

TOWN COUNCIL MEETING MINUTES-WEDNESDAY, OCTOBER 22, 2025

The council met on Wednesday, October 22, 2025, 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

Prior to the commencement of the meeting, Boy Scout Troops 5 & 6 led the council and attendees in the Pledge of Allegiance.

Special Recognitions

1. Citation- Retirement of Roger Belmore
2. Citation- Retirement of Paul Drolet

Prior to the commencement of the Council's regular order of business, the Council presented two citations to members of the Department of Public Works in recognition of their retirement after more than 30 years of dedicated service. The Council expressed its deep appreciation for their hard work and commitment to the Town, noting the lasting value they have brought to the community.

Town Administrator Contente also echoed these sentiments and presented each retiree with a Town watch—Roger Belmore, after 36 years of service, and Paul Drolet, after 35 years of service.

The Council then formally presented the following two citations to the retiring DPW employees:

Roger Belmore

In presenting this Citation, the Town recognizes the hard work, loyalty, and commitment of Roger Belmore. In proud recognition of his thirty-six years of dedicated service to the Town of Bristol.

For more than three decades, Roger served the Town with distinction in the Department of Public Works, where he held various roles throughout his career, concluding his service as a Hauler. His strong work ethic, reliability, and pride in his work have contributed greatly to the Town's daily operations and the well-being of its residents.

Beyond his dedicated service to the Town, Roger also served his country honorably in the United States Air Force and is an active member of the Bristol Elks Lodge and a longtime member of the Bristol Fire Department, demonstrating his deep and continued commitment to community and service.

In making this presentation, the Honorable Town Administrator and Honorable Town Council of the Town of Bristol, State of Rhode Island, in accordance with the authority vested in them by the citizens of Bristol, and on behalf of all Bristolians, offer their heartfelt gratitude and sincerest congratulations to Roger Belmore upon his retirement, with best wishes for good health and happiness in the years ahead.

Paul Drole

In proud recognition of his thirty-five years of dedicated service to the Town of Bristol.

In presenting this Citation, the Town recognizes the commitment, hard work, and pride of Paul Drole.

For more than three decades, Paul has served the Town with distinction in the Department of Public Works, most recently in Grounds Maintenance. Throughout his career, Paul has taken great pride in ensuring that Bristol remains clean, welcoming, and beautifully maintained for residents and visitors alike. His care and attention to detail have helped keep the Town's parks, public spaces, and roadways a source of community pride.

Paul is also a longtime member of the Bristol Fire Department and serves as a Fire Police member, continuing his dedication to public service and community safety. His many years of service reflect his deep commitment to Bristol and his genuine pride in the work he performs.

In making this presentation, the Honorable Town Administrator and Honorable Town Council of the Town of Bristol, State of Rhode Island, in accordance with the authority vested in them by the citizens of Bristol, and on behalf of all Bristolians, offer their

heartfelt gratitude and sincerest congratulations to Paul Drolet upon his retirement, with best wishes for continued health, happiness, and fulfillment in the years ahead.

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 1, 2025

A2. Town Council Executive Session Meeting Minutes (sealed, council only) - October 1, 2025

Sweeney/Teixeira - Voted unanimously to approve the minutes of October 1, 2025 and the Executive Session Minutes of October 1, 2025 as prepared and presented.

B. Public Hearings

C. Ordinances

C1. Ordinance No. 2025-12 Chapter 16 Motor Vehicles and Traffic, Article V Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (150-180 Franklin Street) **(2nd Reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2025-12. Advertise in the local newspaper

C2. Ordinance No. 2025-13 - Chapter 16 - Motor Vehicles and Traffic, Article V - Stopping, Standing and

Parking, Section 16-143. Parking is prohibited at all times (Franklin Street, south side, 26 feet from the east corner of the driveway in front of 208 Franklin Street eastward to utility pole #29) **(2nd Reading)**

Sweeney/Teixeira - Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2025-13. Advertise in the local newspaper

C3. Ordinance 2025-14 (Correction to Ordinance 2025-03)
- Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 - (to decrease the number of limited BV Licenses from seven to four) **(1st Reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the first reading of Ordinance #2025-14. Advertise in the local newspaper.

Prior to the vote being taken, it was clarified that this matter was being presented to the Council not due to any recent changes in the number of limited liquor licenses, but rather to correct a previously adopted ordinance (2025-03) that had been incorrectly presented and advertised. To ensure accuracy and transparency, the ordinance is being reintroduced for adoption in order to correct the current standing ordinance.

D. Licensing Board - New Petitions

D1. Hallie Scrabak - CLAR LLC d/b/a - Salt Boutique Spa, 173 State Street, request for sidewalk use license

- 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 Dept. of Community Development

e. Recommendation - Town Administrator and Code Compliance Officer

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.

Prior to the vote being taken, the applicant's husband, Mr. William Scarbak, appeared before the Council. It was clarified that the request involved placing seating and planters to create a more inviting façade for the building. Mr. Scarbak explained that he had previously placed items outside on the sidewalk and was informed by Councilman Teixeira, while he was on a walk, that a Sidewalk Use License was required to utilize Town sidewalk space. The Council expressed that they were pleased with the revitalization of the property and wished the business success moving forward.

D2. Sean Reilly, Mason & Twine LLC d/b/a TAMP, 359 Wood Street - request for Victualling License

- a. Recommendation - Town Administrator and Chief of Police
- b. Recommendation - Town Administrator and Fire Chief
- c. Recommendation - Town Administrator and Dept. of Community Dev.
- d. Recommendation - Town Administrator and Water Pollution Control

Sweeney/ Ley- 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; and to allow the license to remain valid through

November 30, 2026, rather than November 30, 2025, based on a special finding that the renewal submission deadline for the next Council meeting is less than 30 days away. This constitutes a special exemption made in conjunction with the approval of the new license.

Prior to the vote being taken Sean Riley appeared before the Council representing Mason and Twine LLC, doing business as *Tamp*, to request a Victualling License for a new coffee shop and chocolatier at 539 Wood Street, the former site of Mello's Shoe Repair.

Mr. Riley described the business as a small café specializing in coffee and handmade chocolates. He shared that he had previously operated a coffee and chocolate business at the Tiverton Farmers Market for about a year, where he and his team built a loyal customer following, and that success encouraged them to open a brick-and-mortar location in Bristol.

Council members expressed enthusiasm for the new local business and its location in a well-known storefront, noting-humorously-that residents often identify sites by their former uses, in this case "the old Mello's Shoe Repair."

Chairman Calouro noted that Mr. Riley had previously spoken with the Clerk's Office regarding the possibility of extending the typical expiration date of the Victualling License, and he brought that matter to the Council's attention for consideration. Clerk Cordeiro explained that Victualling Licenses normally expire on November 30, approximately 30 days after the current meeting, but the applicant had requested the license be issued through November 2026 to align with the next renewal cycle. Town Solicitor Ursillo confirmed that the Council had the discretion to approve the extended term under these circumstances.

The council discussed possibly extending the license through November 2026, recognizing the unique timeline for the business's opening and the standard licensing cycle.

Mr. Riley stated that the Health Department inspection was scheduled for the following Monday and that he anticipated opening *Tamp* on October 29.

D3. Bristol Christmas Committee, Rayona Clemens requests One-Day Dancing & Entertainment License(s) for Christmas Festival at Unity Park, 500 Wood Street on Saturday, December 6th from 9 am-6 pm and Sunday, December 7, 2025, from 9 am-5 pm (**also see D4**)

a. Recommendation: Town Administrator and Police Chief

b. Recommendation: Town Administrator and Fire Chief

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 Councilman Sweeney motioned to combine agenda items D3 and D4. The motion was seconded by Councilman Ley and unanimously approved. Discussions related to this combined item took place under agenda item D3. However, any actions taken on these items are individually listed under their respective agenda headings as reflected herein.

The Bristol Christmas Committee, represented by Rayona Clements and Festival General Chairwoman Tanya Kiron, appeared before the Council with requests related to the upcoming Bristol Christmas Festival.

The primary request was for one-day Dancing and Entertainment Licenses for the Bristol Christmas Festival at Unity Park, 500 Hope Street, for the following dates and times:

- Saturday, December 6, 2025, from 9:00 AM to 6:00 PM
- Sunday, December 7, 2025, from 9:00 AM to 5:00 PM

In addition, the Committee requested authorization for mobile food truck permits for the same dates, and location.

Festival Chairwoman Tanya Kiron provided an overview of the upcoming event, emphasizing its community-oriented focus and festive spirit. She highlighted associated activities, including the sale of the official Bristol Christmas ornament and pop-up events scheduled throughout the holiday season. Ms. Kiron clarified that the Grand Illumination (Christmas Tree Lighting) will continue to take place in front of the Burnside Building downtown, as in prior years, while vendor and entertainment

activities will occur at Unity Park to better accommodate the growing crowd and improve event logistics.

The festival will feature a variety of entertainment, including local dance groups, singers, and a "living statue" Santa Claus for photo opportunities, as well as a children's train ride. Mrs. Clements noted that no alcohol will be served at the event except within pre-existing licensed premises, and she stressed that safety and family-friendliness remain top priorities.

Mrs. Clements added further details, explaining her coordination with town departments and public safety officials. Vendor selection, she stated, was made carefully to avoid competing with existing Bristol businesses, ensuring that local vendors remain supported and not undercut by visiting food trucks.

It was noted that Committee has partnered with local business O'Brien and Brough to improve crowd flow and passageways within the park. The Police and Fire Departments are directly involved in the event's safety planning, and detail officers will be present during all festival hours. Discussion also included the event's layout, route changes, and plans for controlled crowd movement – including scheduled announcements to clear Unity Park prior to the downtown Grand Illumination ceremony.

Vice Chairwoman Parella inquired about walking logistics between Unity Park and the Burnside Building. Mr. Clements confirmed that the route is fully walkable and clarified that the Santa House will open separately on November 22. They also confirmed that no trolley or shuttle service would operate this year, as the festival is not classified as a "holiday" event under the transportation plan.

Councilman Sweeney, liaison for the Christmas Committee, commended the organizers for their extensive efforts, noting that the event is coordinated by a small volunteer group yet successfully delivers large-scale holiday cheer and community engagement each year.

D4. Bristol Christmas Committee, Rayona Clemens requests Mobil Food Event Permit(s) for Christmas Festival at Unity Park, 500 Wood Street on Saturday, December 6th from 9 am-5 pm and Sunday, December 7, 2025, from 9 am-5 pm

- a. Recommendation: Town Administrator and Police Chief
- b. Recommendation: Town Administrator and Fire Chief
- c. Recommendation: Town Administrator and DPW Director

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.

It is noted for the record that under agenda item D3 Councilman Sweeney motioned to combine agenda items D3 and D4. The motion was seconded by Councilman Ley and unanimously approved. Discussions related to this combined item took place under agenda item D3. However, any actions taken on these items are individually listed under their respective agenda headings as reflected herein.

E. Licensing Board - Renewals

E1. 3-Month Review for AZJ Aidan's d/b/a Aidan's Pub, Michael Cockcroft, 5 John Street - Modification of Dancing and Entertainment License for expansion of premises (to include outdoor entertainment on Fridays)

- a. recommendation - Town Administrator and Police Chief

Teixeira/Ley- voted unanimously to receive and file the recommendations and allow the establishment to continue operating under its current licenses, with the condition that another three-month review be conducted. The establishment shall also be required to schedule a meeting with the Police Department to develop a productive plan to reduce noise complaints.

Prior to the vote being taken, Aidan's Pub, operated by AZJ Aidan's LLC and represented by General Manager Michael Cockcroft, appeared before the Council for a scheduled three-month review following the Council's prior modification of its

Dancing and Entertainment License to permit limited outdoor entertainment on Fridays.

As part of the review process, the Council received a report and recommendation from the Bristol Police Department. Over the three-month period, police logged 19 calls or complaints associated with Aidan's Pub. The report detailed 13 noise complaints (primarily regarding patrons leaving the establishment late at night), seven complaints about loud music, three incidents involving staff discarding trash late at night, and several additional calls related to disturbances, threats, and group issues—some of which were later determined to be unfounded.

Police Chief Lynch summarized the findings, noting that the volume of complaints was significantly higher than that of any other local establishment, where the highest number of incidents during the same timeframe was two. Chief Lynch recommended that the pub's management meet jointly with the Police Department and his office to review the complaints in detail and develop proactive measures to minimize neighborhood disturbances.

Several Council members expressed concern and disappointment regarding the number of complaints. Councilman Teixeira proposed scheduling another three-month review, in addition to requiring a formal meeting between Aidan's management and the Police Department to implement corrective actions.

Vice Chairwoman Parella noted that the frequency of complaints echoed issues Bristol had experienced years ago in its downtown bar district and cautioned that persistent problems could lead to more serious enforcement actions. She emphasized that the Town has worked very hard over the years to move away from the bar and nightclub scene in the downtown area, and it is important that such problems not resurface.

Mr. Cockcroft stated that he has already doubled security staffing since the start of the school year and continues to work with neighbors to address noise and nuisance concerns. He also mentioned ongoing efforts to communicate with nearby residents, evaluate occupancy limits, and improve soundproofing measures.

Council members underscored the need for a comprehensive plan to mitigate disturbances, especially with the upcoming holiday season and fluctuating student populations that may affect crowd dynamics. The Police Chief added that his department would further analyze the complaint data to identify patterns by time and day before the planned coordination meeting.

Chairman Calouro concluded by stating that if a similarly high number of complaints is recorded in the next review period, the Council may initiate a show cause hearing, which could place Aidan's licenses in jeopardy.

E2. 3-Month Review for Liberatos Lounge and Restaurant, LLC d/b/a The Beach House, Gerry Liberatos, 805 Hope Street - Modification of Dancing and Entertainment License for expansion of premises (to include outdoor entertainment Monday -Sunday, 6:00 PM to 9:00 PM)

a. recommendation - Town Administrator and Chief of Police

Teixeira/Sweeney- voted unanimously to receive and file the recommendations and allow the establishment to continue operating under its current licenses, based on the positive feedback received after the three-month review.

E3. 3-Month Review for Thames Street Landing Tavern Company, LLC, d/b/a DeWolf Tavern, Sai Viswanath, 259 State Street - Modification of Dancing and Entertainment License (to include outdoor entertainment on Wednesdays from 6:00 PM - 9:00 PM)

a. recommendation - Town Administrator and Police Chief

Teixeira/Parella- voted unanimously to receive and file the recommendations and allow the establishment to continue operating under its current licenses, based on the positive feedback received after the three-month review.

E4. 3-Month Review for Korcula Culinary Consulting, LLC d/b/a Judge Roy Bean Saloon, Cruz Goler, 1 State Street - Modification of Dancing and Entertainment License (to include entertainment on Sunday from 12:00 PM - 6:00 PM)

a. recommendation - Town Administrator and Chief of Police

Teixeira/Sweeney - voted unanimously to receive and file the recommendations and allow the establishment to continue operating under its current licenses, based on the positive feedback received after the three-month review.

E5. 3-Month Review for The Lobster Pot Inc., Jeffrey Hirsh, 119-121 Hope Street - Modification of Dancing and Entertainment License (to include outdoor entertainment on Sundays from 3:00 PM - 6:00 PM)

a. recommendation - Town Administrator and Chief of Police

Teixeira/Sweeney - voted unanimously to receive and file the recommendations and allow the establishment to continue operating under its current licenses, based on the positive feedback received after the three-month review.

F. Petitions - Other

F1. Dominic DiPietro, 274 High Street re streetlight added to Pole #22 (between State and Bradford)

a. Recommendation- Town Administrator and Police Chief

b. Recommendation -Town Administrator and Dept. of Community Development

c. Recommendation- Director of Public Works

Sweeney/Ley-motioned To deny the request to install a new streetlight on Pole #22 on High Street, with the understanding that the matter will be referred to the Town Administrator and the Director of Public Works to fix the broken light on pole 21; make any necessary adjustments to Poles #20 and #23; and to review whether those adjustments address the concern that prompted the request for an additional

streetlight. Voting in favor was Calouro, Teixeira, Sweeney and Ley, voting opposed was Parella.

Prior to the vote being taken, Dominic DiPietro of 274 High Street appeared before the Council requesting the installation of a streetlight on utility pole number 22, located between State Street and Bradford Street, citing poor lighting conditions and safety concerns for the surrounding area.

The Council reviewed recommendations from several departments. Chief Lynch reported that a review of its CAD/RMS records found no calls for service or public safety incidents related to inadequate lighting in the area. It was also noted that pole 20 (295 High Street) has a functioning streetlight and that pole 21 (281 High Street) had a non-functioning light, which has been reported to the Department of Public Works for repair. Town Administrator Contente concurred with the police findings and deferred to the Planning and Public Works departments. Director Williamson advised against the installation of a new light, explaining that the Town follows a "dark sky" policy intended to minimize light pollution in residential neighborhoods. She noted that existing lighting levels are consistent with other residential areas and that a private property light provides illumination for the nearby playground.

Vice Chairwoman Parella expressed concern with the recommendation, stating that the area is extremely dark, particularly since the transition to LED fixtures, and that public safety should be a priority given pedestrian activity and family events in the vicinity, including the nearby Santa House. She added that reliance solely on police call data may not accurately represent residents' concerns, as most would report such issues to the Department of Public Works or the Town Administrator rather than to the police.

Mr. DiPietro stated that several nearby lights have been partially functional or out for extended periods, specifically poles 20 and 23, and that prior repair requests had not been resolved. He further described neighborhood issues such as fireworks and late-night disturbances, which often dissipate before police arrival.

The Council discussed the balance between maintaining consistent lighting policies and addressing neighborhood safety concerns

Councilman Sweeney recommended that the Town first repair the light on pole 21 and review and adjust the light capacity on poles 20 and 23, then reassess whether those corrections address

the lighting concerns in the area. Chairman Calouro stated that he trusts the Town departments to review the situation and take appropriate next steps to make any necessary adjustments. Councilman Teixeira commented that he frequently walks along High Street and does not find the area to be excessively dark, noting that tree canopies may obscure some lighting during summer months but that this is less of an issue in the off-season when foliage is absent, emphasizing the need for balance.

DPW Director Parella clarified that whenever the Town receives a report of a non-operating light, the department immediately contacts the Town's contracted vendor to replace, modify, or make necessary repairs. He explained that streetlight maintenance is not performed by DPW staff directly. The department has already brought the matter of the High Street lighting to the vendor's attention and will follow up again; however, no specific timeline could be provided since the work is handled by an outside contractor.

Chairman Calouro informed the petitioner that the Council would recommend continued coordination among departments and staff to address the lighting concerns on High Street, including repairing the light on pole 21 and reviewing the lighting levels on poles 20 and 23.

Vice Chairwoman Parella stated that she would not vote in favor of denying the petition, expressing that it would be premature to do so before the lighting issues have been fully resolved.

G. Appointments

G1. Personnel Board - Appointment to fill one 4-year term (expiring December 2029)

a. Matt Cabral- 5 Polk Court - Letter of Resignation

Teixeira/Ley- 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

Prior to the vote being taken, it was explained that Mr. Matt Cabral had recently accepted an official position with the Town, which prohibits him from serving simultaneously on this board. The Council expressed its appreciation for his service and

dedication, extended best wishes, and congratulated him on his new role with the Town.

G2. Bristol Christmas Festival Committee (unexpired terms set to expire February 2026)

a. Recommendation for additional Board - Tanya Kieron-Chairwoman

Teixeira/Sweeney- voted unanimously in favor of the slate of candidates for the ensuing term based on the recommendation of the Chair.

H. Old Business

H1. Discussion and Possible Action - Future Use of Guiteras School (**continued from Sept. 10, 2025**-The Council agreed to move forward with planning for the future use of Guiteras School as Town Hall, with a public meeting anticipated in late October to gather community input and further explore available options.)

Sweeney/Teixeira--voted unanimously to move forward with the use of the Guiteras School building as a Government Center/Town Hall, and to issue a Request for Qualifications (RFQ) for managerial and architectural services related to the project.

Prior to the vote being taken, Municipal Operations Manager, Eric Dickervitz presented a PowerPoint presentation with the following highlights:

- Background: Dr. Ramon Guiteras, a Bristol resident, died in 1917, leaving \$350,000 in his will to build a school in Bristol to honor his mother. Guiteras Memorial School was designed by Wallis E. Howe and constructed in 1925.
- Guiteras Restrictions: There are two applicable provisions restricting the use of the School and School Fund.
 - The first is the Ninth Clause of the last will and testament of Ramon Guiteras, which bequeathed the residue of his estate to the Town of Bristol "... for the purpose of erecting a public-school house, to be

called the Guiteras School Building, in memoriam of Elizabeth Wardell Guiteras ...”

- The other restriction comes from the last will and testament of Gertrude Guiteras, which provided the Town of Bristol certain funds to "... be used only by said Town of Bristol for the maintenance and repair of the Guiteras School Building . . . none of said income be used by said Town of Bristol for any purpose other than that set forth herein.”
- Guiteras Endowment: Current balance: \$1.7 Million
- Guiteras Building Background :
 - For the past 100 years, Guiteras School has been used as an elementary and junior-high school
 - It was decommissioned by the Bristol Warren Regional School District in June 2025.
 - The BWRSD decided to close Guiteras School in 2025 due to declining enrollment
- Town Hall Vision:
 - Consolidate 235 High St. and 10 Court St.
 - Provide convenient public access to customer-facing departments
 - Control access to areas and departments that require scheduling.
- Town Hall Future Needs: Walk up access
 - Tax Collector
 - Town Clerk
 - Building Official
 - Historic District Commission
 - Code Compliance
 - Public Meeting Space
- Town Hall Future Needs: Schedule Access
 - Administration
 - Finance
 - Human Resources
 - Community Development
 - Planning
 - Zoning
 - Town Council Chambers
 - Municipal Court
- Town Hall Future Needs:
 - Accessibility and security for Town departments
 - Tech improvements to allow for shared presentations and media streaming
 - Dedicated Council Chambers and public meeting space
- Town Hall: Proposed layout
 - Proposed layouts of the basement- first floor and second floor were illustrated

- Town Hall- Cost Estimates & Budgeting
 - Construction & Refurbishing
 - Classroom to office space
 - Paint & Flooring
 - HVAC
- IT & Security
 - CAT-6 and Fiber
 - Alarms
 - Access controls
 - Cameras
- Financial Considerations
 - Potential Funding Sources
 - Guiteras Endowment: \$1.7 Million
 - Sale of properties
 - 10 Court Street (Town Hall)
 - \$1,043,200 assessed value
 - Sale of properties
 - 235 High Street (Reynolds Building)
 - \$3,170,700 assessed value
 - Each parcel has potential to generate Property Tax for Town
- Utility Comparison was provided based on the FY 2025 experience for Gas & Electric for 235 high Street, 10 Court Street, and the Guiteras School Building
- Benefits to the public:
 - Savings from elimination of parking lot lease - \$12,000 lot across from Town Hall
 - Additional public parking in current staff parking (22 spots)
 - Frequently used services in one location for convenience
 - Recognizable as a "Government Center"
 - Sufficient space for Board & Commission meetings
 - ADA accessible entrance
 - Eliminate the management and maintenance of two buildings
 - Ample parking (48 spots)
 - Potential for youth to use gym facility
 - Create space for "memorabilia room" for 4th of July items
 - Retain public use where Bristolians will recall going to school there
- Next Steps:
 - Set budget at \$1.7 M from Guiteras Endowment
 - Use Value Engineering to:
 - optimize available funds

- o achieve desired goal
- o neutral effect to taxpayers

The Council discussed the proposal to repurpose the historic Guiteras School building as a centralized Town Government Center, consistent with long-term goals of consolidating municipal operations and improving public accessibility. The building's central and recognizable location was noted as advantageous, offering improved parking availability and full ADA compliance compared to current facilities.

It was noted that the plan aligns with the Town's Comprehensive Plan objectives to reduce long-term overhead costs, improve efficiency in municipal services, and preserve historic community assets through adaptive reuse.

Chairman Calouro emphasized the council's respect and appreciation for the historical and sentimental value of the town's buildings, while also making it clear that downsizing and repurposing is being undertaken thoughtfully, for the benefit of the town and its taxpayers.

The Council Members and Town Administrator expressed support for the consolidation plan, citing anticipated cost savings, operational efficiencies, enhanced accessibility, and positive public reception. They emphasized that the project would honor the building's historic role while modernizing it for governmental and community use.

Following discussion, the Council voted to authorize the issuance of a Request for Qualifications (RFQ) for both project management and architectural services related to the Guiteras School project noting that this action establishes the next step toward implementation and aligns the project with the use of the \$1.7 million endowment designated for the facility.

H2. Discussion and Consideration of Resolution regarding the General Homestead Law, allowing mixed-use/combination properties to be eligible for an exemption on the portion of the residential property
(continued from October 1, 2025)

- a. Memo Tax Assessor Leadman
- b. (10-1-2025) Recommendation Town Administrator and Tax Assessor

Teixeira/Parella- voted unanimously to refer to the Town Administrator and Town Solicitor to draft a resolution to amend enabling legislation for council consideration at the November 12, 2025 council meeting

Prior to the vote being taken, the Council discussed a proposed resolution regarding the General Homestead Law, specifically addressing whether mixed-use combination properties should be eligible for a homestead exemption on their residential portion. This matter was continued from the October 1, 2025 meeting to allow for further analysis of potential financial and operational impacts.

Tax Assessor Leadman presented an impact analysis estimating the number of affected properties and the potential shift in taxable value. He reported that there are approximately 90 mixed-use properties in Bristol, representing about 1% of the total taxable base. Drawing from comparable data on two-to-five-family residential properties, it was estimated that roughly 30% (approximately 30 properties) might qualify for and utilize the homestead exemption.

The following scenarios were presented to illustrate possible outcomes:

- Scenario 1 (Most Likely): If 30 properties qualify, approximately \$18 million in assessed value would shift to the lower homestead tax rate. The impact on non-qualifying taxpayers would be minimal-less than one cent per \$1,000 of assessed value. For a property assessed at \$500,000, this equates to an increase of about \$3-\$4 per year, and for a \$1 million property, approximately \$8 per year.
- Scenario 2: If 50% of mixed-use properties qualified, the impact would be about \$10 per year for a \$500,000 property or \$20 per year for a \$1 million property.
- Scenario 3 (Least Likely/Worst Case): If all 90 mixed-use properties qualified, the impact would be roughly \$12.50 per year for a \$500,000 property and \$25 per year for a \$1 million property.

Tax Assessor Leadman emphasized that even in the worst-case scenario, the tax impact on non-qualifying property owners would remain minimal, and it is more likely that the number of eligible properties would be lower than projected, further reducing any fiscal effect.

Council members confirmed with the Tax Assessor the magnitude of the potential increase, clarifying that a current tax of \$1,000 would rise to approximately \$1,004 under the most likely scenario. The Council expressed general support for the proposal, noting that members had previously been in agreement with moving forward and were further reassured by the minimal financial impact outlined. The consensus was that the effect on taxpayers would be negligible and that the proposed change is reasonable and equitable.

I. Other New Business Requiring Town Council Action

I1. BWRSD re council consideration of building permit fee waiver for public benefit under RIGL 23-27.3-119 for work being performed at Mt. Hope High School, Colt Andrews Elementary School, and Rockwell Elementary School

Teixeira/ Sweeney- Voted unanimously to waive the building permit fee for public benefit in accordance with R.I. General Law § 23-27.3-119, for work being performed at Mt. Hope High School, Colt Andrews Elementary School, and Rockwell Elementary School, with an anticipated total project cost of approximately \$1.28 million.

Prior to the vote being taken, Superintendent Anna Riley appeared before the Council to request that the Town of Bristol waive local building permit fees associated with the school construction projects at Mt. Hope High School, Colt Andrews Elementary School, and Rockwell Elementary School. She stated that a formal letter had been submitted to both the Bristol and Warren Town Councils.

Superintendent Riley noted that local permit fees are not reimbursable under RIDE regulations and were not included within the project's approved funding cap. If the Town were to require the fees, the additional cost would place the project above the authorized cap, reducing available contingency funds and limiting the District's ability to complete additional facility improvements.

Superintendent Riley explained that, to date, the project's contingency funds had enabled the inclusion of several enhancements such as the football field, bleachers and

concession stand, and tennis court lighting. She explained that if both towns approved the waiver, additional improvements—such as the baseball field—could also be completed, which would in turn allow the District to return the Guiteras Field to the Town.

Chad Crittenden (PMA consultants) provided a detailed financial analysis. He stated that the local building permit fees total approximately \$1.28 million for Bristol and \$159,000 for Warren. Over a 30-year bond term at an assumed 4.5% interest rate, these fees would result in nearly \$2.8 million in total borrowing costs. By granting the waiver, Bristol would save approximately \$440,000 in interest costs over the life of the bond, as the expense would otherwise be financed through the project's contingency funds. The regional cost split remains approximately 62% Bristol and 38% Warren, in accordance with enrollment-based allocation. Mr. Crittenden provided the Council with a detailed financial breakdown page, which was reviewed and received for the record.

Chairman Calouro summarized the matter by noting that charging the permit fee would, in effect, amount to the Town charging itself, given Bristol's majority share in the regional project. He also clarified, following discussion with the Town Administrator and Mr. Cabral, that state-imposed permit fees, estimated between \$125,000 and \$150,000, would still apply and cannot be waived under state law. He further confirmed with Mr. Cabral that, if the Town did not waive the fees, the project would proceed regardless, but the costs would be bonded and repaid over 30 years, reducing funds available for other improvements.

Councilman Sweeney expressed support for granting the waiver, stating that borrowing the funds would only increase costs to taxpayers. Councilman Ley agreed, noting that although waiving the fees would forgo short-term revenue, it represents the sound long-term decision, as it allows more of the contingency project list to be completed and may yield future cost savings.

Chairman Calouro inquired why the items on the contingency list were selected over other potential projects, asking who determined which improvements would remain contingent and why those particular items—such as athletic and field enhancements—were chosen instead of additional building improvements.

Mr. Crittenden explained that the list was originally developed by the Building Committee earlier in the year when finalizing the project budget prior to submission. Chairman Calouro sought

clarification, asking whether the School Committee or Building Committee held final authority. Superintendent Riley responded that the Building Committee makes recommendations, but the School Committee ultimately votes on and approves the final list of contingency items.

Superintendent Riley further explained that these contingency items represented projects the District wished to include under the bond but could not fit within the established funding cap. The OPM's and estimators priced all proposed work, and when total costs exceeded the voter-approved cap, a list of additional desired projects was created and prioritized. The Building Committee developed the initial ranking, which was then reviewed and formally approved by the School Committee as the final list of contingency projects.

I2. Director of Parks & Recreation Rensehausen requests Council authorization to submit two RIDEM Recreation Development Grant applications: one Small Grant for Veterans Memorial Park (\$125,000 with 25% Town match) to repair the bridge and replace the playground, and one Large Grant for the Town Common (\$500,000 with 25% Town match) for a new playground with a rubberized surface and an adjacent senior-friendly fitness station behind the former Walley School

Parella/Teixeira- Voted unanimously to authorize Director Rensehausen to submit two RIDEM grant applications, with the Town committing to the proposed \$208,334 in matching funds.

Prior to the vote being taken, Parks and Recreation Director Rensehausen provided an overview of two proposed Rhode Island Department of Environmental Management (RIDEM) Recreation Development Grant applications. He explained that these grants are part of the State's regular funding program for municipal park and playground improvements and are typically highly competitive.

The first application, for Vet's Park, is a Small Grant request in the amount of \$125,000, requiring a 25% Town match. The proposed project includes repairing the wooden bridge that crosses the creek and replacing the existing playground. The bridge is in poor condition, and although some temporary safety

repairs have been made, the comprehensive restoration exceeds the department's routine maintenance budget. The playground replacement is also necessary due to age and safety concerns. Director Rensehausen noted that completing both improvements together would allow for greater efficiency and compliance with RIDEM's requirement that projects funded under a single grant be geographically linked.

The second application, for the Town Common, is a Larger Grant request totaling \$500,000, also requiring a 25% Town match. The project scope includes replacing the existing playground, installing a rubberized, fully accessible surface, and constructing a senior-friendly outdoor fitness station adjacent to the former Wally School. The rubberized surface will provide handicapped accessibility and address long-standing drainage issues identified in a prior engineering report. The fitness area would feature equipment designed for older adults, including balance aids, seated exercise options, and upper-body fitness elements. Director Rensehausen shared conceptual design images for both projects, noting that final designs and equipment selections would be determined through a public Request for Proposals (RFP) process and subcommittee review if the Town is awarded funding.

Chairman Calouro clarified that the total grant match obligation for the town (if both grants are received) is approximately \$208,334.

Director Rensehausen stated that the required Town match would total \$41,667 for the Vet's Park Small Grant and \$166,667 for the Town Common Large Grant. Combined, these matches would leverage approximately \$870,000 in total park and playground improvements through a local investment of \$208,334. Funding for the match is anticipated to be incorporated into the next fiscal year's budget cycle, as grants would not be awarded until the following spring.

Discussion ensued regarding the timing and budget implications of the proposed grants, with Council members affirming the Town's ability to meet the required financial match commitments through existing reserves or future budget appropriations. The Council confirmed that approval of the item granted Director Rensehausen authorization to draft and submit the RIDEM grant applications, noting that any awarded funds and corresponding local matches would be incorporated into the next fiscal year's budget cycle if the applications are successful.

I3. DEM re: proposed modification to Bristol and Westerly Industrial Pretreatment Program - requires response by November 21, 2025

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

Prior to the vote being taken, The Council reviewed the proposed modifications to the Bristol and Westerly Industrial Pretreatment Program, noting that this represents the RIDEM public comment process related to upcoming Sewer Ordinance amendments. It was further noted that the ordinance changes would be brought forward for formal Council consideration and approval at the next meeting.

I4. North and East Burial Grounds Commission re: proposed price changes to the cemetery fee schedule

Teixeira/ Sweeney-voted unanimously to approve the proposed adjustment to the burial fee amounts as presented and proposed

Prior to the vote being taken, Mr. Josh Cabral, Co-Chair of the North & East Burial Grounds Commission, appeared before the Council to present proposed price changes to the cemetery fee schedule for the North & East Burial Grounds. The updates were primarily prompted by the installation of two new columbariums in the cemetery's Cremation Garden, expanding available inventory for the first time in several years.

Mr. Cabral explained that the two newly constructed columbarium—each containing 96 double-capacity niches (for a total of 192 couple units)—would be available beginning November 1. These additions significantly increase the cemetery's capacity for cremation interments and offer an alternative to traditional in-ground burials. In addition, pricing for bronze memorials located around the pond area was updated, with future expansion of these memorial offerings planned.

Mr. Cabral noted that the fee adjustments reflect market-based updates, as neither columbarium niches nor bronze memorial lots had been offered for sale in approximately five years. The proposed revisions apply solely to property fees—the purchase of plots, niches, or memorial sites—and do not affect service fees such as opening and closing charges, which were last updated about eighteen months ago.

In response to a question from Chairman Calouro, Mr. Cabral clarified the nature of the price changes. The documentation indicated that traditional in-ground grave prices would increase from \$1,400 to \$1,500 (a \$100 adjustment). The columbarium niches in the cremation garden, each accommodating two urns, would be priced at \$3,500 per couple unit (up from \$1,500, an increase of \$2,000), and the bronze memorial sites around the pond would increase to \$3,000 each (from the previous range of \$1,800-\$2,000).

Mr. Cabral emphasized that these property-fee adjustments were made to ensure parity with comparable regional market rates and to reflect the cost of construction and maintenance associated with the new structures.

Town Solicitor Ursillo advised that fee schedules for public cemeteries are subject to Town Council approval, rather than being adopted administratively or for informational purposes only.

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. Town Administrator Contente re approval of an expenditure of up to \$16,000 from the Finance Department Salary Line to pay a financing and accounting recruiting firm in Rhode Island to fill the position of Deputy Town Treasurer(continued from 10/1/2025)

Sweeney/Teixeira-Voted unanimously to approve the Town Administrator's request for the expenditure of up to \$16,000 from the Finance Department Salary Line to retain a Rhode Island-based finance and accounting recruiting firm for the purpose of filling the position of Deputy Town Treasurer

Prior to the vote being taken, Town Administrator Contente requested that the Council consider and approve the use of up to \$16,000 from the Finance Department's salary budget to pay the fee for a recruitment firm engaged to assist in hiring a qualified Deputy Town Treasurer.

Town Administrator Contente explained that the Town had conducted several months of unsuccessful outreach to fill the position through traditional advertising methods, including postings in the East Bay Newspapers, East Bay Media Group, the Rhode Island League of Cities and Towns, the Town's official website, and various social media platforms, as well as on LinkedIn, Indeed, and ZipRecruiter. Despite these efforts, the candidate pool remained limited.

The recruitment firm identified a highly qualified candidate, and their typical fee is 25% but was able to negotiate to 20% of the first-year salary, with a one-year placement guarantee. The Administrator emphasized that this expenditure would be covered within the existing Finance Department budget and would not require additional appropriations.

Council members acknowledged the increasing difficulty of attracting and retaining qualified candidates for municipal finance positions in the current labor market. Following discussion, the Council unanimously voted to authorize the use of up to \$16,000 from the Finance Department's salary line to cover the recruitment firm's fee and to proceed with the hiring process for the Deputy Town Treasurer position.

K. Special Reports

K1. BCWA Tri Town Monthly Report - September 25, 2025

Sweeney/Parella-voted unanimously to receive and file

L. Town Solicitor

M. Executive Sessions

M1. Town Administrator Contente requests an Executive Session pursuant to RIGL § 42-46-5(a)(5), Discussion or consideration related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property, wherein advanced public information would be detrimental to the interest of the public.

Teixeira/Sweeney - Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (5), Discussion or consideration related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property, wherein advanced public information would be detrimental to the interest of the public at 9:09 PM.

M2. Town Administrator Contente re Request for Executive Session Pursuant to RIGL § 42-46-5(a) (2) Litigation - Evergreen Lawsuit (Superior Court C.A. No. PC-2019-10870).

Teixeira/Sweeney - Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (2) concerning Litigation - Evergreen Lawsuit (Superior Court C.A. No. PC-2019-10870) at 9:09 PM.

Teixeira/Sweeney - Voted unanimously to resume open session and seal the minutes of the Executive Session at 9:54PM.

Solicitor Ursillo announced that two(2) motions were made and voted on in 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. BCWA - Meeting minutes August 28, 2025

- (CA) AA2. BCWA- Meeting Minutes- Sept. 11, 2025
- (CA) AA3. Bristol Fire Department Meeting Minutes- Sept. 29, 2025
- (CA) AA4. Bristol Harbor Commission- October 6, 2025
- (CA) AA5. Bristol Conservation Commission Meeting Minutes September 2, 2025

(CA) BB. Budget Adjustments

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

- (CA) BB1. Tax Assessor Leadem - Recommended Abatements & Additions for October 2025

(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 - September 2025

(CA) DD. Proclamations, Resolutions & Citations

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

- (CA) DD1. Proclamation- Red Ribbon Week
- (CA) DD2. Citation- F&S Electric- 2025 East Bay Chambers Annual Business Excellence Award
- (CA) DD3. Resolution 2025-10-01-H1- Legislative Amendments re Blithewold Tax Exemption

(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. Letter of Thanks- Judge Anthony Dennis
- (CA) GG2. Town Clerk Cordeiro re Amendment to Approved Bingo License Our Lady of Mt. Carmel
- (CA) GG3. Bid 1072- Award letter re True North Civil, LLC.
- (CA) GG4. Bid 1073- Award Letter Schictel's Nursery, Inc.
- (CA) GG5. Statement of Conflict of Interest - Recusal, October 1, 2025 Town Council Meeting
- (CA) GG6. Stone Harbor Condominiums- Howard Sutton Pres. re: Letter of Appreciation
- (CA) GG7. Bid 1071 Award Letter - AB Planning and mapping

(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 Conservation Commission Meeting Agenda- October 7, 2025
- (CA) HH2. NEBGC Meeting Agenda- October 8, 2025
- (CA) HH3. Bristol Planning Board Agenda- October 9, 2025
- (CA) HH4. Harbor Commission Agenda - October 8, 2025
- (CA) HH5. Technical Review Committee Agenda October 2, 2025
- (CA) HH6. Bristol Housing Authority Agenda- October 9, 2025
- (CA) HH7. Bristol Christmas Festival - Agenda Oct. 14, 2025
(1)
- (CA) HH8. Fourth of July Ball Subcommittee- Agenda Oct. 20, 2025
- (CA) HH9. Fourth of July Macaroni Supper SubCommittee- Agenda Oct. 15, 2025
- (CA) HH10. CRMC Meeting Calendar Amended October 2025
- (CA) HH11. Historic District Commission- Agenda Oct. 15, 2025

(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 Councilman Teixeira and voted unanimously, the Chairman declared this meeting to be adjourned at 9:54 pm.

Melissa Cordeiro, Town Clerk
Council Clerk