab Assoc. of RI Eastern RI Cons. Dist. Connect Greater Newport East Bay Chamber

7:45	501	FINANCE
	502	Debt Service
	503	Fixed Charges
	504	Town Hall Complex
8:00	406	BOARD OF CANVASSERS
8:15	407	MUNICIPAL COURT
8:30	401	TOWN COUNCIL
	403	TOWN CLERK

May be discussed, time permitting:

Budget items requiring Additional Consideration

Discussion of Town Administrator's recommended level of funding for regional School District (if applicable)

RECAP

MONDAY, MARCH 27, 2023 at 6:30 Town Hall - Council Chambers, 10 Court Street *In-Person Only

An additional day, if needed, to discuss any and all matters that appear in any above sessions.

WEDNESDAY, MARCH 29, 2023 at 7:00 PM Town Hall - Council Chambers, 10 Court Street

Regular Town Council Meeting - Vote on Provisional Budget (Advertise Budget and Public Hearing notice in local newspaper on Thursday, April 6, 2023 (second partial advertising on April 13) - per State Law notice of Public Hearing must appear no later than 10 days prior to the Public Hearing)

MONDAY, APRIL 17, 2023 at 7:00 PM Town Hall - Council Chambers, 10 Court Street *In-Person Only

Public Hearing on Budget

MONDAY, MAY 1, 2023 at 7:00 PM Town Hall - Council Chambers, 10 Court Street *In-Person Only

Special Town Council Meeting - Final Council Consideration of Budget and Vote for Adoption of Budget (Advertise Adopted Budget in local newspaper on May 4, 2023 - Budget becomes final at close of business on May 18, 2023)

Per Order of the Bristol Town Council:

Melissa Cordeiro Council Clerk

Posted: March 8, 2023

*Amended agenda posted: March 14, 2023
**Amended agenda posted: March 15, 2023

15T reading

ORDINANCE NO. 2023-05

AN ORDINANCE IN AMENDMENT TO CHAPTER 25 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

These amendments are proposed by the Town of Bristol Department of Community Development. The proposed amendments are numerous and occur in Chapter 25 – Streets, Sidewalks, and other Public Places - Article I. - STREETS, SIDEWALKS AND PARKS – Sec. 25-16 Seasonal outdoor seating on State Street TO BE REPEALED AND REPLACED WITH new Sec. 25-17, Seasonal use of public streets for outdoor dining by business establishments. Chapter 25, Section 25-17 would propose amendments to establish regulations for seasonal outdoor dining, including but not limited to license requirements, ADA compliance, parking areas, pedestrian access, and the use of town-owned land or a portion of the public right of way for outdoor dining.

Proposed amendments are available at the Town Hall in the Town Clerk's Office and may be viewed or downloaded from the Town of Bristol website at www.bristolri.gov. The proposal may be altered or amended prior to the close of the public hearing without further advertising, as a result of further study, or because of the views expressed at the public hearing. Any such alteration must be presented for comment during the said hearing.

This ordinance shall take effect upon its passage.

Draft Ordinance with red line

<u>Ordinance #2023-XX – CHAPTER 25 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES - ARTICLE I. - STREETS, SIDEWALKS AND PARKS –</u>

Sec. 25-16 Seasonal outdoor seating on State Street - REPEALED

Sec. 25-17, Seasonal use of public streets for outdoor dining by business establishments.

Sec. 25-xx. Use of sidewalks/on-street parking for dining purposes by business establishments.

(a) Purpose. Pursuant to the Town Council licensing authority, the Town of Bristol Department of Community Development Department adopts tThe following rules and regulations which are intended to protect public health and safety and to provide restaurants and food service vendors one-stop permitting for approval of outdoor dining on public property within the existing onstreet parking areas, excluding the handicap spaces.

(b) Incorporation of Design Guidelines and Manual. The applicant is to refer to tThe Town of Bristol Outdoor Dining Design Guidelines and Manual, dated March 2023 and as may be further amended from time to time by the Town Administrator (the "Manual") is hereby incorporated by reference, and shall govern for further information on the Approval Process, the Operational Requirements, the Construction Requirements and the Design and Material Requirements, except where contrary to any provision of this Section of the Code of Ordinances. In the event of a conflict between the Manual and this Section of the Code, the terms of this Section of the Code shall prevail.

The Rules and Regulations may be amended from time to time without notice at the Town's discretion.

- (a) (c) License required. Business establishments must make application to the Town Council for an annual license or a temporary day or week license, to use the on-street parking areas, excluding handicap spaces, in front of their establishments for outside dining. Each application shall contain:
 - (1) The name, address and owner of the business making application.
 - (2) The name, address and owner of the real estate wherein the business is located.
 - (3) A line drawing or plot plan showing the entire sidewalk and parking area to be used along with the number and placement or location of tables and seats thereon and approximate dimensions of each.

- (4) Photos or other graphic representation including color and material of furniture and other accessories (umbrellas, lights, etc.) to be installed.
- (5) A schedule of hours of operation of the restaurant and the outside dining area.
- (6) Proof that the outdoor dining area will comply with applicable building codes, health department regulations, and the Rhode Island Department of Business Regulations (DBR). Alcoholic beverages may not be served in the outside dining area unless the appropriate license is first obtained and/or modified to include the permitted area and only after obtaining approval from the Town Council-and the DBR.
- (7) Establishments shall accommodate handicapped persons in the outside dining areas and shall include dimensions and grading on the plan to show compliance per ADA Regulations. Dining areas shall be enclosed and clearly delineated by means of a barrier that will be specified on the plan. Dining furniture must remain inside the designated permitted dining area at all times. The Building Inspector shall specifically approve the location/ placement of all outside furniture, including but not limited to tables, chairs, umbrellas, barriers, to ensure safe and adequate ingress and egress.
- (8) The area in which tables and chairs may be placed and patrons may be served shall be known as the "designated area." The designated Dining areas shall be enclosed and clearly delineated by means of a barrier that will be specified on the plan. Dining furniture must remain inside the designated permitted dining area at all times. The designated area must be clearly delineated by objects such as planters, fences, or other appropriate means. All objects, including dining furniture, must remain entirely within the designated area. No part of the outside dining area, object (s) used to delineate the designated areas or other objects such as the tip of umbrellas shall encroach upon the sidewalk outside the designated area or encroach upon any part of the frontage of the adjacent premises, right-of-way or alley. All patrons must enter and exit through the designated areas. Where restaurants are using a section of on street parking, bBarriers are required where the edge of any dining area would encounter or has the potential to encounter motor vehicles.
- (9) Proof of liability insurance from a company licensed to do business in the state and in a form satisfactory to the *Town *Solicitor, of no less than \$1,000,000.00 protecting the Town for from all claims and causes of action for personal injury or property damage resulting from use of this license.
- (10) The applicant will obtain and file with the application to the Town Council approval by the Building Inspector, Police Chief, Fire Chief, Public Works Director, and the Community Development Director. The Building Inspector shall approve the location/placement of all outside furniture, including but not limited to tables, chairs, umbrellas, barriers, to ensure safe and adequate ingress and egress.

- (11) Applicants shall pay a flat fee of \$100.00 per season for such license for an Outdoor Dining Application payable to the Town of Bristol.
- (b.) Outside dining. No license shall be allowed for outside dining in the sidewalk area if four (4) feet of clearance cannot be met and ADA requirements cannot be met. Tables and chairs must be placed close against the building or close to the curb line in such a manner as to provide a minimum of five feet of unobstructed passage width for public use. Relevant Town department representatives shall conduct a joint inspection prior to the opening of the outdoor dining area for service to the public.

(e.d) Additional rules and restrictions.

All tables and chairs must be removed from the sidewalk or parking area upon order of the Town Administrator if special events require it or if a significant storm may require it. The entire sidewalk /dining area in front of a business establishment will be kept at all times neat, clean and with debris immediately removed so as not to cause a hazard or annoyance to pedestrians. Approval to maintain the outdoor dining area during the day of the Bristol Fourth of July Celebration in any year will need shall also require approval by the Bristol Fourth of July Committee. Town Council or appropriate staff.

(d.e) <u>Suspension</u>, <u>Rrevocation</u>, and <u>modification</u> of license and penalty for violations.

Any infraction of this section will be grounds for immediate fine, suspension or revocation of this license. Individuals or businesses found in violation of the provisions of this section are also subject to a fine not to exceed \$50.00 for the first offense, a fine not to exceed \$100.00 for the second and subsequent offenses in addition to any other fine assessed for any general offense pursuant to this Code. For imminent public health and safety concerns, such cause and subject to later review by the Town Council, the Town Administrator may suspendrevoke or modify any outdoor dining license at any time subject to later review by the Town Council. In addition, the Town Council may at any time, for due cause shown and with notice and hearing, levy a fine, and/or suspend, revoke or modify an outdoor dining license, without cause. Individuals or businesses found in violation of the provisions of this section are also subject to a fine not to exceed \$50.00 for the first offense, a fine not to exceed \$100.00 for the second and subsequent offenses in addition to any other fine assessed pursuant to this Code.

Draft Ordinance - Clear Version

Ordinance #2023-05 — CHAPTER 25 — STREETS, SIDEWALKS AND OTHER PUBLIC PLACES - ARTICLE I. - STREETS, SIDEWALKS AND PARKS —

Sec. 25-16 Seasonal outdoor seating on State Street - REPEALED

Sec. 25-17, Seasonal use of public streets for outdoor dining by business establishments.

- (a) *Purpose.* The following rules and regulations are intended to protect public health and safety and to provide restaurants and food service vendors one-stop permitting for approval of outdoor dining on public property within the existing on-street parking areas, excluding the handicap spaces.
- (b) Incorporation of Design Guidelines and Manual. The Town of Bristol Outdoor Dining Design Guidelines and Manual, dated March 2023 and as may be further amended from time to time by the Town Administrator (the "Manual") is hereby incorporated by reference, and shall govem the Approval Process, the Operational Requirements, the Construction Requirements and the Design and Material Requirements, except where contrary to any provision of this Section of the Code of Ordinances. In the event of a conflict between the Manual and this Section of the Code, the terms of this Section of the Code shall prevail.
- (c) License required. Business establishments must make application to the Town Council for an annual license or a temporary day or week license, to use the on-street parking areas, excluding handicap spaces, in front of their establishments for outside dining. Each application shall contain:
 - (1) The name, address and owner of the business making application.
 - (2) The name, address and owner of the real estate wherein the business is located.
 - (3) A line drawing or plot plan showing the entire parking area to be used along with the number and placement or location of tables and seats thereon and approximate dimensions of each.
 - (4) Photos or other graphic representation including color and material of furniture and other accessories (umbrellas, lights, etc.) to be installed.
 - (5) A schedule of hours of operation of the restaurant and the outside dining area.
 - (6) Proof that the outdoor dining area will comply with applicable building codes, health department regulations, and the Rhode Island Department of Business Regulations (DBR). Alcoholic beverages may not be served in the outside dining area unless the

appropriate license is first obtained and/or modified to include the permitted area and only after obtaining approval from the Town Council.

- (7) Establishments shall accommodate handicapped persons in the outside dining areas and shall include dimensions and grading on the plan to show compliance per ADA Regulations. The Building Inspector shall specifically approve the location/placement of all outside furniture, including but not limited to tables, chairs, umbrellas, barriers, to ensure safe and adequate ingress and egress.
- (8) The area in which tables and chairs may be placed and patrons may be served shall be known as the "designated area." The designated area shall be enclosed and clearly delineated by means of a barrier specified on the plan. The designated area must be clearly delineated by objects such as planters, fences, or other appropriate means. All objects, including dining furniture, must remain entirely within the designated area. No part of the outside dining area, object (s) used to delineate the designated areas or other objects such as the tip of umbrellas shall encroach upon the sidewalk outside the designated area or encroach upon any part of the frontage of the adjacent premises, right-of-way or alley. All patrons must enter and exit through the designated areas. Barriers are required where the edge of any dining area would encounter or has the potential to encounter motor vehicles.
- (9) Proof of liability insurance from a company licensed to do business in the state and in a form satisfactory to the Town Solicitor, of no less than \$1,000,000.00 protecting the Town from all claims and causes of action for personal injury or property damage resulting from use of this license.
- (10) The applicant will obtain and file with the application to the Town Council approval by the Building Inspector, Police Chief, Fire Chief, Public Works Director, and the Community Development Director.
- (11) Applicants shall pay a flat fee of \$100.00 per season for such license for Outdoor Dining Application payable to the Town of Bristol.

(d) Additional rules and restrictions.

All tables and chairs must be removed from parking area upon order of the Town Administrator if special events require it or if a significant storm may require it. The entire sidewalk /dining area in front of a business establishment will be kept at all times neat, clean and with debris immediately removed so as not to cause a hazard or annoyance to pedestrians. Approval to maintain the outdoor dining area during the day of the Bristol Fourth of July Celebration in any year shall also require approval by the Bristol Fourth of July Committee.

(e) Suspension, revocation, and modification of license and penalty for violations.

Any infraction of this section will be grounds for fine, suspension or revocation of this license. Individuals or businesses found in violation of the provisions of this section are also subject to a fine for any general offense pursuant to this Code. For imminent public health and safety concerns, , the Town Administrator may suspend or modify any outdoor dining license at any time subject to later review by the Town Council. In addition, the Town Council may , for due cause shown and with notice and hearing, levy a fine, and/or suspend, revoke or modify an outdoor dining license..

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

2023 MAR - 1 PM 1: 52

The Bristol Rotary Club Ing, is requesting. approval to host the following bingo event:

March 29, 2023 at the St. Elizabeths Church Hall - beginning at 6:30pm

The objective is to raise money to fund educational grants to Bristol graduating high school students to help with future educational endeavors.

TOWN COUNCIL

MAR 20 2023

SPECIAL MEETING

PLEASE N	OIL:
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DATE RECEIVED:

Petition must be returned by 4:00 PM, two (2)
Fridays prior to the Town Council meeting to
appear on the docket of the
meeting for review and possible action. It is
Council policy that action may not be taken on
petitions unless recommendations, if necessary,
from appropriate departments are received prior
the Council meeting.

SIGNATURE:		and pl	litte		
NAME:	PA	c/ 14	LAFT	Eur "	PACSIDE
ADDRESS:					
TOWN:	BRIS	706	MI		
BUSINESS TE	L. NO	401	573	029	2
RESIDENCE T	EL. NO.	401	573	029	Z



TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

10 Court Street Bristol, RI 02809 Tel. 401-253-7000 Fax. 401-253-2647 Email:Mcordeiro@bristolri.gov

MEMORANDUM

TO:

Steven Contente

TOWN ADMINISTRATOR

FROM:

Melissa Cordeiro

COUNCIL CLERK

DATE:

March 2, 2023

RE:

Paul M. Lafleur, Bristol Rotary Club Inc.

President re Request for a Bingo License at the St. Elizabeth's Church Hall for March 29, 2023 (time TBD)

20

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the regular Town Council Meeting to be held on March $\frac{29}{20}$, $\frac{2023}{20}$.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, March 22, 2023. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachment



Bristol Fire Department

DBA

Inter Office Memorandum

To:

Steven Contente, Town Administrator

From:

Michael DeMello, Fire Chief

CC:

File

Date:

March 2, 2023

Re:

License Recommendation, March 29 Council Meeting

The fire department has reviewed the license request presented as follows:

1. Bingo

Paul M. Lafleur for Bristol Rotary Club Inc.

St. Elizabeth's Church Hall

March 29, 2023

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

2023 MAR - 7 AM 8: 54

STEVEN Administrator

TOWN COUNCIL

MAR 2 0 2023

SPECIAL MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809 TELEPHONE (401) 253-6900



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 03-01-23

PETITION DESCRIPTION:

Paul M. Lafleur, Bristol Rotary Club Inc. President request for a Bingo License at the St. Elizabeth Church Hall for March 29, 2023 at 6:30PM.

PERSON/S FILING PETITION: Paul M. Lafleur
☐ LICENSE RENEWAL ☐ NEW PETITION
REVIEW:
☑ APPROVED
☐ CONDITIONAL APPROVAL
☐ DENIED
☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

After reviewing this petition, there is no known reason for denial of this license to hold a Bingo fundraiser, provided that all guidelines set forth by this application, and all Laws and Ordinances governing this practice are followed. This event shall not commence without the issuance of this requested license.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 03-16-2023

COM WWW. STEVEN CONTENTE TOWN Administrator

2023 MAR 17 AM 9: 57



RHODE ISLAND STATE POLICE

Charitable Gaming Unit 311 Danielson Pike North Scituate, RI 02857

Telephone: (401) 764-5568 March 16, 2023

AUTHORIZATION TO CONDUCT SPECIAL BINGO

(Total daily prizes not to exceed \$300)

Bristol Rotary Club, Inc. c/o Bruce Cox 55 Sunset View Drive Tiverton, RI 02878

File #23-014

Dear Mr. Cox:

This certificate of approval authorizes **Bristol Rotary Club, Inc.** of P.O. Box 469, Bristol, RI 02809, to conduct bingo at **577 Wood Street, Bristol, RI 02809** in **Bristol**, Rhode Island, on **March 29, 2023**.

Your organization has been assigned **File Number 23-014**. All correspondence with the Rhode Island State Police must include this designated file number.

This authorization is granted under Sections 11-19-31 and 11-19-37 of the General Laws of Rhode Island, 1956 as amended. No one under the age of eighteen years shall be allowed to participate in said game of chance, and no alcoholic beverage may be sold, dispensed, or consumed on that part of the premises used for bingo. Proceeds shall be for charitable purpose(s). The Financial Report form included with this letter must be completed and returned to this office within 60 days of the event's conclusion (Forms are also available on the web at risp.ri.gov/cgu). It is also understood that your organization will comply with the bingo laws and the rules and regulations set forth by the Rhode Island State Police pertaining to the conduct of bingo games.

You must present this certificate of approval to your local licensing authority (town/city hall where event is held) so that a license may be issued for the particular bingo game or games. If you have questions or need assistance, you may contact the Charitable Gaming Unit at 401-764-5568.

Sincerely,

Captain Thomas Jaques

Assistant Detective Commander/Charitable Gaming Unit

*Financial Report Form Enclosed cc: Bristol Police Department

Authorized Worker(s): Jacques Delabry Maria Cesario Paul LaFleur Bruce Cox Barbara Palumbo Elizabeth Habecker Mary Jo Tavares Cidalia Rodrigues