

**TOWN COUNCIL MEETING MINUTES-WEDNESDAY, OCTOBER 4, 2023**

The council met on Wednesday, October 4, 2023, 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, Michael Ursillo, Esq  
Town Sergeant, Archie Martins

**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 - September 13, 2023
- A2.** Town Council Special Meeting - March 20, 2023
- A3.** Town Council Special Meeting - March 21, 2023
- A4.** Town Council Special Meeting - March 22, 2023

Sweeney/Teixeira - Voted unanimously to approve the minutes of September 13, 2023, March 20,21, and 22, 2023 as prepared and presented.

**B. Public Hearings**

- B1.** Kevin Francis, Bristol Golf Club Inc. d/b/a The Clubhouse, 95 Tupelo Street re - Request for modification expansion of Class BV Liquor License Premises

Sweeney/Teixeira -Voted unanimously to close the public hearing

Teixeira/Sweeney- Voted unanimously to approve the expansion of the class BV liquor license premises as proposed. This approval is contingent upon all compliance with all received recommendations, adherence to all relevant laws and ordinances, and the complete payment of all associated fees, taxes, and levies: Additionally, the expansion will be subject to a council review after six months of operation.

Prior to the vote being taken, Bar Manager, Briana Steadman of 95 Tupelo Street addressed the council to speak in favor. It was noted that the expansion area was an enclosed area and would be operating year-round.

*It is hereby noted for the record no other testimony was presented by members of the public in favor nor in opposition thereto.*

### **C. Ordinances**

**C1.** Ordinance #2023-19 Chapter 16, Article V Stopping, Standing and Parking, Section 16-143 - Parking prohibited at all times (correction to Ordinance 2023-13 from east side to west side) **(2nd reading)**

a. Patricia Esteves, 74 King Philip Avenue re - letter of concern

Sweeney/Teixeira- Voted unanimously to continue the matter to November 1, 2023, for further clarification.

Prior to the vote being taken, Clerk Cordeiro provided an overview of the correction to an ordinance amendment that had been mistakenly advertised and approved, featuring a no parking designation on the "east" side instead of the originally requested "west" side. She elaborated that a resident in the locality had formally approached the council, emphasizing the importance of parking restrictions to facilitate safe school bus boarding, and disembarking for her special needs son. It was clarified that the council had already acted on the prior ordinance amendment.

Town Administrator Contente noted that Temporary signs have been installed to allow for the child's school bus access.

Patricia Esteves of 74 King Philip Avenue addressed the council voicing concerns about limited parking on King Philip Avenue. She noted the parking challenges for her ill husband and the lack of parking affecting visitors' parking. She elaborated that she understands the challenges faced by the family with the special needs child living in the area but feels frustrated by the lack of parking options. She noted that the original petitioner's house has a driveway with three parking spots and an additional two parking spots on the side of Dyer Street that could potentially be used for the bus vehicle.

It was noted that there was uncertainty regarding the current parking restrictions on both the east and west sides or if the west side has already been designated with a no-parking box. It was suggested that this issue be continued to the next council meeting for clarification. Additionally, it was suggested that a review of the area be conducted to explore if alternative solutions could be made for the bus parking area.

- C2.** Ordinance #2023-20 Chapter 19, Article I - In General, Section 19-2 Prohibited areas and rules governing peddlers, hawkers, itinerant vendors and mobile food establishments (to include Itinerant vendors and mobile food establishments) **(1st reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the first reading of Ordinance #2023-20. Advertise in the local newspaper.

**D. Licensing Board - New Petitions**

- D1.** David Scarpino, Chairman, Bristol Christmas Festival re- Request for Mobile Food Truck Establishment Event Permit for Christmas Festival, Saturday, December 9, 2023, and Sunday, December 10, 2023, from 12PM - 6PM
  - a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

Sweeney/Teixeira- 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.** Robert McNeil, McNeil Design Collaborative, Inc., d/b/a The Northeast Golf Company (Bristol Golf Park), 96 Broadcommon Road re - Request for a Victualling License

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

c. recommendation - Town Administrator and Department of Community Development

d. recommendation - Town Administrator and Water Pollution Control

Teixeira/Sweeney- 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.** Robert McNeil, McNeil Design Collaborative, Inc., d/b/a The Northeast Golf Company (Bristol Golf Park), 96 Broadcommon Road re- request for a Dancing and Entertainment License

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

Sweeney/Teixeira- Voted unanimously to continue the matter to the November 15, 2023, council meeting.

Prior to the vote being taken, it was noted that there was a lack of clarity regarding the intended use of the Dancing & Entertainment license. The submitted plans did not clearly specify the location for the entertainment or the type of entertainment that would be offered. The council collectively expressed their concerns and reached a consensus recommending the presence of the applicant to provide further clarification. It was also noted that Mr. McNeil, who had previously indicated his intention to attend, was notably absent from the meeting, and the reason for his absence was unclear.

**E. Licensing Board - Renewals**

**F. Petitions - Other**

**F1.** Robert McNeil, McNeil Design Collaborative, Inc., d/b/a The Northeast Golf Company (Bristol Golf Park) re - Request for One Additional Class BV Limited Liquor License (**call for public hearing November 15, 2023**)

- a. recommendation - Town Administrator and Fire Chief
- b. recommendation - Town Administrator and Chief of Police
- c. recommendation - Town Administrator and Department of Community Development
- d. recommendation - Town Administrator and Zoning Board

Teixeira/Parella- Voted unanimously to refer the matter to the Town Solicitor to draft an ordinance for one additional Class BV Limited License for council consideration on November 1, 2023; and schedule the public hearing for the November 15, 2023, council meeting.

**F2.** Susan Proto, 245 Chestnut Street re - request no parking on the south side of Chestnut Street adjacent to her mailbox

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Department of Public Works

Ley/Teixeira- Voted unanimously to continue the matter to November 1, 2023.

Prior to the vote being taken, Clerk Cordeiro noted that the petitioner, Sue Proto, had provided an email communication requesting the matter be continued to the November 1, 2023, council meeting.

Vice Chairwoman Parella highlighted the police recommendation to deny the petition, citing the option for the homeowner to apply for a hardship permit and receive direct home delivery as suggested by the postmaster. Clerk Cordeiro mentioned that Ms. Proto expressed difficulties in applying for the hardship permit and requested an opportunity to discuss the matter with the council. Parella suggested that the applicant collaborate with the police and town officials to find a viable solution.

Discussions ensued regarding the potential challenges of implementing parking restrictions for all mailboxes along the route, highlighting the difficulties and impracticalities of such an approach.

Councilman Ley raised the concern that the mailboxes installed across the street might not be in compliance with ADA accessibility standards.

Councilman Sweeney suggested involving the school in this discussion. If this decision displaces a significant number of students, we need to consider the potential challenge of having children walking a considerable distance down Chestnut Street to school, and then back, especially if we are also displacing a substantial number of cars. It's crucial to consider all perspectives before making a decision.

**F3.** Keri Costello, Wicked Good Healing LLC., 295 Hope Street - Request for an accessible parking space in

the front of business establishment on the west side of Hope Street **(2nd Reading)**

- a. (draft) resolution for adoption
- b. recommendation - Town Administrator and Chief of Police
- c. recommendation - Town Administrator and Department of Public Works

Teixeira/Sweeney- Voted unanimously to consider this action to be the second reading for the adoption of the resolution for an accessible parking space. Inform the Public Works Department.

**F4.** David J. Andrade for Andrade's Catch, 186 Wood Street re - Request to extend the current load zone on the northside of Charles Street in the Easterly direction (for a total of a 66 foot load zone)

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Department of Public Works

Sweeney/Teixeira- Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for such load zone parking restriction during regular business hours of the establishment for Council consideration on November 1, 2023.

Prior to the vote being taken, the council agreed that there was a need for the load zone, however recommended that the parking restriction be limited to regular business hours.

## **G. Appointments**

**G1.** Fourth of July Committee (Chair) re - Proposed Membership 2023-2025

Sweeney/Ley- Voted in favor of the slate of candidates for the ensuing

term based on the recommendation of the Chair. Voting in favor was Calouro, Parella, Sweeney, and Ley. Councilman Teixeira was recused from the vote.

Prior to the vote taken, Councilman Teixeira recused himself from the vote and left the Council table.

**G2.** Newport & Bristol County Convention & Visitors Bureau (1 term set to expire September 2026)

a. Karen Binder, 11 Poli Street, term expired

Teixeira/Sweeney - Voted unanimously to instruct the Clerk to send a letter of thanks for service; and to advertise in the local paper.

**G3.** Bristol Housing Authority (1 unexpired term set to expire January 2025)

a. Raymond Cordeiro, 73 Franklin Street, letter of resignation

Teixeira/Sweeney- Voted unanimously to accept this resignation and to instruct the Clerk to send a letter of thanks for service; and to advertise in the local paper.

**H. Old Business**

**H1.** (Office of Secretary of State, Greg Amore) Lauren Fogarty, RI250 Program Coordinator re - Formation of local 250th Municipal Committee (**continued from 9/13/2023**)

Sweeney/Ley- Voted unanimously to endorse the Town Administrator's proposed formation of the RI 250 committee; to instruct the Clerk to draft a resolution of the committee as proposed for adoption; and advertise in the local paper.



Prior to the vote being taken, Town Administrator Contente provided an overview of his recommendation to the council for the suggested formation of the committee. He emphasized the importance of preserving the message of the nation's upcoming ~~200~~ 250<sup>th</sup>-year anniversary celebration. It was suggested that the event should be distinct, without the need for excessive grandeur. Ideas proposed included reenactments, commemorative souvenir coins, and a specialized program highlighting the town's continued contributions to the nation.

Town Administrator Contente noted that the recommended committee formation was put forth to form a collaborative committee, comprising nine members appointed by the Town Council. This committee would encompass representatives from various entities, such as:

- 3 members appointed by the council
- 1 member appointed by the Town Administration
- 1 member representing Explore Bristol
- 1 member representing the Bristol Fourth of July Committee
- 1 member representing the Historic Preservation Society
- 1 member representing Roger Williams University
- 1 member representing the Bristol Warren Regional School District

The committee members were expected to utilize available resources and assist in conducting necessary research for the event.

It was agreed that the size of the committee was manageable. The proposal included quarterly reporting to the Town Council, along with a request to explore initial funding options to cover meeting expenses and potential publications.

The proposal was acknowledged as well thought out, with anticipation for a successful and memorable anniversary celebration.

## **I. Other New Business Requiring Town Council Action**

- 11.** Public Notice from CRMC re - Andrew Bernstein, 262 Clinton Road Brookline, MA for 472 Poppasquash Road, Bristol - requires a response by October 26, 2023
  - a. recommendation - Town Administrator and Harbor Master

Sweeney/Parella- Voted unanimously  
to receive and file

**I2.** Director of Community Development Williamson re -  
(draft) Natural Hazard Mitigation Plan Update - 2023

a. copy of (draft) Natural Hazard Mitigation Plan

Sweeney/ Teixeira- Voted unanimously to  
adopt this plan and to authorize the  
Community Development Department to  
forward the same to FEMA and RIEMA.

Prior to the vote being taken, Director Diane Williamson provided the council with an overview of the draft Natural Hazard Mitigation Plan Update. She noted that the 5-year update plan experienced minor delays due to scheduling issues. However, the town received a grant to hire consultants for the plan, which took some time to initiate. The draft plan was presented and developed in collaboration with the town's consultant. Several Zoom committee meetings were conducted, involving the steering committee, Town staff departments, and the Town Administrator. She emphasized that the discussions primarily involved a thorough review of the existing plan, focusing on elements to be continued, mitigation items to retain, and completed tasks. She explained that although the plan undergoes an annual review, this 5-year update holds significant importance.

Director Diane Williamson requested council authorization to submit the plan to two agencies, RIEMA (Rhode Island Emergency Management Agency) and FEMA (Federal Emergency Management Agency), for their review and approval. She explained that the standard procedure involves receiving comments from these agencies, followed by necessary revisions based on their feedback. Once the plan receives their approval, the council will be requested to adopt it.

The council member expressed gratitude for the comprehensive nature of the document and acknowledged its informative content, particularly its focus on addressing town concerns and actionable items. They anticipated feedback from RIEMA and FEMA, recognizing the document's significance.

The council further highlighted key mitigation items, emphasizing the importance of prioritizing infrastructure

resilience, especially in drainage and green infrastructure. They emphasized that the plan, once approved and adopted, would facilitate the town's application for grants to address these mitigation measures. They also noted their appreciation of the detailed diagrams and mapping, emphasizing the importance of monitoring areas prone to flooding. The council also acknowledged the substantial investment made in Tanyard Brook and its positive impact.

**(CF) Citizens Public Forum**

*Persons wishing to speak during the citizens public forum must notify the Council Clerk and sign in prior to the commencement of the meeting.*

**J. Bills & Expenditures**

**J1.** RFP# 1020 - Historic Consultant Services re - Survey of the Bristol Waterfront National Register Historic District

Teixeira/Sweeney- Voted unanimously to refer this matter to the Town Administrator and the Director of Community Development to act in the best interest of the Town.

Prior to the vote taken, the Clerk read the following bids:

- Libra Planners in the amount of \$54,300.00
- Kathryn, J Cavanaugh, Historic Preservation Consultant in the amount of \$37,400.00
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**(ADD ITEM)**

*At this point in the meeting, Council Chairman Calouro requested that the Council add an agenda item to consider the matter of the Red Ribbon Week Proclamation.*

Parella/Ley- Voted unanimously to add a non-action agenda item to allow for the reading of a proclamation and acknowledgment of Red Ribbon Week.

Council Chairman Calouro read and presented the following presentation to Barbara Palumbo, Bristol Prevention Coalition Coordinator:

*WHEREAS, alcohol and drug abuse affect individuals, families, and communities across the nation; and*

*WHEREAS, it is imperative that visible, unified efforts by community members be launched to prevent drug abuse; and*

*WHEREAS, Red Ribbon Week offers citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and*

*WHEREAS, Red Ribbon Week will be celebrated in communities across the nation on October 23-31; and*

*WHEREAS, businesses, government, law enforcement, media, health care providers, religious institutions, schools, and other community-based organizations will demonstrate their commitment to healthy, drug-free lifestyles by wearing red ribbons and participating in drug prevention activities; and*

*WHEREAS, the Town of Bristol further commits its resources to ensure the success of Red Ribbon Week;*

*THEREFORE, BE IT HEREBY RESOLVED, that the Town Council and Honorable Town Administrator of the Town of Bristol, proclaim October 23-31, as RED RIBBON WEEK, and encourage you to participate in drug prevention education activities, not only during Red Ribbon Week but also throughout the year, making a visible statement that we are strongly committed to a drug-free lifestyle.*

Coordinator Palumbo addressed the council and noted that each year, from October 23rd to the 30th, Red Ribbon Week is observed nationwide. The week holds significance since 1985 when a DEA officer was captured, tortured, and killed by a Mexican drug cartel while working to impede the influx of illegal opioids and drugs into the country. This annual commemoration acknowledges the diligent efforts of law enforcement, DEA prevention teams, coalitions, and health services in safeguarding our youth and families, striving to maintain drug and alcohol-free communities. And she thanked the Town for considering participation in this observance.

**K. Special Reports**

**L. Town Solicitor**

**M. Executive Sessions**

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. Conservation Commission Meeting Minutes, July 11, 2023

(CA) AA2. Recreation Board Meeting Minutes, August 2, 2023

(CA) AA3. The Commissioners of the Cemeteries, The North and East Burial Grounds Commission Meeting Minutes, April 12, 2023

(CA) AA4. The Commissioners of the Cemeteries, The North and East Burial Grounds Commission Meeting Minutes, May 24, 2023

(CA) AA5. The Commissioners of the Cemeteries, The North and East Burial Grounds Commission Meeting Minutes, June 14, 2023

(CA) AA6. Bristol Planning Board Meeting Minutes, July 13, 2023

(CA) AA7. Harbor Commission Meeting Minutes, September 11, 2023

(CA) AA8. Bristol Housing Authority Meeting Minutes, June 8, 2023

**(CA) BB. Budget Adjustments**

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

(CA) BB1. Tax Assessor DiMeo re - Recommended Abatements & Additions - September 26, 2023

**(CA) CC. Financial Reports**

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

(CA) CC1. Town Treasurer Hassell re - Revenue and Expenditure Statement - September 26, 2023

**(CA) DD. Proclamations, Resolutions & Citations**

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

(CA) DD1. Citation - East Bay Media Group - Annual Business Excellence Award (signed)

(CA) DD2. Citation - East Bay Manufacturers - Annual Business Excellence Award (signed)

**(CA) EE. Utility Petitions**

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

(CA) EE1. The Narragansett Electric Co - Installing P1-1 for new service to #21 Bradford Street requiring pole for transformer to supply 600 AMP Service

a. recommendation - Town Administrator and Department of Public Works

**(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 New Shoreham, Rhode Island Resolution R-09-2023, Expressing Thanks to the Town of Bristol

**(CA) GG. Distributions/Communications**

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

(CA) GG1. RFP# 1019 - Replacement of Front Doors at Town Office Building (Former Reynolds School)

(CA) GG2. Director Williamson re - Press Release for Sowams Heritage Area Project - Community Conversations Consent Agenda

**(CA) HH. Distributions/Notice of Meetings**

(Office copy only)

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

(CA) HH1. The Commissioners of the Cemeteries North and East Burial Grounds Meeting, September 13, 2023

(CA) HH2. Bristol Housing Authority Meeting, September 14, 2023

- (CA) HH3. Bristol Planning Board Technical Review Committee Meeting, September 19, 2023
- (CA) HH4. Zoning Board of Review Meeting, October 2, 2023
- (CA) HH5. Bristol County Water Authority Policy Committee Meeting, September 28, 2023
- (CA) HH6. Bristol County Water Authority Board of Directors Meeting, September 28, 2023
- (CA) HH7. Historic District Commission Meeting, October 5, 2023
- (CA) HH8. Harbor Commission Meeting, October 2, 2023

**(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) 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. Joseph Ricci, 20 Dolly Drive - request for curb cut on east side of Lucretia Lane**

**a. recommendation - Town Administrator and Department of Public Works**

There being no further business, upon a motion by Councilman Sweeney, seconded by Councilman Ley, and voted unanimously, the Chairman declared this meeting to be adjourned at 7:51 pm.