

TOWN OF BRISTOL, RHODE ISLAND

TOWN COUNCIL

Nathan T. Calouro, *Chairman*

Mary A. Parella, *Vice Chairwoman*

Antonio A. Teixeira

Timothy E. Sweeney

Aaron J. Ley



Council Clerk
Melissa Cordeiro

Town Council Meeting
Wednesday, October 01, 2025 at 7:00 PM
Town Hall - Council Chambers
10 Court Street Bristol, Rhode Island 02809

Note: If communications assistance is needed or any other accommodations to ensure equal participation, please contact the Town Clerk's office at 253-7000. Anyone requesting interpretive services for the deaf or hard of hearing must notify the Town Clerk's office at 253-7000, 72 hours in advance of the meeting date and anyone requesting assistive listening devices or wishing to speak on a matter designated "CA" (consent agenda) or citizens public forum on the council docket must notify the Council Clerk prior to the commencement of the meeting.

In-Person Participation Only

The public may VIEW the meeting live by using the following link <https://us06web.zoom.us/j/89235154267>, or by visiting zoom.com, meeting code 892-3515-4267. Please be advised that this link will not allow for public participation, and access or live stream is **not** guaranteed.

Please be advised that the council intends to discuss and/or act upon each and every item appearing on this agenda

Present:

Meeting Dates:

October 22, 2025 - Town Council Meeting

November 12, 2025 - Town Council Meeting

December 10, 2025 - Town Council Meeting

Motion RE: Consent Agenda - To Approve the Consent Agenda

A. Submission of Minutes of Previous Meeting(s)

A1. Town Council Meeting Minutes - September 10, 2025

A2. Town Council Meeting Executive Session Minutes
(sealed, council only) - September 10, 2025

B. Public Hearings

C. Ordinances

- C1.** Ordinance No. 2025-11 Chapter 16 Motor Vehicles and Traffic, Article V Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (to include Siegel Street in the residential parking zone) **(2nd Reading)**
- C2.** Ordinance No. 2025-12 Chapter 16 Motor Vehicles and Traffic, Article V Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (to include no parking box in front of 208 Frankin Street) **(1st Reading)**
- C3.** 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
Sec. 16-143. - Parking prohibited at all times (to add a no parking box on Franklin Street, south side, 26 feet from the east corner of the driveway in front of 208 Franklin Street eastward to utility pole #29) **(1st Reading)**

D. Licensing Board - New Petitions

- D1.** Barbara Palumbo, Bristol Prevention Coalition - re One Day Dancing and Entertainment License for Be Well Bash to be held on October 4th, from 1:00 PM - 4:00 PM at the Quinta Gamelin Community Center
- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Fire Chief
- c. recommendation - Town Administrator and Director of Parks and Recreation

E. Licensing Board - Renewals

F. Petitions - Other

- F1.** Stephen and Michelle Mascena, 381 High Street re a consideration to draft and adopt a Resolution regarding the General Homestead Law, allowing mixed-use/combination properties to be eligible for an exemption on the portion of the residential property

a. recommendation - Town Administrator and Tax Assessor

F2. Michaela Frattarelli, 2 Hilltop Street, requesting to convert Hilltop Street, an unimproved paper road, to a paved road

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Principal Planner/Zoning Officer

G. Appointments

G1. Board of Canvassers - Appointment to fill one unexpired Republican alternate term, set to expire March 2026

a. recommendation - Thomas M. Carroll, Chairman, Republican Town Committee re Nomination of Lynette Lacerda, 365 Metacom Avenue

G2. Bristol 250th Commission - Appointment to fill one unexpired term set to expire November 2027

a. Sarah Griffin, 11 Liberty Street - interested in being elevated to full membership

b. recommendation - 250th Commission Chair, Alayne White re recommendation of Sarah Griffin

G3. Fourth of July Committee 2-year terms set to expire October 2027

a. Proposed Membership 2025-2027 of Fourth of July Committee Members

b. recommendation - Fourth of July Chairwoman, Camille Teixeira

G4. Nat Squatrito, Chair of the Fourth of July Policy Sub Committee - Review and Approval of Proposed Revisions to Fourth of July Committee Policies/Bylaws

H. Old Business

H1. Town Administrator Contente re Discussion and Consideration for MOU for Building Department Shared

Services with Town of Warren *(continued from Sept. 10, 2025)*

a. Draft MOU

H2. Blithewold Museum, Arboretum & Gardens, 101 Ferry Road
- Request for Council Consideration and Support of a
Resolution Seeking Exemption of its Building and
Tangible Personal Property from Local Property
Taxation **(continued from June 18th)**

a. (Draft) Resolution

I. Other New Business Requiring Town Council Action

I1. Barbara Palumbo on behalf of the Bristol Prevention
Coalition re Proclamation for Red Ribbon Week October
23-31, 2025.

a. (draft) Resolution

CF. Citizens Public Forum

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

J. Bills & Expenditures

J1. Bid No. 1072 - Maintenance of the Highview Avenue
Drainage Basin

J2. Bid No. 1073 - Fall 2025 Tree Sourcing and Delivery

J3. 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

K. Special Reports

L. Town Solicitor

M. Executive Sessions

M1. Town Administrator Contente request for 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.

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 Housing Authority Meeting Minutes - August 14, 2025

(CA) AA2. Bristol Housing Authority Meeting Minutes - September 11, 2025

(CA) AA3. Bristol Fire Department Board of Engineers Meeting Minutes - September 2, 2025

(CA) AA4. Bristol Harbor Commission Meeting Minutes- September 8, 2025

(CA) AA5. Rogers Free Library Board of Trustees Meeting Minutes - June 12, 2025

(CA) AA6. Bristol 250th Commission Meeting Minutes - August 19, 2025

(CA) AA7. Bristol 250th Commission Draft Meeting Minutes - September 16, 2025

(CA) BB. Budget Adjustments

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

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

(CA) CC. Financial Reports

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

(CA) DD. Proclamations, Resolutions & Citations

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

- (CA) DD1. Resolution 2025-9-10-H1 The Town Council of the Town of Bristol Adopting Safe Streets and Road for all Safety Action Plan (signed)
- (CA) DD2. Citation - Jacob Salinger - Eagle Scout Award
- (CA) EE. Utility Petitions**
- Approval of consent agenda = "motion to approve these petitions"**
- (CA) FF. City & Town Resolutions Not Previously Considered**
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) FF1. Town of Westerly - Resolution preserving the name, significance and observance of the Victory Day Holiday
- (CA) GG. Distributions/Communications**
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) GG1. Award Letter No. 1070 Burnside Street Streetscape Project
- (CA) HH. Distributions/Notice of Meetings**
(Office copy only)
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) HH1. BCWA - Properties Committee Meeting - September 11, 2025
- (CA) HH2. The North and East Burial Grounds Commission Meeting - September 10, 2025
- (CA) HH3. Housing Authority Meeting Agenda - September 11, 2025
- (CA) HH4. Bristol Fourth of July Committee Special General Committee Meeting - September 18, 2025
- (CA) HH5. Bristol Fourth of July General Committee Meeting - September 18, 2025

- [\(CA\) HH6.](#) Rogers Free Library Board of Trustees Meeting - September 18, 2025
- [\(CA\) HH7.](#) Bristol 250th Commission Meeting Agenda - September 16, 2025
- [\(CA\) HH8.](#) Zoning Board of Review Meeting Agenda - October 6, 2025
- [\(CA\) HH9.](#) Historic District Commission Meeting Agenda - September 29, 2025
- [\(CA\) HH10.](#) BCWA Board of Directors Meeting - September 25, 2025
- [\(CA\) HH11.](#) Bristol Fourth of July Committee Sub Committee Meeting Macaroni Supper Meeting- September 25, 2025
- [\(CA\) HH12.](#) Bristol Harbor Commission Meeting- October 6, 2025
- [\(CA\) HH13.](#) Comprehensive Community Plan Meetings - September 30, 2025 & October 20, 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"**
- [\(CA\) II1.](#) Peter Casemira, 1203 Anthony Road, Portsmouth - claim for damages
- [\(CA\) II2.](#) Joao Correia, 35 Vernon Street, Warren - claim for damage
- (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.](#) Dylan Levesque, 75 Charles Street - request for curb cut in front of residence

Adjourned: _____

/mc

Posted: September 26, 2025

TOWN COUNCIL MEETING MINUTES-WEDNESDAY, SEPTEMBER 10, 2025

The council met on Wednesday, September 10, 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
Assistant Town Solicitor, Andy Tietz, Esq
Town Sergeant, Archie Martins

ABSENT WITH REGRET: Town Solicitor, Michael Ursillo, Esq

(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 passing of a local community member.

Parella/Teixeira- voted unanimously to add an agenda item for discussion purposes only to consider the matter of the passing of Richard "Dicky" Sousa.

Members of the Council recognized the passing of Richard "Dicky" Sousa, who faithfully served the Town of Bristol for more than 40 years. Mr. Sousa dedicated 30 years to the Bristol Police Department and, following his retirement, continued his service as the Municipal Court Bailiff. The Council also acknowledged his contributions to the Bristol Athletic Hall of Fame and the lasting value he brought to the community. Condolences were extended to his family and loved ones.

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 - August 20, 2025

Sweeney/ Teixeira - Voted unanimously to approve the minutes of August 20, 2025 as prepared and presented.

B. Public Hearings

B1. Director of Community Development Williamson re Application for Zoning Map Change of 214 Franklin LLC, for the southerly portion of 214 Franklin Street - R6 (Residential 6,000) zone to REHAB LDP (Urban Rehab Land Development Project Overlay Zone) *(Public hearing and 2nd Reading for adoption)*

Sweeney/ Teixeira-Voted unanimously to close the public hearing

Teixeira/Parella- Voted unanimously to grant the zone change of a portion of 214 Franklin Street plat 29 lot 54 from R6 (Residential 6,000) zone to REHAB LDP (Urban Rehab Land Development Project Overlay Zone); based upon the Planning Boards Recommendation and finding and facts that said use and zone change is consistent with the general purposes of zoning and the Comprehensive Plan.

a. Planning Board Recommendation

Prior to the vote being taken, Director Diane Williamson provided an overview of the proposed zone change noting the that the request before the Council is in conjunction with the ongoing redevelopment of Unity Park. The property under consideration is located on the south side of Franklin Street,

adjacent to the Unity Park property, and lies within a residential zone.

Director Williamson explained that Unity Park is seeking to expand and incorporate this parcel into its overall redevelopment plan to provide adequate parking and circulation for the proposed uses. Since parking for a REHAB LDP use is not permitted in a residential zone, the applicant is proposing to subdivide the property. The existing two-family residence at 214 Franklin Street would remain in the residential zone as a separate lot, while the remainder of the property would be rezoned to REHAB LDP, if approved by the Council.

She noted that the Planning Board has conducted its master plan review and issued a recommendation in support of the proposal. Should the Council approve the rezoning tonight, the applicant will return to the Board to complete the review and approval process for this portion of the project.

William Dennis, Esq., attorney for the applicant, spoke in favor of the application.

Members of the Council further noted that both the Planning Board and the Historic District Commission were in full agreement with the application. Councilors commended Mr. Brito for his leadership in the Unity Park development, recognizing the positive history of improvements in the area, the economic revitalization, continued progression of the project, and the tax benefits to the community.

C. Ordinances

- C1.** Ordinance No. 2025-09 - Chapter 22 - Sewers and Sewage Disposal, **Article V** - (Building Sewers and Connections), **Sec. 22-109** (Operations and Maintenance); **Article VII**- (Industrial Pretreatment Program), **Section 22-235** (National categorical pretreatment standards); **Section 22-236** (Local Limits) **Article VIII**- (Industrial User Permit Fee Schedule), **Section 28-316** (Enumeration) **(2nd reading)**

Sweeney/Teixeira- Voted unanimously to continue the Second Reading of Ordinance #2025-09 to the December 10, 2025 council meeting.

Prior to the vote being taken, the Chairman noted—following discussion with the Clerk in connection with the Sewer

Department and Water Pollution Control—that the request was to continue the matter to the December 10th Council meeting. This continuation would allow time for DEM public notice and comment, as well as ensure savings on additional advertising.

Councilmember Sweeney reminded the Council that he had previously raised the possibility of moving these fee changes by resolution. Assistant Solicitor Teitz clarified that, unfortunately, the Town does not have the authority to do so in this instance. While one ordinance currently authorizes fee changes by resolution, state law only allows cities and towns to enact these particular fees through ordinances.

Councilman Teixeira asked for clarification regarding the language in the agenda compared to Section 22-236, noting that the words “Coordinator” and “Director” were being used interchangeably. He questioned whether this referred to the same position or two different individuals. Additionally, he pointed out a possible numbering error in Section 28-316, suggesting it should instead read Section 22-316.

Clerk Cordeiro confirmed that the discrepancy appeared to be a correction needed in the agenda language. Assistant Solicitor Teitz advised that the Town would review these issues prior to the continuation on December 10th. It was further noted that any necessary amendments could be made to the ordinance during the second reading at that meeting.

- C2.** Ord 2025-10 Chapter 16 Motor Vehicles and Traffic, Article V Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (amend parking on Thames Street) **(2nd reading)**

Teixeira/ Sweeney- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2025-10. Advertise in the local newspaper.

Prior to the vote being taken, Chairman Calouro noted for the record that he spoke with the Town Administrator yesterday. The Administrator reached out by email to the condominium association’s representatives, who responded that the proposed changes are very much in keeping with what they were seeking.

- C3.** Ordinance No. 2025-11 Chapter 16 Motor Vehicles and Traffic, Article V Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (to include Siegel Street in the residential parking zone) **(1st Reading)**

Teixeira/Parella - Voted unanimously to consider this action to constitute the first reading of Ordinance #2025-11. Advertise in the local newspaper.

D. Licensing Board - New Petitions

- D1.** Director Rensehausen, Bristol Parks & Recreation requests a One Day Dancing & Entertainment License for "Movie in the Park" at Men's Softball Field (near beach), September 26th from 6:30 PM - 9:00 PM

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Fire Chief
- c. recommendation - Town Administrator and Director of Parks & Recreation

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 Director Rensehausen reported that the upcoming movie event will feature *Despicable Me 4*, released in early 2025. The event location has been moved to the softball field to better accommodate lighting and parking. The softball field lights are on a timer and can be set for approximately 45 minutes at the conclusion of the event to allow attendees time to exit safely and for staff to pack up the screen and equipment. The field also provides ample parking, making it a

more convenient location. This will be the second showing in the series.

- D2.** Camille Teixeira, Bristol Fourth of July Committee re a Bingo License for a fundraiser on September 17th, located at the VFW from 5:30 PM - 8:30 PM

Sweeney/ Parella- Voted 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. All in favor, Councilmen Teixeira recused

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

E. Licensing Board - Renewals

- E1. 3- Month Review** - WKOC, LLC d/b/a Portside Tavern, Richard Corrente, 444 Thames Street - Modification of BV Intoxicating Beverage License for expansion of premises (to include a portion of outdoor seating) **(continued from June 18, 2025)**

- a. recommendation - Town Administrator and Chief of Police

Sweeney/Ley- voted unanimously to receive and file the recommendations and allow the establishment to continue with the licenses, based on the positive feedback received after the three-month review.

Prior to the vote being taken, Chairman Calouro noted that while the report was good news, he was disappointed that no representative from the business was present. He emphasized the importance of their participation and stated his expectation that the business will be represented at the Council's three-month follow-up review.

- E2. 3 Month Review** - Richard Corrente, Portside Tavern, 444 Thames Street re renewal of Dancing &

Entertainment License, additionally requesting modification of License (to include outdoor entertainment and add a secondary interior location) **(continued from June 18, 2025)**

a. recommendation - Town Administrator and Chief of Police

Sweeney/Ley- voted unanimously to receive and file the recommendations and allow the establishment to continue with the licenses, based on the positive feedback received after the three-month review.

Prior to the vote being taken, Chief Lynch reported that during the three-month period when an outdoor concert venue was planned but ultimately moved indoors, the Police Department proactively conducted sound measurements. All readings confirmed that the establishment remained within the acceptable decibel levels set by ordinance. He noted that there had been a complaint regarding heightened noise levels when college students returned, and the Police Department intends to use that as an opportunity for additional monitoring. Overall, the meter readings showed the business was operating in compliance with the ordinance.

It was also noted that another three-month review was already slated.

F. Petitions - Other

F1. Carl Sylvester, Operations Manager - Bike to the Beach for Autism, . re Cycling Event, September 13, 2025 (biking through Bristol to raise awareness for Autism)

a. recommendation - Town Administrator and Chief of Police

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

Prior to the vote being taken, Melissa Parsons, Executive Director of Bike to the Beach, introduced the annual event and thanked the Council for its continued partnership. She explained

that the ride passes through Bristol for approximately 10 miles, beginning at Boston University and ending in Newport, and the main request is continued police detail assistance to escort cyclists safely across the Mount Hope Bridge.

Chief Lynch recommended that the event sponsors contact the Police Department directly and arrange for two detail officers with a cruiser to provide safe passage over the bridge. He also noted that this year's petition paperwork included new sign-off requirements from DPW and the Police Department, including items such as street sweeping and roadway debris removal. He expressed hesitation in signing what appeared to be contractual requests without Council review.

Ms. Parsons responded that she was not aware of any additional requests beyond what had been asked in prior years and confirmed that the organization was only seeking the same level of support previously provided.

Chairman Calouro clarified that the request should be considered as consistent with past practice, with the addition of working directly with the Police Department on detail arrangements. Clerk Cordeiro confirmed that, in past years, the Town only received notification of the event and provided police presence at the bridge. This year was the first time the Town had received formal event notifications and sign-off sheets, which is why the matter was brought before the Council.

F2. Maria Helena DaSilva on behalf of Antonio Martin, 208 Franklin Street re a no parking box to be placed in front of the residence for accessibility needs

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Department of Public Works

Sweeney/Parella- Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for Council consideration on October 1, 2025

F3. Alayne White, Chair of the Bristol 250th Commission re Town Council consideration for the purchase of banners for the 250th celebration

Sweeney/ Teixeira- Voted unanimously to refer this matter to authorize the 250th Committee to hang banners as requested and to work with the Administrator and DPW to coordinate installation.

Prior to the vote being taken, Alayne White presented on behalf of the 250th Committee, clarifying that funding for the banners had already been budgeted and no additional appropriation was required. She explained that her original request was misphrased and that the true request was for Council authorization to hang the banners once the holiday banners come down, beginning in January.

The Administrator noted that the administration has routinely approved banner requests for Town boards, commissions, and Council-approved events, and that DPW would work with the committee once the application is submitted. Councilors expressed support and discussed sponsorship opportunities, visibility, and weather-durability of the banners.

F4. Bristol Police Department - Request for Council Contingency Funds to Support "Trunk or Treat" Event on Sunday, October 26, 2025

Sweeney/Ley- Voted unanimously to appropriate \$1000 from the Town Council Contingency account in support of this program

Prior to the vote being take, Officer Sailsbury addressed the council requested contingency funds to support the annual Trunk or Treat event, a popular community event that promotes safety and inclusivity for families and children. Last year, the council provided \$1,000, and they were seeking the same continued support.

Council members expressed strong support for the event, noting its continued growth, the positive impact on community trust, and the safe environment it provides. The event is scheduled for Sunday, October 26, from 1:00 PM to 3:00 PM, downtown on State Street, with road closures and police presence to ensure safety. The Police Department will also assign a detail officer. The event is anticipated to continue growing in popularity in the coming years.

F5. (Town Administrator Contente) Recommendation for a no-parking extension on Franklin Street near the vicinity of the Elder Care Parking lot exit

a. Recommendation- Town Administrator and Chief of Police

Teixeira/Parella- Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for Council consideration on October 1, 2025

Prior to the vote being taken, Town Administrator Contente presented a request to extend the no parking zone by an additional five feet west from the elder care parking lot exit on Franklin Street. The request was prompted by concerns from residents and the administration at Franklin Court regarding ongoing visibility and safety issues for vehicles exiting the active driveway serving elder care facilities.

Several Council members acknowledged that this issue has been raised multiple times in the past. Although the no parking zone had previously been extended, visibility concerns remain. One Council member shared personal experience with the difficulty of safely exiting the lot due to limited sightlines, underscoring the need for the additional no parking restriction. Director Williamson further recalled past resident comments describing the experience of having to "close their eyes and try to make a turn," illustrating the seriousness of the safety hazard.

G. Appointments

H. Old Business

H1. Community Development Director Williamson requests the adoption of a Resolution regarding the Safe Streets and Roads for All Safety Action Plan (in relation to future federal grant funding opportunities to enhance roadway and pedestrian safety) **(continued from August 20th)**

a. (draft) adoption of Resolution 2025-9-10-H1

Ley/Teixeira-Voted unanimously to adopt the resolution regarding the Safe Streets and Roads for All Safety Action Plan.

Prior to the vote being taken, It was noted that the matter had previously been continued due to the length and detail of the document, in order to allow Council members sufficient time for review and edits. At this meeting, the Council was advised that, if in support, the appropriate action would be to adopt the resolution in support of the plan. Once adopted locally and subsequently approved by state and federal agencies, the Town will then become eligible for future grant funding to implement actions outlined in the plan.

I. Other New Business Requiring Town Council Action

- 11.** Bristol Warren Regional School Committee return of Guiteras School, located at 35 Washington Street, to the Town of Bristol and, in addition, relinquish any and all rights to lease the Property.

Teixeira/Sweeney-Voted unanimously to receive and file.

Prior to the vote being taken, Vice Chairwoman inquired whether language was included to ensure the property was being returned to the Town in good condition, noting past issues with a school building that had been turned over in poor condition.

Town Administrator Contente responded that the building had been toured and a building assessment completed, which would be presented under the next agenda item. He clarified that the current transfer only includes the building and parking lot; the field remains under School Department control until a new high school is built, at which point it will also be turned over. He noted that a section of seawall at the field had caved in and remains the School Department's responsibility.

The Administrator and Council members emphasized that the building is in good shape, having been remodeled about 15 years ago, with a roof replacement completed within the last two to three years. Council members recalled that the Walley School was returned to the Town in deplorable condition, requiring significant investment to repair, but that subsequent transfers, such as Reynolds, were in markedly better condition due to Council intervention.

- 12.** Brewster Thornton - Discussion and Presentation regarding the utilization and future use of the Guiteras School building

Sweeney/Ley-Voted unanimously to receive and file.

Prior to the vote being taken, The Council received a presentation from Christine Shea, Community Sector Leader at Brewster Thornton Group Architects, regarding the assessment and potential future use of the Guiteras School building.

Ms. Shea reported that her firm had been tasked with evaluating the building's condition prior to the Town's formal acquisition. The high-level assessment found the 100-year-old building to be in excellent condition, with no significant deficiencies. Major infrastructure items, including the roof and windows, had been recently replaced, and all major building systems were in good working order.

Ms. Shea highlighted the building's strong suitability for reuse as a Town Hall, noting its prominent location at the entrance to downtown and its historic exterior presence. The firm also prepared conceptual floor plans demonstrating that the combined needs of the current Town Hall and the first floor of the Reynolds building could be accommodated within Guiteras. The proposed layout "right-sized" offices, conference rooms, and public spaces to meet projected needs for the next 5-20 years. Department heads would occupy corner offices, with a central area designed for public interaction. The existing gymnasium could remain available for community use, such as youth programs, meetings, or theater events, while the second-floor conference room could serve as a large meeting space for the Council and boards. The design approach emphasized cost efficiency and historic preservation by working within existing classroom footprints.

Council discussion affirmed the building's history, condition, and value. It was noted that the building had undergone significant remodeling about 15 years ago, was weather-tight, and had been well-maintained—unlike some past school property transfers. Town Administrator Contente clarified that the current transfer includes only the building and parking lot, with the field to follow after the new high school is completed.

Ms. Shea addressed and dismissed rumors that the building was "sinking into the harbor," confirming that no structural issues were found. Typical exterior masonry cracks due to steel expansion were noted as routine maintenance issues. Although the property lies in a flood zone, the building sits high, has not experienced flooding.

Council members expressed strong support for considering the Guiteras building as a future Town Hall, citing its historical significance, central location, ample parking, and the opportunity to preserve the gym for public and youth use. The

discussion also raised the need for a coordinated plan regarding the future of the Reynolds building and other Town properties.

The Council agreed to receive and file the presentation, with a public meeting anticipated in late October to gather community input and further explore options. Floor plans and materials will be made available online to ensure transparency. Council members also acknowledged the generosity of the Guiteras family in originally gifting the property to the Town and affirmed their commitment to honoring that legacy.

13. Town Administrator Contente re Discussion and Consideration for Building Department Shared Services with Town of Warren

Parella/ Teixeira- Voted unanimously to authorize the drafting of a Memorandum of Understanding (MOU) with the Town of Warren to establish shared building department services on a six-month trial basis. The final MOU will be returned to the Council for approval at a future meeting.

Prior to the vote being taken, Town Administrator Contente presented a proposal to establish shared building department services between Bristol and Warren. He explained that Bristol's full-time Building Official, Steve Greenleaf, had recently retired, and Bristol was currently utilizing Warren's Building Official as an alternate. Working with Warren's Town Manager, a shared services plan has been developed.

It was noted that under the proposal, Warren's certified Building Official would serve both towns, while Bristol would provide Warren with an inspector and code compliance support. This would enable Bristol to hire an inspector who may not yet possess the Certified Building Official (CBO) license, which requires three years to obtain. The Warren official would train and mentor the new Bristol inspector, creating a pathway toward certification. Town Administrator Contente described the arrangement as a "win-win," addressing workforce shortages while supporting professional development.

It was noted that the town of Warren has been working with the town of Bristol to draft an MOU. The proposed agreement would run for a six-month trial period, after which both towns could review and renew the arrangement if successful. Town Administrator Contente emphasized that hiring a private,

certified Building Official would be more costly and would not provide the same in-office presence as the shared model.

Council members raised questions about service quality and timeliness. Director Williamson asked whether the arrangement would maintain the current level of inspections, permitting, and approvals. The Administrator responded that Bristol's budget would remain unchanged, with a full-time inspector and part-time code compliance officer still in place. He noted that Warren's Building Official was already familiar with Bristol's operations, having served as an alternate, and that there was no current backlog of inspections. The arrangement would allow the Building Official to focus on plan reviews while the inspector handled fieldwork, and would provide coverage during staff absences.

Council members also discussed the broader benefits of municipal shared services, noting that similar arrangements are common across Rhode Island and nationwide. They agreed the proposal was an efficient use of resources that would not diminish service quality.

Assistant Solicitor Teitz clarified that Warren's Council had approved the agreement subject to legal review, and asked whether Bristol's Council wished to do the same or await a final MOU for action. The Council agreed that the final MOU should return for approval at a future meeting.

I4. Public Notice from CRMC re - Erin & Steven Sears, 68 King Phillip Avenue requires response by September 13, 2025

- a. recommendation - Town Administrator and Harbor Master

Sweeney/Ley- Voted unanimously to receive and file

Prior to the vote being taken, Council members inquired whether a recommendation had been received from the Harbor Commission in addition to the Harbormaster's report. Clerk Cordeiro noted that no recommendation had been received from the Harbor Commission to what she believed was due to timing with their regular meeting schedule, though typically both are provided.

Council members discussed the increase in such requests and expressed interest in holding a joint discussion with the Harbor

Commission to identify sensitive areas and establish a coordinated approach. Chairman Calouro proposed reaching out to the Harbor Commission chair to schedule a joint discussion at an upcoming Council meeting.

During the discussion, Town Administrator Contente confirmed that the Harbor Commission had since approved the application for 68 King Philip at its Monday meeting.

Council members agreed that a broader conversation with the Harbor Commission would be valuable to better planning for the long-term management of harbor development and avoid uncoordinated increases in docks and related projects.

CF. Citizens Public Forum

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

J. Bills & Expenditures

J1. Bid No. 1070 ~~Re-Construction of~~ Burnside Street Streetscape Project

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

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

D'Ambra Construction Co.	\$355,555.00
T. Miozzi, LLC	\$385,807.50
Narragansett Improvement Company	\$362,285.00
J.H. Lynch & Sons, Inc.	\$345,866.00
LAL Construction Co. Inc.	\$421,413.20
True North Civil LLC	\$369,373.00
Hartford Paving Corporation	\$407,514.18
JML Excavation, Inc.	\$301,160.00

J2. Bid No. 1071 Multi-Disciplinary Planning Consultant Firm for Bristol's Comprehensive Plan Update

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

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

FHI Studio - IMEG Consulting Corp	\$99,776.00
Weston & Sampson	\$122,000.00
AB Planning & Mapping	\$88,500.00
Verdantas	\$190,000.00

K. Special Reports

K1. Bristol County Water Authority- Tri-Town Monthly Report August and FY2025 Annual Report

Sweeney/Teixeira-Voted unanimously to receive and file.

L. Town Solicitor

M. Executive Sessions

M1. Town Administrator Contente request for 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.

Sweeney/Teixeira - Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (5) concerning 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 8:23 PM.

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

Assistant Solicitor Tietz announced that motions were made, and vote was taken 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. Bristol Housing Authority Meeting Minutes - May 8, 2025 (amended)

(CA) AA2. Bristol Housing Authority Meeting Minutes - June 12, 2025

(CA) AA3. Bristol 250th Commission Meeting Minutes - July 15, 2025

(CA) AA4. Conservation Commission Meeting Minutes - July 1, 2025

(CA) BB. Budget Adjustments

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

(CA) BB1. Tax Assessor Leadem regarding Recommended Abatements & Additions - September 2025

(CA) CC. Financial Reports

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

(CA) DD. Proclamations, Resolutions & Citations

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

(CA) DD1. Citation - Mildred "Millie" Balzano - 100th Birthday (signed)

(CA) EE. Utility Petitions

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

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

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

(CA) FF1. Town of Warren - Resolution in Support of RIPTA Service

(CA) FF2. Town of Portsmouth - Resolution in Support of Increased Funding for the RIPTA

(CA) FF3. Town of Westerly - Resolution in Opposition to State Firearms Legislation

(CA) GG. Distributions/Communications

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

(CA) GG1. Bristol Harbor Commission - Bylaws (final)

(CA) GG2. Award Letter Bid 1065 Rogers Free Library Interior Modifications

(CA) GG3. Captain Wozny, Bristol Police Department re: installation of a crosswalk across Hope Street (Rt. 114 at its intersection with Poppasquash Road

(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 250th Commission Meeting - August 19, 2025

(CA) HH2. BCWA Board of Directors Meeting - August 28, 2025

(CA) HH3. Building Board of Appeals Meeting - August 28, 2025

(CA) HH4. Historic District Commission Meeting - September 4, 2025

- (CA) HH5. Planning Board - Public Hearing Notice 206 Bayview Avenue- September 11, 2025
- (CA) HH6. Planning Board - Public Hearing Notice - 670-688 Metacom Avenue - September 11, 2025
- (CA) HH7. Planning Board - Public Hearing Notice - 18 Burnside Street and Resolute Lane - September 11, 2025
- (CA) HH8. Conservation Commission Meeting - September 2, 2025
- (CA) HH9. BCWA Board Meeting - August 6, 2025
- (CA) HH10. BCWA Board Meeting - July 24, 2025
- (CA) HH11. Bristol Christmas Festival Meeting - September 8, 2025
- (CA) HH12. Planning Board Meeting - September 11, 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) II1. Ann Marie Tartorice, 43 Byfield Street - claim for damages
- (CA) II2. Rebecca Coroa - claim for injury

(CA) JJ. Miscellaneous Items Requiring Council Approval

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

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

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

- (CA) KK1. Ryan Little, 323 State Street re for curb cut
 - a. recommendation - Town Administrator and Director of Public Works

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

Melissa Cordeiro, Town Clerk
Council Clerk

Town Council Meeting Executive Session Minutes (sealed, council only) - September 10, 2025

2ND READING

LEGAL NOTICE TOWN OF BRISTOL PROPOSED ORDINANCE No. 2025-11

AN ORDINANCE IN AMENDMENT TO CHAPTER 16 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

* * *

ARTICLE IX. – RESIDENTIAL PARKING

* * *

Sec. 16-343. - Residential parking zone.

(a) The residential parking streets shall be all streets and intersections within and bounded by the following area: from a point at the intersection of Hope Street and Washington Street, continuing easterly to the intersection of Washington Street and High Street, continuing southerly to the intersection of High Street and Franklin Street, continuing easterly to the intersection of Wood Street and Franklin Street, continuing southerly to the intersection of Wood Street and Shaws Lane, continuing easterly to the intersection of Shaws Lane and Ryan Avenue, continuing southerly to the intersection of Ryan Avenue and State Street, and further continuing southerly to the intersection of State Street and Second School Street, continuing southerly to the intersection of Second School Street and Mount Hope Avenue, continuing westerly to the intersection of Mount Hope Avenue and Wood Street, continuing southerly to the intersection of Mouth Hope Avenue and Walley Street, continuing westerly to the intersection of Walley Street and Hope Street, continuing northerly to the intersection of Hope Street and Constitution Street, continuing westerly to the intersection of Constitution Street and Thames Street, continuing northerly to the intersection of Thames Street and Hope Street, then continuing northerly to the point of origin at the intersection of Hope Street and Washington Street. The residential parking zone shall also include the following: Easterbrooks Avenue; First School Street; Second School Street; Third School Street; Siegel Street; Mount Hope Avenue between Third School Street and Second School Street; and State Street between Easterbrooks Avenue and Ryan Avenue.

* * *

Sec. 16-345. - Designated residential parking streets.

* * *

(c) The following streets are designated as residential parking streets, no overnight parking except with resident sticker:

* * *

Shaws Lane;

Siegel Street;

State Street, from High Street easterly to Third School Street, both sides;

* * *

This ordinance shall take effect upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on October 1, 2025.

If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance.

By Order of the Town Council,

Melissa Cordeiro
COUNCIL CLERK

September 18, 2025

LEGAL NOTICE

TOWN OF BRISTOL PROPOSED ORDINANCE NO. 2025-11

AN ORDINANCE IN AMENDMENT TO CHAPTER 16 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

ARTICLE IX. – RESIDENTIAL PARKING

Sec. 16-343. - Residential parking zone.

(a) The residential parking streets shall be all streets and intersections within and bounded by the following area: from a point at the intersection of Hope Street and Washington Street, continuing easterly to the intersection of Washington Street and High Street, continuing southerly to the intersection of High Street and Franklin Street, continuing easterly to the intersection of Wood Street and Franklin Street, continuing southerly to the intersection of Wood Street and Shaws Lane, continuing easterly to the intersection of Shaws Lane and Ryan Avenue, continuing southerly to the intersection of Ryan Avenue and State Street, and further continuing southerly to the intersection of State Street and Second School Street, continuing southerly to the intersection of Second School Street and Mount Hope Avenue, continuing westerly to the intersection of Mount Hope Avenue and Wood Street, continuing southerly to the intersection of Mouth Hope Avenue and Walley Street, continuing westerly to the intersection of Walley Street and Hope Street, continuing northerly to the intersection of Hope Street and Constitution Street, continuing westerly to the intersection of Constitution Street and Thames Street, continuing northerly to the intersection of Thames Street and Hope Street, then continuing northerly to the point of origin at the intersection of Hope Street and Washington Street. The residential parking zone shall also include the following: Easterbrooks Avenue; First School Street; Second School Street; Third School Street; Siegel Street; Mount Hope Avenue between Third School Street and Second School Street; and State Street between Easterbrooks Avenue and Ryan Avenue.

Sec. 16-345. - Designated residential parking streets.

(c) The following streets are designated as residential parking streets, no overnight parking except with resident sticker:

Shaws Lane;
Siegel Street;
 State Street, from High Street easterly to Third School Street, both sides;

This ordinance shall take effect upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on October 1, 2025.

If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance.

By Order of the Town Council,
 Melissa Cordeiro
 COUNCIL CLERK

September 18, 2025

1st READING

ORDINANCE No. 2025-12

AN ORDINANCE IN AMENDMENT TO CHAPTER 16 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

* * *

ARTICLE V. - STOPPING, STANDING AND PARKING

* * *

Sec. 16-143. - Parking prohibited at all times.

In addition to the parking regulations contained in section 16-7, no vehicle shall be parked at any time on the following streets or portions thereof:

* * *

Franklin Street, south side, 26 31 feet west of and 26 feet east of east side and west side of Elder care Franklin Court Assisted and Independent Living parking lot exit, located on the east end of the property.

* * *

This ordinance shall take place upon its passage.

1st Reading

ORDINANCE No. 2025-13

AN ORDINANCE IN AMENDMENT TO CHAPTER 16 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

* * *

ARTICLE V. - STOPPING, STANDING AND PARKING

Sec. 16-143. - Parking prohibited at all times.

In addition to the parking regulations contained in section 16-7, no vehicle shall be parked at any time on the following streets or portions thereof:

* * *

Franklin Street, south side, 26 feet from the east corner of the driveway in front of 208 Franklin Street eastward to utility pole #29.

* * *

This ordinance shall take place upon its passage.



LICENSE REQUEST: **ONE-DAY DANCING
& ENTERTAINMENT LICENSE (NON-PROFIT)**

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)

FOR: Bristol Prevention Coalition - Be Well Bash

ADDRESS: 220 High St.

APPLICANT: Barbara Palumbo.

TYPE OF ENTERTAINMENT: disc jockey

DATE OF EVENT: 10/4/2025 TIME OF EVENT: 1-4 pm

- ☒ One Day Dancing & Entertainment License (Non-Profit) Petition
- ☒ Sketch of proposed location for entertainment

Please attend the Council
Meeting on

Petition must be returned by

Mailed:

Date Received: _____

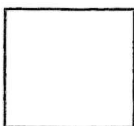
*SIGNATURE: Barbara Palumbo.

NAME: Barbara Palumbo.

ADDRESS: 63 Narrows Rd.

TOWN: Bristol

TAX STAMP



TO BE USED BY FINANCE
DEPARTMENT

*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND
RELEASE OF RECORDS AND INFORMATION REGARDING MY
BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL
INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.

Be Well Bash





TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
TOWN CLERK

DATE: September 16, 2025

RE: Barbara Palumbo, Bristol Prevention Coalition -re Be Well Bash One Day Dancing and Entertainment License on October 4th from 1:00 PM - 4:00 PM at the Quinta Gamelin Community Center

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on October 1, 2025.

All items for this docket must be received in the Clerk's office by Wednesday, September 24, 2025. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachments



Bristol Police Department

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



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 9/24/25

PETITION DESCRIPTION:

Barbara Palumbo, Bristol Prevention Coalition, Be Well Bash, One day Dancing and Entertainment License. October 4, 2025 from 1:00pm - 4:00pm at the Quinta Gamelin Community Center.

PERSON/S FILING PETITION: Barbara Palumbo

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

- ☒ APPROVED
☐ CONDITIONAL APPROVAL
☐ DENIED
☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

After reviewing the request and the petition, I find no reason to deny the petitioner's requests, provided that all guidelines set forth by the applications, and all laws and ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Paul Medeiros
DATE COMPLETED: 9/24/25

Concun
St. Intake
 STEVEN CONTENTE
 Town Administrator

2025 SEP 25 AM 9:01

2025 SEP 25 AM 9:01



Bristol Fire Department

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: September 18, 2025
Re: License Recommendation, October 1 Council Meeting

2025 SEP 22 PM 2:29

COMMUNICATIONS
 CRISTO - 2025-09-20

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

1. One-day Dancing & Entertainment

Barbara Palumbo for Bristol Prevention Coalition

Be Well Bash

Quinta Gamelin Community Center

October 4, 2025

1300-1600

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

conced
Stm/whith
 STEVEN CONTENTE
 Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD

Karl Antonevich
Mike Cabral
N. Diane Davis
Kevin Manuel
Patti Nenna
Donald Squires
Michael Tomaselli

MEMORANDUM

To: Steven Contente
 Town Administrator

From: Timothy Shaw 
 Assistant Director
 Bristol Parks and Recreation Department

Date: September 23, 2025

Re: **Bristol Prevention Coalition - Be Well Bash (October 4, 2025 1-4pm)**

2025 SEP 24 AM 9:15

The Department of Parks & Recreation is a partner and is in support of this event. We ask that the event planners:

- Submit a facility use application for the event at the Quinta-Gamelin Community Center on October 4, 2025 (Received and approved by Tim Shaw on 9/23/2025)
- Facility access (restrooms, community garden) to remain open to the public during the event
- Bristol Parks & Recreation to provide onsite staffing during the event
- Event organizers to ensure that facility is free of litter, decorations and signage following the event


 STEVEN CONTENTE
 Town Administrator

Stephen and Michelle Mascena
381 High Street
Bristol, Rhode Island 02809

August 27, 2025

The Honorable Town Council
10 Court Street
Bristol, RI 02809
Subject: Submitting a resolution regarding the Homestead Act

We are requesting that the Town Council write and sponsor a resolution to the General Homestead Law so that mixed use/combo properties that exist would be eligible for an exemption on the residential portion of their property. Other communities, such as the city of Providence, have been successful with such petitions. In our case our commercial building and our separate residence, though on the same lot, are accessed individually. The resolution would allow the residence to be eligible for the homestead exemption. As it now stands, our home/residence is taxed at a commercial rate. We do not feel this is fair or just.

We appreciate your attention to this matter and hope you will take action
On our request.

Sincerely,
Stephen and Michelle Mascena
Tax record address is 379 High Street, Bristol, RI
Residence 381 High Street, Bristol, RI



2025 AUG 27 PM 1:16

LOVELL
BOSTON, RI 02809



TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
TOWN CLERK

DATE: August 29, 2025

Stephen and Michelle Mascena, 381 High Street re a consideration to draft and adopt a Resolution regarding the General Homestead Law, allowing mixed-use/combination properties to be eligible for an exemption on the portion of the residential property

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **October 1, 2025**.

All items for this docket must be received in the Clerk's office by Wednesday, September 24, 2025. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachments



Town of Bristol, RI

Tax Assessor / Collectors Office

10 Court Street, Bristol, RI 02809 (401)253-7000

DATE: September 9, 2025

TO: Steven Contente, Town Administrator

FROM: Kristopher Leadem, Tax Assessor/Collector

RE: General Homestead Law and Mixed-use properties

This letter is in response to the request from Stephen and Michelle Mascena, 381 High Street, regarding the General Homestead Law and allowing for mixed-use properties to be eligible for the homestead tax rate.

RIGL 44-5-11.8 allows Cities and Towns to offer a "homestead" rate to residential real estate consisting of no more than 5 dwelling units. The town of Bristol as well as most towns and cities in Rhode Island cannot allow mixed-use properties to qualify for the homestead tax rate. This would require a change to the current legislation. Current legislation does allow Providence to qualify mixed-use property as residential and allow for the homestead rate.

Over the past few months, I have had a handful of property owners voice their frustration regarding the exclusion of mixed-use property from the adopted legislation. Property owners feel that the mixed-use property that they occupy as their primary residence should be treated the same as the multi-family property that is owner-occupied, and 1-3 units are rented.

Some facts to consider:

Bristol currently has about 90 mixed-use properties, about 1% of our tax base.

Bristol currently has about 7,220 residential properties, about 84% of our tax base.

About 61% (4,430) of Bristol's residential properties receive the homestead rate.

If the same rate applied to mixed use, I would estimate an additional 55 mixed use properties could potentially qualify for the lower homestead rate.

I believe this financial impact would be minimal.

IN SUPPORT
OF LEGISLATION
[Signature]
STEVEN CONTENTE
Town Administrator

2025 SEP 25 AM 8:52

CLERK
DISTRICT

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND2025 SEP 10 PM 4:05
DATE RECEIVEDPETITION TO THE TOWN
COUNCIL

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



September 9, 2025

To the Honorable Town Council of the Town of Bristol:

Please consider this request for the south end of Hilltop Street to be paved. The road maintenance has become unmanageable at this time. Our main concern is that emergency vehicles, including police, fire and EMS services are not able to access the property if there was ever an emergency. The road continues to wash away after rain and storms, and we are not in a financial position to repair the after effects of the weather. We also do not have access to the necessary machinery needed to maintain the upkeep necessary for the road. We are not asking for the town to plow the road in the winter, nor are we expecting trash pickup at the residence. Our request is solely to have the road paved so the town can have access to the property.

PLEASE NOTE:

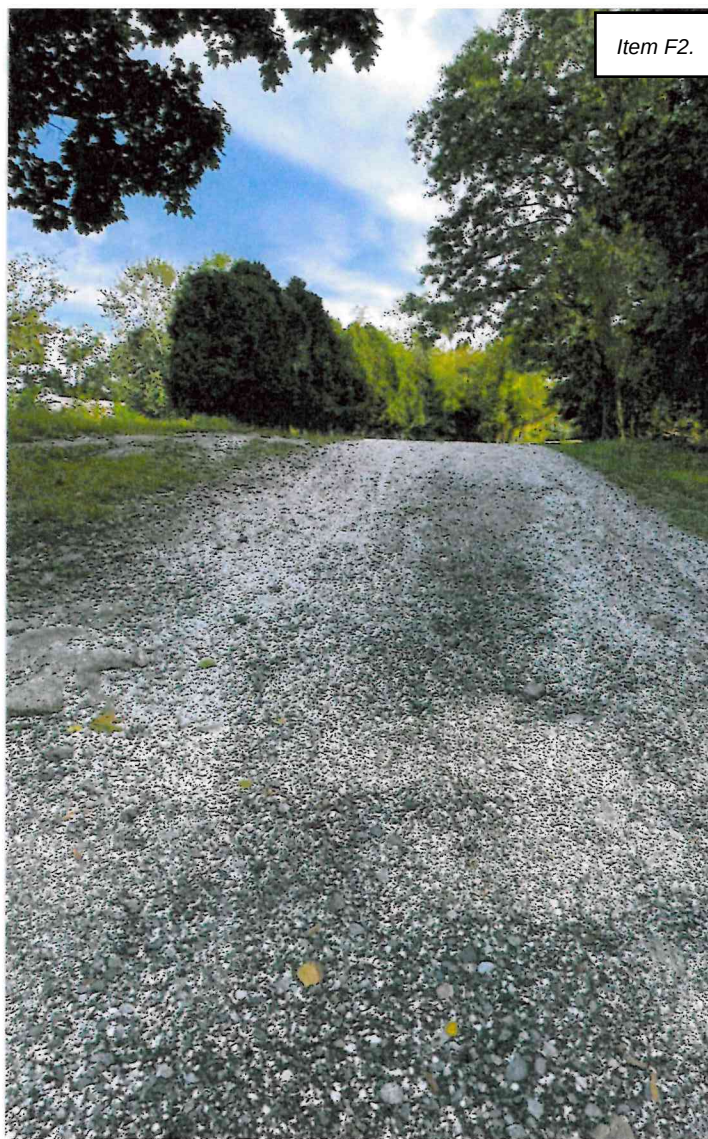
Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for October 1, 2025 @ 7pm in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: NAME: Michaela Frattarelli FrattarelliADDRESS: 2 Hilltop StreetTOWN: Bristol



Hilltop - North toward
Tower Road

#1



Hilltop - South toward
Spring Street

#2



Tower Road - Heading East
Roadway Rundoff-

#3



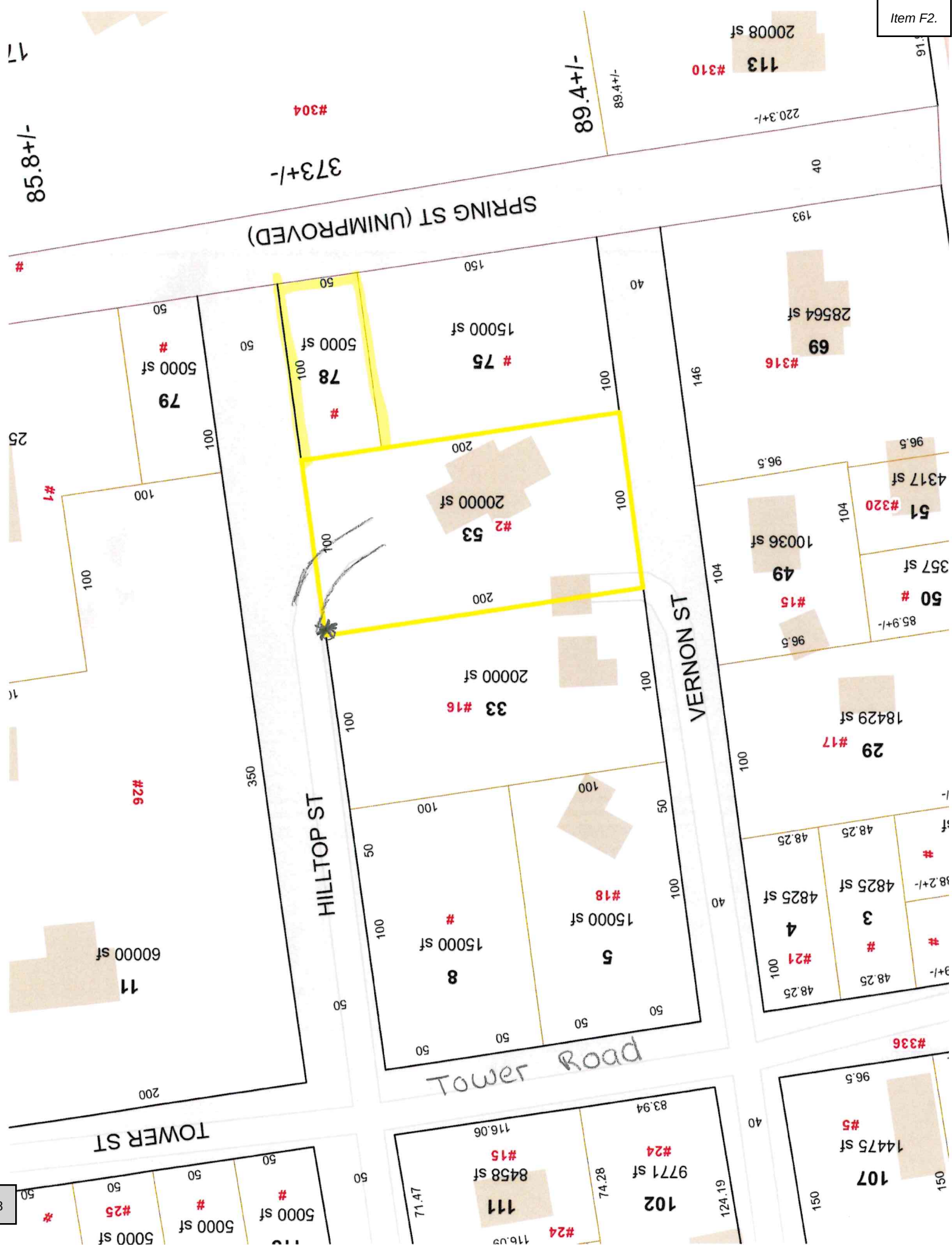
Entrance OFF of Tower Road

#4



Hilltop Road @ Northeast corner
of Lot 53

#5





TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
TOWN CLERK

DATE: August 12, 2025

Michaela Frattarelli, 2 Hilltop Street, requesting to convert Hilltop Street, an unimproved paper road to a paved road

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **October 1, 2025**.

All items for this docket must be received in the Clerk's office by Wednesday, September 24, 2025. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachments



Bristol Fire Department

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: September 23, 2025
Re: Petition Recommendation, October 1 Council Meeting

2025 SEP 24 AM 9:15

JOHN DE VITO
DISTRICT 1

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

1. Hilltop Street South End Paving

Michaela Frattarelli

2 Hilltop St.

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

Concurs
the intent
 STEVEN CONTENTE
 Town Administrator



Town of Bristol, Rhode Island
Department of Community Development

10 Court Street
Bristol, RI 02809
401-253-7000

September 24, 2025

TO: Steven Contente, Town Administrator

FROM: Edward M. Tanner, Principal Planner / Zoning Officer *E M T*

RE: *Petition of Michaela Frattarelli, 2 Hilltop Street*
Request to Pave Road

2025 SEP 24 AM 10:45

I have reviewed the petition of Michaela Frattarelli to improve a portion of Hilltop Street south of Tower Road. Hilltop Street is a platted public right of way. The portion of Hilltop Street located south of Tower Road is unimproved with a gravel or clam shell base that extends over 200 feet to the south, serving one residential property. Paving of this road would not trigger any planning or zoning requirements. However, if the roadway is improved, appropriate stormwater management should be considered to mitigate runoff from the impervious paved surface.

Concun
the intent
STEVEN CONTENTE
Town Administrator



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

Late Item
RECEIVED AT MEETING

2025 SEP 29 PM 1:54
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: September 26, 2025

RE: Michaela Frattarelli, 2 Hilltop Street, requesting to convert Hilltop Street, an unimproved paper road to a paved road

Mr. Administrator,

I have reviewed the petition to pave the unimproved portion of Hilltop Street. This roadway has remained unsurfaced since its creation and, to date, has not been serviced, maintained, or used by the DPW for any departmental functions. This portion of Hilltop appears to be fully accessible to police, fire, and other emergency service units. Surfacing the road would provide improved access for public safety operations and may enhance the quality of life for the resident who utilizes it.

However, I recommend that the petition not be granted at this time. This roadway has never been surfaced, including at the time the residence was constructed, which suggests there was no original expectation of a paved roadway and that it has primarily functioned as a private driveway. If paved, the roadway would need to be added to the Town's inventory, creating an ongoing obligation for resurfacing and maintenance. Additionally, converting a pervious surface to an impervious one would introduce runoff and drainage challenges that would need to be addressed both during construction and in future upkeep. The presence of significant ledge may also make excavation more complex and costly.

Requires cost estimate
[Signature]
STEVEN CONTENTE
Town Administrator



Town of Bristol

Board Book Report

Board Of Canvassers

Basic Information

Type

Board

Status

Enabled

Visibility

Public

Creating Authority

General Laws of Rhode Island 17-8-1 regarding appointments to the Board of Canvassers. Per the General Laws "...the town council shall nominate the members of the canvassing authority from lists of party voters submitted by the respective chairpersons of the city or town political committee..."

The bipartisan canvassing authority is appointed by the town council as provided by the Constitution and the laws of the state. Said canvassing authority shall be vested with all the powers and duties now or hereafter vested by law in the canvassing authority or board of registration of the town.

Composition

3 members, 6-year terms; 2 alternate members, 6-year terms

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Alternate (D)	Michele	LaGuardia	24 Smith Street	3/1/2026	4/29/2020	Active
Alternate (R)				3/1/2026		Vacant
Chair (D)	Frances	O'Donnell	68 Franklin Street	3/1/2030	3/1/2024	Active
Member (D)	Marie	Knapman	14 Goulart Avenue	3/1/2028	3/1/2022	Active
Member (R)	Peter	Hewett	11 Wendy Drive	3/1/2026	4/17/2024	Active

TOWN OF BRISTOL, RHODE ISLAND

TOWN COUNCIL

Nathan T. Calouro, *Chairman*

Mary A. Parella, *Vice Chairwoman*

Antonio A. Teixeira

Timothy E. Sweeney

Aaron J. Ley



Council Clerk
Melissa Cordeiro

July 14, 2025

Mr. Thomas M. Carroll, Chairman
Republican Town Committee
1172 Hope Street
Bristol, RI 02809

Dear Mr. Carroll,

Please find enclosed a copy of the General Laws of Rhode Island 17-8-1 regarding appointments to the Board of Canvassers. As stipulated by the General Laws, "the Town Council shall nominate the members of the canvassing authority from lists of party voters submitted by the respective chairperson of the city or town political committee..."

Following the passing of Board of Canvassers Member Michael Smith, a vacancy has arisen with an unexpired alternate term ending in March 2026. This vacancy pertains to a Republican member seat that needs to be filled.

We kindly request that you submit your recommendations to the Town Council prior to the August 20th Town Council meeting.

Should you have any questions, please do not hesitate to contact this office.

Respectfully,

Melissa Cordeiro
Town Clerk

Enclosure

Title 17

Elections

Chapter 8

Local Canvassing Authorities

R.I. Gen. Laws § 17-8-1

§ 17-8-1. Appointment of bipartisan authority.

The legislative body of each city and town shall appoint a bipartisan canvassing authority of three (3) qualified electors of the city or town, not more than two (2) of whom shall belong to the same political party, and may appoint two (2) alternate members, not more than one of whom shall belong to the same political party. At any meeting of the canvassing authority at which a member is to be absent, the member may request that an alternate replace him or her for that meeting; provided, that the alternate member must be of the same political party as the member. The mayor or the president of the town council shall nominate the members of the canvassing authority from lists of party voters submitted by the respective chairpersons of the city or town political committee, which lists shall contain the names of five (5) times the number of persons to be appointed. If the legislative body refuses to approve the nomination of any person to the canvassing authority, the mayor or the president shall submit to the legislative body another person named on one of the lists, and so on until a person is appointed. If the chairperson of the city or town committee of a political party entitled to an appointment fails or refuses to submit a list, the mayor or the president shall nominate any party voter of the political party entitled to the appointment.

History of Section.

P.L. 1956, ch. 3754, § 1; G.L. 1956, § 17-8-2; G.L. 1956, § 17-8-1; P.L. 1958, ch. 18, § 1; P.L. 1988, ch. 151, § 1.



BRISTOL REPUBLICAN TOWN COMMITTEE

Committee Officers
Thomas M. Carroll, Chair
Will Sousa Grapentine, Vice-Chair
Paul A. Schmidt, Recording Secretary
Joseph K. Martin, Treasurer

September 4, 2025

Ms. Melissa Cordeiro
Town Clerk
Town of Bristol, RI
10 Court Street
Bristol, RI 02809

Dear Ms. Cordeiro,

I am pleased to inform you that Lynette Marie Lacerda of 365 Metacom Avenue is seeking appointment as an Alternate Member of the Board of Canvassers. As per the General Laws of Rhode Island 17-8-1, as Chairman of the Bristol Republican Town Committee I recommend that Ms. Lacerda be appointed to the position.

Please feel free to contact me if you require further information. Thank you.

Sincerely,

Thomas M. Carroll
Chairman



Town of Bristol

Board Book Report



Bristol 250th Commission

Basic Information

Type	Committee
Status	Enabled
Visibility	Public
Creating Authority	The Bristol 250th Commission shall consist of up to 16 (sixteen) board members, as follows: Three (5) members shall be appointed by the Town Council. One (1) member shall be appointed by the Town Administrator with the consent of the Council. One (1) member shall represent Explore Bristol; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Fourth of July Committee; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Historical and Preservation Society; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Warren Regional School District; the representative to be appointed by the Town Council. One (1) member shall represent Roger Williams University; the representative to be appointed by the Town Council. Up to 5 Alternate Members appointed by the Town Council

Composition

- Up to 16 members:
- 5 appointed by TC
 - 1 appointed by TA w/council consent
 - 1 appointed by TC to represent Explore Bristol
 - 1 appointed by TC to represent the Bristol Fourth of July Committee
 - 1 appointed by TC to represent the Bristol Historical and Preservation Society

1 appointed by TC to represent the Bristol Warren Regional School District

1 appointed by TC to represent the Roger Williams University

Up to 5 Alternate Members appointed by the Town Council

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Alternate	Paul	Vollaro	3 Jefferson Lane	11/30/2027	5/28/2025	Active
Alternate	Sarah	Griffin	11 Liberty Street	11/30/2027	12/1/2023	Active
Alternate	Lisa	Newcity	44 Oliver Street	11/30/2027	12/1/2023	Active
Alternate				11/30/2027		Vacant
Alternate	Craig	Evans	80 Aaron Avenue	11/30/2027	5/28/2025	Active
Council Appointee	William	Leary	9 Patricia Ann Drive	11/30/2027	12/1/2023	Active
Council Appointee				11/30/2027		Vacant
Council Appointee	Michael	Rielly	21 Sandy Lane	11/30/2027	4/4/2025	Active
Council Appointee	Warren	Rensehausen	112 Church Street	11/30/2027	6/1/2025	Active
Member	Andrea	Rounds	15 Milk Street	11/30/2027	12/1/2023	Active
Rep. BWRSD	Christine	Hughes	6 Sefton Drive	11/30/2027	7/24/2025	Active
Rep. Explore Bristol	Alayne	White	11 Constitution Street	11/30/2027	12/1/2023	Active
Rep. Fourth of July Committee	Carol	Gafford	700 Metacom Avenue Apt 133	11/30/2027	12/1/2023	Active
Rep. Historical and Preservation Society	Catherine	Zipf	32 Greylock Road	11/30/2027	12/1/2023	Active
Rep. Roger Williams University	Amanda	Marsilli	9 Etelvina Ct.	11/30/2027	12/1/2023	Active
TA Appointee	Matthew	Hayes	PO Box 90	11/30/2027	6/19/2025	Active

From: Sarah Griffin ◀
Date: September 17, 2025 at 10:55:31 AM EDT
To: alayne white ◀
Subject: Interest in Vice Chair

Hi Alayne,
I am emailing to express my interest in becoming vice chair for the 250th Committee.
Thank you!

Best,
Sarah

--

Sarah Griffin
Youth Services Coordinator

Rogers Free Library

525 Hope St.

Bristol, RI 02809



Re: Sarah Griffin

From alayne white

Date Fri 9/19/2025 12:53 PM

To DeputyClerk <DeputyClerk@bristolri.gov>

Cc Melissa Cordeiro <mcordeiro@bristolri.gov>

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact your IT Department

Ok!

Based on the boards unanimous decision at the September 16, 2025 meeting, Sarah Griffith was chosen to be moved from alternate to a full member.

Thank you!



Alayne White

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(401) 575-6670



__tpx__



Town of Bristol

Board Book Report

Fourth of July Committee

Basic Information

Type	Committee
Status	Enabled
Visibility	Public
Creating Authority	https://www.fourthofjulybristolri.com/

Our celebration has changed over the years. We officially kick off our celebration on Flag Day and end with our annual two and half mile Military, Civic, and Fireman's Parade. The celebration continues in this Patriotic town throughout the entire year. We have our Miss 4th of July Pageant, Cultural Event, Military Picnic, Old Fashion Days, Vintage Baseball, Block Party, Carnival, Road Race, ½ Marathon, Orange Crate Derby, two week concert series in Independence Park with a finale concert with fireworks on the 3rd of July.

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Lifetime Member	Rick	Baccus	311 Windridge Lane	9/1/2025	9/1/2023	Expired
Lifetime Member	David	Burns	16 Peckham Place	9/1/2025	9/1/2023	Expired
Lifetime Member	Deborah	Burns	16 Peckham Place	9/1/2025	9/1/2023	Expired
Lifetime Member	Angela	Cabral	11 Sandy lane	9/1/2025	9/1/2023	Expired
Lifetime Member	Betsy	Cambra	21 Beach Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Regina	Campbell	9 Sousa Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Ann	Carey	20 King Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Edward	Correia	46 Varnum Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	John	Daniels	48 Viking Drive	9/1/2025	9/1/2023	Expired
Lifetime Member	N. Diane	Davis	25 Butterworth Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Charlotte	DeMarco	2 Woodlawn Ave	9/1/2025	9/1/2023	Expired
Lifetime Member	Liberal	DeOliveira	51 Roosevelt Drive	9/1/2025	9/1/2023	Expired

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Lifetime Member	Richard	Devault	14 Roosevelt Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Julie	Dollins	37 Clifton Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Roger	Dubord	4 Captain Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Donald	Durfee	48 River Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Jerome	Squatrino	1258 Hope Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Donna	Falcoa	1014 Hope Street Apt S5	9/1/2025	9/1/2023	Expired
Lifetime Member	Frank	Fales	8 Roosevelt Drive	9/1/2025	9/1/2023	Expired
Lifetime Member	James	Farley	33 Waterman Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Maria	Ferreira	7 Christine Court	9/1/2025	9/1/2023	Expired
Lifetime Member	Patti	Ferreira	1236 Hope Street	9/1/2025	9/1/2023	Expired
Lifetime Member				9/1/2027		Vacant
Lifetime Member	Dudley	Hallagan Jr	26 Courageous Circle	9/1/2025	9/1/2023	Expired
Lifetime Member	Raymond	Lavey Jr	1 Francesca Drive	9/1/2025	9/1/2023	Expired
Lifetime Member	Charles (Chuck)	MacDonough	3 Polk Court	9/1/2025	9/1/2023	Expired
Lifetime Member	Donna	Marshall	2 Marshall Court	9/1/2025	9/1/2023	Expired
Lifetime Member	Charlotte	Martino	51 Richmond Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Michele	Martins	50 Naomi Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Anthony	Mederos	6 Jessica Drive	9/1/2025	9/1/2023	Expired
Lifetime Member	Bette Anne	Moreira	47 Cottage Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Gina	Moreira	36 Narrows Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Susan	Nerone	66 King Philip Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Frances	O'Donnell	68 Franklin Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Gertrude (Trudy)	Palazio	29 Platt Street	9/1/2025	9/1/2023	Expired
Lifetime Member	James	Palazio	29 Platt Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Alan	Palumbo	63 Narrows Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Joseph	Perry	106 Ferry Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Frances	Pray	724 Hope Street	9/1/2025	9/1/2023	Expired

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Lifetime Member	Deborah	Rainey	10 St Theresa Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Steven	Ricci	5 Francine Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Jane	Rossmeisl	840 Lake road	9/1/2025	9/1/2023	Expired
Lifetime Member	Sara Jane	Soboleski	61 Cliff Drive	9/1/2025	9/1/2023	Expired
Lifetime Member	Ann	Soscia	18 Dyer Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Nat	Squatrino	9 Dreadnaught Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Patricia	Squatrino	9 Dreadnaught Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member	Robert	Squatrino	1268 Hope Street	9/1/2025	9/1/2023	Expired
Lifetime Member	Judith	Squires	9 Tobin Lane	9/1/2025	9/1/2023	Expired
Lifetime Member	Donna	St. Angelo	po box 814	9/1/2025	9/1/2023	Expired
Lifetime Member	James	St. Angelo	25 Duffield Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Mary Lou	Taboada	7 Kings Gate Road	9/1/2025	9/1/2023	Expired
Lifetime Member	Jeanne	Raimondi	9 Sullivan Lane	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Alice	Bradford	19 Bristol Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Bernice	Correia	160 Franklin St Apt 330	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Herculano (Okie)	Falcoa	1014 Hope Street	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Russell	Head	2 Forest Road	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	William	Josephs	4 Old Orchard Farm Road	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Richard	Luiz	2 Maple Shade Court	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Nancy	Oliver	18 Charlotte Drive	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Manny	Pasqual	7 Fesser Avenue	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Sandra	Ruggiero	1297 Sorrell Way	9/1/2025	9/1/2023	Expired

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Lifetime Member Emeritus	Elizabeth	Satterfield	35 Brookwood Road	9/1/2025	9/1/2023	Expired
Lifetime Member Emeritus	Lynn	Schultz	40 Aaron Avenue	9/1/2025	9/1/2023	Expired
Member	Nathan	Mansur	308 State Street	9/1/2025	9/1/2023	Expired
Member	Richard	Alves	67 Terra Verde Drive	9/1/2025	9/1/2023	Expired
Member	Ginette	Amaral	23 E Street	9/1/2025	9/1/2023	Expired
Member	Loriann	Bento	41 Fatima Drive	9/1/2025	9/1/2023	Expired
Member	Edward	Boardman	12 Massasoit Avenue	9/1/2025	9/1/2023	Expired
Member	Karren	Boardman	12 Massasoit Avenue	9/1/2025	9/1/2023	Expired
Member	Jeanne	Bundy	1 Tina Court	9/1/2025	9/1/2023	Expired
Member	Vicki	Cairrao	19 Terrace Drive	9/1/2025	9/1/2023	Expired
Member	Stephen	Cavalieri	1014 Hope Street	9/1/2025	9/1/2023	Expired
Member	Maria	Cesario	49 Sherry Avenue	9/1/2025	9/1/2023	Expired
Member	Donna	Chabot	669 Metacom Avenue Unit 21	9/1/2025	9/1/2023	Expired
Member	Carla	DaCosta	40 Peckham Place	9/1/2025	9/1/2023	Expired
Member	John	Desautel	638 Wood Street	9/1/2025	9/1/2023	Expired
Member	Paula	Ferreira	29 Lafayette Drive	9/1/2025	9/1/2023	Expired
Member	Lisa	Fisher	1 Third Street	9/1/2025	9/1/2023	Expired
Member	Daniel	Fryer	366 Hope Street Apt 3	9/1/2025	9/1/2023	Expired
Member	Carol	Gafford	36 Church St #1	9/1/2025	9/1/2023	Expired
Member	Timothy	Gannon	285 North Farm Drive	9/1/2025	9/1/2023	Expired
Member	Tamar	Reid	45 Brooks Farm Drive	9/1/2025	9/1/2023	Expired
Member	Karen	Gray	68 Berry Lane	9/1/2025	9/1/2023	Expired
Member	Marguerite	Moran	22 Dolly Drive	9/1/2025	9/1/2023	Expired
Member	Margaret	Howland	4 Marie Drive	9/1/2025	9/1/2023	Expired
Member	Kimberly	Januario	10 Jessica Drive	9/1/2025	9/1/2023	Expired
Member	Bryant	Montalvo	75 Constitution Street	9/1/2025	9/1/2023	Expired

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Member	Margarida	Chaves	341 High Street	9/1/2025	9/1/2023	Expired
Member	Michael	Caprio	269 North Farm Drive	9/1/2025	9/1/2023	Expired
Member	John (Jean)	Larson	525 High Meadow Court	9/1/2025	9/1/2023	Expired
Member				9/1/2027		Vacant
Member				9/1/2027		Vacant
Member	Nina	McCarthy	4 Maple Shade Court	9/1/2025	9/1/2023	Expired
Member				9/1/2027		Vacant
Member	Tara	McCarthy	120 Windward Lane	9/1/2025	9/1/2023	Expired
Member	Tammy	Mojkowski	27 Clipper Way	9/1/2025	9/1/2023	Expired
Member	Ana	Barboza-Motta	2065 Chestnut Street	9/1/2025	9/1/2023	Expired
Member	Diane	Nelson	1 Reilly Lane	9/1/2025	9/1/2023	Expired
Member	Patti	Nenna	12 Greg Drive	9/1/2025	9/1/2023	Expired
Member	Kerry	Oliveira	195 Bay View Avenue	9/1/2025	9/1/2023	Expired
Member	Barbara	Palumbo	63 Narrows Road	9/1/2025	9/1/2023	Expired
Member	Sean	Palumbo	63 Narrows Road	9/1/2025	9/1/2023	Expired
Member	Elisabeth	Ridder	Bristol Woods Drive D4	9/1/2025	9/1/2023	Expired
Member	Elaine	Roderick	309 Metacom Avenue	9/1/2025	9/1/2023	Expired
Member				9/1/2027		Vacant
Member	Emily	Marshall	33 Cooke Street	9/1/2025	9/1/2023	Expired
Member	Elaine	Rusk	11 Broadcommon Road # 111	9/1/2025	9/1/2023	Expired
Member	Patricia	Vasseur	17 Catherine Street	9/1/2025	9/1/2023	Expired
Member	Douglas	O'Roak	513 Wood Street	9/1/2025	9/1/2023	Expired
Member	William	Silva	14 Third Street Apt 3	9/1/2025	9/1/2023	Expired
Member				9/1/2027		Vacant
Member	Rosemarie	Sirois	34 Byfield Street	9/1/2025	9/1/2023	Expired
Member	Jenn	Little	13 Waterman Street	9/1/2025	9/1/2023	Expired
Member	Caroline	Muldoon	294 Williston Way	9/1/2025	9/1/2023	Expired

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Member	Dion	Oliveira	43 Franklin Street	9/1/2025	9/1/2023	Expired
Member	Jose	Taboada	7 Kings Gate Road	9/1/2025	9/1/2023	Expired
Member	April	Gomes	11 Rosita Avenue	9/1/2025	9/1/2023	Expired
Member	Camille	Teixeira	66 Collins Street	9/1/2025	9/1/2023	Expired
Member	Alexandria	Teixeira	30 Rock Street	9/1/2025	9/1/2023	Expired
Member	Maria	Ursini	99 Water Street Unit 316	9/1/2025	9/1/2023	Expired
Member	Heidi	Vermilyea	1 Liberty Lane	9/1/2025	9/1/2023	Expired
Member	Julie	Wilcox	22 Birchwood Drive	9/1/2025	9/1/2023	Expired
Member	Mary	Moreira	570 Wood Street	9/1/2025	9/1/2023	Expired



FW: Membership List For the Town Council

From camille02809@gmail.com <camille02809@gmail.com>

Date Sun 9/21/2025 12:03 PM

To DeputyClerk <DeputyClerk@bristolri.gov>

Cc anam.vicechair@gmail.com <anam.vicechair@gmail.com>; 'Patty Squatrito' <patsquatrito@gmail.com>

 2 attachments (282 KB)

Town Council Membership List.pdf; Untitled attachment 00065.htm;

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact your IT Department

Hello Madam Deputy Clerk:

On behalf of the Bristol Fourth of July Committee, I respectfully submit the proposed roster of committee members for the upcoming two-year term. These individuals have demonstrated a deep commitment to our town's cherished celebration and bring with them a wealth of experience, enthusiasm, and civic pride.

We kindly request the Town Council's approval of this slate so that we may continue preparations for the 241st Fourth of July celebration with confidence and continuity.

Thank you for your continued support of this historic tradition.
Sincerely,

Camille Teixeira
Chairman 2024/2025
Bristol Fourth of July Committee

From: Patty Squatrito <patsquatrito@gmail.com>

Sent: Wednesday, September 17, 2025 1:38 PM

To: Camille Teixeira <camille02809@gmail.com>; Deborah Rainey <drainey126@gmail.com>

Subject: Membership List For the Town Council

Camille,

Attached please find the Membership List for the Town Council. Once the list is approved at the General Meeting on Thursday, 9/18 I will send the list with all of the member information to the committee. The four new members to be voted in are: Alex Dion, Chris Herzig, Richard Pimental and Lois Teitz. They are included on the list.

2025-2026 BRISTOL FOURTH OF July COMMITTEE MEMBERSHIP LIST — Updated Sep 4, 2025						
STATUS	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP
M	Alves	Richard	67 Terra Verde Dr	Tiverton	RI	02878
M	Amaral	Ginette	23 E Street	Bristol	RI	02809
M	Andre	Nicholas	142 Bradford St.	Bristol	Ri	02809
L	Baccus	Rick	311 Windridge Lane	Bristol	RI	02809
M	Barboza-Motta	Ana	2065 Chestnut Street	Dighton	MA	02764
M	Bento	Loriann	41 Fatima Dr.	Bristol	RI	02809
M	Boardman	Ed	12 Massasoit Avenue	Pawtucket	RI	02861
M	Boardman	Karren	12 Massasoit Avenue	Pawtucket	RI	02861
LE	Bradford	Alice	19 Bristol Ave	Riverside	RI	02915
M	Branagan	Cheryl	489 Metacom Ave	Bristol	RI	02809
M	Branagan	Michael	489 Metacom Ave	Bristol	RI	02809
M	Bundy	Jeanne	1 Tina Court	Bristol	RI	02809
L	Burns	David	16 Peckham Place	Bristol	RI	02809
L	Burns	Deborah	16 Peckham Place	Bristol	RI	02809
L	Cabral	Angela	11 Sandy Lane	Bristol	RI	02809
M	Cairrao	Vicki	19 Terrace Drive	Bristol	RI	02809
L	Cambra	Betsy	21 Beach Road	Bristol	RI	02809
L	Campbell	Gena	9 Sousa Street	Bristol	RI	02809
M	Caprio	Michael	269 North Farm Drive	Bristol	RI	02809
L	Carey	Ann	20 King Street	Bristol	RI	02809
M	Cavalieri	Stephen	1014 Hope Street - Apt. G9	Bristol	RI	02809
M	Cesario	Maria	49 Sherry Ave	Bristol	RI	02809
M	Chabot	Donna	669 Metacom Avenue - Unit	Bristol	RI	02809
M	Chaves	Margarida	341 High Street	Bristol	RI	02809
L	Correia	Edward	46 Varnum Avenue	Bristol	RI	02809
LE	Correia	Bernice	160 Franklin St - Apt .330	Bristol	RI	02809
M	DaCosta	Carla	40 Peckham Place	Bristol	RI	02809
L	Daniels	John	48 Viking Drive	Bristol	RI	02809
L	Davis	Diane	25 Butterworth Avenue	Bristol	RI	02809
L	DeMarco	Charlotte	2 Woodlawn Avenue	Bristol	RI	02809
L	DeOliveira	Liberal	51 Roosevelt Drive	Bristol	RI	02809
M	Desautel	John	638 Wood St.	Bristol	RI	02809
L	Devault	Dick	14 Roosevelt Drive	Bristol	RI	02809
M	Dion	Alex	2 Captain St	Bristol	Ri	02809
L	Dollins	Julie	37 Clifton Road	Bristol	RI	02809
L	Dubord	Roger	4 Captain Street	Bristol	RI	02809
L	Durfee	Donald	48 River Street	Bristol	RI	02809
L	Falcoa	Donna	1014 Hope Street, Apt S5	Bristol	RI	02809
LE	Falcoa	Okie	1014 Hope Street, Apt S5	Bristol	RI	02809
L	Fales	Frank	8 Roosevelt Drive	Bristol	RI	02809
L	Farley	James	33 Waterman Street	Bristol	RI	02809
L	Ferreira	Maria	7 Christine Court	Bristol	RI	02809
L	Ferreira	Patti	1236 Hope Street	Bristol	RI	02809
M	Ferreira	Paula	29 Lafeyette Dr.	Bristol	RI	02809
M	Fisher	Lisa	1 Third Street	Portsmouth	RI	02871
M	Fryer	Dan	366 Hope Street, Apt-3	Bristol	RI	02809
M	Gafford	Carol	36 Church St. #1	Warren	RI	02885
M	Gannon	Tim	285 N. Farm Drive	Bristol	RI	02809

M	Gomes	April	11 Rosita Ave	Bristol	RI	02809
M	Gray	Karen	68 Berry Lane	Bristol	RI	02809
L	Hallagan	Dudley	26 Courageous Circle	Bristol	RI	02809
M	Herzig	Chris	49 Ridge Rd	Bristol	RI	02809
M	Januario	Kym	10 Jessica Dr.	Bristol	RI	02809
LE	Josephs	William	4 Old Orchard Farm Road	Bristol	RI	02809
L	Larson	John	525 High Meadow Court	Bristol	RI	02809
L	Lavey	Ray	1 Francesca Drive	Bristol	RI	02809
M	Little	Jenn	13 Waterman Street	Bristol	RI	02809
LE	Luiz	Richard	2 Maple Shade Court	Bristol	RI	02809
L	MacDonough	Chuck	3 Polk Court	Bristol	RI	02809
M	Mansur	Nathan	308 State Street	Bristol	RI	02809
L	Marshall	Donna	2 Marshall Court	Bristol	RI	02809
M	Marshall	Emily	33 Cooke Street	Bristol	RI	02809
L	Martino	Charlotte	51 Richmond Street	Bristol	RI	02809
L	Martins	Michele	50 Naomi Street	Bristol	RI	02809
M	McCarthy	Nina	4 Maple Shade Ct.	Bristol	RI	02809
M	McCarthy	Tara	120 Windward Lane	Bristol	RI	02809
L	Mederos	Anthony	6 Jessica Drive	Bristol	RI	02809
M	Mojkowski	Tammy	27 Clipper Way	Bristol	RI	02809
M	Montalvo	Bryant	75 Constitution St	Bristol	RI	02809
L	Moreira	Bette Anne	47 Cottage Street	Bristol	RI	02809
L	Moreira	Gina	36 Narrows Road	Bristol	RI	02809
M	Moreira	Mary	570 Wood Street	Bristol	RI	02809
M	Muldoon	Caroline	294 Williston Way	Pawtucket	RI	02861
M	Nelson	Diane	1 Reilly Lane	Bristol	RI	02809
M	Nenna	Patti	12 Greg Drive	Bristol	RI	02809
L	Nerone	Susan	66 King Philip Avenue	Bristol	RI	02809
L	O'Donnell	Frances	68 Franklin Street	Bristol	RI	02809
M	O'Roak	Douglas	513 Wood Street	Bristol	RI	02809
M	Oliveira	Dion	43 Franklin Street	Warren	RI	02885
LE	Oliver	Nancy	18 Charlotte Drive	Bristol	RI	02809
L	Palazio	James	29 Platt Street	Bristol	RI	02809
L	Palazio	Trudy	29 Platt Street	Bristol	RI	02809
L	Palumbo	Alan	63 Narrows Road	Bristol	RI	02809
M	Palumbo	Barbara	63 Narrows Road	Bristol	RI	02809
M	Palumbo	Sean	63 Narrows Road	Bristol	RI	02809
LE	Pasqual	Manny	7 Fesser Avenue	Bristol	RI	02809
M	Pimental	Richard	49 Church St	Bristol	RI	02809
L	Perry	Joseph	106 Ferry Road	Bristol	RI	02809
L	Pray	Frances	724 Hope Street	Bristol	RI	02809
L	Raimondi	Jeanne	9 Sullivan Lane	Bristol	RI	02809
L	Rainey	Deborah	10 Saint Theresa Ave.	Bristol	RI	02809
M	Reid	Tamar	45 Brooks Farm Drive	Bristol	RI	02809
M	Resendes	Kerry	195 Bayview Ave. Apt 2	Bristol	RI	02809
L	Ricci	Steven	5 Francine Street	Bristol	RI	02809
M	Roderick	Elaine	309 Metacom Avenue	Bristol	RI	02809
L	Rossmesl	Jane	840 Lake Road	Tiverton	RI	02878
LE	Ruggiero	Sandra	1297 Sorrell Way	North Port	FL	34289
LE	Satterfield	Elizabeth		Unknown		

LE	Schultz	Lynn	40 Aaron Avenue	Bristol	RI	02809
M	Silva	William	14 Third Street, Apt. 3	Bristol	RI	02809
M	Sirois	Rosemarie	34 Byfield Street	Bristol	RI	02809
M	Smith	Barbara	55 Cedar Drive	Bristol	RI	02809
L	Soboleski	Sara Jane	61 Cliff Drive	Bristol	RI	02809
L	Soscia	Ann	18 Dyer Street	Warren	RI	02885
L	Squatrito	Jerome	1258 Hope Street	Bristol	RI	02809
L	Squatrito	Nat	9 Dreadnaught Avenue	Bristol	RI	02809
L	Squatrito	Patricia	9 Dreadnaught Avenue	Bristol	RI	02809
L	Squatrito	Robert	1268 Hope Street	Bristol	RI	02809
L	Squires	Judy	9 Tobin Lane	Bristol	RI	02809
L	St. Angelo	Donna	PO Box 814	Bristol	RI	02809
L	Taboada	Marylou	7 Kings Gate Road	Barrington	RI	02806
L	Teitz	Lois	18 Greylock Road	Bristol	RI	02809
M	Teixeira	Alexandria	30 Rock Street	Bristol	RI	02809
M	Teixeira	Camille	66 Collins Street	Bristol	RI	02809
M	Ursini	Maria	90 Water Street - Unit 316	Warren	RI	02885
M	Vermilyea	Heidi	1 Liberty Lane	Bristol	RI	02809
M	Wilcox	Julie	22 Birchwood Drive	Bristol	RI	02809

Camille Teixeira
General Chairman

Ana Motta
Vice Chairman

Dudley Hallagan
Treasurer

Deborah Rainey
Recording Secretary

Patty Squatrito
Corresponding Secretary



BRISTOL FOURTH OF JULY COMMITTEE 1776

September 21, 2025

Dear Town Administrator & Bristol Town Council:

I am writing to formally recommend the appointment of the following individuals to the Bristol Fourth of July Committee. After taking a vote, the committee has agreed to accept these applicants, and I kindly ask for your consideration in approving their appointments.

- Alex Dion
- Chris Herzig
- Richard Pimental
- Lois Teitz

Sincerely,

Camille Teixeira

Camille Teixeira
Chairman 2024/2025
Bristol Fourth of July Committee

Bristol Fourth of July Committee
Explanation of Policy Changes Adopted on May 9, 2024

The first proposed change (Article II, Section 6, shown below) had to do with requiring non-member volunteers who wish to assist at certain events to pass background checks prior to being allowed to do so.

Article II, Section 6

1. Volunteers who are not members of the Committee are expected to meet the same standards with regard to respecting an individual's rights and shall not use their position to discriminate against any person participating in the Celebration. Nonmember volunteers who assist with the following events will be required to pass a background check prior to the event.
 - Miss/Little Miss Fourth of July Pageant
 - Music and Entertainment
 - Orange Crate Derby
 - Old Fashioned Days
 - Souvenirs
 - Other fundraising activities and events not listed above where the volunteers will be handling money
 - Other events not listed above involving children
 - Other events not listed above at the discretion of the General Chairman, Vice-Chairman, or event chairman.

The General Chairman may waive this requirement at his/her discretion.

The second proposed change (Article III, Section 4, Article IV, Section 2b, Paragraph 1, Article VII, Section 3, Article IX, Section 8, Article IX, Section 21, last paragraph, Article IX, Section 26, last paragraph, shown below) had to do with situations when the General Committee or a subcommittee can go into executive session in accordance with the RI Open Meeting Act. In addition, regarding the Executive Board, Finance Subcommittee, and Policy Subcommittee meetings which are open to the public, only those members of the Fourth of July Committee who were appointed to these subcommittees by the General Chairman can vote.

Article III, Section 4 – Closed Meetings

A General Committee Meeting or subcommittee meeting may be closed to the public upon an affirmative vote of most of its members. A meeting closed to the public shall be limited to matters involving the selection of the Patriotic Speaker, the Interfaith Service Speaker, the Hattie Brown Award winner or personnel. The reason for

holding a closed meeting, and a statement specifying the nature of the business to be discussed shall be recorded and entered into the minutes of the meeting, which will be posted later. All votes taken in closed session shall be disclosed once the session is reopened unless doing so would prematurely reveal the identity of the Patriotic Speaker, the Interfaith Service Speaker, or the Hattie Brown Award winner.

Article IV, Section 2b, Paragraph 1 - Membership Review

As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Membership Subcommittee shall be closed to the general public including Fourth of July Committee members who were not appointed to the Membership Subcommittee by the General Chairman.

Article VII, [Executive Board] Section 3 - Meetings

The Executive Board shall meet as often as deemed necessary by the General Chairman. Although meetings of the Executive Board are open to the public, only those Committee members who have been appointed to the Executive Board by the General Chairman may vote at these meetings.

Article IX, Section 8 - Finance

The Finance Subcommittee, with the approval of the General Committee, shall establish and oversee the procedures to be followed by all subcommittees with regard to banking. Such procedures shall include, but not be limited to: the establishment of checking and savings accounts, how bills are to be paid, the handling of cash banks for events, and how credit sales are to be handled. These procedures shall be subject to review and modification at the beginning of each fiscal year or as needed. Although meetings of the Finance Subcommittee are open to the public, only those Committee members who have been appointed to the Finance Subcommittee by the General Chairman may vote at these meetings.

Article IX, Section 21, Last Paragraph - Nominating Subcommittee

...As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Nominating Subcommittee shall be closed to the general public including Fourth of July Committee members who were not elected to the Nominating Subcommittee by the General Committee.

Article IX, Section 26, Last Paragraph - Policy

...Although meetings of the Policy Subcommittee are open to the public, only those Committee members who have been appointed to the Policy Subcommittee by the General Chairman may vote at these meetings.

The third proposed change (Article IV, Section 2a, shown below) had to do with changing the number of required meetings of the Membership Subcommittee from three to two each year.

Article IV, Section 2a - New Members

... The Membership Subcommittee shall meet prior to the March and September General Committee meetings and submit its recommendations to the General Committee at its March and September meetings....

The fourth proposed change (Article VIII, Section 2, Subsection (j), shown below) had to do with requiring subcommittee chairmen to submit check requests and invoices to the Treasurer within ninety (90) days after their events but not later than the end of the fiscal year in which the expenses were incurred.

Article VIII, Section 2, Subsection (j)- Duties of a Subcommittee Chairman

(j) All subcommittee chairmen shall submit check requests and related invoices to the Treasurer within 90 days after their events but not later than the end of the fiscal year in which the expenses were incurred.

Bristol Fourth of July Committee Policy Change Request Form

Article/Section	Existing Text	Proposed Change
Article III, Section 3	Meetings The General Committee shall meet at least once a month with the exception of December. For the months of May and June, two (2) meetings are to be planned, for a total of thirteen (13) meetings. The term “General Committee” refers to the full membership of the Bristol Fourth of July Committee.	Meetings The General Committee shall meet at least once a month, with the exception of December, <i>and as deemed necessary by the General Chairman.</i> For the months of May and June, two (2) meetings are to be planned, for a total of thirteen (13) meetings. The term “General Committee” refers to the full membership of the Bristol Fourth of July Committee.
Article IV, Section 3c, Paragraph 2	Member Reinstatement After Resignation Any former member, who is reinstated within three (3) years of resigning, will retain his/her original start date that is used to determine eligibility for serving as an officer and for life membership. Members will not lose time from the Committee as long as they worked for the celebration in some capacity each year during their resignation as determined by the Membership Subcommittee. A former member may request reinstatement with retention of his/her original start date only once. Any subsequent resignations and requests for reinstatement will be treated as if the individual were applying as a new member	Member Reinstatement After Resignation Any former member, who is reinstated within three (3) years of resigning, will retain his/her original start date that is used to determine eligibility for serving as an officer and for life membership. Members will not lose time from the Committee as long as they worked for the celebration in some capacity each year during their resignation as determined by the Membership Subcommittee. <i>The time from the former member's resignation to his/her reinstatement shall not count toward years of service.</i> A former member may request reinstatement with retention of his/her original start date only once. Any subsequent resignations and requests for reinstatement will be treated as if the individual were applying as a new member

Bristol Fourth of July Committee Policy Change Request Form

Article IV, Section 4	Duties of Members A member in good standing must do the following: 1. Work on the day of the Parade. Assignments may include, but are not limited to, Parade formation, vending, coordinating, transportation, and other activities related to the day. 2. Attend a minimum of three (3) General Committee meetings from October 1st through May 15th and work at a minimum of three (3) events per year from October 1st through the following September 30th. 3. Work on Subcommittees and at events in addition to Parade Day. Requests for assignments to specific Subcommittees will be honored as permissible but will be at the discretion of the General Chairman.	Duties of Members A member in good standing must do the following: 1. Work on the day of the Parade. Assignments may include, but are not limited to, Parade formation, vending, coordinating, transportation, and other activities related to the day. 2. Attend a minimum of three (3) General Committee meetings from October 1st through May 15th and work at a minimum of three (3) events per year from October 1st through the following September 30th. 3. Work on Subcommittees and at events in addition to Parade Day. Requests for assignments to specific Subcommittees will be honored as permissible but will be at the discretion of the General Chairman.
Article V, Section 4	Nominations Any individual interested in seeking an elected position on the Fourth of July Committee must submit a letter of intent no later than June 30th. The Nominations Subcommittee will meet in early August on a biennial basis to review candidates submitting applications and determine the slate of candidates to be recommended for nomination. The Nominations Subcommittee may recommend a candidate, other than those applying, if it feels that such action is warranted. The past General Chairman is in charge of the Nominations Subcommittee. Nominations can be made from the floor on election night in accordance with <i>Robert's Rules of Order</i>.	Nominations Any individual interested in seeking an elected position on the Fourth of July Committee must submit a letter of intent no later than June 30th. The Nominations <i>Nominating</i> Subcommittee will meet in early August on a biennial basis to review candidates submitting applications and determine the slate of candidates to be recommended for nomination. The Nominations <i>Nominating</i> Subcommittee may recommend a candidate, other than those applying, if it feels that such action is warranted. The immediate <i>past</i> General Chairman is in charge of <i>shall chair</i> the Nominations <i>Nominating</i> Subcommittee. Nominations can be made from the floor on election night in accordance with <i>Robert's Rules of Order</i>.

Bristol Fourth of July Committee Policy Change Request Form

Article V, Section 5	Notice of Nominations The Nominations Subcommittee will submit, in writing to the General Membership its recommendation of candidates for General Office. The nominations must be mailed to the General Committee no later than ten (10) days prior to the General Committee meeting in September of the biennial year.	Notice of Nominations The Nominations <i>Nominating</i> Subcommittee will submit, in writing to the General Membership its recommendation of candidates for General Office. The nominations must be mailed <i>disseminated</i> to the General Committee no later than ten (10) <i>two (2)</i> days prior to the General Committee meeting in September of the biennial year.
Article V, Section 7	Vacancies In the event a vacancy occurs during the individual's term of office, the General Chairman shall convene a Nominations Subcommittee for the purpose of electing an individual to fill said vacancy. The Nominations Subcommittee shall follow procedures outlined in Article V, Sections 4 and 5 with the exception of the date of election. The election will occur within thirty (30) days of the vacancy or at the next General Committee Meeting, whichever occurs first. A vacancy occurring within six (6) months of the end of the term of office shall remain unfilled. The General Chairman, at his/her prerogative may appoint an individual to fill the position on an interim basis if said vacancy occurs within six (6) months of the end of the term of office. Individuals elected or appointed to fill an incomplete term shall fill the position only until the next election takes place.	Vacancies In the event a vacancy occurs during the individual's term of office, the General Chairman shall convene a Nominations <i>Nominating</i> Subcommittee for the purpose of electing an individual to fill said vacancy. The Nominations <i>Nominating</i> Subcommittee shall follow procedures outlined in Article V, Sections 4 and 5 with the exception of the date of election. The election will occur within thirty (30) days of the vacancy or at the next General Committee Meeting, whichever occurs first. A vacancy occurring within six (6) months of the end of the term of office shall remain unfilled. The General Chairman, at his/her prerogative may appoint an individual to fill the position on an interim basis if said vacancy occurs within six (6) months of the end of the term of office. Individuals elected or appointed to fill an incomplete term shall fill the position only until the next election takes place.
Article VIII, Section 2, Subsection (k)	Duties of a Subcommittee Chairman New Subsection	Duties of a Subcommittee Chairman <i>(k) Subcommittee chairmen, who are in charge of events that require individuals to pay an admission fee in order to participate, may provide one (1) complimentary ticket each for the General Chairman and Vice-Chairman.</i>

Bristol Fourth of July Committee Policy Change Request Form

Article IX, Section 1	Archival The Archival Subcommittee shall collect, maintain, and compile all documents pertaining to the Committee and Celebration. The Archival Subcommittee shall receive all Subcommittee final reports for filing from the General Chairman. The Archival Subcommittee shall be responsible for maintaining an inventory of all historical memorabilia of the Committee. The Recording Secretary shall serve as an ex-officio member of the Subcommittee.	Archival (Delete existing text and replace with the following.) <i>The Archival Subcommittee shall collect, arrange, preserve and make accessible the permanent records and memorabilia pertaining to the Committee and Celebration in accordance with State archival guidelines. The Archival Subcommittee shall receive all Subcommittee final reports for filing. Committee Members are responsible to submit all materials belonging to the Committee to the Archival Subcommittee Chairman for historical preservation, including, but not limited to, Official Minutes of Meetings, Parade Orders, Souvenir Books, Patriotic Speeches, Programs, Invitations, Tickets, Special Souvenir Items (Annual Print, Annual Button, etc.). Donations for historical preservation should be accepted only through the Archival Subcommittee Chairman. All decisions regarding the archives will be made by the Archival Subcommittee, including accession and deaccession of archival materials. The Recording Secretary shall serve as an ex officio member of the Subcommittee.</i>
Article IX, Section 4	Card Party The Card Party Subcommittee shall arrange a card party to raise funds for the Celebration.	Delete entire section.

Bristol Fourth of July Committee Policy Change Request Form

Article IX, Section 16	Membership See Article IV for Membership Subcommittee responsibilities and procedures. The Membership Subcommittee shall be responsible for a new member orientation meeting to be held within thirty (30) days after appointment by the Town Council. The Membership Subcommittee shall consist of the general officers and selected General Committee members. The Corresponding Secretary and Recording Secretary shall act as the co-Chairmen of this Subcommittee.	Membership See Article IV for Membership Subcommittee responsibilities and procedures. The Membership Subcommittee shall be responsible for a new member orientation meeting to be held within thirty (30) days after appointment by the Town Council. The Membership Subcommittee shall consist of the general officers and selected General Committee members. The Corresponding Secretary and Recording Secretary shall act as the co-Chairmen of this Subcommittee. <i>As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Membership Subcommittee shall be closed to the general public including Fourth of July Committee members who were not appointed to the Membership Subcommittee by the General Chairman.</i>
Article IX, Section 20	Music and Entertainment The Music and Entertainment Subcommittee shall arrange band concerts and other musical events. The location for music and entertainment events shall be at Independence Park unless an alternate location is recommended to and voted on by the General Committee. Military concerts shall be coordinated with the Military Subcommittee.	Music and Entertainment The Music and Entertainment Subcommittee shall arrange band concerts and other musical events. The location for music and entertainment events shall be at Independence Park unless an alternate location is recommended to and voted on <i>a location approved by the General Committee</i>. Military concerts shall be coordinated with the Military Subcommittee.

Bristol Fourth of July Committee Policy Change Request Form

Article IX, Section 24	Parade Collection The Parade Collection Subcommittee shall be responsible for arranging, planning, implementing, and coordinating the solicitation of donations from spectators during the Annual Military, Civic, and Firemen's Parade. The Subcommittee shall be responsible for acquiring "volunteers" to solicit funds during the Parade. The Subcommittee shall arrange for a "split" in collections that is fair and equitable to all parties and shall submit a recommendation to the General Chairman and the Executive Board prior to any oral or written agreement.	Parade Collection The Parade Collection Subcommittee shall be responsible for arranging, planning, implementing, and coordinating the solicitation of donations from spectators during the Annual Military, Civic, and Firemen's Parade. The Subcommittee shall be responsible for acquiring "volunteers" to solicit funds during the Parade. The Subcommittee shall arrange for a "split" in collections that is fair and equitable to all parties and shall submit a recommendation to the General Chairman and the Executive Board prior to any oral or written agreement.
Article IX, Section 31	Special Events/Ways and Means The General Chairman has the option to create Subcommittees and select Subcommittee Chairmen for various Special Events and/or Ways and Means events. These Subcommittees may include, but are not limited to: 5K Road Race, Anything That Floats, Breakfasts/Suppers, Calendar, Car Show, Celebrity Auction, Clam Boil, Cultural Night, Door Decorating, Firemen's Field Day, Foot Race, Gillary's Cup, Lottery, Old Fashioned Days, Photography Contest, Vintage Baseball, Walkathon, and any other fundraising or non-fundraising events not previously listed. The Subcommittee responsible for the Firemen's Field Day event shall work closely with the Bristol Fire Department in coordinating the event and related activities.	Special Events/Ways and Means The General Chairman has the option to create Subcommittees and select Subcommittee Chairmen for various Special Events and/or Ways and Means events. These Subcommittees may include, but are not limited to: 5K Road Race, Anything That Floats, Breakfasts/Suppers, Calendar, Car Show, Celebrity Auction, Clam Boil, Cultural Night, Door Decorating, Firemen's Field Day, Foot Race, Gillary's Cup, Lottery, Old Fashioned Days, Photography Contest, Vintage Baseball, Walkathon, and any other fundraising or non-fundraising events not previously listed. The Subcommittee responsible for the Firemen's Field Day event shall work closely with the Bristol Fire Department in coordinating the event and related activities.

Bristol Fourth of July Committee Policy Change Request Form

Article X	CHANGE IN POLICY The Policy of the Committee may be amended at any General Committee meeting. The procedure shall be as follows: (a) Any member may propose an amendment in writing under new business at a General Committee meeting. (b) The proposed amendment shall be referred to the Policy Subcommittee for their consideration and recommendation. (c) The Policy Subcommittee will report to the general membership at the General Committee meeting scheduled with the recommendation. (d) At that time, the General Chairman shall receive the proposed amendment(s) and recommendation and schedule a Special Meeting to discuss and vote on the change(s). (e) The Corresponding Secretary shall, along with the notice of the Special Meeting, mail the proposed amendment(s) to each member of the General Committee with the date it will be acted upon. This mailing shall be at least two (2) weeks prior to the meeting date. The amendment, if passed by a two-thirds (2/3) majority of the quorum present at the meeting, shall take effect as proposed by the Policy Committee.	CHANGE IN POLICY The Policy of the Committee may be amended at any General Committee meeting. The procedure shall be as follows: <i>The procedure to modify the Policy of the Committee shall be as follows:</i> (a) Any member may propose an amendment <i>a Policy change</i> in writing under new business at a General Committee meeting. (b) The proposed amendment <i>change</i> shall be referred to the Policy Subcommittee for their <i>its</i> consideration and recommendation. (c) The Policy Subcommittee will report to the general membership at the General Committee meeting scheduled with the recommendation. <i>Chairman will schedule a meeting to discuss the proposed Policy change. The Policy Subcommittee shall either vote to accept the proposed change without modifications, accept the proposed change with modifications, or reject the proposed change.</i> (d) At that time, the General Chairman shall receive the proposed amendment(s) and recommendation and schedule a Special Meeting to discuss and vote on the change(s). <i>If the Policy Subcommittee votes to accept the proposed change with or without modifications, the General Chairman shall schedule a special meeting of the General Committee to vote on the proposed change.</i>
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Bristol Fourth of July Committee Policy Change Request Form

		(e) The Corresponding Secretary shall, along with the notice of the Special Meeting, mail <i>disseminate</i> the proposed amendment(s) <i>change(s)</i> to each member of the General Committee <i>at least one (1) week prior to the meeting.</i> with the date that it will be acted upon. <i>The mailing shall be at least (2) weeks prior to the meeting date.</i> (f) The amendment, if passed by a two-thirds (2/3) majority of the quorum present at the meeting, shall take effect as proposed by the Policy Committee. <i>A two-thirds (2/3) majority of the members present is needed to pass any proposed Policy changes. Any proposed Policy change that fails to pass can be resubmitted with modifications by a member in accordance with Item (a) above.</i>
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BRISTOL FOURTH OF JULY COMMITTEE

POLICY MANUAL

REVISED: **September 18, 2025**

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ARTICLE I - PREAMBLE/MISSION

The Annual Fourth of July Celebration, established in 1785, is the oldest continuous celebration of its kind in the United States. In keeping with that long standing tradition of honoring our Nation's Independence, the Bristol Fourth of July Committee establishes as its mission a means by which we can carry out a mandate to have a patriotic observance in Bristol, Rhode Island that will best exemplify our National heritage. The Committee's mission is to:

1. Plan, organize, and implement all events associated with the Annual Fourth of July Celebration.
2. Plan, organize, and implement the Annual Military, Civic, and Firemen's Parade.
3. Work with appropriate authorities to ensure that events comply with federal, state, and local laws.
4. Secure the support of businesses and private citizens.
5. Record committee actions for historical purposes and to benefit future generations.
6. Raise the necessary funds to finance all committee activities.

ARTICLE II - CODE OF ETHICS

Members of the Fourth of July Committee, volunteers, individuals, organizations, and vendors participating in the Annual Fourth of July Celebration shall abide by the Rhode Island Code of Ethics and the following Code of Ethics.

1. Members of the Committee shall be law-abiding citizens of the State of Rhode Island.
2. A member shall be removed from the Committee if he/she is found guilty of a felony by a court of competent jurisdiction.
3. No member of the Committee shall use his/her position solely as a means for personal monetary profit.
4. Decisions of the Committee shall be made without regard to race, sex, creed, color, national origin, or health of individuals concerned.
5. Members shall respect the opinions and beliefs of all concerned and shall not discriminate against an individual based on his/her personal prejudices. Members shall behave in a manner that is socially acceptable and respectful of one another.
6. Volunteers who are not members of the Committee are expected to meet the same standards with regard to respecting an individual's rights and shall not use their position to discriminate against any person participating in the Celebration. Nonmember volunteers who assist with the following events will be required to pass a background check prior to the event.
 - Miss/Little Miss Fourth of July Pageant
 - Music and Entertainment
 - Orange Crate Derby
 - Old Fashioned Days
 - Souvenirs
 - Other fundraising activities and events not listed above where the volunteers will be handling money
 - Other events not listed above involving children
 - Other events not listed above at the discretion of the General Chairman, Vice-Chairman, or event chairman.

The General Chairman may waive this requirement at his/her discretion.

7. Individuals, organizations, and/or vendors participating in the Celebration are expected to meet the same standards as previously mentioned, with the exception of monetary profit. Monetary profit is contingent on approval by the appropriate subcommittee and the contract.
8. Members shall behave in a manner that is socially acceptable and respectful of one another.

ARTICLE III - THE COMMITTEE

Section 1 - Name

The official name of this organization is the *Bristol Fourth of July Committee*. In future sections of this policy, and for the purpose of brevity, it may also be called the "Committee" or the "General Committee."

Section 2 - Purpose

The purpose of the Committee is to formulate, prepare, and carry out all plans for the Annual Fourth of July Celebration. In future sections of this policy, and for the purpose of brevity, it may also be identified as the "Celebration."

Section 3 - Meetings

The General Committee shall meet at least once a month, with the exception of December, and as deemed necessary by the General Chairman. The term "General Committee" refers to the full membership of the Bristol Fourth of July Committee.

Section 4 - Closed Meetings

A General Committee Meeting or subcommittee meeting may be closed to the public upon an affirmative vote of most of its members. A meeting closed to the public shall be limited to matters involving the selection of the Patriotic Speaker, the Interfaith Service Speaker, the Hattie Brown Award winner or personnel. The reason for holding a closed meeting, and a statement specifying the nature of the business to be discussed shall be recorded and entered into the minutes of the meeting, which will be posted later. All votes taken in closed session shall be disclosed once the session is reopened unless doing so would prematurely reveal the identity of the Patriotic Speaker, the Interfaith Service Speaker, or the Hattie Brown Award winner.

Section 5 - Quorum

For the purpose of conducting a meeting of the Bristol Fourth of July Committee, a minimum of twenty (20) voting members will constitute a quorum.

ARTICLE IV – MEMBERSHIP

Section 1 - Membership

Any individual, having attained the age of eighteen (18), and who is a legal resident of Bristol for all or part of the year, may apply for membership on the Bristol Fourth of July Committee (hereinafter referred to as “Committee Members”). Bristol residents who desire to serve on the Committee shall apply, in writing, to the Fourth of July Committee by submitting their application to the General Chairman or any member in good standing (as defined in Article IV, Section 4) of the Fourth of July Committee. Any Committee member in good standing (as defined in Article IV, Section 4) who moves out of Bristol, shall retain his/her membership on the committee.

Membership on the Fourth of July Committee shall be based on a recommendation of the General Committee to the Town Council. Beginning in September, 2021, the Committee will submit a list of its entire membership to the Town Council for approval biennially. In accordance with Article IV, Sections 2a, 2b, and 2c, the Committee will submit a list of new members and a list of individuals who have been removed from the membership to the Town Council annually. The Town Council may ratify, in whole or in part, the recommended list provided by the Committee. The number of full members (not including life members) on the Committee shall be limited to 100 except that all existing members as of February 1, 2017, shall be grandfathered. Applications that are received when full membership (not including life members) of the Committee exceeds 100 shall be held until a vacancy exists. Vacancies shall be filled in the order in which applications are received.

Section 2 – Members

Section 2a - New Members

Any resident interested in serving on the Fourth of July Committee must submit an application that is postmarked or emailed by either February 1st or August 1st. Upon receipt of said request, the application will be submitted to the Membership Subcommittee for review and consideration. The Membership Subcommittee shall meet prior to the March and September General Committee meetings and submit its recommendations to the General Committee at its March and September meetings. The Town Council, at its next regular meetings, may review the recommendations of the General Committee and make and confirm appointments to the Fourth of July Committee. The Bristol Town Council requires that all new members pass a background check prior to being considered for membership. New membership on the Committee shall begin on either April 1st or October 1st and shall be reviewed annually. Continuation of said membership is subject to the adherence of the requirements set forth in this policy.

Section 2b - Membership Review

As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Membership Subcommittee shall be closed to the general public including

Fourth of July Committee members who were not appointed to the Membership Subcommittee by the General Chairman.

At its March and August meetings, the Membership Subcommittee shall review the current membership and determine if each member has fulfilled his/her obligations in accordance with Article IV, Section 4 and is, therefore, eligible for continuation. Beginning in September 2021, all members of the Committee (including Life Members who choose to remain active) must pass a background check biennially in order to retain his/her membership. The General Chairman or Vice Chairman will contact those individuals who have not fulfilled their membership requirements for the current year in order to ascertain if extenuating circumstances exist relative to the member's failure to meet his/her requirements. The General Chairman and Vice Chairman shall report their findings back to the Membership Subcommittee. If the Membership Subcommittee deems that the member met his/her obligations in other ways, such as participating in subcommittee meetings, chairing a subcommittee, or helping at several fundraising events during the year, then the individual's membership on the Committee will be continued provided that the member attends the required three (3) General Committee meetings by September 30th of the current year. If the Membership Subcommittee determines that the member's reasons for not meeting his/her obligations are insufficient, then a letter of termination will be sent to the member.

Section 2c – Membership Continuation

The Membership Subcommittee shall submit its recommendation to the General Committee for action at the September meeting. The General Committee, by a simple majority, will submit its recommendation to the Town Council. Current members' terms are subject to review and renewal on an annual basis. The term of membership for existing members shall be October through September or until such time as the General Committee and Town Council have approved the membership.

Section 2d – Life Members

Any individual who is a member in good standing of the Fourth of July Committee (as defined in Article IV, Section 4) is eligible for lifetime membership. Any member who has served twenty (20) years or any member who has served ten (10) years and is at least seventy (70) years of age and who has performed his/her responsibilities as prescribed in this and previous policies and procedures shall automatically become a life member. Any member who has served both as Vice Chairman and General Chairman of the Committee, at the conclusion of his/her term of office, shall automatically become a life member. Life members will receive their pins at the Reception for Military and Town Officials during the celebration year following the year in which they attain life membership. Any member who has a minimum of ten (10) years of service and who leaves the Committee for any reason may, after rejoining the Committee and completing the balance of years, be eligible for life membership. Life members are entitled to all rights and privileges of the Fourth of July Committee. Lifetime members are not required to carry out meeting requirements. They are also not required to serve on any Subcommittee or subdivision unless they wish to do so.

Section 2e - Life Members Emeriti

Any member who has received life member status and who no longer wishes to be active on the Committee shall be given Life Member Emeritus Status. A Life Member Emeritus will not be allowed to vote or work on any committee events. A Life Member Emeritus is exempt from having to pass a background check every 2 years.

Section 2f - Associate Members

Effective February 1, 2017, Associate Membership status will cease to exist. Those individuals who were Associate Members prior to February 1, 2017 are hereby grandfathered to Full Membership status with all rights and privileges extended. Such rights include, but are not limited to, the following:

1. The right to vote at all General and Subcommittee Meetings.
2. The right to hold office in accordance with Articles V and VI.
3. The right to attain life membership status in accordance with Article IV, Section 2d.

The length of service used to determine eligibility for holding office and attaining life membership status shall commence with the date that the member was first admitted to the Committee as an Associate Member.

Section 3 - Leave Status

Section 3a - Leave of Absence

In certain circumstances, a member with a minimum of three (3) years of service may request a leave of absence from the Committee. The circumstances may include, but are not limited to, a change in job location, which is outside of the commuting area, an illness, or a change in work schedule. No leave of absence can be granted for more than one (1) year at a time or for not more than two (2) years in total. Members will not lose time from the Committee as long as they worked for the celebration in some capacity each year during their leave of absence as determined by the Membership Subcommittee.

Section 3b - Requesting a Leave of Absence

Any member meeting the above mentioned criteria for requesting a leave of absence must do so in writing. Said letter should be sent to the General Chairman and forwarded to the Membership Subcommittee for its review and recommendation. The Membership Subcommittee shall review past performance and attendance and shall make a recommendation to the General Committee in a timely manner. Upon receipt of the recommendation, the General Committee shall vote. A simple majority of those present must approve the request.

Section 3c - Member Reinstatement After Resignation

Any individual, who was a member in good standing (as defined in Article IV, Section 4) and who chose to resign from the Committee, may request to be reinstated by submitting an application in accordance with Article IV, Section 2a and passing a background check. A Life Member Emeritus who wishes to become active again must only pass a

background check.

Any former member, who is reinstated within three (3) years of resigning, will retain his/her original start date that is used to determine eligibility for serving as an officer and for life membership. The time from the former member's resignation to his/her reinstatement shall not count toward years of service. A former member may request reinstatement with retention of his/her original start date only once. Any subsequent resignations and requests for reinstatement will be treated as if the individual were applying as a new member.

Member reinstatement, as described in this section, shall apply to members who resigned within three (3) years prior to the date of its adoption (*i.e.*, June 6, 2018) and going forward.

Section 4 - Duties of Members

A member in good standing must do the following:

1. Work on the day of the Parade. Assignments may include, but are not limited to, Parade formation, vending, coordinating, transportation, and other activities related to the day.
2. Attend a minimum of three (3) General Committee meetings and work at a minimum of three (3) events from October 1st through the following September 30th.
3. Work on Subcommittees and at events in addition to Parade Day. Requests for assignments to specific Subcommittees will be honored as permissible but will be at the discretion of the General Chairman.

ARTICLE V - ELECTION OF OFFICERS

Section 1 - Date

The election of the General Committee officers shall be held biennially and shall take place at the last meeting of the Committee in September.

Section 2 - Elected Officers

The elected officers of the General Committee shall consist of the General Chairman, Vice Chairman, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 3 - Eligibility

Any member of the Fourth of July Committee, who has been a member in good standing (as defined in Article IV, Section 4) for a period of not less than three (3) years, is eligible to serve as an officer, excluding the office of General Chairman. Any member of the Fourth of July Committee, who has been a member in good standing (as defined in Article IV, Section 4) for a period of not less than five (5) years, is eligible to serve as General Chairman.

Section 4 - Nominations

Any individual interested in seeking an elected position on the Fourth of July Committee must submit a letter of intent no later than June 30th. The Nominating Subcommittee will meet in early August on a biennial basis to review candidates submitting applications and determine the slate of candidates to be recommended for nomination. The Nominating Subcommittee may recommend a candidate, other than those applying, if it feels that such action is warranted. The immediate past General Chairman shall chair the Nominating Subcommittee. Nominations can be made from the floor on election night in accordance with *Robert's Rules of Order*.

Section 5 - Notice of Nominations

The Nominating Subcommittee will submit, in writing to the General Membership its recommendation of candidates for General Office. The nominations must be disseminated to the General Committee no later than two (2) days prior to the General Committee meeting in September of the biennial year.

Section 6 - Term of Office

Individuals elected to office on the Fourth of July Committee shall serve in that capacity for a period of two (2) years. The term of office shall begin on October 1st and terminate on September 30th two (2) years later.

Section 7 - Vacancies

In the event a vacancy occurs during the individual's term of office, the General Chairman

shall convene a Nominating Subcommittee for the purpose of electing an individual to fill said vacancy. The Nominating Subcommittee shall follow procedures outlined in Article V, Sections 4 and 5 with the exception of the date of election. The election will occur within thirty (30) days of the vacancy or at the next General Committee Meeting, whichever occurs first. A vacancy occurring within six (6) months of the end of the term of office shall remain unfilled. The General Chairman, at his/her prerogative may appoint an individual to fill the position on an interim basis if said vacancy occurs within six (6) months of the end of the term of office. Individuals elected or appointed to fill an incomplete term shall fill the position only until the next election takes place.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - General Chairman

The General Chairman shall:

- (a) Preside at all meetings of the General Committee and Executive Board and shall actively participate in all business affairs of the Committee.
- (b) Ensure that the Vice Chairman is apprised of all activities of the Celebration.
- (c) Act as liaison for the Committee to the Town Council and the Town Administrator. The Chairman may designate this responsibility to the Vice Chairman, if deemed appropriate.
- (d) Designate a person to collect and distribute incoming mail.
- (e) Co-sign all checks with the Vice Chairman. Co-approve all purchase/check requests and all transfers/withdrawals of monies to and from all savings accounts and the checking account with the Vice Chairman.
- (f) Appoint, with the approval of the Committee, a Certified Public Accountant, who is not a member of the Committee, to conduct an annual audit.
- (g) Appoint all Subcommittees to ensure that the directives of the General Committee are properly executed. The General Chairman shall serve as an ex officio member of all Subcommittees except the Nominating Subcommittee.
- (h) Have the authority to review and approve all bids, negotiations, and contracts pertaining to Subcommittees. The General Chairman shall not sign a contract whose duration extends beyond his/her term of office unless approved by the Committee.
- (i) Receive all Subcommittee final reports. Once reviewed, the General Chairman will deliver all final reports to the Archival Subcommittee for storage.
- (j) Submit a list of excused absences for Parade Day to the Recording Secretary for recording purposes and the Parade Chairman for planning purposes.
- (k) Submit a list of all events, including dates and locations, to the Town Council for appropriate approvals.
- (l) Select the Chief Marshal of the annual Celebration who must be a resident of the Town of Bristol.
- (m) Assist the Chief Marshal with engagements and logistical matters.
- (n) Keep the Town Council Liaison informed of changes in policy.

- (o) Receive all requests for capital expenditures to be approved by the Committee. Capital expenditures are defined as those items that are depreciable, have a value of over \$100, and have an expected life of greater than one year.
- (p) Appoint the members of the Executive Board in accordance with Article VII.
- (q) The General Chairman shall be responsible for all major efforts in soliciting funds, preparing and distributing sponsor packages, and making presentations to corporations, individuals, and organizations. Major solicitations shall include any contribution by any corporation, individual, and organization that is in excess of \$500 individually or combined. The General Chairman shall also be responsible for establishing a database of contributors within the town, Bristol County, and corporations to ensure that duplication of efforts does not adversely affect fund raising by the Committee. Subcommittee Chairmen shall keep the General Chairman apprised of all contacts, solicitations, presentations, and proposals.

Section 2 - Vice Chairman

The Vice Chairman shall:

- (a) In the absence of the General Chairman, exercise the powers and perform the duties of the General Chairman.
- (b) Work closely with the General Chairman and all Subcommittee Chairmen.
- (c) Serve as an ex officio member of all Subcommittees except the Nominating Subcommittee.
- (d) Co-sign all checks with the Chairman. Co-approve all purchase/check requests and all transfers/withdrawals of monies to and from all savings accounts and the checking account with the Chairman.

Section 3 - Treasurer

The Treasurer shall:

- (a) Have custody of all monies, funds, debts, and valuable financial papers belonging to the Committee, with the exception of the Sunshine Fund.
- (b) Keep accurate accounts of receipts and disbursements.
- (c) Implement and maintain an accounting system approved by the General Chairman and Executive Board that is consistent from year to year.
- (d) Make deposits on behalf of the Committee in such banks as may be recommended by the Executive Board.

- (e) Make a report of receipts and disbursements at each General Committee meeting and give a copy of such report to the General Chairman and Recording Secretary for attachment to the minutes.
- (f) Prepare all checks to be co-signed by the General Chairman and Vice Chairman. Make disbursements with electronic checks based on purchase/check requests that are approved by the Chairman and Vice Chairman. Reconcile the checking account balance and all savings account balances with the appropriate bank statements.
- (g) Have financial records prepared for the annual audit by October 31st. The Treasurer shall prepare and deliver all financial records to the designated auditor and shall respond to all inquiries in a timely manner. The Treasurer shall make every effort to have the audit completed within sixty (60) days.
- (h) Present the annual audit and its findings to the General Committee at its January meeting.
- (i) Maintain a cash bank for use in making change at all fund raising events.
- (j) Chair the Finance Subcommittee.

Section 4 - Recording Secretary

The Recording Secretary shall:

- (a) Take and maintain the minutes of the Committee and act as Secretary of the General Committee and Executive Board.
- (b) Present a copy of the minutes of each General Committee meeting to the Town Council and officers of the General Committee once accepted by the General Committee.
- (c) Keep attendance at all General Committee meetings by means of a roll call, and provide General Committee attendance records as related to the Membership Subcommittee.
- (d) Act as the co-chair for the Membership Subcommittee, along with the Corresponding Secretary.
- (e) Serve as an ex officio member of the Archival Subcommittee.

Section 5 - Corresponding Secretary

The Corresponding Secretary shall:

- (a) Read all communications at the General Committee meeting.

- (b) Act as the co-chair for the Membership Subcommittee meetings along with the Recording Secretary.
- (c) Notify members of all General Committee meetings and Subcommittee meetings. The General Chairman and Vice Chairman shall be apprised of all Subcommittee meetings. The meeting notice for the September General Committee meeting of the biennial year shall include the names of candidates recommended by the Nominating Subcommittee for committee officers.
- (d) Keep the master Committee calendar for all meetings and events, including the official Celebration calendar of events.
- (e) Manage the Committee's sunshine fund. Provide reports to the General Committee at General Committee meetings.

ARTICLE VII - EXECUTIVE BOARD

Section 1 - Membership

The Executive Board shall consist of the five (5) General Officers, all Past General Chairmen, and other members of the General Committee as appointed by the General Chairman.

Section 2 - Duties

The Executive Board shall:

- (a) Serve as an advisory and recommending body to the General Chairman.
- (b) At the discretion the General Chairman, meet to discuss and advise the General Chairman on issues pertaining to finances, litigation, and other matters deemed appropriate.
- (c) Advise the General Chairman and Treasurer with regard to finances and investments.
- (d) Be empowered to make emergency decisions regarding the Celebration from the last meeting in June prior to the Parade and other related activities and until the next regularly scheduled General Committee meeting.

Section 3 - Meetings

The Executive Board shall meet as often as deemed necessary by the General Chairman. Although meetings of the Executive Board are open to the public, only those Committee members who have been appointed to the Executive Board by the General Chairman may vote at these meetings.

ARTICLE VIII – SUBCOMMITTEE MEMBERSHIP

Section 1 - Chairman

All Subcommittee Chairmen and/or Co-Chairmen shall be appointed by and serve at the pleasure of the General Chairman.

Section 2 - Duties of a Subcommittee Chairman

The Subcommittee Chairman is responsible for the following:

- (a) Submitting a written report to the General Chairman, including a copy of the financial report and other pertinent information, within thirty (30) days of his/her event or at the next General Committee meeting. A copy of the final reports must be submitted to the Treasurer, and the original inventory of Committee property and storage location shall be submitted to the Inventory Subcommittee.
- (b) Carrying out the decisions/activities regarding his/her subcommittee.
- (c) Attend sufficient General Committee meetings in order to keep the General Committee apprised of all planning concerning his/her subcommittee.
- (d) Recording attendance at all Subcommittees meetings and at the Subcommittee event. Attendance records are to be given to the Recording Secretary at the request of the Membership Committee and within thirty (30) days of the last June meeting.
- (e) The Subcommittee Chairman is encouraged to have meetings as necessary. The Chairman shall either notify the Corresponding Secretary at least two (2) weeks prior to the scheduled meetings or send out their own notices so that Subcommittee members can be notified and the locations verified.
- (f) Presenting a formal request to the General Committee for approval of all funds over and above their budgeted amounts.
 - 1. All budgeted Subcommittee Chairmen shall be authorized to make payment through the Treasurer by means of the approved accounting system for bills incurred in the normal operation of their Subcommittees. In addition, any budgeted Subcommittee Chairman who anticipates the need for additional funds, which are above and beyond their allocated budgets, must present a formal request to the General Chairman to review and approve prior to submitting the request to the General Committee for approval.
 - 2. All budgeted Subcommittee Chairmen whose budgeted expenses are less than or equal to \$4,000 may, with appropriate justification, exceed their original budgeted expenses by an amount not to exceed 10% of the original budgeted expenses. Budgeted expenses that are expected to exceed 10% of the original budgeted expenses shall require approval by either the Executive Board or the General Committee. All budgeted Subcommittee Chairman whose budgeted

expenses exceed \$4,000 shall need approval by either the Executive Board or the General Committee in order to exceed their original budgeted expenses.

3. All non-budgeted Subcommittee Chairmen who anticipate the need for funds must present a formal request to the General Committee for its approval.
- (g) Keeping the General Chairman and Treasurer informed of all contracts/negotiations/bids. Subcommittee Chairmen will adhere to the bidding process for the Town of Bristol.
- (h) Being cognizant of the health and safety of the participants and spectators in his/her respective events.
- (i) Providing, in a timely manner, the Public Relations Subcommittee with publicity regarding their specific subcommittee events.
- (j) All subcommittee chairmen shall submit check requests and related invoices to the Treasurer within 90 days after their events but not later than the end of the fiscal year in which the expenses were incurred.
- (k) Subcommittee chairmen, who are in charge of events that require individuals to pay an admission fee in order to participate, may provide one (1) complimentary ticket each for the General Chairman and Vice-Chairman.

Section 3 - Subcommittee Members

All Subcommittee members shall be appointed by the General Chairman and shall be expected to plan and participate in their events to the extent necessary.

ARTICLE IX – SUBCOMMITTEES

Each Subcommittee, while remaining somewhat autonomous in nature, shall ensure that any change that impacts the General Committee; e.g. relocation of event, change in format, and other related issues, must be presented to the General Committee for their approval. Members of the Subcommittee must approve, by a simple majority, a recommendation for changes that impact the General Committee and/or Celebration prior to submitting it to the General Committee. Approval by the General Committee will require a simple majority of those present at a General Committee meeting. The recommendation for a change must be submitted in a timely manner with supporting documentation to the General Committee for action. The General Chairman may, from time to time, create temporary subdivisions to address new special events, fund raising, or a significant event.

Section 1 – Archival

The Archival Subcommittee shall collect, arrange, preserve, and make accessible the permanent records and memorabilia pertaining to the Committee and Celebration in accordance with State archival guidelines. The Archival Subcommittee shall receive all Subcommittee final reports for filing. Committee members are responsible to submit all materials belonging to the Committee to the Archival Subcommittee Chairman for historical preservation, including, but not limited to, Official Minutes of Meetings, Parade Orders, Souvenir Books, Patriotic Speeches, Programs, Invitations, Tickets, Special Souvenir Items (Annual Print, Annual Button, etc.). Donations for historical preservation should be accepted only through the Archival Subcommittee Chairman. All decisions regarding the archives will be made by the Archival Subcommittee, including accession and deaccession of archival materials. The Recording Secretary shall serve as an ex officio member of the Subcommittee.

Section 2 – Badges and Plaques

The Badges and Plaques Subcommittee shall purchase all necessary badges for officers, subcommittee chairmen, committee members, and all participating dignitaries. The Subcommittee shall also purchase the necessary plaques and awards normally presented throughout the Celebration, in conjunction with all Subcommittee Chairmen. The Subcommittee shall solicit from each Subcommittee Chairman the needs of his/her Subcommittee. The Subcommittee chair shall meet with the General Chairman to review any changes or modifications in badges and plaques required for the current year.

Section 3 – Bands/Corps

The Bands/Corps Subcommittee shall procure those musical groups to participate in the Fourth of July Parade. The Subcommittee will coordinate all activities and planning with the appropriate Subcommittee chairs. Participation is by invitation only.

Section 4 – Carnival

The Carnival Subcommittee shall request proposals for, negotiate, and award a contract for a Carnival during the Celebration. The General Chairman and Vice Chairman shall review the contract before signature.

Section 5 - Commemorative Book

The Commemorative Book Subcommittee shall be responsible for the annual publication of the Fourth of July Celebration edition. The Subcommittee shall work with other Subcommittee Chairmen and the General Chairman in procuring both monetary and in-kind contributions that may result in an advertisement for the commemorative edition.

Section 6 - Concessions

The Concessions Subcommittee shall coordinate the sale of concessions at designated events during the Celebration. The Concessions Subcommittee shall be responsible for purchasing and distributing all perishable and non-perishables goods used in the designated events during the Celebration.

Section 7 - Finance

The Finance Subcommittee, with the approval of the General Committee, shall establish and oversee the procedures to be followed by all subcommittees with regard to banking. Such procedures shall include, but not be limited to: the establishment of checking and savings accounts, how bills are to be paid, the handling of cash banks for events, and how credit sales are to be handled. These procedures shall be subject to review and modification at the beginning of each fiscal year or as needed. Although meetings of the Finance Subcommittee are open to the public, only those Committee members who have been appointed to the Finance Subcommittee by the General Chairman may vote at these meetings.

Section 8 - Fireworks

The Fireworks Subcommittee shall request proposals for, negotiate, and award a contract for a fireworks display during the Celebration. The General Chairman and Treasurer must review the contract before signature.

Section 9 - Flag Day

Flag Day, June 14th, is the "Official" commencement of the Annual Fourth of July Celebration. The Flag Day Subcommittee shall arrange and coordinate with the Town an appropriate flag-raising ceremony on the Town Common. It shall be responsible for organizing the event and acquiring the necessary staging, audio, flag, and a Rhode Island Militia unit. The Flag Day Subcommittee shall arrange for a reception. Reception guests are by invitation only.

Section 10 - Floats

The Floats Subcommittee shall procure floats for the Fourth of July Parade. The Subcommittee shall establish criteria and theme for entry into the Annual Military, Civic, and Firemen's Parade. The Subcommittee has the right and obligation to refuse any entry that is not in keeping with the traditional theme of the Fourth of July Celebration. This Subcommittee shall also select judges and establish procedures for the judging and awarding of prizes. The Subcommittee will coordinate all activities and planning with the Parade Chairman. Participation is by invitation only.

Section 11 - Fourth of July Ball

The Fourth of July Ball Subcommittee shall arrange for a semi-formal dance to be held as part of the Celebration. Children under the age of sixteen (16) will be allowed to attend the Ball only if accompanied by an adult.

Section 12 - Interfaith Service

The Interfaith Service Subcommittee shall arrange for an Interfaith Service as part of the Celebration. The Subcommittee shall work in conjunction with the local churches and synagogue. The Subcommittee shall select and/or approve the Interfaith Speaker and choice of music/groups. The Subcommittee shall be responsible for selecting an appropriate site that is consistent with the intent and true meaning of an Interfaith Service. Participation in the program is by invitation only.

Section 13 - Inventory

The Inventory Subcommittee shall be responsible for maintaining an inventory of all Committee property. The Inventory Subcommittee will coordinate the inventory requests and usage with any Subcommittee needing inventoried supplies.

Section 14 - Master List

The Master List Subcommittee shall solicit contributions from residents of Bristol and surrounding communities for the purpose of defraying the cost of the Celebration. This Subcommittee shall work with all Subcommittees to keep an accurate and current list of contributors and contributions. This list shall be subject to revision annually. The Chairman of the Subcommittee shall review the list with the General Chairman prior to sending solicitation letters. The Subcommittee shall coordinate its activities with the Sponsorship Subcommittee.

Section 15 - Membership

See Article IV for Membership Subcommittee responsibilities and procedures. The Membership Subcommittee shall be responsible for a new member orientation meeting to be held within thirty (30) days after appointment by the Town Council. The Membership Subcommittee shall consist of the general officers and selected General Committee members. The Corresponding Secretary and Recording Secretary shall act as the co-Chairmen of this Subcommittee. As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Membership Subcommittee shall be closed to the general public including Fourth of July Committee members who were not appointed to the Membership Subcommittee by the General Chairman.

Section 16 - Mentors

All new members will be assigned a mentor by the Mentor Subcommittee Chairman. Mentors must be a General Committee member for not less than three (3) years and have a broad knowledge of the Committee's policy. Mentors must have had experience in chairing any of the above-listed subcommittees.

The mentors' responsibilities shall include, but not be limited to, the following:

- (a) Present a positive attitude and guidance to new members.
- (b) Be patient and dedicated to the new member's growth on the Committee.
- (c) Be willing to stay in contact with the new member and offer reminders of meeting dates.
- (d) Discuss the Committee's Policy and Subcommittee roles with the new member.
- (e) Provide insight into Subcommittee roles, issues, and challenges.
- (f) Learn what interests the new member has.
- (g) Attend meetings and sit with the new member. Make introductions and explain what happens at a meeting.
- (h) Try to serve on a Subcommittee with the new member.
- (i) Explain some of the traditions of the Committee to the new member.
- (j) Have the new member attend functions with mentor (spouses or significant others included).
- (k) Leave no questions unanswered. If mentor does not have the answer, follow up with the General Chairman to obtain an answer to the new member's question.
- (l) Make it fun for the new member.
- (m) Review the Committee's rules of conduct and ethics with the new member.

Section 17 - Military

The Military Subcommittee shall be responsible for inviting active military units and equipment for the Celebration and shall coordinate all military participation in the Celebration.

Section 18 - Miss Fourth of July/Little Miss Fourth of July Pageant

The Miss Fourth of July/Little Miss Fourth of July Pageant Subcommittee shall arrange a pageant through which a Bristol resident, who meets the Committee's criteria, is selected to represent the Town as Miss Fourth of July/Little Miss Fourth of July. Judges for the pageant shall be selected from non-Bristol residents. The Individuals selected in the pageant will reign over all activities and any event sponsored by the Committee for a period of one year or until such time as a new Miss Fourth of July/Little Miss Fourth of July is crowned. The Subcommittee shall be responsible for acquiring, coordinating, decorating and arranging for a float to be utilized by Miss Fourth of July/Little Miss Fourth of July and their Courts in the Parade. The Chairman of this Subcommittee shall be responsible for making the necessary arrangement for Miss Fourth of July/Little Miss Fourth of July and their Courts to participate in the Parade and other functions as deemed appropriate.

Section 19 - Music and Entertainment

The Music and Entertainment Subcommittee shall arrange band concerts and other

musical events. The location for music and entertainment events shall be at a location approved by the General Committee. Military concerts shall be coordinated with the Military Subcommittee.

Section 20 - Nominating Subcommittee

The Nominating Subcommittee shall consist of nine (9) members, including the Immediate past General Chairman and eight (8) members. Four (4) members of the Nominating Subcommittee shall come from the General Committee and (4) four shall come from the Executive Board. The General Committee shall select its four members at the first General Committee meeting in June and the Executive Board shall select its four members at a meeting scheduled by the General Chairman during that same time frame. The immediate Past General Chairman shall preside and oversee elections. At least seven (7) members of the Nominating Committee must be present to proceed with nominations. In the event that vacancies to the Nominating Subcommittee occur, the Executive Board will meet to fill these vacancies whether or not the members that were unable to serve were selected by the Executive Board or the General Committee. The Nominating Committee will meet in August on a biennial basis to review candidates submitting applications and determine the slate of candidates to be recommended for nomination. The Nominating Subcommittee may recommend a candidate, other than those applying, if it feels such action is warranted. As permitted by Rhode Island law, in cases where discussions about personnel take place, meetings of the Nominating Subcommittee shall be closed to the general public including Fourth of July Committee members who were not elected to the Nominating Subcommittee by the General Committee.

Section 21 - Orange Crate Derby

The Orange Crate Derby Subcommittee shall arrange for a competitive derby to be held as part of the Celebration. Participation is limited to Bristol residents only. The Subcommittee shall establish criteria for entry and shall have the right to refuse any entry that does not meet those specifications or if the entry could cause physical harm to the participant and spectators. The Subcommittee shall be responsible for acquiring, coordinating, decorating, and arranging for a float to be utilized by the winners of the Orange Crate Derby in the Parade.

Section 22- Parade

The Parade Subcommittee shall plan, organize, and formulate all aspects of the Annual Military, Civic, and Firemen's Parade including the integration of dignitaries, bands/corps, floats, and marching units. The Parade Subcommittee shall work in close harmony with the Float, Band/Corps, and Military Subcommittees in planning and organizing the Parade. The Parade Chairman shall be responsible for preparing the Parade Orders. It is the responsibility of this Subcommittee to preserve and protect the integrity of the Annual Military, Civic, and Firemen's parade. The Subcommittee shall ensure that the Parade is not used for political purposes or to promote causes that are inconsistent with the Celebration. The Parade shall not be used as a forum for personal gain or political motivation by any of the participants. It is the responsibility of the Subcommittee to insure that the "line of march" is consistent with the tradition and historical protocol of the Parade and Celebration. Invitations to participate in the Parade

shall be extended to National, State, and Bristol County officeholders. It is the prerogative of the Subcommittee to determine who shall be invited to participate in the Parade. The Subcommittee has the right and obligation to refuse any entry that is not in keeping with the traditional theme of the Fourth of July Celebration. Agreements of Participation shall be given to all participants accepted to the line of march. Participation is by invitation only.

Section 23 - Parade Collection

The Parade Collection Subcommittee shall be responsible for arranging, planning, implementing, and coordinating the solicitation of donations from spectators during the Annual Military, Civic, and Firemen's Parade. The Subcommittee shall be responsible for acquiring "volunteers" to solicit funds during the Parade. The Subcommittee shall arrange for a "split" in collections that is fair and equitable to all parties and shall submit a recommendation to the General Chairman prior to any oral or written agreement.

Section 24 - Patriotic Exercises

The Patriotic Exercises Subcommittee shall make all arrangements pertinent to the patriotic exercises, including the selection of the Hattie Brown award recipient. The Subcommittee shall be responsible for establishing criteria for this award and any additional awards that are given as part of the exercises. The Subcommittee shall be responsible for modifying selection criteria as necessary. The Subcommittee shall also be responsible for selecting a Patriotic Speaker, music/musicians, and any other related activities. The primary location for the Patriotic Exercises shall be the Colt Memorial School grounds. The Subcommittee shall arrange for transportation of all dignitaries participating in the parade to the beginning of the parade route. All dignitaries participating in the parade will be responsible for their own transportation, if required, along the parade route. Participation in the program is by invitation only.

Section 25 - Policy

The Policy Subcommittee shall review and make necessary changes with the approval of the General Committee and shall incorporate these changes in the Policy of the Bristol Fourth of July Committee. The Policy Subcommittee shall consist of General Officers and other General Committee members. The Policy Subcommittee shall meet within forty-five (45) days to consider any changes and/or amendments as presented in writing. The Policy Subcommittee shall meet to review existing policy and to consider any changes and/or amendments as presented. Although meetings of the Policy Subcommittee are open to the public, only those Committee members who have been appointed to the Policy Subcommittee by the General Chairman may vote at these meetings.

Section 26 - Public Relations

The Public Relations Subcommittee shall coordinate dissemination of information regarding all events involving the Committee. The Public Relations Subcommittee shall work with all Subcommittees in promoting events and activities relating to the Fourth of July Celebration.

Section 27 - Reception List

The Reception List Subcommittee shall send out all invitations to the Chief Marshal's

Reception as determined by the General Chairman and the Chief Marshal. The Subcommittee will pay for the postage associated with mailing these invitations.

Section 28 - Reception for Military and Town Officials

The Reception for Military and Town Officials Subcommittee shall make necessary arrangements for a reception to honor military, town officials, and other invited guests. Guests are by invitation only.

Section 29 - Souvenirs

The Souvenirs Subcommittee shall arrange for the procurement and sale of official Committee souvenirs during Committee sponsored events. The Souvenirs Subcommittee shall request proposals for, negotiate, and award a contract for souvenirs to commemorate the Annual Fourth of July Celebration. The General Chairman and Treasurer must review the contract before signature. The Souvenirs Subcommittee shall be responsible for maintaining and caring for the trailers and assigning them to events.

Section 30 - Special Events/Ways and Means

The General Chairman has the option to create Subcommittees and select Subcommittee Chairmen for various Special Events and/or Ways and Means events..

Section 31 - Vending

The Vending Subcommittee shall be responsible for the sale of permits for locations to vend appropriate novelties, food, and soft drinks on the day of the Fourth of July Parade and at all other events sponsored by the Committee as permitted by the Bristol Town Council. The Subcommittee shall be responsible to ensure that all State and local permits are current. No vending shall be permitted unless the vendor, group, or individual is in possession of a Vendor's License or Runner's Permit. In the event the Parade is held on a day other than the Fourth of July, the Subcommittee shall be responsible for issuing permits/licenses for that day as well.

ARTICLE X - CHANGE IN POLICY

The procedure to modify the Policy of the Committee shall be as follows:

- (a) Any member may propose a Policy change in writing under new business at a General Committee meeting.
- (b) The proposed change shall be referred to the Policy Subcommittee for its consideration and recommendation.
- (c) The Policy Subcommittee Chairman will schedule a meeting to discuss the proposed Policy change. The Policy Subcommittee shall either vote to accept the proposed change without modifications, accept the proposed change with modifications, or reject the proposed change.
- (d) If the Policy Subcommittee votes to accept the proposed change with or without modifications, the General Chairman shall schedule a special meeting of the General Committee to vote on the proposed change.
- (e) The Corresponding Secretary shall, along with the notice of the Special Meeting, disseminate the proposed change(s) to each member of the General Committee at least one (1) week prior to the meeting.
- (f) A two-thirds (2/3) majority is needed to pass any proposed Policy changes. Any proposed Policy change that fails to pass can be resubmitted with modifications by a member in accordance with Item (a) above.

ARTICLE XI – POLICY AUTHORITY

Robert's Rules of Order (Newly Revised) shall be the Committee's policy authority on all questions of procedures and parliamentary law not covered by the Policy of the Bristol Fourth of July Committee. The Bristol Fourth of July Committee is under the umbrella of the Town of Bristol and must adhere to the policies and regulations of the Town of Bristol.

ARTICLE XII – EFFECTIVE DATE

Policy changes as proposed in this latest revision, dated September 18, 2025, shall take effect immediately.

ARTICLE XIII – ADOPTION OF POLICY

This Policy of the Bristol Fourth of July Committee was adopted at a special General Committee meeting held on September 18, 2025.

First Revision (Ecumenical to Interfaith Service) – June 10, 2002

Second Revision (Miscellaneous) – September 26, 2002

Third Revision (Miscellaneous) – April 21, 2004

Fourth Revision (Miscellaneous) – February 22, 2006

Fifth Revision (Associate Members and Mentors) – January 10, 2008

Sixth Revision (Quorum and Life Member Status) – August 5, 2009

Seventh Revision (Miscellaneous) – November 10, 2010

Eighth Revision (Miscellaneous) – December 7, 2011

Ninth Revision (Membership and Reception List) – September 11, 2014

Tenth Revision (Membership, Election of Officers, and Subcommittees) – May 15, 2017

Eleventh Revision (Membership) – September 13, 2017

Twelfth Revision (Membership) – June 6, 2018

Thirteenth Revision (Membership) – October 17, 2018

Fourteenth Revision (Code of Ethics) – August 19, 2020

Fifteenth Revision (Membership) – November 12, 2020

Sixteenth Revision (Membership) – October 14, 2021

Seventeenth Revision (Finance) – January 12, 2022

Eighteenth Revision (Creation of Life Member Emeritus Status) - November 18, 2022

Nineteenth Revision (Closed Meetings, Volunteer Background Checks, Budgets) - May 9, 2024

Twentieth Revision (Miscellaneous and Eliminate Default Location for Concerts) - September 18, 2025

Nat Squatrito

Chairman, Policy Subcommittee

TOWN COUNCIL MEETING MINUTES-WEDNESDAY, SEPTEMBER 10, 2025**13. Town Administrator Contente re Discussion and Consideration for Building Department Shared Services with Town of Warren**

Parella/ Teixeira- Voted unanimously to authorize the drafting of a Memorandum of Understanding (MOU) with the Town of Warren to establish shared building department services on a six-month trial basis. The final MOU will be returned to the Council for approval at a future meeting.

Prior to the vote being taken, Town Administrator Contente presented a proposal to establish shared building department services between Bristol and Warren. He explained that Bristol's full-time Building Official, Steve Greenleaf, had recently retired, and Bristol was currently utilizing Warren's Building Official as an alternate. Working with Warren's Town Manager, a shared services plan has been developed.

It was noted that under the proposal, Warren's certified Building Official would serve both towns, while Bristol would provide Warren with an inspector and code compliance support. This would enable Bristol to hire an inspector who may not yet possess the Certified Building Official (CBO) license, which requires three years to obtain. The Warren official would train and mentor the new Bristol inspector, creating a pathway toward certification. Town Administrator Contente described the arrangement as a "win-win," addressing workforce shortages while supporting professional development.

It was noted that the town of Warren has been working with the town of Bristol to draft an MOU. The proposed agreement would run for a six-month trial period, after which both towns could review and renew the arrangement if successful. Town Administrator Contente emphasized that hiring a private, certified Building Official would be more costly and would not provide the same in-office presence as the shared model.

Council members raised questions about service quality and timeliness. Director Williamson asked whether the arrangement would maintain the current level of inspections, permitting, and approvals. The Administrator responded that Bristol's budget would remain unchanged, with a full-time inspector and part-time code compliance officer still in place. He noted that Warren's Building Official was already familiar with Bristol's operations, having served as an alternate, and that there was no

TOWN COUNCIL MEETING MINUTES-WEDNESDAY, SEPTEMBER 10, 2025

current backlog of inspections. The arrangement would allow the Building Official to focus on plan reviews while the inspector handled fieldwork, and would provide coverage during staff absences.

Council members also discussed the broader benefits of municipal shared services, noting that similar arrangements are common across Rhode Island and nationwide. They agreed the proposal was an efficient use of resources that would not diminish service quality.

Assistant Solicitor Teitz clarified that Warren's Council had approved the agreement subject to legal review, and asked whether Bristol's Council wished to do the same or await a final MOU for action. The Council agreed that the final MOU should return for approval at a future meeting.

EMPLOYEE SHARING AGREEMENT

This **EMPLOYEE SHARING AGREEMENT** (the “Agreement”) dated as of September 23, 2025, is entered into by and among the Town of Bristol, a Rhode Island municipal corporation (hereinafter “Bristol”), the Town of Warren, a Rhode Island municipal corporation (hereinafter “Warren”), and with regard to the position of Building Official and State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer (the “Shared Employees”), is effective as of _____ (the “Effective Date”).

WHEREAS, Bristol is in need of the services of a Building Official while its prospective official is trained and certified and Warren is in need of the services of a State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer; **and**

WHEREAS, both Towns desire to have Shared Employees fulfill those roles through a shared Building Official position & a shared State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer position; **and**

WHEREAS, Bristol, Warren, and their respective employees agree that the needs of all parties may be most efficiently met through shared services of a single Building Official in both towns and a single State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer in both towns, at least until the prospective building official for Bristol is trained & certified.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE I **USE OF EMPLOYEES**

SECTION 1.1. Use of Shared Employees.

(a) Shared Employees. As of the Effective Date, Bristol agrees to make available to Warren, and Warren agrees to accept access to the Shared Employees for purposes of performing the services of a State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer. Further, as of the Effective Date, Warren agrees to make available to Bristol, and Bristol agrees to accept access to the Shared Employees for purposes of performing the services of a Building Official. Bristol and Warren shall use reasonable efforts to jointly resolve any work priority or performance conflicts with respect to the Shared Employees, and any conflicts that cannot be resolved jointly will be resolved in respect to the State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer by Bristol in its reasonable discretion, and in respect to the Building Official by Warren in its reasonable discretion.

(b) Employment Status.

(i) For such time as the Shared Employees are shared under this Agreement, (a) the State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & the Code Compliance Officer will remain employees of Bristol and shall not be deemed to be the employees of Warren for any purpose, (b) Bristol shall be solely responsible for the payment and provision of all wages, employee benefits, including, but not

limited to, pension, fringe benefits, severance benefits, and workers' compensation insurance for the State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & the Code Compliance Officer (collectively, "Benefits"), and the withholding and payment of applicable payroll taxes (collectively, "Taxes") relating to such State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & the Code Compliance Officer. Further, (x) the Building Official will remain an employee of Warren and shall not be deemed to be the employee of Bristol for any purpose, (y) Warren shall be solely responsible for the payment and provision of all wages, employee benefits, including, but not limited to, pension, fringe benefits, severance benefits, and workers' compensation insurance for the State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & a Code Compliance Officer (collectively, "Benefits"), and the withholding and payment of applicable payroll taxes (collectively, "Taxes") relating to such Building Official. Further, the Shared Employees shall retain their respective office spaces, with the State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & the Code Compliance Officer housed in Bristol facilities with appropriate furnishings, fixtures, and equipment to carry out daily activities as prescribed and the Building Official housed in Warren facilities with appropriate furnishings, fixtures, and equipment to carry out daily activities as prescribed.

(ii) Notwithstanding the foregoing, Bristol agrees that it will not direct or permit, or cause to be directed or permitted, the Shared Employees to perform any activities on behalf of Warren without the prior approval of Warren, which consent may be granted or withheld in the sole discretion of Warren. Further, Warren agrees that it will not direct or permit, or cause to be directed or permitted, the Shared Employees to perform any activities on behalf of Bristol without the prior approval of Bristol, which consent may be granted or withheld in the sole discretion of Bristol.

(iii) Nothing contained in this Agreement shall require Bristol or Warren to maintain the employment of the Shared Employees if any of the Shared Employees are terminated or cease for any reason to be employed by Bristol or Warren, respectively.

SECTION 1.2. Sharing of Resources. In performing work for Warren or Bristol, the Shared Employees may use such resources as Warren and Bristol shall reasonably determine to share for such services (the "Shared Resources").

SECTION 1.3. Because Warren is sharing its Building Official with Bristol and Bristol is sharing its State of Rhode Island Building Code Standards Committee Professional Qualified Building Inspector 1 & its Code Compliance Officer with Warren, this shall be deemed adequate consideration for this Agreement, and no reimbursement or other remuneration shall be exchanged by Warren and Bristol in consideration for this Agreement.

ARTICLE II **MISCELLANEOUS**

SECTION 2.1. Liability.

(a) None of the members, principals, managers, officers, employees or agents of Bristol shall have any liability to Warren for any action taken, or for refraining from the taking of any action, by the Shared Employees utilized by Warren in good faith pursuant to this

Agreement; provided, however, that this provision shall not protect Bristol against any liability which would otherwise be imposed by reason of willful misfeasance or gross negligence in the performance of its duties hereunder. Further, none of the members, principals, managers, officers, employees or agents of Warren shall have any liability to Bristol for any action taken, or for refraining from the taking of any action, by the Shared Employees utilized by Bristol in good faith pursuant to this Agreement; provided, however, that this provision shall not protect Warren against any liability which would otherwise be imposed by reason of willful misfeasance or gross negligence in the performance of its duties hereunder.

(b) Warren agrees to indemnify Bristol and any member, principal, manager, officer, employee or agent thereof against any and all losses, claims, liabilities, suits, damages, proceedings or expenses (including reasonable attorneys' fees and expenses) of a third party or of the Shared Employees arising from or as a result of the use of the Shared Employees by Warren.

(c) Bristol agrees to indemnify Warren and any member, principal, manager, officer, employee or agent thereof against any and all losses, claims, liabilities, suits, damages, proceedings or expenses (including reasonable attorneys' fees and expenses) of a third party or of the Shared Employees arising from or as a result of the use of the Shared Employees by Bristol.

(d) The indemnities set forth in this Section 2.1 shall survive the termination of this Agreement.

SECTION 2.2. Termination. Both Bristol and Warren shall have the right to terminate this Agreement at any time, provided that the terminating party grants the other party at least thirty (30) days advanced notice.

SECTION 2.3. Entire Agreement. This Agreement sets forth the entire agreement and understanding among the parties with reference to the transactions contemplated hereby and thereby and supersedes any and all other oral or written agreements heretofore made.

SECTION 2.4. Severability. If any provision of this Agreement or the application of any provision hereof to any person or in any circumstances is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected unless the provision held invalid shall substantially impair the benefits of the remaining portions of this Agreement. To the extent permitted by law, the parties hereto hereby waive any provision of law which renders any provision of this Agreement prohibited or unenforceable in any respect.

SECTION 2.5. Choice of law & forum. This Agreement shall be governed by the law of the State of Rhode Island, with no reference to Rhode Island choice of law precedent. Any dispute arising from this Agreement may only be brought in a Rhode Island State court of competent jurisdiction.

SECTION 2.6. Amendments. This Agreement may be amended from time to time by parties in a writing signed by each such party to this Agreement for the purpose of adding any provisions to or changing in any manner or eliminating any of the provisions of this Agreement.

SECTION 2.7. Binding Effect. All provisions of this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

SECTION 2.8. Captions. Captions to Articles, Sections and subsections of this Agreement are included for convenience of reference only and shall not constitute a part of this Agreement for any other purpose or in any way affect the meaning or construction of any provision of this Agreement.

SECTION 2.9. No Third-Party Beneficiaries. This Agreement is solely for the benefit of Warren and Bristol and no other party; provided, however, that the members, principals, managers, officers, employees and agents of Bristol and Warren shall be third party beneficiaries of Section 2.1.

SECTION 2.10. Counterparts. This Agreement and any amendment hereof may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, but all such counterparts shall together constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their respective authorized signatories as of the date and year first above written.

TOWN OF WARREN

By: _____

Date:

TOWN OF BRISTOL

By: _____

Date:

**BRISTOL TOWN COUNCIL
RESOLUTION
2025-10-01-H1**

**Supporting Legislative Amendment
Relating to Blithewold Tax Exemption**

WHEREAS, Blithewold is a 33-acre summer estate located at 101 Ferry Road in the Town of Bristol (AP 165, Lot 007) with grand views of Narragansett Bay and is nationally significant in American history as one of the most fully developed and authentic examples of the Country Place Era; and

WHEREAS, Blithewold features a 45-room mansion filled with family heirlooms, and is framed by a series of lovely gardens that range in character from mysterious to exotic and from poetic to practical; and

WHEREAS, Blithewold contains an exceptional collection of rare and unusual plants, specimen trees, an accessible greenhouse, and whimsical stonework that projects a character that is romantic, fresh, and inspiring – and unique to Blithewold; and

WHEREAS, Blithewold, Inc., is a Rhode Island domestic nonprofit with a mission to preserve Blithewold as New England's finest garden estate through excellence in horticulture and historic preservation, and by its example to teach and inspire others; and

WHEREAS, the Bristol Town Council finds that it is appropriate to grant Blithewold an exemption from local property taxation in order to assist Blithewold in its mission.

NOW, THEREFORE, BE IT RESOLVED that we, the Bristol Town Council, respectfully request that the General Assembly enact a legislative amendment to RIGL 44-3-3 in order to grant an exemption from real and tangible personal property taxes for property located at 101 Ferry Road in the Town of Bristol, identified as plat 165, lot 007, on the Town of Bristol tax assessor maps, so long as said property is owned by Blithewold, Inc. and used in furtherance of its mission.

BE IT FURTHER RESOLVED that the Bristol Town Clerk is hereby instructed to submit a copy of this Resolution to the Bristol State Senators and State Representatives in the Rhode Island General Assembly, seeking their consideration and support of these proposed legislative changes.

ADOPTED this ____ day of _____, 2025.

Nathan T. Calouro, Chairman
Bristol Town Council

ATTEST: _____
Melissa Cordeiro, Town Clerk

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND2025 SEP -8 PM 1:30
DATE RECEIVED

PETITION TO THE TOWN COUNCIL

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



Honorable Members of the Council,

As in previous years, the Bristol Prevention Coalition is asking for a Proclamation for Red Ribbon Week, which this year falls on October 23-31, 2025.

Red Ribbon Week is a week-long campaign recognized Nationally and draws attention to the prevention of substance use / misuse. These include, alcohol, cannabis, tobacco and other drugs, both illicit and prescribed.

Red Ribbon Week is honor of Enrique "Kiki" Camarena Salazar who was an American Drug Enforcement Administration (DEA) agent who was kidnapped and murdered by the Guadalajara Cartel in 1985.

Thank you for your consideration.

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: _____

NAME: _____

ADDRESS: _____

TOWN: _____

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, 2025; 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 by declaring October 24, 2025 as **Bristol Wears Red** day.

THEREFORE, BE IT HEREBY RESOLVED, that the Town Council and Honorable Town Administrator of the Town of Bristol, proclaim October 23-31, 2025 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 safe, and drug-free community.

BID/RFP ADVERTISING AUTHORIZATION FORM

This authorization form must be fully completed. Bids will not be considered unless accompanied by a signed authorization from both the Town Treasurer and Town Administrator. It is the responsibility of the submitting party to ensure completeness before submission to the Clerk's office.

BID/RFP # 1072

REQUESTED BY: Diane Williamson
(Printed)

Diane Williamson
(Signature)

BRIEF PROJECT NARRATIVE: Maintenance of the Highview Avenue Drainage Basin

SOURCE OF FUNDING:

Approved by Town Council (Date) _____

Regular Budget Line Item (Number) _____

Special Appropriation _____

Grant (source) _____

Other RIIB Loan

Authorization is hereby granted to proceed with the advertising requirements for the Bid/RFP described above.

Steven Contente
Steven Contente, Town Administrator (Date)

Carl Carulli 8/19/25
Carl Carulli, Town Treasurer (Date)

Pre-Bid Meeting ☐ no ☒ yes if yes, ☐ mandatory or ☒ recommended

Date: September 19 2025 Time: 10:00 a.m.

Location: at the site Highview Avenue Basin

Special Instructions (if applicable): _____

Question Submission Information:

Deadline Date: September 23, 2025 Time: 4:00 p.m.

Contact Name: Nicolle Iannuzzi, BETA

Contact email: NIannuzzi@BETA-Inc.com Phone # 333-2382 x 7009

And Edward Tanner

etanner@bristolri.gov

402-253-7000 ext. 128

All fields must be completed. Incomplete authorization forms may be rejected, leading to potential postponement of bid opening dates. Forms must be completed and submitted with the bid documents no later than one week before the first scheduled advertising date.

TOWN OF BRISTOL
INVITATION TO BID
BID NO. 1072

Sealed bids will be received until 12 noon on October 1, 2025, for furnishing the Town of Bristol with the following:

HIGHVIEW DRIVE DETENTION BASIN

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON October 1, 2025 FOR THE TOWN COUNCIL MEETING OF October 1, 2025.

The location, general characteristics, and principal details of the Work are indicated in a set of Contract Documents, entitled **"Highview Drive Detention Basin, Bid No. 1072"**.

The work in this Contract includes, but is not limited to:

- Grading and compacting of existing subgrade;
- Removal and disposal of chain link fence;
- Installation of temporary sediment control devices, including catch basin inlet protection, compost filter sock, and construction access;
- Installation of temporary construction chain link fence;
- Installation of water quality enhancement basin, including grassed access path, and concrete overflow weir;
- Construction of a riprap sediment forebay, including concrete overflow weir;
- Installation of an overflow structure, corrugated plastic drain pipe, riprap pad, and concrete headwalls;
- Installation of wood post and rail fence;
- Installation of loam and seed;
- Clearing and grubbing;
- All other incidental items included in the contract documents.

Bid documents may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Bid documents may also be obtained at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor. Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and clearly marked on the outside **"HIGHVIEW DRIVE DETENTION BASIN– BID #1072 – and the bidding date of October 1, 2025"**. Bids will be opened at 12:00 PM at the Bristol Town Hall, 10 Court Street on October 1, 2025.

Successful bidders must furnish a performance bond on 100 percent of the proposed contract within 15 days after the award. The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when is deemed to be in the best interest of the Town.

A **non-mandatory** pre-bid conference will be held at **10:00 AM on September 23, 2025** onsite at 15 Highview Drive, Bristol, RI 02809.

Attention of Bidders is particularly referred to the Federal and State requirements as to conditions of employment to be observed and wage rates to be paid under the Contract as determined by the Department of Labor and Industries under the Provisions of Chapters 12 and 13 of Title 37, General Laws of Rhode Island, 1956, as amended.

MELISSA CORDEIRO
TOWN CLERK

September 11 and September 18, 2025

LEGAL NOTICE**TOWN OF BRISTOL
INVITATION TO BID
BID NO. 1072**

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The work in this Contract includes, but is not limited to:

- Grading and compacting of existing subgrade;
- Removal and disposal of chain link fence;
- Installation of temporary sediment control devices, including catch basin inlet protection, compost filter sock, and construction access;
- Installation of temporary construction chain link fence;
- Installation of water quality enhancement basin, including grassed access path, and concrete overflow weir;
- Construction of a riprap sediment forebay, including concrete overflow weir;
- Installation of an overflow structure, corrugated plastic drain pipe, riprap pad, and concrete headwalls;
- Installation of wood post and rail fence;
- Installation of loam and seed;
- Clearing and grubbing;
- All other incidental items included in the contract documents.

Bid documents may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Bid documents may also be obtained at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor. Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and clearly marked on the outside "**HIGHVIEW DRIVE DETENTION BASIN- BID #1072 - and the bidding date of October 1, 2025**". Bids will be opened at 12:00 PM at the Bristol Town Hall, 10 Court Street on October 1, 2025.

Successful bidders must furnish a performance bond on 100 percent of the proposed contract within 15 days after the award. The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when is deemed to be in the best interest of the Town.

A **non-mandatory** pre-bid conference will be held at **10:00 AM on September 23, 2025** onsite at 15 Highview Drive, Bristol, RI 02809.

Attention of Bidders is particularly referred to the Federal and State requirements as to conditions of employment to be observed and wage rates to be paid under the Contract as determined by the Department of Labor and Industries under the Provisions of Chapters 12 and 13 of Title 37, General Laws of Rhode Island, 1956, as amended.

Melissa Cordeiro
Town Clerk

September 11 & 18, 2025

BID/RFP ADVERTISING AUTHORIZATION FORM

This authorization form must be fully completed. Bids will not be considered unless accompanied by a signed authorization from both the Town Treasurer and Town Administrator.

It is the responsibility of the submitting party to ensure completeness before submission to the Clerk's office.

BID/RFP # 1073

REQUESTED BY: EDWARD TANNER (Printed) [Signature] (Signature)

BRIEF PROJECT NARRATIVE: TREE PLANTING IN SILVER CREEK WATERSHED

SOURCE OF FUNDING:

Approved by Town Council (Date) _____

Regular Budget Line Item (Number) COM. DEV. - TREE PLANTING ACCOUNT (FOR GRANT MATCH)

Special Appropriation _____

Grant (source) RI INFRASTRUCTURE BANK - MR P GRANT

Other _____

Authorization is hereby granted to proceed with the advertising requirements for the Bid/RFP described above.

Steven Contente, Town Administrator (Date)

[Signature] 9/4/25
Carl Carulli, Town Treasurer (Date)

Pre-Bid Meeting ☒ no ☐ yes if yes, ☐ mandatory or ☐ recommended

Date: _____ Time: _____

Location: _____

Special Instructions (if applicable): _____

Question Submission Information:

Deadline Date: 9/25/25 Time: 12:00 PM

Contact Name: ED TANNER

Contact email: ETANNER@BOSTONMA.GOV Phone # 601 253-7000 X128

All fields must be completed. Incomplete authorization forms may be rejected, leading to potential postponement of bid opening dates. Forms must be completed and submitted with the bid documents no later than one week before the first scheduled advertising date.

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1073**

Sealed Bids will be received until 12 noon on October 1, 2025, for the following:

**Fall 2025 Tree Sourcing and Delivery
BID #1073**

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON October 1, 2025, FOR THE TOWN COUNCIL MEETING OF October 1, 2025

The Town of Bristol is requesting sealed bids for Fall 2025 Tree Sourcing and Delivery, in accordance with all terms and specifications contained herein.

Specifications may be obtained, and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, "**Bid #1073 – Fall 2025 Tree Sourcing and Delivery**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on October 1, 2025.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO
TOWN CLERK

September 11 & 18, 2025

LEGAL NOTICE

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INVITATION TO BID
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2025 Tree Sourcing and Delivery" and addressed
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bids, or any part thereof, or to go on the open mar-
ket when it is deemed in the best interest of the
Town.

MELISSA CORDEIRO
TOWN CLERK

September 11 & 18, 2025

Town Administrator Contente request for 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.

**MINUTES OF A MEETING OF THE
TOWN OF BRISTOL HOUSING AUTHORITY**

A special meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on August 14, 2025. The Chairman called the meeting to order at 11:10 a.m. and upon roll call those answering Present were as follows:

PRESENT

Edward J. Correia, Chairman
Pasquale D'Alessio, Vice Chairman
Helen C. Barboza, Commissioner
Donna St. Angelo, Commissioner
Michael Mello, Commissioner
Candace Pansa, Executive Director

ABSENT

None

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Mello and seconded by Commissioner D'Alessio to approve the minutes of the June 12, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE

Edward J. Correia
Pasquale D'Alessio
Helen C. Barboza
Donna St. Angelo
Michael Mello

NAY

None

Thereupon, the Chairman declared the motion to accept the minutes as approved.

The Maintenance Supervisor reported that four more units had been rehabbed. The opening of the bids for the shower project will be held on August 28, 2025. Asbestos abatement will be done on 54 units. The maintenance department is working on rehabbing of several apartments and working on sidewalk repair.

The Executive Director presented to the Board a letter from the architect showing the anticipated schedule for the bathroom project to be done. She also reported that a new washing machine company is taking over supplying new washers and dryers. The doors to the laundry room will be made handicapped assessable.

The Authority is now receiving solar power from Exeter and will be receiving credits for electricity used. Mrs. Pansa brought the Board up to date on the \$197,000 CDBG grant received. The draft of the new tenant handbook was presented to the Board for comment.

Commissioner D'Alessio brought up a tenant problem which was discussed.

A letter was introduced from the Friends of Tom's Garden with a list of a committee to help with the day-to-day operation of the garden.

The annual HUD inspection will be on October 1st, 2nd, and 3rd. A letter will be sent to all tenants informing them of the dates.

A motion was made by Commissioner Mello and seconded by Commissioner St.Angelo to go into executive session and upon roll call those answering Aye and Nay were as follows:

AYE
Edward J. Correia
Pasquale D'Alessio
Helen C. Barboza
Donna St.Angelo
Michael Mello

NAY
None

Thereupon, the Chairman declared the motion adopted.

Upon return from executive session, the Executive Director announced that the next regular meeting will be on Thursday, September 11, 2025.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Theresa Simmons
Recording Secretary

**MINUTES OF A MEETING OF THE
TOWN OF BRISTOL HOUSING AUTHORITY**

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on September 11, 2025. The Chairman called the meeting to order at 10:05 a.m. and upon roll call those answering Present were as follows:

PRESENT

Edward J. Correia, Chairman
Pasquale D'Alessio, Vice Chairman
Helen C. Barboza, Commissioner
Donna St. Angelo, Commissioner
Candace Pansa, Executive Director
James Silva, Deputy Director

ABSENT

Michael Mello, Commissioner

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Barboza and seconded by Commissioner St. Angelo to approve the minutes of the August 14, 2025, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE

Edward J. Correia
Pasquale D'Alessio
Helen C. Barboza
Donna St. Angelo

NAY

None

Thereupon, the Chairman declared the motion to accept the minutes as approved.

The Maintenance Supervisor reported that three more units had been rehabbed and three more were being worked on. The maintenance staff is also working on trimming bushes, painting gliders and benches, cleaning hallways and getting equipment ready for winter. An arborist was consulted and he suggested some trees should be cut and new ones planted.

In order to have the new Executive Director not be overwhelmed, Mrs. Pansa suggested to the Board that the audit be scheduled, October inspections be scheduled and the shower Project started.

The Deputy Director presented the investment reports and snapshot of income and expenses for July, August and September.

Three Executive Director reported that bid opening for the shower project was held on August 28th. A discussion followed on the three bids received, one of which was disqualified for not having all the paper work required.

A copy of the newly revised tenant handbook, which has all the rules and regulations listed, was given to the Commissioners. The Board acknowledged all the work done by the Public Housing Manager in preparing the handbook.

The Capital Fund Expenditure report was presented to the Board. Mrs. Pansa also gave to the Board the job descriptions for the office staff. It was suggested that the title of the Maintenance Supervisor be changed to Director of Maintenance when the job descriptions are done for the maintenance staff.

A question was asked regarding vouchers. Mrs. Pansa reported there are 172 Vouchers being used and no more can be given out at this time.

The Chairman then introduced the following resolutions:

RESOLUTION 2025-8
Resolution to Adopt Payment Standards for the
Section 8 Housing Choice Voucher Program
Effective January 1, 2026
(see attached resolution)

After some discussion on the payment standards for the Voucher Program, a motion was made by Commissioner St.Angelo and seconded by Commissioner D'Alessio and upon roll call those answering Aye and Nay were as follows:

AYE	NAY
Edward J. Correia	None
Pasquale D'Alessio	
Helen C. Barboza	
Donna St.Angelo	

Thereupon, the Chairman declared Resolution 2025-8 adopted.

RESOLUTION 2025-9
Resolution to Award Bid for Walk-in Shower Installations
In Buildings A-P
(see attached resolution)

After going over the two remaining bids, a motion was made by Commissioner D'Alessio and seconded by Commissioner Barboza to award the bid to Nation Wide Construction Corp. and upon roll call those answering Aye and Nay were as follows.

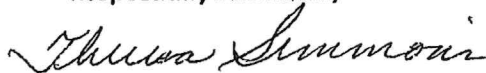
AYE	NAY
Edward J. Correia	None
Pasquale D'Alessio	
Helen C. Barboza	
Donna St.Angelo	

Thereupon, the Chairman declared Resolution 2025-9 adopted.

The next regular meeting will be on Thursday, October 9, 2025, at 10:00 a.m.

There being no further business to come before the Board, a motion was made and seconded and the Meeting was adjourned at 11:30 a.m.

Respectfully submitted,



Theresa Simmons
Recording Secretary

**Bristol Fire Department
Board of Engineers Meeting
September 2, 2025**

A Quorum was established, Call to order, Attendance, Minutes & Agenda Approval, Next Regular Business Meeting.

The quorum was established, and the meeting was called to order by Chief Michael DeMello at 1900 hours.

Attendance

- ☐ Chief of the Department Michael DeMello
- ☐ Deputy Chief of Admin., Safety & Training Stephen Knapman,
- ☐ Deputy Chief of Operations Dennis Cabral
- ☐ Assistant Chief John Perry,
- ☐ Assistant Chief Luis Medeiros
- ☐ Assistant Chief Adam Medeiros
- ☒ ~~EMS Captain Brad Palmer,~~
- ☐ Board Clerk Lou Mascola

Agenda & Previous Meeting Approval

A motion made by Assistant Chief L. Medeiros and seconded by Deputy Chief Cabral to approve the minutes of the June 30, 2025 meeting. A motion made by Assistant Chief Adam Medeiros, and seconded by Assistant Chief John Perry to approve the agenda for September 2, 2025. Both motions were unanimously approved by the board.

Next scheduled meeting is Monday September 29, 2025 @ 7:00 PM. or at the call of the Chief of the Department

Meeting Agenda

Correspondence

There was no correspondence received to be read at this meeting.

Board of Engineers Monthly Reports, Requests, Apparatus, or Station Issues

Deputy Chief of Safety & Training Stephen Knapman

- The NFPA 1002 Course is in progress.
- The Firefighter II course will begin on September 30, 2025.

- A CPR Class will be held on =September 10th at 1830, and on September 13th at 1000 hours. An additional class will be held in October with the date to be determined.
- The department will host a NFPA 1521 (Incident Safety Officer) later in the fall of 2025. The department is waiting for the State Fire Academy to release the schedule. The class will consist of (1) night, and on line classes.
- The will be department walk-throughs at the Bristol Lofts Project at 125 Thames Street. Engines 1 & 2 will be on Thursday September 11th at 1800 hours, Engine 3 & Ladder 1 on Tuesday September 16th at 1800 hours. September 17th will be held for those who could not make it on the previous nights.
Please bring your helmet / hard hat and a flashlight to the walk throughs.
Also, due to limited parking at the site, leave your apparatus in the stations.
Please be on time as there is limited daylight at that time.
If you cannot make it to any of the nights posted above, reach out to your company officers so arrangements can be made.
- The board discussed the buildings, construction, standpipe system & labeling at The Bristol Loft Project.

Deputy Chief of Operations Dennis Cabral

- Requested janitorial supplies for the Custodian at the Ever Ready Station.

Assistant Chief John Perry

- Reported the following apparatus issues: Tires on Ladder 1, The Sending Unit on Marine 1, a valve on Marine 7.
- Discussed with the board a request from the Prudence Island Fire Dept. for assistance when the primary department is unavailable.

Assistant Chief Luis Medeiros

- Requested turn out gear for (2) members of the Defiance Station.
- Reported that the "separation board" at the Defiance has become dislodged.

Assistant Chief Adam Medeiros

- Requested a mutual aid adaptor for Engine 4.
- Inquired about having a tune up for the generator for the burn trailer.

Chief of the Department Michael DeMello

- Announced that the Old Timer's Clam Boil will be held on September 26th at noon.
- There will be a Car Show at the Veteran's Home on September 27th, from 0900 - 1400. A request for Ladder 1 to be on site for the National Anthem.

Old Business

- Chief DeMello asked the board to review the department SOG's and report back with any changes, omissions, or additions.
- Mention to your companies that the Board will be working on Line Officer Requirements.
- The Awards & Recognition Night will be held on February 26, 2026 at 1900 hours.
- Chief DeMello discussed with the board the Annual Porch Fest, and how it has grown over the past years, and what to expect for this years event to be held on September 14th, from 1500 - 1800 hours.

Company Meeting Calendar for September 2025

2	Board of Engineers Meeting
3	Company Meetings
9	EMS Meeting
9	Engine 4 Meeting has been cancelled for September
11	Fire Police Meeting
17	Ladies Auxiliary Meeting
18	Firemen's Memorial Committee Meeting

Department & Company Events for September, October, & November

September	20	Dreadnaught Banquet
	26	Old Timer;s Clam Boil
October	19	Ever Ready Clam Boil
	26	Defiance Clam Boil
November	1	Dreadnaught Surf & Turf
	7	Hydes Turkey Roll

For the Good of the Department

- Chief DeMello sends his thanks and gratitude for the responses to calls during the summer months.
- A member of the Hydraulion Station will be on the "Honor Flight" on Saturday September 27th.

Calls for Service Year to Date

Fire	31
EMS	2320
Bldg. Alarms	374
Misc. Calls	195
Total Calls	2920

Closing & Adjournment

Without any further business to conduct, the meeting was adjourned at 2001 hours.

Respectfully submitted,

Lou Mascola

Lou Mascola

Clerk for the Board of Fire Engineers

Bristol Fire Department

Bristol, Rhode Island 02809

BRISTOL HARBOR COMMISSION**HARBOR COMMISSION MEETING MINUTES****DATE: September 8, 2025****START TIME: 7:00 pm****ADJOURNMENT: 7:30 pm**

PRESENT: Steven Januario, Robert Hamel, John McDonald, Wayne Gablinske, Pamela Romano, Skip Castro, Michael Tabulates
 Harbormaster Gregg Marsili, Deputy Harbormaster John Perry

1. Pledge of Allegiance**2. Approval of Minutes: August 4, 2025****3. CRMC 2025-06-086, 68 King Phillip Avenue, Bristol, R.I. 02809. Unanimously approved.****4. Report of Harbormaster:**

A) Waitlist: 133 recreation list

B) Dinghy Dock/Seasonal Slips: 1 boat on wire area. Dinghys to move to Church Street.

5 new 24 foot docks to be created behind fire station. Completion estimated for Spring, 2026.

5. Public Right of Way Inspections: M.Tabulates to chair subcommittee to inspect, review and report issues regarding the 43 right of ways in Bristol.**6. Gate Access Times.** Discussion ensued regarding the gate access times, adjusting from 6:00 a.m. to 7:00 a.m.; closing at 9:00 p.m.

Motion J.McDonad, P.Romano to open gated area at 6:00 a.m.. Vote: 1 yea; 4 nay.

Gate hours: 7:00a.m. — 9:00p.m.

7. Citizens Public Forum: No input.

Remarks by S. Januario regarding the dock logs being extremely positive this summer.

Accolates to Harbormaster G. Marzili and Deputy Harbormaster J.Perry for their work and accomplishments for our town.

8. Adjournment: Motion W. Gablinske, B. Hamel. Unanimously approved.

Adjourned 7:30 p.m.

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES FOR
June 12, 2025

A meeting of the Trustees of Rogers Free Library was held on Thursday, June 12, 2025, at 6:30 PM. It was held in person at Rogers Free Library, 525 Hope Street Bristol, Rhode Island.

Present:

Annie Silvia - Trustee | Chairperson
Kasey Feijo - Trustee | Secretary
Samantha Faria – Trustee
Marie Knapman – Trustee
Cara Cromwell – Trustee
Nancy Kellner – Trustee
Bart Ferris – Trustee
Eileen Dyer - Library Director

Absent:

N/A

Public:

N/A

AGENDA ITEMS

1. CALL TO ORDER/ATTENDANCE/QUORUM
 - Annie Silvia called the meeting to order at 6:30pm and noted there was a quorum.
2. WELCOME AND INTRODUCTIONS NEW TRUSTEES
 - Annie Silvia facilitated brief introductions for the Board.
3. ROGERS FREE LIBRARY BRIEF OVERVIEW
 - Eileen Dyer gave a brief overview of current Library affairs.
4. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETINGS
 - Minutes of Previous April 17, 2025 Meeting.
 - Samantha Faria made a motion to approve the minutes with the amendment. Marie Knapman seconded the motion. Vote: all in favor.
5. CHAIR REPORT
 - Annie Silvia delivered her Chair Report.
6. LIBRARY DIRECTOR REPORT

- Eileen Dyer delivered her Director Report.

7. FINANCIAL REPORT

- Eileen Dyer delivered the Financial Report.

8. OLD BUSINESS

- Friends Update
 - Marie Knapman gave an update on her recent meeting with members of the Friends of Rogers Free Library.
- Strategic Plan Action Plan Update
 - Eileen Dyer gave an update on the Action Plan progress from the recent Strategic Plan.
- Social Media Policy. Second reading and vote.
 - Samantha Faria made a motion to approve the Meeting Room Policy. Cara Cromwell seconded the motion. Vote: all in favor with Bart Ferris abstaining.

9. NEW BUSINESS

- Election of Officers – Discussion and Vote
 - Nominations for Chair
 - Annie Silvia was nominated by Marie Knapman. The nomination was seconded by Cara Cromwell. There were no other nominations. Vote to elect Annie Silvia to the position of Chair: all in favor.
 - Nominations for Vice Chair
 - There were no nominations. The position shall remain vacant.
 - Nominations for Treasurer
 - There were no nominations. The position shall remain vacant.
 - Nominations for Secretary
 - Cara Cromwell was nominated by Marie Knapman. The nomination was seconded by Kasey Feijo. There were no other nominations. Vote to elect Cara Cromwell to the position of Secretary: all in favor.
- Tabling Policy. First reading.

10. MEMBER PEROGATIVES

11. PUBLIC COMMENT

12. NEXT MEETING DATE: July 17, 2025 at 6:30pm

13. ADJOURN

- Meeting adjourned at 8:11pm.

Bristol 250th Commission [APPROVED] Meeting Minutes
Tuesday, 19 August 2025
Burnside Building
400 Hope Street, Bristol, RI 02809

Meeting called to order at 5:35 PM

Pledge of Allegiance recited

Roll Call

- Present: Alayne White, Bill Leary, Michael Riley, Andrea Rounds, Craig Evens, Lisa Newcity, Warren Rensehausen, Sarah Griffin
- Regrets: Carol Gafford, Paul Vollaro, Catherine Zipf, Amanda Marsilli

Approval of Minutes

- 15 July 2025 meeting minutes – motion to approve Mike, second Andrea, all in favor, motion carried

Discussion of Topics

Update on progress from each member

- Alayne:
Made notes on events; need firm dates
- Lisa:
State Street Fair; we will have a booth (need punch list), need brochures (make 500?, need to be on the agenda to spend money), recipe section for booth, encourage Facebook page, display 250 flag
Harbor Festival coordinate with Amanda
September 17 Constitution Day with RWU School of Justice Studies / Law School
"Bristol Celebrates 250" tag on events
Law Day in May
RWU Founder's Day in February
- Mike:
Presented 2 version of banners for light poles, need 24-36 (48"x24", about \$100 each), put in request to Town in September, could take out of separate fund, could we auction or sell after?, can businesses sponsor?, Mike to provide quote to Alayne
Vote to ask Town Council for money for banners – motion Andrea, Andrea second, all in favor, motion carried
- Bill:
Working on pen pals, sister cities, Bristol Town Flag (contact Mary Parella)
- Sarah:
Story Walkabouts are confirmed for whole month of May; April decorate a kite and education on Ben Franklin; revolution themed Halloween for kids; dress up Thanksgiving; American Girl Doll read aloud (need date)

"250 Photo"

- Andrea:

Presented Matt Hayes's "250 Years of Making It in Bristol" showcasing industry/manufacturing in Bristol

- Craig:

High School / Middle School – Capstone, each month a lecture (historical, involve students), "Bristol Works-Bristol Serves", rework to 4 events, students are contributors town is audience (could audience be students?)

Bristol Games – October (every other month for 8 months)

Bristol Brews – 3, October / January / April

Garden Club – committee formed for Mrs. Perry's Garden

- Warren:

Liberty Tree plant in May, application submitted, location first choice is Independence Park, second is the common (checked with Tree Warden)

- Christine:

Scavenger Hunt?

"What Do You Know about the Revolution?" at booths, index cards, provide outline with dates for next meeting

Round Table Discussion

Alayne met with Steve Contente, "250 will definitely happen."

Check State website

Explore Bristol link to 250 Facebook

Press Release (Mike) when website is done

Alayne to check with Mary and Melissa regarding a bank account

Book of front pages of every July 4th Phoenix

State grant – \$1000 / \$3000 / \$ 5000, first round by October 31st

Swag Update

- Challenge coin – we will not pursue
- Flag (3 x 5) – we will pre-sell; create flag interest form and load to website
- Two prints?
- Create rendering for ornaments

Motion to adjourn Andrea, second Mike, all in favor, motion carried; meeting adjourned 7:16 PM

25/26-23

TOWN OF WESTERLY, RI
RESOLUTION PRESERVING THE NAME, SIGNIFICANCE AND
OBSERVANCE OF THE VICTORY DAY HOLIDAY

WHEREAS, Victory Day currently pays tribute to the immeasurable service men and women who served, sacrificed, and died in the Pacific and China-Burma-India Theaters of Operation during World War II; and

WHEREAS, our job is not to erase history, but to preserve it and educate our citizens on Victory Day with the impact of WWII upon and within our state; and

WHEREAS, renaming this day to Peace and Remembrance Day is disrespectful to our military veterans, a disservice to our civilians that contributed to the war effort, and dismissive of their collective memory, sacrifices, efforts, historical lineage and merited honors.

WHEREAS, the Westerly Town Council has concerns relative to previously proposed House Bill 5887, this bill's potential reintroduction, or that of its content and intent in any legislative form in the future, that such bills are understood to be an act that would change the name of the holiday on the second Monday of August from Victory Day to Peace and Remembrance Day; and

NOW, THEREFORE, BE IT RESOLVED: That the Town Council of Westerly respectfully requests our legislators oppose the passing of any such future bills as a commitment to preserving the great sacrifices made by our revered veterans and their families, to ensure that their honors and histories, from memory never fades.

BE IT FURTHER RESOLVED: That a copy of this Resolution be sent to the Governor of the State of Rhode Island, Senator Victoria Gu, Representative Samuel A. Azzinaro, Representative Brian P. Kennedy, Representative Tina L. Spears, and the City and Town Councils.

ADOPTED: September 22, 2025

A true copy dated: September 23, 2025

ATTEST: *Mary L. LeBlanc, MMC*

Mary L. LeBlanc, MMC
Council Clerk

	DATE: OCTOBER 1, 2025					
ABATEMENTS						
		TYPE	YEAR	RATE		
ACCOUNT#	NAME				AMOUNT	REASON FOR ABATEMENT
	TOTAL REAL PROPERTY ABATEMENTS				\$ -	
ADDITIONS						
ACCOUNT	NAME	TYPE	YEAR	RATE	AMOUNT	REASON FOR ADDITION
19-0993-75	SHALOM I INC	TNG	2024	\$ 13.36	\$ 11.14	CLOSED IN 2022
11-0270-57	MOGER	RE	2025	\$ 10.61	\$ 752.24	TAX APPEAL
	TOTAL REAL PROPERTY ADDITIONS					
50-0100-92	DUMONT CHRISTIE	RE	2025	\$ 9.60	\$ 584.98	PRO RATED-NEW CONSTRUCTION
13-2350-80	MELLOR	RE	2025	\$ 10.61	\$ 1,384.82	PRO RATED-NEW CONSTRUCTION
					\$ 1,969.80	



Town of Bristol, RI

Tax Assessor / Collectors Office

10 Court Street, Bristol, RI 02809 (401)253-7000

Memorandum

To: THE HONORABLE TOWN COUNCIL
From: Kristopher Leadem, Tax Assessor/Collector
Date: September 19, 2025
Subject: Agenda item for 10/1/2025 meeting

1-Abatement to 2025 Tax roll. Total abatement: \$752.24

2-Abatement to 2024 Tax roll. Total abatement: \$11.14

3-Additions to 2025 Tax roll. Total additions: \$1,969.80

Respectfully,

Kristopher Leadem

Kristopher Leadem

Tax Assessor/Collector

RESOLUTION 2025-09-10-H1

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRISTOL ADOPTING SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

Preamble

WHEREAS, the TOWN of BRISTOL strives to support people who live, work, play, and visit here with a safe and connected network of roads, sidewalks, trails, and places to bicycle; and

WHEREAS, 319 injury crashes and 17 fatal or serious injury crashes occurred in the Town of Bristol between 2019 and 2023; and

WHEREAS the number of deaths and serious injuries on public roads is a serious health problem necessitating public action; and

WHEREAS, crashes that result in death or serious injury are largely preventable; and

WHEREAS, to create a safety net for preventing crashes from having fatal and serious outcomes the TOWN of BRISTOL needs a comprehensive and specific approach that includes actions that include infrastructure enhancements, traffic enforcement and regulations, public education and awareness, data analysis and monitoring, equity and accessibility; and collaboration and partnership; and

WHEREAS, implementing a zero traffic deaths commitment requires the continued support of residents, business owners, and visitors to the TOWN to improve the safety, comfort and usability of public roads for all users; and

WHEREAS, the Safety Action Plan was developed using a data-driven approach and best practices to outline objectives and actions towards achieving zero deaths; and

WHEREAS, the Safety Action Plan strives to address the hazards on the highest risk segments of the transportation network and reduce the harm to the most vulnerable and dependent users; and

WHEREAS, the Safety Action Plan utilized a robust public engagement process that used a diverse range of outreach activities; and

WHEREAS, the Safety Action Plan is consistent with other planning efforts in the TOWN of BRISTOL, namely the Town of Bristol Comprehensive Community Plan of 2017; and

WHEREAS, the TOWN of BRISTOL intends to join other municipalities around the nation and the Rhode Island Department of Transportation to eliminate traffic deaths and serious injuries on public streets; therefore

BE IT RESOLVED, BY THE TOWN of BRISTOL:

1. TOWN of BRISTOL adopts the TOWN of BRISTOL Safety Action Plan goal of Achieving zero roadway fatalities and serious injuries on roadways under the jurisdiction of the Town of Bristol by 2035
2. The TOWN of BRISTOL adopts the TOWN of BRISTOL Safety Action Plan goal of Partnering with RIDOT to achieve zero roadway fatalities and serious injuries on roadways in Bristol under RIDOT jurisdiction by 2040.
3. The TOWN of BRISTOL adopts the TOWN of BRISTOL Safety Action Plan goal of Reducing fatal and serious injuries on roadways under the Town of Bristol's jurisdiction by 50% in 2030.
4. The TOWN of BRISTOL adopts the TOWN of BRISTOL Safety Action Plan goal of Partnering with the RIDOT to reduce fatal and serious injuries on roadways within Bristol under RIDOT jurisdiction by 50% by 2035.
5. The TOWN of BRISTOL commits to measuring the progress, challenges, and success of the zero traffic deaths commitment and will do so on an annual basis with the metrics outlined in the Safety Action Plan.
6. The TOWN of BRISTOL acknowledges that the Safety Action Plan may result in changes to the TOWN of BRISTOL approach to the planning, design and operation of streets and other policy related to eliminating traffic fatalities and serious injuries.
7. The TOWN of BRISTOL will work with partners who own, manage, and use streets within the TOWN of BRISTOL to influence street planning, design, maintenance, operations, and law enforcement.
8. The TOWN of BRISTOL adopts the safety action plan and directs staff towards its timely implementation.

PASSED AND ADOPTED by the TOWN of BRISTOL on September 10, 2025,

ATTEST: _____

Nathan Calouro, Chairman
Bristol Town Council

ATTEST: _____

Melissa Cordeiro
Council Clerk





Troop 6 Bristol

Boy Scouts of America

Roy Leffingwell - Scoutmaster (401) 580-6497

St. Mary's Church 330 Wood St. Bristol, RI 02809

August 11, 2025

Honorable Bristol Town Council
10 Court St
Bristol, RI 02809

Honorable Town Council,

On behalf of the Scouts, Leaders and Committee of Boy Scout Troop 6, Bristol, Rhode Island, Boy Scouts of America, it is my pleasure to announce that:

Jacob N Salinger

Has achieved the rank of Eagle Scout

**And will be recognized at a Court of Honor on
Sunday, September 28, 1:00 pm
Bristol Train of Artillery
135 State St., Bristol, RI.**

Would you please be so kind as to send Jacob a letter of greeting, along with any other items you wish to be presented to him during the Court of Honor. All letters and certificates received for Jacob will be read and displayed for their guests, and then presented to him.

Please address your letter to Jacob, and send it in care of the following address. Thank you for helping us acknowledge this very worthy Scout.

Jacob's Eagle Project was to refurbish the neighborhood trail from Fales Road to the Bristol Sports Complex.

Sincerely,

Roy Leffingwell
Scoutmaster, Troop 6
4 Massasoit Ave.
Bristol, RI 02809

2025 AUG 14 AM 10:54
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

State of Rhode Island Town of Bristol



AWARDED TO

Jacob N. Salinger of Troop 6, Bristol, Rhode Island, in sincere congratulations upon the occasion of his Eagle Scout Court of Honor on Sunday, September 28, 2025.

This achievement reflects Jacob's dedication, leadership, and commitment to the values of Scouting and community service. As part of his Eagle Scout project, Jacob refurbished the neighborhood trail from Fales Road to the Bristol Sports Complex, enhancing a well-used public space and improving access for residents and visitors alike. His initiative and hard work have made a meaningful and lasting contribution to the Town of Bristol.

The Town Council commends Jacob for this outstanding accomplishment and extends its sincere congratulations. His example of service and civic pride is an inspiration to others and a reflection of the values we strive to uphold in our community.

Steven Contente, Town Administrator

Attest:

Melissa Cordeiro, Town Clerk

In Witness Whereof, we have hereunto set our hand and affixed the Seal of the
Town of Bristol, Rhode Island, on the adoption of this day of 2025.

Nathan T. Calouro, Chairman

Mary A. Parella, Vice Chairwoman

Antonio A. Teixeira, Councilman

Timothy E. Sweeney, Councilman

Aaron J. Ley, Councilman



DD2

25/26-23

TOWN OF WESTERLY, RI
RESOLUTION PRESERVING THE NAME, SIGNIFICANCE AND
OBSERVANCE OF THE VICTORY DAY HOLIDAY

WHEREAS, Victory Day currently pays tribute to the immeasurable service men and women who served, sacrificed, and died in the Pacific and China-Burma-India Theaters of Operation during World War II; and

WHEREAS, our job is not to erase history, but to preserve it and educate our citizens on Victory Day with the impact of WWII upon and within our state; and

WHEREAS, renaming this day to Peace and Remembrance Day is disrespectful to our military veterans, a disservice to our civilians that contributed to the war effort, and dismissive of their collective memory, sacrifices, efforts, historical lineage and merited honors.

WHEREAS, the Westerly Town Council has concerns relative to previously proposed House Bill 5887, this bill's potential reintroduction, or that of its content and intent in any legislative form in the future, that such bills are understood to be an act that would change the name of the holiday on the second Monday of August from Victory Day to Peace and Remembrance Day; and

NOW, THEREFORE, BE IT RESOLVED: That the Town Council of Westerly respectfully requests our legislators oppose the passing of any such future bills as a commitment to preserving the great sacrifices made by our revered veterans and their families, to ensure that their honors and histories, from memory never fades.

BE IT FURTHER RESOLVED: That a copy of this Resolution be sent to the Governor of the State of Rhode Island, Senator Victoria Gu, Representative Samuel A. Azzinaro, Representative Brian P. Kennedy, Representative Tina L. Spears, and the City and Town Councils.

ADOPTED: September 22, 2025

A true copy dated: September 23, 2025

ATTEST: *Mary L. LeBlanc, MMC*

Mary L. LeBlanc, MMC
Council Clerk



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

September 23, 2025

JML Excavation, Inc.
John Lannan, President
34 Broadcommon Road
Bristol, RI 02809

Re: Bid# 1070 – Burnside Street Streetscape Project

Dear Mr. Lannan,

We are pleased to inform you that JML Excavation, Inc., has been awarded Bid# 1070 – Burnside Street Streetscape Project, with the price not to exceed \$301,160.00.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Steve Contente", is written over the typed name.

Steve Contente
Town Administrator

CC: Carl Carulli, Treasurer
The Honorable Town Council
Diane Williamson, Director of Community Development
Ed Tanner, Principal Planner/Zoning Officer

BRISTOL COUNTY WATER AUTHORITY

Properties Committee Meeting

Thursday, September 11, 2025, at 5:00 pm
450 Child Street, Boardroom, Warren, RI

2025 SEP -8 PM 3:49

JOHN O'NEILL
BRISTOL COUNTY WATER AUTHORITY

AGENDA

1. Public Input
2. Executive Session
 - i. Property – Former Treatment Plant Buildings Pursuant to RIGL s. 42-46-5 (a)(5)
 - ii. Property – BCWA Properties Pursuant to RIGL s. 42-46-5 (a)(5)
3. Course of Action for the Former Treatment Plant Buildings: Discussion and Recommendation
4. BCWA's Properties: Discussion and Recommendation

Individuals requesting interpreter services for the hearing impaired must notify the Bristol County Water Authority not less than 48 hours in advance of the meeting. 401-245-2022 (voice) or via RI Relay 1-800-745-5555 (TTY).

Agenda Posted 9/5/25

1. Secretary of State Website
2. BCWA Main Office Bulletin Board
3. BCWA Operations Department Bulletin Board
4. BCWA Website bcwari.com

Agenda Sent Via Email 9/5/25 for Posting on Public Bulletin Boards

1. Barrington Town Hall
2. Bristol Town Hall
3. Warren Town Hall



The Commissioners of the Cemeteries

The North and East Burial Grounds Commission

The Town of Bristol, Rhode Island

10 Court Street ~ PO Box 407

Bristol, Rhode Island 02809

Ph 401-253-6426 ~ Fax 401-253-5885

AGENDA

Wednesday, September 10, 2025, 6:00 PM

North Burial Ground Committal Shelter

Hope Street

Bristol, Rhode Island 02809

1. **A MOMENT OF REMEMBRANCE**
2. **WALK THROUGH OF CREMATION GARDEN-** Review new columbarium placements, review/discuss further plans for future expansion.
3. **REVIEW & APPROVAL:** Minutes of July 2025 Meeting.
4. **REVIEW:** Monthly Census of Cemetery Use and Sales Income.
5. **REVIEW:** Monthly Expenses and Invoices for July/August 2025
6. **REMINDER to ALL:** The link for the new cemetery program is North Burial Ground – Search Powered by CemeteryFind This eventually to be posted on the Town's website.
7. **DISCUSSION | REVIEW | BUDGET | FINANCE:** Pricing for new niches. Location/Plans for supply containers. Review of projects set out.
8. **ON GOING: DATES AND REMINDERS:**

~**COMMISSION MEETINGS DATES FOR 2024:** The Commission meets on the 2nd Wednesday of the month at 6:00 at The Chapel at North Burial Ground, unless otherwise noted. The next meetings for 2024: **10/8; 11/12; 12/10**

~**COMMISSION MEETINGS ARE POSTED AT THESE LOCATIONS:**

The Bristol Post Office | Bristol Town Website | RI Secretary of State Website:
http://sos.ri.gov/openmeetings/?page=view_entity&id=4502

Respectfully Submitted.

Joshua J. Cabral- Co-Chair

Edward Carusi- Co-Chair

Posted: September 5, 2025

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND**TOWN OF BRISTOL**
HOUSING AUTHORITY 2025 SEP -9 AM 8:37**AGENDA**

The regular meeting of the Town of Bristol Housing Authority will be held on **September 11, 2025, at 10:00 AM** at the Bristol Housing Authority Conference Room, 1014 Hope Street, Bristol, Rhode Island.
Public invited masks optional.

Public Comments must pertain to agenda items and are limited to 15 minutes per person. If you would like to comment on another subject write a letter to the Chair at least 10 days in advance of the meeting to request that the item goes on the agenda.

1. Chair: Call to order
2. Pledge of Allegiance
3. Chair: Roll Call
4. Chair: Reading of the minutes of **August 14, 2025, meeting. (VOTE)**
5. Chair: Introduces **OLD BUSINESS**
 - A. Maintenance Department Report
 - B. General Report
6. Chair: Introduces **CURRENT BUSINESS**
 - A. Financial Report and Synopsis June, July, August 2025
 - B. Bids for walk in Shower installations
 - C. Benjamin Church Resident Handbook
 - D. FY 2025 Capital Fund Expenditures
 - E. Job Descriptions
 - F. General Report
7. Chair: Introduces **NEW BUSINESS**
 - A. ACTION: Resolution to Adopt Payment Standards 2026
Resolution 2025-7 Adopt Payment Standards Housing Choice Voucher Program **(VOTE)**
 - B. ACTION: Resolution to Award Bid for Walk in Shower Installations A-P
Resolution 2025-8 award Bid for Walk in Shower Installations **(VOTE)**
 - C. Piolet Information to be Paid to The Town of Bristol
8. Chair introduces motion to adjourn **(VOTE)**

POSTED September 9, 2025 BHA Properties, Bristol Town Hall, Bristol Senior Center, and Rhode Island Secretary States Office

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

TOWN OF BRISTOL
HOUSING AUTHORITY 2025 SEP -9 AM 8:37

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Resolution 2025-8 award Bid for Walk in Shower Installations **(VOTE)**
 - C. Piolet Information to be Paid to The Town of Bristol
8. Chair introduces motion to adjourn **(VOTE)**

POSTED September 9, 2025 BHA Properties, Bristol Town Hall, Bristol Senior Center, and Rhode Island Secretary States Office

**Bristol Fourth of July Committee
General Committee Meeting
September 18, 2025 - 7:00 PM Eastern
Burnside Building, 400 Hope Street - Bristol, RI. 02809**

10/15/25
 BRISTOL POST OFFICE
 2025 SEP 15 PM 1:05

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ATTENDANCE
- IV. CORRESPONDENCE & SUNSHINE REPORT
- V. APPROVAL OF MINUTES
 - a) Motion to Accept /Discussion/Vote
- VI. APPROVAL OF TREASURER REPORTS
 - a) Motion to Accept /Discussion/Vote
- VII. APPROVAL OF MEMBERSHIPS – New members/Resignations
 - a) Motion to Accept /Discussion/Vote
- VIII. APPROVAL OF ADDING KARAOKE FUNDRAISER – Subcommittee Chairman
Doug O’Roak
 - a) Motion to Accept /Discussion/Vote
- IX. SUBCOMMITTEE Reports or Updates
 - a) DCI update – Steve Cavaleiri
 - b) Macaroni Fundraiser -- Lori Bento
 - c) Other Committee’s
- X. Good of the Committee
- XI. Elections – Chuck MacDonough
- XII. 50/50
- XIII. Adjournment

Posted on Secretary of State Website on 9/14/25, Bristol Post Office and
Bristol Town Hall on 9/15/25.

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING AGENDA
September 18, 2025

The monthly meeting of the Trustees of Rogers Free Library will be held on Thursday, September 18thst at 6:30 PM. It will be held in person at Rogers Free Library, 525 Hope Street Bristol, RI.

AGENDA ITEMS

- CALL TO ORDER/ATTENDANCE/QUORUM
- REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETING
 - Minutes of July 2025 Meeting
- CHAIR REPORT
 - Annie Silvia
- LIBRARY DIRECTOR REPORT
 - Eileen Dyer
- FINANCIAL REPORT
 - Eileen Dyer
- OLD BUSINESS
 - Friends Update – Annie Silvia and Trustees
 - Tabling Policy – Second Reading and vote - Trustees
 - Meeting Room Policy – Second Reading and vote - Trustees
 - Social Media Policy – Second Reading and vote - Trustees
 - CLC Grant – Eileen Dyer
- NEW BUSINESS
 - October meeting – Discussion and Vote
 - Letter to Trustees
- MEMBER PREROGATIVES
- PUBLIC COMMENT
- NEXT MEETING DATE
- ADJOURN

Bristol 250th Commission Meeting Agenda

Date: Tuesday, 16 September 2025

Time: 5:30 PM

Location: Burnside Building
400 Hope Street, Bristol, RI

1. Call to Order

- Pledge of Allegiance
- Roll Call
- Approval of Minutes – 19 August 2025 meeting

2. Old / Open Business

- Update from each member on progress / review project list
- Calendar review
- Booth schedule / assignments
- 2026 July 4th parade participation
- State grant application update
- Town request for street banners funding update
- Events on state website
- Marketing, website update
- Swag update / decisions

3. New Business

- Alternate to full member
- Vice chair election
- 2026 FIFA World Cup Soccer (Tanner)
- B250 Mission Statement
- Use of media from other sources
- Open topics
- Draft agenda for next meeting

4. Adjournment



TOWN OF BRISTOL, RHODE ISLAND

ZONING BOARD OF REVIEW

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2025 SEP 16 AM 10:40

Agenda

Monday, October 6, 2025 at 7:00 PM
Bristol Town Hall, 10 Court Street, Bristol, RI 02809

Scanned copies of all applications and supporting materials will be available on the Town of Bristol website at <https://bristol-ri.municodemeetings.com/>. Written comments may be submitted to the Zoning Board via regular mail addressed to: Zoning Board of Review, Bristol Town Hall, 10 Court Street, Bristol, RI 02809 or via email to etanner@bristolri.gov. Written comments should be received no later than 12:00 p.m. on **Thursday, October 2, 2025**.

- 1. Pledge of Allegiance**
- 2. Approval of Minutes - September 2, 2025**
- 3. New Petitions**
 - 3A. 2025-27 Kyle Nassaney - Dimensional Variance:** to construct a 15ft. x 15ft. family room addition to an existing single-family dwelling with less than the required rear yard. Located at **24 Lugent Lane**; Assessor's Plat 28, Lot 142; Zone: R-10
 - 3B. 2025-28 Robert Kreft - Dimensional Variance:** to construct two 22ft x 24ft. accessory garage structures with greater than permitted lot coverage by structures. Located at **22 Wall Street**; Assessor's Plat 33, Lot 17; Zone: R-6
 - 3C. 2025-29 Joseph M. Pardini - Dimensional Variance:** to construct a 32ft. x 44ft. single-family dwelling with less than the required right side yard. Located at **Slocum Street**; Assessor's Plat 121, Lots 161 & 182; Zone: R-10
 - 3D. 2025-31 Edgardo Rodriguez and Suzanne Cruanes-Rodriguez - Dimensional Variances:** to construct a 24ft. x 44ft. accessory garage structure at a size and height greater than permitted in the R-40 zoning district. Located at **110 Griswold Avenue**; Assessor's Plat 160, Lot 16; Zone: R-40.

- 3E. **2025-32 James Depasquale - Dimensional Variances:** to construct a 24ft. x 30ft. third story living area addition, a 12ft. x 30ft. two-story front living area addition, and an 8ft. x 30ft. front porch addition to an existing single-family dwelling with less than the required left and right side yards. Located at **40 Congregational Street**; Assessor's Plat 18, Lot 28; Zone: R-6.
- 3F. **2025-33 Bradford Clair - Dimensional Variance:** to construct an approximate 12ft. x 20ft. second-story roof dormer addition to an existing accessory structure with less than the required left side yard. Located at **30 Union Street**; Assessor's Plat 15, Lot 46; Zone: R-6
- 3G. **2025-34 Shannon Defusco - Use Variance:** to operate a recreational golf simulation business use within the Manufacturing (M) zoning district. Located at **1 Shannon Court, Unit 102**; Assessor's Plat 94, Lot 67; Zone: M

4. Correspondence

- 4A. **Request for extension of variance approval** for Jonathan & Miranda Trahan, **454 Poppasquash Road**; Assessor's Plat 174, Lot 74; File 2024-03

5. Adjournment

Date Posted: September 18, 2025

Posted By: emt



TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION MEETING

**Historic District Commission Meeting Agenda
Monday, September 29, 2025 at 7:00 PM
Bristol Town Hall, 10 Court Street, Bristol, RI 02809**

Written comments may be submitted to the Historic District Commission via regular mail addressed to: Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

Application packets can be found online at: <https://bristol-ri.municodemeetings.com/>

1. **Pledge of Allegiance**
2. **Review of Previous Month's Meeting Minutes**
 1. **Joint Planning Board and Historic District Commission Minutes**
 2. **Review of September Meeting Minutes**
3. **Application Reviews**
 1. **25-12: 125 Hope Street, 125 Hope Street, LLC**
Discuss and act on demolition and replacement or remodeling of existing property.
 2. **25-48: 276 High St, Timothy Finucane**
Discuss and Act on replacement of windows, doors, and porch.
 3. **25-54: 5 Milk Street, MARY ANN PELLEGRINO**
Discuss and Act on replacement of windows.
 4. **25-82: 224 Hope St, Gregory Leonetti**
Discuss and act on replacement of all windows
 5. **25-104: 227 Thames St, Karen St. Pierre**

Discuss and Act on installation of sign.

6. 25-119: 240 High St, Bristol Santa House

Discuss and act on temporary construction of Bristol Santa House.

7. 25-122: 444 Thames St (Independence Park), The Lafayette Trail

Discuss and act on installation of Lafayette Trail marker in independence park.

8. 25-123: 474 Thames St, Daniel Brooks

Discuss and act on replacement of siding.

9. 25-124: 484 Thames St, Daniel Brooks

Discuss and act on replacement of siding and removal of deck.

10. 25-125: 55 Constitution St, BRIAN LOVETT

Discuss and act on replacement of door.

11. 25-126: 1237 Hope St, David Manocchio

Discuss and act on addition of bulkhead.

12. 25-127: 467 Hope Street, FEDERAL PROPERTIES OF R.I., INC.

Discuss and act on addition of sign.

13. 25-129: 186 Hope, William K. Campbell

Discuss and act on replacement of garage door, replacement of decking and steps, replacement of French door, repair to windows, repair to railings.

14. 25-107: 186 Hope St, William Campbell

Discuss and act on installation of heat pump using basement windows to run coolant lines.

15. 25-131: 19 Byfield St, Elena Bao

Discuss and act on changes to previously approve addition to property.

16. 25-130: 476 Hope St, Federal Properties of R.I., Inc.

Discuss and act on addition of second floor above barbershop, addition of roof deck, addition of spiral stairs, addition of balustrade, replacement of siding.

17. 25-132: 234 Hope St, Louis A. Sousa and Catherine Q. Sousa

Discuss and Act on replacement of cedar shingles with clapboard.

18. 25-135: 195 High St, Peggy Frederick

Discuss and act on installation of lighting and installation of driveway.

4. Concept Review
5. Monitor Reports & Project Updates
6. HDC Coordinator Reports & Project Updates
7. HDC Coordinator Approvals
8. Other Business
9. Adjourn

BRISTOL COUNTY WATER AUTHORITY

Board of Directors Meeting

Thursday, September 25, 2025, at 5:00 pm
450 Child Street (Boardroom), Warren, RI

AGENDA

1. Call to Order
2. Public Input
3. Minutes:
 - i. Board Meeting – 8/28/25
 - ii. Properties Committee Meeting – 9/11/25
4. Executive Director Report
5. Financial Report
6. Board Member Town Council Reports
7. Properties Committee – Former Plant Buildings Recommendation
8. Executive Session:
 - i. Litigation – Providence Water Supply Board – Docket 24-51-WW and Supreme Court Appeal – Pursuant to RIGL s. 42-46-5 (a)(2)
 - ii. Disposition of Publicly Held Property – Former Treatment Plant Buildings Pursuant to RIGL s. 42-46-5 (a)(5)
 - iii. Executive Session Minutes:
 - a. Board Meeting – 7/24/25
 - b. Properties Committee Meeting – 9/11/25
9. Board Vote on Course of Action for Former Plant Buildings
10. Next Scheduled Meeting(s):
 - i. Board Meeting – October 23, 2025
11. Adjournment

Individuals requesting interpreter services for the hearing impaired must notify the Bristol County Water Authority not less than 48 hours in advance of the meeting. 401-245-2022 (voice) or via RI Relay 1-800-745-5555 (TTY).

Agenda Posted 9/19/25

1. Secretary of State Website
2. BCWA Main Office Bulletin Board
3. BCWA Operations Department Bulletin Board
4. BCWA Website bcwari.com

Agenda Sent Via Email 9/19/25 for Posting on Public Bulletin Boards

1. Barrington Town Hall
2. Bristol Town Hall
3. Warren Town Hall

**Bristol Fourth of July Committee
Macaroni Supper Sub-Committee Meeting**

Thursday, 9/25/25

Burnside Building, 400 Hope Street, Bristol, RI at 7pm

Agenda

- Call To Order
- Pledge of Allegiance
- Attendance
- Business to be discussed:
 - Event Details
 - Dates and Times
 - Status of Supplies
 - Raffles
 - Donations
 - Advertising
 - Volunteers
 - Times to Arrive
 - Responsibilities
 - Q&A
- Adjourn

Posted on Secretary of State Website, Bristol Town Hall and Bristol Post Office on Monday, 9/22/25



BRISTOL HARBOR COMMISSION

HARBOR COMMISSION Special Meeting / Bristol Harbor Commission Breakwater Team

Date: October 6, 2025
 Start Time: 5:30 p.m.
 Location: Maritime Center. 127 Thames Street, Bristol, R.I. 02809

AGENDA:

- 1) Discuss meeting results with Town Planner, Ed Tanner (Skip Castro)
- 2) Overview of R.I. Open meetings requirements (Skip Castro)
- 3) Discuss progress of stakeholder list (S. Janario, M. Tamulaites)
- 4) Determine water type/class of harbor (Ryan Daponte)
- 5) Provide update of harbor photographic documentation (Owen O'Rourke)
- 6) Discuss and determine next steps (committee members)
- 7) Schedule next meeting (committee members)
- 8) Adjournment

Charting a Course for Bristol

Bristol's Comprehensive Community Plan Update 2025

Tuesday

September 30, 2025

6:00 pm - 8:30 pm

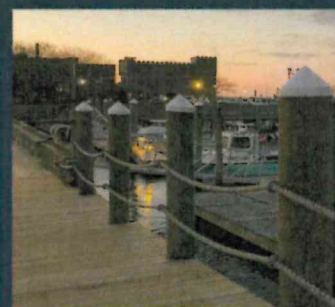
Monday

October 20, 2025

6:00 pm - 8:30 pm

Share your ideas about Bristol's future, infrastructure, and community priorities

**Doors open at 6:00 pm with refreshments,
program starts at 6:30 pm
The Bristol Maritime Center
127 Thames Street, Bristol**



RSVP and take the survey

www.bristol2037.com



These workshops are the first step- stay tuned for more opportunities

2025 OCT 1 10 17 AM
DATE RECEIVED

PETITION TO THE TOWN COUNCIL

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



I HAVE A 40' NOATTECH OPEN CATAMARAN THAT
WAS DAMAGED AT THE TOWN DOCK PUMPOUT.

WHILE AT THE TOWN DOCK PUMPOUT, THE SIDE MY BOAT
CAME IN CONTACT WITH A BOLT THAT HAD PREVIOUSLY
SECURED PADDING FOR THE DOCK. THE PADDING WAS STILL
THERE, BUT WAS DAMAGED AND NOT SECURED TO THE
DOCK.

IN ADDITION, A BOLT FROM A BROKEN PYLON, JUST
A FEW FEET BACK FROM THE DAMAGED PADDING,
CHIPPED A SMALL SECTION OF THE CHINE ON THE
BOTTOM AFT SIDE OF THE HULL.

PLEASE NOTE:

Please ensure that your petition is submitted
by 4:00 PM, two (2) Wednesdays before the
Town Council meeting scheduled for

October 1st, 2025

in order to be included on the docket. Ac-
cording to Council policy, petitions cannot
be addressed unless recommendations, if
needed, from the relevant departments are
received before the Council meeting

SIGNATURE: Peter A. Casimira

NAME: PETER A CASEMIRA

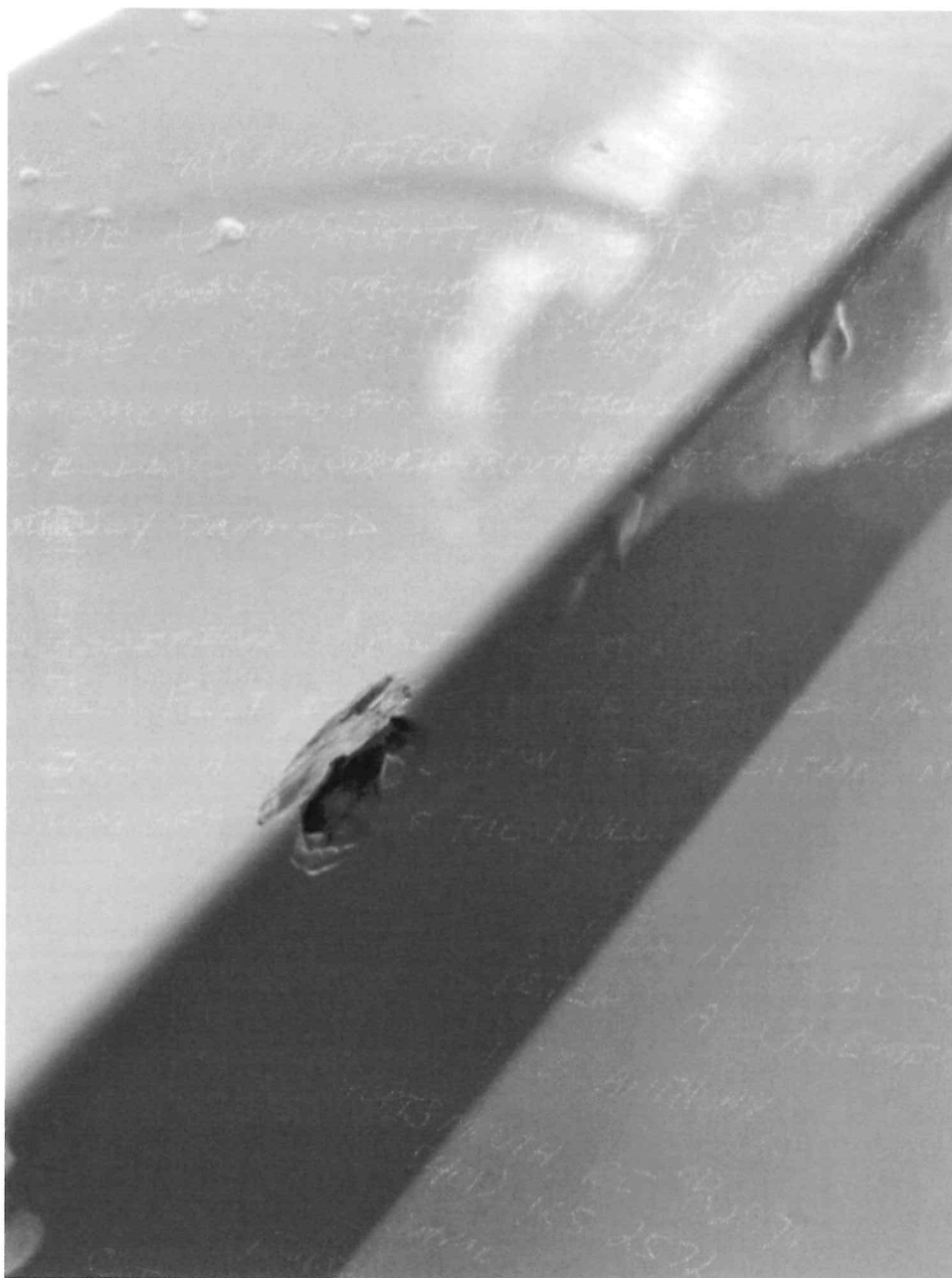
ADDRESS: 1000 WINDY HILL RD

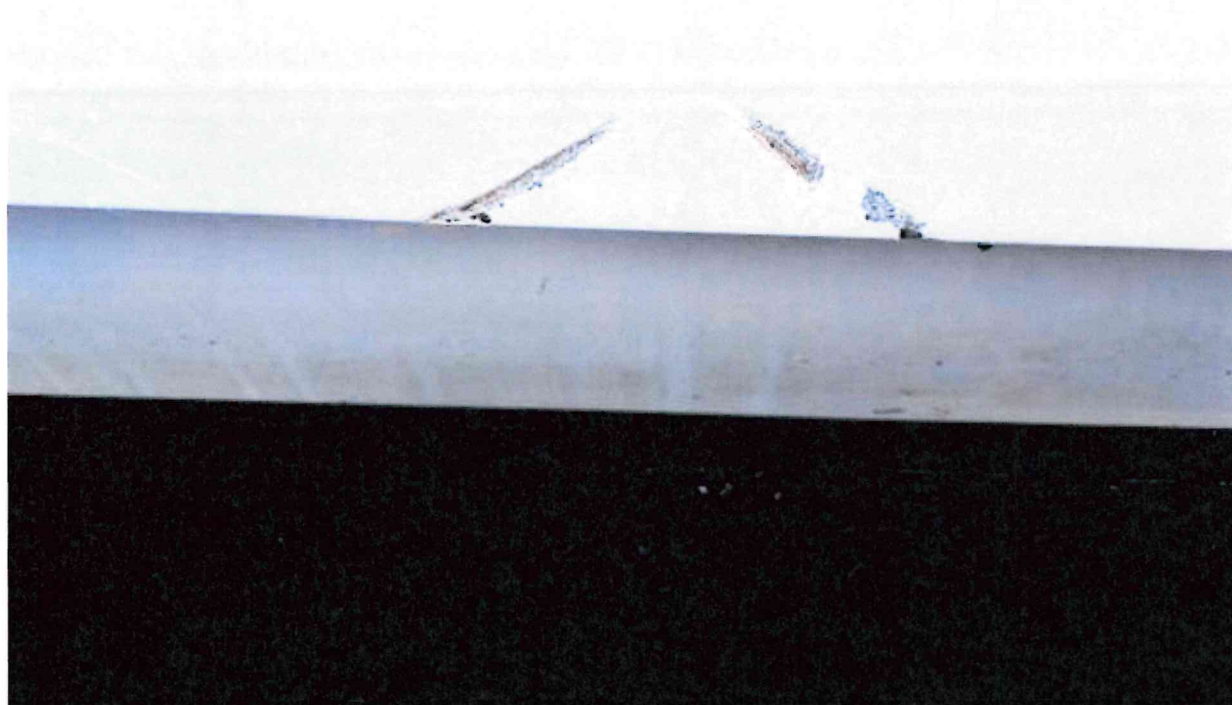
TOWN: PORTSMOUTH, RI 02871

BUSINESS TEL. NO. 401-845-1234

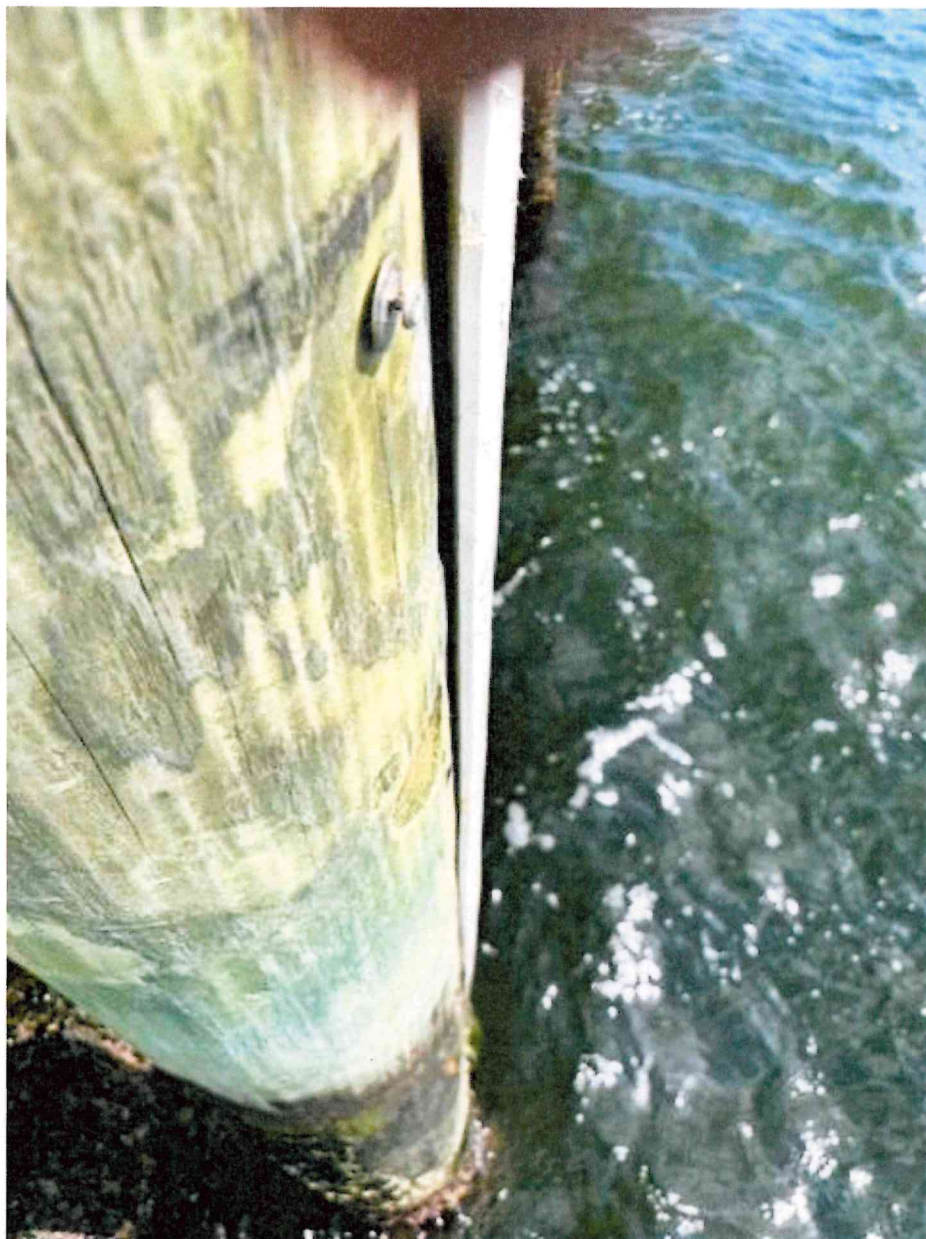
RESIDENCE TEL. NO. SAME

EMAIL ADDRESS: pcasimira@windyhill.com











BOATING ACCIDENT REPORT

State of Rhode Island and Providence Plantations
Department of Environmental Management
Division of Law Enforcement
Environmental Police

235 Promenade Street, Room 250
Providence, RI 02908
(401) 222-2284

RIGL 46-22-21 requires that any operator or owner of a vessel involved in an accident which results in death, personal injury beyond first aid, or damage to the vessel(s) and/or property that exceeds \$2000.00 must report the accident IMMEDIATELY to Rhode Island Environmental Police, USCG or local authorities. RIGL 46-22-5(j)/Rule14(2) requires that any operator or owner of a vessel involved in an accident which results in death, personal injury beyond first aid, or damage to the vessel(s) and/or property that exceeds \$2000.00 must submit a BOATING ACCIDENT REPORT to the Rhode Island Environmental Police within five (5) days of the accident.

COMPLETE ALL BLOCKS (INDICATE THOSE NOT APPLICABLE BY "NA")

ACCIDENT DATA										
DATE OF ACCIDENT <u>JULY 24, 2025</u>		TIME <u>6:00 PM</u>		NAME OF BODY OF WATER <u>BREXTON HARBOUR</u>		LOCATION (GIVE LOCATION PRECISELY) <u>BREXTON TOWN PUMP OUT</u>				
NUMBER OF VESSELS INVOLVED <u>1</u>		NEAREST CITY OR TOWN <u>BREXTON</u>		COUNTY <u>U.S.</u>		STATE <u>RI</u>		ZIP CODE <u>02809</u>		
WEATHER (check all applicable) ☒ CLEAR ☐ CLOUDY ☐ FOG ☐ RAIN ☐ SNOW ☐ HAZY		WEATHER REPORTS CONSULTED PRIOR TO ACCIDENT? ☒ YES ☐ NO		WATER CONDITIONS ☐ CALM WAVES (LESS THAN 6') ☒ CHOPPY (WAVES 6' TO 2') ☐ ROUGH (WAVES 2' TO 6') ☐ VERY ROUGH (GREATER THAN 6') ☐ STRONG CURRENT		TEMPERATURE (ESTIMATE) AIR <u>80</u> °F WATER <u>72</u> °F		WIND ☐ NONE ☐ LIGHT (0-6 MPH) ☒ MODERATE (7-14 MPH) ☐ STRONG (15-25 MPH) ☐ STORM (OVER 25 MPH)		
VISIBILITY DAY ☒ GOOD ☐ FAIR ☐ POOR		NIGHT ☐ GOOD ☐ FAIR ☐ POOR								
NAME OF OPERATOR <u>PETER CASEMERA</u>				OPERATOR ADDRESS <u>1203 ANTHONY ROAD, PORTSMOUTH RI 02871</u>						
DATE OF BIRTH MO DAY YR		GENDER ☐ FEMALE ☐ TRANS ☐ MALE ☒ OTHER		OPERATOR EXPERIENCE ☐ NONE ☐ UNDER 100 HOURS ☒ 100 HOURS OR MORE		BOATING SAFETY ☐ STATE COURSE ☐ USCG AUXILIARY ☒ NONE		INSTRUCTION ☐ U.S. POWER SQUADRON ☐ AMERICAN RED CROSS ☒ OTHER		
NAME OF OWNER <u>SAME</u>				OWNER ADDRESS <u>1203 ANTHONY ROAD, PORTSMOUTH RI 02871</u>						
OWNER TELEPHONE NUMBER ()		NUMBER OF PEOPLE ON BOARD <u>2</u>		NUMBER OF PEOPLE BEING TOWED <u>0</u>		RENTED BOAT? ☐ YES ☒ NO				
BOAT NO. 1 (THIS VESSEL)										
BOAT REGISTRATION OR DOCUMENTATION NUMBER <u>1292610</u>		BOAT MANUFACTURER <u>NAUTITECH</u>		MODEL <u>40 OPEN</u>		HULL IDENTIFICATION NUMBER <u>NAUN13166819</u>		BOAT LENGTH <u>40'</u>		
TYPE OF BOAT ☐ OPEN MOTORBOAT ☒ CABIN MOTORBOAT ☐ AUXILIARY SAIL ☐ SAIL (ONLY) ☐ ROWBOAT ☐ PERSONAL WATERCRAFT ☐ INFLATABLE BOAT ☐ AIR BOAT ☐ PADDLEBOAT ☐ PONTOON BOAT ☐ HOUSEBOAT ☐ OTHER (specify)		HULL MATERIAL ☐ WOOD ☐ ALUMINUM ☒ STEEL ☐ FIBERGLASS ☐ RUBBER/VINYL/CANVAS ☐ PLASTIC ☐ OTHER (specify)		ENGINE ☐ OUTBOARD ☐ INBOARD ☐ INBOARD/STERNDRIVE ☒ POD DRIVE ☐ OTHER (specify)		FIRE EXTINGUISHERS # OF FIRE EXTINGUISHERS ON BOARD <u>6</u> # OF FIRE EXTINGUISHERS USED <u>0</u> TYPE OF FIRE EXTINGUISHER (e.g., ABC): AMOUNT OF FIRE EXTINGUISHERS USED: FUEL ☐ GASOLINE ☒ DIESEL ☐ ELECTRIC ☐ NONE ☐ OTHER (specify)		BOAT NAME <u>NAUT BY NATURE</u> YEAR BUILT <u>2019</u> STATE <u>RI</u> PERSONAL FLOTATION DEVICES (LIFE JACKETS) WAS BOAT ADEQUATELY EQUIPPED WITH CG APPROVED LIFE JACKETS? ☒ YES ☐ NO WERE THE LIFE JACKETS WORN PRIOR TO THE ACCIDENT? ☐ YES ☒ NO WERE THE LIFE JACKETS WORN AS A RESULT OF THE ACCIDENT? ☐ YES ☒ NO		
DEPTH FROM TRANSOM (STERN) TO KEEL (BOTTOMMOST POINT): <u>4 ft. 6 in.</u>		BEAM WIDTH AT WIDEST POINT: <u>23 ft. 2 in.</u>		NUMBER OF ENGINES <u>2</u> TOTAL HORSEPOWER <u>100</u> COMMERCIAL VESSEL? ☒ YES ☐ NO		PROPULSION ☒ PROPELLER ☐ WATERJET ☐ AIR THRUST ☐ MANUAL ☐ SAIL ☐ OTHER (specify)				
OPERATION AT TIME OF ACCIDENT (check all applicable) ☐ CRUISING ☐ CHANGING DIRECTION ☐ CHANGING SPEED ☐ DRIFTING ☐ TOWING ☐ BEING TOWED ☐ ROWING/PADDLING ☐ SAILING ☐ LAUNCHING ☐ DOCKING/UNDocking ☒ AT ANCHOR ☐ TIED TO DOCK/MOORING ☐ OTHER (specify) ☐ COMMERCIAL OPERATION		ACTIVITY AT TIME OF ACCIDENT (check any if applicable) ☐ FISHING ☐ TOURNAMENT ☐ HUNTING ☐ SWIMMING/DIVING ☐ MAKING REPAIRS ☐ WATERSKIING/TUBING/ETC. ☐ RACING ☐ WHITEWATER SPORTS ☐ FUELING ☐ STARTING ENGINE (S) ☐ NON-RECREATIONAL ☒ COMMERCIAL ACTIVITY ☐ OTHER (specify) <u>pump-out</u>		TYPE OF ACCIDENT ☐ GROUNDING ☐ CAPSIZING ☐ FLOOD/SWAMPING ☐ SINKING ☐ FIRE OR EXPLOSION (FUEL) ☐ FIRE OR EXPLOSION (OTHER) ☐ SKIER MISHAP ☐ COLLISION WITH VESSEL ☐ COLLISION WITH FIXED OBJECT ☐ COLLISION WITH FLOATING OBJECT ☐ FALLS OVERBOARD ☐ FALLS IN BOAT ☐ STRUCK BY BOAT ☐ STRUCK BY MOTOR/PROPELLER ☐ STRUCK SUBMERGED OBJECT ☒ HIT AND RUN ☐ OTHER (specify) <u>HULL DAMAGE FROM ROLL</u>		WHAT CONTRIBUTED TO THE ACCIDENT? (check all applicable) ☐ WEATHER ☐ EXCESSIVE SPEED ☐ IMPROPER LOOKOUT ☐ RESTRICTED VISION ☐ OVERLOADING ☐ IMPROPER LOADING ☐ HAZARDOUS WATERS ☐ ALCOHOL USE ☐ DRUG USE ☐ HULL FAILURE ☐ MACHINERY FAILURE ☐ OPERATOR INEXPERIENCE ☐ OPERATOR INATTENTION ☐ CONGESTED WATERS ☐ PASSENGER/SKIER BEHAVIOR ☐ DAM/LOCK SAFETY ☐ OTHER (specify) <u>BROKEN FENDER ON DCK</u>				
ESTIMATED SPEED ☒ NONE ☐ UNDER 10 MPH ☐ 10-20 MPH ☐ 21-40 MPH ☐ OVER 40 MPH										

Revised 10/28/2016

DECEASED (IF MORE THAN 2 FATALITIES, ATTACH ADDITIONAL FORMS)			
NAME OF VICTIM		ADDRESS OF VICTIM	
		WAS LIFE JACKET WORN? ☐ YES ☐ NO	
DATE OF BIRTH	GENDER ☐ FEMALE ☐ MALE ☐ TRANS ☐ OTHER	DEATH CAUSED BY ☐ DROWNING ☐ OTHER ☐ DISAPPEARANCE	
NAME OF VICTIM		ADDRESS OF VICTIM	
		WAS LIFE JACKET WORN? ☐ YES ☐ NO	
DATE OF BIRTH	GENDER ☐ FEMALE ☐ MALE ☐ TRANS ☐ OTHER	DEATH CAUSED BY ☐ DROWNING ☐ OTHER ☐ DISAPPEARANCE	
INJURED (IF MORE THAN 2 INJURIES, ATTACH ADDITIONAL FORMS)			
NAME OF VICTIM		ADDRESS OF VICTIM	
		DATE OF BIRTH	
MEDICAL TREATMENT BEYOND FIRST AID? ☐ YES ☐ NO		DESCRIBE INJURIES	
ADMITTED TO THE HOSPITAL? ☐ YES ☐ NO			
WAS PFD WORN? ☐ YES ☐ NO	PRIOR TO ACCIDENT? ☐ YES ☐ NO	AS A RESULT OF THE ACCIDENT? ☐ YES ☐ NO	WAS IT INFLATEABLE? ☐ YES ☐ NO
NAME OF VICTIM		ADDRESS OF VICTIM	
		DATE OF BIRTH	
MEDICAL TREATMENT BEYOND FIRST AID? ☐ YES ☐ NO		DESCRIBE INJURIES	
ADMITTED TO THE HOSPITAL? ☐ YES ☐ NO			
WAS PFD WORN? ☐ YES ☐ NO	PRIOR TO ACCIDENT? ☐ YES ☐ NO	AS A RESULT OF THE ACCIDENT? ☐ YES ☐ NO	WAS IT INFLATEABLE? ☐ YES ☐ NO
BOAT NO. 2 (IF MORE THAN 2 VESSELS, ATTACH ADDITIONAL IDENTIFYING INFORMATION)			
NAME OF OPERATOR		OPERATOR ADDRESS	
		OPERATOR TELEPHONE NUMBER ()	
NAME OF OWNER		OWNER ADDRESS	
		OWNER TELEPHONE NUMBER ()	
BOAT REGISTRATION OR DOCUMENTATION NUMBER		STATE	
PROPERTY DAMAGE			
ESTIMATED AMOUNT (USE BEST GUESS IF FORMAL ESTIMATE NOT AVAILABLE)	THIS BOAT AND CONTENTS \$ 2,001.00	OTHER BOAT AND CONTENTS \$ 0	OTHER PROPERTY \$ 0
DESCRIBE PROPERTY DAMAGE <i>FEDERAL DAMAGE TO PORT SIDE OF HULL</i>			
SPECIFY "EQUIPMENT FAILURE"			
☐ AUXILIARY EQUIPMENT FAILURE	☐ ONBOARD NAVIGATION AIDS (e.g., GPS, Loran)	☐ VENTILATION SYSTEM FAILURE	
☐ COMMUNICATION EQUIPMENT FAILURE	☐ ELECTRICAL SYSTEM FAILURE	☐ RADIO	
☐ FIRE EXTINGUISHER NOT SERVICEABLE	☐ ENGINE FAILURE	☐ ONBOARD LIGHTS	
☐ SAIL DISMASTING	☐ FUEL SYSTEM FAILURE		
☐ SEAT BROKE LOOSE	☐ SHIFT FAILURE		
☐ SOUND PRODUCING EQUIPMENT FAILURE	☐ STEERING SYSTEM FAILURE		
☐ VISUAL DISTRESS SIGNALS FAILED	☐ THROTTLE FAILURE		
WITNESS NOT ON THIS VESSEL			
NAME	ADDRESS		TELEPHONE NUMBER ()
NAME	ADDRESS		TELEPHONE NUMBER ()
PERSON COMPLETING THIS REPORT			
NAME <i>PETER CASEMERA</i>	ADDRESS <i>1203 ANTHONY RD, PORTSMOUTH, RI 02871</i>		TELEPHONE NUMBER <i>408-711-1111</i>
SIGNATURE <i>Peter Casera</i>	QUALIFICATION ☐ OPERATOR ☒ OWNER ☐ INVESTIGATOR ☐ OTHER		DATE SUBMITTED <i>11/14</i>
ACCIDENT DESCRIPTION			
DESCRIBE WHAT HAPPENED (SEQUENCE OF EVENTS, INCLUDE FAILURE OF EQUIPMENT, INCLUDE A DIAGRAM IF NEEDED. CONTINUE ON ADDITIONAL SHEETS IF NECESSARY. INCLUDE ANY INFORMATION REGARDING THE INVOLVEMENT OF ALCOHOL AND/OR DRUGS IN CAUSING OR CONTRIBUTING TO THE ACCIDENT. INCLUDE ANY DESCRIPTIVE INFORMATION ABOUT THE USE OF LIFE JACKETS)			
<i>WHILE USING PUMPOUT FACILITIES AT BRISTOL TOWN DOCK, THE HULL OF THE BOAT CAME INTO CONTACT OF A BACK BUMPER DEVICE CAUSING DAMAGE.</i>			
FOR AGENCY USE ONLY			
CAUSES BASED ON (check one) ☐ THIS REPORT ☐ INVESTIGATION ☐ INVESTIGATION AND THIS REPORT ☐ OTHER			
NAME OF REVIEWING OFFICER	DATE RECEIVED	☐ RECREATIONAL ☐ COMMERCIAL ☐ NON-REPORTABLE	
PRIMARY CAUSE		SECONDARY CAUSE	

Revised 10/28/2016



SAFE HARBOR

NEW ENGLAND BOATWORKS

ESTIMATE

Est Number : 507207
 Estimate Date : 8/15/2025 12:00:0
 Customer ID : 0000004061
 Boat ID : 0000003561

PETER CASEMIRA
 1203 ANTHONY ROAD
 Portsmouth, RI 02871

Boat Name : NAUTI BY NATURE - CAS
 Boat Make : NAUTITECH
 Boat Model : 40OPEN

Operation	Item/Part # Description	Qty	Each	Extension
2006	Haul, Wash and Block 40' Cat			
				600.00
		Operation Total :		600.00
2043	Temporary Land Storage Charges - 1 week @ 2.00\$ per foot per day.			
	Land Storage 1Wk 40' Cat			560.00
		Labor Total :		
		Billcode Total :		560.00
		Operation Total :		560.00
7350	Gelcoat - Repair 2 areas of gelcoat damage onPort side from rubbing up against the dock. "This estimate is based on a sight unseen bases Safe Harbor/NEB reserves the right to re estimate when the vessel arrives at our facility"			
	Gelcoat,repair materials	1.00	150.00	150.00
		Parts Total :		150.00
		Labor Total 8.00 hours at \$120.00 :		960.00
		Operation Total :		1,110.00
2016	Launch - 40' Cat			
				520.00
		Operation Total :		520.00



SAFE HARBOR

NEW ENGLAND BOAT WORKS

ESTIMATE

Est Number : 507207
 Estimate Date : 8/15/2025 12:00:0
 Customer ID : 0000004061
 Boat ID : 0000003561

Operation	Item/Part # Description	Qty	Each	Extensive
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We impose a surcharge of 3% on the transaction amount on credit card products, which is not greater than our cost of acceptance.

We do not surcharge debit cards.

Estimate Price Summary

Parts	150.00
Labor	2,080.00
Bill Codes	560.00
Environmental	83.70
DM Sales Tax Rate	16.36

Estimate Total \$2,890.06

3% Surcharge if paid by credit card \$86.70

Credit Card Total \$2,982.83

This estimate is valid for 30 days. Your signature on this document and deposit totaling 50% of projected labor, 100% of projected materials, and 100% of projected land storage is required to approve this estimate. All invoices will include a 3% environmental fee. Please reach out to your Project Manager if you have any questions. We sincerely appreciate the opportunity to care for your vessel and look forward to fulfilling your requests.

2025 SEP 24 AM 11:34

DATE RECEIVED

PETITION TO THE TOWN COUNCIL

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



On Wednesday, September 24, 2025 a tree (on the town sidewalk) on Wood Street near the entrance of Unity Park, fell on my car that was on the east side of Wood Street facing north. A police report was filed. I am requesting reimbursement for damages to my car.



BRISTOL POLICE DEPARTMENT

395 Metacom Avenue
Bristol, Rhode Island 02809
401-253-6900

PHM Malafronte

CR# 25-1551-02

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: John A. Correira

NAME: JOHN CORREIRA

ADDRESS: 35 Vernon St

TOWN: Warren RI

E

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TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2025 SEP 11 AM 10:01

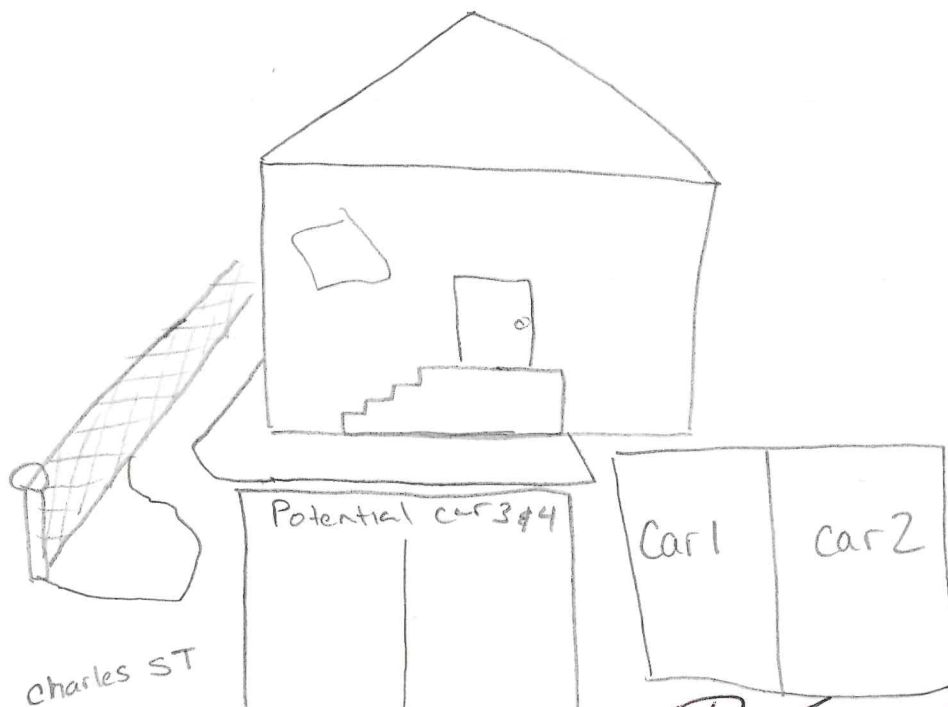
DATE RECEIVED

PETITION TO THE TOWN COUNCIL

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



I am asking for a curb cut to open up 2 more parking spots in front of my house. It is a multi-family home with tenants that live on the first floor. This would provide more convenience and accessibility in the case of winter in particular, since parking during parking bans would be a challenge on this road.



PLEASE NOTE:



CUT

SIGNATURE:

Dylan Levesque

NAME:

Dylan Levesque

ADDRESS:

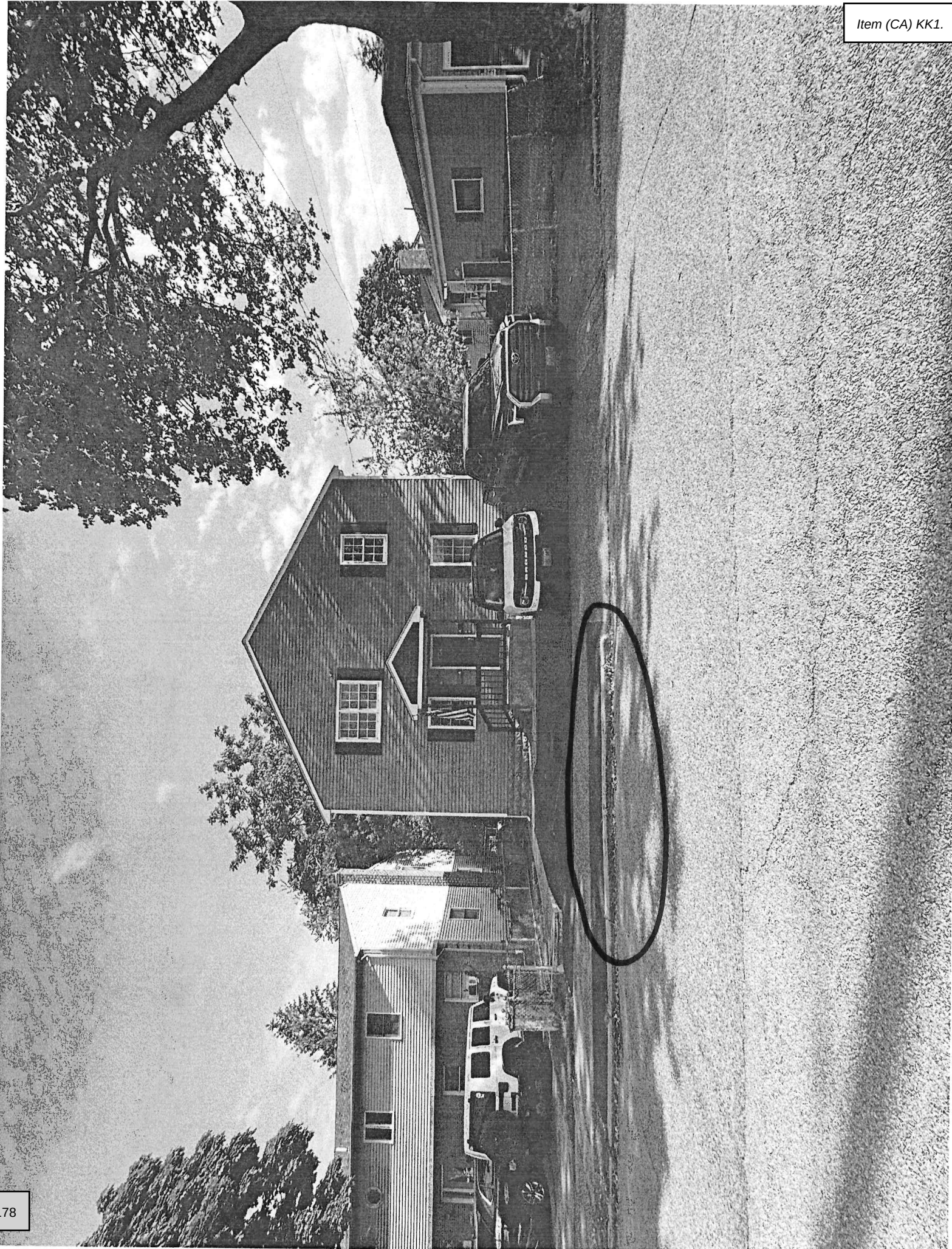
75 Charles ST

TOWN:

Bristol

Please ensure that your petition is submitted
by 4:00 PM, two (2) Wednesdays before the
Town Council meeting scheduled for

10/1/2025
in order to be included on the docket. Ac-
cording to Council policy, petitions cannot
be addressed unless recommendations, if
needed, from the relevant departments are
received before the Council meeting





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
TOWN CLERK

DATE: September 12, 2025

RE: Dylan Levesque, 75 Charles Street - request for curb
cut in front of residence

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **August 20, 2025**.

All items for this docket must be received in the Clerk's office by Wednesday, August 13, 2025. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachments



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
 Bristol, Rhode Island 02809
 Tel. 401-253-4100 Fax 401-254-1278

Late Item
RECEIVED AT MEETING

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Christopher J. Parella
 DIRECTOR OF PUBLIC WORKS

DATE: September 25, 2025

RE: Dylan Levesque, 75 Charles Street – request curb cut in front of residence

2025 SEP 29 PM 1:54

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

Mr. Administrator,

I recommend that this petition not be granted. The distance from the raised cement walkway in front of the residence to the start of the sidewalk is only 12½ feet. A standard parking space requires at least 18 feet in length, so the available space is insufficient.

Allowing this area to serve as a driveway would result in vehicles blocking a significant portion of the sidewalk, forcing pedestrians into the street and creating a safety hazard. For this reason, the proposed driveway configuration is not feasible and should be denied.

Please advise if you have any questions or concerns.

Concurred
Steven Contente

STEVEN CONTENTE
 Town Administrator