The council met on Wednesday, September 16, 2026, and called to order at 7:00 p.m. in the Town Hall, Council Chambers, Council Chairman Calouro presiding:

PRESENT: Council Chairman, Nathan Calouro
Vice-Chairwoman, Mary Parella
Councilman, Antonio "Tony" Teixeira
Councilman, Timothy Sweeney
Councilman, Aaron Ley

ALSO PRESENT: Town Administrator, Steven Contente
Town Solicitor, Andy Teitz, Esq

Absent: Town Sergeant, Archie Martins

The Pledge of Allegiance

Council Chair Calouro led the Council and audience in the Pledge of Allegiance.

Motion RE: Consent Agenda - To Approve the Consent Agenda

Sweeney/Teixeira- Voted unanimously to approve the Consent Agenda as prepared and presented.

A. Submission of Minutes of Previous Meeting(s)

A1. Town Council Meeting Minutes (draft) - July 29, 2026 (full minutes)

A2. Town Council Meeting Minutes (draft) - August 19, 2026

Sweeney/Teixeira – Voted unanimously to approve the minutes of July 29, 2026 and of August 19, 2026 as prepared and presented.

B. Public Hearings

B1. Ordinance No. 2026-10 Proposed Amendment to Chapter 28 Zoning, Article IX, Division 2, Development in the areas of Special Flood Hazard, Section 28-303 Definitions (modification from 10 to 5-year look back period) **(see also C2)**

Sweeney/Teixeira-Voted unanimously to close the public hearing

Prior to the vote being taken, Clerk Cordeiro noted the receipt of the Planning Board's Findings and Recommendations as a Received at Meeting agenda item.

Town Planner Edward Tanner explained that the amendment would reduce the cumulative substantial-improvement look-back period for properties in a special flood hazard area from ten years to five years. Under FEMA requirements, improvements totaling 50 percent or more of a structure's value may require the entire structure to be brought into compliance with current flood and building standards. He stated that rising property values and construction costs have caused relatively routine work, including HVAC systems, solar panels, generators, propane installations, and roof repairs, to approach the threshold. The five-year period is consistent with practices in other communities and would preserve Bristol's participation in FEMA's Community Rating System, through which property owners with flood insurance receive a 15 percent discount.

Town Planner Tanner also described the Town's permitting, elevation-certificate, stormwater, resilience, and flood-control practices that support its Community Rating System score.

Council members commented that the change would give homeowners greater ability to maintain and improve their properties without weakening floodplain protections.

Chris Jocelyn, 45 Everett Avenue, spoke in favor and described having to divide a roof-shingling project over two years because prior kitchen and electrical work counted toward the ten-year cumulative limit. No one spoke in opposition.

B2. Ordinance No. 2026-11 Proposed Amendments Chapter 28 Zoning Article 1, Section 28-1 Definitions, Article III, Section 28-82 Use Regulations, Article V, Section 28-162 Short Term Rentals **(see also C3)**

Sweeney/Teixeira-Voted unanimously to close the public hearing

Prior to the vote being taken, Clerk Cordeiro noted the receipt of the Planning Board's Findings and Recommendations as a Received at Meeting agenda item.

C. Ordinances

C1. Ordinance No. 2026-09 Amendment to Chapter 16 Motor Vehicles and Traffic, Article IV, Section 16-114 Stop intersections designated (Four-way stop, intersection Coggeshall Avenue and Platt Street) **(2nd reading)**

Sweeney/Teixeira - Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance No. 2026-09 and to advertise in the local newspaper

C2. Ordinance No. 2026-10 Proposed Amendment to Chapter 28 Zoning, Article IX, Division 2, Development in the areas of Special Flood Hazard, Section 28-303 Definitions (modification from 10 to 5-year look back period) **(2nd Reading)**

Sweeney/Parella – Voted unanimously to consider this action to constitute the Second Reading for adoption of Ordinance #2026-10 based upon the recommendations received; incorporating the findings and recommendations from the Planning Board dated September 10, 2026, including the findings of consistency with the purposes of zoning and consistency with the Bristol Comprehensive Plan. Advertise in the local newspaper

C3. Ordinance No. 2026-11 Proposed Amendments Chapter 28 Zoning Article 1, Section 28-1 Definitions, Article III, Section 28-82 Use Regulations, Article V, Section 28-162 Short Term Rentals **(2nd Reading)**

Teixeira/Sweeney – Voted unanimously to consider this action to constitute the Second Reading and adoption of Ordinance No. 2026-11, as amended, to delete the $1 million insurance requirement; revise subsection B(6) to require that the registration, property, and contact information be filed with the Zoning Officer rather than posted on the property; incorporate the Planning Board's findings and recommendations dated September 10, 2026, including its findings of consistency with the purposes of zoning and the Bristol Comprehensive Plan; and advertise in the local newspaper

Prior to the vote being taken, Chairman Calouro proposed two amendments to the ordinance. The first amendment concerned the provision requiring a short-term rental owner to maintain an insurance policy with a minimum coverage amount of $1 million. Chairman Calouro stated that he had consulted with the Town Solicitor before the meeting and was advised that removing the requirement would not constitute a substantive change or weaken the ordinance. He explained that, unlike situations in which a private business uses Town property and the Town requires insurance naming the Town as an additional insured, the Town would not have a direct interest in the amount of insurance carried by a private short-term rental owner. The Council agreed to delete the $1 million insurance requirement.

The second proposed amendment concerned subsection B(6), which required the short-term rental registration number, property address, and contact information for the owner or resident manager to be posted conspicuously on the property where it could be seen from a public street during rental periods. Chairman Calouro stated that the Town should have current registration and contact information available for enforcement and public-safety purposes but expressed concern that requiring

the information to be displayed on the exterior of a residence was unnecessary and could stigmatize the property.

The Council discussed whether the posting requirement should be removed entirely or replaced with a filing requirement. Members agreed that the Town should maintain the information in its records and noted that the ordinance could be amended in the future if experience demonstrated a need for additional notice requirements.

Town Solicitor Teitz recommended that subsection B(6) be amended rather than deleted. He proposed removing the language requiring the information to be "posted conspicuously where it can be seen from the public street during rental periods in a manner prescribed by the Zoning Officer" and replacing it with a requirement that the information be filed with the Zoning Officer.

For clarity, Solicitor Teitz read the revised subsection into the record as follows:

"The DBR registration number of the rental property, property address, and contact information for the owner or resident manager must be filed with the Zoning Officer."

The Council agreed to the revised language and confirmed that the separate $1 million insurance requirement would be deleted.

During further discussion, Councilman Sweeney stated that he supported the ordinance because it would help protect Bristol's long-term housing supply while addressing parking, public safety, and neighborhood stability. He stated that the ordinance established reasonable regulations without preventing residents from occasionally renting their homes.

Councilman Ley noted that the exemption for occasional rentals had been increased from seven nights to fourteen nights. He stated that the change provided additional flexibility for residents who may wish to rent their homes during the Fourth of July period, while traveling, or at another time during the year without becoming subject to the full short-term rental regulations. He stated that the fourteen-night exemption provided a more appropriate balance between allowing limited personal use of a residence and regulating properties operated as regular short-term rentals.

The Council also acknowledged the Planning Board's Findings and Recommendations dated September 10, 2026. The Planning Board

determined that the proposed amendments were consistent with the general purposes of zoning and with the goals and policies of the Bristol Comprehensive Plan.

C4. Ordinance No. 2026-12 Proposed Amendment Chapter 12 Fire Prevention and Protection, Article 1, Section 12-1 Outdoor fires prohibited; exceptions, Section 12-2 Recreational and cooking fires, *(withdrawn form consideration - Section 12-3 Permitted burning for land clearing and yard waste) (withdrawn from consideration Section 12-4 Training fires)* Section 12-~~5~~ **3** Restrictions; hazardous conditions, Section 12-~~6~~ **4** Use restrictions, Section 12-~~7~~ **5** Enforcement, Section 12-~~8~~ **6** Penalties (outdoor and recreational Fire Protection) **(2nd Reading)**

Sweeney/Parella- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2026-12. Advertise in the local newspaper

Prior to the vote being taken, Clerk Cordeiro noted a scrivener's error in the section numbering.

Council members thanked the Fire Chief for clarifying the proposal and removing the provisions concerning land-clearing, yard-waste, and training fires that had caused confusion at the prior meeting. Members stated that the revised ordinance would provide the Police and Fire Departments with appropriate enforcement authority to prevent outdoor and recreational fires from becoming hazardous or uncontrolled.

D. Licensing Board - New Petitions

D1. Rosa Paiva, St. Elizabeth's Church - Holy Ghost Committee, 577 Wood Street – Request for One-Day Dancing and Entertainment License Saturday, October 3, 2026, from 6:00 PM – 11:00PM

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

Teixeira/Parella-Voted unanimously to grant this license per the

recommendations received and conditions, if any, as delineated, and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies

D2. Margarida Chaves for VFW Post #237, 850 Hope Street - Request for a Bingo License for the second Thursday of each month, starting October 8th through September 2027, 5:30-10:00 pm

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

Teixeira/Parella - Voted unanimously to grant this license per the recommendations received and conditions, if any, as delineated, and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies

D3. Albert Quito, Quito's Shellfish and Restaurant, Inc. 411 Thames Street, request Transfer of Class BV Liquor License to Serve Up Hospitality, LLC d/b/a Q's Waterfront by O.M.G. with Expansion of licensed Premises (new ownership – Adam Oppenheimer, Frank Martucci, and Anthony Guaetta) **Call for public Hearing - October 7th**

a. Notice of Claim - Alan Sousa, Bay View Farms d/b/a Mello's Fruit

b. recommendation - Town Administrator and Chief of Police

c. recommendation - Town Administrator and Fire Chief

d. recommendation - Town Administrator and Director of Community Development

Sweeney/Teixeira-Voted unanimously to call for a public hearing to consider this matter on October 7,

2026, subject to the payment of levies; and to advertise in the local newspaper

E. Licensing Board - Renewals

E1. Notification of Name Change for Cruz Goler, Korcula Culinary Consulting, LLC d/b/a Judge Roy Bean Saloon, 1 State Street to Korcula Culinary Consulting, LLC d/b/a Prudence (Receive and File Only).

Teixeira/Sweeney-Voted unanimously to receive and file

Prior to the vote being taken, Clerk Cordeiro explained that the filing was notice of a business-name change only, so that the renewed license could be issued under the name Prudence

F. Petitions - Other

F1. Camron Rancourt, Rhode Races & Events Inc. in Partnership with the Bristol 4th of July Committee to hold a Half Marathon on Saturday, June 26, 2027, 6:30AM-10:00AM starting at Independence Park

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

c. recommendation - Town Administrator and Director of Public Works

d. recommendation - Town Administrator and Director of Parks and Recreation

Sweeney/Teixeira-Voted unanimously to approve the petition per the recommendations received and conditions delineated and also subject to conformance to all laws and ordinances

Prior to the vote being taken, Camron Rancourt advised that the 2027 course would be adjusted by removing the portion through Roger Williams University and the Monkey Ranch neighborhood and using more of the East Bay Bike Path, with the goal of reducing traffic conflicts near the Mount Hope Bridge and improving safety. Council members commended the event's organization and

directed the organizers to continue coordinating closely with the Police and Fire Departments.

F2. Bristol Police Department request for Council Contingency Funds to support for the 7th annual Halloween Trunk or Treat/Walkabout Event on Sunday, October 25, 2026, from 1:00 PM - 3:00 PM ($1,500)

Teixeira/Parella– Voted unanimously to appropriate $1700 from the Town Council Contingency account in support of this program

Patrol Officer Stephanie Salisbury requested continued Town support for the Police Department's seventh annual Halloween Trunk or Treat/Walkabout, describing it as a well-attended community event. Although the written request was for $1,500, the Council voted to appropriate $1,700 from the Town Council Contingency account

G. Appointments

G1. Harbor Commission Advisory Committee - 2 three- year unexpired terms set to expire August 2029

a. Tim Serbst, 7 Basswood Road - interest/appointment

b. James Ferrato, 23 Noyes Avenue - interest/appointment

c. Dr. Thomas Enright, 129 Poppasquash Road - interest/appointment

Teixeira/Parella - Voted unanimously to instruct the Clerk to schedule interviews for October 7, 2026, beginning at approximately 6:00 p.m., subject to the availability of the candidates, or at the convenience of the parties

H. Old Business

H1. Municipal Liquor Licensing Practices – consideration of Resolution to adopt Policy/Guidelines and Phased Approach **(continued from July 29, 2026)**

a. Draft Resolution No. 2026-9-16-H1

Teixeira/Parella - Voted unanimously to adopt Resolution No. 2026-9-16-H1

establishing Policy/Guidelines and a Phased Approach to Municipal Liquor Licensing Practices, as amended, to provide that Limited BV licenses shall ordinarily be subject to a six-month review only; Full BV licenses issued under the experienced-operator provision shall remain subject to three-month and six-month reviews.

Prior to the vote being taken, Town Solicitor Teitz provided an overview of the proposed resolution establishing written policy guidelines for the Town's municipal liquor-licensing practices. He explained that the resolution would formalize the Council's longstanding practice of generally issuing a Limited Class BV liquor license to a new operator before considering approval of a Full Class BV license.

Solicitor Teitz stated that, under the existing practice, an applicant without significant experience operating or managing a licensed establishment would ordinarily receive a Limited Class BV license authorizing the sale of beer and wine only. The licensee would operate under the Limited Class BV license for an initial six-month period and would then return to the Council for a review of the establishment's operations and compliance before requesting a Full Class BV license.

Solicitor Teitz further explained that the Council had occasionally permitted an applicant to proceed directly to a Full Class BV license when the applicant demonstrated substantial prior experience operating or managing a licensed establishment, whether in Bristol or another municipality. The proposed policy included an exception recognizing that experience and allowing the Council to consider a Full Class BV license at the outset when warranted by the applicant's qualifications, operating history, and the circumstances of the application.

The Council discussed the proposed three-month and six-month compliance reviews. Chairman Calouro noted that the draft appeared to require both reviews for Limited Class BV licenses, although the Council's past practice had generally required only a six-month review. He stated that a three-month review should not be required routinely for every Limited Class BV license, but the Council should retain the ability to require an earlier or additional review when concerns arise regarding a particular applicant or establishment.

The Council agreed that a Limited Class BV license should ordinarily be subject to a compliance review six months after

issuance. A Full Class BV license issued to a new establishment under the experienced-operator provision would remain subject to reviews at three months and six months.

Solicitor Teitz confirmed that subsection 3 would be revised to provide that the holder of a Limited Class BV license shall appear before the Town Council six months after the date of issuance for a review of the licensee's operations and compliance. He further stated that subsection 6 would be revised to provide that a Full Class BV license granted under the experienced-operator provision would be subject to three-month and six-month reviews of the licensee's operations and compliance.

Vice Chairwoman Parella asked whether the Council would retain the authority to require a Limited Class BV licensee to appear earlier than six months when the applicant had a prior history of violations, complaints, or other concerns. Solicitor Teitz advised that the resolution established a policy rather than a binding ordinance and therefore did not eliminate the Council's discretion. He explained that if the Council imposed an earlier or additional review, it should identify the applicant-specific concerns on the record and explain why a different review schedule was warranted.

The Council considered adding general language allowing reviews "at the discretion of the Council." Solicitor Teitz advised that overly broad discretionary language could diminish the purpose of adopting a written policy. He explained that the policy was intended to provide meaningful and consistent expectations to applicants while preserving the Council's existing legal authority to address unusual circumstances individually.

Council members agreed that the policy should establish a clear standard while allowing the Council to depart from that standard when supported by specific facts placed on the record. Chairman Calouro stated that the Clerk's Office regularly explains the Town's licensing practices to applicants, but applicants sometimes appear before the Council claiming that they were unaware of those requirements. He stated that a written policy would provide applicants with clearer notice and reduce confusion concerning the Town's phased approach.

The Council discussed the factors that should be considered when determining whether an applicant qualifies to receive a Full Class BV license without first holding a Limited Class BV license. Councilman Sweeney asked whether the fact that a restaurant was newly established would automatically limit the applicant to beer and wine service. Solicitor Teitz responded

that the Council would consider the totality of the circumstances rather than relying solely on whether the business was new.

The factors discussed included the applicant’s experience operating or managing licensed establishments; the experience of the proposed on-site manager; the applicant’s compliance and enforcement history in Bristol or other jurisdictions; recommendations from the Police Department, Fire Department, Town Administrator, and other municipal departments; the completeness of the applicant’s operating plan; public-safety and zoning considerations; and the potential effect of the establishment on the surrounding neighborhood.

Solicitor Teitz emphasized that the Council retained broad discretion when initially granting a liquor license. He stated that the Council could deny an application, issue a Limited Class BV license, issue a Full Class BV license, or impose appropriate conditions based upon the applicant’s qualifications, operating history, departmental recommendations, and the evidence presented during the licensing proceedings.

Vice Chairwoman Parella stated that an applicant with no experience owning a restaurant, operating a bar, or managing alcohol service should not automatically receive a Full Class BV license. Conversely, an applicant with a successful history of operating several licensed establishments, a qualified on-site manager, and no significant compliance concerns could reasonably be considered for a Full Class BV license at the outset.

Chairman Calouro stated that the written guidelines would also help the Council explain why one applicant received a Full Class BV license while another received a Limited Class BV license. He noted that the Council could refer to the established criteria and the applicant’s individual circumstances, thereby promoting greater consistency, transparency, and fairness in its decisions.

Council members expressed support for memorializing the policy in writing. They stated that the written guidelines would assist applicants, the Clerk’s Office, future Council members, and members of the public in understanding the Town’s licensing expectations. Members also noted that the policy did not eliminate the Council’s discretion or its responsibility to evaluate each application on its own merits.

The Council requested that the policy be reviewed after one year to determine whether the procedures were working as intended and whether any additional revisions were necessary.

Solicitor Teitz briefly noted that the authority of Rhode Island cities and towns to regulate and license taverns and similar establishments dates to the earliest sessions of the Rhode Island General Assembly, underscoring the longstanding municipal responsibility associated with liquor licensing.

Councilman Teixeira moved to adopt Resolution No. 2026-9-16-H1 establishing the Policy/Guidelines and Phased Approach to Municipal Liquor Licensing Practices, as amended to provide that Limited Class BV licenses shall ordinarily be subject to a six-month review only; Full Class BV licenses issued under the experienced-operator provision shall be subject to three-month and six-month reviews. Chairman Calouro noted that the Council shall retain the authority to establish additional or earlier reviews when supported by applicant-specific concerns stated on the record; and the policy shall be reviewed after one year.

Councilman Ley stated that the policy had been developed over several meetings with input from all Council members. Although not every member received every provision originally preferred, he believed the final document represented an appropriate balance of the Council's views and provided a clear and workable framework

H2. Richard Rocha, 9 Jessica Drive, requests the installment of two stop signs at the intersection of Kathy Court and Jessica Drive **(continued from August 19th)**

Teixeira/Parella– Voted unanimously to continue this matter until the meeting of October 28, 2026.

Prior to the vote being taken, Clerk Cordeiro noted that the petitioner had contacted the Clerk's Office requesting that the matter be continued to the October 28th meeting to allow ample time to obtain the required neighboring property owner signatures

I. Other New Business Requiring Town Council Action

I1. Andrea Rounds, Sowams Heritage Area - Feasibility Study

Parella/Teixeira - Voted unanimously to receive and file the Feasibility Study and to direct the Clerk to send a letter, with

the Town's prior resolution attached, be sent to Rhode Island's federal delegation urging introduction and support of legislation designating the Sowams National Heritage Area.

Prior to the vote being taken, Andrea Rounds, 15 Milk Street, Chair of the Sowams Heritage Area Board of Directors, appeared before the Council to present the completed Sowams National Heritage Area Feasibility Study. Ms. Rounds reported that the study was completed following four years of comprehensive research and extensive community outreach. On behalf of the Board of Directors, she presented the Council with a bound copy of the study and thanked the Town for its continued support of the effort to obtain federal designation for the Sowams National Heritage Area.

Ms. Rounds advised that Rogers Free Library had agreed to make a printed copy of the study available to the public in its reference department. She also asked the Town to consider posting a digital copy on the Town’s website so that the study would be readily accessible to Bristol residents.

Ms. Rounds explained that the Bristol Town Council is one of nine municipal governing bodies that have formally documented their support for the proposed National Heritage Area. She noted that Appendix I of the study includes the Town of Bristol’s supporting resolution, together with 73 additional resolutions and letters of support received from municipalities and organizations throughout the nine participating cities and towns in Rhode Island and Massachusetts.

Ms. Rounds stated that the completed feasibility study demonstrates that Sowams, the ancestral homeland of the Pokanoket Massasoit, meets the qualifications for designation as a National Heritage Area. She explained that the focus of the organization would now shift from preparing the study to securing congressional support and the introduction of federal legislation formally establishing the Sowams National Heritage Area.

Ms. Rounds further reported that Congress had begun holding hearings and advancing legislation for the designation of other proposed National Heritage Areas. She stated that this created an important opportunity for Sowams legislation to be introduced and potentially included with other heritage-area proposals in a future legislative or omnibus package. She encouraged the

Council and Bristol residents to contact Rhode Island's federal delegation and urge them to introduce and support the necessary legislation.

Vice Chairwoman Parella asked whether the Town's previous resolution supporting the project had been sent directly to the congressional delegation and whether the Town had received a response. Clerk Cordeiro explained that she would need to review the Town's records to confirm whether any response had been received. It was clarified that the prior resolution had been included as part of the documented municipal support for the feasibility study but had not been sent as a direct request to the federal delegation to introduce legislation.

Vice Chairwoman Parella stated that the Sowams Heritage Area organization had completed a significant amount of work to unite nine municipalities in two states around the project. She emphasized the historical importance of the area, as well as its potential cultural, educational, and tourism benefits. She expressed concern that the effort could lose momentum without federal action and stated that the Town should directly remind its congressional representatives that the designation remains important to Bristol.

Ms. Rounds agreed that a letter from the Council would be helpful and timely. She explained that legislation had already been introduced for several other proposed National Heritage Areas and that congressional hearings were underway. She stated that legislation for Sowams first needed to be introduced so that it could enter the legislative process and potentially be combined with the other proposals before the end of the congressional term.

The Council discussed whether the communication should be directed only to the members of the federal delegation representing Bristol or to Rhode Island's entire delegation. Ms. Rounds identified Senators Jack Reed and Sheldon Whitehouse and Congressman Gabe Amo as members who could assist with introducing and advancing the legislation. She also stated that Congressman Seth Magaziner, although representing the Second Congressional District, is a Bristol native, understands the historical significance of the area, and had expressed interest in supporting or co-sponsoring the legislation once introduced. The Council agreed that the communication should be sent to the entire Rhode Island federal delegation.

The Council then discussed whether the request should be made through a new resolution rather than a letter. Clerk Cordeiro advised that a new resolution would need to be placed on a

future Council agenda, while a letter authorized by the Council could be prepared and sent immediately. Because Ms. Rounds emphasized that timing was important, the Council agreed to proceed with the letter and attach the Town's previously adopted resolution in support of the designation.

I2. Town Administrator Contente request to proceed with an RFP (request for proposals) for the sale of Reynolds School, 235 High Street

Teixeira/Sweeney– Voted unanimously to authorize Town Administrator Contente to proceed with a Request for Proposals (RFP) for the sale of the Reynolds School property, located at 235 High Street.

Prior to the vote being taken, Town Administrator Contente requested authorization to begin the Request for Proposals process for the sale of the former Reynolds School property, located at 235 High Street. He reported that the building is currently vacant and stated that the requested authorization would allow the Town to obtain an appraisal, prepare and issue an RFP, and conduct the required public-hearing process.

Administrator Contente explained that the proposed sale is part of the Town's previously discussed municipal-facilities plan. Under that plan, proceeds from the sale of Reynolds School would be used toward the rehabilitation of Guiteras School as a new government center.

During discussion, Chairman Calouro emphasized that the Council, the Town Administrator, and Town staff recognize the historical, architectural, and neighborhood significance of Bristol's former school buildings. He stated that the decision to consider selling Reynolds School was not being made lightly and that these buildings hold significant personal and community connections for residents who attended the schools, whose children attended them, or whose families have longstanding ties to the surrounding neighborhoods.

Chairman Calouro stated that the proposed sale is one component of a larger municipal consolidation plan intended to reduce operating costs, preserve important buildings through productive reuse, and place vacant or underutilized Town properties into their highest and best use. He noted that Reynolds School is currently vacant and continues to require maintenance and

operating expenditures despite no longer serving an active municipal purpose.

Chairman Calouro also referred to the ongoing work at the former Walley School and the anticipated rehabilitation of Guiteras School. He stated that the Council had previously discussed using proceeds from the sale of municipal properties, including Reynolds School, to support the improvements necessary to complete the Town's broader facilities plan. He reiterated that proceeds from the Reynolds School sale are intended to help fund the conversion of Guiteras School into a government center.

Vice Chairwoman Parella agreed that the Town must carefully consider the future of vacant municipal buildings before they deteriorate and become more expensive to maintain or rehabilitate. She referred to the former Walley School as an example of the time, expense, and difficulty involved in restoring an older building after it has remained underutilized. She stated that leaving Reynolds School vacant would continue to impose costs on the Town and could make its eventual reuse more difficult.

The Council discussed the importance of evaluating proposals based on more than the purchase price. Members stated that the RFP should consider the proposed reuse of the property, the effect on the surrounding neighborhood, the preservation of the building's character, and the overall public value offered by each proposal. The Council stated that the highest monetary offer would not necessarily represent the best proposal for the Town.

Council members reiterated that the Town's goal is to identify a responsible and beneficial reuse for Reynolds School while advancing the municipal-facilities consolidation plan and reducing the costs associated with maintaining vacant property

Councilman Sweeney noted that with the proposals to be evaluated based upon the overall best interest of the Town, including the proposed reuse, public value, and effect on the surrounding neighborhood.

I2. Town Administrator Contente re Consideration of an increase to the Town Administrators Salary FY 27-28 and FY 28-29

Teixeira/Parella – Voted unanimously to approve the Town Administrator's requested salary adjustments for Fiscal Years 2027-2028 and 2028-2029 and to direct that the

compensation for the Town Administrator's position be reviewed during the budget cycle preceding each even-numbered election year, with consideration given to comparable municipal salaries, department-head compensation, the Town's financial condition, the responsibilities of the position, and whether the comparable positions are elected or appointed

Prior to the vote being taken, Town Administrator Contente presented a request for consideration of adjustments to the Town Administrator's salary for Fiscal Years 2027-2028 and 2028-2029. He explained that, pursuant to the Town Charter, the salary for the Town Administrator must be established before the next term of office begins.

Town Administrator Contente stated that he placed the matter on the agenda to ensure that the compensation for the position remains competitive and does not continue to fall behind comparable municipal administrator and manager positions. He provided the Council with a salary survey from other Rhode Island municipalities, together with compensation information for the Town's ten highest-paid department heads, for comparison.

Twon Administrator Contente stated that the Town Administrator's salary should be reviewed every two years, before the beginning of the next term, so that the position remains attractive to qualified candidates in the future.

Chairman Calouro stated that the materials demonstrated significant differences among the salaries paid by municipalities of comparable size or complexity. He acknowledged that the communities were not identical but stated that the survey showed that Bristol's compensation was considerably lower than the compensation offered for similar positions in several municipalities.

The Council discussed establishing a more consistent and transparent process for future salary reviews. Chairman Calouro suggested that consideration of the Town Administrator's salary should occur automatically at a designated point before each election rather than requiring the Administrator or an individual Council member to initiate the discussion.

Chairman Calouro suggested that future reviews could consider the salary adjustments provided to department heads, municipal salary surveys, prevailing compensation for comparable

positions, the Town's financial condition, and the overall budget. He stated that such a process would not require the Council to approve an increase but would ensure that the matter was reviewed regularly and that any decision could be explained and supported by objective information.

Councilman Sweeney agreed that the matter should be incorporated into the Town's regular budget cycle. He stated that reviewing the position during the budget process would allow the Council to evaluate the Town Administrator's salary together with department-head compensation, other personnel costs, and the Town's overall financial condition. He acknowledged that the Charter requires the salary to be established before the next term and stated that the review should therefore occur during the budget cycle preceding an election.

Vice Chairwoman Parella stated that the Council should establish a general compensation objective for the position. She noted that Bristol appeared near the lower end of the municipal salary survey and suggested that the Council consider whether the position should be brought closer to the middle of the comparable range. She acknowledged that Bristol could not necessarily match the highest-paid communities but stated that the Town should determine an appropriate and sustainable target.

The Council discussed the substantial range reflected in the municipal salary survey. Members noted that some communities compensate administrators or managers at significantly higher levels and that differences may result from the structure of municipal government, whether the position is elected or appointed, the size and complexity of the municipality, and regional competition for qualified candidates.

Councilman Ley stated that some of the higher-paid positions appeared to be appointed city or town managers recruited through a broader regional or national search. He nevertheless noted that Bristol has significant administrative responsibilities, including Roger Williams University, an active harbor, extensive municipal infrastructure, major annual events, and the Fourth of July celebration. He stated that these factors support a conclusion that there is room for growth in the compensation for the Bristol Town Administrator's position.

Council members emphasized that the discussion was not limited to the current officeholder. Chairman Calouro praised Administrator Contente's performance but stated that the Council also has a responsibility to ensure that the salary will attract qualified candidates whenever the position becomes vacant. He noted that the Town Administrator's position carries substantial

responsibilities and requires availability at all hours throughout the year.

The Council also discussed the distinction between elected administrators, appointed managers, and full-time mayors. Council members requested that future salary comparisons identify whether each position is elected or appointed and whether the municipality also has a separately compensated mayor or chief executive. They stated that this information would allow for a more accurate comparison of responsibilities and compensation.

During further discussion, the Council agreed that the salary should be reviewed as part of the budget process in every even-numbered election year. Chairman Calouro requested that the Clerk note the Council's direction that, beginning with the applicable future budget cycle, the Council should discuss the Town Administrator's compensation and consider adopting a consistent, explainable, and supportable method for determining future adjustments.

Alan Spen of 35 Brookwood Road addressed the Council and expressed support for increasing the compensation for the position. He stated that, based upon his experience in other communities, Bristol's salary appeared low for a municipality of its size and complexity. He referred to comparable communities outside Rhode Island that provide substantially higher compensation to their chief municipal executives.

Mr. Spen suggested that future reviews include broader regional comparisons and more detailed information regarding the Town Administrator's duties and responsibilities. He stated that additional information would help support the Council's rationale and provide the public with a clearer understanding of the position's value and workload.

Vice Chairwoman Parella agreed that future surveys should distinguish elected administrators from appointed managers and should identify whether a municipality's governmental structure divides responsibilities among multiple officials.

Chairman Calouro stated that the Town must consider the compensation necessary to attract a qualified person who could devote full attention to the position. He acknowledged that $100,000 is a significant salary but stated that the Town Administrator's position is also a significant, full-time responsibility requiring availability twenty-four hours a day, seven days a week.

Town Administrator Contente advised that the highest-paid positions shown in the survey were generally appointed by city or town councils, with the exception of the Mayor of Providence. He also noted that the Town's annual report, available on the Town website, provides detailed information concerning the duties, responsibilities, projects, and activities of the Town Administrator's Office.

Town Administrator Contente stated that, although the discussion concerned compensation and job performance, serving as Bristol's Town Administrator is an honor and privilege and is not solely about salary.

CF. Citizens Public Forum

PERSONS WISHING TO SPEAK DURING THE CITIZENS PUBLIC FORUM MUST NOTIFY THE COUNCIL CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING

J. Bills & Expenditures

J1. Bid No. 1096 - 2027 Full Revaluation Update

Teixeira/Sweeney– Voted unanimously to refer this matter to the Town Administrator and to act in the best interest of the Town.

Prior to the vote being taken, Clerk Cordeiro presented the following bid tabulations for the bids received, as outlined below:

- Catalis Tax & CAMA in the amount of $344,700.00
- Tyler Technologies (no sum amount) -Correspondence received in lieu of a bid, indicating they would not be submitting a bid at this time.

J2. Bid No. 1097 Guiteras Sewer Line Replacement

Teixeira/Sweeney– Voted unanimously to refer this matter to the Town Administrator and to act in the best interest of the Town.

Prior to the vote being taken, Clerk Cordeiro presented the following bid tabulations for the bids received, as outlined below:

- Solitro Property Solutions LLC., in the amount of $37,080.00
- True North Civil, LLC., in the amount of $39,750.00
- The Royal Flush Plumbing, Inc., in the amount of $38,500.00
- Global Maintenance, LLC., in the amount of $58,900.00

K. Special Reports

Combining items

* On a motion by Councilman Ley, seconded by Vice Chairwoman Parella, the Council voted unanimously to combine Items K1, K2, and K3 for presentation and discussion

**It is hereby noted for the record that Discussions related to this combined item took place under agenda item K1. However, any actions taken on these items are individually listed under their respective agenda headings as reflected herein.*

K1. Bristol County Water Authority Board of Directors, update on current projects and initiatives

Teixeira/Sweeney– Voted unanimously to receive and place this matter on file.

Prior to the vote being taken, BCWA Chair Juan Mariscal and Board member Robert Martin presented the FY2026 Annual Report and Tri-Town update. Mr. Mariscal stated that the reports, monthly meetings, committee meetings, website, and meeting videos are available to the public. He noted that the annual report is now produced in-house, including staff photography and drone images, saving approximately $30,000 over two years. BCWA has approximately 32 employees and is marking its fortieth year of operation.

Mr. Mariscal reviewed water-supply reliability. BCWA now receives water from the Scituate Reservoir through Providence Water and has completed an East Providence connection that provides a second route to the Providence supply. BCWA and East Providence are also advancing a connection to Pawtucket as an independent backup source. The project will require complex work beneath or across streets, Interstate 195, railroad infrastructure, and waterways. Design is nearing 90 percent;

permitting and Department of Health coordination are ongoing; and BCWA is evaluating whether to bid the work as one project or in phases. A construction bid was anticipated after design and permitting, potentially by the end of 2027. The costs are expected to be shared with East Providence, and BCWA will also explore assistance through the Rhode Island Infrastructure Bank and the federal delegation.

The presentation also covered increased annual investment in distribution infrastructure; replacement, cleaning, and lining of aging mains; asbestos-pipe replacement; elimination of dead ends; a new Hope Street pump station that expands high-pressure service; and lead-service replacement. BCWA has removed all known lead service lines on the public side and offers zero-interest financing to assist homeowners with private-side replacement. Mr. Mariscal explained that removal of the Kickemuit River dams restored tidal conditions, reduced flood concerns, and supported migratory fish, wildlife, and habitat restoration. BCWA is replacing outdated operations buildings and reviewing unused properties for reuse or disposition to reduce liability and future capital obligations.

Mr. Mariscal reported that the independent audit was clean, with no findings. He described BCWA's policy of moderate annual rate increases, generally three to four percent, and reserve-building to avoid large future rate spikes when major capital projects are undertaken. Council questions addressed staffing after the transition away from local water treatment, emergency response to winter main breaks, cybersecurity and staff training, the Pawtucket project's schedule and funding, rate impacts, and declining consumption. BCWA representatives stated that staffing has likely declined over time but resources have shifted to distribution-system maintenance and capital work; the Pawtucket/Providence blending station will still require operations personnel; cybersecurity training and testing are ongoing; and lower per-capita consumption and the loss of a major industrial customer reduce the usage base over which fixed costs are spread.

Alen Spen, 35 Brookwood Road asked for additional public explanation of BCWA governance, project costs, system risks, and drought resilience. Council members and BCWA representatives invited him and other residents to attend meetings, review the annual report, meet with the Board, and tour the system.

Mr. Mariscal confirmed that the current supply comes from the Scituate Reservoir and stated that the available supply is

sufficient, with the Pawtucket interconnection intended to provide redundancy.

The Council thanked the representatives for their service, responsiveness, and detailed reporting.

K2. FY2026 BCWA Annual Report

Teixeira/Sweeney– Voted unanimously to receive and place this matter on file.

**It is hereby noted for the record that Discussions related to this combined item took place under agenda item K1. However, any actions taken on these items are individually listed under their respective agenda headings as reflected herein*

K3. BCWA Fiscal Year 2026 Annual Report and Tri Town Monthly Report August 27, 2026

Teixeira/Sweeney– Voted unanimously to receive and place this matter on file.

**It is hereby noted for the record that Discussions related to this combined item took place under agenda item K1. However, any actions taken on these items are individually listed under their respective agenda headings as reflected herein*

L. Town Solicitor

M. Executive Sessions

M1. Request for Executive Session pursuant to RIGL § 42-46-5(a)(5) lease of real property

Teixeira/Sweeney – Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (5) concerning lease of real property at 8:42 PM.

Sweeney/Teixeira – Voted unanimously to resume open session and seal the minutes of the Executive Session at 8:57 PM.

Town Solicitor Tietz noted for the record that, during Executive Session, a motion was made by Councilman Teixeira and seconded by Councilman Sweeney to approve the Assignment and Assumption of, and Consent to, the Sublease Agreement for the property located at 411 Thames Street and to authorize the Town Administrator to execute the agreement on behalf of the Town. The motion passed unanimously

Consent Agenda Items:

(CA) AA. Submission of Minutes - Boards and Commissions

Approval of consent agenda = "motion to receive and place these items on file"

(CA) AA1. Historic District Commission Meeting Minutes - June 29, 2026

(CA) AA2. Bristol Fire Department Board of Engineers Meeting Minutes - August 31, 2026

(CA) BB. Budget Adjustments

Approval of consent agenda = "motion to approve these adjustments"

(CA) BB1. Tax Assessor Leadem Recommended Abatements & Additions for September 2026

(CA) CC. Financial Reports

Approval of consent agenda = "motion to receive and place these items on file"

(CA) CC1. **Town Treasurer Carulli - YTD Budget Actuals for September 2026**

(CA) DD. Proclamations, Resolutions & Citations

Approval of consent agenda = "motion to adopt these Proclamations, Resolutions and Citations as prepared and presented"

(CA) DD1. Resolution No 20267-29-F1 - ADA Accessible Parking 43 Bayview Avenue (signed)

(CA) DD2. Resolution No 20267-29-F1 - ADA Accessible Parking removal 44 Church Street (signed)

(CA) EE. Utility Petitions

Approval of consent agenda = "motion to approve these petitions"

(CA) FF. City & Town Resolutions Not Previously Considered

Approval of consent agenda = "motion to receive and place these items on file"

(CA) FF1. Town of Little Compton - Requesting the Rhode Island General Assembly and the Executive Office of Housing to Recognize the Unique Challenges Facing the Town of Little Compton in the Development of Affordable Housing and to Provide Support to Address These Obstacles

(CA) FF2. Town of Glocester - Resolution # 2026-11 - Requesting the Rhode Island General Assembly to Relieve Cities and Towns of the Unfunded Mandate to Prepare Emergency Action Plans for Privately Owned Dams, and to End the Penalizing of Municipalities for Owner Noncompliance

(CA) GG. Distributions/Communications

Approval of consent agenda = "motion to receive and place these items on file"

(CA) GG1. Town Administrator Contente - Bid 1095 Award Letter

(CA) GG2. Town of Richmond - No -Knock Registration Ordinance

(CA) GG3. Town Treasurer Carulli CliftonLarsonAllen LLP - Governance Letter (Audit)

(CA) GG4. RIDEM Freshwater Wetlands Program - Response to Geoffrey Vicente 11 Waterview Lane, Warren Notice

(CA) GG5. Collective Bargaining Agreement TOB and United Steel Workers July 2026-June 2029 (signed)

(CA) GG6. RIDEM regarding PFAS Concentrations

(CA) GG7. Town Administrator Appointment, Matt Poin - Building Code of Appeals

(CA) GG8. Town Administrator Contente - Landscaping Services, Inc - Bid Award No. 1094 - Curbside Collection of Residential Yard Waste

(CA) HH. Distributions/Notice of Meetings
(Office copy only)

Approval of consent agenda = "motion to receive and place these items on file"

(CA) HH1. Historic District Commission Meeting - September 3, 2026

(CA) HH2. Bristol Housing Authority Meeting - August 20, 2026

(CA) HH3. North and East Burial Grounds Commission Meeting - August 19, 2026

(CA) HH4. Recreation Board Meeting - August 26, 2026

(CA) HH5. Board of Canvassers Meeting - September 9, 2026

(CA) HH6. Planning Board Comprehensive Plan Update Meeting - August 27, 2026

(CA) HH7. BCWA Board of Directors Meeting - August 27, 2026

(CA) HH8. Bristol 250th Commission Meeting - September 1, 2026

(CA) HH9. Bristol Housing Authority Board of Commissioners Meeting - September 2, 2026

(CA) HH10. Bristol Fourth of July Committee Ball Subcommittee Meeting - August 31, 2026

(CA) HH11. Department of Community Development Capital Projects Commission Meeting - September 1, 2026

(CA) HH12. Zoning Board of Review Meeting - September 14, 2026

(CA) HH13. Board of Canvassers Meeting - September 10, 2026

(CA) HH14. Bristol Housing Authority Board of Commissioners Meeting - September 10, 2026 (Cancelled)

(CA) HH15. Budget and Declining Enrollment Workgroup Meeting - September 10, 2026

(CA) HH16. Planning Board Meeting - September 10, 2026

(CA) HH17. The North and East Burial Grounds Commission Meeting - September 9, 2026

(CA) HH18. Bristol Harbor Commission Meeting - September 14, 2026

(CA) II. Claims (Referrals)

Approval of consent agenda = "motion to refer these items to the Insurance Committee and at its discretion to the Interlocal Trust"

(CA) II1. Scott Waterhouse, 34 Annie Moore Road, Balton, MA - claim for damages

(CA) II2. Jayne West, 283 Wood Street- claim for damages

(CA) II3. Christine Micheletti - claim for injury

(CA) JJ. Miscellaneous Items Requiring Council Approval

Approval of consent agenda = "motion to approve these items"

(CA) KK. Curb cut petitions as approved by the director of public works

Approval of consent agenda = "motion to grant these curb cuts per the recommendation of, and conditions specified by, the Director of Public Works"

(CA) KK1. Chris Woodard, 318 Wood Street request for curb cut

a. recommendation - Town Administrator and Director of Public Works

There being no further business, upon a motion by Councilman Sweeney, seconded by Councilman Teixeira and voted unanimously, the Chairman declared this meeting to be adjourned at 8:58 pm.

_____
Melissa Cordeiro, Town Clerk
Council Clerk