

## **TOWN COUNCIL MEETING MINUTES-WEDNESDAY, NOVEMBER 20, 2024**

The council met on Wednesday, November 20, 2024, 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  
Deputy Town Clerk, Carla DaCosta

ABESNT WITH

REGRET: Town Clerk, Melissa Cordeiro

### **6:30 PM Public Service Interviews/Appointments**

**Historic District Commission** - (one 3-year unexpired Auxiliary Member position set to expire July 2027 and one 3-year unexpired 2nd Auxiliary Member position set to expire July 2025)

Robert William Page, 423 Hope Street, Unit K, interest/appointment. The Council heard from Mr. Page who expressed his interest in becoming Auxiliary Member of the Historic District Commission. Discussions ensued between members of the Council and Mr. Page pertaining to Robert's qualifications and experiences. Mr. Page also stated why he would consider himself to be a good fit for the position.

Teixeira/Parella- Voted  
unanimously to appoint Robert  
William Page for a one 3-year  
unexpired Auxiliary Member  
position of the Historic District  
Commission set to expire July 2027

**Bristol Housing Authority** - (one 5-year unexpired term set to expire January 2027)

Michael P. Mello, 715 Hope Street, interest/appointment. The Council heard from Mr. Mello who expressed his interest in becoming a member of the Bristol Housing Authority. Discussions ensued between members of the Council and Mr. Mello pertaining to his qualifications and experiences. Mr. Mello also stated why he would consider himself to be a good fit for the position.

Teixeira/Sweeney Voted unanimously to appoint Michael P. Mello, for a one 5-year unexpired member position of the Bristol Housing Authority with a term set to expire January 2027

Chairman Calouro took a moment to express his gratitude and Commend Mr. Page and Mr. Mello on their appointments.

*It is noted for the record that discussion on the above Public Service Interviews/Appointments occurred at the conclusion of A2, prior to entering into Public Hearings, and the actions related to these items are reflected, in place, as found within.*

*Council Meeting Recess from 6:50 PM until 7:00 PM.*

The Council began by extending their appreciation and gratitude to Gaetano A. Armillotto and his family for their service to our Country and community by reinstating Thursday, November 21, 2024 as Gaetano A. Armillotto Day. Gaetano accepted the follow Proclamation with family and friends in attendance:

### **GAETANO A. ARMILLOTTO DAY November 21, 2024**

In sincere tribute to Fireman 2<sup>nd</sup> Class Seaman, **Gaetano A. Armillotto** and in remembrance of his five (5) brothers, the Town of Bristol, Rhode Island honors the Armillotto Family, the dedicated family of veterans who served their Country honorably; and

**Whereas**, Our Country was founded on the belief that all Citizens are guaranteed the inalienable rights of life, liberty and the pursuit of happiness; and

**Whereas**, this freedom we enjoy as Americans does not come without a price. It is guaranteed by our nation's military veterans who have sacrificed to preserve and protect it and our country from all enemies foreign and domestic; and

**Whereas**, The Armillotto Family; Father- Francisco Paola and his six (6) sons; Private Vincent, Ships Cook 3<sup>rd</sup> class Fazio, Seaman Michael, Corporal Lawrence, Seaman 2<sup>nd</sup> Class Domenic (posthumously), Fireman 2<sup>nd</sup> Class Seaman Gaetano. Answered the call of duty, often serving in harm's way to preserve our freedoms; and

**Whereas**, in 1957 became members of Italian American War Veterans Post #1, later becoming the only first six-brother color guard team in the entire National Italian American World War Veterans Organization.

**Whereas**, **Gaetano Armillotto** and his brothers took part in many functions to raise funds for both the local and state Italian American World War Veterans. Also, serving as volunteers on committees at both the Rhode Island Veterans' Home and the VA Hospital.

**THEREFORE, BE IT HEREBY RESOLVED**, we, the Honorable Town Council of the Town of Bristol, State of Rhode Island, acting on behalf of the citizens of Bristol and empowered by their trust, hereby proclaim our sincere appreciation and profound gratitude to **Gaetano A. Armillotto** and the Armillotto Family for their outstanding service to their Country and community. We do hereby proclaim and reinstate Thursday, November 21, 2024, as **Gaetano A. Armillotto Day**.

**BE IT FURTHER RESOLVED**, that the Honorable Town Council does hereby order and further proclaim that these proceedings, as written, sealed, and attested, shall be forever after recorded in the records of said Town of Bristol in commemoration whereof.

**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 - October 30, 2024

Sweeney/Teixeira - Voted unanimously to approve these minutes as prepared and presented.

**A2.** Town Council Executive Session Minutes - October 30, 2024 (sealed, council only)

Sweeney/Teixeira - Voted unanimously to approve these minutes as prepared and presented.

**B. Public Hearings**

**B1. Intoxicating Beverage License Renewals 2024-2025 (see also E1\*)**

\*Deputy Clerk DaCosta noted for the record that Intoxicating Beverage Renewals are also listed in E2 and not E1 as stated above.

Sweeney/Teixeira - Voted unanimously to close the public hearing

Prior to the vote being taken, Chairman Calouro opened the public hearing.

Chairman Calouro noted that this Public Hearing is opened specifically to hear from AZJ, John Street, LLC d/b/a Harbor House regarding their Intoxicating Beverage License.

Town Solicitor Ursillo confirmed that the reason for this is due to the Council determining if this license will be renewed as it was granted previously but never issued.

Co-Owner of Harbor House, Jeffrey Quinlan, 1220 Ives Road, Warwick addressed the Council to speak about the property at 198 Thames Street that he acquired along with two adjacent parcels in November of 2021. Mr. Quinlan noted that they developed the concept and layout of the Harbor House, however due to the increasing cost of construction and the uncertainty of the economy their project has been put on hold, and stated this is the reason the license has not been active. Mr. Quinlan also noted that as of right now they have no direction for 198 Thames Street, but they are still considering proposals from various tenants/occupants.

Mr. Quinlan stated that he understands that the license will not be renewed however, they will peruse licensing once they have a direction for that establishment.

Vice-Chairwoman Parella agreed with Mr. Quinlan regarding not renewing the Intoxicating Beverage License at this time. She stated that the Council takes each license on a case-by-case basis and once their construction starts, they could petition the Council again or apply for a license.

Councilman Teixeira agreed with Councilwoman Parella and noted that the Council is very accommodating to anyone who would like to obtain a license, and the Council appreciates AJZ stepping up and vacating their license for the time being.

Chairman Calouro concurred and stated that the Council will not look negatively on this situation however explained that the

Town has a specific number of licenses and others are looking to be issued one.

Councilman Sweeny added that although AJZ is looking to get the lights on at 198 Thames Street, he recommended that Mr. Quinlan reach out to the Town Administrators office noting that they have multiple resources that they could speak to on the State Government side that help small businesses that can help get over some of their roadblocks.

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

**B2.** 2023 Community Development Block Grant re providing funding for repairs to the bathrooms at the Bristol Housing Authority, 1014 Hope Street (\$200,000) and to provide funding for the Bristol Home Repair Program which officers home repair loans for qualifying local applicants (\$400,000)

Teixeira/Sweeny - Voted unanimously to close the public hearing and to authorize the Town to draft a Resolution and submit a CDBG application for Home Repair Program and Bristol Housing Authority for Repairs

Prior to the vote being taken, Chairman Calouro opened the public hearing.

Chairman Calouro began by noting that he spoke with Town Administrator Contente prior to the meeting which resulted in a conversation with Community Development Director Williamson to get clarification on what is the ask and then once heard, to take next steps on the proposal.

Bob Plain, Program Manager of Church Community Housing Corporation, 50 Washington Square, Newport, addressed the Council and after a brief introduction, stated that he is asking the Council to authorize the Town to submit a CDBG application for its Home Repair Program. Mr. Plane highlighted the importance of the grants that are being proposed.

Bristol Housing Authority Executive Director, Pansa addressed the Council on the much-needed work to repair the bathrooms at

Benjamin Church Manor.

Ms. Pansa shared with the Council that it costs approximately \$8,000 to repair the showers for each unit. The goal is to keep our seniors in place and in our community. Ms. Pansa stated that most of the units currently have bathtubs and many residents, must move to assisted living because they are not able to get in and out of a bathtub safely.

Councilwoman Parella asked how many units could be repaired with this grant. Ms. Pansa explained that the plan is to fix the 1<sup>st</sup> floor units first.

Councilman Sweeney inquired if the residents would need to be relocated during the renovations? Ms. Pansa stated that it would depend on the amount of work that is needed to be done. Residents will be able to temporary live with family or if needed, the Housing Authority will provide a hotel.

Bristol Home Repair Program which offers home repair loans for qualifying local applicants, to submit the CDBG Grant application for these proposals.

It was explained that a resolution is a standard part of all CDBG applications, and the Town cannot apply for either activity unless the Council affirmatively passes a resolution.

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 No. 2024-18 Chapter 16 Motor Vehicles and Traffic, Article IX Residential Parking, Sec. 16-345 Designated residential parking streets (to include additional no overnight parking) **(2nd Reading)**

Teixeira/Parella- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance 2024-18. Advertise in the local newspaper.

Prior to the vote being taken, Chairman Calouro noted that this petition was brought forward by residents on or near the vicinity of Mt. Hope Avenue. Asking for residential parking to be extended. Chairman Calouro also added that it gives more available parking to Bristol residents which is the goal.

**C2.** Ordinance 2024-19 Chapter 11 Fees and Charges and Chapter 16 Parking Violation Schedule of the Town Code (modifications to parking fines, violations, and penalties) **(1st reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the first reading of Ordinance 2024-19.  
Advertise in the local newspaper.

**C3.** Ordinance No. 2024-20 Chapter 5 Amusements, Article III Sec. 5-97 Restrictions (language adjusting outdoor establishment entertainment end times on Fridays and Saturdays to 11 pm) **(1st Reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the first reading of Ordinance 2024-20.  
Advertise in the local newspaper.

**D. Licensing Board - New Petitions**

**D1.** Jennifer Medina, Carvalho Group, LLC DBA Pisco y Tequila, 382 Thames Street, Unit 1 re Dancing & Entertainment License

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

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;

- Subject to a 6-month review
- Entertainment acoustic performances for up to 2 performers

Prior to the vote being taken, William Medina residing at 6 Apple Tree Lane, Barrington addressed the Council, informing them that due to a death in the family, Jennifer Medina was not able to attend the Council Meeting. Chairman Calouro asked the details of the proposed entertainment for Pisco y Tequila. Mr. Medina responded that the license would be utilized for 1-2 musicians and due to the size of the establishment, no bands.

Chairman Calouro asked if the establishment were to be granted this license from the Council, would they agree to keep the entertainment to 1-2 musicians and keep the entertainment acoustic. Mr. Medina agreed and will keep the entertainment "respectful".

On behalf of the Council, Chairman Calouro sent his condolences to Jennifer Medina on her loss.

**D2.** Brian Sadler, Gray's Ice Cream, LLC, 251 Thames Street re Victualling License (under new ownership)

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Fire Chief
- 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;

Prior to the vote being taken, Brian Sadler residing at 363 Poppasquash Road addressed the Council regarding his petition to obtain a Victualling License for Gray's Ice Cream, LLC. Mr. Sadler purchased the establishment a month and a half ago. Mr. Sadler noted that he is looking to run Gray's Ice Cream the same as it has been for over 100 years. The Council was VERY HAPPY to hear this news.



Councilman Sweeney asked about the season of the establishment, Mr. Sadler noted that it is typically dependent on weather, April to October.

**D3.** Donna M. Falcoa, Benjamin Church Tenants Association, 1014 Hope Street re request for a Bingo License on Fridays bi-monthly through August 31, 2025, located in Benjamin Church Community Room

- a. Recommendation- Town Administrator and Chief of Police
- b. Recommendation- Town Administrator and Fire Chief

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

Prior to the vote being taken, Councilman Teixeira inquired with Deputy Town Clerk DaCosta when Bingo would begin. Deputy Town Clerk noted that Benjamin Church Tenants Association had provided all the necessary paperwork and if the Council approved, they would start as soon as they are able.

#### **E. Licensing Board - Renewals**

**E1.** AZJ Thames St., LLC dba Harbor House re Intoxicating Beverage License Renewals 2024-2025

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Fire Chief
- c. recommendation - Town Administrator and Water Pollution Control

Sweeney/Teixeira- Voted unanimously to deny the renewal of AZJ Thames Street, LLC dba Harbor House, Intoxicating Beverage License and to revoke the license

without prejudice for a future consideration.

Prior to the vote being taken, it was noted by the Chairman that as discussed in the Public Hearing (B1) that the Council was moving toward not renewing this Intoxicating Beverage License, however the establishment could revisit and petition to the Council once they have a clearer plan for the business.

- E2.** Intoxicating Beverage License Renewals 2024-2025
- a. recommendation - Town Administrator and Chief of Police
  - b. recommendation - Town Administrator and Fire Chief
  - c. recommendation - Town Administrator and Water Pollution Control

Sweeney/Teixeira- Voted unanimously to grant renewal of these licenses with the exception of AZJ Thames Street dba The Harbor House, based on the recommendations received and the receipt of all necessary renewal paperwork from the licensees and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies.

Deputy Clerk DaCosta noted for the record that a revised Police Recommendation as Received at Meeting.

Prior to the vote being taken, the Council asked Police Chief Lynch to provide an overview of their recommendations to the Council. Chief Lynch introduced Lt. Paul Medeiros and explained that Lt Medeiros serves as the towns Alcohol and Tobacco Compliance Officer and visits establishments to make sure they are following the State Laws.

Chief Lynch further explained that on occasion, Lt. Medeiros will send in "decoys" to various businesses to see if they will sell to underage persons. Officers, during college season, did checks (retail, restaurants, bars) and observed underaged people attempting to purchase alcohol. Chief Lynch mentioned that these establishments that were non-compliant, were asked by Lt.

Medeiros to ask those specific license holders to come in and review the Rhode Island General Laws that they must adhere to hold a license in the State.

Chief Lynch reviewed the Bristol Police Departments violation list that were submitted to the Council and noted that in most instances, the establishment was provided a very good fake license that even with sophisticated license scanners, they were able to be accepted. Chief Lynch wanted to also add that Bristol Liquors, had seized over 33 fake IDs.

Discussions ensued regarding local businesses doing their due diligence to keep alcohol in the proper hands.

Lastly, Chief Lynch gave credit to Lt. Medeiros for working in partnership with local businesses and for the ongoing work on keeping them compliant.

Vice Chairwoman Parella added that when she was listening to the number of fake identifications that were collected, even though many of the businesses are checking for validation of age, there are great "fakes" being created. Councilman Teixeira stated that even though businesses are doing what they need to be doing, such as Bristol Liquors confiscating 33 fake IDs, it's upsetting that they are still getting violations. Prior to receiving the Police Chief updated recommendation on these licenses, Councilman Texeira was going to recommend that they all be put on a 6-month review however, based on Chief Lynch's recent update, he can see the holder of these licenses are doing their part to do their job. Chairman Calouro echoed the same thoughts as Councilman Teixeira, stating that reviewing the first recommendation from the Police prior to the meeting. His thoughts were this is unacceptable but to hear the explanation and seeing the new recommendation he noted that it is understandable. Chairman Calouro also wanted to make clear and note that the previous recommendation noted that Mt. Hope Liquors had an infraction but in fact they did not.

Chairman Calouro ended with thanking the Bristol Police for their hard work, also that the Council takes Beverage Licenses very seriously and despite the challenges, it is also clear that businesses take it seriously as well and for that the Council is appreciative.

### **E3. Sunday Sales License Renewals 2024-2025 (package stores)**

- a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

Teixeira/Parella- Voted  
unanimously to grant renewal of  
these licenses based upon the  
recommendations received and the  
receipt of all necessary renewal  
paperwork from the licensees and  
also subject to conformance to all  
laws and ordinances and payment of  
all fees, taxes, and levies.

**E4.** Victualling License Renewals 2024-2025

a. recommendation - Town Administrator and Chief of  
Police

b. recommendation - Town Administrator and Fire Chief

c. recommendation - Town Administrator and Water  
Pollution Control

Sweeney/Teixeira- Voted  
unanimously to grant renewal of  
these licenses based upon the  
recommendations received and the  
receipt of all necessary renewal  
paperwork from the licensees and  
also subject to conformance to all  
laws and ordinances and payment of  
all fees, taxes, and levies. Also,  
to include a three-month review  
for Midland Farms

Prior to the vote being taken, Deputy Town Clerk DaCosta noted  
for the record that an updated recommendation from the Chief of  
Police had been received at meeting for the Councils review.

Chief Lynch stated and noted that the previous recommendation  
reasons are confidential and does not need to be discussed over  
public document and the updated recommendation is all  
Victualling Licenses has been reviewed and there is no known  
reason to deny the renewal of all establishments listed, that  
applied. Provided that all Law and Ordinances governing this  
practice are followed.

**E5.** Additional Hours License Renewals 2024-2025

a. recommendation - Town Administrator and Chief of Police

Sweeney/Teixeira- Voted unanimously to grant renewal of these licenses based upon the recommendations received and the receipt of all necessary renewal paperwork from the licensees and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies.

**E6.** Amusement Devices License Renewals 2024-2025

a. recommendation -Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

Teixeira/Parella- Voted unanimously to grant renewal of these licenses based upon the recommendations received and the receipt of all necessary renewal paperwork from the licensees and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies.

**E7.** Holiday Sales License Renewals 2024-2025

a. recommendation -Town Administrator and Chief of Police

b. recommendation - Town Administrator and Fire Chief

Teixeira/Sweeney- Voted unanimously to grant renewal of these licenses based upon the recommendations received and the receipt of all necessary renewal paperwork from the licensees and also subject to conformance to all

laws and ordinances and payment of all fees, taxes, and levies.

Prior to the vote being taken, Councilman Teixeira expressed his appreciation to all the businesses who took the time to attend the Town Council meeting and for being good businesses in town the Council is very grateful.

#### **F. Petitions - Other**

**F1.** Robert D. Morris, 93 Kickemuit Avenue re consideration for modification to the Marina Mandatory Insurance Ordinance (to exclude commercial vessels over 30 years old)

Parella/Teixeira -Voted unanimously to the following:

- Refer this matter to the Town Solicitor to draft ordinance language for modification to the Marina Mandatory Insurance Ordinance. First Reading is to be reviewed and considered on December 18, 2024.
- To adopt Resolution Suspending Enforcement of Ordinance No. 2024-12 (Insurance Requirement for Town Marina) as stated in the record by the Town Solicitor

Prior to the vote being taken, Robert D. Morris, 93 Kickemuit Avenue addressed the Council regarding modifications to the Marina Mandatory Insurance Ordinance.

Chairman Calouro explained that six-months ago, the Council passed an Ordinance requiring pleasure and commercial boats to have insurance for their vessels. Chairman Calouro expressed his frustration that at the time putting this Ordinance together, they did not know that it was impossible to get Insurance for a boat that is 30 years old. Chairman Calouro had previous discussions with the Town Administrator and the Harbor Master and at the time of the Ordinance Harbor Master Marsili did his due diligence and was told by local and semi-local businesses and was told that it was possible to obtain insurance. However, based on Mr. Morris' research and Petition this is not the case.

After further conversation with Town Solicitor, Ursillo, Chairman Calouro explained that to change the Ordinance, the process is to bring the Ordinance to two meetings. It requires a first reading and a second reading. This is a lengthy process. The Council agreed that while this Ordinance is going through this action, the Solicitor drafted a Resolution Suspending Enforcement of Ordinance No. 2024-12 (Insurance Requirement for Town Marina) while the Ordinance is being processed.

## **TOWN OF BRISTOL, RHODE ISLAND**

### **A RESOLUTION SUSPENDING ENFORCEMENT OF ORDINANCE NO. 2024-12 (INSURANCE REQUIREMENT FOR TOWN MARINA)**

**WHEREAS**, on June 26, 2024, the Town Council enacted Ordinance No. 2024-12 (the “Ordinance”), which added Section 8-71 to the Town’s Code of Ordinances; and

**WHEREAS**, the Ordinance provides that vessels shall not be permitted to dock at the Town marina unless such vessels are covered by liability insurance; and

**WHEREAS**, the Ordinance was effective upon passage; and

**WHEREAS**, the Town Council wishes to suspend enforcement of the Ordinance for a period of seventy (70) days, providing additional time for owners of vessels to comply with the insurance requirement.

#### **NOW, THEREFORE, BE IT RESOLVED:**

1. The Town Council hereby directs that enforcement of the Ordinance be suspended for a period of seventy (70) days from passage of this resolution.

Mr. Morris echoed Chairman Calouro’s frustration and stated the only insurance that would come close to coverage was flood insurance.

#### **G. Appointments**

**G1.** Special Constables Fire- Police Recommendation for January 2025

a. recommendation - Town Administrator and Fire Chief

Teixeira/Parella- Voted unanimously to accept the recommendations of the Town Administrator and Fire Chief for the Special Constables Fire-Police with an unexpired term set to expire in January 2026.

## **H. Old Business**

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

- I1.** Harbor Master Marsili - re consideration for proposed modifications to the Harbor Ordinance, including date adjustments, updates to specify billing via email, and revisions related to mooring inspections, waiting lists, and commercial mooring permits.

Teixeira/Sweeney- Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for Council consideration on December 18, 2024.

Prior to the vote being taken, Harbor Master Marsili addressed the Council and stated that the changes being proposed are, "a long time coming". Harbor Master Marsili explained that he sends out approximately 3,000 to 4,000 mailings a year and the cost averages \$22,000. That is a cost they could be saving if they moved to online billing. He further explained that he would plan to have a kiosk set up for people who need assistance and get them online and their information uploaded. Harbor Master Marsili would also allow people a couple of months to pay their fees, adding an additional thirty days. Waiting lists will continue to be posted at the Maritime Center however, they will be able to be viewed online through the Town website.

Town Solicitor, Ursillo also added that they would like to add to the Ordinance a Fine Schedule regarding tickets. He noted that he will work with Harbor Master Marsili to modify the current Harbor Ordinance.



Chairman Calouro noted that when he was reviewing the proposed changes within the Ordinance, specifically the access to docks and locking the gates. Fire Chief Demello had concerns regarding doing so. Chairman Calouro expressed the importance of the Harbor Master reaching out to the Fire Chief to make sure they stay in compliance.

Additional discussions ensued regarding the rollout of notifying people of future changes and the online process.

## **J. Bills & Expenditures**

### **K1. Bristol County Water Authority Tri-Town Report - October 24, 2024**

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

Prior to the vote being taken, Councilman Teixeira noted that the report had a lot of information however, it was nice to see so much activity happening and being proactive.

### **K2. Explore Bristol re overview of 2024 June- October Report & Updated Explore Bristol Logo launching in 2025**

Sweeney/Teixeira- Voted  
unanimously to receive and place  
this matter on file with thanks

Prior to the vote being taken, Vice Chairwoman Parella praised Explore Bristol for doing a great job getting the word out and getting good press for Bristol. Vice Chairwoman Parella encouraged

everyone to visit The Explore Bristol website and sign up for the events and goings on around town. Councilman Teixeira and Councilman Ley noted that they appreciated the transparency on their website, where their funding is being spent. It makes it easier to go through the Budget.

## **L. Town Solicitor**

### **L1. Annual Memo to all Board and Commissions relating to Open Meetings & Public Records Responsibilities**

Prior to the vote being taken, Town Solicitor Ursillo reviewed with the Council and the public that any person who is on a Board or Commission created by the Town Council is categorized as a Public Body and falls under the "Open Meetings Act", they have a responsibility to comply with the requirements. Solicitor Ursillo further explained that this entails posting minutes 48 hours in advance of the meeting, taking minutes and posting them on the Secretary of State website 35 days after the meeting occurs, and keeping track of motions.

It was noted that a memo was written by the Solicitor's office and the Town Clerk's office distributed the memo to all active committee members. Town Solicitor Ursillo praised the Town of Bristol for doing a phenomenal job of posting with the State and staying compliant. There have been some instances where a committee is doing their due diligence by taking minutes however, they may not have posted to the SOS website. That is considered a technical violation by the State.

Chairman Calouro noted, that Ethics Training will be happening in the New Year. The Council will be working with the Town Clerk and the Solicitor. Chairman Calouro may be adding "Roberts Rules" to the training to assist and set Board expectations.

Sweeney/Teixeira- Voted  
unanimously to receive and place  
this matter on file with thanks

#### **M. Executive Sessions**

- M1. Town Administrator Contente re-request for Executive Session pursuant to RIGL Section 42-46-5(a) (5) regarding Lease Extension - A and R Marine

Teixeira/Sweeney - Voted  
unanimously to convene in  
Executive Session under RIGL  
Section 42-46-5(a) (5) regarding  
Lease Extension - A and R Marine  
at 8:25 PM

Teixeira/Parella - Voted  
unanimously to resume the open  
session and seal the minutes of  
the Executive Session at 9:05 PM.

Town Solicitor Ursillo noted for the record that no motions were made or voted on during the executive session.

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. Bristol County Water Authority Meeting Minutes-  
September 26, 2024

(CA) AA2. Recreation Board Meeting Minutes - September 25, 2024

(CA) AA3. Harbor Commission Meeting Minutes - October 7, 2024

(CA) AA4. Bristol County Water Authority, Finance/Claims  
Committee Meeting Minutes - September 25, 2024

(CA) AA5. Bristol Zoning Board Meeting - October 7, 2024

(CA) AA6. Bristol Fire Department Board of Engineers Meeting -  
November 6, 2024

**(CA) BB. Budget Adjustments**

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

(CA) BB1. Tax Assessor DiMeo re Recommended Abatements &  
Additions for November 20, 2024

**(CA) CC. Financial Reports**

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

(CA) CC1. Treasurer Carulli Year to Date Budget Report -  
November 10, 2024

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

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

(CA) DD1. Proclamation Steven "Steve" Scuba "Veteran of the Year  
2024" November 3, 2024 (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) GG. Distributions/Communications**

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

(CA) GG1. Domenic Franco, Chairman, Bristol Harbor Commission to Town Administrator, Contente re parking lot (Northeast Corner of Church St. and Thames St.)

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

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

(CA) HH1. Bristol County Water Authority Properties Committee Meeting - November 6, 2024

(CA) HH2. Harbor Commission Meeting - November 4, 2024

(CA) HH3. Recreation Board Meeting - October 30, 2024

(CA) HH4. Bristol Planning Board Meeting - November 14, 2024

(CA) HH5. CRMC Semi Monthly Meeting - Full Council - November 12, 2024

(CA) HH6. CRMC Row Subcommittee Meeting - November 12, 2024

(CA) HH7. Bristol County Water Authority, Finance Committee Meeting - November 13, 2024

**(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"

There being no further business, upon a motion by Councilman  
Sweeney, seconded by Vice Chairwoman Parella and voted  
unanimously, the Chairman declared this meeting to be adjourned  
at 9:05 PM

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Carla DaCosta, Deputy Town Clerk  
Deputy Council Clerk