

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, January 17, 2024 at 6:00 PM
6:00 PM PUBLIC SERVICE INTERVIEWS/APPOINTMENTS
7:00 PM REGULAR ORDER OF BUSINESS
Town Hall - Council Chambers
10 Court Street, Bristol, RI 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://zoom.us/j/87452984587>, or by visiting zoom.com meeting code 874-5298-4587. Please be advised, this link will NOT allow for public participation.

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

Present:

Meeting Dates:

February 7, 2024 - Town Council Meeting
February 28, 2024 - Town Council Meeting
March 18, 19, 20, and 25, 2024 - Budget Workshops
March 27, 2024 - Town Council Meeting & Vote on Provisional Budget

Public Service Interviews and Appointments

[Rogers](#) Free Library Board of Trustees (2 unexpired terms set to expire January 2027)

- a. Cara Cromwell, 349 Hope Street, interest/appointment
- b. Anne Marie Silvia, 75 Maple Lane, interest/appointment
- c. Caroline W. Jacobus, 35 Church Street, interest/appointment

[Historic](#) District Commission (2 unexpired terms set to expire July 2025)

- a. Michael O'Loughlin, 114 Constitution Street, interest/appointment

Motion RE: Consent Agenda - To Approve the Consent Agenda

A. Submission of Minutes of Previous Meeting(s)

[A1.](#) Town Council Meeting - December 6, 2023

A2. Executive Session Minutes - December 6, 2023

B. Public Hearings

C. Ordinances

[C1.](#) Ordinance #2023-19 Chapter 16, Article V Stopping, Standing and Parking, Section 16-143 - Parking prohibited at all times (correction to Ordinance 2023-13 from east side to west side) (2nd reading)
(continued from November 15 - request to withdraw)

- a. copy of original petition requesting parking modification
- b. Patricia Esteves re - letter of concern
- c. updated recommendation from the Chief of Police
- d. memo Traghella re - withdrawal

[C2.](#) Ordinance #2023-24 Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 - Number of Licenses (to decrease the number of Class BV Liquor Licenses from 32-31) **(2nd Reading) (see also E1)**

- C3. Ordinance#2024-01 Chapter 11 & 18, Chapter 11 - Comprehensive Schedule of Fees. Sec 11-1 Comprehensive schedule of fees and Chapter 18-Parks and Recreation Article I - In General Sec 18-11 - Bristol Parks and Recreation special event **(1st reading)**

D. Licensing Board - New Petitions

- D1. Robert McNeil, McNeil Design Collaborative, Inc., d/b/a The Northeast Golf Company (Bristol Golf Park), 96 Broadcommon Road re - request for a Dancing and Entertainment License **(continued from November 15, 2023)**

- a. 2024 Schedule of Events
- b. recommendation - Town Administrator and Chief of Police
- c. recommendation - Town Administrator and Zoning Official
- d. recommendation - Town Administrator and Fire Chief

- D2. Glenda Gonzalez, Oceanside Restaurant LLC., d/b/a California Taco, 20 Gooding Avenue re - request for Victualling License

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

- D3. Barbara Palumbo for St. Elizabeth's Church, 577 Wood Street re - request for Bingo License for Friday, January 26, 2024, from 5:30PM - 9:00PM

- a. recommendation - Town Administrator and Fire Chief
- b. recommendation - Town Administrator and Chief of Police
- c. Rhode Island State Police Authorization to Conduct Special Bingo on Friday, January 26, 2024

E. Licensing Board - Renewals

E1. Sherry Scott, Beehive Cafe, 10 Franklin St., re -
relinquish class BV Liquor License **(see also C2)**

E2. Elisio Castro, Bristol Sports Club, 417 Wood Street,
re - six-month review of Dancing and Entertainment
License **(continued from 6/21/2023)**

a. recommendation - Town Administrator and Chief of
Police

E3. Jordan Sawyer, Brick Pizza Co., 500 Wood Street, Unit
211, re - six-month review of Dancing and
Entertainment License **(continued from 7/12/2023)**

a. recommendation - Town Administrator and Chief of
Police

E4. Alicia Saldana, Qhali, 34 Gooding Avenue, re - Six-
month review of Dancing and Entertainment License
(continued from 7/12/2023)

a. recommendation - Town Administrator and Chief of
Police

E5. Junk and Secondhand License Renewals 2023-2024

a. recommendation - Town Administrator and Chief of
Police

b. recommendation - Town Administrator and Department
of Community Development

F. Petitions - Other

F1. Joseph B. Jorge, 27 Surf Drive re - Request for
Abandonment of a Portion of Surf Drive Right of Way
(call for Public Hearing February 28, 2024)

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of
Police

c. recommendation - Town Administrator and Department
of Community Development

- d. recommendation - Town Administrator and Zoning Officer
- e. recommendation - Town Administrator and Code Compliance Officer
- f. recommendation - Town Administrator and Department of Public Works
- g. recommendation - Town Administrator and Tax Assessor

F2. Stephen R. Mascena, Bristol Picture Frame, 379 High Street re - request for 30-minute parking (M-F 10 a.m. - 4 p.m.) sign in front of business establishment on the west side of High Street

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

F3. Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions, 301 Hope Street - request for one additional BV Liquor License (tentative 1st reading on February 7, 2024 and call for public hearing on February 28, 2024)

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

G. Appointments

G1. Bristol Housing Authority (1 term set to expire January 2029 and 1 unexpired term set to expire January 2025) (position shall hold no other office)

- a. Helen "Tina" Barboza, 23 Jane Lane, interest/reappointment
- b. M. Candace Pansa, Executive Director, Bristol Housing Authority recommendation of Tina Barboza for reappointment

c. Donna St Angelo, 25 Duffield Road,
interest/appointment (interview scheduled for January
10, 2024)

d. Kimberly Ann Teves, 32 Brooks Farm Drive,
interest/appointment (interview scheduled for January
10, 2024)

G2. Tree Warden (term to expire January 2025)

a. Steven Saracino, 219A Queens River Drive,
interest/reappointment.

b. George Voutes, 17 Shore Road, interest/appointment

c. Town Administrator recommendation

G3. Capital Project Commission (1 vacant term set to
expire May 2027)

a. Alan Spen, 133 Ferry Road, interest/appointment

G4. Juvenile Hearing Board (2 full term members and 1
alternate member term set to expire December 2026)

a. Matthew P. Cabral, 5 Polk Court,
interest/reappointment (full member)

b. N. Diane Davis, 25 Butterworth Avenue,
interest/reappointment (full member)

c. Henry Cabral, 54 Sefton Drive,
interest/reappointment (alternate member)

d. JoAnne M. Waite, 55 Mulberry Road,
interest/appointment

e. Victoria Ramos, 47 Wapping Drive,
interest/appointment

f. Scott Aksamit , 27 Cole Street,
interest/appointment

g. Mark Rhynard, 23 Rosedale Drive,
interest/appointment

G5. Harbor Master (term set to expire January 2027)

a. Gregg Marsili, 9 Etelvina Court,
Interest/reappointment

- G6.** Assistant Harbormaster (term(s) to Expire January 2025)
- a. recommendation - Harbor Master
- G7.** Auxiliary Harbormaster (term (s) to expire January 2025)
- a. recommendation - Harbormaster
- G8.** CRMC Representative (term to expire January 2025)
- a. John Troiano III, 707 Hope Street,
interest/reappointment
- G9.** Special Constables, Private Investigators, Matrons & Retiree Officers (term(s) to expire January 2025)
- a. recommendation for appointment - Chief of Police
- G10.** Special Constables - Fire Police (term(s) to expire January 2025)
- a. recommendation for appointment - Fire Chief
- G11.** Board of Tenant's Affairs (2 terms to expire January 2026)
- a. Linda Heroux, 1014 Hope Street Apt AA3,
interest/reappointment
- b. Richard Hunter, 1014 Hope Street, Apt E6,
interest/reappointment
- c. Donna M. Falcoa, 1014 Hope Street, Apt S-5,
interest/appointment
- G12.** North & East Burial Grounds Commission (1 term set to expire January 2029)
- a. Kathleen Moran, 87 Hope Street,
interest/reappointment
- b. Jennifer R. Ouelette, 4 Evangeline Court,
interest/appointment

G13. Bristol County Water Authority (1 unexpired term set to expire February 2025)

a. Georgina MacDonald, 180 Ferry Road, letter of resignation

G14. Zoning Board of Review (2 unexpired terms set to expire March 2025) (position shall hold no other office)

a. Derek Tipton, 10 Dixon Avenue, Letter of Resignation

b. Paul Blasbalg, 60 DeWolf Avenue, interest/appointment

c. George Duarte, 7 Lafayette Drive, interest/appointment

d. Kim Teves, 32 Brook Farm Drive, interest/appointment

G15. Harbor Commission Advisory Committee (1 vacant seat set to expire August 2026)

a. George S. Burman, 66 Highland Road, interest/appointment

H. Old Business

H1. Town Administrator Contente re - Consideration of Traffic Calming Policy and Police Department presentation (continued from December 6, 2023)

a. (revised draft) traffic calming policy and extended speed summary

b. (renderings) Pilot speed bumps on Peck Avenue

c. Joe Balestracci letter in favor

I. Other New Business Requiring Town Council Action

I1. Town Clerk Cordeiro re - request for amendment to local Ordinances regarding License Requirements for Second-Hand Consignment Goods, Resale Goods, Thrift Goods and Antiques.

a. copy of legislation

b. draft ordinance

I2. Sharon and Warren Wollschlager, 123 Beach Road re
Voter Initiative to enact a proposed
ordinance prohibiting Deer Hunting on Town of Bristol
Properties as follows
*"all forms of deer hunting, including but not limited
to bow hunting, on all property owned, leased or
otherwise controlled by the Town of Bristol is here by
prohibited"* council to enact the proposed ordinance -
*"all forms of deer hunting, including but not limited
to bow hunting, on all property owned, leased or
otherwise controlled by the Town of Bristol is here by
prohibited"*

a. Memo Clerk Cordeiro- re BOC signature qualification

I3. Director Parks & Recreation Rensehausen re - Request
from RWU Students for Beach entry building replacement

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 #1027 - Souvenir Merchandise for the 239th and
240th Fourth of July Celebration

J2. BID #1028 - Screw Pump Repair - Main Lift Pumping
Station

J3. BID# 1029 - Stage and Sound Bristol 4th of July
Concert Series 2024

J4. BID #1030 - Bristol Fourth of July Ball 2024

K. Special Reports

K1. Juan Mariscal, Chairman, Bristol County Water
Authority Board of Directors Tri-Town Monthly Report,
December 2023

L. Town Solicitor

M. Executive Sessions

Consent Agenda Items:

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

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

(CA) AA1. Conservation Commission Meeting Minutes, November 14, 2023

(CA) AA2. Bristol Housing Authority Meeting Minutes, November 9, 2023

(CA) AA3. Rogers Free Library Board of Trustees Meeting Minutes, October 19, 2023

(CA) AA4. Bristol Housing Authority Meeting Minutes, December 14, 2023

(CA) AA5. Zoning Board of Review Meeting Minutes, November 6, 2023

(CA) AA6. Zoning Board of Review Meeting Minutes, December 4, 2023

(CA) AA7. Board of Fire Engineers Meeting Minutes, January 2, 2024

(CA) AA8. Bristol Housing Authority Minutes - December 14, 2023

(CA) BB. Budget Adjustments

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

(CA) BB1. Tax Assessor DiMeo re - Recommended Abatements & Additions - January 2024

(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 of the Town of Bristol for the Formation of the Bristol 250th Commission **(signed)**
- (CA) DD2. Proclamation - Major Brian Burke, retirement after 27 years **(signed)**
- (CA) DD3. Citation - Beta Engineering, 2023 Engineering Excellence Award **(signed)**
- (CA) DD4. Citation - Susan Battle, retirement from Linden Place **(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. Resolution of the Town of Hopkinton in Support of Maintaining the Water Level of the Pawcatuck River
- (CA) FF2. Resolution of the Town of Warren - To the Honorable RI General Assembly requesting an Amendment to RIGL § 44-18-18.1 to include Class A liquor licensee sales in the Levy and Imposition of a one percent tax on the gross receipts of the licensee
- (CA) FF3. Chariho Regional School District
- (CA) GG. Distributions/Communications**
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) GG1. Town Administrator Contente to James M. Ramos re - rejected award Bid #1022 - Screw Pump Repair - Main Lift Pumping Station
- (CA) GG2. Bid #1025 tabulation - Statistical Update Revaluation
- (CA) GG3. Bid #1026 tabulation - Library Strategic Planning Services

- [\(CA\) GG4.](#) Town Administrator Contente to Brewster Thornton Group Architects LLP re - award Bid #978 (extension award)- On-Call Architectural Services
- [\(CA\) GG5.](#) Town Administrator Contente to Catalis Tax & CAMA, Inc. re - Bid #1025 - 2024 Statistical Update Revaluation
- [\(CA\) GG6.](#) Town Clerk Cordeiro re - Documentation of Bid rejection for Bid #1026 - Library Strategic Planning Services
- [\(CA\) GG7.](#) Town Clerk Cordeiro - Thank you letter to Carolyn Medina for serving on the Board of Tax Assessment Review
- [\(CA\) GG8.](#) Town Clerk Cordeiro re - Documentation of Bid Rejection for Bid #1023 - July Ball 2024
- [\(CA\) GG9.](#) Newport and Bristol County Convention and Visitors Bureau and Subsidiary Annual Comprehensive Financial Report (fiscal year ended June 30, 2023)
- [\(CA\) GG10.](#) Town Administrator Contente to Pranzi Catering and Events re - Rejection of Bid #1023 - 4th of July Ball 2024
- [\(CA\) GG11.](#) Town Administrator Contente to Blackstone Caterers re - Rejection of Bid #1023 - 4th of July Ball 2024
- [\(CA\) GG12.](#) Town Administrator Contente to Common Pub & Grille re - Rejection of Bid #1023 - 4th of July Ball 2024
- [\(CA\) GG13.](#) Town Administrator Contente to Keane's Wood-Fired Catering re - Rejection of Bid #1023 - 4th of July Ball 2024
- [\(CA\) GG14.](#) Town Administrator Contente to Emery's Catering re - Rejection of Bid #1023 - 4th of July Ball 2024
- [\(CA\) GG15.](#) Warrant - Peter Withers, Plumbing Inspector
- [\(CA\) GG16.](#) Town Clerk Cordeiro letter to DEM office of Water Resources Freshwater Wetlands Program re - comments on Application #22-0264 Council concerns and additional information
- [\(CA\) GG17.](#) BCWA Notice of Public Hearing, January 23, 2024
- [\(CA\) GG18.](#) Treasurer Hassell Update on Energy Contract

(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 Finance Committee Meeting, December 6, 2023
- [\(CA\) HH2.](#) BCWA Board of Directors Meeting, December 6, 2023
- [\(CA\) HH3.](#) Bristol Housing Authority Meeting, December 14, 2023
- [\(CA\) HH4.](#) Zoning Board of Review Meeting, January 2, 2024
- [\(CA\) HH5.](#) Rogers Free Library Board of Trustees Meeting, December 21, 2023
- [\(CA\) HH6.](#) Planning Board Meeting, January 11, 2024
- [\(CA\) HH7.](#) Historic District Commission Meeting, January 4, 2024
- [\(CA\) HH8.](#) Bristol Planning Board Technical Review Committee Meeting, January 9, 2024
- [\(CA\) HH9.](#) Bristol Planning Board Meeting Amended, January 11, 2024
- [\(CA\) HH10.](#) Conservation Commission Meeting, January 9, 2024
- [\(CA\) HH11.](#) The North and East Burial Grounds Commission Meeting, January 10, 2024
- [\(CA\) HH12.](#) Town of Bristol Housing Authority, January 11, 2024
- [\(CA\) HH13.](#) Bristol Planning Board Technical Review Committee Meeting, January 23, 2024

(CA) II. Claims (Referrals)

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

- [\(CA\) II1.](#) Joseph Furtado, 15 Collins Street claim for damages to vehicle

(CA) JJ. Miscellaneous Items Requiring Council Approval

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

(CA) JJ1. Item received at meeting re - (ACEC) of RI - Tanyard Brook - 2023 Engineering Excellence Award Project of the Year to BETA Engineering (council date of 12/6/2023)

(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. Peggy Frederick, 195 High Street - request for curb cut

a. recommendation - Town Administrator and Department of Public Works

Adjourned: _____

/mc

Posted: January 12, 2024



Town of Bristol

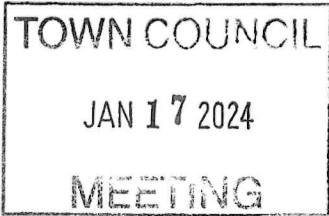
Board Book Report



Rogers Free Library Board of Trustees

Basic Information	
Type	Board
Status	Enabled
Visibility	Public

Board Seats								
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Title	Actual Start Date	Status
Rogers Free Library Board of Trustees	Board				1/1/2027			Vacant
Rogers Free Library Board of Trustees	Board				1/1/2027			Vacant
Rogers Free Library Board of Trustees	Board	Al	Wroblewski	24 Burton Street	1/1/2027	Chair	1/1/2024	Active
Rogers Free Library Board of Trustees	Board	Kasey	Feijo	667 Metacom Avenue	1/1/2026	Secretary	5/25/2023	Active
Rogers Free Library Board of Trustees	Board	Marie	Knapman	14 Goulart Avenue	1/1/2026	Member	1/1/2023	Active
Rogers Free Library Board of Trustees	Board	Nicholas	Landekic	43 Sunset Road	1/1/2025	Member	5/25/2023	Active
Rogers Free Library Board of Trustees	Board	Samantha	Faria	41 Franklin Street	1/1/2025	Member	1/1/2022	Active



Ms Catharine (Cara) M Cromwell

Town of Bristol | Generated 10/25/2023 @ 9:38 am by OnBoard2 - Powered by ClerkBase

1A

Status

Name Ms Catharine (Cara) M Cromwell
Application Date 3/15/2023
Expiration Date 3/15/2025
Board Member Catharine (Cara) M Cromwell
Status Validated

Board	Vacancies	Status
Rogers Free Library Board of Trustees	2	Pending

Basic Information

Name
Ms Catharine (Cara) M Cromwell

I would like to be appointed to the position because:
I'd like to use my time to help support the mission of the Rogers Free Library.

Contact Information

Address
649 Hope St
Bristol, RI 02809

Resident
Yes

Email

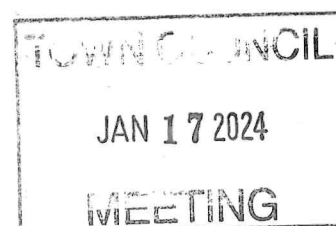
Phone

Cell Phone

Occupation

Yes, I am a city employee
No

Generated 10/25/2023, 9:38:39 AM



Anne Marie Silvia

Town of Bristol | Generated 10/25/2023 @ 9:37 am by OnBoard2 - Powered by ClerkBase

1B

Status

Name Anne Marie Silvia
Application Date 8/15/2023
Expiration Date 8/15/2025
Board Member Anne Marie Silvia
Status Validated

Board	Vacancies	Status
Rogers Free Library Board of Trustees	2	Pending

Basic Information

Name
Anne Marie Silvia

I would like to be appointed to the position because:

I am a native Bristolian who used Rogers Free Library growing up in Bristol, still use it, and appreciate and understand its valuable role in our community.

My cover letter and resume describe my interest in being appointed and my background in more detail. Thank you for your work and I look forward to hearing from you soon.

Thank you.

Annie Silvia

Resume File

 Download

Contact Information

Address
75 Maple Lane
Bristol, RI 02809

Resident
Yes

Email

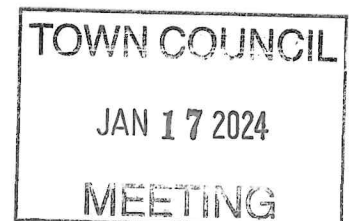
Phone

Occupation

Yes, I am a city employee
No

Registrations/Certifications

Myers-Briggs Type Indicator (MBTI) Certified Administrator/Trainer 1995, 2014



ANNE MARIE SILVIA
75 Maple Lane
Bristol, RI, 02809

Education

University of Rhode Island, Kingston, Rhode Island Masters of Public Administration	1997
Graduate Courses in Public Administration and Counseling, B.A., Major in Psychology, Certificate – Drug and Alcohol Counseling	1977 - 1980 1973
Myers-Briggs Type Indicator (MBTI) Certified Trainer	1995, 2014
SUNY, State University at Albany Graduate, Northeast Public Health Leadership Institute	2005

Experience

John Snow, Inc. (JSI) , Providence, Rhode Island

Project Director	April 2012-2022
Responsible for oversight, including planning, budget, and overall management of contract with the Rhode Island Executive Office of Health and Human services. Provide training and technical assistance to state staff and medical providers on HIV, public health, team building, meeting coordination. Conduct, analyze and produce surveys to inform statewide plan for system of care.	

RI Child Death Review Team – Project Coordinator	April 2012-2016
Provide coordination, facilitation, and data abstraction for the Rhode Island Child Death Review Team (CDRT). Coordinate and manage multidisciplinary team of physicians, EMTs, police, community-based agencies, state agencies and hospitals to review and develop recommendations to help prevent child and infant deaths.	

RI Governor's Council -Project Member	January 2013-December 2014
Assist RI Governor's Council on Substance Use in development of strategic plan for behavioral health. Conduct surveys, focus groups and key informant interviews to provide guidance to develop, produce and implement strategic plan.	

Rhode Island Department of Education, Providence, Rhode Island

HIV/Sexuality Specialist	July 2006 – April 2012
Responsible for managing the Centers for Disease Control, Division of Adolescent School Health (DASH), HIV, STD and teen pregnancy prevention grants and programs at the Rhode Island Department of Education. Develop and oversee programs and policies on sexuality, teen pregnancy, and HIV prevention. Provide technical assistance and professional development through online courses, face-to-face meetings, coordinated school health website and a variety of communication methods. Editor of school health newsletter, <i>thrive</i> . Work collaboratively with community-based organizations, parent organizations and other state and local resources and partners to reduce youth risk and link health and academic achievement.	

Rhode Island Department of Health, Providence, Rhode Island

Principal Health Promotion Specialist

December 2003 – July 2006

Responsible for overseeing the HIV/AIDS Provision of Care component and federal Ryan White Title II CARE Act program for the Office of HIV/AIDS and Viral Hepatitis. Responsible for writing federal grant application, managing grant budget, and complying with all federal reporting and grant monitoring requirements. Develop requests for proposals for service delivery. Conduct community needs assessment, gap and revenue stream analysis to maximize funds. Train and provide capacity building to providers, consumers and the public about HIV/AIDS, gender issues, human sexuality, and integration of HIV/AIDS into service delivery programs.

John Snow, Inc. (JSI), Boston, Massachusetts

Senior Consultant – List of Projects

January 2000 - 2003

Evaluation of CDC Prevention Initiatives

Project Director, responsible for overseeing an evaluation of CDC-funded HIV prevention initiatives in Rhode Island, including the development of process and outcome measures, , training materials, and data management systems. Developed and conducted training and technical assistance to community-based HIV/AIDS prevention agencies. Contract and budget management.

Ryan White CARE Act Technical Assistance Contract

Technical Assistance Project Manager, responsible for overseeing the development of national HIV/AIDS teleconferences, documents and training manuals for Ryan White CARE Act grantees and planning bodies.

Tobacco Resource Center of Rhode Island

Project Manager, oversaw and managed the Rhode Island Tobacco Control Project. Liaison with Rhode Island Department of Health Tobacco Control Program (RITCP). Responsible for program and budget management, technical assistance and managing tobacco hotline.

Statewide Lesbian, Gay, Bisexual and Transgender Community Scan

Project Director, responsible for overseeing the development and implementation of a community scan funded by The Rhode Island Foundation. Included development of focus groups, survey and interview tools. Responsible for contract and budget management.

Farnsworth Foundation Project on Lesbian, Gay, Bisexual and Transgender Elder Home Care Needs
Responsible for conducting comprehensive policy review and analysis on home care issues affecting LGBT elders in Massachusetts.

Boston AIDS Consortium, Boston, Massachusetts

Executive Director

1997 - 2000

Responsible for administrative and program management of agency that conducts community health planning, informs policy development, and provides capacity building and technical assistance to agencies, government departments, and consumers and manages Council budget of over \$10 million.

Comprehensive Older Adult Services, Inc., Pawtucket, Rhode Island

Executive Director

1995-1997

Managed \$1.8 million agency delivering regional nutrition, transportation and adult day care services to seniors and handicapped citizens.

Rhode Island Project/AIDS, Inc., Providence, Rhode Island

Executive Director

1988 - 1994

Managed Rhode Island's multi-service AIDS organization with budget of more than \$1.3 million. Served on legislative commissions that identified, developed, and introduced legislation. Coordinated all public and press relations. Appeared on television and radio newscasts and programs and built coalitions of diverse communities that developed unified vision and common goals.

AIDS Action Committee of Massachusetts, Inc., Boston, Massachusetts

Education Director

1985 -1988

Conceptualized, developed, and managed education department. Wrote and negotiated federal, state, foundation and corporate grants which increased prevention/education funding. Developed and managed all educational programs, workshops and training materials for diverse audiences such as medical providers, social services agencies, employers, gay men, drug users, women, and people of color.

City of Boston, Department of Health & Hospitals, Boston, Massachusetts

AIDS Coordinator

1983 - 1985

Advised the Mayor of Boston and City Health Commissioner on AIDS/HIV and related service delivery issues resulting in the development of a citywide response. Spokesperson for the City on HIV/AIDS.

Rhode Island Department of Health, Providence, Rhode Island

Sexually Transmitted Disease, Health Educator

1978 - 1983

Developed materials and trainings regarding STDs to health care providers, students and companies.

Epidemiological Investigator

1973 - 1978

Conducted motivational interviews, contact tracing, and medical referrals for people with STDs.

Memberships, Affiliations and Awards

- Youth Pride, Inc.
Member, Board of Directors, 2005 - 2015
Founder's Award
November 2010
- RI Foundation - Equity Action Advisory Committee, 2012 - 2021
- Centers for Disease Control, Steering Committee LGBTQQ Joint Work Group, 2006 - 2016
- Association for Supervision and Curriculum Development, 2006 -2011
- RI Teen Pregnancy Coalition, 2006-2016
- RI Statewide Task Force on Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth , 2003- 2016
- Rhode Island Department of Health, Equal Employment Opportunity (EEO) Committee, 2004 - 2006
- RI Youth Risk Behavior Survey Joint Advisory Group 2006-2012
- Women's Fund of Rhode Island, Grants Policy and Process Committee, 2002 to 2005
- Rhode Island Governor's Commission on the Handicapped, 1989-1997
- Rhode Island Governor's Task Force on HIV/AIDS, 1989-1994
- Rhode Island Department of Education, HIV/AIDS Advisory Group 1990-1994
- Rhode Island Department of Education, LGBT Community Task Force, 1993-1994
- City of Providence, Substance Abuse Task Force, 1991-1994

Publications

Editor: *thrive report* - Monthly newsletter produced by the RI Department of Education, Coordinated School Health Program, 2006- 2016

Youth-at-Risk – 2009 Sexual Orientation & Health Risks, RI Public High School Students, Bruce Cryan, Donald Perry, Yongwen Jiang and Anne Marie Silvia

Academic Performance and Health Risks Among RI High School Students in 2007, Donald Perry, Yongwen Jiang and Anne Marie Silvia

Youth at Risk – 2007 Sexual Orientation and Health Risks, RI Public High School Students, Donald Perry, Yongwen Jiang and Anne Marie Silvia

Consumer Grievance Procedures: A Tool for Assessing Quality Assurance and Client Satisfaction, Anne Marie Silvia, Jacob Smith Yang, Lisa Sheehy, Victoria Nixon, John Smith, Stanley Chan, Boston AIDS Consortium, Boston, MA. Presented to Boston EMA Title 1 Planning Council, February 1998.

The AIDS ACTION Committee SafetyNet Program: Small Group Parties for Safer Sex Education, Dorothy C. Wertz, Ph.D., Health Services Section, Boston University School of Public Health, Anne Marie Silvia, John Dreyer, Jeff Epperly, Gary Sandison and Chris LaCarite, AIDS ACTION Committee, Boston, MA. "Notes from the Field" American Journal of Public Health, January 1989.

Call to Action, A Community Responds, Larry Kessler, Anne Marie Silvia, David Aronstein, Cynthia Patton. New England Journal of Public Health, Spring/Winter 1988.

Status

Name Ms. Caroline W. Jacobus
Application Date 2/27/2023
Expiration Date 2/27/2025
Board Member Caroline W. Jacobus
Status Validated

Board	Vacancies	Status
Rogers Free Library Board of Trustees	2	interview scheduled

Basic Information

Name
Ms. Caroline W. Jacobus

I would like to be appointed to the position because:

Libraries in general – and the Rogers Free Library in particular – are places of unbounded curiosity, where the whimsical and the practical meet, where adventure is encouraged and the impossible embraced, where intimate, individual encounters between authors and readers take place, where parents, children and friends find shared enthusiasms and interests in a nonjudgmental space of safety. In past years and in the future, libraries are places where societal issues of book access/banning and efforts to welcome or marginalize vulnerable communities are being played out. The Rogers Free Library is the strongest, most central institution in this lovely old town. In my years in Bristol, I have seen its experienced and talented staff deal with drag queens, recession-related jobs support, and COVID pandemics. I have seen them nurture the love of books and ideas in small children, expand their space and programming to welcome in the teens in our town, and find new ways to enlarge and improve the lives of adults and seniors in our community. I would welcome the opportunity to work with the Board and staff of the Rogers Free Library to expand its efforts to meet community needs, to ensure its fiscal health and physical plant, to bring out the best in library staff; and to play a major role in helping Bristol and its citizens – of all ages – to grow in ways that are healthy, kind, hopeful and rewarding.

Resume File

 Download

Cover Letter File

 Download

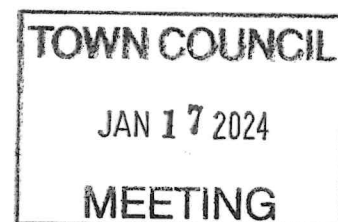
Contact Information

Address
35 Church Street
Bristol, RI 02809

Resident
Yes

Email

Phone



Occupation

Yes, I am a city employee

No

Registrations/Certifications

B.A., M.S.W.

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CAROLINE W. JACOBUS
35 Church Street
Bristol, RI 02809

Caroline has served for 30 years as the Executive Director and Director of nonprofit organizations in New Jersey with a specialization in Grants Administration and Development. She was the ED of the Court Appointed Special Advocate program in Essex County, the largest CASA program in NJ, for 7 years. She subsequently served as the Director of Community Outreach for NJ's only HIV / AIDS long-term care facility, ensuring funding and strengthening relationships with collaborating organizations for 12 years. She served as the Grants Administrator for Morris Habitat for Humanity, responsible for writing and administration of public, private, and corporate grant applications for 5 years.

She was a founding trustee of four nonprofit organizations – the Women's Project of New Jersey, the Women's Fund of New Jersey, Friends of Pitney Farm and Friends of Historic Bristol – which have grown, prospered, and successfully carried out their organizational missions. She served on the Board of the Mendham Borough Library, Mendham, NJ, in the 1980s.

She was the Managing Editor of *Past and Promise: Lives of New Jersey Women*, the nationally recognized historical reference volume on 400 years of New Jersey women and the director, editor and principle researcher for *NJWomenCount*, a Rutgers University executive newsletter fostering policies to better the status of women.

She holds a BA from Mount Holyoke College and an MSW in Administration from Rutgers University Graduate School of Social Work.

She served on the Session of the First Presbyterian (Hilltop) Church of Mendham, NJ for multiple terms and on the boards of the Mendham Borough Free Public Library, the Women's Project of New Jersey, the Women's Fund of New Jersey and Friends of Pitney Farm. She served as Council Chair of the First Congregational Church of Bristol and currently serves as the Council Vice Chair, Chair of the Stewardship Committee, and Asst. Treasurer. She also holds a Board executive position with the nonprofit Friends of Historic Bristol.

Caroline moved to Bristol in 2016.

Caroline W. Jacobus
35 Church Street
Bristol, RI 02809

February 27, 2023

Members of the Bristol Town Council
10 Court Street
Bristol, RI 02809, and

Trustee Nominating Committee
Rogers Free Library
525 Hope Street
Bristol, RI 02809

Dear Mesdames/Messrs.,

I am honored to be considered for a Trustee position at the Rogers Free Library. This sensitively expanded historic library was one of the major draws resulting in our move to Bristol in 2016. Having come from and raised what might be termed “library-centric” families, my husband Robert and I were pleased to visit the library early on in our retirement search and find such a warm welcome, clear effort to meet the needs and wishes of diverse members of the community, and willingness to explore new ideas.

Having experienced libraries from both the user and, once previously, from the Trustee side, I can characterize them in general – and the Rogers Free Library in particular – as places of unbounded curiosity, where the whimsical and the practical meet, where adventure is encouraged and the impossible embraced, where intimate, individual encounters between authors and readers take place, where parents, children and friends find shared enthusiasms and interests in a nonjudgmental space of safety. In past years and in the future, libraries are places where societal issues of book access/banning and efforts to welcome or marginalize vulnerable communities are being played out. The Rogers Free Library is the strongest, most central institution in this lovely old town. In my years in Bristol, I have seen its experienced and talented staff deal with drag queens, recession-related jobs support, and COVID pandemics. I have seen them nurture the love of books and ideas in small children, expand their space and programming to welcome in the teens in our town, and find new ways to enlarge and improve the lives of adults and seniors in our community. If RFL does not

already have a regular book/mixed media delivery system to senior citizens and other populations, it sounds like something to explore.

Rogers Free Library holds a wealth of assets: an accessible location; a forward-looking, vision-based Board that values community, effective, policy-based operations, and fiscal responsibility; a strong director and talented, flexible staff whose input is sought and recognized; a safe and multi-faceted physical plant that reflects the investment the citizenry of Bristol has placed on literacy, relationships and community; a healthy and committed Friends organization that supports the library's mission; reliably supportive municipal and state governments; thoughtfully-created strategic plans and policies; a growing base of programming for all ages and interests; a rising generation of children and teens who bring energy and excitement to the library; a surrounding community that values the library's mission and the work that it does.

My current experience serving collaboratively in multiple executive capacities at the First Congregational Church in Bristol and with the Friends of Historic Bristol, as well as my community, needs-oriented and financial training as a Social Work administrator, my years of creating and working in nonprofit organizations and previous experience serving on a library board, have all shaped my appreciation of libraries as key community institutions and honed my skills as an institutional advocate and steward. To my knowledge, I have no conflicts of interest and would welcome the opportunity to work with the Board and staff of the Rogers Free Library to expand its efforts to meet community needs, to ensure its fiscal health and physical plant, to bring out the best in library staff; and to play a major role in helping Bristol and its citizens – of all ages – to grow in ways that are healthy, kind, hopeful and rewarding.

The New York Times published "A Love Letter to Libraries, Long Overdue" on February 14, 2023, saying "The modern library keeps its citizens warm, safe, healthy, entertained, educated, hydrated and, above all, connected." What other entity can say as much?

Yours truly,

A handwritten signature in cursive script, reading "Caroline W. Jacobus". The signature is fluid and elegant, with the first name "Caroline" being more prominent than the last name "Jacobus".

Caroline W. Jacobus

MICHAEL J. O'LOUGHLIN

mikeoloughlin.com | [@mikeoloughlin](https://twitter.com/mikeoloughlin) | mjoloughlin@gmail.com | 978-761-8019 | Bristol, R.I.

October 18, 2023

To the Honorable Town Council:

I am writing to express interest in the vacant auxiliary seat on the Bristol Historic District Commission.

When my husband and I decided to relocate from Chicago to New England earlier this year, we immediately fell in love with the charm, natural beauty, and proud historic preservation that is so clearly on display in Bristol.

We were fortunate to be given the opportunity to purchase an historic home, the Royal Sandford Cottage (c. 1790), situated on a block adjacent to the historic district, at 114 Constitution Street. I have taken a keen interest in the history of the house and of Bristol more broadly. With daily walks through the historic district, I have come to appreciate the care with which the town seeks to preserve the past in order to secure its future.

In my professional life, which includes reporting and writing, I have spent countless hours in archives, reviewing primary sources, and asking questions of my sources, seeking out sometimes obscure information in order to ensure total accuracy. I pay attention to details, double- and triple-checking each fact, in order to get the story right. I believe these skills would serve the Bristol Historic District Commission well.

While I am relatively new to Bristol, I hope I can contribute to this vibrant community and that my background and skill set will be useful to the Commission.

Sincerely,



Michael J. O'Loughlin
114 Constitution Street

2023 OCT 19 AM 9:15
Bristol Historic District Commission

MICHAEL J. O'LOUGHLIN

mikeoloughlin.com | [@mikeoloughlin](https://twitter.com/mikeoloughlin) | mjoloughlin@gmail.com | 978-761-8019 | Bristol, R.I.

Nationally recognized multimedia journalist and author with a background in strategic nonprofit communications. Published in national outlets including The New York Times, The Washington Post and The Atlantic. Work has been honored by the National LGBT Journalists Association, the Religion News Association, and the Catholic Press Association.

EDUCATION

Yale University, M.A.R., 2009

Saint Anselm College, B.A., *magna cum laude*, Theology, 2007

EMPLOYMENT

America Magazine, National Correspondent, 2016-Present

- Files weekly stories focused on U.S. politics and religion for a national audience
- Delivers speeches and talks at venues throughout the United States
- Hosts live audio and video productions interviewing newsmakers

The Boston Globe, Crux, National Reporter, 2014-2016

- Filed multiple stories weekly about U.S. religion and politics
- Edited stories and updated website using content management system
- Contributed to social media strategy and posting

FADICA, Communications Consultant, 2012-2014

- Led media campaign during philanthropy consortium's presidential transition
- Drafted press releases and prepared leaders for media appearances
- Prepared talking points for presentations by senior-level staff

Leadership Roundtable, Communications Manager, 2011-2014

Leadership Roundtable, Communications and Development Officer, 2009-2011

- Placed dozens of stories about the organization, including in The New York Times
- Wrote speeches and op-eds and provided media preparation for senior staff
- Planned fundraising events hosted by leaders of Fortune 500 companies
- Produced talking points and communications strategies for C-suite decision-makers

New Hampshire News Links, Editorial Assistant, 2006-2008

- Compiled daily briefing email for Democratic activists and influencers
- Published NH presidential primary website with news from local and national sources

BOOKS

Hidden Mercy: AIDS, Catholics and the Untold Stories of Compassion in the Face of Fear (2021)

The Tweetable Pope: A Spiritual Revolution in 140 Characters (2015)

PODCASTS

Plague: Untold Stories of AIDS and the Catholic Church (America Media, 2019-2020)

FELLOWSHIPS, HONORS AND AWARDS

GLAAD Media Award Nominee, Outstanding Online Journalism, 2022

Religion News Association, Excellence in Religion Commentary, 2022

Catholic Media Association, Best Multimedia Package, 2021

National LGBT Journalists Association, Excellence in Religion Coverage Award, 2020

Project Interchange Religion Journalist Fellowship in Israel, 2019

Thread at Yale: Storytelling in Modern Media, Participant, 2018

Catholic News Association, Best Feature Article: Honorable Mention, 2018

Religion News Association, Finalist, Mixed Media Category, 2018

CRS Egan Fellowship, Washington, 2017

U.S. Department of State LGBT Global Faith Working Group, Member, 2014

TOWN COUNCIL MEETING MINUTES- WEDNESDAY, DECEMBER 6, 2023

The council met on Wednesday, December 6, 2023, and called to order at 6:00p.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, Anty Teitz, Esq
Town Sergeant, Archie Martins

Public Service Interviews and Appointments

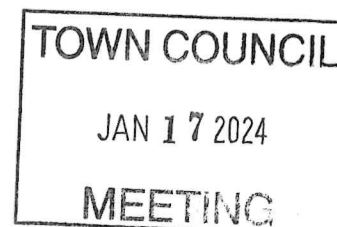
Bristol Planning Board - 2nd Auxiliary (1 vacant term set to expire ~~April~~ July 2024)

a. George Duarte, 47 Lafayette Drive, interest/appointment

The Council heard from Mr. Duarte who expressed his interest in becoming a member of the Bristol Planning Board. Discussions ensued between members of the Council and Mr. Duarte pertaining to Mr. Duarte's qualifications and experiences. Mr. Duarte also stated why he would consider himself to be a good fit for the position.

b. Jessalyn L. Jarest, 183 High Street, interest/appointment

The Council heard from Mrs. Jarest who expressed her interest in becoming a member of the Bristol Planning Board. Discussions ensued between members of the Council and Mrs. Jarest pertaining to Mrs. Jarest's qualifications and experiences. Mrs. Jarest also stated why she would consider herself to be a good fit for the position.



c. Myra M. Page, 423 Hope Street Unit K, interest/appointment

The Council heard from Mrs. Page who expressed her interest in becoming a member of the Bristol Planning Board. Discussions ensued between members of the Council and Mrs. Page pertaining to Mrs. Page's qualifications and experiences. Mrs. Page also stated why she would consider herself to be a good fit for the position.

d. Kenneth A. Marshall, 6 Harborview Ave., interest/appointment

Clerk Cordeiro informed the council that Mr. Marshall had submitted a letter that was "received at meeting" explaining a conflict in his schedule that hindered him from participating in this evening interviews.

e. Alan Spen, 133 Ferry Road, interest/appointment

The Council heard from Mr. Spen who expressed his interest in becoming a member of the Bristol Planning Board Discussions ensued between members of the Council and Mr. Spen pertaining to Mr. Spen's qualifications and experiences. Mr. Spen also stated why he would consider himself to be a good fit for the position.

Ley/Sweeney- Voted unanimously to
appoint Jessalyn L. Jarest to the
Bristol Planning Board with a term set
to expire in July 2024

Special Recognitions

Major Burke (*retirement after 27 years of service*)

Prior to the commencement of the regular scheduled meeting the following Proclamation was presented to Major Brian Burke in recognition of his retirement after 27 years of service with the Bristol Police Department:

Whereas, Major Brian Burke, with an illustrious career spanning 27 years of dedicated service, is retiring from the esteemed Bristol Police Department; and

Whereas, Major Burke's journey within the department commenced as a Patrolman fresh out of the academy in 1997, showcasing his unwavering commitment to upholding the values of law enforcement; and

Whereas, Major Burke's exemplary trajectory led to his successive promotions, ascending to the roles of Sergeant in 2003, Lieutenant in 2010, Captain in 2016, and ultimately retiring as a Major, showcasing his exceptional leadership and unwavering dedication to the progression of the department; and

Whereas, Major Burke's distinguished service has garnered numerous letters of commendation, both from the town and the esteemed citizens of Bristol, a testament to his unwavering integrity and unwavering commitment to public service; and

Whereas, his appointment as the Interim Police Chief of the BPD in 2019 epitomized the epitome of professionalism within the department, showcasing his exemplary leadership and embodiment of the core principles the Bristol Police Department stands for; his tenure as the Interim Police Chief was marked by his adept handling of day-to-day operations, ensuring seamless continuity and efficacious functioning within the department, further solidifying his reputation as an invaluable asset to the force; and

Whereas, Major Burke's instrumental role in securing the department's accreditation status and implementing cutting-edge technological advancements, including computer and camera upgrades, as well as his pivotal support for the integration of Body Worn Cameras, highlights his visionary leadership in propelling the Bristol Police Department into the forefront of 21st-century policing; and

Whereas, Major Burke's unwavering commitment, profound camaraderie with fellow officers, and profound impact on the citizens of Bristol have solidified his legacy as an indispensable and cherished member of the department, whose absence will be deeply felt within the fabric of the community.

THEREFORE, BE IT HEREBY RESOLVED, that Bristol pays the highest tribute to Major Brian Burke for his exceptional service, unwavering dedication, and profound impact on the Bristol Police Department and the community at large. His legacy shall forever serve as a beacon of inspiration for future generations within the force and the community.

Town Administrator Contente acknowledged Major Burke's outstanding service to the Bristol Police Department and his dedication to the Bristol community.

Members of the Council congratulated Major Burke and offered their sincerest appreciation for the level of service he provided for the Bristol Community and offered their heartfelt congratulation.

Major Burke addressed the members of the Council and those present, expressing gratitude to the town for the privilege of serving in the Bristol Police Department. He emphasized the support and guidance he received from both the department and its leadership.

Additionally, he underscored the department's growth over the past 27 years and conveyed his pleasure in serving the community and its residents.

(ADD ITEM)

At this point in the meeting, Council Chairman Calouro requested that the Council add an agenda item to consider the matter of BETA Engineering - Engineering Excellence Award 2023.

Ley/Teixeira- Voted unanimously to add a non-action agenda item to allow for discussion of the BETA Engineering- Engineering Excellence Award 2023.

Town Administrator Contente presented the council with a summary of the Tanyard Brook Project's completion, emphasizing the project's scope, challenges faced, and the overall positive impact of enhancements to the stormwater management systems. He also conveyed appreciation for the dedicated efforts and assistance provided by Community Development Planner Williamson, acknowledging her significant role in overseeing the project's success.

Town Administrator Contente highlighted the crucial contribution of BETA Engineering in successfully concluding the project, noting that BETA received the 2023 Engineering Excellence Award for the Tanyard Brook Culvert Replacement project. He clarified that although numerous contenders were evaluated for the award, BETA stood out as the recipient due to its recognition as the best overall project.

Nichole Iannuzzi, Vice President of BETA Engineering addressed the council. She recognized the collaboration between members of the BETA group and the Town of Bristol and recognized Kevin Aguiar, Jay Cobleigh, Jared Linhares, and CB Utility. She further expressed gratitude for the collaboration with all stakeholders, emphasizing their pride in the 2023 award and recognition, underscoring the project's significant impact.

Members of the council expressed their sincere congratulations for the exceptional work in completing the Tanyard Brook project and acknowledged the contributions that led to the project's success.

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 - November 15, 2023

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

B. Public Hearings

B1. Ordinance #2023-23 Chapter 28, Zoning, Sec. 28-1 (Definitions); Sec. 28-82 (Use regulations); Sec. 28-150 (Special use permit standards for various uses); Sec. 28-152 (Zoning modification permits); Article VI (Development Plan Review); Sec. 28-221 (Land nonconforming by area); Article IX, Division 6 (Low and Moderate Income Housing and Inclusionary Zoning); Sec. 28-408 (Zoning board of review); Sec. 28-409 (Variances and special use permits); Proposed New Sec. 28-161 (Adaptive reuse); Proposed New Sec. 28-414 (Unified development review) **(MISCELLANEOUS REVISIONS REFLECTING STATE LAW CHANGES) 2nd Reading for adoption**

a. Director Williamson re Planning Board Recommendation

b. (draft) Zoning Ordinance Amendments- (revised version)

c. (draft) Special Use Permit Standards - (revised version)

d. (draft) Permitted Use Table - (revised version)

Sweeney/Teixeira -Voted unanimously to close the public hearing

Sweeney/Teixeira _Voted unanimously to consider this action to constitute the

Second Reading for adoption of Ordinance #2023-23 based upon the recommendations received; incorporating the findings and recommendations from the Planning Board dated November 21, 2023, including the findings of consistency with the purposes of zoning and consistency with the Bristol Comprehensive Plan, with the following added amendments brought up during the Public Hearing:

- Section 28-150(e)(3) shall read:
"Shelters and enclosures must be kept a minimum of 50 feet from all lot lines. However, the Board may allow less than that if the abutting zone is other than residential or limited business."
- Section 28-150 (o) (2) shall read:
"Chicken coops and runs must be kept a minimum of 40 feet from all lot lines. However, the Board may allow less than that if the abutting zone is other than residential or limited business."

Prior to the vote being taken, Assistant Solicitor Tietz presented an overview of the proposed zoning amendment changes. He clarified that the legislative alterations constituted over 300 pages and incorporated more than 13 bills passed at the state level as part of a comprehensive "housing package." The primary objective of these legislative changes was to stimulate increased housing production within the state, with the changes set to take effect on January 1, 2024, in accordance with state law.

Assistant Solicitor Tietz explained that, while the town possessed some authority and flexibility to address low to moderate-income housing and affordable housing, collaborative efforts were required to formulate effective amendments. Despite the town's diligent efforts to address numerous state regulations, the sheer volume of regulations necessitated this initial attempt at local ordinances to meet state requirements and safeguard the town's interests. Some of these changes were mandated by state law. Tietz anticipated revisiting these proposed changes in the coming spring to assess their effectiveness and make necessary adjustments.

Emphasizing the need for consistency with state regulations, Assistant Solicitor Tietz highlighted various changes, including procedural notices, the elimination of the state housing appeals

board (now redirected to the superior court), modifications to affordable and inclusionary housing, adaptive use, special use permits by right or variance, unified development reviews, and zoning adjustments.

Director Williamson provided an update during the meeting, noting the presence of the zoning officer, Ed Tanner, and some planning board members. The primary focus of the planning board and staff was on establishing special use permit standards, involving a thorough review of 75 use cases. The board dedicated considerable time to deliberate and intentionally examine each scenario, proposing standards for all but cases where a yes or no decision was warranted.

Acknowledging the need for further examination, Director Williamson expressed gratitude to Zoning Officer Ed Tanner and Assistant Planner, Nick Tooth for their efforts in compiling information from various communities. She explained that the planning board held two lengthy meetings in November to review the proposed standards. The director mentioned the planning board's concerns about adaptive reuse and inclusionary zoning, and their plans to revisit and reevaluate these aspects.

Director Williamson noted a small grant has been secured to update the housing element of the comprehensive plan, providing potential additional tools for the town.

Director Williamson emphasized the need for ongoing collaboration with the solicitor's office due to the novelty of the legislation. Even as of the recent week, the board continued to reexamine the special use permit standards, proposing specific adjustments related to non-household domesticated animals and chicken hens. The proposed modifications include specifying setbacks to property lines for shelters and enclosures and establishing minimum distances for chicken coops and runs based on adjacent zones.

Director Williamson recommended the following revisions:

- Section 28-150(e)(3)
 - Proposed as *"Shelters and enclosures shall be no closer than fifty (50) feet to a neighboring residential dwelling unless the owner of the neighboring residence has provided written consent to the same."*
 - shall be amended to read **"Shelters and enclosures must be kept a minimum of 50 feet from all lot lines. However, the Board may allow less than that if the**

abutting zone is other than residential or limited business."

- Section 28-150 (o) (2)
 - o Proposed as *"Chicken coops and runs shall be no closer than forty (40) feet to a neighboring residential dwelling unless the owner of the neighboring residence has provided written consent to the same."*
 - o shall be amended to read **"The chicken coops and runs must be kept a minimum of 40 feet from all lot lines. However, the Board may allow less than that if the abutting zone is other than residential or limited business."**

Brian Clark, residing at 31 Evelyn Drive and a member of the planning board, addressed the council, emphasizing that he was speaking in his personal capacity that evening. He commended the herculean effort undertaken by Director Williamson and her staff, acknowledging the substantial workload involved. Clark stressed that the local community typically relies on knowledgeable boards, such as zoning and planning boards, to handle complex matters. However, he expressed concern that the proposed legislation seeks to undermine local control, allowing the state to push through decisions without considering the best interests of the town.

Mr. Clark anticipated an influx of decisions that would impact the town for decades, particularly highlighting the potential issues with adaptive reuse. He explained that the legislation could enable the conversion of commercial buildings into market-rate apartments without adhering to affordable housing guidelines, posing a long-term challenge. Clark expressed doubt about the likelihood of such converted units reverting to commercial use, as residential properties generally yield higher profits.

Mr. Clark raised concerns about the lack of communication from state representatives, noting that neither his state representative nor others from Bristol or Warren contacted the planning board before the legislation was introduced. Clark found this lack of communication troubling, as it left the local community unprepared to navigate the implications of the legislation on their own.

Vice Chairwoman Parella agreed with the concern about the legislation diminishing local control and emphasized the need for the planning board to stay informed and actively participate

in discussions with legislators. She shared that, before the meeting, interviews with planning board members and applicants had highlighted the importance of being well-versed in the legislative changes.

Vice Chairwoman Parella thanked Solicitor Tietz for the information shared during the meeting but noted that several questions remain unanswered. She specifically inquired whether the proposed conversion of manufacturing units pertains exclusively to vacant manufacturing buildings or includes those currently in use.

Solicitor Tietz clarified that the General Assembly's bill doesn't require the building to be vacant or abandoned for conversion. He expressed a belief that converting certain structures, such as butler buildings and concrete block buildings, might not be economically feasible due to the challenges of meeting regulatory requirements like windows, lighting, ventilation, and exits.

He suggested that the legislation might be more applicable to mill buildings and less intended for rural areas. While the exact intent remains unclear, Solicitor Tietz expressed greater concern about potential conversions affecting storefronts on Hope Street. He used the metaphor of "Once a cucumber becomes a pickle, it's hard to go back to a cucumber" to convey the difficulty of reversing such conversions once they occur.

Steve Katz, residing at 42 River Street and a member of the planning board, addressed the council, emphasizing that he was speaking in his personal capacity that evening.

Mr. Katz expressed deep disappointment, emphasizing that he believed the new legislation significantly diminishes local control. He emphasizes the uniqueness of Bristol compared to other towns like Central Falls, Providence, and Richmond, stressing that each locality has its distinct characteristics. The adaptive reuse section is particularly troubling to him, and he finds it disheartening that there was no consultation or communication from the State, leaving Bristol uninvolved in the decision-making process.

Laura Curtis, residing at 265 Hope Street spoke before the council, expressing apprehension about the term "enabling legislation." She also raised concerns about the streamlining of the application process, where planning now makes decisions without the involvement of zoning. Her question pertained to the current staffing shortage in planning and sought clarification

on the entity conducting the training for the planning board in zoning and the specifics of the training program.

Solicitor Teitz provided clarification, stating that the concept of unified development has been in the law since around 2014 or 2015, but its adoption was optional until recently.

Historically, only larger cities like Cranston and Providence had implemented it, with Providence notably increasing its use in recent years. The recent change mandates that every community must now adopt unified development.

He assured that while the review process will still exist, it will now involve only one body instead of two. Regarding the training, Solicitor Teitz, along with Amy Goings, will conduct it. They will be present at a public planning board meeting and are also involved in a group led by Nancy Hess at the Division of Statewide Planning. This group is working on fulfilling the requirement for planning board and zoning board members, as well as Historic District Commission members, to have a certain number of continuing education hours each year. Solicitor Teitz mentioned his involvement in creating an hour-long course, which will eventually be accessible online for anyone, but in the interim, interested individuals can attend Bristol Planning Board meetings to hear it.

Chairman Calouro expressed concerns about the legislation, acknowledging its stated goal of simplifying the process of creating more affordable housing. Despite the positive intent, he finds the actual outcomes to be "absolutely horrible" and believes it puts all communities at risk. Chairman Calouro thanked everyone for their hard work in trying to mitigate the impact and affirmed the commitment to continue efforts to protect the community. He emphasized the need for ongoing engagement, suggesting a meeting with legislators to discuss various concerns and thoughts, particularly in relation to zoning, as the changes have significant potential consequences.

Councilman Sweeney posed a question about Robin Rug's inclusionary aspect, affirming that the 20% inclusionary requirement will remain unchanged. Solicitor Tietz responded, clarifying that Robin Rug was not initially inclusionary; the specific requirement was imposed by the Council in 2007-2008 and was later included in their zone change conditions. As a result, Robin Rug operates outside the inclusionary framework. However, is bound by the conditions set during the zone change(s).

(Move agenda Item)

*Sweeney/Parella- Voted unanimously to suspend the regular order of business to consider agenda item I6 at this time.

*It is hereby noted for the record that discussion and action concerning agenda item I6 appear, in place, as found within.

B2. CDBG application - Housing Proposals (public hearing and authorization to submit)

Sweeney/Teixeira -Voted unanimously to close the public hearing

Sweeney/Teixeira - Voted unanimously to approve the application for submission, adopt the resolution as presented and to authorize the Town Administrator to sign on behalf of the Town.

Prior to the vote being taken, Bob Plain, consultant with church community housing corporation addressed the council. Mr. Plane highlighted two improvement projects being proposed. One in the amount of \$400,000 for the Bristol home Repair program and one in the amount of \$500,000 for renovations to the Bristol Housing Authority bathroom repairs. He was requesting that the council authorize the Town Administrator , by resolution, to submit the CDBG Grant application for these proposals.

C. Ordinances

C1. Ordinance #2023-24 Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 - Number of Licenses (to decrease the number of Class BV Liquor Licenses from 32-31) (1st reading)

Teixeira/Ley- Voted unanimously to consider this action to constitute the first reading of Ordinance #2023-24. Advertise in the local newspaper.

D. Licensing Board - New Petitions

- D1. Nicole Ferreira, Leader of the Pack, 629 Metacom Avenue- Request for Dog Kennel License (New Ownership)

- a. recommendation - Town Administrator and Chief of Police

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

Prior to the vote being taken, applicant Nicole Ferreira, residing at 55 Sherman Avenue, spoke before the council. Ms. Ferreira presented an overview of the existing kennel, informing the council of her intention to assume ownership and maintain services for the canine clientele.

- D2. Kyle Olsen, Star Laundromat f/k/a East Bay Laundromat, 26 Gooding Avenue re - Request a Public Laundry License (new ownership- **continued from November 15, 2023**)

- a. recommendation - Town Administrator and Water Pollution Control

- b. Letter from the applicant

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

Prior to the vote being taken, Clerk Cordeiro noted that the reason for its continuation was a possible misunderstanding regarding the nature of the process as a transfer. However, it should be clarified that laundry licenses do not involve transfers; they are only issued new licenses. She explained that the applicant couldn't attend today due to a prior commitment and submitted a letter to the Council, expressing regrets for

his absence. He seeks approval to essentially transfer and maintain the operation of the existing laundry facility under a new license.

E. Licensing Board - Renewals

F. Petitions - Other

G. Appointments

G1. Conservation Commission (2 full term members set to expire December 2026)

a. Glenn L. Donovan, 2 Rego Avenue,
interest/reappointment

b. Anthony Morettini, 46 Highland Road,
interest/reappointment

c. Kathryn D. Swanson, 150 Ferry Road,
interest/appointment

d. George Voutes, 17 Shore Road, interest/appointment

Teixeira/Sweeney- Voted unanimously to reappoint Glenn L. Donovan & Anthony Morettini to the Conservation Commission with a term set to expire in December 2026

G2. Board of Fire Engineers (1 term set to expire February 2024)

a. Fire Chief's Recommendation -Stephen Knapman

b.

Teixeira/Sweeney - voted unanimously in favor of the candidate for the ensuing term based on the recommendation of the Fire Chief.

G3. Board of Tax Assessment Review (1 full-term (D) member set to expire December 2026)

a. Erich Haslehurst, Chair, Democratic Town Committee re nomination Tracy Ramos (alternate member) for appointment as a full-term member and nomination of Cornelia "Nina" Murphy as alternate member

Teixeira/Ley- Voted unanimously to elevate Tracy Ramos as full member to the Board of Tax Assessment Review with the term to expire December 2026 and appoint Cornelia "Nina" Murphy as the alternate member to the Board of Tax Assessment Review with a term set to expire in December 2025

Prior to the vote being taken it was clarified that board appointments are political in nature, and recommendations for vacant positions align with the current political party Chairperson. Additionally, it was emphasized that, in compliance with the town charter, no more than two individuals from the same political party can serve as both full and alternate members. This adherence to state law was also highlighted.

G4. Personnel Board (1 term set to expire December 2027)

- a. Russell O'Connell, 1382 Hope Street,
interest/reappointment

Sweeney/Parella- Voted unanimously to reappoint Russell O'Connell to the Personnel Board with a term set to expire in December 2027

G5. Bristol Housing Authority (1 unexpired term set to expire January 2025)

- a. Kimberly Teves 32 Brooks Farm Drive,
interest/appointment
- b. Donna St. Angelo, 25 Duffield Road,
interest/appointment

Teixeira/Sweeney- Voted unanimously to instruct the Clerk to set a special meeting for interviews to be held at the convenience of the parties

G6. Rogers Free Library Board of Trustees (3 terms set to expire January ~~2024~~ 2027)

- a. Al Wroblewski, 24 Burton Street
interest/reappointment
- b. Board Recommendation for reappointment
- c. Scheduled Interviews:
 - 1. Cara Cromwell, 349 Hope Street, Scheduled Interview
 - 2. Anne Marie Silvia, 75 Maple Lane, Scheduled Interview
 - 3. Caroline Jacobus, 35 Church Street, Scheduled Interview

Parella/Teixeira- Voted
unanimously to reappoint Al
Wroblewski to the Rogers Free
Library Board of Trustees with a
term set to expire in January 2027

Prior to the vote being taken, Clerk Cordeiro noted a Scribner's error in the board expiration date clarifying for the record the term was set to expire in January 2027.

At the conclusion of the board appointments, Chairman Calouro took a moment to express his deep gratitude and appreciation for all members of the community who volunteer their time to serve on one of the town's many boards and commissions. He acknowledged the invaluable contributions of these individuals, recognizing their commitment to the betterment of the community. Chairman Calouro emphasized the importance of their selfless efforts in helping to shape and enhance the town's governance. On behalf of himself and the members of the council he extended a heartfelt thank you to all those who dedicated their time and expertise to the collective well-being of the community.

H. Old Business

I. Other New Business Requiring Town Council Action

- II.** Harbor Master Marsili re - Consideration of Proposed ordinance to include Insurance Requirements for Town Marina

- a. proposed ordinance 2024-XX

Teixeira/Sweeney- Voted
unanimously to continue this

matter to a February 2024 council meeting.

Prior to the vote being taken, Chairman Calouro noted that after discussions with the Harbor Master it was recommended to continue to matter for further research.

I2. Town Administrator Contente re - Consideration of Traffic Calming Policy and Police department presentation.

- a. (draft) traffic calming policy
- b. (renderings) Pilot speed humps on Peck Avenue

Sweeney/Teixeira - Voted unanimously to continue to the January 17, 2024, council meeting for consideration of policy revisions.

Prior to the vote taken, Clerk Cordeiro noted a "received a meeting" item from Joe Balestracci in support of the traffic calming devices.

Town Administrator Content discussed ongoing efforts to implement policies aimed at reducing speeds, particularly in residential areas. He explained that Lieutenant Wozny has actively engaged with other communities, focusing on traffic calming policies involving physical changes to roadways. Traditional methods like radar and expensive tickets have limitations, requiring constant enforcement. The introduction of "chiclet" speed bumps, tested in a model area on Peck Avenue, aims to address speeding concerns. Administrator Contente acknowledged the initial challenges but expressed hope that residents would adopt. The model area serves as a pilot, with a proposed policy outlining criteria for implementing speed humps, including a petition process and police-conducted traffic studies. The Town Council would ultimately decide on budgeting and approval. Additional measures being explored include narrowing roadways and strategic tree plantings. The policy specifies that speed humps are suitable for 25 mph zones, emphasizing the importance of adherence to the established criteria.

Lieutenant Wozny provided the council with an overview of the traffic calming policy and model and eligibility.

It was confirmed that any road maintenance impacting a speed hump necessitates the responsible vendor to restore it to its original condition.

It was observed that the estimated cost for a series three speed humps in three areas, amounting to \$16,000, covered installation, signage, and painting.

Discussions ensued around the town's previous stance on adding speed bumps. Chairman Calouro inquired about the change in the town's position regarding speed bump installation, aside from the new design. DPW Director Parella explained that the primary concern was always related to emergency and public works vehicles. However, the new speed humps have distinct features, with angles that allow the passage of drainage and accommodate larger vehicles, including trash trucks with flat fronts. The DPW team conducted a thorough evaluation, and they are confident that these speed humps will not impede their services. Director Parella expressed support for the installation, emphasizing that they pose less of an issue than sewer caps and rising catch basins, assuring that they will not interfere with the town's services.

Discussions ensued regarding the procedures for the removal of speed humps. It was suggested that an amendment be made to incorporate the appropriate procedures for removal.

The question was raised regarding whether there is a standard limit for the number of speed humps that can be installed along a stretch of roadway. The response clarified that this determination would be made by an engineer and emphasized that the decision would be influenced by traffic data pinpointing areas of concern. It was highlighted that the determination might not solely rely on a standard number of feet, as other variables would also factor into the decision-making process.

Mason Brooks residing at 50 Peck Avenue addressed the council and expressed concerns about the installation of speed bumps on Peck Avenue. He questioned the criteria for their placement, citing the town's draft policy indicating a 70% approval rate. Mr. Brooks emphasized the need for thorough studies and public input before implementing such measures. He shared his perspective as a resident, driving a sports car, and stated that driving 35 miles per hour without speed bumps was unimaginable. Mr. Brooks questioned the fairness of the policy, as he felt his family's input was excluded from the decision-making process. He also raised concerns about the removal process and its potential impact on the recently paved road. Additionally, he inquired about the effectiveness of the speed reduction program,

mentioning a lack of visibility of speed enforcement and requesting a copy of the speed study.

In response, Town Administrator Contente acknowledged that there was no policy in place when the speed bumps were implemented but clarified that there has been a study on traffic calming for a few years. He defended the decision to install speed bumps, emphasizing his responsibility for public safety. Town Administrator Contente explained that his decision to install the speed bumps stemmed from complaints received and observations of children playing in the street. While expressing regret for any inconvenience caused, he defended the effectiveness of the speed humps, stating that the majority of residents, both on Peck Avenue and neighboring streets, supported them based on information received in the Town Administrator's Office.

Town Administrator Contente, drawing on his 20-year experience as a police officer, affirmed that, in his professional opinion, the speed humps are working, and he stood by the decision.

Katie Brooks. Residing at 50 Peck Avenue addressed the council and emphasized the importance of child safety but expressed concerns about the placement of speed bumps, noting that they are not near areas where children play. She highlighted that the wide space between the speed bumps could still allow speeding in front of those areas. Ms. Brooks suggested that consultation with neighbors could have led to a more thoughtful placement, such as in front of unbuildable lots. She also mentioned the absence of a posted speed limit sign on Peck Avenue and appreciated the Council's time and effort in crafting the well-written policy. Ms. Brooks thanked the Council for their time and consideration.

Mr. Ben Cormack, residing at 83 Peck Avenue and father to Tyler and Ryan Cormack, shared his observations on the effectiveness of the speed humps. He acknowledged their adequacy but noted that driving a truck straight down the middle does not significantly slow down. Mr. Cormack, who lives approximately 100 feet from one of the speed humps, suggested that there is room for improvement.

Nick Christiansen, residing at 80 Peck Avenue, shared his thoughts with the council. He expressed gratitude for the speed bumps, especially as a father of two girls who play along that street. While appreciating the safety aspect, Mr. Christiansen felt that the proposed threshold of 10% of vehicles exceeding the speed limit was high, believing that even 1 or 2% could pose a safety issue. He acknowledged that speed bump placements could

be challenging but emphasized the importance of situating them near areas where children play. Mr. Christiansen suggested installing speed bumps in advance of these locations to alert drivers to reduce speed. He added that the policy might be more favorable in such neighborhoods with smaller children, recognizing that not all demographics within a neighborhood may support speed bump areas.

Chief Lynch highlighted that in most communities, not every residential roadway has a speed limit sign. He explained that according to state law, the prima facie speed limit on any residential roadway in Rhode Island is 25 miles per hour, whether or not a sign is posted. Every operator is expected to be aware of this speed limit, as it is inherent in the law, and law enforcement can enforce the 25-mile-an-hour speed limit even without a posted sign.

Discussions arose regarding how to assess the 70% approval requirement. There was a suggestion to review and enhance the criteria for approval, incorporating tracking measures and refining the radius determination process. Questions were raised about the determining factor for reaching the 70% threshold, indicating a potential need for updating the form. Additionally, it was proposed to establish standards for including affected areas in the assessment process. It was noted that a revised policy would be presented to the council at its next meeting incorporating suggestions for revisions

13. Director of Parks & Recreation Rensehausen re - update on stage project

Sweeney/Teixeira - Voted
unanimously to receive and file.

Prior to the vote being taken, Director Rensehausen presented an overview of the stage project, highlighting the necessity to relocate the proposed site due to concerns from CRMC about its placement in a flood zone. He provided details about the materials for the new structure and mentioned that the agreement with DEM required a gravel-access driveway.

Director Rensehausen informed the council that the project is moving to the bidding stage, expressing optimism about transferring a \$150,000 grant initially allocated for earthwork to support the project. Anticipated completion is set for summer.

Town Administrator Contente mentioned the potential return of last night's concerts by the Philharmonics, budget permitting, to utilize the new stage.

Councilman Ley emphasized the enhanced safety of the new location. Town Administrator Contente noted that he extended an invitation to the 4th of July committee to utilize the facility. However, they are not required to use it.

I4. Director of Parks & Recreation Rensehausen re -
consideration for recreational facility fee amendments

Sweeney/Teixeira - Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for Council consideration on January 17, 2024; And direct the solicitor to incorporate language enabling the passage of fee amendments through resolution in the future.

Prior to the vote being taken, Director Rensehausen requested council consideration to increase some of the recreational facility fees to be more competitive with other facilities. He provided an overview of the proposed amendments.

Discussion ensued concerning the preference for making adjustments through resolutions as opposed to ordinances. It was suggested to refer to the solicitor to draft ordinance changes to the process by removing the requirement for changes to be made through ordinances and enabling the passage of fee amendments through resolution. Allowing for greater efficiency, similar to practices in other situations.

I5. Good Energy re Electricity Supplier Selection Process

- Voted unanimously to authorize collaboration between Good Energy and the solicitor for the negotiation of the contract; and as recommended, with the option to proceed with a managed full requirements product and utilizing previous RI buying Group bid to join the seven-municipality buying group

Prior to the vote being taken, Patrick Roach from Good Energy approached the council and provided a background of the aggregated electricity program.

Mr. Roach explained that the proposed plan underwent public review and received approval from the State's Public Utilities Commission in late October. The joint recommendation in the packet suggests pursuing the implementation of the program through a managed load contract, aligning with the approach adopted by seven other communities in Rhode Island with electricity aggregation programs. He explained that this strategy involves collaborating with a single supplier within a buying group, utilizing a diversified purchasing strategy to achieve a fixed price through averaged purchases over time. He noted that the flexibility inherent in this approach allows for determining the duration of the fixed price, crucial in navigating volatile energy markets; and this flexibility is seen as valuable, especially in light of recent market fluctuations. Mr. Roach stated that it provides the opportunity to stay competitive with utility rates and adjust variables, such as the proportion of renewable energy, impacting the overall price.

Mr. Roach clarified the proposed course of action, emphasizing the need to negotiate a contract with the supplier NextEra Energy Services, the provider chosen by the Rhode Island buying group. He highlighted that NextEra Energy Services is currently the exclusive supplier offering the required product. The recommendation is to seek Council guidance to collaborate with staff and the solicitor to negotiate the contract with NextEra. This negotiation aims to secure approval from the Council and make the community the first to join the buying group, aligning with the suggested approach.

Vice Chairwoman Parella inquires if the town can opt not to proceed if dissatisfied with the proposed price. Mr. Roach recommends the town move forward with the program launch. He explains that in the managed load program, upon signing the contract, the exact price is unknown. However, the commitment is to launch the program with the supplier initiating purchases, and a commitment is sought from the supplier that the eventual price will be lower than the utility price at launch.

Chairman Calouro seeks clarification on whether Mr. Roach is requesting the council to commit without knowing the exact price. Mr. Roach explained that the managed product requires the supplier to make purchases that, when averaged, determine the price. While the exact price cannot be provided upfront, a commitment for it to be lower than the utility price at launch is sought, as demonstrated by seven other communities that successfully used this approach. Estimating savings at \$10-\$15 per month.

Chairman Calouro apologizes, expressing his initial understanding that the next step was to go out to bid and determine the price before making a decision. He seeks clarification on whether the proposal is to move forward without knowing the price and inquiries about the course of action if the price is unfavorable. Mr. Roach responds that the plan is to bring back a contract with sufficient safeguards for comfort, including a commitment that the price will be lower than the utility price.

Councilman Ley seeks clarification from Mr. Roach, asking if the request is to authorize negotiations with the solicitor for a contract that stipulates purchases must be below a certain amount of the standard last resort kilowatt-hour price. Clarifying that although the exact price is unknown, the negotiation's parameter is that it should be below a specific benchmark, which is the standard offer price. Mr. Roach affirms Councilman Ley's understanding, stating that the supplier is indeed taking on some risk. The supplier commits to implementing the strategy with the assurance that the program will not be launched unless the price is confirmed to be lower than what individuals would pay with the utility at that specific time

Councilman Sweeney inquiries about the process, stating that after working on the contract, the next step would be to review it thoroughly before moving forward. It appears that the subsequent stage involves the review of the contract.

Chairman Calouro expresses concern, stating that it was not his understanding to commit first and then assess the details. He seeks clarification on whether the commitment involves anything beyond reviewing the contract, and if it entails accepting the contract. Mr. Roach reassures Chairman Calouro, stating that there is no commitment beyond the contract review, and the contract will be presented for thorough review before any decisions are made.

Discussions ensued about the roles and responsibilities regarding the proposed aggregated electricity program. Questions were raised about who the point person on the staff would be, with considerations for outreach to residents, contract pricing, and potential opt-outs. Good Energy clarified that they aim to handle customer support and workload, ensuring effective communication with residents.

Council members sought clarification on the commitment level required from the town, expressing concerns about moving forward without knowing the exact pricing details. Good Energy reassured

that the next step involves negotiating a contract, which will be thoroughly reviewed by the council before any commitment.

There was a request to provide a comparison between a managed load approach and committing to a specific price, highlighting the potential savings over a 12-month period. The council emphasized the importance of clear information for residents facing a decision. The council acknowledged the need to consult with the chief of police, who has expertise in the energy industry.

While expressing willingness to move forward, some council members stressed the need for more concrete information before committing the residents to the program. The discussion highlighted the desire for a clear understanding of potential savings and the impact on residents' choices before finalizing the decision.

6. Martin D. Wencek, Permitting Supervisor, Office of Water Resources/Permitting Section, Freshwater Wetlands Program, Department of Environmental Management re Notice for Application No. 22-0264 of KenDan, LLC to alter freshwater wetlands for Proposed Hotel Facility on Gooding Avenue - deadline to file comments, January 8, 2024.

- a. Edward and Emily Spinard, 35 Dartmouth Street - petition in opposition
(including signed petition by local residents)

Sweeney/Teixeira - Voted unanimously to instruct the Clerk to send a letter to DEM clarifying that the town has not taken a stance on the DEM application. The letter will communicate the town's concerns regarding wetland flooding, include a copy of the Silver Creek Drainage study, and inform DEM about the potential impacts of the proposed development of the future high school in the nearby area.

Chairman Calouro begins by acknowledging that typically, matters like this one are usually received and filed without much council input. However, he notes the receipt of a letter asking for specific adjustments, particularly seeking clarity on whether the town officially supports the project in question.

Chairman Calouro expresses his lack of awareness regarding any official council action in support or opposition to the project. He emphasized his belief in the local and state processes, acknowledging the challenging DEM process. While stating that the Council did not officially support the project, he suggests sending a letter to DEM expressing neutrality. The letter would also address the potential impacts in the area, citing a previous study commissioned by the town in 2007.

Councilman Sweeney concurred with the chairman's viewpoint but also suggested the importance of informing DEM about the potential impacts associated with the proposed development of the future high school in the nearby area; and the need to address flooding concerns and emphasized the importance of conducting a comprehensive review.

Ted Spinard, residing at 35 Dartmouth Street, reiterated the unanimous agreement among Council members to inform DEM about the serious flooding concerns related to the potential development. He emphasized the need for a comprehensive assessment of how the development could impact flooding and the construction of the new high school. Another concern was the applicant's claim of town support, which he urged the Council to clarify with DEM, stating that the town's position is still under review. Mr. Spinard expressed gratitude for the Council's consideration, acknowledged the effort of those gathering 100 signatures, and thanked everyone for their support.

I7. Town Treasurer Hassell - re - Request to lock in energy contract with best practice

a. best practice energy power recommendation

Teixeira/Parella- Voted
unanimously to permit Best
Practice to enter into a contract
with a supplier for up to three
years.

Prior to the vote being taken, Clerk Cordeiro entered into the record that a new power recommendation was provided as "received at meeting."

Treasure Hassell presented to the council that the town is in the process of renewing its energy contract in Rhode Island. Out of the 39 communities, 19 have chosen best practices for better pricing. She proposed to allow Best Practices to enter into a contract with a supplier for up to 3 years. The previous

contract, with Consolation, is expiring, and they have been monitoring offerings from the League of Cities and Towns.

Currently, there are no savings due to being in a 6-cent contract coming out of Covid, and the energy landscape has changed dramatically.

Best Practices recommended a flexible approach on the spot market, with the lowest price found at 9 to 10 points with First Point Power. They suggest locking in the top 3 components of the fixed price (capacity, RPS, and ancillaries) for 3 years, as these components don't change much. The 2024 market is at a 12-month low, offering potential savings. The contract would provide flexibility to act quickly based on market changes.

Town Administrator Contente noted that the previous league contract was around 6 cents per kilowatt-hour, and if they were to lock in tomorrow, it would be around 10 cents. Despite the increase, it's better than the quotes received from the previous supplier, which were consistently around 11 cents or more.

The proposed contract would involve logging into a 3-year index, with the first 12 months fixed. There would be opportunities to take advantage of net metering credits, and the council would be informed about the next buying opportunity for 2025 in February or early March. The council expressed that the proposal seems reasonable and provides flexibility to adapt to market changes.

CF. Citizens Public Forum

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

J. Bills & Expenditures

J1. RFP # 1025 - Statistical Update Revaluation

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

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

- Catalis Tax & CAMA, Inc., in the amount of \$155,907.00
- Vison Government Solutions, Inc., in the amount of \$197,000.00

J2. BID# 1026 - Library Strategic Planning Services

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

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

- Transform Forward in the amount of \$32,000.00
- Constructive Disruption, LLC in the amount of \$22,800.00

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) - Open Space Acquisition

Teixeira/Sweeney- Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (5) concerning the Acquisition of Open Space at 10:39 PM.

Teixeira/Sweeney - Voted unanimously to resume open session and seal the minutes of the Executive Session at 10:57 PM.

Solicitor Ursillo announced that a motion was made and voted on in the Executive Session.

Consent Agenda Items:

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

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

- (CA) AA1. Rogers Free Library Board of Trustees Meeting Minutes, August 17, 2023
- (CA) AA2. Bristol 4th of July General Committee Meeting Minutes, October 18, 2023
- (CA) AA3. Zoning Board of Review Meeting Minutes, September 18, 2023
- (CA) AA4. Zoning Board of Review Meeting Minutes, October 2, 2023
- (CA) AA5. Rogers Free Library Board of Trustees Meeting, October 19, 2023
- (CA) AA6. Bristol Planning Board Meeting Minutes, November 9, 2023
- (CA) AA7. Conservation Commission Meeting Minutes, September 5, 2023

(CA) BB. Budget Adjustments

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

- (CA) BB1. Tax Assessor DiMeo re - Recommended Abatements & Additions - November 27, 2023

(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. Proclamation - Celebration of 125th Anniversary of the Knights of Columbus (signed)

(CA) EE. Utility Petitions

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

(CA) EE1. Water Pollution Control Facility - Sewer Permits

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

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

(CA) GG. Distributions/Communications

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

(CA) GG1. Bid# 1022 tabulation - Screw Pump Repair - Main Lift Pumping Station

(CA) GG2. Bid # 1023 tabulation - 4th of July Ball 2024

(CA) GG3. Bid# 1024 tabulation - Emergency Medical Services - Paramedic

(CA) GG4. Town Clerk Cordeiro - Thank you letter to Alayne White for serving on the Zoning Board of Review

(CA) GG5. Town Administrator Contente to Robert West re - award Bid #966 (extension award) - On Call Carpentry Services

(CA) GG6. Town Administrator Contente to John Pacheco Masonry Co. re - award Bid #967 (extension award) - On Call Masonry Repair Service

(CA) GG7. Town Administrator Contente to Robert West re - Bid #968 (extension award) - On Call Interior & Exterior Painting Service

(CA) GG8. Town Administrator Contente to Paramedic Systems, Inc. re - award Bid # 1024 Award Letter - Emergency Medical Services- Paramedic

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

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

- (CA) HH1. Rogers Free Library Board of Trustees Meeting, November 16, 2023
- (CA) HH2. The Commissioners of the Cemeteries, The North and East Burial Grounds Commission Meeting, November 15, 2023
- (CA) HH3. Planning Board Meeting, November 21, 2023
- (CA) HH4. The Bristol Planning Board Technical Review Committee Meeting, November 28, 2023
- (CA) HH5. Zoning Board of Review Meeting, December 4, 2023
- (CA) HH6. Bristol Planning Board Technical Review Committee Meeting, November 28, 2023
- (CA) HH7. Bristol County Water Authority Personnel Committee Meeting, November 30, 2023
- (CA) HH8. Historic District Commission Meeting, December 7, 2023
- (CA) HH9. Planning Board Meeting December 14, 2023 Cancelled
- (CA) HH10. Harbor Commission Meeting, December 4, 2023
- (CA) HH11. Conservation Commission Meeting, December 5, 2023

(CA) II. Claims (Referrals)

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

- (CA) II1. Progressive Casualty Insurance c/o Marlin Dominguez - reimbursement for damage to vehicle
- (CA) II2. John Mattes, 7 Karen Ann Drive re claim for storm drain damages

(CA) JJ. Miscellaneous Items Requiring Council Approval

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

- (CA) JJ1. (late item) Justin Marks, Wink, 17 State Street re - Holiday Sales License Renewal

(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. Michael Santoni/ Alexis Pappas, 9 Sunset Road- request for curb cut

a. recommendation - Town Administrator and Department of Public Works

There being no further business, upon a motion by Vice Chairwoman Parella, seconded by Councilman Sweeney, and voted unanimously, the Chairman declared this meeting to be adjourned at 10:57

C1. Ordinance #2023-19 Chapter 16, Article V Stopping, Standing and Parking, Section 16-143 - Parking prohibited at all times (correction to Ordinance 2023-13 from east side to west side) (2nd reading) (continued from November 1, 2023) **(request to continue December 27, 2023, for further review)**

- a. copy of original petition requesting parking modification
- b. Patricia Esteves re - letter of concern
- c. updated recommendation from the Chief of Police

TOWN COUNCIL
NOV 15 2023
MEETING

Teixeira/Ley - Voted unanimously to continue the matter until the meeting of January 17, 2024

TOWN COUNCIL
JAN 17 2024
MEETING

2nd Reading

**LEGAL NOTICE
*CORRECTION TO 2023-13**

**TOWN OF BRISTOL
PROPOSED ORDINANCE
No. 2023-19**

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

IT IS HEREBY ORDAINED by the Town Council of Bristol, Rhode Island, that Chapter 16 of the Ordinances of the Town of Bristol be amended as follows:

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:

* * *

King Philip Avenue, east west side, from the intersection of Dyer Street extending northerly for 20 feet.

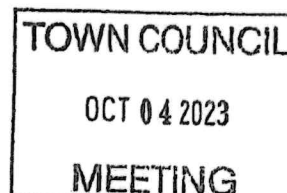
* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on October 4, 2023. 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

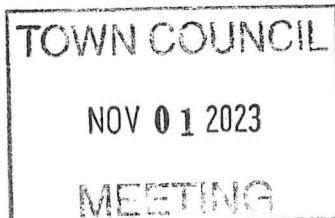
By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

September 21, 2023

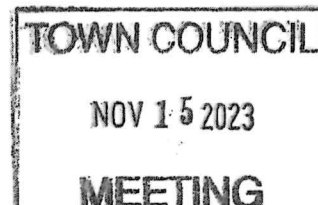


C1. Ordinance #2023-19 Chapter 16, Article V Stopping, Standing and Parking, Section 16-143 - Parking prohibited at all times (correction to Ordinance 2023-13 from east side to west side) (2nd reading) (continued from October 4, 2023)

- a. (copy of) original petition requesting parking modification



Sweeney/Parella- Voted unanimously to continue the matter to the November 15th Council meeting and refer the matter to the Police Department and Town Solicitor to draft a revised ordinance for consideration and second reading.



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

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

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

TOWN COUNCIL
OCT 04 2023
MEETING

TOWN COUNCIL
NOV 01 2023
MEETING

- C3. Ordinance #2023-19 Chapter 16, Article V Stopping, Standing and Parking, Section 16-143 - Parking prohibited at all times (correction to Ordinance 2023-13 from east side to west side) (1st reading)

TOWN COUNCIL
SEP 13 2023
MEETING

Teixeira/Sweeney- Voted
unanimously to consider this
action to constitute the first
reading of Ordinance #2023-19.
Advertise in the local newspaper.

LEGAL NOTICE

**LEGAL NOTICE
*CORRECTION TO 2023-13**

**TOWN OF BRISTOL
PROPOSED ORDINANCE
No. 2023-19**

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

IT IS HEREBY ORDAINED by the Town Council of Bristol, Rhode Island, that Chapter 16 of the Ordinances of the Town of Bristol be amended as follows:

**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:

King Philip Avenue, east west side, from the intersection of Dyer Street extending northerly for 20 feet.

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on October 4, 2023. 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 21, 2023

C1A



TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 MAY 08 AM 10:16

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:

We, MARK and Jodi Traghella are requesting a NO parking sign box in the front of our home at 71 King Philip Ave, Bristol RI 02809

We are requesting one due to our son who has a disability which involves safety concerns. There is always multiple cars parked out front of our home which is a very narrow road and our child's special needs bus has difficulty picking him up and dropping him off in front of our home. Many times there has been no space to park so transportation has to drop him off on Dyer Ave, which is also a very narrow road. Our sons disability causes him to be impulsive and he can elope at any time. There are signs up and down our street but they all cut off before our home or just after.

PLEASE NOTE:

Petition must be returned by 4:00 PM, two (2) Wednesdays prior to the Town Council meeting to appear on the docket of the meeting for review and possible action. It is Council policy that action may not be taken on petitions unless recommendations, if necessary, from appropriate departments are received prior the Council meeting.

DATE REC'D:

SIGNATURE:

NAME:

ADDRESS:

TOWN:

BUSINESS 1

RESIDENCE

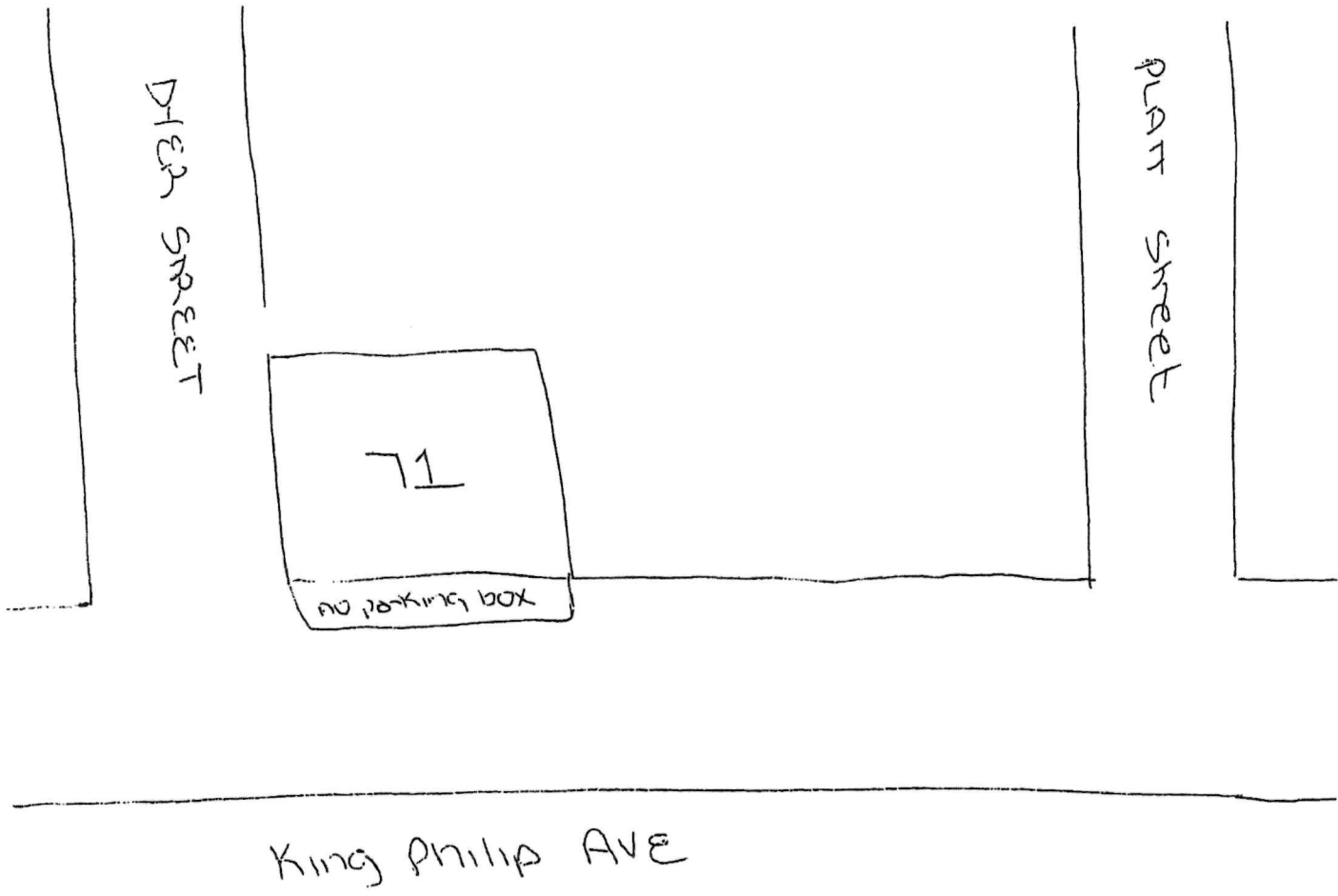
(CCL)

TOWN COUNCIL
JAN 17 2024
MEETING

TOWN COUNCIL
NOV 15 2023
MEETING

TOWN COUNCIL
NOV 01 2023
MEETING

TOWN COUNCIL
MAY 8 2023
MEETING





KEVIN M. LYNCH
Chief of Police

Bristol Police Department

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



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 05-08-2023

PETITION DESCRIPTION:

Jodi Traghella, 71 King Philip Avenue-request for no parking box

PERSON/S FILING PETITION: Jodi Traghella

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

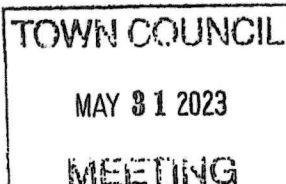
- ☒ APPROVED
☐ CONDITIONAL APPROVAL
☐ DENIED
☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

After reviewing this petition, It is my recommendation that this petition be approved and a no-parking box be created south of the intersection of Dier Street, extending 20 feet southbound. This should provide adequate visibility for safe passage to and from the school bus.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 05-24-23



Concur
St. Contente
 STEVEN CONTENTE
 Town Administrator

2023 MAY 25 AM 10:43

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



KEVIN M. LYNCE
Chief of Police

Bristol Police Department

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



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 05-08-2023

PETITION DESCRIPTION:

Jodi Traghella, 71 King Philip Avenue-request for no parking box

PERSON/S FILING PETITION: Jodi Traghella

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

NOTES:

Please see additional page.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 10-12-2023

TOWN COUNCIL

NOV 01 2023

MEETING

CONCUN
15 FEET FROM CONCUN
[Signature]
STEVEN CONTENTE
Town Administrator



KEVIN M. LYNCH
Chief of Police

Bristol Police Department

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



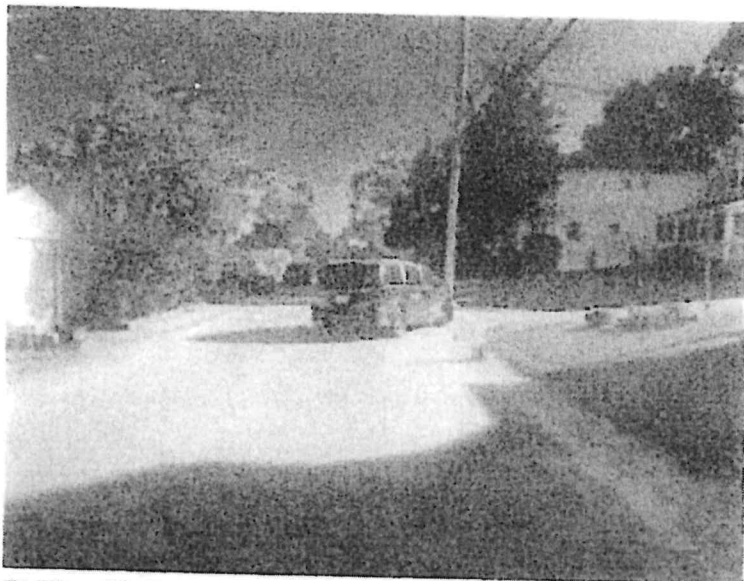
Petition Review for 71 King Philip Avenue- no parking block request.

This is a correction narrative for a petition reviewed in May 2023 for 71 King Philip Avenue. Mr. and Mrs. Traghella are requesting a no parking block be created in front of their residence to allow passage for their son with special needs. I spoke with Mr. Traghella regarding his request for a no parking block in front of the property. I was informed that when vehicles park in front of his property, they are having a hard time getting their son from their property to a school bus which stops in the roadway on King Philip Avenue for pick-ups and drop-offs.

I spoke with First Student bus driver, Mr. Chris Gallagher, regarding this bus stop. Mr. Gallagher stated that he has not had any issues with this bus stop and has no issues stopping on the roadway for pick-ups and drop-offs. It should be noted that King Philip Avenue measures 20 feet in width at this location.

After reviewing this petition, it is my recommendation that this petition be approved and a no-parking box be created on the west side of King Philip Avenue, starting at the intersection of Dier Street, extending 15 feet northbound. This should provide adequate and safe passage to and from the school bus. It should be noted that motorists are prohibited from parking within 15 feet of an intersection. By approving this petition for outlining the 15' no parking, this will not negatively affect parking in this area and will allow for unobstructed passage for Mr. Traghella's son. It should be noted that this is the same location as requested by Mr. Traghella and shown in his street diagram.

Please see attached photos and video of the location. This will not require a change to our Ordinance and will allow for more orderly parking in this area.



71 King Philip Ave. North view



71 King Philip Ave. North view



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
COUNCIL CLERK

DATE: November 2, 2023

RE: Ordinance #2023-19 Chapter 16, Article V Stopping,
Standing and Parking, Section 16-143 - Parking
prohibited at all times (correction to Ordinance 2023-
13 from east side to west side) (2nd reading)
(continued from October 4, 2023)

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 regular Town Council Meeting to be held on November 15, 2023.

All items for this docket must be received in the Clerk's office before 12:00 noon on Monday, November 6, 2023. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment

No parking on King Phillip Ave.

Patricia Esteves

Thu 9/28/2023 12:51 PM

To: Melissa Cordeiro <mcordeiro@bristolri.gov>

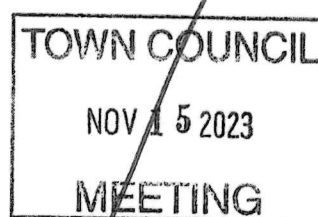
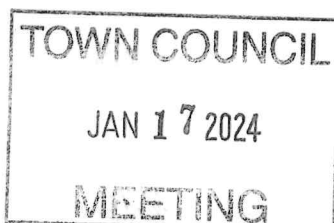
C1B

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

My name is Patricia Esteves 74 King Phillip Ave. My concern is the no parking on my road, I have lived here for 45 years and a tax payer. I have a sick husband at home who has been taking by rescue 3 times this year, oxygen delivery and a visiting nurse. Taking those 2 spots would only leave 2 spots left for parking between Platt Street and Dyer Ave. Last week the visiting nurse had to park near Sunrise Street and walk a block and a half to see my husband. The house on the corner of Dyer Ave. has spots for the van to pickup there foster child. The people have rented the place for 1 1/2 years and there has been no problem. I hope you take time to consider my concerns being a long time Bristol resident. Thank you! Pat Esteves

2023 SEP 20 11:11:03

RECEIVED
CITY OF BRISTOL
SEP 20 2023





KEVIN M. LYNCH
Chief of Police

Bristol Police Department ^{CAC}

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



2023 NOV -6 PM 1:23
JOHN OLINS OFFICE
BRISTOL POLICE CLERK

Petition Review for 71 King Philip Avenue- no parking block request:

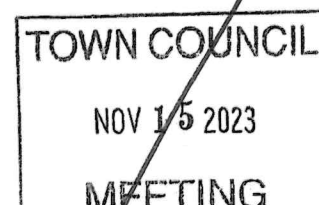
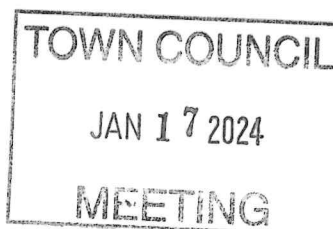
11-02-23 updated memo for 71 King Philip Avenue:

Mr. and Mrs. Traghella are requesting a no parking block be created in front of their residence to allow passage for their son Ethan, with special needs. In May 2023, I spoke with Mr. Traghella regarding his request for a no parking block in front of the property. I was informed that when vehicles park in front of his property, they are having a hard time getting their son from their property to a school bus which stops in the roadway on King Philip Avenue for pick-ups and drop-offs.

71 King Philip Avenue is situated to the left of 73 King Philip Avenue, which is a rental property, generally rented to Roger Williams University students. This type of rental property typically brings in an increased number of vehicles to the neighborhood, which can take up a lot of the available street parking on King Phillip Avenue to include parking in front of 71 King Phillip Avenue (Traghella residence). Notably, I believe that this same situation is occurring and possibly aggravating the Traghella family. Parking is allowed on both sides of this street and I'm sure that at times this location can get congested with street parking. In checking our dispatch records, I found that during the last 18 months, we have received 7 parking complaints for this address. 6 were unfounded and one summons was issued for parking within 15 feet of intersection.

On 11-02-23, I spoke with Statewide Transportation bus driver, Mr. Chris Gallagher, regarding this bus stop. Mr. Gallagher operates a minivan school vehicle which is equipped with flashing school bus lighting. Additionally, there is a bus monitor with Ethan to assist with all pick-up and drop-offs. Mr. Gallagher informed me that in over a year of handling this bus stop, he has never witnessed an incident with Ethan having a problem getting to or from the bus due to vehicles parked in front of the residence, however, he does understand the concern that Ethan may try to run from his parents while making his way to or from the bus. I again explained the petition request received from Mr. and Mr. Traghella and asked Mr. Gallagher if Dyer Street was an option for this bus stop. Mr. Gallagher informed me that Dyer Street would be a better option and a shorter route from the residence, which may be better for Ethan in inclement weather and also reducing the possible risk of Ethan running from his parents. It should be noted that Dyer Street has an active no parking on the north side of the street, which will allow the bus to pull up close to the side of the residence for unobstructed access.

I again spoke with Mr. and Mrs. Traghella regarding the feasibility of switching this bus stop to Dyer Street. They informed me that they tried moving this stop to Dyer Street over a year ago and were



unsuccessful. Representatives from Statewide Transportation told them that if the address of the residence is on King Philip Avenue, then they would need to use the front of the residence as a pick-up location. I spoke with Mr. Gallagher and Elizabeth Fontes from Statewide Transportation explaining that Dyer Street would be a much safer bus stop location for Ethan. Dyer street bus stop location was approved and activated on 11-02-2023 for the pm drop-off. Mr. and Mrs. Traghella are willing to try this new bus stop location for the next 30 days and they will be in contact with any concerns.

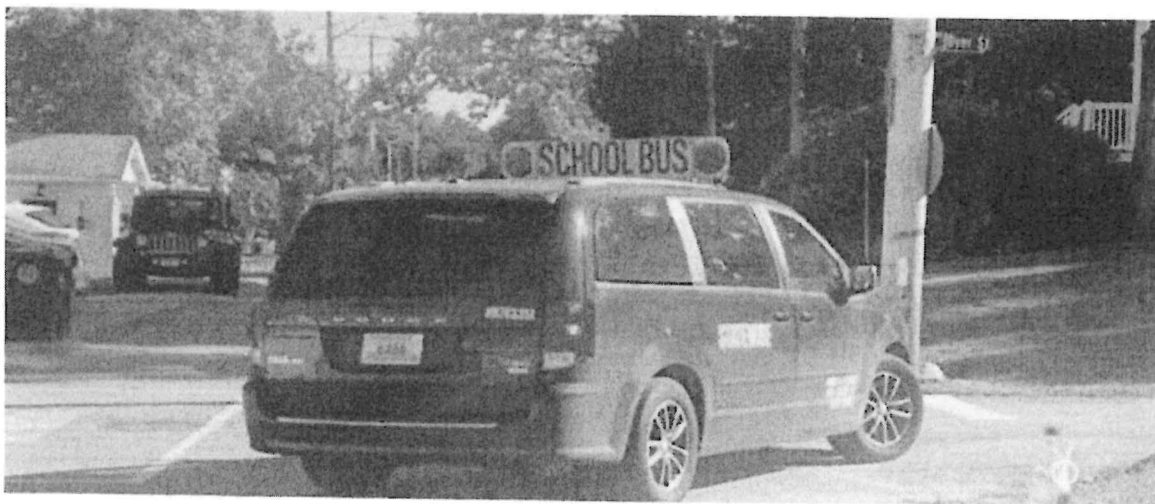
Due to the active no parking on the north side of Dyer Street, this will not require an ordinance change. It is my recommendation that we keep the 15' no parking block on King Philip Avenue, which has already been created as an alternate site. I am also requesting that this matter be placed on the December 27th Town Council Docket for further review. This will allow the Traghella Family ample time to review this location and ensure that Ethan is comfortable with this transition.

Lastly, if the council was to consider an (extension) of a no parking area to provide ancillary ease in the front of the Traghella household (71 King Phillip Avenue) it would require an additional 10' on top of the 15' already marked to reach their front door. This would still provide 24' of parking space in front of their home for parking.

Typically, the average length of a car is around 14.7 feet. Different manufacturers and models will have varying car sizes, and standard automobiles and trucks are typically between 10-18 feet long. A midsize sedan is around 14 feet long, while a smaller car like a Mini Cooper will be about 10 feet long.

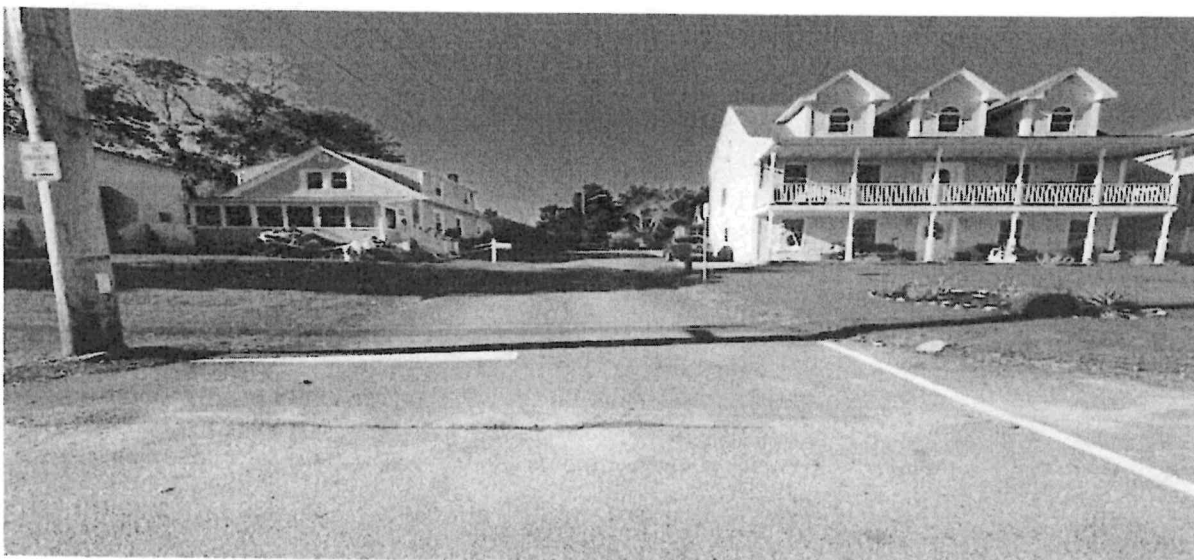
Lt. Roma Wozny

Please see photos below:

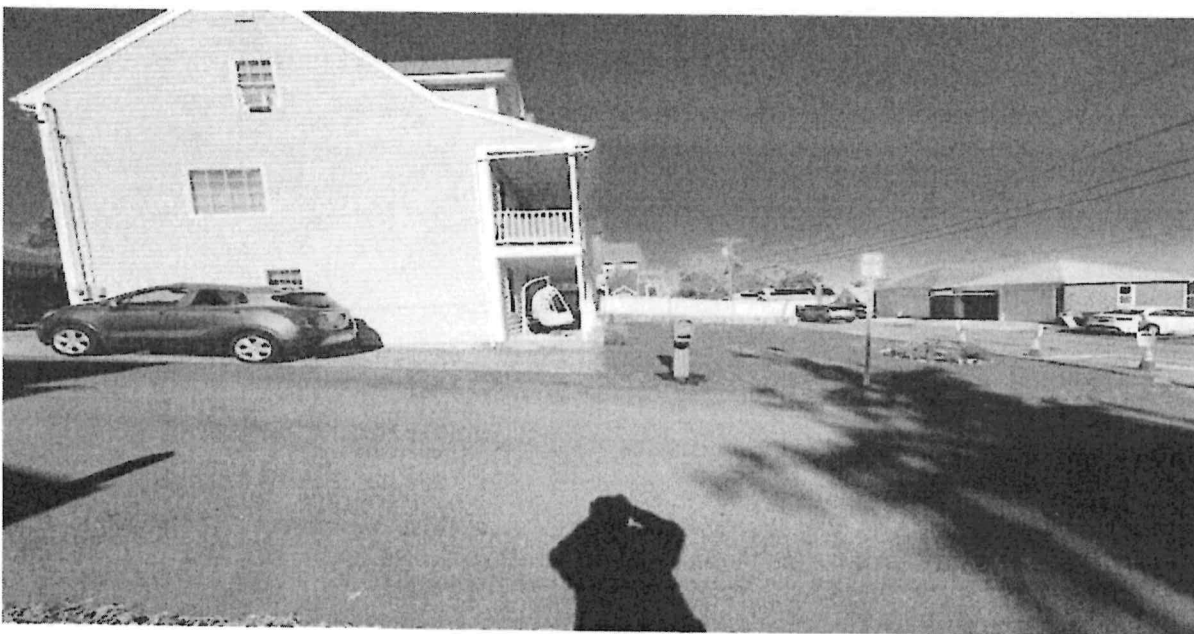


Statewide transportation school bus with school bus lighting

CONCURRED 11-3-23
 SC
 STEVEN CONTENTE
 Town Administrator

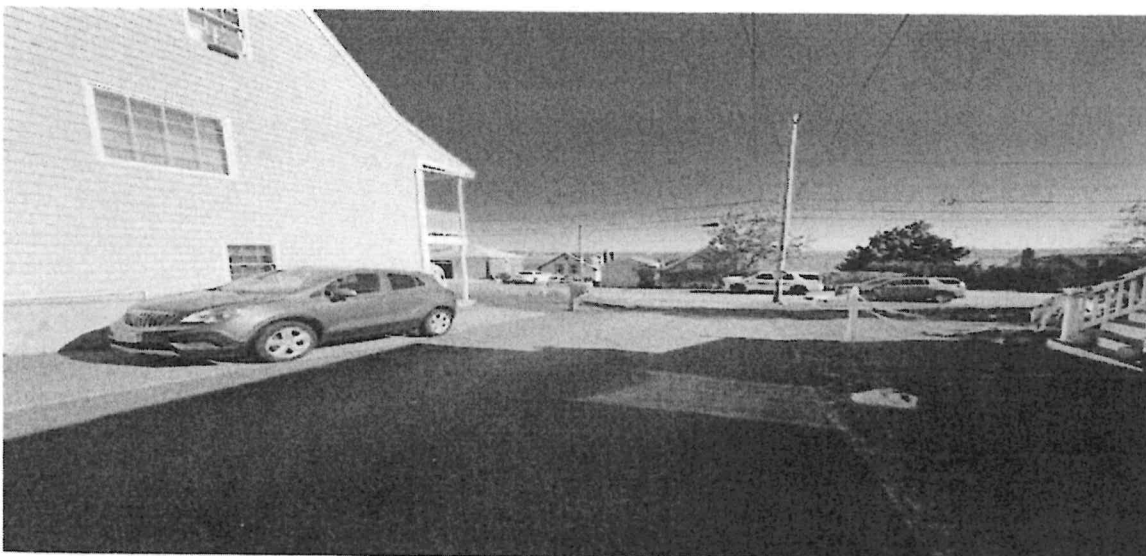


71 King Philip @ Dyer Street, West view

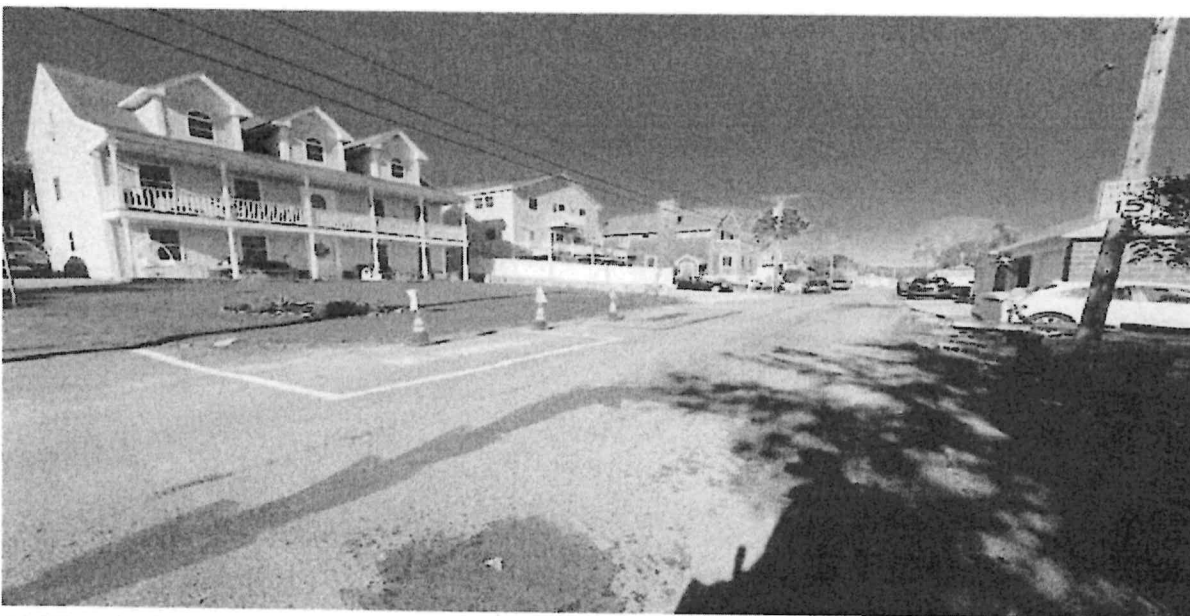


71 King Philip Ave. - side view- new bus stop location

11-3-13



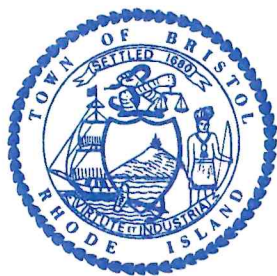
Dyer Street view of 71 King Philip Ave. -new school bus stop location



71 King Philip Ave.- 49 feet of frontage from 73 King Philip Ave to Dier Street.

(Signature) 11-3-23

C1D

**TOWN CLERK'S OFFICE**

Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

December 18, 2023

Mrs. Jodi Traghella
71 King Philip Avenue
Bristol, RI 02809

Dear Mrs. Traghella:

I trust this letter finds you well. I am writing to officially notify you that, following our recent conversation on Monday, December 18th, 2023, your request to withdraw the petition has been duly acknowledged.

During our discussion, you indicated that your son has successfully adapted to the new bus stop location on Dyer Avenue, and the current arrangements are proving to be satisfactory for your family. As a result, and per your expressed wish, the petition will be withdrawn at this time.

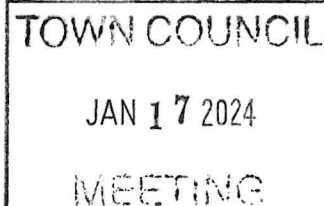
This letter serves as formal documentation of the withdrawal for the council record. Should circumstances change in the future, you are more than welcome to contact our office. We are here to assist you and address any concerns you may have.

If you have any questions please do not hesitate to contact our office.

Sincerely,

Melissa Cordeiro
Town Clerk

xc: Council Docket 1-17-2023



2nd Reading

LEGAL NOTICE

TOWN OF BRISTOL PROPOSED ORDINANCE NO. 2023-24

AN ORDINANCE IN AMENDMENT TO CHAPTER 17 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

IT IS HEREBY ORDAINED by the Town Council of the Town of Bristol, Rhode Island, that Chapter 17 of the Town Code be amended as follows.

CHAPTER 17 — OFFENSES AND MISCELLANEOUS PROVISIONS

* * *

ARTICLE II — ALCOHOLIC BEVERAGES ESTABLISHMENTS

* * *

Sec. 17-82. - Number of licenses.

Alcoholic beverage licenses within the town shall be limited in quantity as follows:

* * *

(4) For B-V, there shall be a maximum of ~~32~~ 31 licenses;

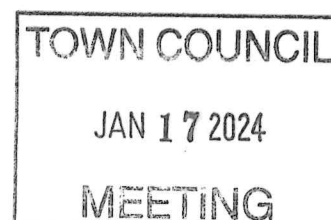
* * *

This ordinance shall take effect upon its passage.

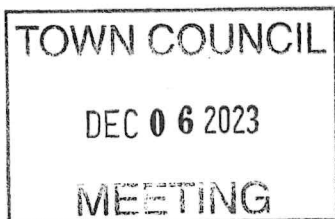
The Town Council will be in session in the Town Hall, Council Chambers, on January 17, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

December 14, 2023



- C1.** Ordinance #2023-24 Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 - Number of Licenses (to decrease the number of Class BV Liquor Licenses from 32-31) **(1st reading)**



Teixeira/Ley- Voted unanimously to consider this action to constitute the first reading of Ordinance #2023-24. Advertise in the local newspaper.

LEGAL NOTICE

TOWN OF BRISTOL PROPOSED ORDINANCE NO. 2023-24

AN ORDINANCE IN AMENDMENT TO CHAPTER 17 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

IT IS HEREBY ORDAINED by the Town Council of the Town of Bristol, Rhode Island, that Chapter 17 of the Town Code be amended as follows.

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* * *

ARTICLE II — ALCOHOLIC BEVERAGES ESTABLISHMENTS

* * *

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Alcoholic beverage licenses within the town shall be limited in quantity as follows:

* * *

(4) For B-V, there shall be a maximum of 32 31 licenses:

* * *

This ordinance shall take effect upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on January 17, 2024. 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

December 14, 2023

ORDINANCE No. 2024-01

AN ORDINANCE IN AMENDMENT TO
CHAPTERS 11 & 18
OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 11 – COMPREHENSIVE SCHEDULE OF FEES

* * *

Sec. 11-1. - Comprehensive schedule of fees.

The following fees are imposed:

* * *

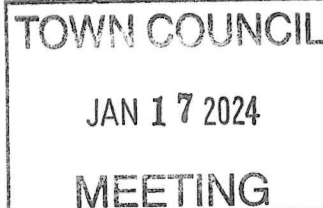
(42)	Beach fees:	
------	-------------	--

* * *

	(d)	Pavilion rental:	
	1.	Bristol residents	50.00 <u>per two-hour block</u>
		(A \$25.00 deposit is required to reserve a date.)	
	2.	Nonresidents	100.00 <u>per two-hour block</u>
		(A \$25.00 deposit is required to reserve a date.)	
		Note: A two-week notice of cancellation must be received for a deposit to be refunded.	

* * *

	(f)	Volleyball court:	
	1.	Bristol residents	0.00
		(Must schedule use of volleyball court in advance.)	
	2.	Nonresidents	25.00 <u>50.00 per two-hour block</u>
		Note: A \$10.00 deposit is required for the use of a volleyball. The deposit is refunded upon the return of the volleyball.	



* * *

(76)	All fees for recreation department summer camp are established by town council resolution, filed in the town clerk's office.	
(77)	Parking fee(s) Prudence Ferry Dock and/or other town-designated Prudence Ferry parking areas:	
	All parking fees, and other related fees and charges are established by town council resolution as part of rules and regulations, filed in the town clerk's office.	
(78)	<u>All fees for parks and recreation facilities, and special events are established by town council resolution, filed in the town clerk's office.</u>	

* * *

CHAPTER 18 - PARKS AND RECREATION

ARTICLE I – IN GENERAL

* * *

Sec. 18-11. - Bristol Parks and Recreation special event.

* * *

(c) *Fee schedule.*

FEES ARE PER DAY	Regular Games Weekdays	Regular Games Weekend and Holidays	Special Event or Tournament Weekdays	Special Event or Tournament Weekends and Holidays	Lights Fee for Events after Dark
Group 1: Recreation Dept Programs	\$0	\$0	\$0	\$0	\$0
Group 2: NP, Bristol Youth	\$0	\$0	\$100.00	\$150.00	\$25.00 <u>\$50.00</u>
Group 3: NP, non-Bristol Youth	FUF	FUF	\$100.00 + FUF	\$150.00 + FUF	\$25.00 <u>\$50.00</u>
Group 4: FP, Bristol Youth	\$50.00 + FUF	\$100.00 + FUF	\$100.00 +FUF	\$150.00 + FUF	\$25.00 <u>\$50.00</u>

	<u>\$75.00 +</u> <u>FUF</u>	<u>\$150.00 +</u> <u>FUF</u>	<u>\$150.00 +</u> <u>FUF</u>	<u>\$200.00+</u> <u>FUF</u>	
Group 5: FP non-Bristol Youth	<u>\$150.00 +</u> <u>FUF</u>	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$500.00 +</u> <u>FUF</u>	<u>\$25.00</u>
	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$300.00 +</u> <u>FUF</u>	<u>\$750.00 +</u> <u>FUF</u>	<u>\$50.00</u>
Group 6: NP, Bristol Adult	\$0	\$0	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$25.00</u>
			<u>\$150.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
Group 7: NP, non-Bristol Adult	FUF	FUF	<u>\$100.00 +</u> <u>FUF</u>	<u>\$150.00 +</u> <u>FUF</u>	<u>\$25.00</u>
			<u>\$150.00 +</u> <u>FUF</u>	<u>\$200.00 +</u> <u>FUF</u>	<u>\$50.00</u>
Group 8: FP, Bristol Adult	<u>\$150.00 +</u> <u>FUF</u>	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$500.00 +</u> <u>FUF</u>	<u>\$25.00</u>
	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$300.00 +</u> <u>FUF</u>	<u>\$750.00 +</u> <u>FUF</u>	<u>\$50.00</u>
Group 9: FP, non-Bristol Adult	<u>\$150.00 +</u> <u>FUF</u>	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$500.00 +</u> <u>FUF</u>	<u>\$25.00</u>
	<u>\$200.00 +</u> <u>FUF</u>	<u>\$250.00 +</u> <u>FUF</u>	<u>\$300.00 +</u> <u>FUF</u>	<u>\$750.00 +</u> <u>FUF</u>	<u>\$50.00</u>

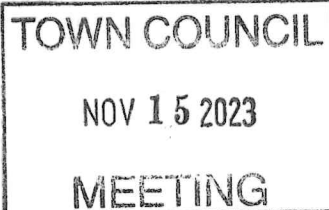
This ordinance shall take place upon its passage.

/Volumes/Share/Bristol/Ordinances/Ord for 1_17_24 re Parks and Rec fee changes.docx

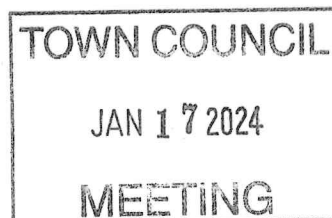
D2. Robert McNeil, McNeil Design Collaborative, Inc.,
d/b/a The Northeast Golf Company (Bristol Golf Park),
96 Broadcommon Road re - request for a Dancing and
Entertainment License **(continued from October 4,
2023)**

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of
Police



Sweeney/ Teixeira- Voted unanimously to
continue the matter to the January 17,
2024, council meeting.





LICENSE REQUEST: **DANCING & ENTERTAINMENT LICENSE**
Expires: July 1, 2024

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

DANCING & ENTERTAINMENT LICENSE

NAME OF ESTABLISHMENT:

BRISTOL GOLF PARK

ADDRESS: *96 Broad Common Rd*

Bristol RI 02908

NAME OF APPLICANT: *Matt's Design Collaborative, DBA/
The Northeast Golf Company*

HOURS OF OPERATION: *6 AM - 10 PM*

- ☐ Dancing & Entertainment License Petition & \$100 Fee (payable after Council approves license)
- ☐ Sketch of proposed location for entertainment

Please attend the Council
Meeting on 10.4.2023

Petition must be returned by

Petition mailed on

Date Received: _____

*SIGNATURE: _____

NAME: *Robert M. M...*

ADDRESS: _____

TOWN: *B*

DATE OF BIRTH: _____

BUSINESS TELEPHONE: _____

HOME TELEPHONE: _____

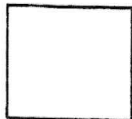
EMAIL: *rm...*

TOWN COUNCIL
OCT 04 2023
MEETING

2023 OCT 19 11:19 AM

TOWN CLERK
BRISTOL, RI 02908

TAX STAMP



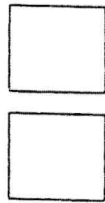
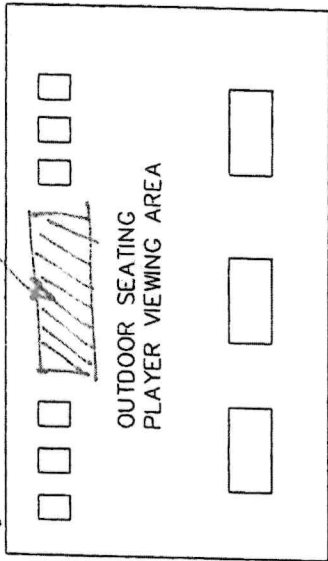
TO BE USED BY FINANCE
DEPARTMENT

*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.

TOWN COUNCIL
JAN 17 2024
MEETING

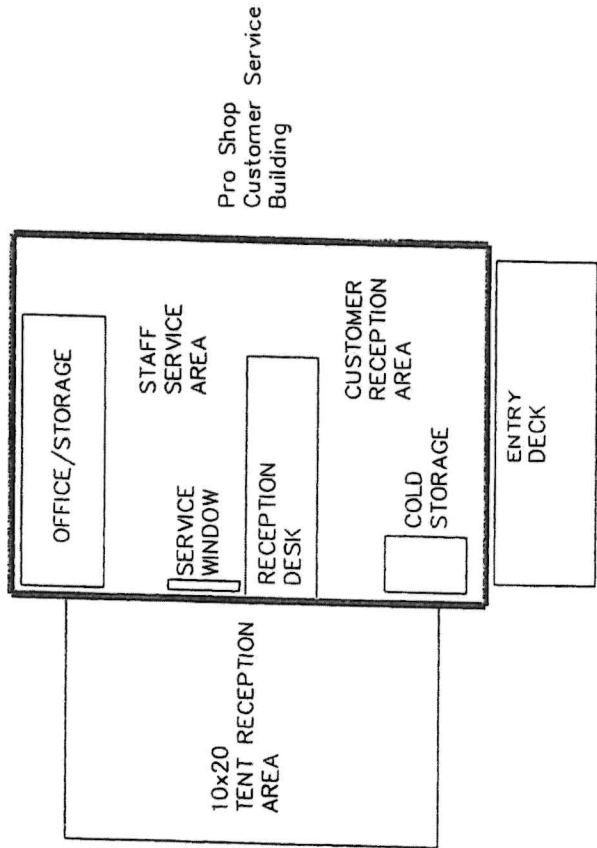


Entire Pro Shop Area



PORTABLE RESTROOM AREA

PICNIC TABLES
ADIRONDACK CHAIRS



SERVICE AREA PLAN

Bristol Golf Park
96 Broadcommon Road
Bristol, 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
COUNCIL CLERK

DATE: September 20, 2023

RE: Robert McNeil, McNeil Design Collaborative, Inc.,
d/b/a The Northeast Golf Company (Bristol Golf Park),
re - request for a Dancing and Entertainment License

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 regular Town Council Meeting to be held on October 4, 2023.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, September 27, 2023. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



January 9, 2024

Town of Bristol
 Dancing and Entertainment License
 Bristol Golf Park
 96 Broadcommon Road
 Bristol, RI 02908
 Submitted by: McNeil Design Collaborative dba The Northeast Golf Company

This is a clarification of the requested Dancing and Entertainment License requested for the Bristol Golf Park located at 96 Broadcommon Road. Bristol Golf Park is operated by The Northeast Golf Company through a management agreement with the Town of Bristol. During the course of operations and events scheduled over the course of the season NGC is requesting the opportunity to present music to our patrons. This will be in the form of live acoustic performance or speaker/DJ. During the 2024 Season we will be offering the following events. Those highlighted would be supported by music.

2024 Schedule

Bristol Golf Park 2024 Golf Event Schedule

May Season Tee-off Tournament (Details TBD)

May 17th/June 21st/July 19th/Aug 16th (Friday evenings) Nine and Dine Series (Nine Holes, food after)

June 8th Bristol Parks and Rec Scholarship Event (Saturday)

June 14th 4 & S'mores (First Friday of Summer Vacation for kids)

June 17th Pink Links Ladies Night (Monday, 4 holes beginner golf, drinks by the fire)

June 20th – 23rd Summer Solstice Weekend (Play all day concept, as many holes for charity as you can...)

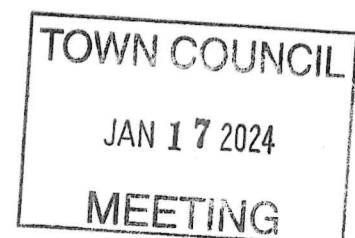
June 29th 4th of July Celebration Signature Event (Saturday)

July 10th – July 31st (Wednesday Evenings) Get Golf Ready Beginners Clinic

July 15th – July 19th Kids Summer Clinic 1 (Mon – Fri)

July 27th BGP Dog Days Classic (Saturday, 27 holes, three formats)

Aug 12th – Aug 16th Kids Summer Clinic 2 (Mon – Fri)



Aug 19th Pink Links Ladies Night (Monday, 4 holes of beginner golf, drinks by the fire)

Aug 24th Bristol Golf Park Youth Championship (Saturday)

Oct 12th BGP Charity Challenge (Saturday, charity event like KC3)

Nov 9th Turkey Shoot (Saturday, 2 person teams, thanksgiving food)

Bristol Golf Park 2024 League Schedule

May 23rd – Aug 15th (12 weeks, Monday Evenings) Kevin Corrado League

May 23rd – Aug 15th (12 weeks, Tuesday Evenings) Ladies League

Sep 12th – Oct 16th (6 weeks, Tuesday Evenings) Fall Ladies League

May 23rd – Aug 15th (12 weeks, Thursday Evenings) Men's League

Sep 12th – Oct 16th (6 weeks, Thursday Evenings) Fall Men's League

League Desires

- One or two senior morning leagues

Bristol Golf Park 2024 Entertainment Schedule

- 3 live music nights (any additional nights will be petitioned individually)



KEVIN M. LYNCH
Chief of Police

Bristol Police Department

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

D1B



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 09-20-2023

PETITION DESCRIPTION:

Robert McNeil McNeil Design Collaborative Inc. d/b/a The Northeast Golf Company (Bristol Golf Park)- Request for a Dancing and Entertainment License

PERSON/S FILING PETITION: Robert McNeil

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

☐ APPROVED

☒ CONDITIONAL APPROVAL

☐ DENIED

☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

RECEIVED
 SEP 27 11 01 AM
 2023

NOTES:

Robert McNeil is requesting a Dance and Entertainment license for the Bristol Golf Park, 96 Tupelo St. After reviewing the petition there is no known reason to deny this petition provided the petitioner follows all Laws and Ordinances pertaining to such license to include acceptable noise levels set forth by the Noise Ordinance. If approved by the Town Council, I recommend a 6-month review be conducted to ensure that we do not have an increase in noise complaints.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 09-27-23

TOWN COUNCIL
JAN 17 2024
MEETING

TOWN COUNCIL
NOV 15 2023
MEETING

TOWN COUNCIL
OCT 04 2023
MEETING

(Signature)

D1C



Town of Bristol, Rhode Island
Department of Community Development

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

December 8, 2023

TO: Steven Contente, Town Administrator

FROM: Edward M. Tanner, Zoning Officer *EMT*

RE: *Petition for Dancing and Entertainment License*
McNeil Design Collaborative, Inc. d/b/a The Northeast Golf Company
Bristol Golf Park, 96 Broadcommon Road

2023 DEC 11 AM 9:13

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

I have reviewed the petition for a Dancing and Entertainment License at the Bristol Golf Park, 96 Broadcommon Road. I have been asked for a determination as to whether Bristol's Zoning Ordinance permits entertainment uses at the golf park property. This property is located within the Open Space (OS) zoning district. A golf course as well as other recreational park uses are permitted in the OS zone. It is my determination that entertainment such as musicians playing within the outdoor seating area is a permitted use only if it were associated with and incidental to ongoing recreational activities at the golf park property. As such, entertainment should be limited to hours when the course is open and actively being used for permitted recreational activities. Entertainment would not be permitted as a use on its own, such as an evening concert for example, without any association with ongoing golf/recreation activities or events.

Concun
the history
 STEVEN CONTENTE
 Town Administrator

TOWN COUNCIL
 JAN 17 2024
 MEETING



Bristol Fire
Department

D1A

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: September 19, 2023
Re: License Recommendation, October 4 Council Meeting

2023 SEP 20 12:00 PM

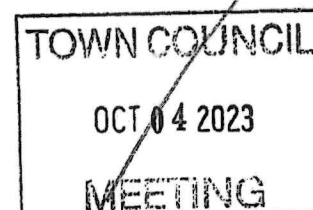
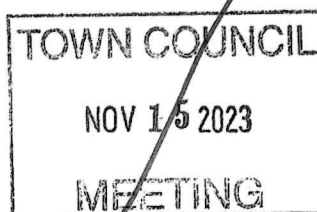
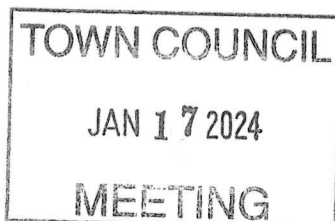
TOWN CLERK
MICHAEL DE MELLO

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

1. Dancing & Entertainment
2. Robert McNeil, McNeil Design Collaborative Inc., d/b/a The Northeast Golf Company (Bristol Golf Park)

96 Broadcommon Road

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.





LICENSE REQUEST: VICTUALLING LICENSE

Expires: December 1, 2024

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

VICTUALLING LICENSE

NAME OF ESTABLISHMENT: Oceanside Rest. LLC DBA: California ta co

ADDRESS: 20 Gooding Ave Bristol, RI 02809

APPLICANT NAME: Glenda Gonzalez

HOURS OF OPERATION: Mond-Sat 10:00 AM + 10:00 PM
Sund: 11:00 AM to 9:00 PM.

2023 DEC 18 PM 3:55

RECEIVED
TOWN OF BRISTOL
DEC 18 2023

- ☒ Victualling Petition & \$75 License Fee (payable after Council approves license)
- ☐ ~~Second Quarter Taxes must be paid (call 253-7000 for amount due)~~ N/A
- ☐ Fire Department Clearance 401-253-6912
- ☐ Water Pollution Control Clearance (grease removal unit) 401-253-8877
- ☐ RI Department of Health Clearance 401-222-6109

Please attend the Council
meeting on JAN 17, 2024

SIGNATURE: Glenda Gonzalez

NAME: Glenda Gonzalez

Petition must be returned by

ADDRESS:

Petition emailed on

TOWN: B

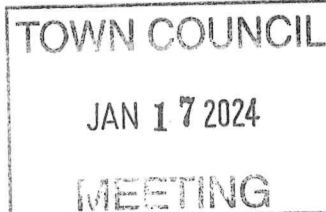
DATE OF BIRTH:

BUSINESS TELEPHONE:

HOME TELEPHONE:

Date Received: 12/18/2023

EMAIL: C



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.

COMBINATIONS

ALL COMBOS SERVED W/ RICE,
BEANS & SALAD



3 ROLL TACO COMBO
\$13.99



2 TACO COMBO
\$14.99



ENCHILADA COMBO
\$14.99



QUESADILLA COMBO
\$14.99



BURRITO COMBO
\$14.99



ENCHILADA BURRITO
\$14.99



5 ROLL TACO COMBO
\$14.99



CHIMICHANGA COMBO
\$14.99



ASADA PLATE
\$17.99



RANCHERO PLATE
\$17.99



BISTEC ENCEBOLLADO
\$17.99



FIESTA PLATE
\$17.99



FAJITA MIX
\$21.99



CALI SAMPLER
\$25.99

SIDES

FRENCH FRIES \$3.99

BEANS \$4.50

RICE \$4.50

CHIPS & SALSA \$4.50

BEANS & CHIPS \$5.99

CHIPS W/ SALSA \$6.99

GUAC, PICO DE GALLO

BEVERAGES

SODA

BOTTLE WATER

JARRITO

FLAVOR WATER

COFFEE



DOWNLOAD OUR MOBILE APP



CALISTACO.COM



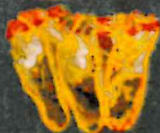
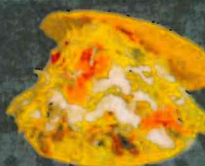
California
TACO SHOP
South Of The Border

20 Gooding Ave.



APPETIZERS

ALL ORDERS COME WITH FRIES

FISH & CHIPS**CHICKEN WINGS**
(BUFFALO-PLAIN-BBQ)**\$11.99****CHICKEN TENDERS**
(BUFFALO-PLAIN-BBQ)**HARD/ SOFT TACO
SUPREME**CHOICE OF MEAT SOUR CREAM,
LETTUCE PICO DE GALLO & CHEESE**\$3.29**
EACH**TOSTADAS**CHOICE OF MEAT BEANS,
CHEESE PICO DE GALLO,
LETTUCE, SOUR CREAM**\$4.99**
EACH**TORTAS**EACH TORTAS FILLINGS MAY VARY
ASK STAFF WHAT COMES INSIDE**AL PASTOR****CHORIZO****VEGGIE****BREAKFAST****STEAK****CARNITAS****HAWAIIAN****GROUND BEEF****HOMEMADE CHICKEN****FLAT GRILLED CHICKEN****CALIFORNIA****MIX****CUBANA \$11.99****\$9.99****ENCHILADAS**CHOICE OF MEAT CHEESE,
HOMEMADE ENCHILADA SAUCE
SOUR CREAM, PICO DE GALLO**\$11.99****KIDS MEALS**

ALL ORDERS COME WITH FRIES

BURRITO**2 ROLL TACO****\$8.99****SMALL QUESADILLA****2 SOFT TACOS****2 CHICKEN TENDERS****HARD TACO**

CHOICE OF MEAT, LETTUCE, CHEESE

**\$1.99**
EACH**QUESADILLAS**CHOICE OF MEAT, CHEESE, WITH LETTUCE,
SOUR CREAM PICO DE GALLO
ON THE SIDE**\$11.99****PIZZA QUESADILLAS**CHOICE OF MEAT BEANS, CHEESE
PICO DE GALLO INSIDE WITH LETTUCE
GUAC. SOUR CREAM PICO DE GALLO OUTSIDE**\$17.99****SHRIMP**
\$18.99**SMALL SOFT TACO**CHOICE OF MEAT CILANTRO &
ONIONS ONLY SLICE OF LIME ON SIDE**\$1.99**
EACH**ROLL TACOS**CHICKEN ROLLED IN FRIED TORTILLA,
PICO DE GALLO, CHEESE, LETTUCE,
SOUR CREAM, GUACAMOLE**3 ROLL TACOS****\$7.99****5 ROLL TACOS****\$9.99****TACO SALAD**CHOICE OF MEAT IN A BOWL OR SHELL, RICE,
BEANS, LETTUCE PICO DE GALLO, SOUR CREAM,
GUACAMOLE, CHEESE**\$11.99****NACHOS**CHOICE OF MEAT, CHEESE,
PICO DE GALLO, GUACAMOLE, SOUR CREAM**SHRIMP \$13.99****\$12.99**

(SAUTEED ONIONS & PEPPERS)

MIX \$13.99

(CHOICE OF 2 MEATS)

**NACHO FRIES**CHOICE OF MEAT, CHEESE,
PICO DE GALLO, GUACAMOLE, SOUR CREAM**SHRIMP \$13.99****\$12.99**

(SAUTEED ONIONS & PEPPERS)

MIX \$13.99

(CHOICE OF 2 MEATS)

**BURRITOS****BEAN \$7.99****AL PASTOR \$10.99****STEAK \$10.99****CARNITAS \$10.99****CHORIZO \$10.99****STEAK BEAN & CHEESE \$10.99****FLAT GRILLED CHICKEN \$10.99****GROUND BEEF \$10.99****CALIFORNIA STEAK & FRIES \$10.99****BREAKFAST BURRITO \$10.99****CHIMICHANGA \$10.99****FISH \$10.99****BORDER STEAK & SHRIMP \$10.99****SHRIMP \$10.99****MIX (2 MEATS) \$10.99****SEAFOOD \$10.99****ENCHILADA BURRITO \$11.99****MONSTER BURRITO \$16.99****SHRIMP \$17.99****MEAT CHOICES****AL PASTOR * CHORIZO * STEAK * CARNITAS * VEGGIE**
GROUND BEEF * HOMEMADE CHICKEN * FLAT GRILLED CHICKENCONSUMING RAW OR UNDERCOOKED MEATS, POULTRY, SEAFOOD, SHELLFISH, OR EGGS MAY INCREASE RISK OF
BORNE ILLNESS, ESPECIALLY IF YOU HAVE CERTAIN MEDICAL CONDITIONS OR IF YOU HAVE ALLERGIES TO ANY
PLEASE LET OUR STAFF KNOW



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
COUNCIL CLERK

DATE: December 28, 2023

RE: Glenda Gonzalez, Oceanside Restaurant LLC., d/b/a
California Taco, 20 Gooding Avenue re - request for
Victualling License

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 special Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



Bristol Fire Department

D2A

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: December 28, 2023
Re: License Recommendation, Jan 17, 2024, Council Meeting

2023 DEC 29 AM 9:30

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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

1. Victualling

Glenda Gonzalez for Oceanside Restaurant LLC., d/b/a California Taco

20 Gooding Avenue

There is no objection to the granting of said license provided a life safety inspection is performed by the Fire Marshal prior to opening and the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Steven Contente
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



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: 12-28-23

PETITION DESCRIPTION:

Glenda Gonzalez, Oceanside Restaurant LLC, d/b/a California Taco, 20 Gooding-request for
Victualling license

PERSON/S FILING PETITION: Glenda Gonzalez

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 AM 10:38

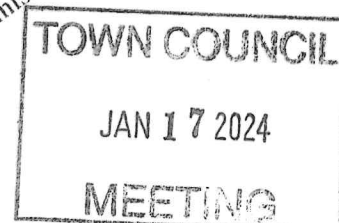
NOTES:

After reviewing this petition, there is no known reason to deny the approval of this victualling license, provided that all laws and ordinances governing this practice are followed to include hours of operation.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

Concyn
the
intake
STEVEN CONTENTE
Town Administrator





Town of Bristol, RI
WATER POLLUTION CONTROL DEPARTMENT
 2 PLANT AVENUE
 BRISTOL, RI 02809-3015
 (401) 253-8877 fax: (401) 253-2910
 Pretreatment Department, Shealyn A. Davey

TOWN HALL
 10 COURT STREET
 BRISTOL, RI 02809
 (401) 253-7000

DATE: January 10, 2024

TO: Steven Contente
 Town Administrator

FROM: Shealyn A. Davey
 Chemist/Pretreatment Coordinator

RE: Request for Victualling License – Glenda Gonzalez; Oceanside Rest. LLC d/b/a
 California Taco, 20 Gooding Avenue Bristol, RI 02809

Communication with Glenda Gonzalez has been established. This location was previously the site of Destiny's Hometown Diner, whom was in good standing with no violations or outstanding payments. Glenda is still getting acquainted with the location and what is needed, however there are no big changes planned for the kitchen. Glenda has been given the Wastewater Discharge Permit Application and fee invoice in order to move forward with the permitting process. Glenda is also aware that an inspection is required.

I therefore have no objections to the above petition and support the request.

Sincerely,

Shealyn A. Davey
 Pretreatment Coordinator

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND
 2024 JAN 11 AM 10:10

*concern
 the interests*
 STEVEN CONTENTE
 Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 DEC 20 PM 2:04

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:



Jan. 26, 2024 -

Bingo Lic for St. Elizabeths Church.
577 Wood St

doors open 5:30pm

games start 6:30pm

end time: approx 9:00pm

tickets - \$2500 for 10 games!

Join Us!!!

PLEASE NOTE:

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

1/17/24

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: Barbara PalumboNAME: Barbara Palumbo

ADDRESS: _____

TOWN: _____

BUSINESS: _____

RESIDENT: _____

EMAIL ADDRESS: _____

TOWN COUNCIL

JAN 17 2024

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
COUNCIL CLERK

DATE: December 29, 2023

RE: Barbara Palumbo for St. Elizabeth's Church, 577
Wood Street re - request for Bingo License for Friday
January 26, 2024 from 5:30PM - 9:00PM

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 special Town Council Meeting to be held on January 17, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



**Bristol Fire
Department**

D3A

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: December 30, 2023
Re: License Recommendation, January 17 Council Meeting

2024 JAN -2 PM 2:38

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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

1. Bingo

Barbara Palumbo for St. Elizabeth's Church

577 Wood St.

January 26, 2024

5:30-9:00pm

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.

Steven Contente
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



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: 12-29-2023

PETITION DESCRIPTION:

Barbara Palumbo for St. Elizabeth's Church, 577 Wood Street-request for Bingo License for Friday January 26, 2024 from 5:30pm to 9:00pm.

PERSON/S FILING PETITION: Barbara Palumbo

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

NOTES:

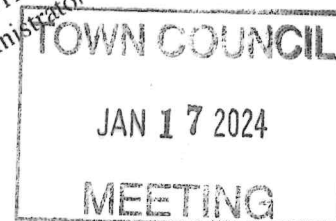
After reviewing this request, I find no reason to deny the petitioner's request for a Bingo License to hold one Bingo event, provided that all guidelines set forth by the application, including any insurance requirements, proper permits, and all laws and ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

*Concun
Am Intake*

STEVEN CONTENTE
Town Administrator



2024 JAN 11 AM 10:38
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



RHODE ISLAND STATE POLICE
Charitable Gaming Unit
 311 Danielson Pike
 North Scituate, RI 02857

Telephone: (401) 764-5568
 January 02, 2024

D3C

AUTHORIZATION TO CONDUCT SPECIAL BINGO

(Total daily prizes not to exceed \$300)

St. Elizabeth Church Holy Rosary Sodality
 c/o Elizabeth Harvey
 16 George Street
 Bristol, RI 02809

File #23-059

Dear Ms. Harvey:

This certificate of approval authorizes **St. Elizabeth Church Holy Rosary Sodality** of 577 Wood Street, Bristol, RI 02809, to conduct bingo at **577 Wood Street, Bristol, RI 02809** in **Bristol**, Rhode Island, on **January 26, 2024**.

Your organization has been assigned **File Number 23-059**. All correspondence with the Rhode Island State Police must include this designated file number.

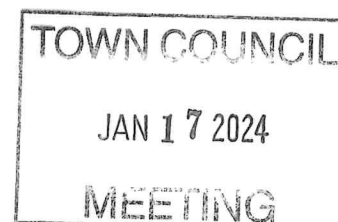
This authorization is granted under Sections 11-19-31 and 11-19-37 of the General Laws of Rhode Island, 1956 as amended. **No one under the age of eighteen years shall be allowed to participate in said game of chance, and no alcoholic beverage may be sold, dispensed, or consumed on that part of the premises used for bingo.** Proceeds shall be for charitable purpose(s). The Financial Report form included with this letter must be completed and returned to this office within 60 days of the event's conclusion (Forms are also available on the web at risp.ri.gov/cgu). It is also understood that your organization will comply with the bingo laws and the rules and regulations set forth by the Rhode Island State Police pertaining to the conduct of bingo games.

You must present this certificate of approval to your local licensing authority (town/city hall where event is held) so that a license may be issued for the particular bingo game or games. If you have questions or need assistance, you may contact the Charitable Gaming Unit at 401-764-5568.

Sincerely,

Captain Thomas Jaques
 Assistant Detective Commander/Charitable Gaming Unit

*Financial Report Form Enclosed
 cc: Bristol Police Department



Authorized Worker(s): Elizabeth Harvey Marie Mauricio Barbara Palumbo Rosa Paiva
 Ginette Amaral Paula Ferreira



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

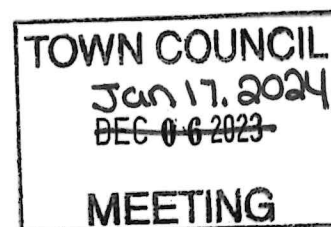
Date: November 27, 2023

From: Melissa Cordeiro, Town Clerk

Re: Sherry Scott, Beehive Cafe, 10 Franklin St., re
surrender of class BV Liquor license

Please be advised that this office has received official notification that the Beehive Cafe intends to surrender its class BV liquor license. In response to this update, the proposed ordinance is designed to address essential adjustments to the existing licensing structure, ensuring alignment with the accurate count of issued licenses.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact my office.



FW: The Beehive Cafe

Cathy Marshall

Mon 11/27/2023 12:20 PM

To: Melissa Cordeiro <

See below.

Cathy Marshall

Licensing/Board of Canvassers

10 Court St

Bristol, RI 02809

401-253-7000x132

401-253-2647(fax)

From: Sherry Scott <**Sent:** Monday, November 27, 2023 11:46 AM**To:** Cathy Marshall**Subject:** The Beehive Cafe

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 Cathy,

We are writing to let you know that we will not be renewing our BV Liquor license this year. All alcohol will be removed from our menu by the end of the month. Please let me know if you have any questions or need additional information.

Thank you,

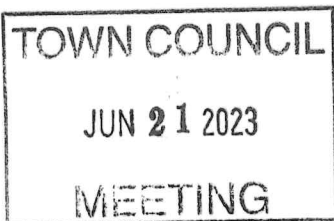
Sherry Scott



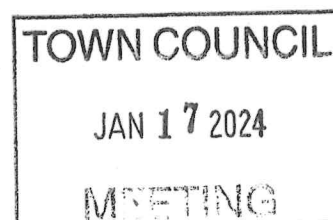
D1. Elisio Castro, Bristol Sports Club, 417 Wood Street - request for Dancing and Entertainment License

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police



Teixeira/Sweeney -Voted
unanimously to grant this license
based upon the recommendations
received and subject to
conformance to all laws and
ordinances and payment of all
fees, levies, and taxes; Also
subject to a six-month review.





LICENSE REQUEST: DANCING & ENTERTAINMENT LICENSE

Expires: July 1, 2024

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

DANCING & ENTERTAINMENT LICENSE

NAME OF ESTABLISHMENT:

Bristol Sports Club

ADDRESS: 417 Wood St

NAME OF APPLICANT: Eladio Castro

HOURS OF OPERATION: Monday - Sunday 6AM - 12AM

- ☐ Dancing & Entertainment License Petition & \$100 Fee (payable after Council approves license)
- ☒ Sketch of proposed location for entertainment

Please attend the Council

Meeting on June 21, 2023

Petition must be returned by

Petition mailed on

Date Received: _____

*SIGNATURE: Eladio Castro

NAME: Eladio Castro

ADDRESS: _____

TOWN: B

DATE OF B

BUSINESS T

HOME TEL

EMAIL: _____

TOWN COUNCIL

JUN 21 2023

MEETING

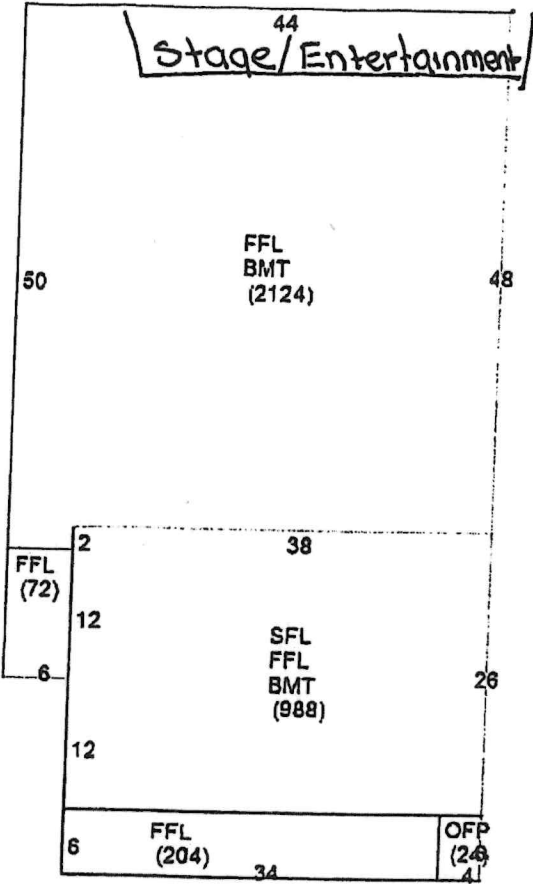
TAX STAMP



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.

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 MAR 13 AM 9:28





Bristol Fire Department

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: April 3, 2023
Re: License Recommendation, April 19 Council Meeting

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

1. Dancing & Entertainment
Elisio Castro for Bristol Sports Club
417 Wood St.

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.

Concun
Stm
Whts
STEVEN CONTENTE
Town Administrator

2023 APR -4 AM 11:36

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

TOWN COUNCIL
JUN 21 2023
MEETING



KEVIN M. LYNCH
Chief of Police

Bristol Police Department

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



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 03-24-2023

PETITION DESCRIPTION:

Elisio Castro, Bristol Sports Club, 417 Wood Street-request for dance and entertainment license

PERSON/S FILING PETITION: Elisio Castro

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

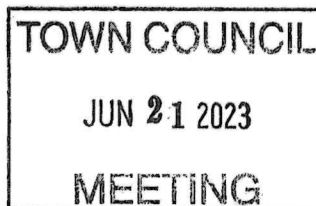
- ☐ APPROVED
☒ CONDITIONAL APPROVAL
☐ DENIED
☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

Elisio Castro is requesting a Dance and Entertainment license for Bristol Sports Club, 417 Wood St. A review has been conducted for noise complaints for this establishment. Two noise complaints have been found in the last two years. After reviewing the petition there is no known reason to deny this petition provided the petitioner follows all Laws and Ordinances pertaining to such license to include acceptable noise levels set forth by the Noise Ordinance. If approved by the Town Council, I recommend a 6-month review be conducted to ensure that we do not have an increase in noise complaints.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 04-12-2023



Concun
Stm Intents
STEVEN CONTENTE
Town Administrator

2023 APR 13 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



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
COUNCIL CLERK

DATE: December 14, 2023

RE: Elisio Castro, Bristol Sports Club, 417 Wood
Street, re - six-month review of Dancing and
Entertainment License (**continued from 6/21/2023**)

At our 6/21/23 Town Council Meeting the council voted to approve the dancing and Entertainment License with a six-month review.

May we please have your recommendation or the recommendation of the department head you deem appropriate for Council consideration at the regular Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



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: 12-14-2023

PETITION DESCRIPTION:

Elisio Castro, Bristol Sports Club, 417 Wood Street- Six-month review of Dancing and Entertainment license (continued from 6-21-2023)

PERSON/S FILING PETITION: Elisio Castro

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 AM 10:39

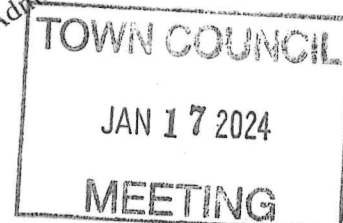
NOTES:

We conducted a check of calls for service for the establishment during the last six months. No calls for service related to the Dancing and Entertainment License were found.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

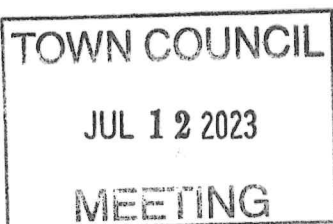
Concurs
Stm Intake
STEVEN CONTENTE
Town Administrator



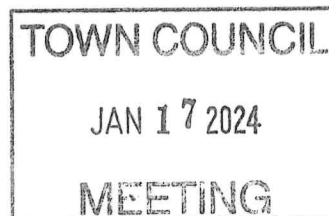
D7. Jordan Sawyer, Brick Pizza Co., 500 Wood Street, Unit 211, re - Request for Dancing and Entertainment License

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police



Teixeira/Sweeney- Voted
unanimously to grant this license
per the recommendations received
and subject to conformance to all
laws and ordinances and payment of
all fees, taxes, and levies; Also
subject to a six-month review.





LICENSE REQUEST: **DANCING & ENTERTAINMENT LICENSE**

Expires: July 1, 2023

FOR DEPOSIT ONLY

TOWN OF BRISTOL, RI

TOWN CLERK'S OFFICE

Receipt #: 115055

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

DANCING & ENTERTAINMENT LICENSE

NAME OF ESTABLISHMENT:

Brick Pizza Co.

ADDRESS: 500 Wood St. Bristol RI 02809 unit 211

NAME OF APPLICANT: Jordan Sawyer

HOURS OF OPERATION: 12pm - 12am

- ☒ Dancing & Entertainment License Petition & \$100 Fee (payable after Council approves license)
- ☐ Sketch of proposed location for entertainment

2023 JUN 28 PM 1:01

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Please attend the Council

Meeting on 7/12/2023

*SIGNATURE:

NAME:

Jordan Sawyer

ADDRESS:

TOWN:

DATE OF

BUSINESS

HOME TEL:

EMAIL:

Petition must be returned by

6/28/2023

Petition mailed on

Date Received:

6/28/2023

TOWN COUNCIL

JUL 12 2023

MEETING

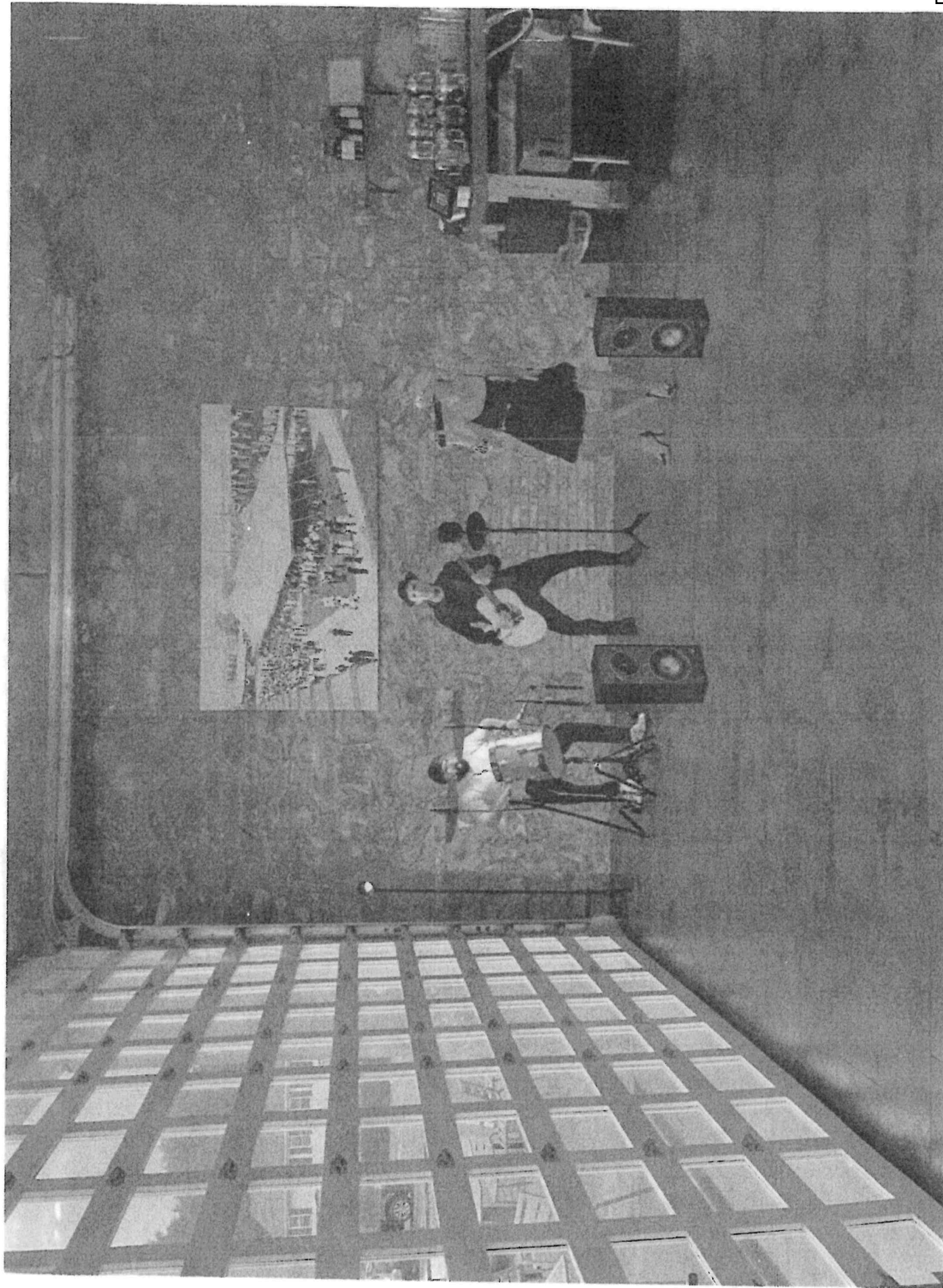
354
sawyer.com

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.









Bristol Fire Department

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: June 29, 2023
Re: License Recommendation, July 12 Council Meeting

2023 JUN 29 PM 3:53

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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

1. Dancing & Entertainment

Jordan Sawyer d/b/a Brick Pizza Co.

500 Wood St., Unit 211

Extension of hours for liquor sales

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.

concur
th mello
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL

JUL 12 2023

MEETING



KEVIN M. LYNCH
Chief of Police

Bristol Police Department

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



BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 06-27-2023

PETITION DESCRIPTION:

Jordan Sawyer, Bricks Pizza Co., 500 Wood Street, unit 211- request for Dancing and Entertainment license.

PERSON/S FILING PETITION: Jordan Sawyer

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

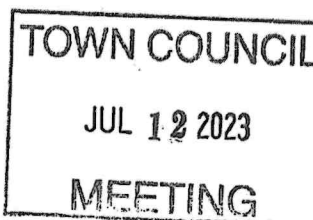
2023 JUL -7 AM 8:50
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Jordan Sawyer is requesting a Dance and Entertainment license for Bricks Pizza Co., 500 Wood Street. A review has been conducted for noise complaints for this establishment. No noise complaints found during the past year. After reviewing this petition, there is no known reason to deny this petition provided the petitioner follows all Laws and Ordinances pertaining to such license to include acceptable noise levels set forth by the Noise Ordinance. If approved by the Town Council, I recommend a 6-month review be conducted to ensure that we do not have an increase in noise complaints.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 07-05-2023



Concun
Steven Contenti
STEVEN CONTENTI
Town Administrator



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
COUNCIL CLERK

DATE: December 14, 2023

RE: Jordan Sawyer, Brick Pizza Co., 500 Wood Street,
Unit 211, re - six-month review of Dancing and
Entertainment License (**continued from 7/12/2023**)

At our 7/12/23 Town Council Meeting the council voted to approve the dancing and Entertainment License with a six-month review.

May we please have your recommendation or the recommendation of the department head you deem appropriate for Council consideration at the regular Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



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: 12-14-2023

PETITION DESCRIPTION:

Jordan Sawyer, Brick Pizza Co., 500 Wood Street, unit 211, -Six month review of Dancing and Entertainment License (continued from 7/12/2023)

PERSON/S FILING PETITION: Jordan Sawyer

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

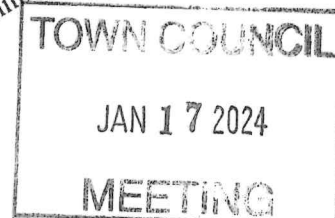
NOTES:

We conducted a check of calls for service for the establishment during the last six months. No calls for service related to the Dancing and Entertainment License were found.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

Concun
Am Intake
STEVEN CONTENTE
Town Administrator

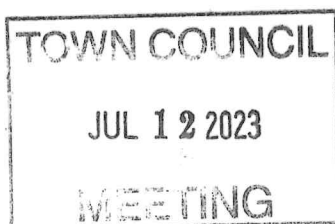


TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 AM 10:38

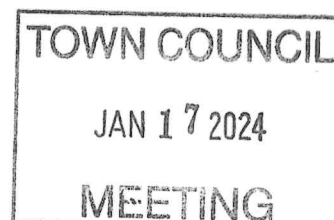
D6. Alicia Saldana, Qhali, 34 Gooding Avenue, re - Request for Dancing and Entertainment License

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police



Sweeney/Teixeira - Voted unanimously to grant this license per the recommendations received and subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies; Also subject to a six-month review.



FOR DEPOSIT ONLY



LICENSE REQUEST: DANCING & ENTERTAINMENT LICENSE

Expires: July 1, 2024

TOWN OF BRISTOL, RI
TOWN CLERK'S OFFICE

Rcpt#: 114903

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

DANCING & ENTERTAINMENT LICENSE

NAME OF ESTABLISHMENT: ShaliADDRESS: 34 GOODING AVE BRISTOL RI 02809NAME OF APPLICANT: Alicia V Saldaña7pm - 10pm

HOURS OF OPERATION:

- ☒ Dancing & Entertainment License Petition & \$100 Fee (payable after Council approves license)
- ☒ Sketch of proposed location for entertainment

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 JUN 20 AM 10:55

Please attend the Council
Meeting on

*SIGNATURE: NAME: ALICIA V SALDANAADDRESS: TOWN:

DATE OF BI

BUSINESS T

HOME TELE

EMAIL: gk

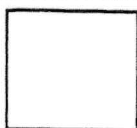
TOWN COUNCIL
JUL 12 2023
MEETING

Petition must be received
two weeks prior to Town
Council meeting.

Mailed:

Date Received:

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.



Bristol Fire
Department

DLA

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: June 20, 2023
Re: License Recommendation, July 12 Council Meeting

2023 JUN 21 AM 8:42

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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

1. Dancing & Entertainment

Alicia Saldana for Qhali

34 Gooding Ave.

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

Steven Contente
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JUL 12 2023
MEETING



Bristol Police Department

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

DBB



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 06-20-2023

PETITION DESCRIPTION:

Alicia Saldana, Qhali, 34 Gooding Ave.- request for Dancing and Entertainment License

PERSON/S FILING PETITION: Alicia Saldana

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

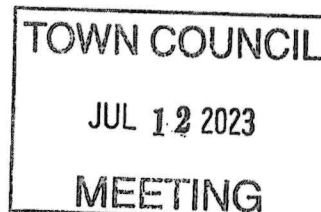
2023 JUL - 7 AM 8:50
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Alicia Saldand is requesting a Dance and Entertainment license for Qhali, 34 Gooding Ave. After reviewing this request, there is no known reason to deny this petition provided that the petitioner follows all Laws and Ordinances pertaining to such license to include acceptable noise levels set forth by the Noise Ordinance. If approved by the Town Council, I recommend a 6-month review be conducted to ensure that we do not have an increase in noise complaints.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 07-05-23



Concun
Steven Contente
Town Administrator



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
COUNCIL CLERK

DATE: December 14, 2023

RE: Alicia Saldana, Qhali, 34 Gooding Avenue, re -
Six-month review of Dancing and Entertainment
License **(continued from 7/12/2023)**

At our 7/12/23 Town Council Meeting the council voted to approve the dancing and Entertainment License with a six-month review.

May we please have your recommendation or the recommendation of the department head you deem appropriate for Council consideration at the regular Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



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: 12-14-2023

PETITION DESCRIPTION:

Alicia Saldana, Qhali, 34 Gooding Ave.- Six-month review of Dancing and Entertainment license (continued from 7-12-2023)

PERSON/S FILING PETITION: Alicia Saldana

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

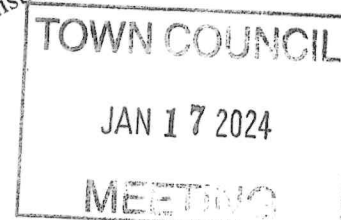
NOTES:

We conducted a check of calls for service for the establishment during the last six months. No calls for service related to the Dancing and Entertainment License were found.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

Concur
STEVEN CONTENTE
Town Administrator



2024 JAN 11 AM 10:38
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

JUNK SECONDHAND/JUNK DEALER LICENSE RENEWALS									
EXPIRES JANUARY 1, 2025									
Issued	Establishment	Contact Name	Street	PET	BTX	PD\$	Notes		
Bristol Salvage		Sabato Stanzione	48 Broadcommon Rd				to sell, purchase and deal in junk, old metals		
Bristol Salvage		Sabato Stanzione	48 Broadcommon Rd				to operate and maintain an automobile junkyard		
Franco Bros. Salvage, Inc.		Domenic S. Franco	25 Tower St.				to operate and maintain an automobile junkyard		
Jack's Salvage & Auto Parts, Inc.		John Francis IV	625 Metacom Ave.				to operate and maintain an automobile junkyard		
Stanzione Realty, Inc. (Bristol Metal Company)		Angelo Stanzione, Jr.	41 Gooding Ave. (P.O. Box 596)				to operate a shop or storehouse for junk		
Stanzione Realty, Inc. (Bristol Metal Company)		Angelo Stanzione, Jr.	41 Gooding Ave. (P.O. Box 596)				to operate as a foundryman for melting metal		
Stanzione Realty, Inc. (Bristol Metal Company)		Angelo Stanzione, Jr.	58 Broad Common Rd. (P.O. Box 596)				to operate a shop or storehouse for junk		
Stanzione Realty, Inc. (Bristol Metal Company)		Angelo Stanzione, Jr.	58 Broad Common Rd. (P.O. Box 596)				to operate as a junk gatherer		

TOWN COUNCIL

JAN 17 2024

MEETING

FOR DEPOSIT ONLY

TOWN OF BRISTOL, RI

LICENSE REQUEST: JUNK DEALER'S LICENSE RENEWAL
EXPIRES: January 1, 2025

TOWN CLERK'S OFFICE
BRISTOL, RI 02809
2023 DEC 19 4:00 PM



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

JUNK LICENSE RENEWAL

NAME OF BUSINESS: Bristol Auto Salvage, Inc

ADDRESS: 48 Broad Common Rd. Bristol, R.I

APPLICANT NAME: Sabato Stanzione

Fee: \$100.00

2nd Quarter taxes must be paid before license can be issued.

This application will be
considered during the Council
Meeting on January 17, 2024

Petition must be returned by
4:00pm on January 3, 2024

Petitions returned after above
deadline will be charged an
additional \$25.00 late fee.

Petition to applicant mailed on
December 5, 2023

*SIGNATURE: Sabato Stanzione

NAME: SABATO STANZIONE

ADDRESS: 48

TOWN: BRISTOL

DATE OF E

BUSINESS

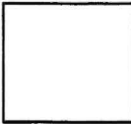
HOME TEL

EMAIL:

TOWN COUNCIL
JAN 17 2024
MEETING

Date Received:

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.

TOWN OF BRISTOL, RI

TOWN CLERK'S OFFICE

RECEIVED
JAN 11 2024
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

LICENSE REQUEST: JUNK AND SECOND HAND DEALER'S

LICENSE RENEWAL - EXPIRES: January 1, 2025

PETITION TO THE TOWN COUNCIL

JAN 10 10:00

To the Honorable Town Council of the Town of Bristol:

The undersigned hereby respectfully requests of your Honorable Body to be granted a

JUNK AND SECOND HAND DEALER'S LICENSE RENEWAL

BUSINESS NAME:

Bristol Auto Salvage Inc.

ADDRESS:

48 Broad Common Rd Bristol, RI

APPLICANT NAME:

SABATO STANZIONE

Fee: \$10.00

2nd Quarter taxes must be paid before license can be issued.

This application will be
considered during the Council
Meeting of January 17, 2024

Petition must be returned by
4:00pm on January 3, 2024

*Petitions returned after above
deadline will be charged an
additional \$25 late fee.*

Petition to applicant mailed on
December 5, 2023

*SIGNATURE:

Sabato Stanzone

NAME:

SABATO STANZIONE

ADDRESS:

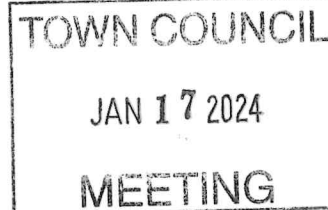
TOWN:

DATE:

BUSINESS:

HOME:

EMAIL:



Date Received: _____

TAX STAMP



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DEPARTMENT

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RECORDS.

TOWN OF BRISTOL, RI

TOWN CLERK'S OFFICE

LICENSE REQUEST: JUNK DEALER'S LICENSE RENEWAL

EXPIRES: January 1, 2025

RPT#: 117065



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

JUNK LICENSE RENEWAL

NAME OF BUSINESS: FRANCO Bros. Salvage IncADDRESS: 25 Tower St.APPLICANT NAME: DOMINIC S. FRANCO

2023 DEC 21 AM 8:48

TOWN CLERK'S OFFICE
BRISTOL, RI 02809

Fee: \$100.00

2nd Quarter taxes must be paid before license can be issued.

This application will be
considered during the Council
Meeting on January 17, 2024

Petition must be returned by
4:00pm on January 3, 2024

*Petitions returned after above
deadline will be charged an
additional \$25.00 late fee.*

Petition to applicant mailed on
December 5, 2023

*SIGNATURE:

Dominic S. Franco

NAME:

DOMINIC S. FRANCO

(PLEASE PRINT NAME OF APPLICANT)

ADDRESS:

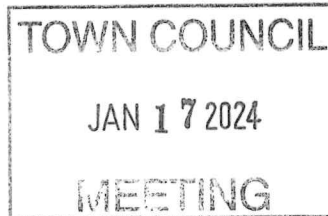
TOWN: RI

DATE OF BIRTH:

BUSINESS TELEPHONE:

HOME TELEPHONE:

EMAIL:



Date Received: _____

TAX STAMP



TO BE USED BY FINANCE
DEPARTMENT

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RELEASE OF RECORDS AND INFORMATION REGARDING MY
BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL
INFORMATION, RESIDENCE RECORDS, AND ANY COURT
RECORDS.



LICENSE REQUEST: JUNK DEALER'S LICENSE RENEWAL

EXPIRES: January 1, 2025

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

JUNK LICENSE RENEWAL

NAME OF BUSINESS: JACK'S SALVAGE AUTO PARTS

ADDRESS: 625 METACOM AVE BRISTOL R.I.F

APPLICANT NAME: JOHN FRANCIS IV

Fee: \$100.00

2nd Quarter taxes must be paid before license can be issued.

This application will be considered during the Council Meeting on January 17, 2024

Petition must be returned by 4:00pm on January 3, 2024

Petitions returned after above deadline will be charged an additional \$25.00 late fee.

Petition to applicant mailed on December 5, 2023

*SIGNATURE: John Francis IV

NAME: JOHN FRANCIS IV
(PLEASE PRINT NAME OF APPLICANT)

ADDRESS:

TOWN:

DATE OF B

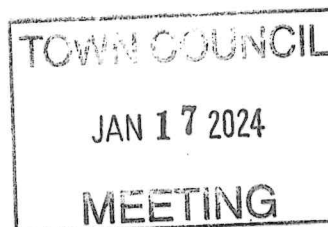
BUSINESS

HOME TEL

EMAIL:

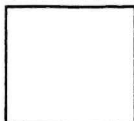
2023 DEC 13 AM 9:56

JOHN FRANCIS IV
BRISTOL, RHODE ISLAND



Date Received: _____

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.



LICENSE REQUEST: JUNK AND SECOND HAND DEALER'S
LICENSE RENEWAL - EXPIRES: JANUARY 1, 2024

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

JUNK AND SECOND HAND DEALER'S LICENSE RENEWAL

FOR: Stanzione Realty Inc.

PERMISSION BE GRANTED TO RENEW LICENSE TO ACT AS A FOUNDRYMAN
FOR MELTING AT 41 Gooding Ave.
(UNDER SECTION 10-2 OF JUNK AND SECOND-HAND DEALER'S ORDINANCE)

ADDRESS: 41 GOODING AVENUE

NAME OF APPLICANT:

Angelo Stanzione JR

Fee: \$10.00 plus \$5.00 for total \$15.00

2nd Quarter taxes must be paid before license can be issued.

This application will be
considered during the Council
Meeting of January 17, 2024.

**Petition must be returned by
4:00pm on January 3, 2024.**

*Petitions returned after above
deadline will be charged an
additional \$25 late fee.*

Petition to applicant mailed
December 5, 2023.

*SIGNATURE:

Angelo Stanzione JR

NAME:

Angelo Stanzione JR

ADDRESS: _

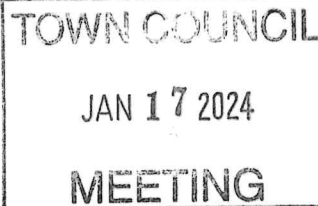
TOWN: _

DATE OF BI

BUSINESS T

HOME TELE

EMAIL: 1



Date Received: _____

TAX STAMP



TO BE USED BY FINANCE
DEPARTMENT

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RELEASE OF RECORDS AND INFORMATION REGARDING MY
BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL
INFORMATION, RESIDENCE RECORDS, AND ANY COURT
RECORDS.

2023 DEC 29 PM 1:30

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



LICENSE REQUEST: JUNK AND SECOND HAND DEALER'S
 LICENSE RENEWAL - EXPIRES: JANUARY 1, 2024

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

JUNK AND SECOND HAND DEALER'S LICENSE RENEWAL

FOR: Stanzione Realty Inc.

PERMISSION BE GRANTED TO RENEW LICENSE TO ACT AS A FOUNDRYMAN
 FOR MELTING AT 58 Broad Common Rd.
 (UNDER SECTION 10-2 OF JUNK AND SECOND-HAND DEALER'S ORDINANCE)

ADDRESS: 58 BROAD COMMON ROAD

NAME OF APPLICANT: Angelo Stanzione JR

Fee: \$10.00 plus \$5.00 for total \$15.00

2nd Quarter taxes must be paid before license can be issued.

This application will be considered
 during the Council Meeting of
 January 17, 2024.

Petition must be returned by
 4:00pm on January 3, 2024.

*Petitions returned after above
 deadline will be charged an
 additional \$25 late fee.*

Petition to applicant mailed
 December 5, 2023.

*SIGNATURE: Angelo Stanzione JR

NAME: Angelo Stanzione JR

ADDRESS:

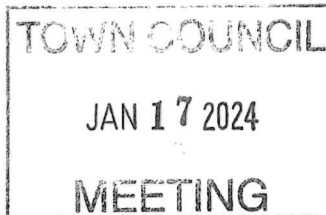
TOWN:

DATE OF E

BUSINESS

HOME TE

EMAIL:



Date Received: _____

TAX STAMP



TO BE USED BY FINANCE
 DEPARTMENT

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

2023 DEC 29 PM 1:30

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



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
COUNCIL CLERK

DATE: December 26, 2023

RE: Junk and Secondhand License Renewals 2023-2024

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 special Town Council Meeting to be held on January 17, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



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: 01-10-2024

PETITION DESCRIPTION:

Junk and Secondhand license renewals 2024

PERSON/S FILING PETITION:

☒ LICENSE RENEWAL ☐ NEW PETITION

REVIEW:

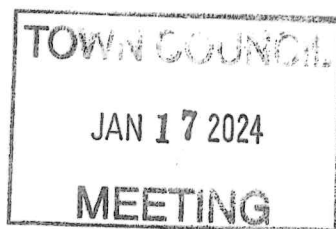
- ☒ APPROVED
☐ CONDITIONAL APPROVAL
☐ DENIED
☐ FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

I have reviewed the requests for Junk and Secondhand License renewals for all listed businesses. No in-house records were found for these listed businesses, therefore there is no know reason for denial of any of these renewals provided that all Law and Ordinances governing these practices are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-10-2024



Concyn
Stm
 STEVEN CONTENTE
 Town Administrator

2024 JAN 11 AM 10:14
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

January 8, 2024

TO: Steve Contente, Town Administrator
FROM: Diane Williamson, Director
RE: **Junk and Second Hand License Renewals**

Review

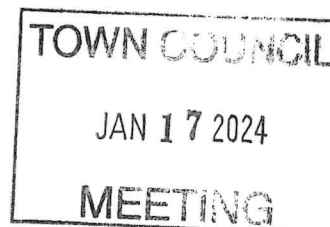
In review of the request for the above Junk and Second Hand License renewals, there are no objections to the issuance of the renewals.

Thank you for the opportunity to review.

2024 JAN 10 PM 1:15

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Concur
[Signature]
STEVEN CONTENTE
Town Administrator



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:



See Attached

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 DEC 15 AM 8:46

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: *J B Jorg*
NAME: Joseph B. Jorg
ADDRESS: _____
TOWN: B
BUSINESS _____
RESIDENC _____
EMAIL ADI _____

TOWN COUNCIL

JAN 17 2024

MEETING

December 15, 2023

To: Bristol Town Council

From: Joseph & Judy Jorge of 27 Surf Dr, Bristol, RI

This is a petition to abandon a portion of the Surf Drive Right of Way.

This piece of land is adjacent to our home at 27 Surf Dr (Plat #55 / Lot #81) and was previously used as a cul-de-sac prior to the street being extended (see Tax Map).

We purchased our lot in 2012 and received occupancy permit at end of 2016. We requested and received approval from the Town Council to upgrade and maintain the full piece of land (original request included): As result, we graded it and included river rock for drainage, planted grass, added a sprinkler system, planted shrubs and have been maintaining it ever since (see Pic #1).

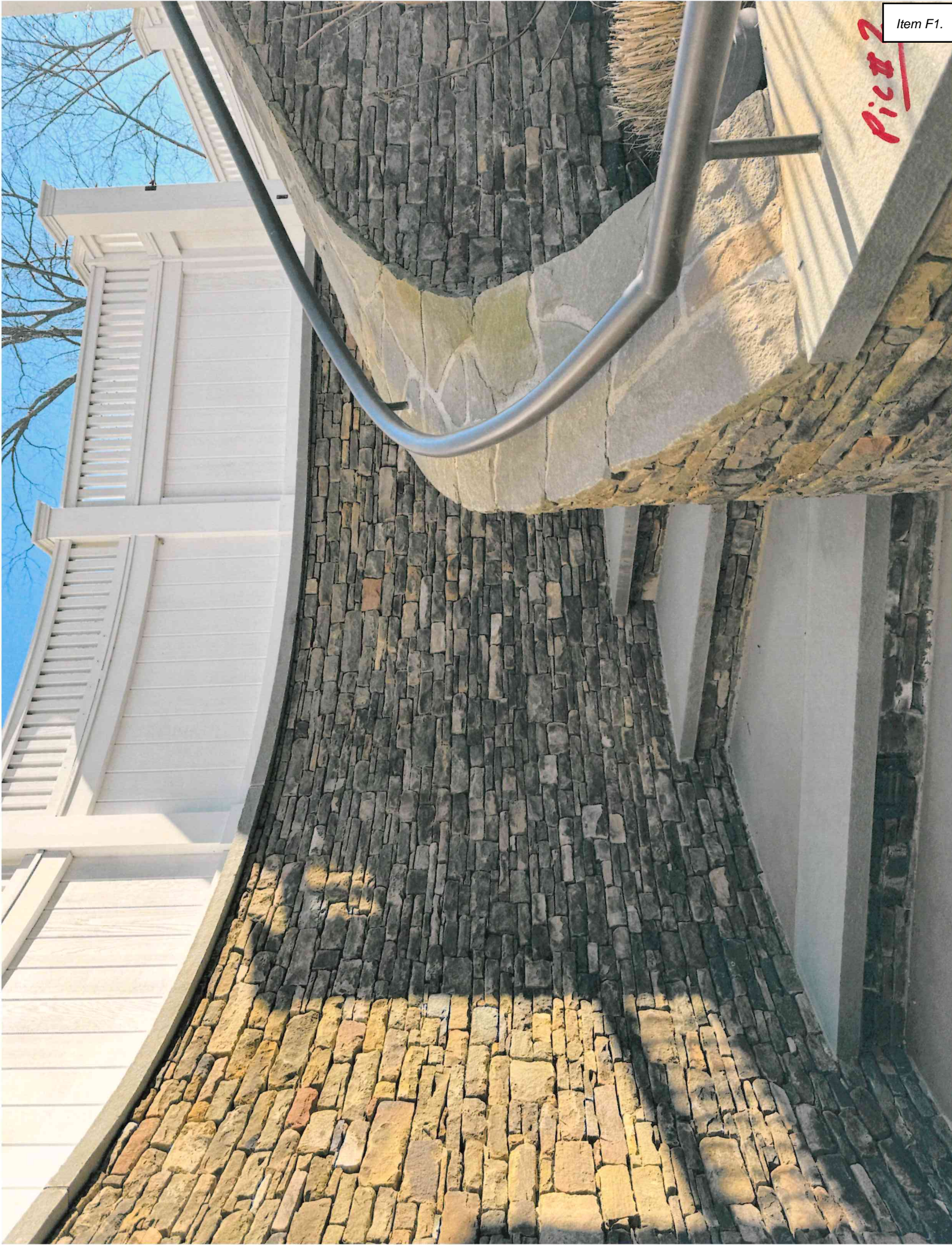
This piece of land is important to us because it provides access to our back yard for landscapers and their lawn equipment, movement of kayaks and other large items which would otherwise be very difficult since there's only access via a curved stairwell (see pic #2).

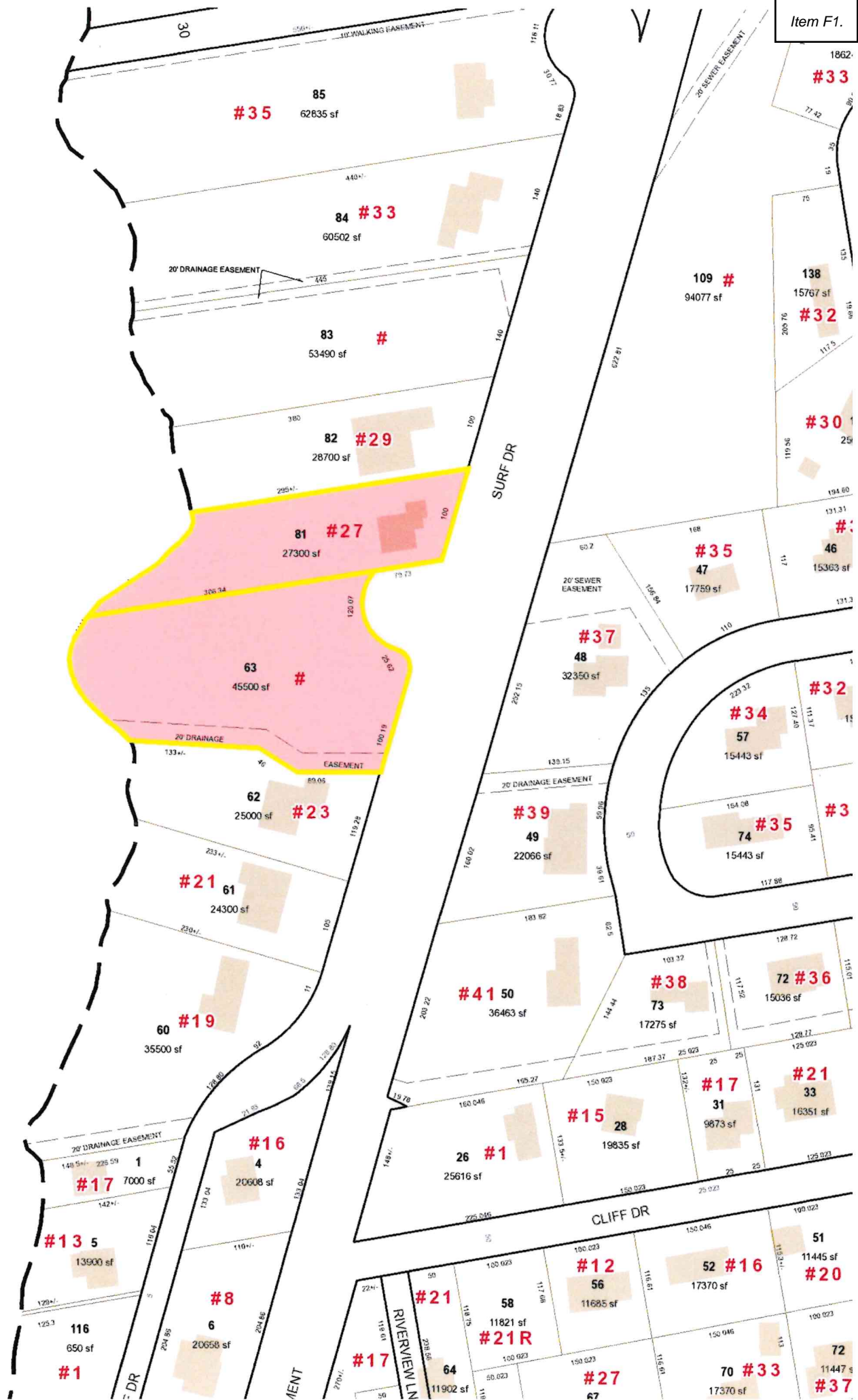
We are very thankful to the Town and are happy with current arrangement. However, the lot to the South of this land (25 Surf Dr) is being sold and it is likely the new owners will want a portion of this land so this is why we are asking that one half be abandon to us.

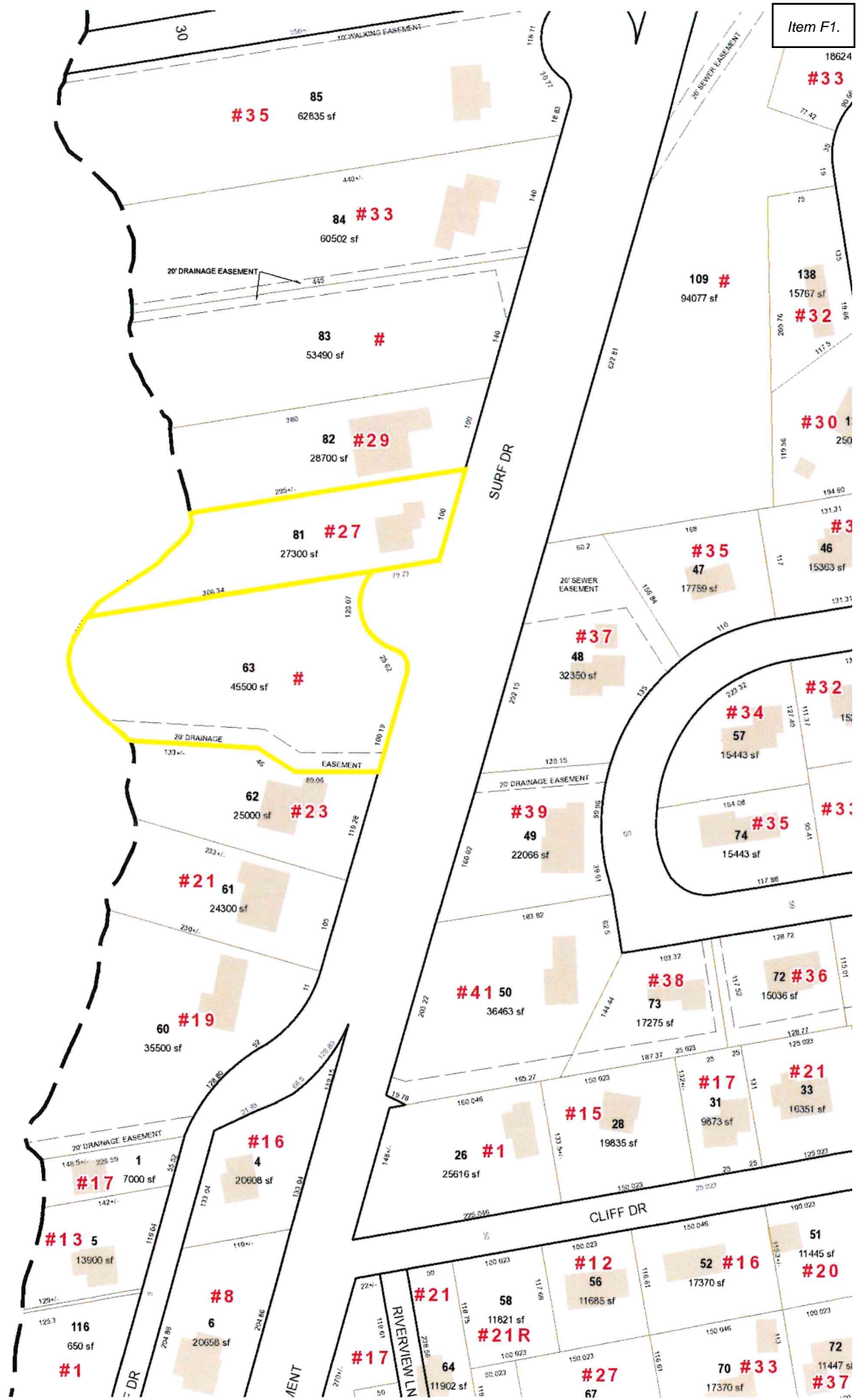
Thank you so much for your consideration!



Pic #2







COVE, CHARLES T.
P.O. BOX 29
PROVIDENCE, RI 02901

JORGE, JOSEPH B & JUDY A
27 SURF DR
BRISTOL, RI 02809



Abutters List Report

Bristol, RI
December 27, 2023

Subject Properties:

Parcel Number: 55-63
CAMA Number: 55-63
Property Address: SURF DR

Mailing Address: COVE, CHARLES T.
P.O. BOX 29
PROVIDENCE, RI 02901

Parcel Number: 55-81
CAMA Number: 55-81
Property Address: 27 SURF DR

Mailing Address: JORGE, JOSEPH B & JUDY A TRUST
27 SURF DR
BRISTOL, RI 02809

Abutters:

Parcel Number: 55-63
CAMA Number: 55-63
Property Address: SURF DR

Mailing Address: COVE, CHARLES T.
P.O. BOX 29
PROVIDENCE, RI 02901

Parcel Number: 55-81
CAMA Number: 55-81
Property Address: 27 SURF DR

Mailing Address: JORGE, JOSEPH B & JUDY A TRUST
27 SURF DR
BRISTOL, RI 02809



www.cai-tech.com

12/27/2023

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

Page 1 of 1



PETITION TO THE TOWN COUNCIL

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

COPY

LICENSE TO MAINTAIN TOWN PROPERTY

I, Joseph B Jorge, owner of property located at
27 Surf Dr., Assessor's Plat # 55 and Lot # 81, hereby requests
the Town Council grant me a license to maintain town property. Below is a brief description and location

of the property I wish to maintain: property was previously used as
a cul-de-sac prior to street being extended. New
cul-de-sac is now at end of Surf Drive. The space
being requested is a 1/2 circle that borders the
front side of my lot on the south side.

If approved, plan is to plant grass and one or two
trees and maintain it the same as my front yard.
Thank you for your consideration!

*Please provide names and addresses of all abutting property owners.

*Please provide map of the area in question. - attached

-Town of Bristol and believe
it's Charles Cove from Providence
on the south side.

PLEASE NOTE:

Petition must be returned by the Tuesday of the
week prior to the Town Council meeting to appear
on the docket. It is Council policy that action may
not be taken on petitions unless recommendations,
if necessary, from appropriate departments are
received prior the Council meeting.

DATE RECEIVED

SIGNATURE: J B Jorge

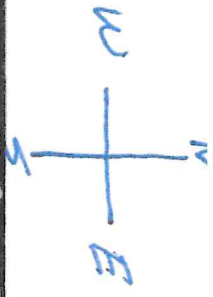
NAME: Joseph B Jorge

ADDRESS: 27 Surf Drive

TOWN: Bristol

☐ BUSINESS TEL. NO. 508-243-8534

☐ RESIDENCE TEL. NO. same



Side Lot Info

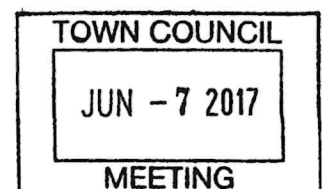


Town has better map.

3. Joseph B. Jorge, 27 Surf Drive - Request for License to Maintain Town Property, **call for public hearing July 5, 2017**

Stuart/Parella - Voted unanimously to schedule a public hearing to consider this matter for July 5, 2017 beginning at 7:00 o'clock PM.

Petitioner ✓
Cont. to July 5, 2017



TOWN COUNCIL MEETING - WEDNESDAY EVENING - JULY 5, 2017

Councilman Stuart thanked the lessees for their patience and indicated that the most important part of the agreement will be to preserve and make available the waterfront portion of the property for public access.

Council Chairman Calouro noted that he did not intend to vote in favor of the lease and that this was no reflection on the ability of the lessees to do a fine job with the property. He indicated that his dissention was solely due to the 65 year term of the lease which is, in his opinion, too long of a time frame.

2. Joseph B. Jorge, 27 Surf Drive - Request for License to Maintain Town Property
 - a. Recommendation - Town Administrator and Director of Community Development (approve with conditions)
 - b. Recommendation - Town Administrator and Fire Chief (approve)
 - c. Recommendation - Town Administrator and Director of Public Works (approve)

Stuart/Parella - Voted unanimously to close the Public Hearing.

Stuart/Sweeney - Voted unanimously to grant this license to maintain per the recommendations received and also that the licensee must contact "Dig Safe" prior to any tree-planting, etc.

Prior to the vote taken, Council Chairman Calouro opened the Public Hearing.

Speaking in favor of the petition was the petitioner who explained that he intends to plant and maintain a lawn on the subject area and perhaps will also plant a tree.

Councilwoman Parella noted that the subject area may contain certain underground utilities and recommended that the petitioner should contact Dig Safe prior to any excavations.

Director of Community Development Williamson agreed with Councilwoman Parella and noted that the Town would typically recommend a Dig Safe survey in similar situations.

TOWN COUNCIL MEETING - WEDNESDAY EVENING - JULY 5, 2017

The petitioner stated that he appreciated the advice and would contact the service.

Director of Community Development Williamson noted that the service is provided free of charge.

Councilwoman Parella suggested that the Dig Safe requirement should be a condition of the license to maintain.

There was no other testimony provided in favor of the petition and no remonstrance presented in opposition thereto.

C. ORDINANCES

1. Ordinance #2017-07, Chapter 16, Motor Vehicles and Traffic, Article IX, Residential Parking, Section 16-345, Designated residential parking streets (to expand no overnight parking area except with resident sticker), 2nd reading for adoption

Parella/Stuart - Voted unanimously to consider this action to constitute the Second Reading for adoption of Ordinance #2017-07. Advertise in local newspaper.

Prior to the vote taken, the Clerk explained the process necessary for a resident to obtain a resident parking stickers and temporary parking passes.

Elizabeth Miller of 154 High Street explained that she runs a bed and breakfast guest house in the proposed area and stated that it would be difficult for her to obtain temporary parking passes.

The Clerk noted that the Town has considered this problem and that a plan is in place to deal with it. Ms. Miller was encouraged to visit the Town Clerk's Office during regular business hours when the details of the plan to accommodate her business.

Councilman Sweeney and Councilman Tyska noted that although the ordinance will help alleviate the parking problem observed in the area, a more permanent and comprehensive solution should be considered as a priority.

Councilman Stuart noted that the availability of land for parking is very limited and that building a parking structure may prove to be very costly. He added that it may be advisable to consider parking meters.

MEMORANDUM

DATE: December 28, 2023

TO: Steven Contente, Town Administrator
Diane Williamson, Director of Community Development
Edward Tanner, Zoning Officer
Kevin M. Lynch, Chief of Police
Michael DeMello, Fire Chief
Michelle DiMeo, Tax Assessor
Raymond Falcoa, Code Compliance Officer
Chris Parella, Director of Public Works

FROM: Melissa Cordeiro
COUNCIL CLERK

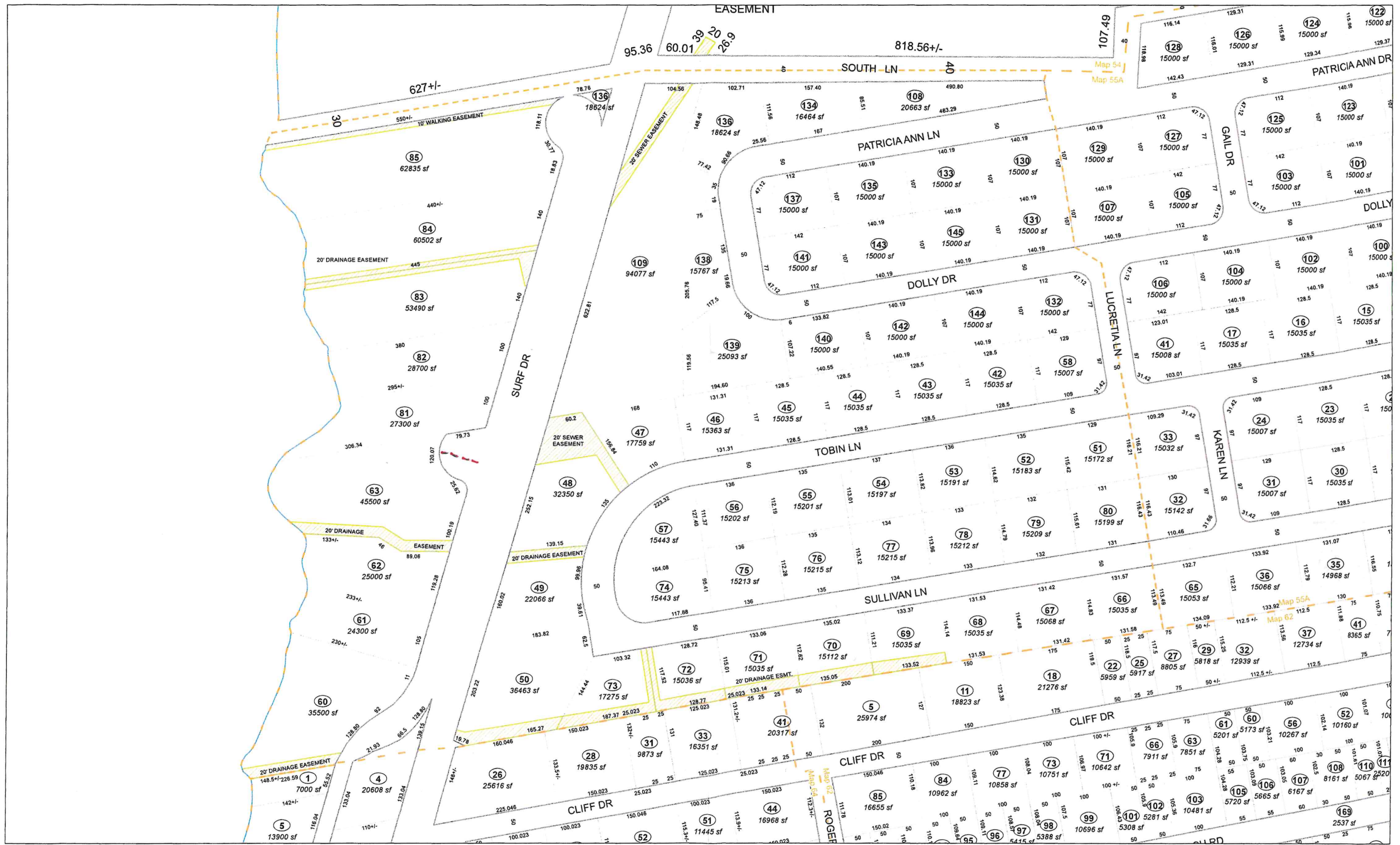
RE: Joseph B. Jorge, 27 Surf Drive- Request for
Abandonment of a Portion of Surf Drive (**call for
Public Hearing February 28, 2024**)

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 special Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

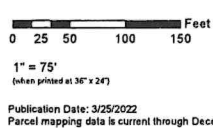
Thank you for your cooperation and prompt reply.

Attachment



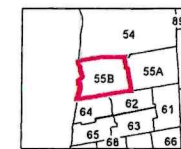
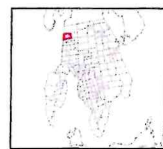
REVISED & REPRINTED BY
CAI Technologies
Precision Mapping. Geospatial Solutions.
11 Pleasant Street, Littleton, NH 03561
800.322.4540 - www.cai-tech.com
This map is for assessment purposes only and is not valid for legal description or conveyance.
Online mapping and property information available at: www.mainstreetmaps.com/bristol

Disclaimer:
This Plat shall be used only to provide general information regarding lot dimensions, areas, etc. and does not represent, or take the place of, actual field surveys of the individual lots. The information on this map was compiled from Town records, subdivision plans, which were compiled from Town records, including deeds, existing Plat cards, subdivision plans and similar documentation produced by others. Merge documents and subdivision plans for 2005 through 2020 were also used to update the Plat properties. Neither the Town of Bristol, Robert Haig Associates, BETA Group, Inc., MainStreetGIS, LLC, or CAI Technologies assume responsibility for the accuracy of said information on this map.



TAX MAP
TOWN OF BRISTOL
Rhode Island

- | | | | |
|-------------------|-------------|----------------------|--------------------------|
| Property Boundary | Bluff | Water Boundary | Tax Map Boundary |
| Right-of-Way | Bridge | Town Boundary | Easement |
| Paper Street | Survey Line | Stream (RIGIS, 2001) | Paper Street |
| | | | Water Body (RIGIS, 2010) |



Map Number
55B



Bristol Fire Department

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 11, 2024
Re: License Recommendation, January 17, 2024 Council Meeting

2024 JAN 12 AM 11:41
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the request presented as follows:

1. Abandon a portion of Surf Drive Right of way

Joseph & Judy Jorge

27 Surf Drive.

There is no objection to the abandonment of said land provided there is no reduction in road way width below the code required 20 feet and the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
Stm hntu
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

January 12, 2024

TO: Honorable Town Council
FROM: Diane M. Williamson, Director
RE: **27 Surf Drive - Petition to abandon a portion of Surf Drive**

Rec'd

2024 JAN 12 AM 11:41

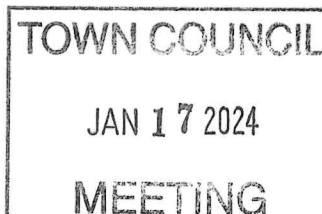
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

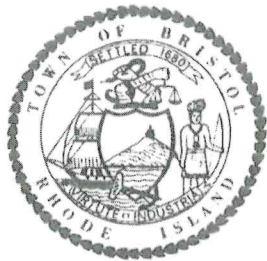
The Planning Board reviewed the above mentioned petition at their regular meeting of January 11, 2024.

Following the review, the Board unanimously passed a motion to recommend that the petition not be approved. The Board recommended that instead of the abandonment, the petitioners continue with the license to maintain.

Thank you.

LC
1-12-24





TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: January 10, 2024

RE: Joseph B. Jorge, 27 Surf Drive – Request for Abandonment of a Portion of Surf Drive
(call for Public Hearing February 28, 2024)

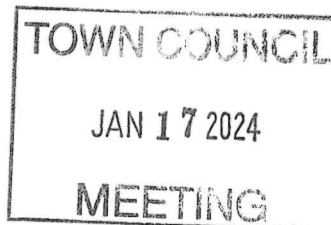
Mr. Administrator,

I would recommend that the Honorable Town Council deny this petition to abandon a portion of Surf Drive as the Town may have use for this property in the future.

Please advise if you have any questions or concerns.

Concun
Am Intake

STEVEN CONTENTE
Town Administrator



2024 JAN 12 AM 11:41

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



Town of Bristol, RI

Tax Assessor / Collectors Office

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

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 AM 10:16

DATE: January 10, 2023
TO: The Honorable Town Council
FROM: Michelle DiMeo, Tax Assessor/Collector

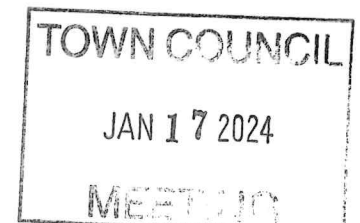
RE: Joseph Jorge, 27 Surf Dr- Request for abandonment of a Portion of Surf Dr

It is my recommendation to deny the abandonment of this portion of Surf Dr as the homeowners currently have a license to maintain the property.

If the Council were to approve this abandonment request, there would be a very nominal increase to the tax roll of approximately \$50 per year.

Cc: Steven Contente, Town Administrator

CONCUN
STEVEN CONTENTE
Town Administrator



Petition to the Town Council January 2024

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully request of your honorable body that:

A replacement sign ^{limiting} vehicular parking ^{to} 30 minutes ^{from} 10:00 AM to 4:00PM Monday through Friday to be installed. The original sign was reported stolen to the police department and the department of public works. Bristol Picture Frame was informed that the original petition was old, a copy is attached, and that we needed to re-request the sign. The sign was stolen on October 31, 2023 and since then our customers have had difficulty parking to come to our store due to wakes, funerals, and the increased number of vehicles from more apartments on High St. We have also had problems with delivery trucks for our store that have to park in front of my and the neighbor's driveways. So we respectfully ask that the sign be replaced.

Stephen R. Mascena

Sincerely,

Bristol Picture Frame

Stephen R. Mascena

379 High Street

bristolpictureframeco@gmail.com

2024 JAN -3 PM 2:37

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



BRISTOL POLICE DEPARTMENT
FRANK BROWN, JR., CHIEF OF POLICE

395 Metacom Avenue
 Bristol, Rhode Island 02809

May 9, 1980

TO: HONORABLE TOWN COUNCIL

FROM: ACT. CHIEF E. M. GOGLIA

SUBJECT: PETITION OF STEPHEN R. MASCENA OF 379 HIGH STREET

In reference to the petition of Stephen R. Mascena of 379 High Street requesting signs be placed in front of his business establishment restricting vehicular parking, I had Capt. Mancieri check the area.

I recommend that the time be from 10:00 AM to 4:00 PM and omit the Saturday restriction alleviating complaints from neighbors.

E. M. Goglia
 ACTING CHIEF OF POLICE

LaPONTE/ABERCROMBIE-Voted unanimously to refer this matter to the Town Solicitor to prepare the necessary ordinance.

TOWN COUNCIL MEETING

MAY 14 1980

PETITION TO THE TOWN COUNCIL

To The Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully request of your honorable
body that:

A sign be placed on the tree in front of my house and another
be placed on the tree in front of my place of business (the
buildings are next to each other) restricting vehicular parking
to periods of 30 minutes between the hours of 10 AM and 5 PM
Monday through Saturday.

In so doing this approximately 50 feet of space will be available
for parking to those persons wishing to conduct business at my
establishment, Bristol Picture Frame Company.

TOWN COUNCIL MEETING
MAY 14 1980

RECEIVED

MAY 2 - 1980

BRISTOL TOWN CLERK

RECEIVED

NAME Stephen R. Mascena
(Busn.) 379 High St.
ADDRESS (res) 381 High Street
BUSINESS ☒
RESIDENCE ☐ TOWN Bristol, R.I.

Telephone No. Business 253-7357 Telephone No. Residence same

TOWN COUNCIL ACTION:

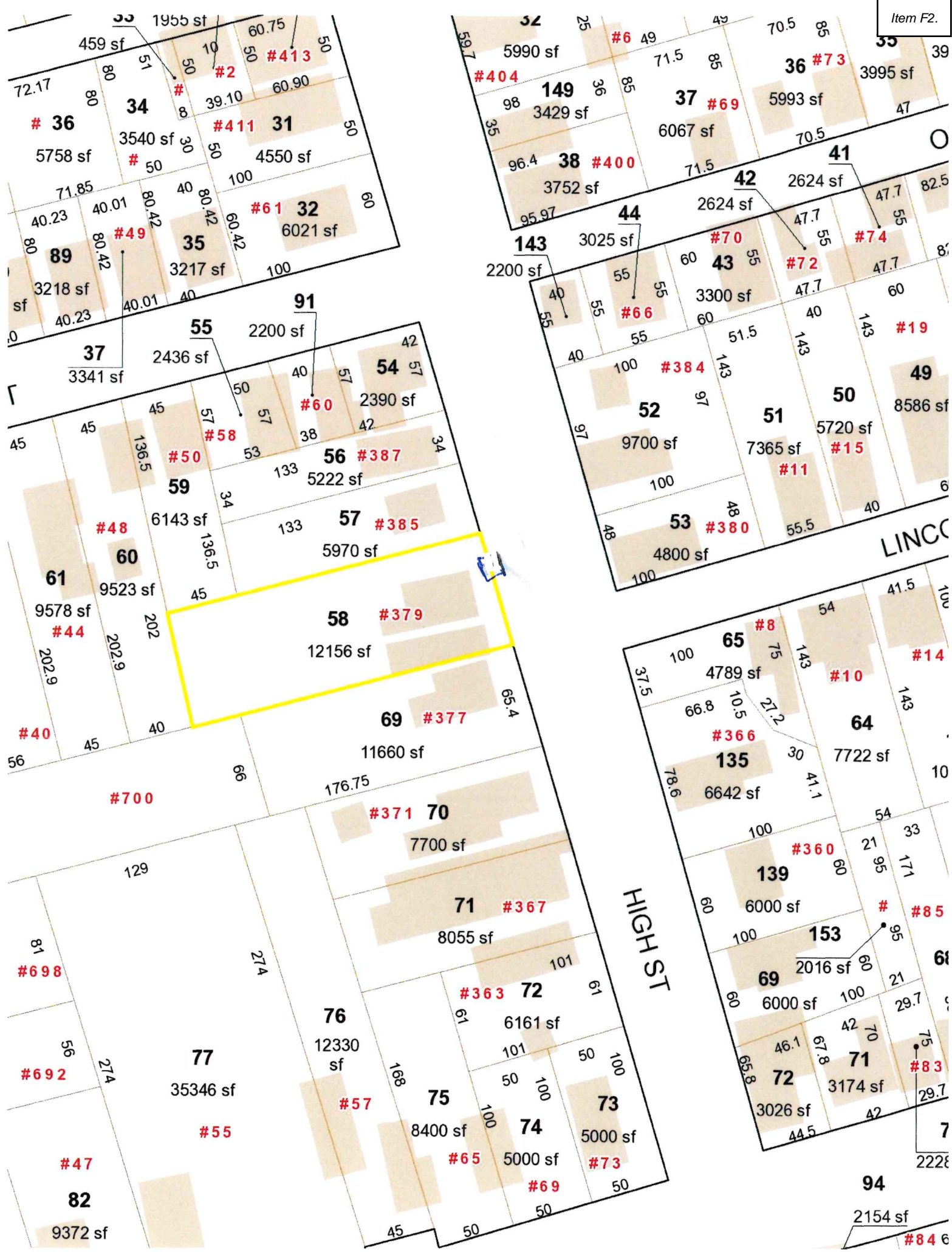
DaPONTE/ABERCROMBIE-Voted unanimously to refer this matter to the
Town Solicitor to prepare the necessary ordinance.

GRANTED:

DENIED:

Town Clerk

Dated:





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
COUNCIL CLERK

DATE: January 3, 2024

RE: Stephen R. Mascena, Bristol Picture Frame, 379
High Street re - request for 30 minute parking sign in
front of business establishment on the west side of
High Street

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 special Town Council Meeting to be held on January 17, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: January 9, 2024

RE: Stephen R. Mascena, Bristol Picture Frame, 379 High Street re – request for 30 minute parking sign in front of business establishment on the west side of High Street

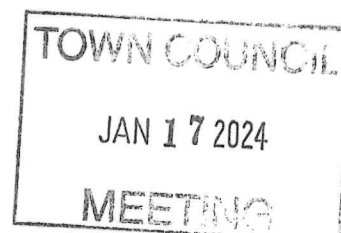
2024 JAN 10 PM 1:15
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Mr. Administrator,

I have no objection to this request. I would recommend that the Honorable Town Council approve this petition provided that all applicable laws and ordinances are adhered to.

Please advise if you have any questions or concerns.

Concyn
the intent
STEVEN CONTENTE
Town Administrator





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: 01-03-2024

PETITION DESCRIPTION:

Stephen R. Mascena, Bristol Picture Frame, 379 High Street-reques for 30 minute parking sign in front of business establishment on the west side of High Street.

PERSON/S FILING PETITION: Stephen R. Mascena

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

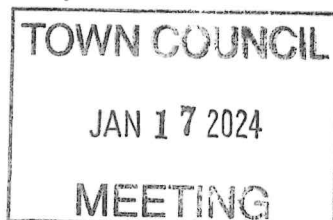
NOTES:

Mr. Mascena is requesting that a 30-minute parking space be created in front of his business, Bristol Picture Frame, 379 High Street. After reviewing this petition, it is my recommendation that the petitioner's request for a 30-minute timed parking space, Monday through Friday 10:00am to 4:00pm, be granted provided that all Laws and Ordinances governing this practice are followed. It should be noted that this space was originally granted in 1980, however, it was not recorded in our town ordinance and the sign has recently been reported stolen.

Sec. 16-146 PARKING LIMITED IN DESIGNATED PLACES

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024



Concun
Stm Intake
 STEVEN CONTENTE
 Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 AM 10:38

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 JAN -3 PM 2:46

DATE RECEIVED

PETITION TO THE TOWN
COUNCILTo the Honorable Town Council of the Town of
Bristol: The undersigned hereby respectfully
requested of your Honorable Body that:FOLKLORE, LLC (^(ELE)CHARLES E. DUNN + RACHEL LOPEZ-ALMEIDA) ARE

HOPING TO OPEN A EUROPEAN STYLE CAFE CONCEPT AT 301 HURST.
IN THE FORMER ANGELINAS + ROBERTO'S SPACE. WE WILL NAME THE
CAFE FOLKLORE PROVISIONS + WILL SERVE ^{AZOREAN} PORTUGUESE + COASTAL
NEWENGLAND INSPIRED SANDWICHES, ^{SOUPS} SALADS + SUNDAY BRUNCH.
WE WILL ALSO BAKE OUR OWN PASTRIES + BREADS + SERVE ESPRESSO
DRINKS, COFFEE + TEA. WE WILL ~~BE~~ BE PRIMARILY COUNTER
SERVICE BUT PLAN ON SERVING A TABLE SERVICE BRUNCH
^{ON SATURDAYS +} ~~ON~~ SUNDAYS AND WOULD LOVE TO OFFER OUR PATRONS A LIMITED
MIMOSA + COCKTAIL MENU. WE DO NOT PLAN ON SERVING
ALCOHOL WED - FRI DURING OUR NORMAL OPERATING HOURS.
REQUESTING AN ADDITIONAL BV LICENSE.

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

SIGNATURE: 

NAME: CHARLES E. DUNN

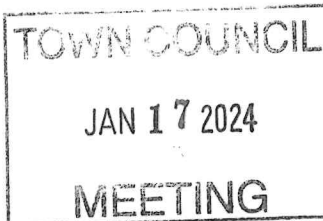
ADDRESS

TOWN: _____

BUSINESS

RESIDENCE

EMAIL ADDRESS





LICENSE REQUEST: **BV INTOXICATING BEVERAGE LICENSE**

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

BV INTOXICATING BEVERAGE LICENSE

NAME OF ESTABLISHMENT: Folklore LLC dba Folklore Provisions

ADDRESS: 304 Hope St.

APPLICANT NAME: CHARLES E. VUNN (ELI)

HOURS OF OPERATION: WED - SUN 8AM. - 3PM.

2024 JAN -3 AM 9:46
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

**** PLEASE ATTACH SKETCH INDICATING THE AREAS FROM WHICH LIQUOR WILL BE SERVED AND**

Fee for License: \$1300 per year plus advertising
Also required is Victualling License: \$75/year
(Payable after Council approves the license.)

Please attend the Council
Meeting on:

*SIGNATURE: [Signature]
NAME: CHARLES E. VUNN (ELI)

ADDRESS: _____

**PETITION MUST BE RETURNED BY
WEDNESDAY AT 4PM TWO
WEEKS PRIOR TO COUNCIL
MEETING.**

TOWN: _____

DATE OF BIRTH: _____

BUSINESS TELEPHONE: _____

HOME TELEPHONE: _____

Date Received: _____

EMAIL: _____

TOWN COUNCIL

JAN 17 2024

MEETING

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.**

STATE OF RHODE ISLAND

BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR LIQUOR LICENSE

CITY/TOWN OF BRISTOL

RETAILER CLASS: A__ BH__ BM__ BT__ BV X BVL X C__ E__ ED__ J__ T__ 2:00 A.M. __

Business Structure: ☐ Corporation ☐ Partnership ☒ LLC ☐ Individual

FOLKLORE, LLC
Name of Applicant/Corporation

FOLKLORE PROVISIONS
D/B/A

301 HOPE ST. BRISTOL, R.I. 02809
Address of Premise

401-699-2785 ELL@FOLKLOREPROVISIONS.COM
Phone Number of Business Email Address

State – Incorporated: Rhode Island Date of Incorporation: 4/22/23

Name, Address, Telephone of all Officers/Members with percentage ownership:

<u>CHARLES E. OUNN</u> President/Member Name	<u>64 COOMEN AVE. WARREN, RI 02885</u> Address	<u>401-699-2785</u> Phone	<u>50</u> % Ownership
<u>RACHEL LOPES ALMEIDA</u> Vice President/Member Name	<u>64 COOMEN AVE. WARREN, RI 02885</u> Address	<u>401-699-2785</u> Phone	<u>50</u> % Ownership
Secretary/Member Name	Address	Phone	% Ownership
Treasurer/Member Name	Address	Phone	% Ownership

Name and Address of All Directors or Board Members, with percentage ownership:

Name	Address	Phone	% Ownership
Name	Address	Phone	% Ownership
Name	Address	Phone	% Ownership

If application is on behalf of undisclosed principal or party, please give details:

Does Applicant Own Premises? Yes__ No X Is Property Mortgaged? Yes__ No X or Leased? Yes X No__
Give Name and Address of Mortgagee (Bank or Mortgage Holder) or Lessor (Landlord) and Amount of Extent

WUSA ANGLADE MEDICAL 301 HOPE ST. BRISTOL, RI 02809
Name Address Amount - Term
301 HOPE ST. LLC PO BOX 903, BRISTOL, RI 02809 \$2,300 a month

Have any Officers, Members or Stockholders ever been arrested or convicted of a crime? Yes___ No X If yes, explain:

Is any other business to be carried on in Licensed Premises? Yes___ No X If yes, explain:

Is Applicant or any of its Officers, Members or Stockholders interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any retail license issued under Title 3 of the RI General Laws? If yes, explain:

NO

Is Applicant the owner or operator of any other business? If yes, explain:

YES. CHARLES E. DUNN IS ALSO THE OWNER OF DUNN WELL INC. AS A PRIVATE CHEF.

State amount of capital invested in the business?

\$100,000.00

Do you have now, or will you be installing, a draught system Yes___ No X

I hereby certify that the above statements are true to the best of my knowledge and belief:

Applicant Signature

Date

1/2/24

1. Every question on Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Corporation having 25 or more stockholders need not file a list of the names and addresses of stockholders - (Question #8)
3. Attention is called to the requirements RIGL §3-5-10:
 - (A) All newly elected officers, members, or directors must be reported to the Board of License Commissioners within 30 days.
 - (B) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
 - (C) Any transfer of fifty percent (50%) or more of any class of corporate stock can be made only by written application to the licensing board subject to the procedures for a transfer of a license.

APPLICATION FOR TRANSFER OF LICENSE ONLY

Transfer of Location _____ Name _____ Stock _____ Current Retail Class _____ Transfer of ownership _____

Name of Transferor (applicant/old owner)

d/b/a

Address

The above hereby petitions the Licensing Board to transfer the said license to:

New Location (If any):

New Name (If any):

If change of stockholders, list old and new stockholders:

Signature of Transferor (old owner)

Date

Signature of Transferee (New Owner)

Date

FOLKLORE PROVISIONS

COFFEE & TEA:

Hot or iced

Coffee - \$3.50 / \$5.50

Espresso - \$4.00

Americano - \$4.00 / \$5.00

Cappuccino - \$5.00 / \$6.00

Latte - \$5.00 / \$6.00

Galao - \$5.00 / \$6.00

Chai Latte - \$5.50 / \$6.50

Matcha Latte - \$5.50 / \$6.50

Tea - \$3.50 / \$4.50

PASTRY:

Sweet

Pasteis De Nata - \$2.00

Pie Crust Munchies (6) - \$6.00

Ginger Scone - \$4.00

Apple Crostata - \$6.00

Morning Glory Muffin - \$4.00

Chocolate Croissants - \$5.00

Fresh Fruit Tart - \$8.00

GF Sea Salted Brown Butter Chocolate Chip Cookies - \$4.00

Phoebe's Blondies - \$4.00

Eggs

Spinach, Feta, Red Onion & Green Olive Quiche - \$7

Bacon, Cream Cheese & Chive Quiche - \$7

TOAST:

Avocado Toast

Pimenta Moida, Radish, Olive Oil, Lemon & Sea Salt - \$10

House Ricotta Toast

Fresh Figs, Lavender Honey, Mint & Sea Salt - \$10

SALAD:

Salada De Polvo – Red Onion, Green Olive, Garlic, Parsley, Vinegar & E.v.o.o. - \$12.00

Poppy Seed Salad – Cucumber, Cherry Tomato, Carrot, Romaine, Arugula & Honey Poppyseed Dressing - \$10

Kale Salad – Baby Kale, Roasted Sweet Potato, Apple, Golden Raisin, Pickled Shallot, Toasted Pecan, Goat Cheese & Maple Thyme Vinaigrette - \$14

SANDWICHES:

Bifana – Marinated Pork Cutlet with Arugula & Piri Piri Mayo on a Toasted Portuguese Roll - \$12

Folklore Tuna Melt – Azorean Tinned Tuna, Celery, Sweet Pickles & Mayo on Toasted Nanny Bread with White Cheddar & Dill - \$12

Portabello – Vegan Pesto, Roasted Peppers, Cashew Ricotta, Arugula & Tapenade - \$12

Jamon Serrano – Arugula, Queijo Sao Jorge, Fresh Figs & Balsamic Glaze on a Toasted Portuguese Roll - \$14

SOUP:

Zelinda's Caldo Verde – Chourico, Potato & Kale - \$5

Folklore Chowder – Chopped Clams, Smoked Bacon, Chourico, Potato, Auli, Brown Butter & Dill - \$5

PREPARED FOODS TO-GO:

Pint Folklore Chowder

Pint Zelinda's Caldo Verde

½ Pint/Pint Tuna Salad

½ Pint/Pint Salada De Polvo

Tia Nat's Queijo Fresco

SUNDAY BRUNCH

EGG SANDWICH

Baffoni's Eggs,

PROVISIONS:

JAMS

HONEY

TINNED TUNA

GOOD OLIVE OIL

BISCUITS

CRACKERS

TEAS

COFFEE

BOMB SODA

CHOCOLATE CHIP COOKIES

PIE CRUST MUNCHIES

PIMENTA MOIDA

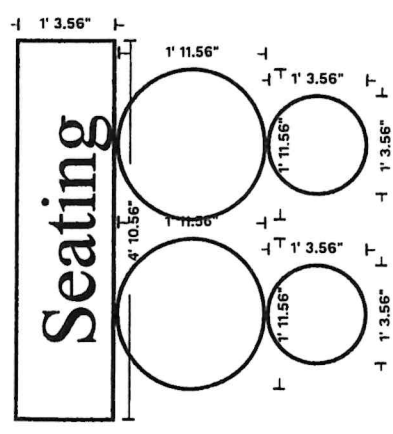
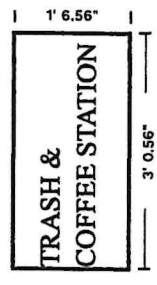
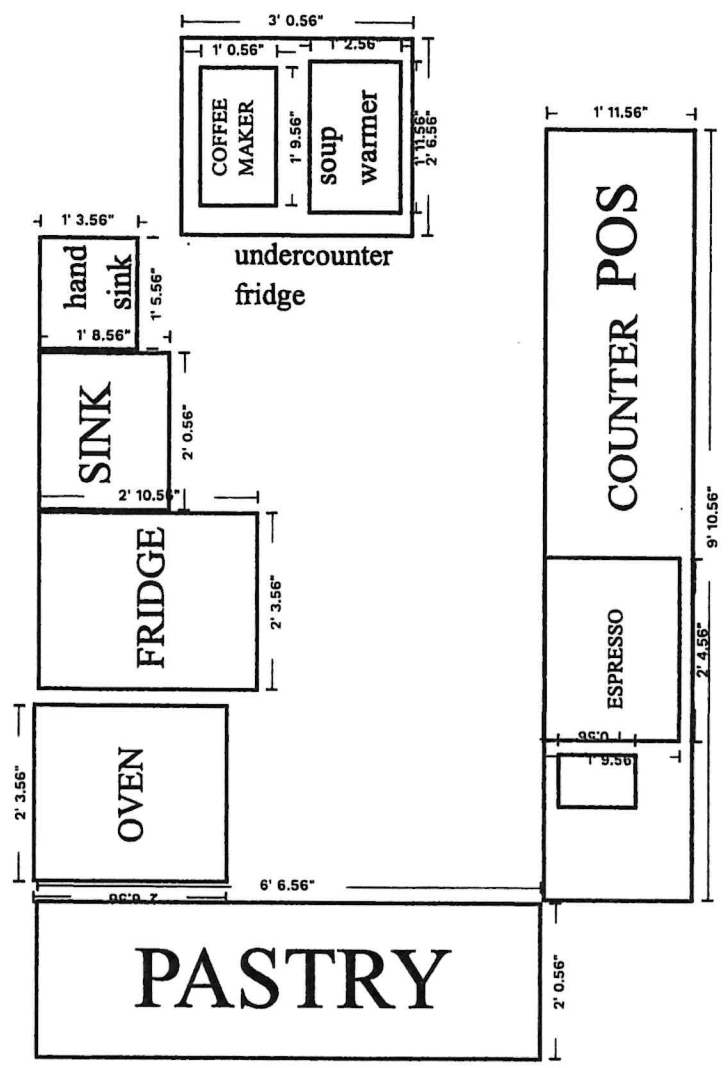
CHOCOLATE

POPPY SEED DRESSING

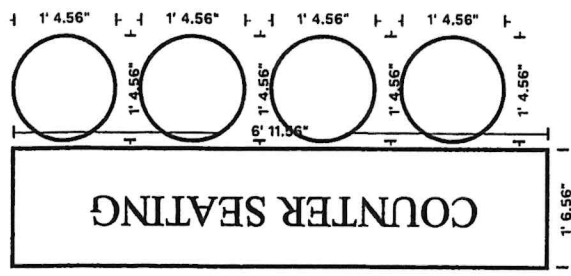
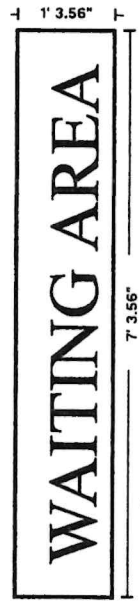
MAPLE THYME VINAIGRETTE

BLONDIES

spok.



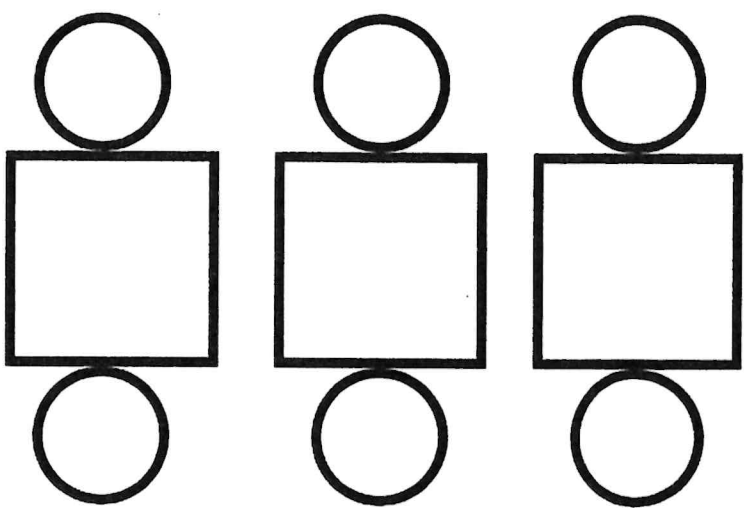
FRONT OF THE HOUSE
- 8 SEATS -



FRONT DOOR

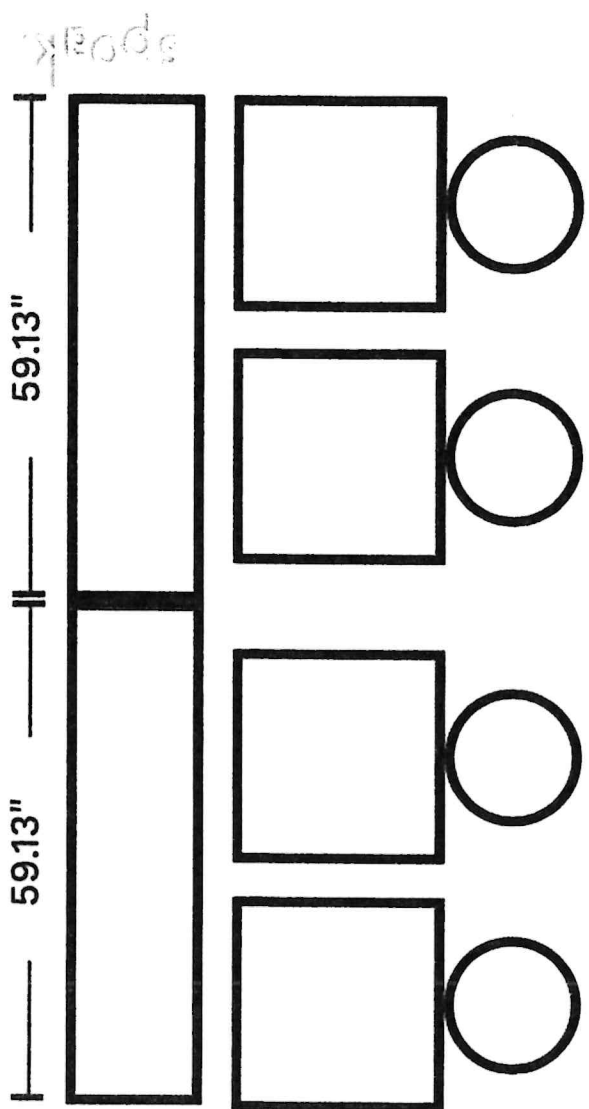
front street

BATHROOM



DINING ROOM
- 14 SEATS -

DINING ROOM





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
COUNCIL CLERK

DATE: January 3, 2024

RE: Charles Eli Dunn, Folklore, LLC, d/b/a Folklore
Provisions, 301 Hope Street - request for one
additional BV Liquor License

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 special Town Council Meeting to be held on January 17, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 5, 2024
Re: License Recommendation, January 17 Council Meeting

2024 JAN -8 PM 2:02

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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

- 1. BV Liquor License
Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions
301 Hope St.

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.

Concun
AM Intnt
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



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: 01-03-2024

PETITION DESCRIPTION:

Charles Eli Dunn, Folklore, LLC d/b/a Folklore Provisions, 301 Hope Street- request for one additional BV Liquor License

PERSON/S FILING PETITION: Charles Eli Dunn

☐ LICENSE RENEWAL ☒ NEW PETITION

REVIEW:

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

2024 JAN 11 AM 10:38

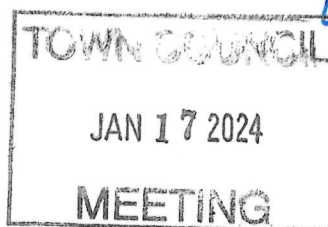
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

After reviewing this petition, there is no known reason for denial of this additional license provided that all laws and ordinances governing this practice are followed to include hours of operation and alcohol service restrictions for Class BV Liquor License. If approved by the Town Council, I do recommend a 6-month review be conducted to ensure that we do not have an increase in complaints or calls for service to this establishment.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024



concern
the intent
STEVEN CONTENTE
Town Administrator



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

January 8, 2024

TO: Steven Contente, Town Administrator
FROM: Diane M. Williamson, Director
RE: Folklore Provisions at 301 Hope Street
Request for BV license

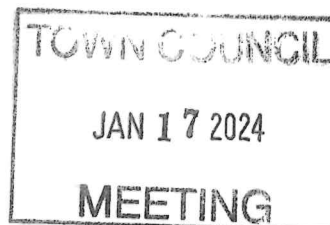
Diane M. Williamson

2024 JAN -8 PM 2:01

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

I have reviewed the above petition and have no objection to the issuance of a BV license.

Steven Contente
STEVEN CONTENTE
Town Administrator





Town of Bristol

Board Book Report



Bristol Housing Authority

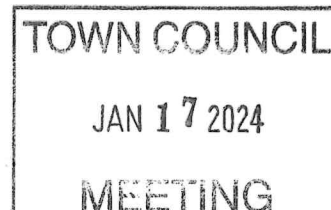
Basic Information

Type	Board
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Bristol Housing Authority	Board				1/1/2025		Vacant
Bristol Housing Authority	Board	Edward	Correia	46 Varnum Avenue	1/1/2026	1/1/2021	Active
Bristol Housing Authority	Board	Helen	Barboza	23 Jane Lane	1/1/2024	1/1/2020	Active
Bristol Housing Authority	Board	John	Faria	1039 Hope Street	1/1/2027	1/1/2022	Active
Bristol Housing Authority	Board	Pasquale	D'Alessio	1014 Hope Street	1/1/2028	1/1/2023	Active
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Generated 12/15/2023, 10:10:44 AM



Bristol Housing Authority

Basic Information

Public

There shall be a housing authority, which shall function within the Department of community development and shall perform the duties and exercise the powers of such authority under the laws of the United States, the laws of the state, and relevant ordinances of the town. The members of said authority shall be selected in accordance with applicable provisions of state law. Persons appointed to the housing authority shall hold no other office in the service of the town.

Composition

5 members, 5-year terms Persons appointed to the housing authority shall hold no other office in the service of the town.

G1A

Bristol Town Council

10 Court Street

Bristol, RI 02809

November 10, 2023

Dear Town Councilors,

My term on the Bristol Housing Commission is due to expire in 2024.

I feel privileged to have been a part of this Commission and respectfully request reappointment for another term.

I believe that I have been and can continue to be of positive service to our town through my work on this Commission.

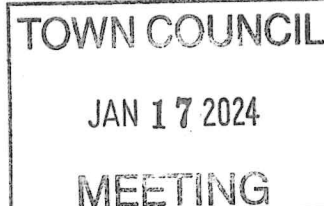
Sincerely,

Helen C. Barboza (Tina)

Helen C. Barboza, PhD.

2023 NOV 15 AM 10:08

RECEIVED
TOWN CLERK
2023



Town of Bristol Housing Authority

G1B

BENJAMIN CHURCH MANOR • BRISTOL, RHODE ISLAND 02809 • TEL: (401) 253-4464 FAX: (401) 253-9249

November 15, 2023

Bristol Town Council
Town of Bristol
10 Court Street
Bristol, Rhode Island 02809

Attn: Nathan Calouro

Dear Members of the Town Council:

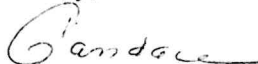
On behalf of the Commissioners of the Bristol Housing Authority and myself I would like you to consider appointing Tina Barboza, Commissioner Bristol Housing Authority again in January 2024.

Tina is a great asset to our board. Her years in the education field and her tenure as Superintendent of schools has given her so much experience to lead, problem solve, deal with issues that arise as well as having compassion for our seniors. All the qualities a Board member should have.

The Board and I humbly request that you give her reappointment consideration.

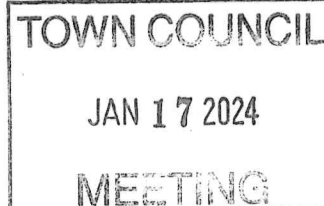
Thank you for your time.

Sincerely,



M. Candace Pansa
Executive Director

MCP:id
Cc: John Faria Chairman
Ed Correia
Pasquale D'Alessio
Tina Barboza



Ms. Donna M St. Angelo

Town of Bristol | Generated 12/4/2023 @ 1:17 pm by OnBoard2 - Powered by ClerkBase

Status


Name Ms. Donna M St. Angelo
Application Date 11/17/2023
Expiration Date 11/17/2025
Board Member Donna St. Angelo
Status Validated


Board	Vacancies	Status
Bristol Housing Authority	1	Pending

Basic Information

Name
Ms. Donna M St. Angelo

I would like to be appointed to the position because:
of my interest in assisting the residents and the Bristol Housing Authority.

Resume File
 Download

Cover Letter File
 Download

Contact Information

Address
25 Duffield Road
PO Box 814
Bristol, RI 02809

Resident
Yes

Email

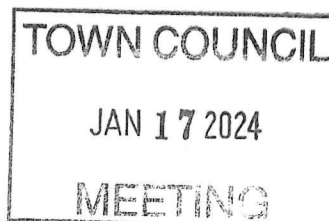
Phone

Cell Phone

Occupation

Yes, I am a city employee
No

Generated 12/4/2023, 1:17:35 PM



25 Duffield Road
P. O. Box 814
Bristol, RI 02809
November 17, 2023

Town of Bristol
10 Court Street
Bristol, RI 02809

To Whom It May Concern:

I am interested in applying for a position with the Bristol Housing Authority. I feel this would be an interesting opportunity to become more involved with our wonderful Town and the Bristol Housing Authority and its residents.

Thank you for your consideration.

Sincerely yours,

Donna M. St. Angelo

Donna M. St. Angelo

DONNA M. ST. ANGELO
 25 Duffield Road, P. O. Box 814
 Bristol, Rhode Island 02809

EXPERIENCE:

- 1/1990-2/2017 Bristol Warren Regional School District, Bristol, Rhode Island
 Position: Confidential Secretary/Human Resources Coordinator
 Duties: Oversee payroll and HR functions; maintain personnel files; process all employee transfers; meet with all new employees regarding payroll/benefits issues; generate correspondence as required; follow-up as required with employees.
- 4/1986-1/1990 Hinckley, Allen, Snyder & Comen, Providence, Rhode Island
 Position: Legal Secretary in Corporate Department
 Duties: Drafted and prepared correspondence and legal documents on Mass-11 word processing system for two attorneys; assembled closing binders; maintained all client files; made travel arrangements.
- 8/1983-4/1986 KGK International Corporation, South Windsor, Connecticut
 Position: Administrative Assistant/Regional Office Secretary
 Duties: Worked directly with dealers on machine sales; tracked all orders for Eastern Region; responsible for company checkbook and petty cash; responsible for all office purchases; organized complete office filing system; responsible for office and file maintenance; initiated travel arrangements; generated all correspondence.

EDUCATION:

- 9/1977-6/1979 B.S., University of Florida, Gainesville, Florida
 Major: Business Education
- 8/1974-6/1977 A.S., Berkshire Community College, Pittsfield, Massachusetts
 Major: Executive Secretarial Arts and Business Data Processing

CIVIC INVOLVEMENT:

Bristol Fourth of July Committee, Chairman (2002, 2003), Vice Chair/Parade Chair (2000, 2001), Recording Secretary, Various Subcommittee Chairs, Member (35 years)
 Bristol Christmas Festival Committee
 Rhode Island Soccer Association Registrar
 Bristol Youth Soccer Association
 Our Lady of Mount Carmel School, Parent Teacher Group
 Local Cub Scout and Boy Scout Troops, Parent Committee
 Bristol Substance Abuse Task Force

Ms Kimberly Ann Teves

Town of Bristol | Generated 12/4/2023 @ 1:21 pm by OnBoard2 - Powered by ClerkBase

Status

Name Ms Kimberly Ann Teves
Application Date 11/10/2023
Expiration Date 11/10/2025
Board Member Kimberly Ann Teves
Status Validated

Board (Rank)	Vacancies	Status
Bristol Housing Authority (1)	1	Pending
Zoning Board of Review (2)	0	Pending

Basic Information

Name
Ms Kimberly Ann Teves

I would like to be appointed to the position because:

I feel as though I am ready to be actively involved in our community supporting and advocating with others with the same goal to continue to keep our town one that our citizens respect and find supportive and dedicated to them and the greater good.

Resume File

 Download

Cover Letter File

 Download

Contact Information

Address
32 Brooks Farm Drive
Bristol, RI 02809

Resident
Yes

Email

Phone

Occupation

Yes, I am a city employee
No

Professional Licenses
Real Estate Broker

TOWN COUNCIL
JAN 17 2024
MEETING

November 8, 2023

To Whom It May Concern,

I am thankful for your consideration to volunteer on either one of these two boards and have the opportunity to become more involved within my community which I have resided in and raised my children for the past 26 years.

I have been in the Real Estate business for 17 years and during that period of time owned and operated The Kimberly Group which was on Hope Street for 7 of them. I still continue to sell Real Estate while raising my 13 year old, the last of five, and caring for my 22 year old son Ben, who has Down Syndrome and is very active in our town.

I previously worked at Roger Williams University and was the creator of their faculty and staff wellness program called Simply Wellness. I still offer nutrition coaching to a small group of clients as well as teach fitness classes in the community. I find myself having more time to give back now and involve myself more in ways that I have always hoped to. The housing authority would be a great way for me to break into this but am open to any opportunity where as I would be of the best use for and with my experiences.

I look forward to hearing from you and the potential to participate at this level for our community and the future of our children, families and residence.

Sincerely,

Kimberly Teves

Kimberly Ann Teves

Service Area: Rhode Island / South Eastern Massachusetts

Kim Teves, Broker ABR, CDPE, CRS, REO Platinum

The Kimberly Group, HomeSmart Professionals

Objective

To provide you and your company with the best possible representation and service you deserve from a listing agent and CDPE.

Service:

Service is what I pride myself on. I offer a full service CDPE division that will provide asset managers and loss mitigation department with direct communication, competency and efficiency regarding the disposition of their Assets. I personally complete all my own BPO's and weekly property visits as well as marketing plans. I am the main contact for all of my properties. You deal with the Realtor that directly represents you not an assistant or employee. The following are just some of the services I provide:

Telephone/email response within 24 hours of referral/assignment

Contact log for tracking

Activity log on all appointments

Showing time accurate show system for all showing

Property Inspection/photos

BPO's if needed

Secure Property if vacant or abandoned

Personal Property Evaluation

Trash Out

Winterization

Utilities

Accurate Reporting

Monthly Status Reports

Aid in the removal of liens

Multiple Listing Service

Market property like any other listing for exposure

Attorney available as needed for any preliminary title work to be done

Summary of Qualifications:

Realtor with extensive experience in single family, multi-family, condominium and commercial property disposition.

Member the #1 group in our area for transactions for 2010, 2009, 2008 and 2007 also ranked the #7 team in the State of Rhode Island in residential sales.

Member of the 100% club and recipient of the Gold award for sales from 2011 to present.

RE/MAX President's Club

Greater Providence Board of Realtors

Circle of Excellence

Accredited Buyer's Representative

Bachelor's in Liberal Arts

Member, Women's Council of Realtors

Equator, REO Platinum Certified

CDPE designation

CRS designation

BNI President 2012- 2013

Goals:

Average less than 30 days on market to procure a buyer.

To average list to sale price to stay within 95-97% of fair market value

24-48 hour turnaround time for additional paperwork requested and or tasks assigned

6 year's experience with use of Equator platform system.

Marketing

Rhode Island Multiple Listing Service

Massachusetts Listing Property Information Network

Extensive Investor and buyer Database

Properties are uploaded to the top 40 Internet Property Showcase Sites

Expanded descriptions and Photo Galleries

References

Paul Laprocina, partner, Lepizzera & Laprocina 401-965-7191

Attorney Paul Silva, 401-253-0230

Kris Cummings, Caliber Home Loans 401-855-5712

Bruce Allen, Re/max Professionals of Newport 401-849-0100

Past client references upon request

Let me go to work for you! I look forward to hearing from you in the near future.

Thank you for your consideration,

Kim Teves

Broker Associate

The Kimberly Group

HomeSmart Professionals



Town of Bristol

Board Book Report

Tree Warden

Basic Information	
Type	Commission
Status	Enabled
Visibility	Public

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Tree Warden	Commission	Steven	Saracino	219 A Queens River Dr	1/29/2024	1/29/2023	Active

Generated 12/12/2023, 10:14:45 AM

TOWN COUNCIL

JAN 17 2024

MEETING

LEGAL NOTICE

PUBLIC NOTICE

TOWN OF BRISTOL PUBLIC SERVICE APPOINTMENTS

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

***Assistant Harbormasters
*Auxiliary Harbormasters
Bristol 250th Commission
Board of Tenants Affairs
CRMC Representative
Harbor Master
Historic District Commission
North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>. (* Assistant & Auxiliary Harbormasters must apply with Harbor Master directly)

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Tree Warden

Public

Sec. 25-27. - Same—Powers and duties.

The powers and duties of the tree warden shall conform to those duties and responsibilities outlined in G.L. §§ 2-14-1—2-14-10 as may be amended and include the following: (1) Enforce all provisions of state and local laws for the preservation of trees and shrubs in accordance with this article. (2) Be responsible for all planting, removal, or trimming of trees within any public right of way within the town. (3) Shall serve as a member of the tree commission.

Board or Commission: TREE WARDEN

G2A

I, STEVEN SANACINO,
Name (please print)219 A QUEENS RIVER DR.
Street Address Apt #West Kingston R.I. 02892
City/Town State Zip Code

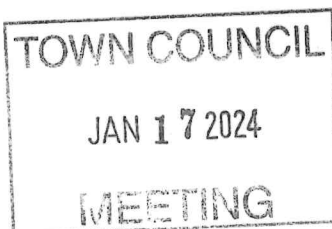
Mailing Address (if different than above) Apt #

City/Town State Zip Code

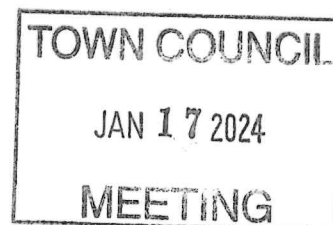
Primary Phone: _____

Alternate Phone: _____

Email Address: _____

☒ do☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Steve Sanacino
Signature of Applicant12-11-23
Date Signed

Mr George Voutes

Town of Bristol | Generated 1/2/2024 @ 12:38 pm by OnBoard2 - Powered by ClerkBase

GAB

Status

Name Mr George Voutes
Application Date 11/8/2022
Expiration Date 11/8/2024
Board Member George Voutes
Status Validated

Board (Rank)	Vacancies	Status
Coastal Resources Management Council (CRMC) Representative (1)	1	Pending
Conservation Commission (2)	0	Pending
Tree Warden (3)	0	Pending

Basic Information

Name
Mr George Voutes

I would like to be appointed to the position because:

I am passionate about the environment, coastal preservation/management, and tree growth and protection.

Contact Information

Address
17 shore road bristol ri
Bristol, RI 02809

Resident
Yes

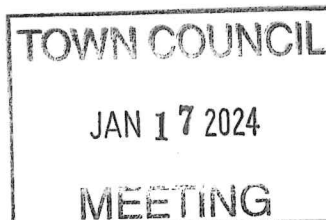
Email

Phone

Occupation

Yes, I am a city employee
No

Generated 1/2/2024, 12:38:53 PM





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

G2
Item G2.

November 22, 2023

Honorable Bristol Town Council
10 Court Street
Bristol, RI 02809

Re: 2024 Recommendation for Tree Warden

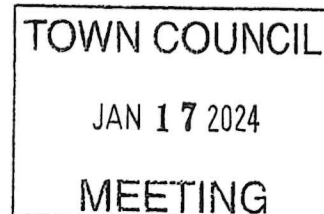
Dear Honorable Members of the Bristol Town Council,

I wish to offer a letter of recommendation for the re-appointment of Bristol Tree Warden, Steven L. Saracino. Mr. Saracino has been the Tree Warden for the past 6 years. He has worked with the Department of Community Development and Department of Public Works to increase the number of trees planted each year. He has played an integral role in increasing the number and diversity of native trees planted and has been a good steward for the care and maintenance of Bristol's public trees. He has been successful in coordinating with the RI Department of Transportation and RI Energy to successfully complete the Emerald Ash Borer remediation program to ensure public safety and help to stop the spread of an invasive species. He has also coordinated applications of preventative treatments. Mr. Saracino demonstrates effective communication and follow-up with residents. A letter of thanks given to Mr. Saracino by a resident can be found attached.

I recommend that Steven Saracino be reappointed to serve as the Tree Warden for 2024.

Sincerely,

Steven Contente
Town Administrator





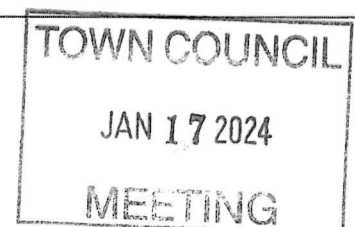
Town of Bristol

Board Book Report

Capital Project Commission

Basic Information	
Type	Commission
Status	Enabled
Visibility	Public

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Capital Project Commission	Commission				5/1/2027		Vacant
Capital Project Commission	Commission	Charles	Coelho	120 Hopeworth Avenue	5/1/2025	5/1/2020	Active
Capital Project Commission	Commission	Charles (Chuck)	MacDonough	3 Polk Court	5/1/2028	5/1/2023	Active
Capital Project Commission	Commission	Diane	Williamson		Life Term	1/1/2020	Active
Capital Project Commission	Commission	Donald	Hemond	50 Cliff Drive	5/1/2024	5/1/2019	Active
Capital Project Commission	Commission	Matthew	White	10 Weetamoe Farm Drive	12/1/2025	12/1/2020	Active
Capital Project Commission	Commission	Myra	Page	423 Hope Street Unit K	5/1/2027	6/1/2022	Active
Capital Project Commission	Commission	Sara	Hassell	116 Fairway Drive	Life Term	8/18/2022	Active



Capital Project Commission

Basic Information

Public

The capital project commission shall be appointed in the manner provided in subsection (a) hereof. The capital project commission is a permanent, standing commission and shall meet as frequently as appropriate, but no less than four (4) times per year, to review all expenditures made for capital projects. The capital project commission shall provide the town council with a detailed accounting of all expenditures of funds made in connection with a capital project falling within its jurisdiction. Further, the capital project commission shall have any powers and duties delegated to it by state law or town ordinance. (a) The capital project commission will consist of seven (7) members: (1) The town administrator, or his/her designee; (2) The town finance director, or his/her designee; (3) The director of community development, or his/her designee; and (4) Four (4) members of the general public who are qualified electors of the town, who shall be appointed by the town council after solicitation of candidates. The town council shall also appoint one (1) alternate who shall sit and actively participate at a commission proceeding only if a general public member is unable to serve at the proceeding. (b) The town administrator, finance director and director of community development shall serve on the capital project commission only for the duration of their terms of office or employment by the town. (c) The members of the capital project commission appointed by the town council shall serve for terms of five (5) years or until their successors are appointed and qualified, provided, however, that the original appointments are made for terms of one (1), two (2), three (3) and four (4) years respectively. Further, the town council shall endeavor to appoint members of the general public who shall have training or experience in finance, accounting, construction management, architecture, construction or engineering.

There is hereby created a capital project commission which is authorized to exercise fiscal oversight over the construction of any public building or facility for the town, or any purchase of equipment, which is financed by a bond approved by the voters of the town and the total cost of which shall exceed five hundred thousand dollars (\$500,000.00).

Composition

7 members (4 appt'd by Council, 5-year terms; TA; Treasurer; and DCD) 1 alternate member, 5-year term)

Mr alan spen

Town of Bristol | Generated 11/14/2023 @ 8:20 am by OnBoard2 - Powered by ClerkBase

G3A

Status

Name Mr alan spen
Application Date 11/14/2023
Expiration Date 11/14/2025
Status Received

Board	Vacancies	Status
Capital Project Commission	1	Pending

Basic Information

Name

Mr alan spen

I would like to be appointed to the position because:

I'm a recent resident to Bristol; newly retired. I have a background in finance and believe I can contribute to the community.

Contact Information

Address

133 Ferry Rd
Bristol, RI 02809

Resident

Yes

Email

Phone

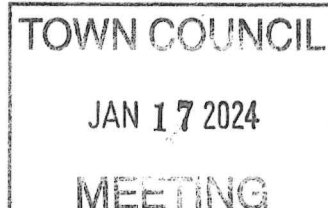
Cell Phone

Occupation

Yes, I am a city employee

No

Generated 11/14/2023, 8:20:26 AM





Town of Bristol

Board Book Report

Juvenile Hearing Board

Basic Information

Type	Board
Status	Enabled
Visibility	Public

Composition

5 members, 3-year terms 1 alternate member, 3-year term

Board Seats

Board Name	Board Type	Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Juvenile Hearing Board	Board	Member	Henry	Cabral	54 Sefton Drive	12/1/2023	12/1/2020	Active
Juvenile Hearing Board	Board	Member	Linda Lou	DuBois	21 Riverview Avenue	12/1/2024	12/1/2021	Active
Juvenile Hearing Board	Board	Member	Matthew	Cabral	5 Polk Court	12/1/2023	12/1/2020	Active
Juvenile Hearing Board	Board	Member	N. Diane	Davis	25 Butterworth Avenue	12/1/2023	12/1/2020	Active
Juvenile Hearing Board	Board	Member	Oryann	Lima	73 Franklin Street	12/1/2025	12/1/2022	Active
Juvenile Hearing Board	Board	Member	Wayne	Marshall.	33 Cooke Street	12/1/2024	12/1/2021	Active

TOWN COUNCIL

JAN 17 2024

MEETING

LEGAL NOTICE

PUBLIC NOTICE**TOWN OF BRISTOL
PUBLIC SERVICE APPOINTMENTS**

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

Bristol 250th Commission
Bristol Housing Authority
Bristol Planning Board
Capital Projects Commission
Conservation Commission
Harbor Commission Advisory Committee
Historic District Commission
Juvenile Hearing Board
Newport & Bristol County Convention & Visitors Bureau
Personnel Board
Post Retirement Benefits Fund Board of Trustees
Recreation Board

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>.

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

.....

Juvenile Hearing Board

Basic Information

Public

There is hereby established within the town a juvenile hearing board with the powers set forth in this division for the purpose of hearing all cases referred to such board by the chief of police of the town with respect to persons resident in the town, under the age of 18, who are charged with violating the criminal laws of the state or the town.

The juvenile hearing board shall hear all cases referred to it by the chief of police and shall determine whether there is reasonable cause to believe that the person so referred has committed the offense alleged and whether such person should be disciplined as a result thereof. A further condition of referral is that the juvenile agrees to his involvement in the incident and waives his rights. In making such determination, the juvenile hearing board shall not be bound by the customary rules of evidence, and may consider all probative and relevant evidence whether or not such evidence would be admissible in a court of competent jurisdiction. In those cases in which the juvenile hearing board shall determine that there is reasonable ground to believe that the offense was committed by the person so charged and that such person should be disciplined, it shall recommend sanctions (other than incarceration) and shall direct restitution for any injuries resulting from the commission of such offense. In those cases in which the board shall order restitution, it shall attempt to assist the juvenile offender and his parents in providing a means whereby the offender may make such restitution including, without limiting the generality of the foregoing, attempting to provide with cooperation of the town administrator or the superintendent of schools suitable employment by the town. In any such proceeding the juvenile hearing board, prior to imposing sanctions, shall request the juvenile offender and his parents to agree to the sanctions imposed, and the amount of restitution and manner of making the restitution. In ordering restitution, the juvenile hearing board shall take into account the juvenile offender's ability to pay, and the amount of actual damage caused as a result of the commission of such offense.

Composition

5 members, 3-year terms 1 alternate member, 3-year term

G4A

Board or Commission: Juvenile Hearing BoardI, Matthew P. Cabral,
Name (please print)

5 Polk Court
Street Address Apt #
Bristol Rhode Island 02809
City/Town State Zip Code

Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:

TOWN COUNCIL
JAN 17 2024
MEETING

☒ do☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

[Signature]
Signature of Applicant

11-30-23
Date Signed

TOWN COUNCIL
JAN 17 2024
MEETING

G4B

Board or Commission: JUVENILE HEARING BOARDI, N DIANE DAVIS,
Name (please print)25 BUTTERWORTH AVENUE

Street Address

Apt #

BRISTOL

City/Town

RI

State

02809

Zip Code

SAME

Mailing Address (if different than above)

Apt #

City/Town

State

Zip Code

Primary Phone:

Alternate Phone:

Email Address:

TOWN COUNCIL

JAN 17 2024

MEETING

☒ do☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

N Diane Davis

Signature of Applicant

Nov. 16, 2023

Date Signed

TOWN COUNCIL

JAN 17 2024

MEETING

Board or Commission: Juvenile Hearing Board

G4C

I, Henry Cabral,
Name (please print)54 Sefton Drive

Street Address

Apt #

BristolRI02809

City/Town

State

Zip Code

Mailing Address (if different than above)

Apt #

City/Town

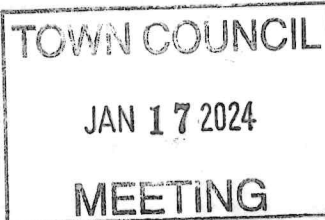
State

Zip Code

Primary Phone:

Alternate Phone:

Email Address:

☒ do☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

H Cabral Jr.
Signature of Applicant12-1-23
Date Signed

2023 DEC -1 AM 11:17

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Ms JoAnne M Waite

Town of Bristol | Generated 11/13/2023 @ 9:34 am by OnBoard2 - Powered by ClerkBase

G4D

Status

Name Ms JoAnne M Waite
Application Date 6/23/2023
Expiration Date 6/23/2025
Board Member JoAnne M Waite
Status Validated

Board	Vacancies	Status
Juvenile Hearing Board	0	Pending

Basic Information

Name
Ms JoAnne M Waite

I would like to be appointed to the position because:

I would like the opportunity to share the experience that I have working with juveniles to better support my community.

Resume File

 Download

Cover Letter File

 Download

Contact Information

Address
55 Mulberry Rd
Bristol, RI 02809

Resident
Yes

Email

Phone

Occupation

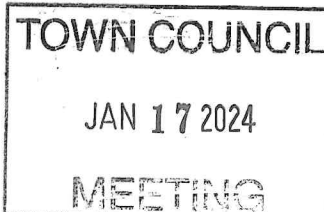
Yes, I am a city employee
No

Professional Licenses

Licensed Marriage and Family Therapist in RI, MA and NH

Registrations/Certifications

Professional Membership ATSA, RI Director of the RAD Program, Member of the Sex Offender Review Board in RI for the past 16 years to current.



June 23, 2023

To Whom It May Concern;

The ability to communicate in order to provide a wide range of training and development to professionals and paraprofessionals has afforded me the opportunity to collaborate with a wide variety of healthcare agencies, social services and Law Enforcement in Rhode Island and Massachusetts, that represent community organization to better support young people and their families in need. In my work with a variety of family systems, community and correctional agencies and outreach organizations, I have facilitated many projects to develop and implement programs and resources that enhance interpersonal safety, social skills groups, anger management and skills streaming, in order to develop positive behavioral interventions and increase awareness.

In the 20+ years of my career, there has been the opportunity to develop extensive experience in the oversight and development of all aspects of clinical, training and outreach functions of the center, focusing on complying with licensing, legal, and ethical standards of practice in order to be responsible for planning, developing, directing, coordinating and administrating a comprehensive regional service delivery system oriented toward maximizing the efficiency and availability of both private and public services to children youth and their families. Throughout my career, I have demonstrated commitment to statewide program of social services for families, children and adults, including child welfare services, day care, work incentive, family planning, and homemaker services, mental health services and juvenile and adult probation services.

My career path has been very diverse and I welcome the opportunity to explore a new area in order to share my wealth of experience in the role of a member within the Juvenile Hearing Board I feel that I would bring an energetic and welcoming attitude to supporting the youth in my community.

Respectfully Submitted,
JoAnne M. Waite, LMFT

JoAnne M. Waite, LMFT

JoAnne M. Waite, LMFT
55 Mulberry Road Bristol, Rhode Island 02809 U.S.A.

Q U A L I F I C A T I O N S

The diverse work experience I have has enabled me to be an extremely confident and trustworthy person. I believe my leadership abilities, empathy and honesty has provided me with the opportunity to work with a diverse population in an intellectual environment. I work cooperatively with healthcare agencies and stakeholders in Rhode Island and Massachusetts; DCYF, Family Services of Rhode Island, Day One, Attorney General and Crossroads, that provide multi-cultural and multi-disciplinary support services that foster personal growth of youth, adults and their parents/guardians.

The ability to communicate in order to provide a wide range of training and development to professionals and paraprofessionals has afforded me the opportunity to collaborate with a wide variety of healthcare agencies and stakeholders in Rhode Island and Massachusetts, that represent community organization to better support young people and their families in need. In my work with a variety of family systems, community and correctional agencies and outreach organizations, I have facilitated many projects to develop and implement programs and resources that enhance interpersonal safety, social skills groups, anger management and skills streaming, in order to develop positive behavioral interventions and increase awareness. Within the capacity of a practicing clinician in public schools, residential and in private practice, I have worked with a variety of people in their quest for spiritual, moral and ethical enrichment and strategies to achieve academically and socially. I have extensive experience in the oversight and development of all aspects of clinical and community training and outreach functions of the center, focusing on complying with licensing, legal, and ethical standards of practice in order to be responsible for planning, developing, directing, coordinating and administering a comprehensive regional service delivery system oriented toward maximizing the efficiency and availability of both private and public services to children youth and their families. Throughout my career, I have demonstrated commitment to statewide program of social services for families, children and adults, including child welfare services, day care, work incentive, family planning, and homemaker services, mental health services and juvenile and adult probation services.

W O R K H I S T O R Y

Clinical Director, The Whitney Academy, East Freetown, MA July 2022-Current

The Clinical Director is responsible for the evidence based treatment for all residents. Residents of Whitney Academy are males between the ages of 11-22 yo., who have been diagnosed with a developmental delay and other trauma related diagnosis. The focus of trauma informed treatment is to interrupt problem sexualized behavior. All individuals have the potential for learning regardless of the type or degree of impairment. Students in need of individualized, prolonged assistance require a more intensive and specialized program of skill development to attain their full potential. The Whitney Academy clinical program is designed to provide quality evidence based treatment and education to meet their need. Students at Whitney are treated and taught as individuals with special consideration and respect for their uniqueness and individual differences. They learn skills that give them an opportunity to grow and enable them to become more fully functioning members of society. The Clinical Director developments, facilitates implementation, oversight and evaluation of a team of twelve (12) clinical staff. Collaborating in order to foster effective relationships with all appropriate community stakeholders, including clinical programs, educational and medical institutions, state agencies, insurance companies, and key community leaders. Serves as spokesperson for when necessary to media, community groups, organizations, funding sources, and elected officials as required through public speaking, presentations and trainings. Provides consultation and community outreach to professional colleagues, community groups, organizations, or individuals seeking assistance in issues related to problem sexual behavior/abuse.

Clinical Director, Day One, Providence, RI

October 2017-June 2022

The Clinical Director is responsible for the development, implementation, oversight and evaluation of all Day One clinical services, as well as for the management and supervision of the Rhode Island Children's Advocacy Center (CAC) and Clinical Supervisors. Principal duties and responsibilities include developing and implementing a strategy for growth and expansion of Day One clinical services within the scope of the strategic plan. Ongoing assessment of clinical needs of Day One clients. Recruits, hires, and supervises clinical staff and interns. Develops and implements state-of-the-art, evidence-based, trauma-focused treatment strategies for the out patient and group clinical program. Provides trauma-focused treatment to survivors of all ages of sexual abuse and exploitation. Develops, implements, and evaluates all clinical and CAC operations policies and procedures. Assures proper maintenance of all clinical records, statistics, and reports in compliance with local, state, and federal laws and funding requirements. Develops and monitors annual clinical program budget. Collaborating in order to foster effective relationships with all appropriate community stakeholders, including clinical programs, educational and medical institutions, state agencies, insurance companies, and key community leaders. Serves as spokesperson for Day One to media, community groups, organizations, funding sources, and elected officials as required through public speaking, presentations and trainings. Provides consultation and community outreach to professional colleagues, community groups, organizations, or individuals seeking assistance in issues related to sexual abuse.

Clinical Consultant, Greater Lakes Children's Alliance, Bedford, New Hampshire April 2019 – Current

The clinical Consultant is responsible for the development and implementation of behavior health services within the Children's Advocacy Centers at Greater Lakes Children's Alliance. Recruits, hires, and supervises clinical staff and interns. Develops and implements state-of-the-art, evidence-based, trauma-focused treatment strategies for the out patient and group clinical program. Provides trauma-focused treatment to survivors of all ages of sexual abuse and exploitation. Develops, implements, and evaluates all clinical and CAC operations policies and procedures. Assures proper maintenance of all clinical records, statistics, and reports in compliance with local, state, and federal laws and funding requirements. Develops and monitors annual clinical program budget. Collaborating in order to foster effective relationships with all appropriate community stakeholders, including clinical programs, educational and medical institutions, state agencies, insurance companies, and key community leaders.

Clinical Director, Boys Town New England

January 12, 2015 – October 2017

The Clinical Director at Boys Town New England provides the support and clinical/educational treatment direction of the youth in the Boys Town Family Homes Program and Boys Town Foster Family Services. The Clinical Director collaborates and supports the Residential Director and Foster Family Services Director in making recommendations, referrals for evaluations, clinical assessments and on-going group or individual treatment, depending on the goals and objectives. The Clinical Director supervises the Clinical Support Specialists in their therapeutic approach to supporting the youth in the care of Boys Town New England. The Clinical Director also has the responsibility to communicate with other outside clinical providers as well as the Portsmouth School District, in order to manage and facilitate collaborative treatment within the Boys Town model of care. The Clinical Director renders the therapeutic services to the youth (ages 18 months - 18 yo.) and families in order to identify needs in development and foster a better understanding of how to obtain the goals in school, life skills, and at home utilizing a multi-systems cognitive behavioral approach.

Clinician, Dr. DayCare Family, Inc.

June 2010 – September 2014

As a part of a team, I collaborate to create behavior management plans to improve student behavior. The students range in age from 3 years old to 13 years old. In cooperation with classroom teachers, social

workers, psychologists and various family resources in Rhode Island, the behavior plans are created, implemented and monitored by the clinician. When necessary, I will participate and provide assessments and feedback regarding the child's progress in larger system team meetings with school districts, focusing on IEP's, DCYF and CEDARR, in the areas of Pawtucket, Woonsocket, Lincoln and Warwick. The clinical role requires assistance to all students, individually or in groups, to develop personal/social/behavior goals and conjointly meet with the parent/guardian to address concerns and achievements.

On a monthly basis I lead training, workshops and other professional development activities to on line staff at the agency. The schedule for these trainings and workshops are focused on learning new approaches and techniques to better manage the children in our care. Paperwork and assessments are an essential part of the clinical position as well as maintaining the child's record in accordance with DHS regulations. When in the classroom setting, I provide direct feedback and support to the classroom staff and assist in any behavioral issues that may arise. In managing the cases it is equally as important to develop strong connections and positive relationships with both the classroom staff and the children.

Clinician, Ocean State Psychotherapy, Inc.

May 2003-June 2010

A Licensed Marriage and Family Therapist providing clinical services to children, adolescents, young adults, families, and couples. I facilitated groups on a regular basis for children, adolescents and young adults. Specific themes of the groups deal with conflict resolution, self-esteem, social skills, healthy coping skills, resolving eating disorders, healthy sexuality, and many more, focused on empowering adolescents and young adults, especially females, to make healthy choices.

A vital part of the therapy process was implementing and evaluating assessments to determine a diagnosis and create a treatment plan that would enable the client to be successful in achieving their therapeutic goals. As the Clinical Manager at OceanState Psychotherapy, Inc., I also facilitated meetings and implemented various trainings and workshops to other clinical staff. We would collaborate as a team to review cases and provide important supervision on difficult cases. While in private practice, I facilitated sex offender specific treatment groups with adult males on parole and probation. I also provided trauma focused therapy to families living with a sex offender. During this time frame, I provided sexual abuse evaluations and sex offender risk assessments for state probation and parole focused on adjudicated male juvenile offenders.

Unit Director, The Stetson School, Inc.

December 1999-2003

The Stetson School is a residential treatment facility for adolescent males ranging in age from 10-18 years, who have been adjudicated for a sexual crime. The Unit Director responsibilities include supervising and coordinating treatment focused activities for the Main/Ryder Team, which consists of 24 students and 25 staff. As the Unit Director, I had the opportunity to develop and implement treatment oriented programming in order to improve the team knowledge, performance and morale, when treating the adolescent sex offender population.

By developing staff and utilizing the strengths of the team, the team then demonstrated a commitment to working more cooperatively and effectively with each other. In addition to developing new programming, the Unit Director works cooperatively with the Program Team in assigning caseloads, training staff, leading the student's treatment, assessing the students risk to re-offend, and providing training in new policies and procedures, as well as community outreach.

While in this role of Unit Director, I supported and coached both staff and students to address the social, emotional and behavioral needs of the students. Our agency had residents from upwards of 13 different states and it was imperative for me to be up to date on treatment plans, IEP's, parole/probation guidelines and other requirements to support the student in their success. While employed at the Stetson School, I facilitated the development of a high and low ropes course in cooperation with the Project Adventure Team. The ropes course enabled us to create an alternative form of team building and to provide both staff and students with a challenging and empowering opportunity to increase their self-esteem.

Clinician/Art Therapist, Adult Correctional Institute

June 1998-December 2014

The role of clinical art therapist at the corrections facility allows me the opportunity to work with the adult male sexual offender population. The role allows me to facilitate relapse prevention groups and art therapy groups focused on increasing self-esteem, grieve therapy, anger management, and resolving trauma. I work as a part of the Sex Offender Treatment Program organized and implemented by Peter Loss. The experience I have gained as an Art Therapist and Clinician has been tremendous. I have the ability to assess the group members and establish goals to fit their needs, as well as the ability to administer and assess sex offender specific evaluations and assessments that determine risk to re-offend. (Static/Stable)

Clinician, The Stetson School, Inc.

March-December 1999

As a clinician on the Alden/Johnson Team, I was responsible for providing treatment to 12/15 adolescent male sex offenders, ranging in age from 13 to 17 years old. The clinician provides direct psychological care to the individuals during weekly sessions and in a group setting. Additional duties included planning, developing, assessing, and implementing individual treatment plans and evaluating the individuals progress in treatment. The team worked collaboratively to develop effective programming and to review each case to ensure the appropriate services were being provided. Personal development was in the form of attending numerous training, conferences, and individual supervision.

Art Therapist, Elizabeth Buffum Chace House

January 1995-1999

The art therapy group was developed five years ago for children and adolescents, age 5 to 17, who have been victims of domestic violence and/or sexual abuse. The group's curriculum focused on developing appropriate skills to express emotion, enable the child/adolescent to understand the trauma and to give them alternatives to acting out behaviors. The art allows the child/adolescent to process their experiences and to interrupt the cycle of abuse.

AmeriCorps School Liaison, Rhode Island Children's Crusade

September 1996-1999

A division of President Clinton's domestic Peace Corps. This year of service requires the liaison to make personal connections with Crusaders, ages 12-15, parents, teachers, guidance counselors, and other community representatives. These connections are made in order to connect Crusaders to appropriate services and to assist Crusaders in developing age appropriate academic, social and employable skills. All work is accomplished through cooperating with a multi-disciplinary team within the agency and the community. Assessing and developing a support network with the Crusaders and their community includes developing and implementing after school programs focusing on personal/social development skills, community service and behavior modification. The year of service also included personal volunteer work as an active advocate for The Rape Crisis Center, and participating in ongoing personal development training.

I have continued to support the AmeriCorps NEISP (National Early Intervention Scholarship Program) Program in the capacity of being a facilitator and coach. The role requires a great deal of high performance team training, organization and implementation of goals and objectives. The goals and objectives of the program are executed by a staff of 8/10, with support from the coach and facilitator. The leadership responsibilities are to measure and evaluate the staff, ensure outcome objectives are being managed appropriately, and to allow the children to grow and learn from their peers and role models.

Special Education Instructor, EastConn PACE Program September 1990-1994

A private pro-active cooperative education program, providing day services to behavioral/emotional disordered children and adolescents. Responsibilities included organizing, developing and implementing individual education plans for a variety of academic subjects and levels. Developing and implementing

individual behavior plans, coordinating daily plans for client and staff development and monitoring data based behavior management plans. Trans-disciplinary team meetings were instrumental in focusing on the students program. In addition to educational aspects of the curricula, I created the art program for the five classrooms, coordinating and fulfilling weekly activities to promote growth and self-esteem.

E D U C A T I O N

University of Rhode Island
Masters Marriage and Family Therapy
1997- 1999

Springfield College
Masters in Art Therapy
1994-1996

State University of New York, New Paltz
BFA Art History
1984-1988

Current Licensure

Licensed Marriage and Family Therapist/State of New Hampshire (LMFT) #245
Licensed Marriage and Family Therapist/State of Massachusetts (LMFT) #1223
Licensed Marriage and Family Therapist/State of Rhode Island (LMFT) #00086
Licensed Marriage and Family Therapist/State of Florida (LMFT) # MT3134
Certified School Psychologist of Rhode Island #63657

Professional Memberships

Association for the Treatment of Sexual Abusers (ATSA)
Clinical member
American Art Therapy Association (AATA)
Clinical member
American Association of Marriage and Family Therapy (AAMFT)
Clinical Member / Approved Supervisor
National Association for Forensic Counselors (NAFC)
Certified Clinical Criminal Justice Specialist
Rape Aggressive Defense (R.A.D.) Instructor/Director of Rhode Island Chapter
Resisting Aggression Defensively(r.a.d.KIDS) Kids Instructor

Professional Certifications

Eye Movement Desensitization and Reprocessing (EMDR)
Dialectical Behavior Therapy (DBT)
Rape Aggressive Defense (RAD) Instructor
radKIDS Instructor
Project Adventure Facilitator
Therapeutic Crisis Intervention (TCI)
Deviant Arousal Training
Neurofeedback Provider
AAMFT Approved Supervisor
Trained/Provider: CFTSI (Child and Family Traumatic Stress Intervention)
Trained/Provider: Choose Love Curricula
Trained/Provider: Peace Love Creator (national expressive art therapy program)
Trained/Provider: Vicarious Trauma Trainer
Trauma Focused Cognitive Behavioral Therapy (TF_CBT)

Professional References

Rachel Thorpe, LICSW
Sarasota, Florida
(401) 595-7604

Pamela O'Neill, LICSW
Rockland, MA
(978) 424-6058

Peter Loss, LSW
East Lyme, CT
(401) 578-3477

Tammy David, East Providence Police Department
East Providence, RI
(401) 480-2986

Victoria Ramos

Town of Bristol | Generated 6/15/2023 @ 8:33 am by OnBoard2 - Powered by ClerkBase

G4E

Status

Name

Victoria Ramos

Application Date

6/14/2023

Expiration Date

6/14/2025

Status

Received

Board	Vacancies	Status
Juvenile Hearing Board	0	Pending

Basic Information

Name

Victoria Ramos

Resume File

[View / Download](#)

I would like to be appointed to the position because:

My job as a Career Education Coach requires me to work with Rhode Island's at risk youth, many of whom have been involved with the juvenile justice system.

My education, in conjunction with my current professional experience, has also given me the knowledge needed in order to understand terms and processes related to juvenile justice.

I am also a strong advocate for serving at-risk youth.

Contact Information

Address

47 Wapping Drive
Bristol, RI 02809

Resident

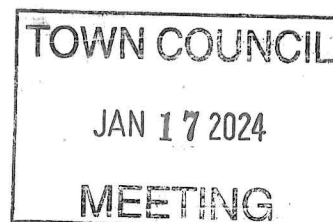
Yes

Phone

Email

Occupation

City Employee



VICTORIA RAMOS

Bristol, RI 02809

EDUCATION

Roger Williams University, Bristol, RI

May 2019

Bachelor of Arts, Psychology

Minor in Criminal Justice; Concentration in Visual Arts Studies:

Photography

- *magna cum laude* (Cumulative GPA: 3.7)
- Dean's List, Honor Society

Sept. 2015 - May 2019

RELEVANT PROFESSIONAL EXPERIENCE

Career-Education Coach, Foster Forward

Oct. 2022 - Present

East Providence, RI

- Facilitates Works Wonders training sessions to Rhode Island's at-risk youth and young adults, ages 14 to 26
- Connects youth to meaningful work experiences with local community partners
- Works collaboratively with co-workers, youth's family, DCYF, school personnel, Probation Officers, etc. to ensure success of all youth
- Assists youth with working through barriers to their employment/education plan
- Uses strong organizational skills to keep written and online records regarding youth's participation in the program
- Participates in bi-weekly team meetings and various professional development trainings

Title I Literacy Paraprofessional, Thomas Willett Elementary School

Oct. 2021 - June 2022

Attleboro, MA

- Conducted daily small group instruction for qualifying Title I students
- Utilized SIPPS program to develop lessons based on group's phonological ability
- Effectively collaborated with classroom teachers and other school staff
- Remained sensitive to the diverse backgrounds of students
- Applied classroom management skills to ensure students are focused
- Conducted conferences with parents/guardians of students
- Administered and scored benchmark academic testing

Title I Grade 3 Tutor, Thomas Willett Elementary School

Jan. 2022 - April 2022

Attleboro, MA

- Designed and led four after-school tutoring sessions per week
- Created an environment where students are excited to learn and read
- Maintained open and constant communication with parents/guardians
- Applied classroom management skills to ensure students are engaged
- Encouraged students to participate in group discussions

Camp Counselor, Attleboro-Norton YMCA Camp Finberg

June 2021- Sept. 2021

Norton, MA

- Created a safe, inclusive, nurturing, welcoming, and engaging camp environment
- Remained sensitive to campers of diverse backgrounds and campers with disabilities
- Utilized conflict resolution skills to de-escalate situations involving a camper or multiple campers
- Maintained open and professional communication between campers, staff, and families
- Designed and led daily swim lessons consistent with groups' swimming abilities
- Encouraged campers and staff to achieve their highest potential

Academic Support Specialist, Attleboro YMCA Scholastic Support Center
Attleboro, MA

Sept. 2020 - April 2021

- Provided one-on-one academic, technical, and emotional support to diverse group of youth
- Upheld strong dedication to academic success of students
- Ensured that students completed all assignments and attended all online meetings
- Maintained thorough, frequent communication with parents of students
- Developed and preserved collaborative relationships with co-workers and students' teachers
- Created a positive, fun, and stimulating learning environment
- Motivated students to want to be academically successful

Classroom Volunteer, Young Woods Elementary School
Providence, RI

Sept. 2017 - June 2018

- Communicated and worked with diverse, underserved, low-income youth
- Stimulated students' creativity and learning by leading comprehension based games and activities
- Assessed students' personal academic growth in subjects such as reading
- Assisted students with math and reading assignments and personal projects
- Ensured that students remained focused and completed all academic tasks
- Developed further understanding of child policies within urban school systems

ADDITIONAL EXPERIENCE

Student Assistant in University Archives, Roger Williams University
Bristol, RI

Sept. 2015 - June 2019

- Maintained updated records of archive inventory using Microsoft Excel and Office
- Utilized well established organizational skills to separate and file university documents and artifacts
- Created new filing system for University Archives
- Photographed library events and various historical documents and artifacts
- Applied Adobe Lightroom and Photoshop skills to photographed/scanned images
- Worked collaboratively with lead archivist on projects and exhibits

Research Intern, Bradley Hasbro Children's Research Center
Providence, RI

Jan. - July 2018

- Thoroughly examined participant diagnostic data and entered into online RedCap system
- Adhered to strict confidentiality guidelines
- Transcribed and entered participant data into Microsoft Excel spreadsheet and other databases
- Reviewed and updated participant consent forms
- Researched and analyzed scientific literature that would be applicable for literature reviews
- Attended weekly staff meetings to discuss research, data collection and entry, and participant recruitment

TECHNICAL SKILLS

Software: Adobe (Photoshop, Lightroom, and Premiere)

Computer: Microsoft Office (Word, PowerPoint, Excel, and Outlook), Google Drive (Docs, Slides, Sheets, and Gmail), Google Classroom, Mac and PC operating systems

Social: Instagram, Twitter, Facebook, YouTube

CERTIFICATIONS AND TRAININGS:

LGBTQ+ 101 Training

Youth Pride, June 2023

Motivational Interviewing Training I: Foundations, First Steps, and Feeling Confident

House of CODAC, May 2023

Youth Mental Health First Aid

National Council for Wellbeing, January 2023

Expires: January 2026

Adult and Pediatric CPR, AED, First Aid

American Red Cross, June 2021

Expires: June 2023

Mr Scott Aksamit

Town of Bristol | Generated 11/29/2023 @ 9:37 am by OnBoard2 - Powered by ClerkBase

G4F

Status

Name Mr Scott Aksamit

Application Date 11/10/2023

Expiration Date 11/10/2025

Board Member Scott Aksamit

Status Validated


Board	Vacancies	Status
Juvenile Hearing Board	0	Pending

Basic Information

Name
Mr Scott Aksamit

I would like to be appointed to the position because:

I was a troubled teen, my mentor helped me shift my beliefs and turned my life around. I have a passion for helping kids get a second chance and turn things around.

Resume File Download**Cover Letter File** Download

Contact Information

Address
27 Cole Street
Bristol, RI 02809

Resident

Yes

Email**Phone**

Occupation

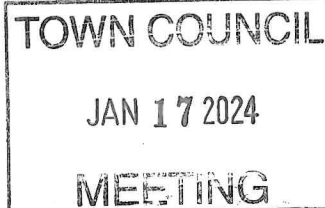
Yes, I am a city employee

No

Professional Licenses

I'm a certified martial arts instructor, 8th degree black belt

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Scott Aksamit 27 Cole Street Bristol RI

Attention: Juvenile Review Board Cover Letter

"To Whom It May Concern,"

I am writing to express my strong interest in serving as a member of the Bristol Juvenile Review Board. With a deep commitment to promoting the well-being of our community's youth and a background in teaching kids for over 30 years, I am excited about the opportunity to contribute my skills and dedication to this important role.

I am passionate about making a positive impact on the lives of young people in our community. I was a troubled teen and a mentor help me turn my life around. I am eager to collaborate with the Bristol Juvenile Review Board to ensure that each child receives the support, guidance, and opportunities they need to thrive.

My background as a martial arts instructor, parental coach and professional mentor equips me with the knowledge and abilities required to make informed decisions on behalf of juveniles and their families. I am committed to upholding the principles of fairness, justice, and rehabilitation while considering the unique circumstances and needs of each individual.

I am excited about the prospect of working collaboratively with fellow board members, professionals, and community stakeholders to ensure that our juvenile justice system is both effective and compassionate. I am dedicated to actively participating in board meetings, engaging in thorough case reviews, and providing recommendations that prioritize the best interests of the juveniles involved.

In conclusion, I am enthusiastic about the opportunity to serve on Bristol's Juvenile Review Board and contribute to the betterment of our community. I look forward to the chance to discuss how my skills, experiences, and commitment align with the board's mission in more detail.

Thank you for considering my application. I would welcome the opportunity to further discuss my qualifications and aspirations in an interview. Please feel free to reach me at 720-281-8930 or info@emotionalselfdefenseacademy.com to schedule a meeting.

Sincerely,

Scott Aksamit

Objective:

Highly experienced and dedicated Martial Arts Instructor with 32 years of expertise in martial arts education, mentorship and business management. Seeking opportunities to leverage my extensive background in martial arts instruction, leadership, and entrepreneurship to contribute to a dynamic organization or educational institution.

Professional Experience:**Founder and CEO**

Competitive Edge Martial Arts, Centennial CO, Simsbury CT

Emotional Self Defense Academy, Bristol RI

1991 - Present

- Established and managed Martial Arts Institute, a successful martial arts school serving the Canton CT community for over 13 years.
- Developed comprehensive martial arts curricula catering to students of all ages and skill levels, fostering discipline, self-confidence, and physical fitness.
- Conducted martial arts classes, workshops, and seminars, promoting a safe and inclusive learning environment.
- Mentored and trained numerous martial arts instructors, some of whom have achieved regional and world championships.
- Spearheaded marketing and promotional strategies resulting in consistent enrollment growth and increased community engagement.
- Managed administrative functions, including budgeting, staff supervision, and facility maintenance.
- Actively participated in community events and partnerships to promote martial arts and its positive impact on individuals and society.
- Actively provided parent coaching to assist parents in making behavior changes at home

Education:

8th Degree Black Belt

2023

Black Belt Schools International

Skills:

- Martial Arts Instruction
- Curriculum Development
- Student Progress Assessment
- Staff Training and Management
- Business Development and Management and Mentorship
- Marketing and Promotion
- Community Engagement
- Event Coordination
- Budgeting and Financial Management

Additional Information: I was a troubled teen until a mentor helped me turn my life around. He recommended read personal development material and started me on a book a month habit. I have devoured hundreds of books on personal and professional development. Then directly applied what I learned in the real world of business and raising a family.

Mark Rhynard

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Status

Name Mark Rhynard

Application Date 12/28/2023

Expiration Date 12/28/2025

Board Member Mark Rhynard

Status Validated

Board	Vacancies	Status
Juvenile Hearing Board	3	Pending

Basic Information

Name
Mark Rhynard

I would like to be appointed to the position because:

I would like to dedicate my time and experience, supporting youth and our community.

Resume File

 Download

Contact Information

Address
23 Rosedale
Bristol, RI 02885

Resident
No

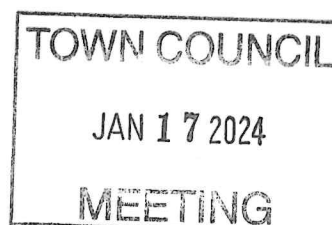
Email

Phone

Occupation

Yes, I am a city employee
No

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Mark Rhynard

Bristol, RI, 02809

EDUCATION

Bachelor's Degree
Arts in Sociology
Rhode Island College
Providence, RI
May 2003

Dean College
Franklin, MA
1996-1997

CERTIFICATIONS

Fundamentals of Coaching (Active)
RI State Coaching (Active)
Concussion in Sports (Active)
Strength & Conditioning (Active)
Coaching Adapted Sports (Active)
AHA CPR/BLS Certification (Active)
CPI Certification (Active)

EXPERTISE

Leadership & Training
Planning & Forecasting
Time Management
Attention to Detail

PROFESSIONAL PROFILE

Highly motivated, caring individual with 20 years of experience working with diverse adolescents in both a school and congregate setting. In those 20 years, I spent 15 years in a managerial role overseeing, educating & guiding staff to help adapt & provide the best optimal outcome for behavioral adolescents. I possess exceptional leadership qualities, and have experience in programmatic operations, staff training & supervision, and crisis management.

WORK EXPERIENCE

Residential Director

Chamberlin International School (2023-Present)

- Managing a dynamic residential program for 50 special needs adolescents ages 11-22.
- Oversees a team of over 40 employees, 5 program supervisors, and 7 house managers.
- Collaborates and works within a multi-disciplinary treatment team to provide therapeutic programming for students in a 24-hour-per day program

Anchor Athletics within PACE Program

Bristol/Warren Regional School District (2008-2022)

- Developed and lead an in school & after school fitness program for all students within the program & throughout the entire school population to encourage integration and promote a healthier lifestyle for all students.

Assistant Varsity Football Coach

Head Junior Varsity Football Coach

Assistant Indoor Girls Track Coach

Assistant Spring Male Track Coach

Head Coach & Trainer of Anchor Athletics After School Program

Owner/Founder

Anchor Health & Performance (2014-)

- Owner/Head Trainer of a health & fitness facility certified through the AFAA
- Certified in Cross training, Obstacle course training & Interval training

Program Director

North American Family Institute (2005-2017)

- Responsible for all clinical & programmatic operations throughout the organization including intake, counseling, service planning, fiscal management, record keeping, training & supervision
- Facilitating & organizing crisis intervention & team building training for a diverse group of employees

M.A.S.H Team Director

North American Family Institute (2001-2017)

- Lead a team of twelve highly qualified staff members within Rhode Island, extending to the Mid-Atlantic Region to assist and provide support in a wide range of crisis situations.

Volunteer Work

Youth/High School Football Coach (1999-Current)

Bristol-Warren Gridiron Club (2007-Current)

Rhode Island Warrior Foundation (2016- Current)



Town of Bristol

Board Book Report

Harbor Master

Basic Information

Type	Commission
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Harbor Master	Commission	Gregg	Marsili	9 Etelvina Court	1/20/2024	1/20/2021	Active

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TOWN COUNCIL
JAN 17 2024
MEETING

LEGAL NOTICE

PUBLIC NOTICE

TOWN OF BRISTOL PUBLIC SERVICE APPOINTMENTS

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

***Assistant Harbormasters
*Auxiliary Harbormasters
Bristol 250th Commission
Board of Tenants Affairs
CRMC Representative
Harbor Master
Historic District Commission
North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>. (* Assistant & Auxiliary Harbormasters must apply with Harbor Master directly)

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Harbor Master

Basic Information

Public

Sec. 803. - Harbor department. (a) There shall be a harbor department, the function of which is to coordinate and administer all activities taking place in the harbors and waterways contingent to the coastal shoreline of the Town of Bristol and within the town's boundaries. These functions shall include but not be limited to patrolling of the harbors and waterways, enforcement of federal, state and local laws pertaining to activity on these waters, supervision of all moorings within town boundaries whether private or public, maintenance of all docks, wharfs, piers, marinas, moorings and similar structures owned by the town, maintenance of vessels and vehicles owned by the town to carry out these functions, collection and management of fees for public use of these facilities, and such other functions as may be assigned to the department by the town council.

(b) The director of the harbor department shall be a harbormaster appointed by the town council. The harbormaster shall be appointed from among persons with professional training in the management of municipal harbor activities and with a minimum of five (5) years experience in this field. The duties of the harbormaster shall include but not be limited to the following: (1) To supervise and/or coordinate all functions and activities, as well as personnel and equipment assigned to the department and to maintain complete and accurate records of these activities (2) To report to the town administrator (3) To prepare an annual estimated budget for the department in consultation with the town administrator and to present such to the town administrator in a timely manner (4) If authorized by the town council, to appoint one or more assistant harbormasters and a number of seasonal personnel necessary to carry out the responsibilities of the department.

Composition

1 Harbor Master serving a 3-year term

G5A

Board or Commission: Harbor MasterI, Carey Marsh,
Name (please print)9 Eteluna Ct
Street Address Apt #Bristol RI 02809
City/Town State Zip Code

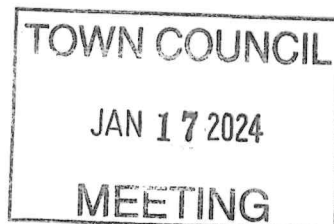
Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone:

Alternate Phone:

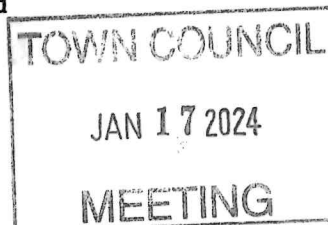
Email Address:

☒ do☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Signature of Applicant

Date Signed

12/12/2025
 2023 DEC 12 AM 10:47
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



Town of Bristol

Board Book Report

Assistant Harbor Master

Basic Information	
Type	Commission
Status	Enabled
Visibility	Public

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Assistant Harbor Master	Commission	Adam	Salinaro	120 Fales Road	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Alan	Leach	25 Pawtucket Avenue	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Charles	Lombardo	9 River Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Daniel	Blount	136 Mt Hope Avenue, Apt 2F	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	David	Guertin	38 Constitution Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	John	Motta	87 Perry Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	John	Perry		1/1/2024	7/13/2023	Active
Assistant Harbor Master	Commission	Louis	Frattarelli	12 Vernon Avenue	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Michael	Mackniak	10 King Philip Avenue	1/1/2024	1/19/2023	Active

TOWN COUNCIL

JAN 17 2024

MEETING

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Assistant Harbor Master	Commission	Michael	Van Vleck	17 Stephen Drive	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Paul	Labonte	22 Casey Drive	1/1/2024	2/9/2023	Active
Assistant Harbor Master	Commission	Richard	Medeiros	8 Herzig Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Robert	D'Angelo	14 Slocum Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Robert	Wardwell	28 Butterworth Avenue	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Samuel	Turner	50 Belvedere Drive	1/1/2024	3/29/2023	Active
Assistant Harbor Master	Commission	Scott	Marino	131 Mulberry Road	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Thomas	Guthlein	15 Elmwood Drive	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	William	Teixeira	48 Walley Street	1/1/2024	1/19/2023	Active
Assistant Harbor Master	Commission	Zachary	Rivers	29 Harrison Street	1/1/2024	1/19/2023	Active

LEGAL NOTICE

PUBLIC NOTICE

TOWN OF BRISTOL PUBLIC SERVICE APPOINTMENTS

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

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*Auxiliary Harbormasters
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Board of Tenants Affairs
CRMC Representative
Harbor Master
Historic District Commission
North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

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By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Assistant Harbor Master

Public

Sec. 8-9. - Qualifications and requirements of harbor department personnel (b)Assistant harbormasters and auxiliary harbormasters (1)All applicants for appointment to assistant harbormaster or auxiliary harbormaster shall be interviewed and evaluated by a screening board of superior officers who shall rate all applicants and shall list them in the numerical order of standing and then be presented to the town council for appointment based on this evaluation (2)A member must be a resident of the town and must never have been convicted of a crime involving moral turpitude (3)A member, at the member's expense, must successfully pass a physical examination (4)A member must be a high school graduate or its equivalent and shall be tested for educational background. (5)All members must attend and successfully complete training to the standards of the Rhode Island Harbormasters Academy.

Composition

1-year term. Must apply with Harbor Master Directly



G6A

Bristol Harbor Master Office

January 4th 2024

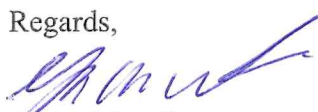
To: Honorable Town Council,

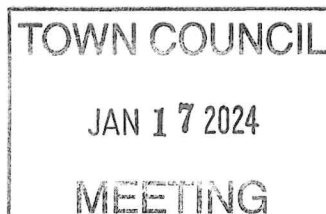
I am recommending the following personal be reappointed to their current position of Part-Time Assistant Harbormaster pending a medical screening showing there are no limitations with their physical ability and eye exam including color vision test and depth perception and providing the Town Clerk has received the required paperwork to be reappointed as an Assistant Harbormaster.

Thomas Guthlein, 15 Elmwood Drive, Bristol RI
 Alan Leach, 25 Pawtucket Ave, Bristol, RI
 Charles Lombardo, 356 High Street, APT #2, Bristol RI
 Scott Marino, 131 Mulberry Rd, Bristol RI
 John Motta, 87 Perry St, Bristol, RI
 Adam Salinaro, 120 Fales Rd, Bristol, RI
 Louis Frattarelli, 12 Vernon Ave, Bristol, RI
 David Guertin, 38 Constitution St, Bristol, RI
 Dan Blount, 136 Mt. Hope Ave, Apt 2f, Bristol, RI
 William Teixeira, 48 Walley Street, Bristol, RI
 Michael Van Vleck, 17 Stephen Dr, Bristol, RI
 Richard S Medeiros, 8 Herzig St, Bristol RI
 Robert Wardwell, 28 Butterworth Ave, Bristol RI
 Robert D'Angelo, 14 Solcum St, Bristol RI
 Zachary Rivers, 29 Harrison St, Bristol RI
 Michael Mackniak, 10 King Phillip Ave, Bristol RI
 John Perry, 47 Roosevelt Dr., Bristol RI
 Paul Labonte, 22 Casey Dr., Bristol RI
 Samuel Turner, 50 Belvedere Dr, Bristol RI

If you have any questions or concerns I can be reached at 401-253-1700 or email: gmarsili@bristolri.gov.

Regards,


 Gregg Marsili
 Bristol Harbor Master





Town of Bristol

Board Book Report

Auxiliary Harbor Master

Basic Information							
Type	Commission						
Status	Enabled						
Visibility	Public						

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Auxiliary Harbor Master	Commission				1/1/2024		Vacant
Auxiliary Harbor Master	Commission				1/1/2024		Vacant
Auxiliary Harbor Master	Commission	George	Gatos	55 State Street	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Jonathan	Medeiros	8 Herzig Street	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Justin	Charest	7 Etelvina Ct	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Matthew	DeWolf	16 Ridge Road	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Melissa	(Benevides) Vance	46 Roma St	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Nicholas	Simeone	42 Roosevelt Drive	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Patrick	Guthlein	15 Elmwood Drive	1/1/2024	1/19/2023	Active

TOWN COUNCIL
JAN 17 2024
MEETING

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Auxiliary Harbor Master	Commission	Paul	Padula	13 Hattie Brown Lane	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Ryan	Medeiros	34 Basswood Drive	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Seth	Alix	1 Curtis Drive	1/1/2024	1/19/2023	Active
Auxiliary Harbor Master	Commission	Stephen	Serbst	7 Basswood Drive	1/1/2024	1/19/2023	Active

LEGAL NOTICE

PUBLIC NOTICE

TOWN OF BRISTOL PUBLIC SERVICE APPOINTMENTS

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CRMC Representative
Harbor Master
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North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>. (* Assistant & Auxiliary Harbormasters must apply with Harbor Master directly)

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Auxiliary Harbor Master

Basic Information

Public

(b) Assistant harbormasters and auxiliary harbormasters. (1) All applicants for appointment to assistant harbormaster or auxiliary harbormaster shall be interviewed and evaluated by a screening board of superior officers who shall rate all applicants and shall list them in the numerical order of standing and then be presented to the town council for appointment based on this evaluation. (2) A member must be a resident of the town and must never have been convicted of a crime involving moral turpitude. (3) A member, at the member's expense, must successfully pass a physical examination. (4) A member must be a high school graduate or its equivalent and shall be tested for educational background. (5) All members must attend and successfully complete training to the standards of the Rhode Island Harbormasters Academy.

Composition

1 year term(s)

*Must Apply with the Harbor Master Directly



G7A

Bristol Harbor Master Office

January 4, 2024

To: Honorable Town Council,

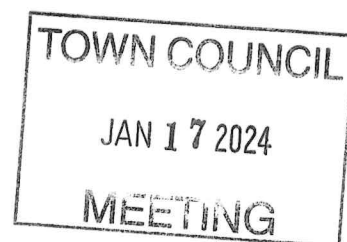
I am recommending the following personal be reappointed to their current position of Part-Time Auxiliary Harbormaster pending a medical screening showing there are no limitations with their physical ability and eye exam including color vision test and depth perception and providing the Town Clerk has received the required paperwork to be reappointed as an Auxiliary Harbormaster.

Seth Alix, 1 Curtis Drive, Bristol RI
Matthew Dewolf, 16 Ridge Road Bristol, RI
George Gatos, 55 State Street, Bristol RI
Patrick Guthlein, 15 Elmwood Drive, Bristol RI
Jonathan S. Medeiros, 8 Herzig St, Bristol RI
Ryan A. Medeiros 34 Basswood Drive, Bristol RI
Justin Charest, 7 Etelvina CT, Bristol, RI
Melissa (Benevides) Vance, 46 Roma St, Bristol, RI
Paul Padula, 13 Hattie Brown Lane, Bristol, RI
Nicholas Simeone, 42 Roosevelt Dr, Bristol, RI
Stephen Serbst, 7 Basswood Dr, Bristol, RI

If you have any questions or concerns I can be reached at 401-253-1700 or email:
gmarsili@bristolri.gov.

Regards,

Gregg Marsili
Bristol Harbor Master





Town of Bristol

Board Book Report

Coastal Resources Management Council (CRMC) Representative

Basic Information	
Type	Commission
Status	Enabled
Visibility	Public

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Coastal Resources Management Council (CRMC) Representative	Commission	John	Troiano	707 Hope Street	1/1/2024	1/19/2023	Active

Generated 12/20/2023, 9:43:36 AM

TOWN COUNCIL

JAN 17 2024

MEETING

LEGAL NOTICE

PUBLIC NOTICE

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North & East Burial Grounds Commission
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Tree Warden**

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By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Coastal Resources Management Council (CRMC) Representative

Basic Information

Public

The Coastal Resources Management Council (CRMC) is an independent state regulatory agency composed of ten members in accordance with R.I. General Laws § 46-23-2. Members of the Council are appointed by the Governor for terms of three years. The CRMC's enabling legislation requires that representation include members from coastal communities; state and local government officials, the general public, and the director of the Department of Environmental Management, who serves ex officio. When contested cases are heard, the Council must include a representative from the community involved when no CRMC member is from that town.

Composition

1 member, 1-year term

G8A

Board or Commission: CRMCI, JOHN B. TROIANOth
Name (please print)

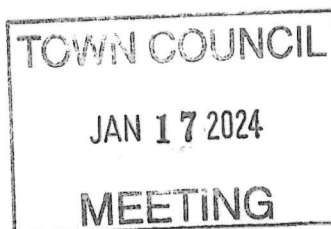
707 HOPKINS
Street Address Apt #
BRISTOL RI 02809
City/Town State Zip Code

Same
Mailing Address (if different than above) Apt #
City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:



☒ do
☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Signature of Applicant

Date Signed

12/17/2023

2023 DEC 26 PM 1:54

TOWN CLERK'S OFFICE
BRISTOL, RI 02809



Town of Bristol

Board Book Report

Special Constables, Private Investigators, Matrons & Retiree Officers

Basic Information	
Type	Board
Status	Enabled
Visibility	Hidden

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables, Private Investigators, Matrons & Retiree Officers	Board				1/1/2024		Vacant
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	A.	Martins	50 Naomi Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Aaron	Ley	15 Birchwood Drive	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Antonio	Teixeira	21 Cottage Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Armand	Pereira	72 Kingswood Road	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Charles	Camara	17 Dixon Avenue	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Charles	Galligan	83 Fales Road	1/1/2024	1/19/2023	Active

TOWN COUNCIL
JAN 17 2024
MEETING

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Christopher	Moy	49 Long Hwy.	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Gregory	Ursini	40 Kingswood Road	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Isidro	Cabral	3 Betsy Drive	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	James	Annis	8 Kingswood Road	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	John	Ferreira	67 Wapping Dr.	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	June	Speakman	54 Seymour St.	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Keith	Martin	5 Clinton Drive	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Leonard	Russo	101 Dewey Ave	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Mary	Parella	249 High Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Melissa	Cordeiro	715 Hope Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Natalie	Carroll	1171 Hope Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Nathan	Calouro	17 Fesser Avenue	1/1/2024	1/19/2023	Active

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Raymond	Falcoa	55 Brooks Farm Drive	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Richard	Sousa	10 Sousa Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Robert	Defusco	12 Lee St.	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Robert	Millard	7 Carol Avenue	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Steven	Calenda	20 Parker Ave.	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Steven	Contente	6 Betsy Drive	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Susan	Donovan	2 Rego Avenue	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Timothy	Sweeney	82 Church Street	1/1/2024	1/19/2023	Active
Special Constables, Private Investigators, Matrons & Retiree Officers	Board	Veronica	Ramos	11 Broadcommon Road	1/1/2024	1/19/2023	Active



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: 12-04-2023

PETITION DESCRIPTION:

Special Constables, Private Investigators, Matrons & Retiree Officers-2024

PERSON/S FILING PETITION:

☒ LICENSE RENEWAL ☐ NEW PETITION

REVIEW:

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

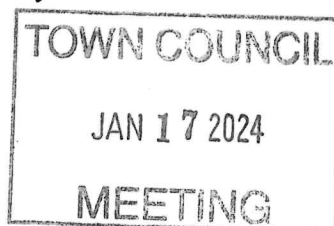
NOTES:

We conducted a background check of all applicants listed and found no disqualifying data for renewals. Please add the following retirees to our list:

Kevin Moran
Adam Clifford

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024



*Concurs
the intent*
STEVEN CONTENTE
Town Administrator

2024 JAN 11 AM 10:39
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



Town of Bristol

Board Book Report

Special Constables /Fire-Police

Basic Information	
Type	Commission
Status	Enabled
Visibility	Hidden

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables /Fire-Police	Commission	Anthony	Sousa	51 Tilbury Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Aristotle	Gatos	55 State Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Brett	Mancieri	14 Broad Common Road	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Daniel	Cheatom		1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	David	Benevides	46 Roma Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Gary	Geoffroy	31 Sherman Avenue	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	James	Medeiros	43 Rosedale Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	James	Moreira	4 Proto Lane	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	James	Russo	16 Sweeney Lane	1/1/2024	1/19/2023	Active

TOWN COUNCIL

JAN 17 2024

MEETING

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables /Fire-Police	Commission	James	Sylvester	1224 Hope Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	John	Black	4 Barbara Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	John	Cairrao	8 Colt Avenue	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Joseph	DaRosa	35 Opechee Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Kenneth	Altice	6 Fort Hill Road	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Mark	Medeiros	15 Annawamscutt Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Michael	Hoffman	316 State Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Nelson	Luis	10 Malden Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Octavio	Vieira	23 Roosevelt Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Paul	Drolet	38 Greenway Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Paul	Vollaro	3 Jefferson Lane	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Richard	Ferreira	43 Fatima Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Richard	Marshall	20 San Miguel Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Richard	Sanford	24 Baker Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Robert	Holt	12 Constitution Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Russell	O'Connell	1382 Hope Street	1/1/2024	1/19/2023	Active

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Special Constables /Fire-Police	Commission	Stephen	Grimo	31 River Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Thomas	Prezioso	24 Cottage Street	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Timothy	Foley	6 Stephen Drive	1/1/2024	1/19/2023	Active
Special Constables /Fire-Police	Commission	Walter	Munro	43 King Philip Avenue	1/1/2024	1/19/2023	Active



**Bristol Fire
Department**

G10A

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: December 5, 2023
Re: Fire-Police Recommendation, January 17 Council Meeting

Please accept the attached list of personnel for consideration to be appointed as Special Constable Fire-Police for the calendar year 2024.

CONCUN
Steven Contente
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING

2024-2025 SPECIAL CONSTABLES/FIRE POLICE					
LAST NAME	FIRST NAME	ADDRESS	LAST	APPOINTMENT	TERM
			APPOINTMENT	AFFIRMED	EXPIRES
Altice	Kenneth	6 Fort Hill Road	01/19/23		1/1/2024
Benevides	David	46 Roma Street	01/19/23		1/1/2024
Black	John	4 Barbara Drive	01/19/23		1/1/2024
Cairrao	John	8 Colt Avenue	01/19/23		1/1/2024
Cheatom	Daniel	22 Sowams Drive	01/19/23		1/1/2024
DaRosa	Joseph	35 Opechee Drive	01/19/23		1/1/2024
Drolet	Paul	38 Greenway Drive	01/19/23		1/1/2024
Ferreira	Richard	43 Fatima Drive	01/19/23		1/1/2024
Foley	Timothy	6 Stephen Drive	01/19/23		1/1/2024
Grimo	Stephen	31 River Street	01/19/23		1/1/2024
Gatos	Aristotle	55 State Street	01/19/23		1/1/2024
Geoffroy	Gary	31 Sherman Avenue	01/19/23		1/1/2024
Hoffman	Michael	316 State Street	01/19/23		1/1/2024
Holt	Robert	12 Constitution Street	01/19/23		1/1/2024
Luis	Nelson	10 Malden Street	01/19/23		1/1/2024
Mancieri	Brett	14 Broad Common Road	01/19/23		1/1/2024
Marshall	Richard	20 San Miguel Drive	01/19/23		1/1/2024
Martin	Robert	10 Saint Anna Avenue			
Medeiros	James	43 Rosedale Drive	01/19/23		1/1/2024
Medeiros	Mark	15 Annawamscutt drive	01/19/23		1/1/2024
Moreira	James	4 Proto Lane	01/19/23		1/1/2024
Munro	Walter	43 King Phillip Avenue	01/19/23		1/1/2024
O'Connell	Russell	1382 Hope Street	01/19/23		1/1/2024
Prezioso	Thomas	24 Cottage Street	01/19/23		1/1/2024
Sanford	Richard	24 Baker Street	01/19/23		1/1/2024
Sousa	Anthony	51 Tilbury Drive	01/19/23		1/1/2024
Sylvester	James	1224 Hope Street	01/19/23		1/1/2024
Russo	James	16 Sweeney Lane	01/19/23		1/1/2024
Vieira	Octavio	23 Roosevelt Drive	01/19/23		1/1/2024
Vollaro, Sr	Paul	3 Jefferson Lane	01/19/23		1/1/2024

Board of Tenants' Affairs

Basic Information

Public

There shall be a housing authority, which shall function within the Department of community development and shall perform the duties and exercise the powers of such authority under the laws of the United States, the laws of the state, and relevant ordinances of the town. The members of said authority shall be selected in accordance with applicable provisions of state law. Persons appointed to the housing authority shall hold no other office in the service of the town.

Composition

4 members, 2-year terms.

*Must be a tenant of the Benjamin Church Manor. *



Town of Bristol

Board Book Report

Board of Tenants' Affairs

Basic Information	
Type	Board
Status	Enabled
Visibility	Public

Board Seats							
Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Board of Tenants' Affairs	Board	Donald	Luminello	1014 Hope Street, Apt G4	1/1/2025	1/19/2023	Active
Board of Tenants' Affairs	Board	Linda	Heroux	1014 Hope Street	1/1/2024	1/1/2022	Active
Board of Tenants' Affairs	Board	Paula	Ferreira	1014 Hope Street Apt X3	1/1/2025	2/9/2023	Active
Board of Tenants' Affairs	Board	Richard	Hunter	1014 Hope Street, Apt E6	1/1/2024	1/1/2022	Active

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TOWN COUNCIL

JAN 17 2024

MEETING

LEGAL NOTICE**PUBLIC NOTICE****TOWN OF BRISTOL
PUBLIC SERVICE APPOINTMENTS**

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

***Assistant Harbormasters
*Auxiliary Harbormasters
Bristol 250th Commission
Board of Tenants Affairs
CRMC Representative
Harbor Master
Historic District Commission
North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>. (* Assistant & Auxiliary Harbormasters must apply with Harbor Master directly)

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

G11A

Board or Commission: Board of Tenants Affair

I, Linda J. Heroux,
Name (please print)

1014 Hope St. AA-3
Street Address Apt #
BRISTOL RI 02809
City/Town State Zip Code

SAME
Mailing Address (if different than above) Apt #
SAME
City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:

TOWN COUNCIL
JAN 17 2024
MEETING

☒ do

☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Linda J. Heroux
Signature of Applicant

12/7/23
Date Signed

TOWN COUNCIL
JAN 17 2024
MEETING

2023 DEC 12 PM 1:33

TOWN CLERK'S OFFICE
ESTIC, PHOT & AD

Status

Name Donna M Falcoa
Application Date 1/10/2024
Expiration Date 1/10/2026
Status Received

Board	Vacancies	Status
Board of Tenants' Affairs	2	Pending

Basic Information

Name
Donna M Falcoa
I would like to be appointed to the position because:
I am interested in serving on the Board as the liasion between the Board and the residents of Benjamin Church Manor.

Resume File

 [Download](#)

Cover Letter File

 [Download](#)

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Contact Information

Address
1014 Hope Street
Apt. S-5
Bristol, RI 0280902809

Resident

Yes

Email

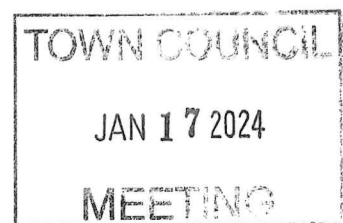
donna12655@gmail.com

Phone

14013397410

Occupation

Yes, I am a city employee
No



Donna M. Falcoa
1014 Hope Street, Apt. S5
Bristol, RI 02809

January 10, 2024

Town of Bristol
Town Clerk's Office
10 Court Street
Bristol, RI 02809

Re: Open Position on Board of Tenants' Affairs

To Whom It May Concern:

I am interested in the tenant's position on the Board of Tenants' Affairs. I am a resident of Benjamin Church Manor. I am interested in serving on this Board as the liaison between the Board and the residents of Benjamin Church Manor. My husband and I just recently moved to Benjamin Church Manor (in June of 2023) and it was the best move we could have made.

As you can see from my resume, I have a great deal of experience as a member and officer of many organizations in the Town of Bristol. I have been retired since March of 2021 and have the time to commit to this position.

Please contact me if you have any questions. I look forward to hearing from you.

Sincerely,

Donna M. Falcoa

RESUME

Donna M. Falcoa
1014 Hope Street, Apt. S-5
Bristol, RI 02809

Telephone: (401) 339-7410
Email: donna12655@gmail.com

OBJECTIVE:

I am looking for a challenging volunteer position where I can utilize my talent and knowledge.

PROFESSIONAL SUMMARY:

I was a dedicated and focused administrative assistant who excelled at prioritizing and multi-tasking simultaneously. I was committed to delivering high quality results with little supervision. I was very organized and professional.

EDUCATION:

A.S. – Secretarial Sciences: May 1975
Johnson & Wales College, Providence, RI

WORK EXPERIENCE:

July 1980 to March 2021

Hinckley, Allen & Snyder, Providence, RI
Legal Administrative Assistant
Assisted attorneys in the Litigation Practice Group

LIFE EXPERIENCE:

Member and Past President of the Ladies Auxiliary of the Bristol Fire Department

Member of the Bristol County Lodge of Elks #1860

Past Member and Past Chairman of the Bristol Christmas Festival Committee

Member and Past General Chairman of the Bristol Fourth of July Committee

Member of the Benjamin Church Manor Tenants' Association

G11B

Board or Commission: Board of Tenant's Affairs

I, Richard W. Hunter,
Name (please print)

1014 Hope St. Apt #6
Street Address Apt #

Bristol RI 02809
City/Town State Zip Code

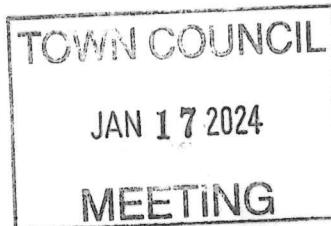
Same
Mailing Address (if different than above) Apt #

Same
City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:



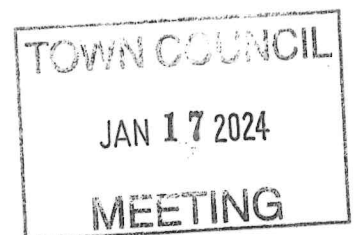
☒ do

☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Richard W. Hunter
Signature of Applicant

12-12-23
Date Signed



2023 DEC 12 PM 1:33

TOWN CLERK'S OFFICE
EMILY HOFFMAN



Town of Bristol

Board Book Report

OnBoardG

Item G12.

North & East Burial Grounds Commission

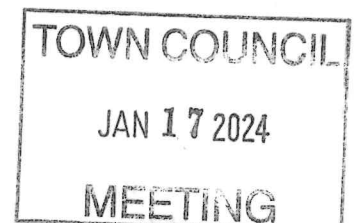
Basic Information

Type	Commission
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
North & East Burial Grounds Commission	Commission	Charles	Cavalconte	88 Church Street	1/1/2025	1/1/2020	Active
North & East Burial Grounds Commission	Commission	Edward	Carusi	64 Mt Hope Avenue	1/1/2026	1/1/2021	Active
North & East Burial Grounds Commission	Commission	James	Riccio	56 Franklin Street	1/1/2026	1/1/2021	Active
North & East Burial Grounds Commission	Commission	Joshua	Cabral	192 Wood Street	1/1/2028	1/19/2023	Active
North & East Burial Grounds Commission	Commission	Kathleen	Moran	87 Hopeworth Avenue	1/1/2024	11/2/2022	Active
North & East Burial Grounds Commission	Commission	Susan	Church	29 Garfield Avenue	1/1/2025	1/1/2020	Active

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LEGAL NOTICE

PUBLIC NOTICE

TOWN OF BRISTOL PUBLIC SERVICE APPOINTMENTS

The public is being notified that the Honorable Town Council desires to seek applications from among the citizens of Bristol to fill appointments for the following current service:

***Assistant Harbormasters
*Auxiliary Harbormasters
Bristol 250th Commission
Board of Tenants Affairs
CRMC Representative
Harbor Master
Historic District Commission
North & East Burial Grounds Commission
Post-Retirement Benefits Fund Board of
Trustees
Recreation Board
Tree Warden**

Applications and resumes can be submitted to the Town Clerk's office. You may also apply to volunteer to serve on one of our many boards, commissions, or committees in person, by mail at 10 Court Street, Bristol, or by visiting <https://onboard.bristolri.gov>. (* Assistant & Auxiliary Harbormasters must apply with Harbor Master directly)

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

January 4, 2024

Board or Commission: North & East Burial **G12A**
Grounds Commission

I, KATHLEEN J. MORAN
 Name (please print)

87 Hopeworth AVE
 Street Address Apt #

BRISTOL RI 02809
 City/Town State Zip Code

Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:

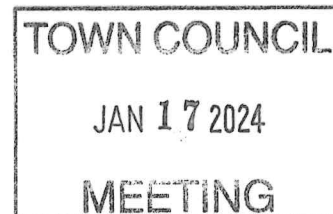
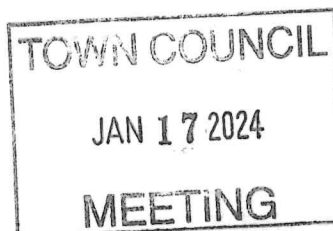
☒ do

☐ do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Kathleen Moran
 Signature of Applicant

12-8-23
 Date Signed



Jennifer R Ouellette

Town of Bristol | Generated 1/5/2024 @ 10:26 am by OnBoard2 - Powered by ClerkBase

G12B

Status

Name Jennifer R Ouellette

Application Date 7/26/2023

Expiration Date 7/26/2025

Board Member Jennifer R Ouellette

Status Validated

Board	Vacancies	Status
North & East Burial Grounds Commission	1	Pending

Basic Information

Name
Jennifer R Ouellette

I would like to be appointed to the position because:

I have always had an interest in the history and natural beauty of cemeteries. As my children become older I am interested in different volunteer opportunities in the community.

Resume File

 Download

Contact Information

Address
4 Evangeline Ct.
Bristol, RI 02809

Resident
Yes

Email

Phone

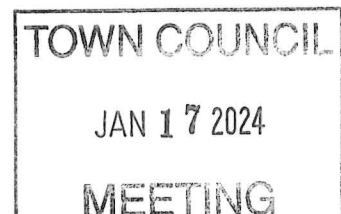
Cell Phone

Occupation

Yes, I am a city employee
No

Professional Licenses

RN state of RI
Nurse Practitioner state of RI
Registrations/Certifications



Certified Adult Nurse Practitioner AANC
DEA
RI Controlled Substance Registration
BLS/ACLS Certified

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Jennifer R. Ouellette, DNP, ANP-BC

4 Evangeline Court
Bristol, RI 02809

Education

2014-2017	University of Massachusetts Dartmouth , North Dartmouth, MA Doctor of Nursing Practice, Nursing
1998-2001	University of Massachusetts Dartmouth , North Dartmouth, MA Master of Science, Nursing
1992-1996	Rhode Island College , Providence, RI Bachelor of Science, Nursing – Summa Cum Laude with Honors

Professional Experience

2009-2015; 2018-Present	Veterans Affairs Medical Center , Providence RI <i>Nurse Practitioner, Liver Transplant Coordinator, GI/Hepatology Section</i>
2015-2018	Veterans Affairs Medical Center , Providence RI <i>Nurse Practitioner, Home Based Primary Care, New Bedford CBOC</i>
2006-2009	Veterans Affairs Medical Center , Providence RI <i>Nurse Practitioner, Primary Care/Women's Health</i>
2003-2006	Veterans Affairs Medical Center , Providence RI <i>Nurse Practitioner, Surgical Section (Orthopedics, Thoracic, Head and Neck, Vascular, General Surgery)</i> <i>Nurse Practitioner, Compensation and Pension</i>
2002-2004	Rhode Island Hospital , Providence RI <i>Associate Director of Patient Care Services</i>
Fall 2001	University of Massachusetts Dartmouth , North Dartmouth, MA <i>Visiting Lecturer – Pathophysiology and Pharmacology</i>
1998-2002	Rhode Island Hospital , Providence RI <i>Staff Nurse, Medical Intensive Care Unit</i>
1997-1998	Rhode Island Hospital , Providence RI <i>Staff Nurse, Surgical Intensive Care Unit</i>
1996-1997	Rhode Island Hospital , Providence RI <i>Staff Nurse, Surgical Intermediate Care Unit</i>

Presentations

July 2017	<p>"The Effect of an Interprofessional Heart Failure Clinical Pathway on Heart Failure Admissions Among Providence Veterans Affairs Medical Center Veterans in the Home Based Primary Care Program: A Quality Improvement Initiative"</p> <p>Quarterly Quality Improvement Meeting for Leadership, PVAMC</p>
March 2017	<p>"The Effect of an Interprofessional Heart Failure Clinical Pathway on Heart Failure Admissions Among Providence Veterans Affairs Medical Center Veterans in the Home Based Primary Care Program: A Quality Improvement Initiative"</p> <p>Cardiology Pathophysiology Rounds, PVAMC</p> <p>Poster Presentation Nursing Scholarship Day, University of Massachusetts at Dartmouth</p>
November 2013	<p>"Hepatocellular Carcinoma"</p> <p>NP Week Lecture Series, PVAMC</p>
July 2013	<p>"Abdominal Pain: History and Physical Exam"</p> <p>APRN Lecture Series, PVAMC</p>
October 2012	<p>"HCV and the Social Worker: Why Do You Care?"</p> <p>Moderator for Hepatitis C and the Social Worker: Opportunities for Engagement</p> <p>PVAMC HUD VASH Social Workers Conference funded by</p> <p>VHA Office of Public Health Field-based QI Collaboration Grant</p>
December 2010	<p>"TBI, PTSD, and MST Screening in the Returning Soldier"</p> <p>Rhode Island Nurse Practitioner Council, Kent Hospital</p>
September 2009	<p>"Care of the Endoscopy Patient"</p> <p>Senior Nursing Students, Rhode Island College</p>
October 2009	<p>"Care of the Patient with End Stage Liver Disease"</p> <p>Senior Nursing Students, Rhode Island College</p>

Committees/Awards/Activities

May 2021	Recipient of PVAMC ICARE Award
April 2021	Deployed with FEMA for Vaccination Efforts to Middletown, RI
September 2020	Recipient of PVAMC ICARE Award
2020-Present	Doctoral Mentor for DNP Student at Rhode Island College
2019-2020	Doctoral Mentor for DNP Student at Salve Reginal University
2018-Present	Member of Nurse Professional Standard Board at PVAMC
2018-2020	Member of Medical Record Committee at PVAMC
January 2017	Clinical Adjunct Preceptor Faculty for NP Students at the University of Massachusetts at Dartmouth

February 2015	Co-Author Chapter 7.2 "Development and Implementation of a Multidisciplinary APRN Managed Colorectal Cancer Surveillance Program" in <u>Realizing the Future of Nursing: VA Nurses Tell Their Story</u>
January 2015	Nurse Practitioner Associate Director of PVAMC Stage II Center of Excellence in Primary Care Education/I-APACT National Grant Proposal
May 2014	Recipient of NNEI Scholarship to pursue DNP studies at the University of Massachusetts at Dartmouth
January 2014	Clinical Adjunct Preceptor Faculty for NP Students at the University of Massachusetts at Dartmouth
May 2012	VA Secretary's Excellence in Nursing Award RN in an Expanded Role
February 2012	Co-Recipient of Office of Public Health Grant Field-based QI Collaboration to Improve Chronic HCV Care
2010-2012	Co-Chair of Advance Practice Nursing Council
2008-2015	Women's Health Advisory Committee Primary Care and Gastroenterology Representative
2004-2006	Surgical Service SIPPS Program Coordinator

Community Activities

2020 to Present	Member of St. Mary of the Bay Parish Warren, RI
2022 to Present	Member of St. Mary of the Bay Parish Women's Ministry Warren, RI
2008-2010; 2016-2020	Sunday School Teacher St. John's Church Barrington, RI
2018-2020	Assistant Troop Leader Pak 6 Boy Scouts Bristol, RI

Jennifer R. Ouellette, DNP, ANP-BC
 4 Evangeline Court, Bristol, RI 02809, (401) 253-7532
 Jennifer.Ouellette2@va.gov



Town of Bristol

Board Book Report

OnBoardGOV

Bristol County Water Authority

Basic Information

Type	Commission
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Bristol County Water Authority	Commission	Georgina	MacDonald	180 Ferry Road	2/6/2025	2/6/2022	Active
Bristol County Water Authority	Commission	Juan	Mariscal	1303 Hope Street	3/11/2026	3/12/2023	Active
Bristol County Water Authority	Commission	Robert	Martin	10 St. Anna Avenue	2/17/2024	2/17/2021	Active

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TOWN COUNCIL
JAN 17 2024
MEETING

Bristol County Water Authority

Basic Information

Public

Joint water authority.

(a) There is hereby created a joint water authority for the towns of Barrington, Warren and Bristol. Such water authority shall be composed of nine members who shall hold office until their successors shall have been appointed and shall have qualified. Three members shall be appointed by each of the town councils of the respective towns

The water authority shall be organized and shall function under, and shall exercise the powers and be subject to the duties and obligations imposed by, the public law of the state adopted March 15, 1945, entitled "An Act authorizing the Creation of One or More Water Authorities by the Towns of Barrington, Warren and Bristol, or Any One or More of the Said Towns." (b) The water authority shall file such written reports on such dates or within such periods as each of the several town councils shall ordain, in furtherance of the joint action hereby undertaken.

Composition

3 (Bristol) members, 3-year terms

G13A

8 Curtis Road
Bristol, Ri 02809
December 15, 2023

To Members of the Bristol Town Council:

Happy Holidays !

Recently, Georgina MacDonald resigned her appointment to the Bristol County Water Authority. Her resignation is effective today, December 15, 2023.

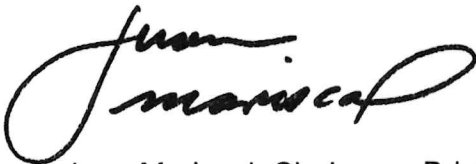
Ms. MacDonald served as a BCWA Board member with distinction and was a continually respected contributor in assisting the Board in its decision-making. Of particular note she provided considerable financial, management and communications expertise to the Board and staff as we defined and implemented the on-going very successful programs and activities of the BCWA.

As you well know, the Bristol County water supply and system operations are complex and expanding. Each year the staff completes numerous improvements to the physical water system and successfully manages large-scale engineering and construction projects throughout the three towns, including work that is proceeding on the new connection to the Pawtucket Water Supply System. These programs and projects are also supported by our financial management and customer services teams which continue to refine our procedures and operations to maximize efficiencies and result in fruitful interactions with our customers. Our finances for our operations and capital improvements are carefully planned and we are well-positioned for the future.

I know the Bristol Town Council members will select a replacement Board member as soon as possible. A member of the community that has expertise in financial and/or organizational management and communications would be a great addition to the board and fill the gap left by Ms MacDonald's resignation.

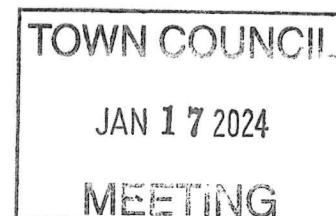
Thank you for the opportunity to serve the Town of Bristol. If you have any questions or need any information, please contact me anytime.

Sincerely



Juan Mariscal, Chairman, Bristol County Water Authority

cc: Melissa Cordeiro, Town Clerk
Steven Contente, Town Administrator



2023 DEC 18 AM 11:05

JOHN CHAIKINS
Bristol, RI 02809



Town of Bristol

Board Book Report



Zoning Board of Review

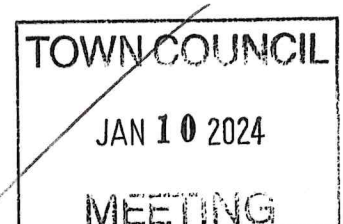
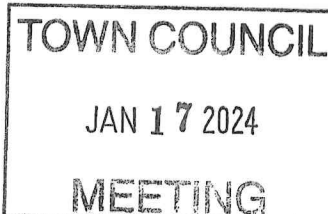
Basic Information

Type	Board
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Zoning Board of Review	Board	1st Alternate	Derek	Tipton	10 Dixon Avenue	3/1/2025	3/1/2023	Active
Zoning Board of Review	Board	2nd Alternate				3/1/2025		Vacant
Zoning Board of Review	Board	Chair	Joseph	Asciola	1220 Hope Street	3/1/2024	3/1/2019	Active
Zoning Board of Review	Board	Member	David	Simoes	5 Echo Farm Drive	3/1/2025	3/1/2020	Active
Zoning Board of Review	Board	Member	Donald	Kern	32 Defiance Avenue	3/1/2024	3/1/2019	Active
Zoning Board of Review	Board	Member	Tony	Brum	1 Laurel Lane	3/1/2027	3/1/2022	Active
Zoning Board of Review	Board	Vice Chair	Charles	Burke	26 Summer Street	3/1/2026	3/1/2021	Active

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Zoning Board of Review

Basic Information

Public

There shall be a zoning board of review, which shall function within the Department of community development and shall perform the duties and exercise the powers of such board under the laws of the state and relevant ordinances of the town. The members of the said board shall be selected in accordance with the applicable provisions of state law, provided, however, that the town council may provide, in accordance with laws now or hereafter in effect, for the appointment of auxiliary members. Persons appointed to the zoning board of review shall hold no other office in the service of the town. (a) At least every five (5) years the director of community development shall review the Zoning Ordinance and map to determine whether any changes are necessary and report his findings to the town administrator for transmission, with the recommendations of the town administrator, to the town council.

Composition

5 members, 5-year terms, 2 alternate members, 2-year terms Persons appointed to the zoning board of review shall hold no other office in the service of the town



TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

MEMORANDUM

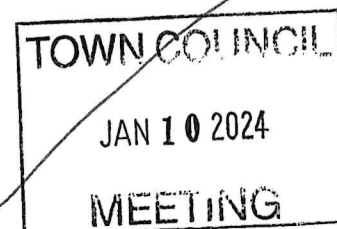
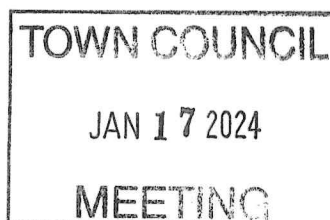
Date: January 3, 2024

To: Honorable Town Council

From: Melissa Cordeiro
COUNCIL CLERK

Re: Bristol Zoning Board of Review- Member Resignation

Please be advised that this office is informed that Derek Tipton is no longer able to serve as a member of the Bristol Zoning Board of Review..



Mr Paul Blasbalg

Town of Bristol | Generated 11/7/2023 @ 8:41 am by OnBoard2 - Powered by ClerkBase

Status

Name Mr Paul Blasbalg

Application Date 5/10/2022

Expiration Date 5/10/2024

Board Member Paul Blasbalg

Status Validated

Board	Vacancies	Status
Zoning Board of Review	0	Pending

Basic Information

Name
Mr Paul Blasbalg

I would like to be appointed to the position because:

I served on the Barrington Zoning Board from 2011 until late last year when I moved to Bristol

Contact Information

Address
60 Dewolf Avenue
Bristol, RI 02809

Resident
Yes

Email

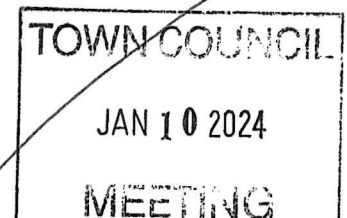
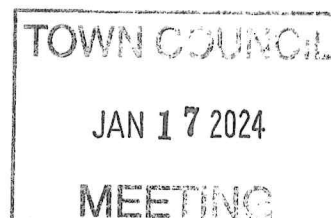
Phone

Cell Phone

Occupation

Yes, I am a city employee
No

Generated 11/7/2023, 8:41:34 AM



George Duarte

Town of Bristol | Generated 12/28/2023 @ 3:50 pm by OnBoard2 - Powered by ClerkBase

Status

Name George Duarte
Application Date 12/28/2023
Expiration Date 12/28/2025
Board Member George Duarte
Status Validated

Board (Rank)	Vacancies	Status
Bristol Planning Board (1)	1	Pending
Zoning Board of Review (2)	0	Pending

Basic Information

Name
George Duarte
I would like to be appointed to the position because:
see attached cover letter

Cover Letter File

 Download

Contact Information

Address
47 Lafayette Dr
Bristol, RI 02809

Resident
No

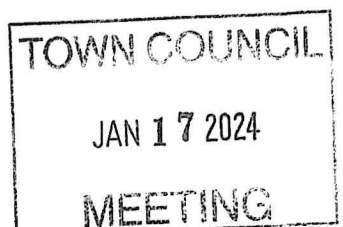
Email

Phone

Occupation

Yes, I am a city employee
No

Generated 12/28/2023, 3:50:27 PM



George D. Duarte, Jr.

47 Lafayette Dr. Bristol. RI 02809

July 25, 2022

Town of Bristol
10 Court Street
Bristol, RI 02809

To: The Honorable Town Council

Having recently learned of the passing of long standing Planning Board member Mr. Jerome Squatrito, I was compelled to contact you with my interest. In hopes of being considered as a member of the Planning Board, I have included a brief outline of my background and qualifications for your review. I believe that I could make a strong addition to the Planning Board and offer the following community and professional highlights to support my candidacy:

Community

- Lifelong Bristol resident
- Past Ambassador East Bay Chamber of Commerce
- Past Treasure Bristol Substance Abuse Task Force
- Past Member Downtown Bristol Merchants Association
- Youth Sports Coach: King Philip Little League, Bristol Youth Soccer & East Bay Pop Warner Football

Professional

- Over 25 years of experience in the Financial Industry
- 15 years specifically with in commercial lending
- Currently responsible for managing 7 Business/Commercial Lenders
- Directly involved with budget, planning, review and disbursements for construction loans
- Review and coordinate environmental due diligence on commercial property
- Review and approve Flood reports on all commercial property

- Review financial projections on commercial property to include NOI, Cap Rate, LTV, ROI, vacancy rates, and expense ratios

Moreover, I possess excellent communication, leadership and negotiation skills. I welcome the opportunity to speak with you at your earliest convenience and thank you for your time and consideration.

Sincerely,

George D. Duarte, Jr

Ms Kimberly Ann Teves

Town of Bristol | Generated 12/4/2023 @ 1:21 pm by OnBoard2 - Powered by ClerkBase

Status

Name Ms Kimberly Ann Teves
Application Date 11/10/2023
Expiration Date 11/10/2025
Board Member Kimberly Ann Teves
Status Validated

Board (Rank)	Vacancies	Status
Bristol Housing Authority (1)	1	Pending
Zoning Board of Review (2)	0	Pending

Basic Information

Name
 Ms Kimberly Ann Teves

I would like to be appointed to the position because:

I feel as though I am ready to be actively involved in our community supporting and advocating with others with the same goal to continue to keep our town one that our citizens respect and find supportive and dedicated to them and the greater good.

Resume File

 Download

Cover Letter File

 Download

Contact Information

Address
 32 Brooks Farm Drive
 Bristol, RI 02809

Resident

Yes

Email

kim@thekimberlygroup.net

Phone

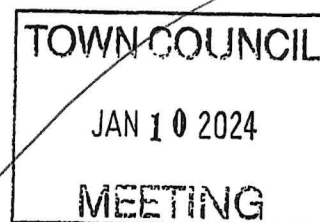
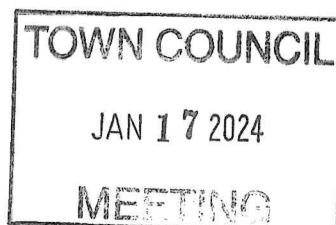
401-996-6799

Occupation

Yes, I am a city employee
 No

Professional Licenses

Real Estate Broker



November 8, 2023

To Whom It May Concern,

I am thankful for your consideration to volunteer on either one of these two boards and have the opportunity to become more involved within my community which I have resided in and raised my children for the past 26 years.

I have been in the Real Estate business for 17 years and during that period of time owned and operated The Kimberly Group which was on Hope Street for 7 of them. I still continue to sell Real Estate while raising my 13 year old, the last of five, and caring for my 22 year old son Ben, who has Down Syndrome and is very active in our town.

I previously worked at Roger Williams University and was the creator of their faculty and staff wellness program called Simply Wellness. I still offer nutrition coaching to a small group of clients as well as teach fitness classes in the community. I find myself having more time to give back now and involve myself more in ways that I have always hoped to. The housing authority would be a great way for me to break into this but am open to any opportunity where as I would be of the best use for and with my experiences.

I look forward to hearing from you and the potential to participate at this level for our community and the future of our children, families and residence.

Sincerely,

Kimberly Teves

Kimberly Ann Teves

Service Area: Rhode Island / South Eastern Massachusetts

Kim Teves, Broker ABR, CDPE, CRS, REO Platinum

kim@thekimberlygroup.net

The Kimberly Group, HomeSmart Professionals

cell 401-996-6799 fax 401- 223-6997

Objective

To provide you and your company with the best possible representation and service you deserve from a listing agent and CDPE.

Service:

Service is what I pride myself on. I offer a full service CDPE division that will provide asset managers and loss mitigation department with direct communication, competency and efficiency regarding the disposition of their Assets. I personally complete all my own BPO's and weekly property visits as well as marketing plans. I am the main contact for all of my properties. You deal with the Realtor that directly represents you not an assistant or employee. The following are just some of the services I provide:

Telephone/email response within 24 hours of referral/assignment

Contact log for tracking

Activity log on all appointments

Showing time accurate show system for all showing

Property Inspection/photos

BPO's if needed

Secure Property if vacant or abandoned

Personal Property Evaluation

Winterization

Accurate Reporting

Trash Out

Utilities

Monthly Status Reports

Aid in the removal of liens

Multiple Listing Service

Market property like any other listing for exposure

Attorney available as needed for any preliminary title work to be done

Summary of Qualifications:

Realtor with extensive experience in single family, multi-family, condominium and commercial property disposition.

Member the #1 group in our area for transactions for 2010, 2009, 2008 and 2007 also ranked the #7 team in the State of Rhode Island in residential sales.

Member of the 100% club and recipient of the Gold award for sales from 2011 to present.

RE/MAX President's Club

Greater Providence Board of Realtors

Circle of Excellence

Accredited Buyer's Representative

Bachelor's in Liberal Arts

Member, Women's Council of Realtors

Equator, REO Platinum Certified

CDPE designation

CRS designation

BNI President 2012- 2013

Goals:

Average less than 30 days on market to procure a buyer.

To average list to sale price to stay within 95-97% of fair market value

24-48 hour turnaround time for additional paperwork requested and or tasks assigned

6 year's experience with use of Equator platform system.

Marketing

Rhode Island Multiple Listing Service

Massachusetts Listing Property Information Network

Extensive Investor and buyer Database

Properties are uploaded to the top 40 Internet Property Showcase Sites

Expanded descriptions and Photo Galleries

References

Paul Laprocina, partner, Lepizzera & Laprocina 401-965-7191

Attorney Paul Silva, 401-253-0230

Kris Cummings, Caliber Home Loans 401-855-5712

Bruce Allen, Re/max Professionals of Newport 401-849-0100

Past client references upon request

Let me go to work for you! I look forward to hearing from you in the near future.

Thank you for your consideration,

Kim Teves

Broker Associate

The Kimberly Group

HomeSmart Professionals



Town of Bristol

Board Book Report

Harbor Commission Advisory Committee

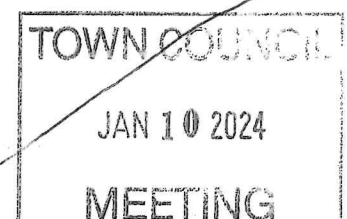
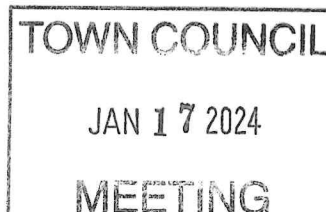
Basic Information

Type	Committee
Status	Enabled
Visibility	Public

Board Seats

Board Name	Board Type	Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Harbor Commission Advisory Committee	Committee	Member				8/1/2026		Vacant
Harbor Commission Advisory Committee	Committee	Member	Bruce	Palumbo	6 Mallory CT	8/1/2025	8/23/2023	Active
Harbor Commission Advisory Committee	Committee	Member	Michael	Tamulaites	51 Everett Avenue	8/1/2026	8/1/2023	Active
Harbor Commission Advisory Committee	Committee	Member	Owen	O'Rourke	41 Fales Road	8/1/2024	8/1/2021	Active
Harbor Commission Advisory Committee	Committee	Member	Pamela	Romano	37 Kingswood Road	8/1/2025	9/22/2022	Active
Harbor Commission Advisory Committee	Committee	Member	Paul	Hebert	80 Duffield Road	8/1/2025	8/1/2022	Active
Harbor Commission Advisory Committee	Committee	Member	Vasco "Skip"	Castro	101 Woodlawn Avenue	8/1/2025	11/2/2022	Active

Generated 12/21/2023, 1:08:22 PM



Harbor Commission Advisory Committee

Basic Information

Public

There is hereby established a harbor commission advisory committee, which shall report to and provide advice and assistance to the town harbor commission regarding policies and regulations to be established with regard to the coastal and harbor waters under the jurisdiction of the town.

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Composition

3-7 members, 3-year term

Harbor Commission Advisory Committee

Basic Information

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Composition

3-7 members, 3-year term

GEORGE S. BURMAN, AIA
Architect

66 Highland Road
Bristol, Rhode Island. 02809

Cell: 617 901 0304

e-mail :burmanarchitects@fullchannel.net
Website : www.burmanarchitects.com

Education: University of Montreal, School of Architecture:
 Bachelor of Architecture, 1968.
 Traveling Fellowship in Architecture & Urban Design,
 Department of Foreign Affairs France
 Canadian Architectural Registration Boards
 US Architectural Registration Examinations
 National Council of Architectural Registration Boards

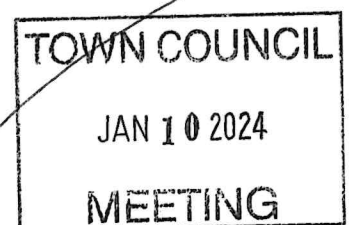
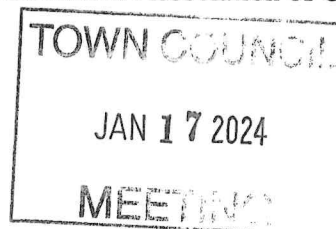
Professional Registrations & Licenses:

Licensed Architect, State of Rhode Island
 Member American Institute of Architects, Rhode Island Chapter
 Licensed in State of Rhode Island

Prior member of :
 Licensed Architect, State of Maine
 Licensed Architect, State of Massachusetts
 Licensed Architect, Quebec Order of Architects
 Ontario Association of Architects
 Newfoundland Association of Architects
 Royal Architectural Institute of Canada
 Nevada State Board of Architecture
 Kentucky State Board Of Architects

Associations & Affiliations :

Mr. Burman is a member of the Rotary Club of Providence
 Touro Synagogue Foundation,
 Rhode Island Executives Association,
 Herreshoff Maritime Museum
 Bristol Highlands Improvement Association
 Bristol Economic development Agency
 Dominion Executives Association of Canada



Some Healthcare Projects by George S. Burman, Architect

MGH Imaging Center –Chelsea, Massachusetts
 Women & Infants Hospital- Radiology Department, Providence RI.
 Northern Maine Center for Rural Health and Technology-University of Maine Fort Kent
 Northern Maine Medical Center- Additions and Modifications- Fort Kent
 MRI unit for MRT of Maine, Bangor, Maine
 Medical Office Space, Eastern Maine Healthcare Mall, Bangor, ME
 Clinical Laboratory Renovations, EMMC, Bangor, ME
 New MRI Center, Fletcher Allen Healthcare, Burlington, VT
 Center for Women & Children, CVPH, Plattsburgh, NY
 Additions & Expansion of the Ville Lasalle General Hospital, Ville Lasalle, Quebec
 Maimonides Geriatric Hospital Renovations, Cote St. Luc, Quebec.
 Life Safety Renovations to the St. Jeanne d' Arc Hospital, Montreal, Quebec
 The Hochelaga-de Maisonneuve Health Center, Montreal, Quebec
 Anjabowa Daycare Center, Chisasibi, Quebec
 Wings For Children, Family Service Center, Bangor Maine
 Medical Office Building, Kirkland Quebec

Some Hospitality Projects by George S. Burman, Architect

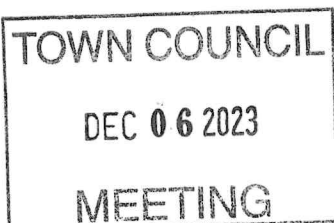
Masterplan and Restoration of the Chateau Frontenac Hotel, Quebec City, Canada
 Hotel Newfoundland, Hotel & Convention Center, St. John's, Newfoundland
 Montreal Airport Hilton Hotel, Dorval, Quebec
 Vogue Hotel, (Loew's) Montreal, Quebec
 Chateau Mirabel Airport Hotel, Mirabel, Quebec
 Sheraton Laval, Four Points Hotel, Laval Quebec
 Mont Gabriel Lodge Resort, Mont Gabriel, Quebec
 Masterplan and Renovation of the Grey Rocks Inn, Mont Tremblant, Quebec
 Renovations and Alterations to the Queen Elizabeth Hotel, Montreal, Quebec
 Planning and Design of the Food Outlets and Restaurants, Place Ville Marie, Montreal, Quebec.
 Dorval Regional Golf Clubhouse, Dorval, Quebec.
 Presidential Suites, Chateau Montebello, Quebec.
 Renovations & Masterplan for the Newport Grand Casino, Newport, Rhode Island
 Mitchap Community Center, Chisasibi, Quebec.
 NewPort Grand Casino Renovation, Newport Rhode island 2007
 Nara Restaurant, Federal Hill, Providence Rhode Island

Mr. Burman also offers extensive experience in Project Management, Design/Build projects and Contract Administration.

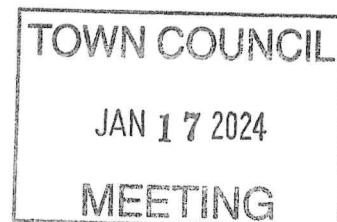
12. Town Administrator Contente re - Consideration of Traffic Calming Policy and Police department presentation.

a. (draft) traffic calming policy

b. (renderings) Pilot speed humps on Peck Avenue



Sweeney/Teixeira - Voted unanimously to continue to the January 17, 2024, council meeting for consideration of policy revisions for council consideration.



Lori Hubbard

From: Melissa Cordeiro
Sent: Friday, November 17, 2023 12:07 PM
To: Lori Hubbard
Subject: Fwd: Traffic Calming Policy
Attachments: Draft-Bristol Traffic Calming Policy.docx; 20221103_Peck Avenue.pdf

Can you add this to the 12/6 meeting

Get Outlook for iOS

From: Steven Contente
Sent: Friday, November 17, 2023 10:43:48 AM
To: Melissa Cordeiro
Cc: Nathan Calouro
Subject: Traffic Calming Policy

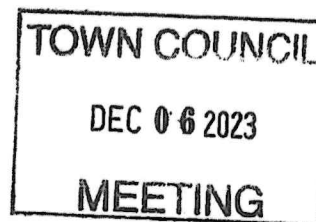
Hello Clerk Cordeiro,

I am looking to include a new item for the December 6th Town Council Meeting for a Police Department presentation on traffic calming and a draft policy for Town Council consideration. Attached is a copy of the draft policy and the design for new PILOT speed humps that were installed after the road paving of Peck Avenue for trial.

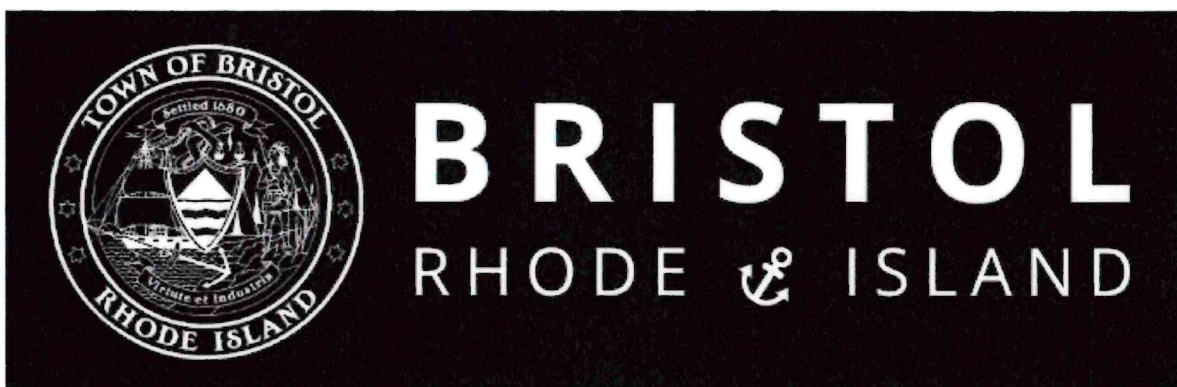
Sincerely,

Steven Contente

Steven Contente | Town Administrator
 Town of Bristol, Rhode Island
 10 Court Street Bristol, RI 02809
 P: 401-253-7000 | F: 401-253-1570
 E: scontente@bristolri.gov



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TOWN OF BRISTOL TRAFFIC CALMING POLICY

A. TOWN MISSION STATEMENT

In an effort to ensure that the Town of Bristol roadways are kept safe, addressing neighborhood safety is one of our highest priorities. The Town of Bristol is actively working to address residents' traffic concerns on Town maintained roadways. This policy was established to provide traffic calming solutions for safer roadways and increased quality of life in our neighborhoods.

It is the goal of the Town of Bristol to achieve solutions to traffic related problems in a manner that is least intrusive to our neighborhood residents.

This policy has been developed for the purpose of establishing a formal process for residents to initiate requests for traffic calming measures on Town maintained residential roadways.

Bristol residents that have concerns regarding excessive traffic speeds in their neighborhood may apply to the Town of Bristol for traffic measures to be studied and implemented if deemed desirable.

B. TRAFFIC CALMING DEFINITION AND AVAILABLE OPTIONS

Traffic calming is the combination of measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users. Traffic calming consists of physical design and other measures put in place on existing roads to reduce vehicle speed and improve safety for residents and pedestrians with the use of speed humps or roadway narrowing. These measures are used to reduce vehicular traffic speeds.

Please remember that although traffic calming strategies can have the desired benefits in the targeted area, they also can create disadvantages to adjacent streets and neighborhoods. These factors are taken into consideration by the Town of Bristol when reviewing traffic calming requests.

1. Traffic Speed Humps: An artificial ridge set crosswise into the surface of a roadway to make the operators of vehicles drive at a slower speed.
2. Road Narrowing: Also known as road diet, is a narrowing of travel lanes. Narrowing lanes encourage driver alertness and cause motorists to slow down at the narrowed roadways.
3. Electronic Speed Feedback Signs: Speed measuring device, which displays vehicle speeds and warnings.

The Town frequently receives requests for new stop signs to reduce traffic speed and improve safety on local streets. According to the Federal Highway Administration, stop signs are used to determine vehicular right-of-way at an intersection and should never be used to control vehicle speeds. Research shows that installing unnecessary stop signs often results in an increased number of collisions and speeding.

C. TRAFFIC CALMING PROGRAM ELIGIBILITY

1. Proposed road needs to be a town-maintained roadway.
2. Proposed road shall not have more than one traffic lane in each direction.
3. Proposed road shall not have a posted speed limit greater than 25mph.
4. Proposed road shall not be on a RIPTA bus route.
5. Proposed road shall not have emergency response services located on or used as a primary route for emergency services (unless approved by those services).
6. Traffic study showing 85th percentile speeds 5mph or greater over the posted speed limit or roadway contributing factors.
7. Neighborhood support with 60% approval by residents, as verified by the current tax roll.

85th percentile defined: The speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point. 85th percentile is the standard commonly used for traffic studies and by transportation engineers as a guide to set the speed limit at a safe speed to minimize crashes and promote uniform traffic flow.

D. TRAFFIC CALMING REQUEST PROCEDURES

Residents are required to complete a Traffic Calming Request Form, providing comprehensive details outlining the identified traffic concerns. Town Hall personnel will assess the completed form and subsequently refer the request to both the Bristol Police Department and the Bristol Department of Public Works for further review. The Bristol Police Department will conduct a comprehensive traffic study, accident analysis and traffic flow. Town Hall staff will identify an “area of influence”, encompassing residents residing on the subject street.

Once an area of influence is established, the resident will need to circulate a signature petition describing the traffic issue with a minimum of 60% approval needed for further consideration. Town Administrator, Bristol Police Department and the Bristol Department of Public Works will jointly make a recommendation to the Town Council. Town Council will then proceed with a

discussion for consideration and a subsequent meeting will be designated for public input and vote to continue proposed traffic calming measures. If funding is available, the project will be approved for installation. See traffic calming request progress flow chart on page 4

E. CONSTRUCTION STANDARDS

Construction shall conform to the standards established by licensed Engineers contracted by the Town of Bristol and approved by the Town Administrator and Director of Public Works. The Department of Public Works reserves the right to change, modify or adopt different standards, provided that the Town Administrator is informed of the changes prior to its implementation.

F. TRAFFIC CALMING PROJECT DESIGN

The traffic calming design is to be completed by licensed Traffic Engineers selected by the Town of Bristol. Traffic Engineers will develop a plan within the traffic calming guidelines to address the traffic concerns which were brought before the Town Council. The Traffic Calming design is subject to Town Council approval. Three most common traffic calming practices utilized by this Town will be the Electronic Speed Feedback Signs, Traffic Speed Humps and Roadway Narrowing. Additional measures will be considered as needed.

G. AMERICANS WITH DISABILITIES ACT

Traffic calming measures must be designed to accommodate all people in the community. To accomplish this goal, features that are implemented to improve pedestrian safety, or have an effect on pedestrian travel, must be designed to meet the requirements of the Federal Americans with Disabilities Act.

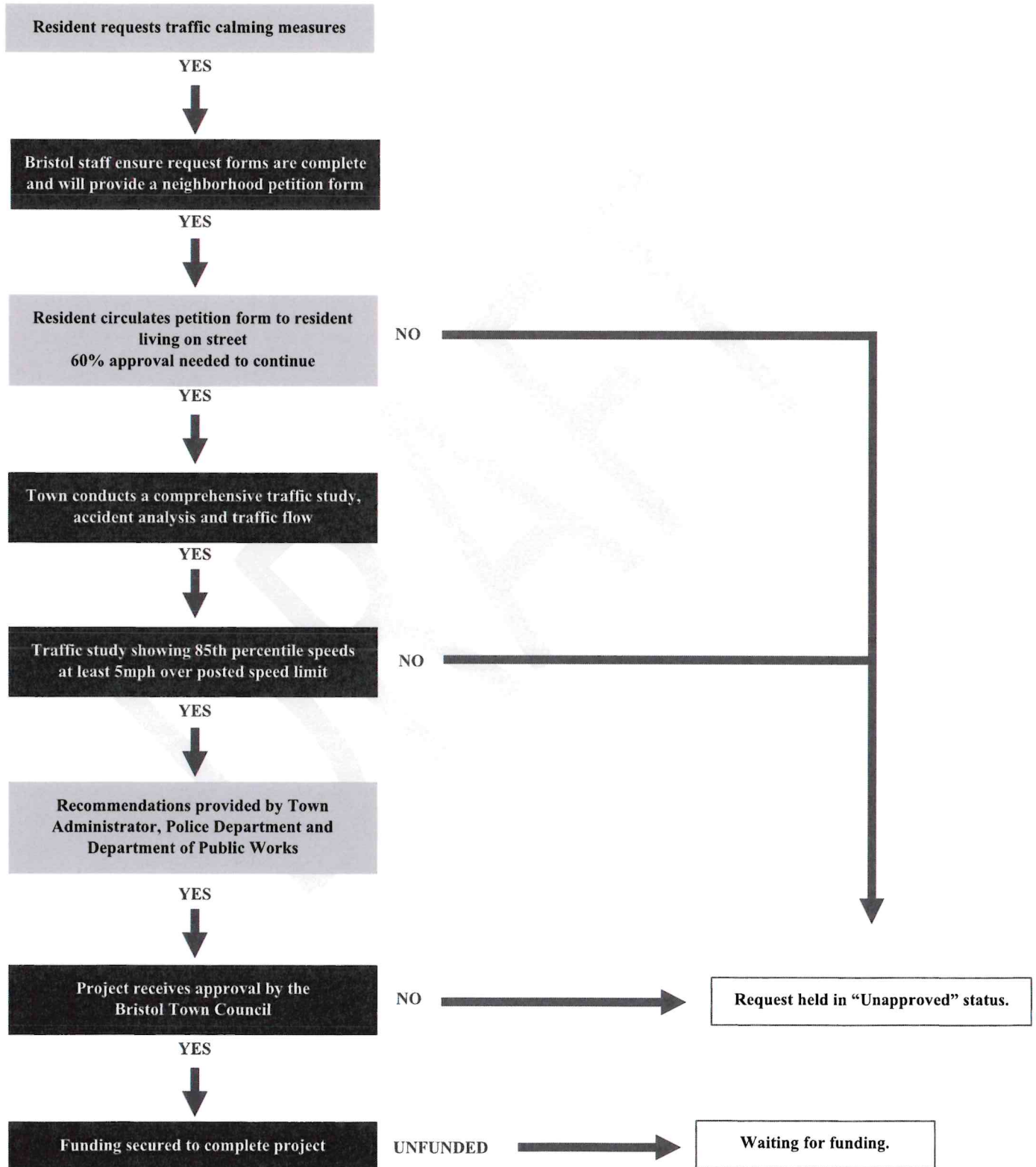
H. REVIEW OF IMPLANTED TRAFFIC CALMING MEASURES

After installation of a traffic calming measure, an additional traffic study shall be conducted at six months and one year to determine the effectiveness of the project. This review shall be conducted by the Police Department and forwarded to the Town Council for further review.

I. PROCEDURE FOR REMOVAL OF TRAFFIC CALMING MEASURES

All requests for removal of installed traffic calming measures will require Town Council approval. Town Council will proceed with a discussion for consideration and a subsequent meeting will be designated for public input and vote.

TRAFFIC CALMING REQUEST PROGRESS FLOW CHART



NEIGHBORHOOD PETITION FORM (PAGE 1)

Please complete this form and return with attached sheets to:

Town of Bristol

10 Court St.

Bristol RI, 02809

THE UNDERSIGNED AGREE TO THE FOLLOWING:

All persons signing this petition do hereby certify that they own property or reside within the following area:

All persons signing this petition do hereby agree to the following concern in the defined area:

All persons signing this petition do hereby agree that the following contact person (s) represent the neighborhood in matters pertaining to items above:

Name of contact person (please print) _____

Address _____

Telephone number _____ Email _____

Name of second contact person (optional) (please print) _____

Address _____

Telephone number _____ Email _____

(Additional pages may be used to describe the traffic concern)

NEIGHBORHOOD PETITION FORM (PAGE 2)

This petition is provided so that Bristol residents in a neighborhood may verify that there is a widespread traffic concern of speeding vehicles. Town staff will identify an “area of influence”, encompassing all residents residing on the subject street. The petition must be signed by at least 60 percent of the owners or residents of properties within the “area of influence.” Each property is entitled to one signature. Valid signatures include those from (1) a property owner or spouse, (2) an adult head of household, or (3) an adult renting the property.

PRINTED NAME & SIGNATURE

ADDRESS

DATE _____

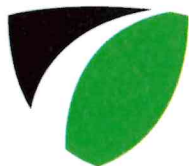
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(Additional copies of this page may be used)

TOWN APPROVAL FORM

RESIDENT SIGNATURE PETITION REVIEWED	_____YES	_____NO
REVIEWED AND APPROVED BY BPD	_____YES	_____NO
REVIEWED AND APPROVED BY DPW	_____YES	_____NO
REVIEWED AND APPROVED BY TOWN ADMINISTRATOR	_____YES	_____NO
APPROVED TO CONTINUE TOWN COUNCIL	_____YES	_____NO
APPROVED BY TOWN COUNCIL	_____YES	_____NO
FUNDING SECURED	_____YES	_____NO

ALL TRAFFIC SOLUTIONS



Extended Speed Summary

Annawamscutt @ Greenway, EB

Start: 2022-11-03

End: 2022-11-10

Times: 0:00-23:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Overall Summary

Total Days of Data: 7

Speed Limit: 25

Average Speed: 24.79

50th Percentile Speed: 26.56

85th Percentile Speed: 32.31

Pace Speed Range: 23-33

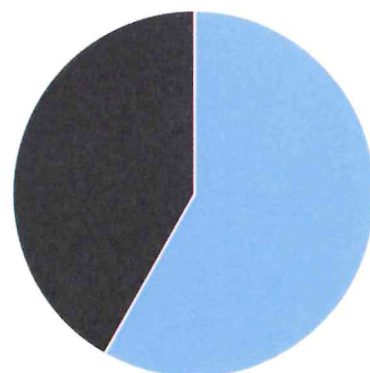
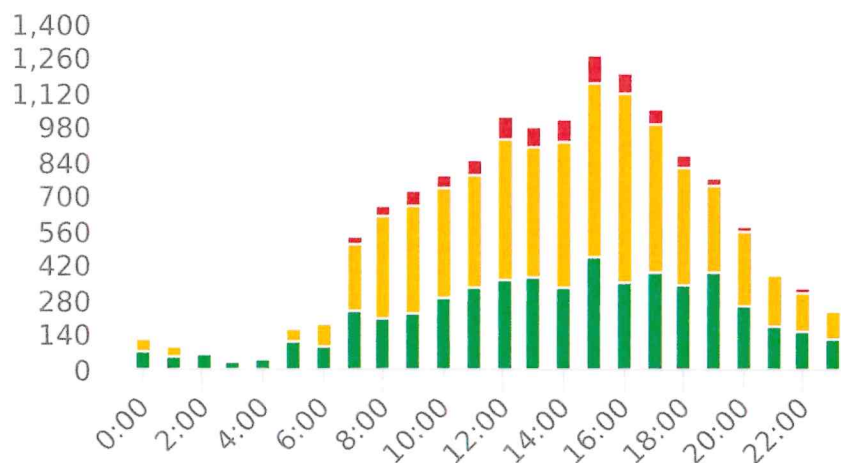
Minimum Speed: 5

Maximum Speed: 60

Display Mode: Display Off

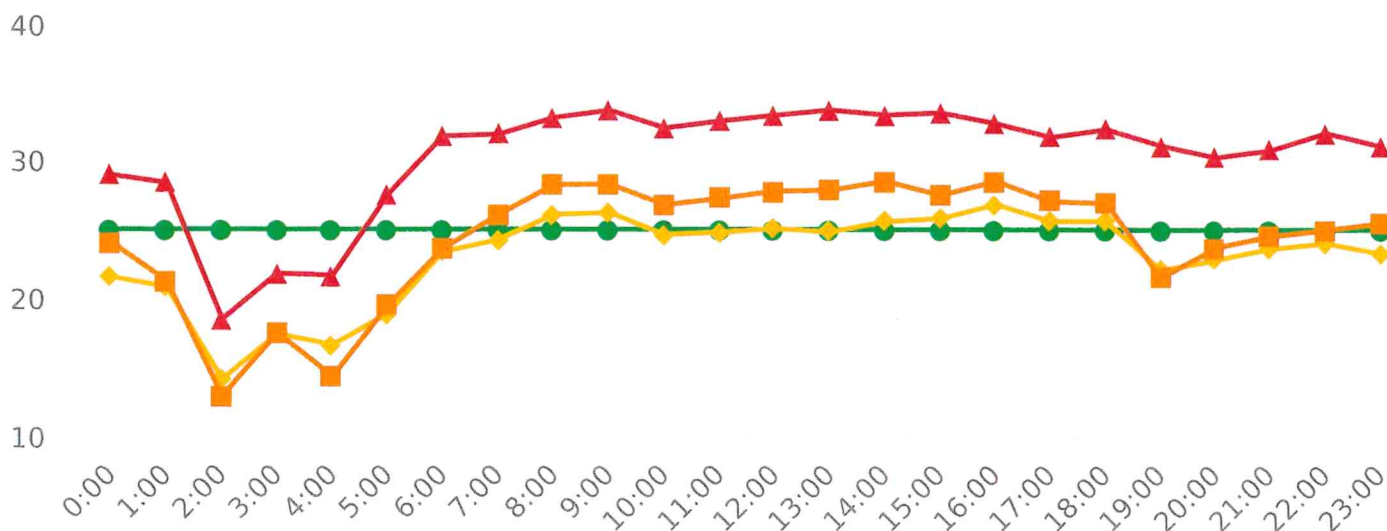
Average Volume per Day: 2015.9

Total Volume: 14111

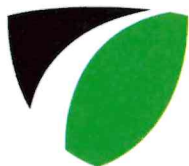


● Violators ● Inside Threshold ● Compliant

● Vehicles Slowed
● Other



● Speed Limit ◆ Average Speed ■ 50% Speed ★ 85% Speed

ALL TRAFFIC
 SOLUTIONS


Extended Speed Summary

Annawamscutt @ Greenway, EB

Start: 2022-11-03

End: 2022-11-10

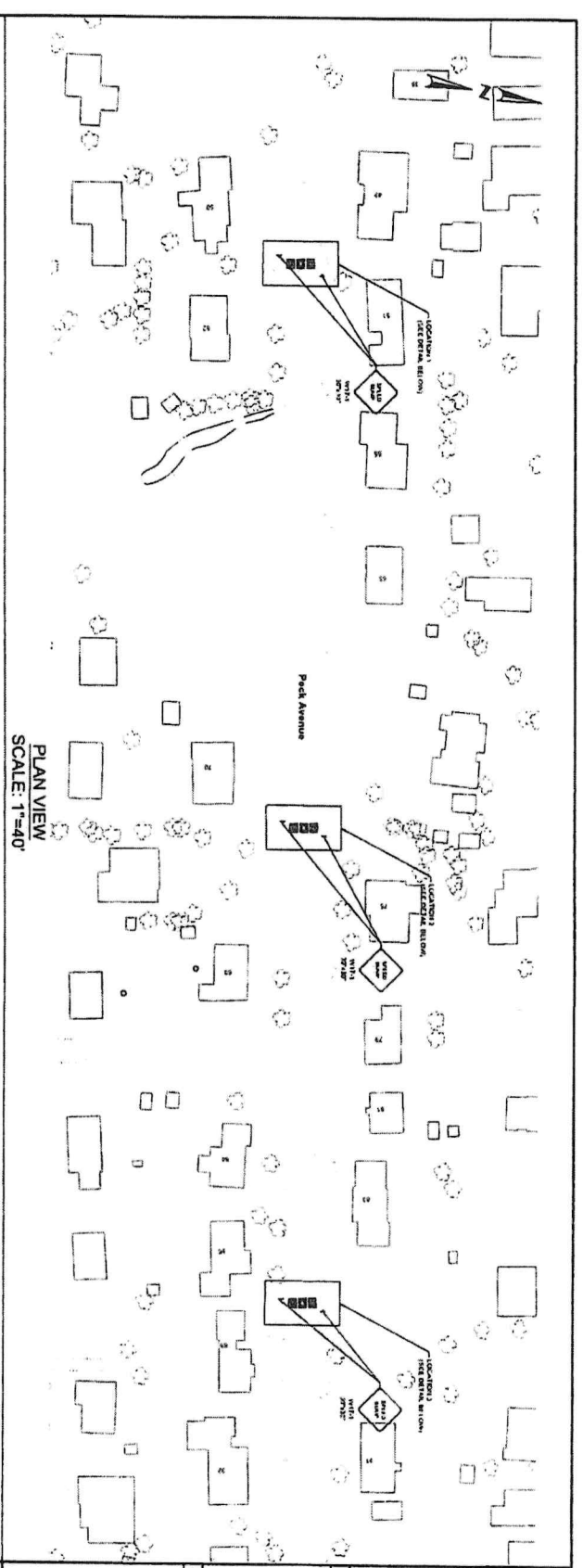
Times: 0:00-23:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Display Off	25	133	6	4.5%	19.0	0.9	5	44	21.5	24.1	29.0	52.8%
1:00	Display Off	25	98	3	3.1%	14.0	0.4	5	43	20.8	21.2	28.4	48.9%
2:00	Display Off	25	77	3	3.9%	11.0	0.4	5	42	14.1	12.9	18.5	44.4%
3:00	Display Off	25	37	1	2.7%	5.3	0.1	5	44	17.4	17.5	21.8	64.9%
4:00	Display Off	25	50	1	2.0%	7.1	0.1	5	50	16.6	14.3	21.6	50.1%
5:00	Display Off	25	163	2	1.2%	23.3	0.3	5	37	18.8	19.5	27.5	56.2%
6:00	Display Off	25	199	12	6.0%	28.4	1.7	5	44	23.4	23.6	31.8	57.7%
7:00	Display Off	25	544	33	6.1%	77.7	4.7	5	41	24.2	26.1	31.9	59.3%
8:00	Display Off	25	665	46	6.9%	95.0	6.6	5	45	26.1	28.3	33.1	59.6%
9:00	Display Off	25	724	64	8.8%	103.4	9.1	5	44	26.2	28.3	33.7	61.3%
10:00	Display Off	25	786	46	5.9%	112.3	6.6	5	47	24.6	26.8	32.4	59.0%
11:00	Display Off	25	851	60	7.1%	121.6	8.6	5	48	24.8	27.2	32.9	57.2%
12:00	Display Off	25	1030	97	9.4%	147.1	13.9	5	45	25.1	27.8	33.3	56.5%
13:00	Display Off	25	987	82	8.3%	141.0	11.7	5	46	24.8	27.9	33.7	54.9%
14:00	Display Off	25	1021	94	9.2%	145.9	13.4	5	49	25.6	28.5	33.4	56.7%
15:00	Display Off	25	1271	113	8.9%	181.6	16.1	5	52	25.8	27.5	33.5	55.9%
16:00	Display Off	25	1204	83	6.9%	172.0	11.9	5	57	26.8	28.5	32.7	62.5%
17:00	Display Off	25	1054	61	5.8%	150.6	8.7	5	53	25.6	27.1	31.7	63.1%
18:00	Display Off	25	875	51	5.8%	125.0	7.3	5	49	25.6	26.9	32.3	61.5%
19:00	Display Off	25	781	31	4.0%	111.6	4.4	5	60	22.1	21.5	31.1	55.5%
20:00	Display Off	25	576	13	2.3%	82.3	1.9	5	39	22.8	23.7	30.3	57.5%
21:00	Display Off	25	395	11	2.8%	56.4	1.6	5	45	23.6	24.5	30.8	53.7%
22:00	Display Off	25	337	23	6.8%	48.1	3.3	5	44	24.0	25.0	32.1	56.4%
23:00	Display Off	25	253	12	4.7%	36.1	1.7	5	42	23.3	25.5	31.1	61.8%
Total Volumes/ Avg			14111	948	6.7%	2015.9	135.4	5	60	23.1	24.3	30.4	57.0%
Total/Avg w/o Feedback			14111	948	6.7%	2015.9	135.4	5	60	23.1	24.3	30.4	57.0%
Total/Avg w/ Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a

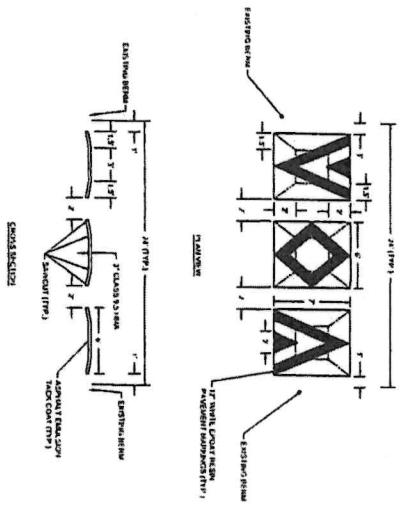
H1B



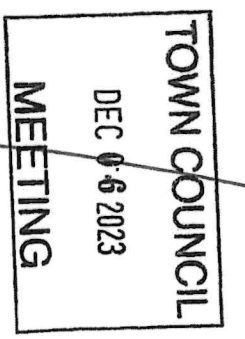
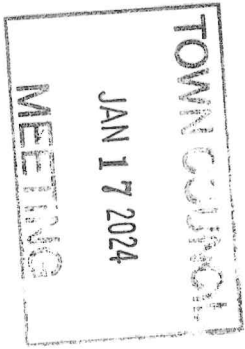
PLAN VIEW
SCALE: 1"=40'

DESIGN- CATION NUMBER	SIZE OF SIGN		TEXT	LETTER HEIGHT	NUMBER REQUIRED	COLOR		AREA IN SQUARE FEET	AREA IN SQUARE FEET
	WIDTH	HEIGHT				BACK- GROUND	BOXING		
WT-1	30"	30"	W	200	5	YELLOW	BLACK	6.25	37.50

ALL SIGNS TO BE MOUNTED USING U-CHANNEL POSTS UNLESS OTHERWISE SPECIFIED.



SPEED LUMP DETAIL
NOT TO SCALE



PREPARED BY	BETA
REGISTERED PROFESSIONAL	
PROJECT	Peck Avenue Traffic Calming
SUBCONSULTANT	
TITLE	General Details Plan
DESIGNED BY	
CHECKED BY	
DATE	
SCALE	AS SHOWN
SHEET NO.	1

FW: Speed bumps on Peck Avenue

H1C

Eric Dickervitz <

Wed 12/6/2023 9:08 AM

To: Melissa Cordeiro

Cc: Lori Hubbard

Good morning Madam Clerk –

Please see the email below from a Beachmount Ave. resident who is in favor of the speed bump installation on Peck Ave. Please include this communication for Council awareness relevant to the Peck Ave. traffic calming discussion.

Thank you,
Eric

From: Joe Balestracci

Sent: Friday, December 1, 2023 4:59 PM

To: AdministratorsOffice

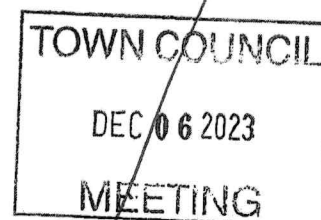
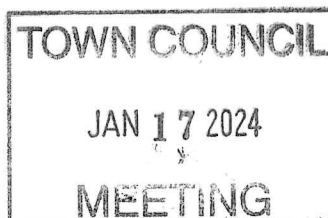
Subject: Speed bumps on Peck Avenue

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

Mr. Contente,

My name is Joe Balestracci. I live on Beachmount Avenue (one street over from Peck Avenue). I want to thank you for installing speed bumps on Peck Avenue. There are 10 children within 100 feet of each other between the ages of 1 and 12 on that street. Two of those children are my grandsons, so I am constantly traveling on Peck Avenue. The bumps are not invasive but do cause you to slow down when going over them. The effect the bumps has had is that traffic seems to now be at the desired speed for a neighborhood. I'm sure the safety of the children was paramount in your decision to install these bumps. Although the children are careful, they are children and can be impulsive when chasing a ball across the street. Since the street runs East and West the sun can be blinding at different times of day. These speed bumps may be key to avoiding a tragedy. Certainly the safety of our children takes priority over any minor inconvenience these bumps may cause. Again, thank you.

Joe Balestracci





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

Date: December 18, 2023

To: Honorable Town Council

From: Melissa Cordeiro
COUNCIL CLERK

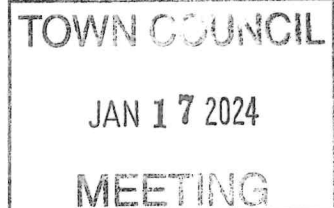
RE: Request for Amendment to Local Ordinances Regarding
Licensing Requirements for Second-Hand Consignment
Goods, Resale Goods, Thrift Goods, and Antiques.

2024 JAN -9 PM 12:11
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

This memo serves as a formal request for an amendment to the local ordinances in light of recent legislative changes. The purpose of this amendment is to align our local regulations with the updated legislation, specifically exempting licensing requirements for businesses dealing with second-hand consignment goods, resale goods, thrift goods, and antiques.

To facilitate your review, enclosed please find a draft of the proposed amendment, accompanied by a summary of the pertinent legislative modifications. We respectfully seek the council's consideration for the first reading at the subsequent council meeting scheduled for February 7th and the second reading for adoption on February 28th.

Please do not hesitate to contact me with any questions or require further information.



ARTICLE 7 AS AMENDED

RELATING TO ECONOMIC DEVELOPMENT

SECTION 1. Sections 5-21-1 and 5-21-2 of the General Laws in Chapter 5-21 entitled "Second-Hand Dealers" is hereby amended to read as follows:

5-21-1 Local licensing – Fees – Penalty – Record of transaction.

(a) The city or town council of any city or town is authorized to provide by ordinance for the issuing and revocation at pleasure of licenses to all persons selling, purchasing, bartering, and dealing in junk, old metals, and any other second-hand metal articles, and to all persons establishing, operating, or maintaining automobile junkyards, subject to any conditions and restrictions and for a term not exceeding one year that may be in the like manner prescribed; and also for charging and collecting fees for those licenses. The fees in the like manner prescribed shall not exceed the sum of one hundred dollars (\$100) for the keeper of ~~a shop~~ an establishment or storehouse for the reception of any junk, old metals, or second-hand metal articles which is not an automobile junkyard; the sum of five dollars (\$5.00) for any foundry person or other person receiving the same for the purpose of melting or converting the junk, old metals, or second-hand metal articles into castings; the sum of five dollars (\$5.00) for any gatherer of these items in any bag, wagon, or cart; or the sum of one hundred dollars (\$100) for any person establishing, operating, or maintaining an automobile junkyard; and also to fix a penalty for carrying on that business without a license, or in violation of any ordinance or regulation made as authorized in this chapter, not exceeding for any one offense a fine of five hundred dollars (\$500) or imprisonment not exceeding six (6) months.

(b) The ordinance shall provide that each person purchasing or receiving old or used metals other than junked automobiles or automobile parts shall maintain a record of each purchase or receipt. The record shall include the date of the transaction, the name, address, telephone number, and signature of the person from whom the old or used metals are purchased or received; a description of the old or used metals; and the price paid for the old or used metals. The records so kept shall be produced at the request of law enforcement officials.

(c) Businesses primarily engaged in the retail sale of the following goods, as expressly defined below in this subsection, are exempt from any licensing requirements imposed under this section: (1) second-hand consignment goods; (2) resale goods; (3) thrift goods; and (4) antiques.

1 "Second-hand consignment goods" means used items, including but not limited to artwork,
 2 furniture, clothing, accessories and books that are sold by a third party, which receives a percentage
 3 of the revenue from the sale. "Resale goods" means goods, including but not limited to artwork,
 4 furniture, clothing, accessories, and books, that are purchased from the original owner and resold,
 5 "Thrift goods" means used items, including but not limited to artwork, furniture, clothing,
 6 accessories, and books, that are sold by or on behalf of a charity or non-profit organization,
 7 "Antiques" means items made in an earlier period that are collected and considered to have value
 8 because they are beautiful, rare, old, or of high quality.

9 **5-21-2 Hearing and objections by neighboring landowners.**

10 (a) The local licensing authority of a city or town, before granting a license under this
 11 chapter to keep ~~a-shop-an establishment~~ or storehouse for the reception of any junk, old metals, or
 12 other second-hand metal articles or to establish, operate, or maintain an automobile junkyard, in
 13 any location not lawfully occupied for that purpose at the time of the application for that license,
 14 shall hold a public hearing, notice of which shall be posted at least seven (7) days but not more than
 15 fourteen (14) days prior to the hearing in not less than two (2) public places in that city or town and
 16 in a newspaper of general circulation in that city or town where the ~~shop-establishment~~, storehouse,
 17 or junkyard is to be established, operated, or maintained. Before the local licensing authority posts
 18 or publishes a notice of a hearing, the local licensing authority shall collect from the applicant for
 19 the license a fee of ten dollars (\$10.00), plus the cost of posting and publishing the notice.

20 (b) No license shall be granted under this chapter to the keeper of any ~~shop-establishment~~
 21 or storehouse for the reception of any junk, old metals, or other second-hand metal articles or to a
 22 person establishing, operating, or maintaining an automobile junkyard, in any location not lawfully
 23 occupied for that purpose at the time of the application for the license, where the owners or
 24 occupants of the greater part of the land within two hundred (200) feet of that building or place file
 25 with the board, city or town council, respectively, having jurisdiction to grant licenses, their
 26 objection to the granting of the license. This subsection does not apply to any applicant who is the
 27 keeper of ~~a-shop-an establishment~~ or storehouse, or automobile junkyard, that is being acquired
 28 under eminent domain proceedings, who is applying for licensing within § 5-21-1 within the same
 29 city or town in which he or she was formerly licensed.

30 SECTION 2. Title 23 of the General Laws entitled "HEALTH AND SAFETY" is hereby
 31 amended by adding thereto the following chapter:

32 **CHAPTER 99**

33 **THE RHODE ISLAND LIFE SCIENCE HUB ACT**

34 **23-99-1. Short title.**

ORDINANCE No. 2024-__

AN ORDINANCE IN AMENDMENT TO
CHAPTER 15
OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 15 – JUNK, ~~SECONDHAND AND ANTIQUE~~ DEALER

* * *

ARTICLE II. LICENSE

Sec. 15-36. Required; conditions.

No person shall sell, purchase, barter or deal in junk, or old metals, ~~secondhand articles or antiques~~, and no person shall establish, operate or maintain an automobile junkyard within the town, without having first obtained a license as provided in this chapter. All licenses issued shall be subject to such conditions and restrictions as the town council shall deem appropriate to promote the public health, safety or general welfare, and shall be revocable at the pleasure of the town council.

(Code 1972, § 10-2)

* * *

Sec. 15-38. Hearing on application by town council.

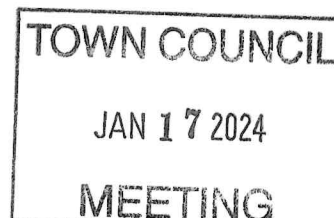
The town council shall hold a public hearing on any application for a license under this chapter in any location not lawfully occupied for such purpose at the time of the application for such license. Notice of such public hearing shall be posted at least seven days, but not more than 14 days prior to such hearing, in not less than two public places in the town, and in a newspaper of general circulation in the town; provided, however, that before the town council shall post or publish notice of a hearing, the applicant shall deposit the sum set out therefor in section 11-1 with the town clerk, plus the cost of posting and publishing such notice. Such notice shall indicate that whether the applicant is ~~either a junk, secondhand or antique~~ dealer.

(Code 1972, § 10-4)

Sec. 15-39. Prerequisites to issuance—Approval of adjoining property owners.

No license shall be granted to the keeper of any shop or storehouse for the reception of any junk, or old metals, ~~secondhand articles or antiques~~ or to a person establishing, operating or maintaining an automobile junkyard, in any location not lawfully occupied for such purpose at the time of the application for such license, where the owners or occupants of the greater part of the land within 200 feet of such building or place shall file with the town council their objection to the granting of such license; provided, however, that this section shall not apply to any

Page 1 of 2



applicant who is the keeper of such ~~an shop or storehouse or~~ automobile junkyard in the town which is being acquired by eminent domain proceedings, who is applying for a license to relocate such business within the town.

(Code 1972, § 10-5)

* * *

This ordinance shall take place upon its passage.

/Volumes/Share/Bristol/Ordinances/2nd hand stores- licensing/Ord re_ 2nd hand stores licensing d2.docx

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 NOV 21 PM 12:09

PETITION SIGNATURES

**Sharon A. Wollschlager and Warren J. Wollschlager of
123 Beach Road, Bristol, RI are eligible voters of the
Town of Bristol, Rhode Island, are submitting the following:**

**We, the undersigned eligible voters of the Town of Bristol, in
accordance with Sec. 503. – titled Voter initiative of the ordinance
of Bristol, Rhode Island, are requesting the following proposed
ordinance addition and petition the town council to enact the
following proposed ordinance.**

**"All forms of deer hunting, including but not limited to bow
hunting, on all property owned, leased or otherwise controlled
by the town of Bristol is hereby prohibited. This act shall take
effect upon passage."**

Printed Name	Signature	Street Address	Date Signed
--------------	-----------	----------------	-------------

✓ ₁ CLARA READ	<i>Clara Read</i>	11 Noyes Ave	12/17/23
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X ₂ SVETZ STEPHENS		17 Burton St.	12-17-23
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✓ ₃ MARIA LORING	<i>Maria Loring</i>	24 Burton St.	12-17-23
-----------------------------	---------------------	---------------	----------

✓ ₄ ALAN WROBLEWSKI	<i>Alan Wroblewski</i>	24 BURTON ST	12-17-23
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✓ ₅ Michael Hanney	<i>Michael Hanney</i>	22 Noyes Ave	12/17/23
-------------------------------	-----------------------	--------------	----------

✓ Peggy A Hanney	<i>Peggy A. Hanney</i>	22 Noyes Ave	12/17/23
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✓ ₆ Judith Guild	<i>Judith Guild</i>	25 Noyes Ave	12/17/23
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✓ Mitch Guild	<i>Mitch Guild</i>	25 Noyes Ave	12/17/23
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X ₇ Jay Lund (JAY HURD)		11 NOYES AVE	12/17/23
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2023 DEC 18 AM 10:31

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Received

TOWN COUNCIL

JAN 17 2024

MEETING

⑦

2023 NOV 21 12:09

**Sharon A. Wollschlager and Warren J. Wollschlager of
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Printed Name	Signature	Street Address	Date Signed
✓ 1 LERNAL DESJES	<i>[Signature]</i>	12 Terrace Dr. Bristol RI	12/2/23
2			
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2023 DEC 18 AM 10:31
Received
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 NOV 21 5:12:09
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Printed Name	Signature	Street Address	Date Signed
--------------	-----------	----------------	-------------

✓ 1 LINDA MCCORMICK [Signature] 423 NORTH LN BRISTOL RI 12/6/23

✓ 2 LAKSHYAN SCHANZER [Signature] 423 North Lane Bristol, Rhode 12/6/23

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4 _____

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2023 DEC 18 AM 10:31
 Received
 BRISTOL, RHODE ISLAND
 TOWN CLERK'S OFFICE

2

2023 NOV 21 11:12:09

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Printed Name	Signature	Street Address	Date Signed
✓ 1 Isabel Silva	Isabel Silva	11 Lang Ave	11/30/23
X 2 Benjamin Silva	Benjamin Silva	11 Lang Ave	11/30/23
✓ 3 Elsa Amaral	Elsa Amaral	Betsy Dr.	11/30/23
4			
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2023 DEC 18 AM 10:31
Received
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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Printed Name	Signature	Street Address	Date Signed
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✓₂ John K. Del Rios *John K. Del Rios* 12 Elmwood Dr.
Bristol RI 12/05/2023

7 _____

②

2023 NOV 21 11:02:09

**Sharon A. Wollschlager and Warren J. Wollschlager of
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effect upon passage."**

Printed Name	Signature	Street Address	Date Signed
CYNTHIA ANN	Cynthia Ann	36 TERRACE DR	12/5/23
V ₁ BENEVIDES	Benevides		
ALBERT	Albert		
V ₂ BENEVIDES	Benevides	1304 HOPE ST	12-5-23

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2023 DEC 18 AM 10:31
received
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 NOV 21 PM 12:09

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Printed Name	Signature	Street Address	Date Signed
Jocelyn G. LOWNES	Jocelyn G. Lownes	20 Terrace Dr Bristol, RI 02809	11.28.23
1			
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7			

2023 DEC 18 AM 10:31

Received

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

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Printed Name	Signature	Street Address	Date Signed
✓ ₁ Philip Lewis	<i>Philip Lewis</i>	1 Weetamoo Farm Bristol, RI 02809	12/8/23
✓ ₂ Janet Guroy-Lewis	<i>Janet Guroy-Lewis</i>	1 Weetamoo Farm Dr Bristol, RI 02809	
✓ ₃ Marion Meme Meadows	<i>Marion Meme Meadows</i>	4 Weetamoo Farm Bristol, RI 02809	12/8/23
✓ ₄ Ronald J. MacInnis	<i>Ronald J. MacInnis</i>	3 Weetamoo Farm Drive Bristol, RI 02809	12/8/23
✓ ₅ Karen Wilkens	<i>Karen Wilkens</i>	9 Seal Island Rd, Bristol RI 02809	12/9/23
✓ ₆ William Wilkens	<i>William Wilkens</i>	9 Seal Island Rd Bristol	12/9/23
✓ ₇ Patricia A. McQue	<i>Patricia A. McQue</i>	6 Weetamoo Dr. Bristol, RI 02809	12/10/23

2023 DEC 18 AM 10:32

Received
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

⑦

2023 NOV 21 11:02:09

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Printed Name	Signature	Street Address	Date Signed
✓ 1 Deanna T. Brooks	<i>Deanna T Brooks</i>	10 Middleton Rd.	11/29/23
✓ 2 Will Brooks	<i>Will Brooks</i>	10 Middleton Rd.	11/29/23
✓ 3 Madison Campo	<i>Madison Campo</i>	344 Metacom ave.	11/29/23
✓ 4 DEAN R BROOKS	<i>Dean R Brooks</i>	10 MIDDLETON RD	11/29/23
✓ 5 Dan Menche hester	<i>Daniel Menche hester</i>	125 Peck Ave	12/9/23
✓ 6 Lindsey Brown	<i>Lindsey Brown</i>	7 Middleton	12/10/23
7			

2023 DEC 18 AM 10:32
Received
TOWN CLERKS OFFICE
BRISTOL, RHODE ISLAND

16

29

PETITION SIGNATURES

2023 NOV 21 12:13:00

PRINT NAME

ADDRESS

SIGNATURE

- ✓1. Alison Arruda 52 Viking Dr. Alison Arruda 11/21/23
- ✓2. Lori Bastien 4 Martin Ave. Lori Bastien 11/27/23
- ✓3. ~~Robin Vales~~ 15 Greenway Dr. ~~Robin Vales~~ 11/28/23
- ✓4. Mary Ellen Gregory 270 W. Terrace Mary Ellen Gregory 11/28/23
- ✓5. Sandra Lynn Rodrigues 1164 Hope St. Sandra Lynn Rodrigues 11/29/23
- ✓6. Gregory Arruda 52 Viking Dr. Gregory Arruda 11/29/23
- ✓7. Susan L. Proto 245 Chestnut St. Susan L. Proto 11/29/23
- ✓8. MICHAEL PROTO 245 CHESTNUT ST. Michael Proto 11/29/23
- ✓9. Joseph Braz Rezendes 18 PLATT ST BRISTOL Joseph Braz Rezendes 11/29/23
- ✓10. BRENDA CARDULLO 22 ADDY DR BRISTOL Brenda B Cardullo 11/29/23
- ✓11. Jeanne Motta 10 AMBROSE DR. BRISTOL Jeanne Motta 11/29/23
- ✓12. ROBERT MOTT 10 AMBROSE DR. BRISTOL Robert Motta 11/29/23
- ✓13. DONNA J OLIVO 185 Bay View Ave Donna J Olivo 11/29/23
- ✓14. Michelle Demello 850 Hope St Bristol Michelle Demello 11/29/23
- ✓15. Vanessa Dyer 33 Charlotte Dr Bristol Vanessa Dyer 11/30/23
- ✓16. Caroline Marino 56 Wapping Dr. Caroline Marino 11/30/23
- ✓17. Keri Larson 2 Stonebrook Ln. Keri Larson 11/30/23
- ✓18. Anthony D'Eramo 53 Viking Drive Anthony D'Eramo 12/1/23
- ✓19. Michele Guadalupe 17 Sowams Dr. Michele Guadalupe 12/1/23
- ✓20. Herbert Guadalupe 17 Sowams Dr. Herbert Guadalupe 12/1/23
- ✓21. Laurie Pansa 10 Willow Lane Laurie Pansa 12/1/23
- ✓22. Susan Medeiros 41 Park Peck Ave Susan C Medeiros 12/1/23
- ✓23. Linda Gouveia 16 Paulist Linda Gouveia 12/1/23
- ✓24. PEARL Gonzalez 44 PLATT ST BRISTOL Pearl Gonzalez 12/1/23
- ✓25. Katelyn Arruda 25 Wall Street Bristol Katelyn Arruda 12/1/23
- ✓27. Kevin Fletcher 220 State St, Bristol Kevin Fletcher 12/5/23
- ✓28. Susan Downing 25 Patricia Ann Susan M Downing 12-6-23
- ✓29. FRANCES BANNON 679 Metacomb Ave Frances Bannon 12-8-23
- ✓30. Joseph Carosi 114 BERRY LANE Joseph Carosi 12-8-23

29

PETITION SIGNATURES

30

2023 NOV 21

PRINT NAME

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- ✓1. Tony Lima 11 Sichen Tony Lima
- ✓2. MANUEZ COSTA 333 METACOM Manuel Costa
- ✓3. MANUEH J REGO 363 WOODST William J. Rego
- ✓4. WILLIAM MARSHALL 41 ELMWOOD DRIVE William Marshall
- ✓5. Lauren Sousa 43 Elmwood Dr. Lauren Sousa
- ✓6. Frank Correa 21 Sachem Rd Frank Correa
- ✓7. CAROL NORMANDIN 34 EVELYN DR Carol Normandin
- ✓8. FRANCIS J. DUARTE 222 Franklin St Francis J. Duarte
- ✓9. BETTY J. DUARTE 222 FRANKLIN ST Betty Duarte
- ✓10. TONY SANTOS 34 JANE LN Tony Santos
- ✗1. Ed Benavides 25 Defiance ave Ed Benavides
- ✓12. Katherine Benavides 25 Defiance ave Katherine Benavides
- ✓13. Raymond McCann 154 FATIMA DR Raymond McCann
- ✗14. Amalia Mello 154 FATIMA DR Amalia Mello
- ✓15. Kyle Santos 697 METACOM AVE Kyle Santos
- ✓16. Kristine Amaral 114 Fales Rd. Kristine Amaral
- ✓17. Bob Wicks 18 Tupelo Bob Wicks
- ✓18. Amber Wucki 18 Tupelo Amber Wucki
- ✓19. Angie Oliveira 751 Metacom Ave Angie Oliveira
- ✓20. Belinda Bura 41 Elmwood Dr Belinda Bura
- ✗21. Travis Marshall 41 Elmwood a. Travis Marshall
- ✓22. Ben Miller 74 Kicknutt Rd Ben Miller
- ✗23. Kristen Little 74 Kicknutt Rd Kristen Little
- ✓24. Donna Cheatom 16 San Francisco D. Cheatom
- ✓25. Manny Marshall 36 Academy Av. Manny Marshall
- ✓27. Colleen Marshall 36 Academy Av. Colleen G. Marshall
- ✓28. John Motta 25 Cedar Dr. John Motta
- ✓29. Nate Costa 6 Patricia Ave NATE COSTA
- ✓30. Tricia Costa 6 Patricia Ave Tricia Costa

22

PETITION SIGNATURES

22

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- 2023 NOV 21 11:23:00
- ✓1. Thomas A. Cardullo 22 Addy Dr. Thomas A. Cardullo
 - ✓2. Bernadette Emery 308 State St. Bernadette Emery
 - ✓3. Alisha Brzozowy 7 Thingswood Rd. Alisha Brzozowy
 - ✓4. Katie Hughes 60 Sefton Dr. Katie Hughes
 - ✓5. Carol Anguilla 6 Karen Ln. Carol Anguilla
 - ✓6. ~~Andrew~~ ANDREW BARATENCZ 6 KAREN LANE Andrew Bar
 - ✓7. MARIA C MARTINS 20 ADDY DR Marie C Martins
 - ✓8. ~~DORA~~ ST ADOLF 25 DUFFIELD RD Dora St Adolf
 - ✓9. Dora Mello 10 Hamlet Ct Dora Mello
 - ✓10. CHRISTINE MACNEIL 20 ANAWAN AVE Christine S. MacNeil
 - ✓11. Amy Teixeira 276 Bourne Street Amy Teixeira
 - ✓12. Ruth Savino 36 Birchwood Dr Ruth Savino
 - Dias ✓13. J. Jessica Dias 15 Felina Dr. J. Jessica Dias
 - ✓14. RACHEL FARIA 36 BIRCHWOOD DR Rachel Faria
 - ✓15. Donna Wilson 5 Jenny Lane Donna Wilson
 - ✓16. Christine Plummer 19 Tilbury Dr Christine Plummer
 - ✓17. Lauren Martel 46 Platt Street Lauren Martel
 - ✗18. Steve Markel 46 Platt Street Steve Markel
 - ✗19. John Fleming 19 Tilbury Dr John Fleming
 - ✓20. Margaret Gonzalez 44 Platt St. Margaret Monrales
 - ✗21. Kelsey Gonzalez 44 Platt St. Kelsey Gonzalez
 - ✓22. Deborah T Schmeller 19 Foxhill Ave Deborah Schmeller
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PETITION SIGNATURES

14

2023 NOV 21 11:12:09

PRINT NAME

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- ✓1. Johna Krushnawski 79 Beach Rd. Johna Krushnawski
- ✓2. Elzine Garlick 10 Tina Ct Blain J
- ✓3. Karen Carter 81 Beach Rd Karen L Carter
- ✓4. ANDREAS LEONARD 400 Metecom Andrew Leonard
- ✓5. ANN COSTA 2 Jennifer Dr Ann Costa
- ✗6. Robert Noy 2 Jennifer Dr Rob Noy
- ✓7. Nicole Richard 40 Lisa Ln Nicole Costa
- ✓8. Jan Richard 40 Lisa Ln Jan Richard
- ✗9. Pat Jones 1 Ursula St Pat Jones
- ✓10. Liz Franks 97 Union St ELIZABETH FRANKS
- ✗11. Dean Gergits 503 W 1st St De Gergit
- ✓12. Stephanie Brooks 35 Bourne St Stephanie Brooks
- ✓13. Carol Krushnawski 9 Fenmore Rd. Carol Krushnawski
- ✗14. PHYLLIS MARSHALL 41 ELMWOOD DRIVE Phyllis Marshall

Fenmore Rd.

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PETITION SIGNATURES

(20)

2023 NOV 21 12:00

	PRINT NAME	ADDRESS	SIGNATURE
✓1.	LEONARD A. VALLS	15 GREENWAY DR	Leonard A Valls
✓2.	ROBIN VALLS	15 GREENWAY DR	Robin Valls
✓3.	DOROTHY CANARIO	17 MILK ST	Dorothy Canario
✓4.	Ben Cornum	53 Peck Ave	B. Cornum
✓5.	Patti Cirillo	37 Dartmouth St	Patti Cirillo
✓6.	David K. Halligan	28 DIXON AVE	David K Halligan
✓7.	Pamela K Halligan	27 Dixon Ave	Pamela K Halligan
✓8.	Paul Sousa	31 Dixon Ave	Paul Sousa
✓9.	Michael H. Gibbeney	JANE LN	Michael H Gibbeney
✓10.	Robert DePonte	36 Dartmouth St	Robert DePonte
✓11.	Jon Tyler	3 Viking Dr	Jon Tyler
✓12.	Jennifer DeSano	41 Lisa Lane	Jennifer DeSano
✓13.	Kate Williams	19 Waterman St	Kate Williams
✓14.	Cindy Carreiro	29 Waterman St	Cindy Carreiro
✓15.	Harold Carreiro	29 Waterman St	Harold Carreiro
✓16.	Tess Carreiro	29 Waterman St	Tess Carreiro
✓17.	Benjamin Arruda	52 Viking Dr	Benjamin Arruda
✓18.	Joshua Mota	1266 Hope St	Joshua Mota
✓19.	CAROL STANGELO	340 STATE ST	Carol St Angelo
✓20.	CHARLES ST. ANGELO	340 STATE ST.	Charles St. Angelo
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PETITION SIGNATURES

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2023 NOV 21 11:12:09

	PRINT NAME	ADDRESS	SIGNATURE
✓ 1.	Rose Cobb	14 Easterbrooks Ave	Rose Cobb
✓ 2.	John Cobb	14 Easterbrooks Ave	John Cobb
✗ 3.	Tyler Cobb	14 Easterbrooks Ave	Tyler Cobb
✓ 4.	M-R Deininger	136 Hope St	M-R Deininger
✓ 5.	E-R Deininger	136 Hope Street	E-R Deininger
✗ 6.	Cristo Deiminger	136 Hope Street	Cristo Deiminger
✓ 7.	Roberto A. Deininger	136 Hope Street	Roberto A. Deininger
✗ 8.	Umberto T. Deininger	136 Hope Street	Umberto T. Deininger
✓ 9.	Thomas Deininger		Thomas Deininger
✓ 10.	NANCY GEYER	18 EASTERBROOKS AVE	Nancy Geyer
✓ 11.	JOHN GEYER	18 EASTERBROOKS AVE	John Geyer
✓ 12.	Joanne Nunez	48 Tilbury	Joanne Nunez
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PETITION SIGNATURES

2023 NOV 21 11:23:59

PRINT NAME ADDRESS SIGNATURE

- ✓ 1. Marybeth Fletcher 24 Sherry Ave Bristol [Signature]
- ✓ 2. Christopher R Fletcher 24 Sherry Ave Bristol [Signature]
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PETITION SIGNATURES

2025 NOV 21 11:23:23

PRINT NAME

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- ✓ 1. Erin O'Brien 16 Charlotte Dr. E.O.B.
- ✓ 2. Roberta E Adams 21 Cliff Dr. R.E.A.
- ✗ 3. Beatrice Almeida 10 Jane Ln Beatrice Almeida
- ✓ 4. William P Downing 17 Glen View Dr William P Downing
- ✓ 5. Brenda Stahl 12 Korse Ave Brenda Stahl
- ✓ 6. Lee Scorsogogit 56 State St Lee Scorsogogit
- ✓ 7. Dawn Wall 3 Sedgwick Ct Dawn Wall
- ✗ 8. Maren Dumas 84 Perry St Maren Dumas
- ✓ 9. Mary Dunn 383 Pappasquad Rd Mary Dunn
- ✓ 10. Todd Timen 31 Burnside St Todd Timen
- ✓ 11. Beth Engel 18 Church St Beth Engel
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Brenda Stahl
Eileen Scorsogogit
Dagmar Hall
Dumas

Beth

page 10

PETITION SIGNATURES

(13)

- 2023 NOV 21 10:12:03
- Hozempa
~~X~~ Matthew Hozempa 6 Echo Farm Dr 401-965-2497
- Hozempa
~~X~~ Steffane Hozempa 6 Echo Farm Dr (401) 787-6161
- Reilly
~~X~~ 3. James B. Reilly 8 Echo Farm Dr (208) 585-4377
- ~~X~~ Jocelyn G. Lowmes 20 Terrace Dr. 480.580.3252
- ~~X~~ Stephanie L. Austin 28 Terrace Dr. 401 486 1829
- ✓ 6. Bernice Correia 1014 Hope St L-4 401-662-7716
- ✓ 7. Manuel C Correia 1014 Hope St L-4 401-662-7703
- ✓ 8. Ben Hinkley 35 Terrace Dr. 245-3319
- ~~X~~ Nancy Bagley 31 Terrace Dr 484-269-1757
- ~~X~~ Janine M Neves 29 Terrace Dr 401-301-7499
- ~~X~~ Benjamin Wicks 2 Deer Run Rd 401-200-5427
- ~~X~~ Paul Clays 12 Deer Run Rd
- ~~X~~ Amylanou 11 Deer Run Road 401-837-0559

(4)

page 11

20

PETITION SIGNATURES

2023 NOV 21 11:12:53

- ~~X~~ Joseph Carvalho 16 Elmwood Dr 401-247-1885
~~✓~~ Dina Parnalho 16 Elmwood Dr. 247-1885
~~X~~ Phil Runci 11 Elmwood Dr 508-330-3044
~~X~~ E. Robin Plumer 12 Elmwood Dr. 774-249-5323
~~X~~ J. Del Rian 12 Elmwood Dr "
~~✓~~ 6. Patricia Harner 41 Terrace Dr 954-477-2709
~~✓~~ 7. Sara R. Furtado 37 Terrace Dr 254-11-72
~~✓~~ 8. Russ DeRocha 43 Terrace Dr 253-6954
~~X~~ Jessica Philippi 42 Terrace Dr 774-225-8232
~~X~~ Michael Philippi 42 Terrace Dr 617-461-4516
~~X~~ Kate Godwin 40 Terrace Dr 401-243-3460
~~X~~ Erik Helstius 40 Terrace Dr 401-524-6852
~~X~~ 3. Sarah Medeiros 32 Terrace Dr. 401-374-7064
~~X~~ 4. Keith Medeiros 32 Terrace Dr. 401-524-1660
~~X~~ 5. Jay Pagan 28 terrace Dr 386-453-3240
~~X~~ 6. MATTHEW NEVES 29 TERRACE DR 401-952-6541
~~X~~ 7. Joseph Vera 24 Terrace Dr 401-440-8810
~~✓~~ 18. Vicki Cairneo 19 Terrace Dr 401-835-3517
~~✓~~ 19. Kenneth Cairneo 19 Terrace Dr 401-245-3557
~~X~~ 20. Jean Cotta 15 Terrace Dr. 401-413-8619

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PETITION SIGNATURES

Page 12

18

2 duplicate Found

2023 NOV 21 11:12:53

- ~~X~~ RICHARD PIMENTAL 22 ELMWOOD DR 401-741-2588
- ~~X~~ Tammy Pimental 22 Elmwood Dr. 401-447-4955
- ✓ 3. Timothy Beaton 17 Elmwood Dr 401-465-1125
- ✓ 4. Milanie Beaton 17 Elmwood Dr. 401-465-0842
- ✓ 5. Mary Jane Green 19 Elmwood Dr. 401-245-6903
- ✓ 6. Agnes Mitchell 27 Elmwood Dr. 401-245-1733
- ✓ 7. Robert H. Kous 28 Elmwood Dr 401-550-0602
- ~~X~~ COURTNEY Rego 38 Elmwood Dr 401-225-3016
- ~~X~~ MIKE REGO 38 ELMWOOD DR 401-419-9338
- ~~X~~ Tim Greenan 40 Elmwood Dr 774-243-0192
- ~~X~~ Kaitlin Taglinski 42 Elmwood Dr. 413-329-3947
- ~~X~~ William Monrocco 42 ELMWOOD DR 401-323-8981
- ✓ 13. Hannah McConnell 44 Elmwood Drive 909-784-8940
- ~~X~~ Cimo Barrera 44 Elmwood Drive 401-572-9319
- ~~X~~ Duplicate → Bill Marshall 41 Elmwood Drive 401-245-9310
- ✓ 16. Duplicate → Jayne Lewis 43 Elmwood Drive 486-2058
- ✓ 17. Shylla Marshall 41 Elmwood Drive 401-245-9310
- ✓ 18. Maggie Wiggins 37 Elmwood Drive 401-855-6599
- ✓ 19. Guy P. Wiggins 37 Elmwood Drive 401-855-6590
- ✓ 20. Paula D. Blair 20 Elmwood Dr. 401-238-6619

Page 13

20

PETITION SIGNATURES

2023 NOV 21 11:12:09

- ~~X~~ Elizabeth Coderre 34 Elmwood Drive 401-487-0024
~~X~~ Gail Cotta 15 Terrace Dr. 401-265-7143
~~X~~ Joseph L. Scorsio 5 NBOOMIST 401-575-1964
~~X~~ Erika Mancieri 16 Terrace Dr. 781 389 3969
~~X~~ ROBERT DREVIT 10 TERRACE 540 322-7566
~~X~~ ROGER Pennice 1390 Hope ST 401-339-6421
~~X~~ 7. Dilwgal Nd 8 Elm Farm Dr Bristol 401-714-4975
~~X~~ GEORG NOREN 5 ELM FARM DR BRISTOL 401-837-2728
~~X~~ PAT LIDDELL 3 ELM FARM DR BRISTOL
~~X~~ 10. Jennifer Blot-McKenry 1370 Hope St. Bristol
~~X~~ 11. Judy Kean 7 White Tail Bristol
~~X~~ 12. John Kennedy " "
~~X~~ Rosa Arila 2 white Tail Bristol
~~X~~ 14. Ryan Surve 1362 Hope St Bristol
~~X~~ 15. Danielle Hill 1362 Hope St Bristol RI
~~X~~ F. WHITECEY 1356 HOPE ST. BRISTOL
~~X~~ Brandon Tessier 1352 HOPE ST. BRISTOL, RI
~~X~~ 16. Katherin Tessier 1352 Hope St. Bristol RI
~~X~~ 17. Dichappari 9 Echo Farm Drive Bristol, RI
~~X~~ 18. Patrice Leating 11 Echo Farm BRISTOL
~~X~~ 19. eating 20,

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PETITION SIGNATURES

2023 NOV 21 11:12:59

PRINT NAME

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SIGNATURE

- 11/30/23 1. Nicole Morris 751 Metacom Ave #11 Nicole Morris
- 12-1/23 2. CRAIG MORRIS 751 Metacom Ave 11 Craig Morris
- 12-3-23 3. FRED CALISTO 751 METACOM AVE #2 Fred Calisto
- 12/12/23 4. Richard Costa 751 Metacom Ave #6 Richard Costa
- 12/12/23 5. Jan Costa 751 Metacom Ave #6 Jan Costa
- 12/15/23 6. BOB CAIRRAS 751 METACOM AVE #1 Bob Cairras
- 12/15/23 7. Kristie Cabral 751 metacom Ave Unit 13 Kristie Cabral
- 12/15/23 8. Kyle Cabral 751 Metacom Ave Unit 13 Kyle Cabral
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2023 NOV 21 11:12:09

**Sharon A. Wollschlager and Warren J. Wollschlager of
123 Beach Road, Bristol, RI are eligible voters of the
Town of Bristol, Rhode Island, are submitting the following:**

**We, the undersigned eligible voters of the Town of Bristol, in
accordance with Sec. 503. – titled Voter initiative of the ordinance
of Bristol, Rhode Island, are requesting the following proposed
ordinance addition and petition the town council to enact the
following proposed ordinance.**

**"All forms of deer hunting, including but not limited to bow
hunting, on all property owned, leased or otherwise controlled
by the town of Bristol is hereby prohibited. This act shall take
effect upon passage."**

Printed Name Signature Street Address Date Signed

✓₁ Claire A. Monte Claire A Monte 8 Burke Rd 12/13/2023

✓₂ Dawn M. Shickland Dawn M. Shickland 236 Wood St. 12/13/2023

✓₃ ROBERT J. WILLIAMS [Signature] 8 BURKE ROAD 12/13/2023

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2023 DEC 20 PM 1:03
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 NOV 21 PM 12:09

“All forms of deer hunting, including but not limited to bow hunting, on all property owned, leased or otherwise controlled by the town of Bristol is hereby prohibited. This act shall take effect upon passage.”

✓1 SHARON A. WOLLSCHLAGER Sharon A Wollschlager 123 Beach Road 11/28/23

✓2 WARREN J. WOLLSCHLAGER JR Warren Wollschlager Jr 123 BEACH Rd 11/28/23

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2023 DEC 20 PM 1:03

UNION CLERKS OFFICE
FBI, PHOENIX

2)

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

PETITION SIGNATURES

2023 NOV 21 11:12:09

**Sharon A. Wollschlager and Warren J. Wollschlager of
123 Beach Road, Bristol, RI are eligible voters of the
Town of Bristol, Rhode Island, are submitting the following:**

**We, the undersigned eligible voters of the Town of Bristol, in
accordance with Sec. 503. – titled Voter initiative of the ordinance
of Bristol, Rhode Island, are requesting the following proposed
ordinance addition and petition the town council to enact the
following proposed ordinance.**

**"All forms of deer hunting, including but not limited to bow
hunting, on all property owned, leased or otherwise controlled
by the town of Bristol is hereby prohibited. This act shall take
effect upon passage."**

Printed Name	Signature	Street Address	Date Signed
--------------	-----------	----------------	-------------

✓ 1 PRISCILLA WARSDEN	Priscilla Marsden	317 North Lane	12-2-23
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2023 DEC 20 PM 1:03

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Thank you!

Sharon A. Wollschlager and Warren J. Wollschlager of
123 Beach Road, Bristol, RI are eligible voters of the
Town of Bristol, Rhode Island, are submitting the following:

We, the undersigned eligible voters of the Town of Bristol, in
accordance with Sec. 503. – titled Voter initiative of the ordinance
of Bristol, Rhode Island, are requesting the following proposed
ordinance addition and petition the town council to enact the
following proposed ordinance.

"All forms of deer hunting, including but not limited to bow
hunting, on all property owned, leased or otherwise controlled
by the town of Bristol is hereby prohibited. This act shall take
effect upon passage."

Printed Name	Signature	Street Address	Date Signed
1 Irene Racz	Irene Racz	7 Weetamoe Farm Dr. Bristol, RI 02809	12/12/23
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2023 DEC 20 PM 1:03

JOHN CLERKS OFFICE
BRISTOL, RHODE ISLAND

2023 NOV 21 PM 12: 09

We, the undersigned eligible voters of the Town of Bristol, in accordance with Sec. 503. – titled Voter initiative of the ordinance of Bristol, Rhode Island, are requesting the following proposed ordinance addition and petition the town council to enact the following proposed ordinance.

“All forms of deer hunting, including but not limited to bow hunting, on all property owned, leased or otherwise controlled by the town of Bristol is hereby prohibited. This act shall take effect upon passage.”

Printed Name	Signature	Street Address	Date Signed
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✓₁ Brian Adae ~~DA~~ 416 North Lane 12/16/23

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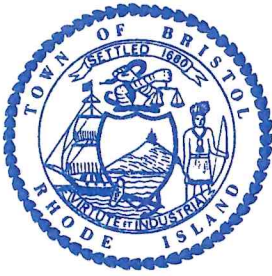
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JOHN C. LEWIS OFFICE
81501, P.O. BOX 8747

I2A

**TOWN CLERK'S OFFICE**

Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

MEMORANDUM

Date: December 22, 2023

To: Honorable Town Council

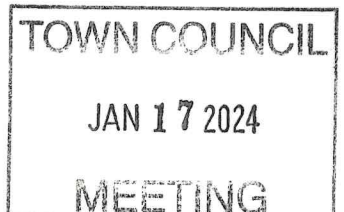
From: Melissa Cordeiro
COUNCIL CLERK

Re: Sharon and Warren Wollschlager, 123 Beach Road re
Voter Initiative to enact a proposed ordinance
prohibiting Deer Hunting on Town of Bristol Properties
as follows

"all forms of deer hunting, including but not
limited to bow hunting, on all property owned,
leased or otherwise controlled by the Town of
Bristol is hereby prohibited"

Please be advised that the Board of Canvassers office has reviewed the petition signatures for the Voter Initiative to enact a proposed ordinance prohibiting Deer Hunting on Town of Bristol Properties. The board of Canvassers has determined that the above-mentioned petition is in receipt of 190 qualified voters.

Thank you for your attention on this matter. Should you have any questions, please do not hesitate to contact my office.



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

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



RECREATION BOARD
Chairman N. Diane Davis
Karl Antonevich
Mike Cabral
Joseph DeMelo
Donald Squires
Kevin Manuel

To: Honorable Town Council

From: Warren Rensehausen, CPRP
 Director
 Bristol Parks and Recreation Department

Date: December 27, 2023

Re: Request from RWU Students for Beach entry building replacement

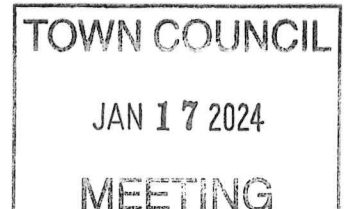
The RWU student group Freedom by Design would like to give you a presentation on replacing the current shed that we use to collect beach fees with,

These students are part of a Design-build organization under the American Institute of Architecture.

They have been working on this project for a few months now and are ready for the next stage, but would like to make this presentation to the Council.

Respectfully,

Warren Rensehausen



From: Cavallo, Dominic <dcavallo508@g.rwu.edu>

Sent: Thursday, December 21, 2023 2:48 PM

To: Tim Shaw <tshaw@bristolri.gov>; Warren Rensehausen <wrensehausen@bristolri.gov>

Subject: Letter for Town Council

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,

Here is the letter for the Town Council, sorry for the late response I have been very busy with wrapping up finals. If you can, please send over the rendering of the performance stage. Also when would I need to send over the program for the Town Council meeting on the 17th? Let me know and happy holidays!

Dear Town Council,

My name is Dominic Cavallo and I am the Director of Freedom By Design at Roger Williams University. Freedom By Design (FBD) is a design-build organization under the American Institute of Architecture Students. Our mission is to encourage students to serve their communities by addressing issues with design solutions. FBD provides real-world experience through working with clients, learning from local licensed architects and contractors, and experiencing the practical impacts of architecture and design. We are currently working directly with the Bristol Parks and Recreation Department to design and build a new entry checkpoint at the Bristol Town Beach and Sports Complex. The new checkpoint will address issues such as providing safety for the workers operating the structure, update and incorporate bilingual signage as a heavy Hispanic and Latino population visit this area, establish passive strategies such as shading and cooling devices for the workers in the warmer months, designing a larger footprint for storage, and creating an aesthetically pleasing structure that also contextualizes with the surrounding features. My fellow associates and I are looking forward to meeting with you all and hearing your feedback on this exciting project. Wish you all a happy holiday!

Sincerely,

Dominic Cavallo

AIAS RWU Freedom By Design Director

--

Dominic Cavallo | **AIAS RWU Freedom By Design Chair**

Student of Architecture

Roger Williams University

1 Old Ferry Rd

Bristol, RI 02809

BID/RFP ADVERTISING AUTHORIZATION FORM

BID/RFP No. 1027 Souvenir Merchandise for the 239th and 240th Fourth of

Advertising requested by: Camille Teixeira, Chairman, Bristol 4th of July Committee

July Celebration

Signature: Camille Teixeira

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) 2023/2024 and 2024/2025 Bristol 4th of July Committee Budget

Special Appropriation _____

Grant (Source) _____

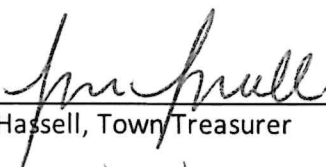
Other _____

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


Steven Contente, Town Administrator

Date

12/14/23


Sarah Hassell, Town Treasurer

Date

12/14/23

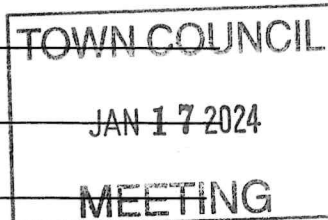
Brief Narrative of Project:

Requesting RFP for Souvenir Merchandise for 239th and 240th Fourth of July Celebration.

Pre-Bid Meeting date, time, location (if applicable) _____

Is the pre-bid meeting mandatory (if applicable) _____

Question submission deadline date and contact information (if applicable) _____



**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1027**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

**SOUVENIR MERCHANDISE FOR THE 239TH AND 240TH FOURTH OF
JULY CELEBRATION**

BID #1027

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024 FOR THE TOWN COUNCIL MEETING OF January 17, 2024

The Town of Bristol is requesting sealed bids for Souvenir Merchandise for the 239th and 240th Fourth of July Celebration, 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 #1027 – Souvenir Merchandise for the 239th and 240th Fourth of July Celebration**" 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 January 17, 2024

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

December 28, 2023 & January 4, 2024

LEGAL NOTICE**TOWN OF BRISTOL
INVITATION TO BID
BID NO. 1027**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

**SOUVENIR MERCHANDISE FOR THE 239TH
AND 240TH FOURTH OF JULY CELEBRATION****BID #1027**

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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.

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MELISSA CORDEIRO
TOWN CLERK

December 28, 2023 & January 4, 2024

BID/RFP ADVERTISING AUTHORIZATION FORM**BID/RFP No.** 1028 - Screw Pump Repair - Main Lift Pump StationAdvertising requested by: Water Pollution Control Department

Signature: _____

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source) _____

Other WPCD Enterprise Fund Unassigned Balance

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


Steven Contente, Town Administrator

Date

12-6-23


Sarah Hassell, Town Treasurer

Date

12/5/23**Brief Narrative of Project:**

RFP to solicit bids to make mechanical repairs to each 6-ft diameter enclosed screw pump located at
the Main Lift Wastewater Pumping Station at the Wastewater Treatment Facility. Repairs include
replacement of Paraflex couplings, upper bearings, and replacement and repair of gear boxes.

Pre-Bid Meeting date, time, location (if applicable) Friday, January 5, 2023, at 10:00AMlocal time at the Bristol Wastewater Treatment Facility, Plant Avenue, Bristol, Rhode Island 02809Is the pre-bid meeting mandatory (if applicable) Not MandatoryQuestion submission deadline date and contact information (if applicable) Wednesday, January 10th**Contact:**

Jose' Da Silva - Superintendent of the Bristol Water Pollution Control Department
Plant Avenue, Bristol, RI 02809 / 401-253-8877 / jdasilva@bristolri.gov

TOWN COUNCIL
JAN 17 2024
MEETING

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1028**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

SCREW PUMP REPAIR – MAIN LIFT PUMP STATION

BID #1028

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024 FOR THE TOWN COUNCIL MEETING OF January 17, 2024

The Town of Bristol is requesting sealed bids for Screw Pump Repair – Main Lift Pump Station, 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 #1028 – Screw Pump Repair – Main Lift Pump Station**” 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 January 17, 2024.

A **non-mandatory** pre-bid conference advising bidders of bid conditions will be held on Friday, January 5, 2024 at 10:00AM at the Bristol Wastewater Treatment Facility, 2 Plant Avenue, Bristol, Rhode Island 02809.

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

December 28, 2023 & January 4, 2024

LEGAL NOTICE

TOWN OF BRISTOL INVITATION TO BID BID NO. 1028

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

SCREW PUMP REPAIR – MAIN LIFT PUMP STATION

BID #1028

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A non-mandatory pre-bid conference advising bidders of bid conditions will be held on Friday, January 5, 2024 at 10:00AM at the Bristol Wastewater Treatment Facility, 2 Plant Avenue, Bristol, Rhode Island 02809.

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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

December 28, 2023 & January 4, 2024

BID/RFP ADVERTISING AUTHORIZATION FORM
BID/RFP No. 1029
Stage and Sound Bristol 4th of July Concert Series

 Advertising requested by: Bristol 4th of July Celebration Concert Subcommittee

Signature:

Camille A. Teixeira
Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source) _____

 Other Donations, Sponsorships/Fundraising

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

Steven Contente, Town Administrator

Date

12/14/23
Sarah Hassell, Town Treasurer

Date

12/14/23
Brief Narrative of Project:
Bristol Concert Series 6/19-2024 - 7/2/2024

 Pre-Bid Meeting date, time, location (if applicable) N/A

 Is the pre-bid meeting mandatory (if applicable) N/A

TOWN COUNCIL
JAN 17 2024
MEETING

Question submission deadline date and contact information (if applicable)

 January 12, 2024 @2pm Contact Patti Nenna- Subcommittee Chair nenna02809@gmail.com

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1029**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

Stage and Sound-Bristol 4th of July Concert Series 2024

BID #1029

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024, FOR THE TOWN COUNCIL MEETING OF January 17, 2024.

The Town of Bristol is requesting sealed bids for **Stage and Sound-Bristol 4th of July Concert Series 2024**, 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 #1029- Stage and Sound-Bristol 4th of July Concert Series 2024**" 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 January 17, 2024.

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.

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MELISSA CORDEIRO
TOWN CLERK

December 28, 2023 & Jan 4, 2024

LEGAL NOTICE

TOWN OF BRISTOL INVITATION TO BID BID NO. 1029

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

Stage and Sound-Bristol 4th of July Concert Series 2024

BID #1029

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024, FOR THE TOWN COUNCIL MEETING OF January 17, 2024.

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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

December 28, 2023 & Jan 4, 2024

BID/RFP ADVERTISING AUTHORIZATION FORMBID/RFP No. 1030 -Bristol Fourth(# 06 July Ball - 2024)Advertising requested by: Michele MartinsSignature: [Signature] Camila A. Ferreira**Source of Funding:**

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source) _____

Other _____

2023 DEC 15 AM 10:08

TOWN CLERK OFFICE
BRISTOL, MA 01521

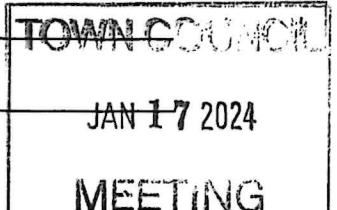
Authorization to proceed with the advertising requirements for the above-described Bid/RFP is hereby granted.

[Signature]
Steven Conte, Town Administrator[Signature]
Sarah Hassell, Town TreasurerDate 12-14-23Date 12/14/23**Brief Narrative of Project:**

- Bid request for catering firm to provide black tie formal sit down for up to 275 people. Meals should contain:
- Crudities & grazing tables for cocktail hour.
 - Salad course with bread & butter
 - Entree course with following choices: 6oz Filet, Salmon, vegetarian
 - Dessert course with sliders, grilled cheese, flatbreads (any variety w/ vegetarian)
 - Include all rentals needed in quote: equipment, chaf tent, serving ware (plates, utensils, water glasses, coffee cups) linen.
- Pre-Bid Meeting date, time, location (if applicable) Trash removal and staff set up & break down
Include gratuity.

Is the pre-bid meeting mandatory (if applicable) NO

Question submission deadline date and contact information (if applicable) _____



**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1030**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

BRISTOL FOURTH OF JULY BALL 2024

BID #1030

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024 FOR THE TOWN COUNCIL MEETING OF January 17, 2024

The Town of Bristol is requesting sealed bids for Bristol Fourth of July Ball 2024, 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 #1030 – Bristol Fourth of July Ball 2024**" 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 January 17, 2024

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.

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MELISSA CORDEIRO
TOWN CLERK

January 4 and 10, 2024

LEGAL NOTICE

**TOWN OF BRISTOL
INVITATION TO BID
BID NO. 1030**

Sealed Bids will be received until 12 noon on
January 17, 2024 for the following:

BRISTOL FOURTH OF JULY BALL 2024**BID #1030**

BIDS WILL BE OPENED AT 12 NOON AT THE
BRISTOL TOWN HALL, 10 COURT STREET ON
January 17, 2024 FOR THE TOWN COUNCIL
MEETING OF January 17, 2024

The Town of Bristol is requesting sealed bids for
Bristol Fourth of July Ball 2024, 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.

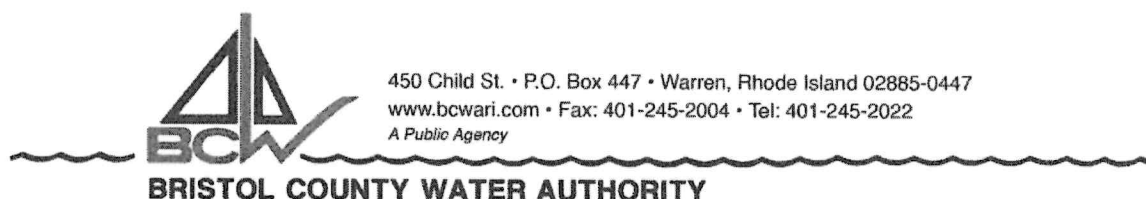
Bids (one original marked "MASTER" and one copy)
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be clearly marked on the outside, "**Bid #1030 –
Bristol Fourth of July Ball 2024**" and addressed to
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Bristol, RI 02809. Sealed bids will be received until
12 noon on January 17, 2024

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 mar-
ket when it is deemed in the best interest of the
Town.

MELISSA CORDEIRO
TOWN CLERK

January 4 & 10, 2024



**Tri-Town Monthly Report
 To Bristol, Barrington & Warren Town Councils**

**Summary of Notable Activities and Reports
 from the
 12/6/2023 BCWA Board of Directors Meeting**

For detailed information on any of these subjects presented herein, please go to the BCWA website at www.bcwari.com. Minutes and videos of all Board meetings are archived on the website.

1. Public and Private Lead Service Line Replacements

The US EPA's revised Lead and Copper Rule and the State of Rhode Island's lead prevention act legislation, passed earlier this year, requires public water systems to address lead service lines within their respective service areas.

The BCWA has defined this as a priority project to continue to assure our customers of a good and clean water supply. To address this, the BCWA staff are finalizing an inventory of public and private lead service lines. Plans and specifications are also in preparation to go out to bid this winter. The purpose of this project is to remove all identified lead service lines on the "public side" in 2024.

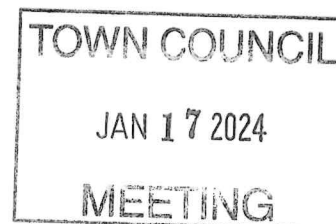
One of the new stipulations requires water utilities to replace the entire line from the main to the meter, if the public side of the service consists of lead, or galvanized iron (GI) pipe with a lead connector. A partial replacement or work to replace the service on the public side only is not permitted. Given this stipulation, the project requires the cooperation and willingness of the property owner to replace their side of the service line. If a property owner does not wish to replace their side of the service and the water utility receives documented confirmation of this, then the water utility is able to perform a partial service line replacement on the public side.

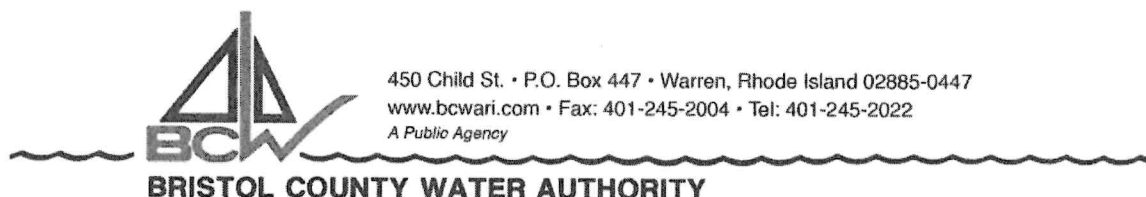
However, so that the BCWA can move forward to ensure the removal of all public lead water service lines including those on the private side, at its December 2023 meeting the BCWA Board approved a staff proposal to establish a finance assistance program for property owners to pay for the cost of the replacement of these internal lead water services. This financial assistance program would allow repayment of the costs (estimated at about \$5,000 each) over a five-year period (about \$85/month). It will be a **no-interest type loan**. For the initial phase of this program, BCWA has identified about 50 potential private side services that could participate in this program.

2. Proposed FY2025 Budgets

- a. O&M Budget**
- b. Capital Budget**

The BCWA Board approved the FY2025 Operation and Maintenance Budget and Capital Budget as presented by the BCWA Finance Committee.





3. Connection to the Pawtucket Water Supply System Project: RIDOT issued its permit for geotechnical work to take place on Pawtucket Avenue for the Ten Mile River Crossing. Coordination continues with private property owners and agencies that will be impacted by this work.

4. Demolition of the Treatment Plant: The demolition of the exterior treatment plant structures is complete. The building permit was received to install a canopy-covered storage area on-site. Additional demolition of plant buildings is scheduled for 2024.

5. Upper and Lower Kickemuit Dams Removal Project: The Upper Dam has been excavated to a suitable grade for the winter months. No further work will be done until Spring in accordance with the DEM permit. On the Lower Dam, the contractor has installed cofferdams (i.e. very large sandbags, called SuperSacks). The contractor has been working to remove impacted sediments, upstream of the Lower Dam.

6. Hope Street Pumping Station: This project's schedule has been severely hampered by supply chain shortages. However, critical electrical components have finally arrived! The electrical contractor is busy completing wiring. Site work also continues. We are looking forward to the day in 2024 that this much-delayed project will be completed.

7. Distribution System Projects: A detailed description on these projects can be found at bcwari.com/2023-water-distribution-system-improvement-program/

8. The Public Hearing on amending the water rate to support the FY 2025 Budget will take place on Tuesday, January 23, 2024, at 5 pm at our Administration Building located at 450 Child Street, Warren.

As noted herein, for detailed information on any of these subjects presented herein, please go to the BCWA website at www.bcwari.com. Minutes and videos of all Board meetings are archived on the website.

Happy New Year!

Respectfully submitted,

Juan Mariscal, Chairman, BCWA
1/2/2024



TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

23 DEC -6 AM 9:23

**TOWN OF BRISTOL
CONSERVATION COMMISSION**

*Department of Community Development
235 High Street, Bristol, Rhode Island*

Tuesday, November 14, 2023 @ 5:00 p.m.

NOVEMBER 2023 MEETING MINUTES

Members Present:

Tony Morettini
Ray Payson
Lindsay Green
Craig Fisher
Glenn Donovan
Jay Maciel

Staff Present:

Ed Tanner

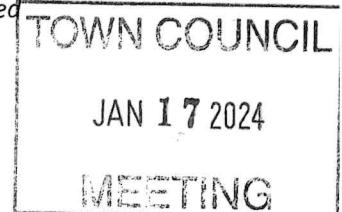
Members Absent:

Lee Ann Freitas

The meeting was called to order by Chairman Morettini at 5:05 p.m.

1. Minutes: A motion to approve the September minutes was made by Mr. Payson and seconded by Mr. Morettini. Vote: 6-0.
2. Open Space: Mr. Tanner said that the trash at the homeless camp at the Perry-Tavares Farm property has been cleaned up.
3. Tree Program: Mr. Tanner said that trees are still going in and most have been staked out for the current tree planting cycle. Mr. Morettini provided an update to the tree study project that is currently underway with the Green Infrastructure Center (GIC). The project is still in process and a final report, that will include detailed data and maps, is due to us by the end of the year. The goal of the project is to increase the tree canopy in Town by identifying and prioritizing potential planting areas. A public open house to discuss Bristol's tree canopy and the management of its urban forest, hosted by GIC, was held at Rogers Free Library on October 3, 2023. Discussion ensued about related tree matters. Mr. Morettini mentioned that we need to select a new tree inventory platform as the old one has been phased out. Mr. Fisher said that there is a law in some towns that says if a tree is removed, it must be replaced. Mr. Morettini asked that Mr. Fisher research such laws and report back to the Commission. Mr. Payson mentioned the importance of tree preservation, including the need for tree pruning and pest management, to which Mr. Tanner responded that much of this is now being performed by the DPW. Mr. Tanner said that he would be able to produce a list of Town trees that have been cut down from the Tree City USA reporting he does. Mr. Tanner also reported that a RI Infrastructure Bank grant has been applied for to address climate resiliency with tree planting.
4. Pollinator Garden Initiative: Mr. Taner reported that he and Ms. Freitas weeded the pollinator garden and that a new pollinator garden sign is up at the Metacom Avenue site.

continued





TOWN OF BRISTOL
CONSERVATION COMMISSION

*Department of Community Development
235 High Street, Bristol, Rhode Island*

Tuesday, November 14, 2023 @ 5:00 p.m.

NOVEMBER 2023 MEETING MINUTES, continued

5. RWU Sustainability Class Engagement: Mr. Morettini said that a study of the benefits of municipal composting as a potential project for the Sustainability Studies class at Roger Williams University will be a spring semester project.
6. Around the Room: Mr. Payson handed out a copy of a recent Providence Journal article entitled Tiverton fire should make us revisit how we recycle e-waste. Relatedly, Mr. Payson also mentioned Pattn, the Weather Channel's climate and sustainability TV show, and TerraCycle, an organization wanting to reduce waste by recycling what has traditionally been unrecyclable. Ms. Green announced that RI Representative June Speakman recently received the Audubon Society of Rhode Island 2023 Legislative Leadership Award. Ms. Green also reported that the proposed restrictions on gas-powered lawn equipment in Barrington was not received well.
7. The next Conservation Commission meeting will be held on Tuesday, December 5, 2023 at 5:30 p.m.
8. Mr. Payson made a motion to adjourn the meeting, which was seconded by Mr. Donovan, and the meeting ended at 6:10 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Jay Maciel".

Jay Maciel

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

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on November 9, 2023. The Chairman called the meeting to order at 10:10 a.m. and upon roll call those answering Present were as follows:

PRESENT

John E. Faria, Chairman
Edward J. Correia, Commissioner
Pasquale D'Alessio, Commissioner
Candace Pansa, Executive Director

ABSENT

None

The Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Correia and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the October 12, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE

John E Faria
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY

None

The Maintenance Supervisor reported that seven apartments had been rehabbed and one more was coming up. He also reported that the annual inspections had been done with no major deficiency found. All air conditioners have been removed as of October 30th. Mrs. Pansa reported that there have not yet been any responses to fill the position of Commissioner due to the resignation of Commissioner Cordeiro because of health issues. She also reported that the CDBG grants have not been awarded and a public hearing will be held on November 15th. The annual audit will be held on December 5th.

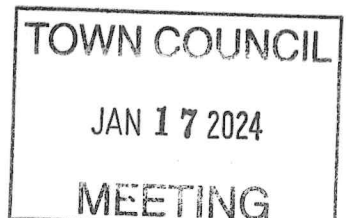
The office will be closed on Friday, November 10th in observance of Veterans' Day, also on November 23rd and 24th for Thanksgiving.

The Chairman then introduced the following resolution:

RESOLUTION 2023-11

Resolution to Adopt Payment Standards for the Section 8
Housing Choice Voucher Program Effective January 1, 2024
(see attached resolution)

Commissioner Barboza made a motion to approve the resolution and Commission D'Alessio seconded the motion and upon roll call those answering Aye and Nay were as follows:



AYE

John E Faria

Helen C. Barboza

Edward J Correia

Pasquale D'Alessio

NAY

None

Thereupon, the Chairman declared Resolution 2023-11 adopted.

After some discussion the Board voted to elect a Vice Chairman at the next meeting which will be held on December 14th at 4:00 p.m.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Theresa Simmons".

**Theresa Simmons
Recording Secretary**

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

MEETING MINUTES FOR
October 19, 2023

A meeting of the Trustees of Rogers Free Library was held on Thursday, October 19, 2023, at 6:30 PM. It was held in person at Rogers Free Library, 525 Hope Street Bristol, Rhode Island.

Present:

Al Wroblewski - Trustee | Chairperson
Nicholas Landekic - Trustee
Samantha Faria – Trustee
Marie Knapman -Trustee
Kasey Feijo - Trustee | Secretary
Eileen Dyer - Library Director

Absent:

N/A

Public:

Craig Evans

AGENDA ITEMS

1. CALL TO ORDER/ATTENDANCE/QUORUM

- Al Wroblewski called the meeting to order at 6:30pm and noted there was a quorum.

2. REVIEW/AMEND/APPROVE MINUTES OF PREVIOUS MEETINGS

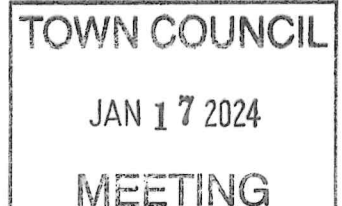
- Minutes of Previous Meeting August 17, 2023 Meeting.
 - Marie Knapman made a motion to approve the minutes. Nicholas Landekic seconded the motion. Vote: all in favor.
- Al Wroblewski noted that the September 21, 2023 meeting was canceled due to a lack of a quorum.

3. CHAIR REPORT

- Al Wroblewski delivered his Chair Report.
- Nicolas Landekic presented his research on Library Foundations.

4. LIBRARY DIRECTOR REPORT

- Eileen Dyer delivered her Director Report.
- Craig Evans shared his insights on the Learn365RI Grant and other project based learning initiatives.



5. FINANCIAL REPORT

- Eileen Dyer delivered the Financial Report prepared by Natalie San Martin.

6. OLD BUSINESS

- Meeting Room Policy
 - Eileen Dyer presented the changes to the Meeting Room Policy. Kasey Feijo motioned to approve the changes. Nicholas Landekic seconded the motion. Vote: all in favor.
- Collection Development Policy
 - Eileen Dyer presented the changes to the Collection Development Policy. Samantha Faria motioned to approve the changes. Marie Knapman seconded the motion. Vote: all in favor.
- Request for Reconsideration of Materials Policy
 - Eileen Dyer presented the changes to the Request for Reconsideration of Materials Policy. Samantha Faria motioned to approve the changes. Marie Knapman seconded the motion. Vote: all in favor.
- Request for Reconsideration of Materials Submission Form
 - Eileen Dyer presented the process changes for submitting a Reconsideration of Materials request. Marie Knapman motioned to approve the process. Nicholas Landekic seconded the motion. Vote: all in favor.
- Exhibit and Display Policy
 - Eileen Dyer presented the changes to the Exhibit and Display Policy. Small amendments were made by the group. Kasey Feijo motioned to approve the changes to the policy with the small amendments. Nicholas Landekic seconded the motion. Vote: all in favor.

7. NEW BUSINESS

- Authorization to Close Library
 - Saturday, November 11, 2023 Veterans Day
 - Eileen Dyer requested authorization to close the library in observance of Veterans Day on November 11, 2023. Marie Knapman motioned to approve this authorization. Kasey Feijo seconded the motion. Vote: all in favor.
 - Friday, December 1, 2023 Staff Training
 - Eileen Dyer requested authorization to close the library for Staff Training on December 1, 2023. Marie Knapman motioned to approve this authorization. Samantha Faria seconded the motion. Vote: all in favor.
- Strategic Planning Consulting Firm
 - Eileen Dyer discussed her search for a Strategic Planning Consulting Firm. The Board tabled further discussion until the next meeting.
- Guiding Principles

- Nicholas Landekic presented the Guiding Principles that were reviewed in the last meeting. Kasey Feijo motioned to adopt these guidelines. Marie Knapman seconded the motion. Vote: all in favor.
- Trustee Selection Process Guide
 - Al Wroblewski presented his changes to the Trustee Selection Process. The Board tabled further discussion until the next meeting.
- Reappointment Process
 - Al Wroblewski presented his ideas for changing the Reappointment Process procedure. The Board tabled further discussion until the next meeting.
- New Trustee Appointment
 - Marie Knapman present the Trustee Selection Committee's recommendations for new members to be presented to the Town Council.
 - The first recommendation was for Cara Cromwell. Marie Knapman motioned to approve this recommendation to be presented to the Town Council. Nicholas Landekic seconded the motion. Vote: all in favor.
 - The second recommendation was for Anne Marie Silvia. Nicholas Landekic motioned to approve this recommendation to be presented to the Town Council. Samantha Faria seconded the motion. Vote: all in favor.
 - The third recommendation was for Caroline Jacobus. Samantha Faria motioned to approve this recommendation to be presented to the Town Council. Kasey Feijo seconded the motion. Vote: all in favor.
- Re-Appointment of Al Wroblewski
 - Al Wroblewski excused himself from this discussion and vote.
 - Kasey Feijo presented Al Wroblewski's request for reappointment to the Board. Marie Knapman motioned to approve Al Wroblewski's reappointment recommendation to be presented to the Town Council. Nicholas Landekic seconded the motion. Vote: all in favor.

8. MEMBER PEROGATIVES

9. PUBLIC COMMENT

10. NEXT MEETING DATE: November 16, 2023

11. ADJOURN

- Nicholas Landekic moved to adjourn the meeting, seconded by Kasey Feijo. Vote: all in favor. Meeting adjourned at 9:37pm.

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

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on December 14, 2023. The Executive Director called the meeting to order at 4:00 p.m. and upon roll call those answering Present were as follows:

PRESENT
Helen C. Barboza
Edward J. Correia, Commissioner
Pasquale D'Alessio, Commissioner
Candace Pansa, Executive Director

ABSENT
John E. Faria

The Executive Director led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Correia and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the November 9, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried.

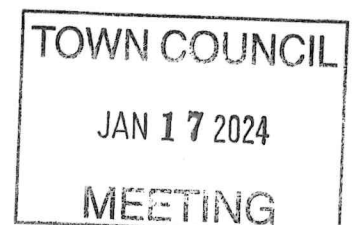
The Executive Director then called for nominations to fill the position of Vice Chairman until June. Commissioner Correia nominated Commissioner Barboza. The Executive Director called for any counter nominations. There being none, Commissioner Correia made a motion to close nominations. Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried and congratulated Vice Chairman Barboza.

The Maintenance Supervisor reported there were no more apartments needing rehab at this time. The maintenance staff is working on preparing the winter equipment. The Supervisor has been looking into replacing door locks with key fobs. The project will be funded in part from money not used for the roofing project. The architect will be drawing up plans and a contract will go out to bid.



Commissioner Correia made a motion to proceed with the project and Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried.

Mrs. Pansa reported that the annual audit had been completed and there were no findings. She also presented the investment report and snapshot of income and expenses for November. The CBDG grant has been approved for \$500,000 to be used for showers. The Director reported that the Town Council has received replies for the position of Commissioner and will be filling the position in January. The maintenance staff will be working on updating the kitchen in the Community Room.

The next Board meeting will be January 11, 2024, at 10:00a.m.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 4:35p.m.

Respectfully submitted,



Theresa Simmons
Recording Secretary

STATE OF RHODE ISLAND

MINUTES
THE ZONING BOARD OF REVIEW
OF BRISTOL, RHODE ISLAND

06 NOVEMBER 2023
7:07 PM
BRISTOL TOWN HALL
BRISTOL, RHODE ISLAND

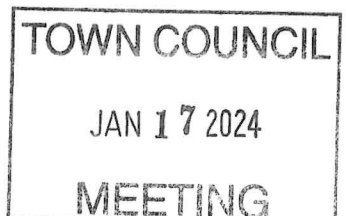
BEFORE THE TOWN OF BRISTOL ZONING BOARD OF REVIEW:

MR. JOSEPH ASCIOLA, Chairman
MR. CHARLES BURKE, Vice Chairman
MR. DAVID SIMOES
MR. DONALD S. KERN
MS. ALAYNE WHITE, Alternate

ALSO PRESENT:

ATTORNEY PETER SKWIRZ, Town Solicitor's Office
MR. EDWARD TANNER, Zoning Enforcement Officer

Susan E. Andrade
91 Sherry Ave.
Bristol, RI 02809
401-253-5570



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The meeting of the Town of Bristol Zoning Board of Review was held and called to order at 7:05 p.m. by Chairman Joseph Asciola at Bristol Town Hall, 10 Court St., Bristol, RI

1. APPROVAL OF MINUTES:

18 SEPTEMBER 2023

02 OCTOBER 2023

Chairman Asciola called for approval of the September 18, 2023, and October 2, 2023 meetings. Chairman Asciola noted that those minutes were not yet available.

Mr. Simoes noted that at the October 2nd meeting he is shown as being present, and he was not in attendance at the October meeting.

X X X X X X

MR. SIMOES: With that correction, I' move to accept the September and October meetings.

MR. BURKE: I'll second with the correction.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Approval of minutes Continued)

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CONTINUED PETITIONS

2. 2023-27

ROBERT M. KREFT

**22 Wall Street: R-6
Pl. 33 Lot 17**

Dimensional Variances to construct a 40' x 42' accessory garage structure at a size and height greater than permitted for accessory structures, and with greater than permitted lot coverage by structures in the R-6 zoning district.

Mr. Kreft noted that as requested at the prior month's meeting, he has submitted what he believes to be proper plans to scale. He explained that he is looking for a height variance and lot coverage variance. He confirmed that the garage will be used for storage of his equipment that he uses to maintain the many properties that he owns, which includes a tractor, snow removal equipment and an RTV. He again explained when questioned where the equipment is being stored now, that he does not keep his equipment out in the open at this location because it has been damaged and he moved it for safety reasons. He explained in detail the equipment he would be storing at this location and explained that the height of the door is in order to get the backhoe in and out of the garage, which is 16 feet high.

The Board reviewed the plans in detail and did acknowledge that the recently submitted plans were to scale.

Mr. Kreft stated that the other issue the Board previously had was if this was a buildable lot when he purchased it.

Mr. Tanner explained that Mr. Kreft did e-mail and sent a revised plan. He also stated he provided the Board with a memo dated October 25th with some lot history, including an old Zoning Certificate. The lot in question was identified as Lot 21 on the Tax Assessor's map, Plat 33. Yes, it was indeed a buildable lot, 7,380 square feet, 60 feet of frontage and he prepared

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a Zoning Certificate back in 2018 saying it was a buildable lot. Mr. Kreft purchased the lot in 2018 and in 2020 Mr. Kreft filed a real estate lot merger declaration with the Town, that was recorded in land records December 16, 2020. So, that document effectively merged Lot 17 and Lot 21 into one lot; Lot 21 no longer exists, it was incorporated into Lot 17. Yes, it was a buildable lot, but it no longer exists. If one looks at today's Plat map, Lot 17 encompasses the area of both lots.

Mr. Kreft stated that he merged the lots in order to build the accessory structure.

Mr. Burke stated that the amount of equipment Mr. Kreft wants to store in this structure seems to him to be a little excessive to service that piece of property that is associated with it. Mr. Kreft stated that he doesn't believe so. Mr. Burke stated that is his opinion, but to him it seems inconsistent with the amount of snow that might have to be removed from that one lane driveway to that particular parking lot. Mr. Kreft again explained that it's around the entire building and that he has other properties that he uses the equipment for. Mr. Burke stated that he would then be storing equipment there for other properties. Mr. Kreft stated it would be mainly for this one, as it is the biggest, but yes, he would be using the equipment that he owns on his other properties for maintenance.

Mr. Simoes questioned the location of the garage in relation to the house next to it. Mr. Kreft explained that the house is pushed back a bit and it would not block their view at all.

In response to questioning on whether this would be a buildable lot on its own again, Mr. Tanner stated that no, Lot 17 is one parcel now, approximately 22,140 square feet. If they were asking if a house could be built there, the answer would be not without going back to the Planning Board and re-subdividing the lot and getting whatever variances, because Lot 17 as

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it stands is already non-conforming with 12 units on it. Mr. Kreft needs as much square footage as he can get and by taking that extra land away, it would be making the land more non-conforming. So, he could go to the Planning Board and try and would probably need to come back before the Zoning Board in order to do that. It would be a minor subdivision with variances.

Mr. Burke noted that at the previous meeting the applicant did say that if this wasn't approved, he would convert it back to a single-family lot and build on it; he offered that. Mr. Tanner stated he would have to go back to the Planning Board, it's not a guarantee; or after January it might be a unified development and might all be just the Planning Board. He also mentioned that State Law changes would be in effect starting in January.

No one spoke in favor or against the Petition.

Mr. Burke stated that this application is similar to the one they reviewed two years ago and there wasn't enough difference for him to change his position; he thinks its too much and the amount of equipment is not dedicated to what's already a grossly non-conforming piece of property. He was unwilling to approve an additional variance of this magnitude.

A detailed discussion was held on the fact that the laws are going to be changing in January of 2024; however, at this time the existing Standards must be applied at this time. After January 1st the Standards will be different; where the Board will not have to find that the amount of relief granted is the least relief necessary and also they won't have to find that the hardship is not the result of the applicant seeking financial gain. As of this meeting all the Standards are still in place.

Attorney Skwirz stated that if the Board is thinking of denying based on the least relief necessary, which will go away after January, just hypothetically, if the Board were to deny

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on that and it was appealed, the Court would have to review it and the Court would be reviewing with the laws in effect after January. So, even though what the Board did was right, it would almost be an automatic reversal, because the Standard wouldn't be there anymore.

During discussions between Board members, Mr. Kreft explained he would be using the equipment stored there for his seven properties in Bristol and not for his other outside of Town Bristol. In response to whether there would be a lot of traffic, he stated that he would only be using one piece of equipment at a time, driving in and out and it's just himself, he has no employees that would be using the equipment.

Attorney Skwirz explained that if the Board were to deny, they would not have to go through all the Standards, they would just pick out the Standard that it doesn't meet and say why.

Mr. Kreft stated that he would be willing to acquiesce until January if it would make it easier for everybody.

Attorney Skwirz stated the law has already been passed, the effective date will be January 1st.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to continue to the January 2024 meeting, file number 2023-27, Robert M. Kreft at 22 Wall Street.

MR. KERN: I'll second that.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

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MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Continued)

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3. 2023-34

MICHELLE R. & JEFFREY COTE

**192 Poppasquash Rd.: R-40
Pl. 176, Lot 98**

Dimensional Variances to construct a 36' x 42' two-story accessory barn/garage structure at a size and height greater than permitted for accessory structures in the R-40 zoning district.

Ms. Michelle Cote stated that her address is 192 Poppasquash Road, but they really live on Clam Shell Road, which is the dirt road; about 1 mile down the road. They would like to build a pre-engineered timber barn on their property for the storage of a small car collection and a workshop for her husband in retirement. They have a 3.9-acre lot and they designed a barn that they think really compliments the property, compliments the lot. She was before the Board in September and explained that they are looking for a 36' x 42', which exceeds what is allowed and 25-feet high, which is five feet higher than what is allowed. But given their space and given their property, they felt like it was the only way to make it look nice and fit in with the property. At the last meeting there were some neighbors from Reliance Drive, which is a road that abuts her property down near the guard house. There was a site visit on the property with the neighbors and looked at the property and the proposed location of the barn. Her observations from that meeting were that the neighbors thought she owned the property that is further towards the neighbor's house. She showed them the lot line; her lot is a long skinny lot, and she thinks they were happy to find that it is further away than they thought. The neighbors also thought that it was going to open up towards their property, which is not the case, its going to open up towards the existing driveway. They asked if she had considered other locations, and they had. They have owned the property for a little over five years and have wanted to put it in a barn since the day they moved in. They are limited because of the width of the lot. On the left

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it's very narrow from the driveway to the lot line on the left. They're also limited because they have a big septic system in their front yard; so, they can't put it closer to the street. They talked about putting it in the backyard, but that is not at all what they want to do and makes no sense for them even to have cars in it. One of the concerns was lighting. They do have some up lighting in the house, they have some landscaped lighting on the house and is pretty lit up at night; and it is always shut off at 8:30. They were thinking that they would put some lights in this barn, but they agreed with the neighbors that it made no sense to put any lights in the back of the barn, no windows in the back of the barn and no light in the cupula; basically there will be no light from this barn shining on to Reliance Drive. They were also concerned about noise, specifically if there was going to be an alarm system. They have an alarm system in their home. The neighbors were concerned because they're not there full time and the neighbors were concerned that an alarm would go off for hours and hours. But that has never really happened in their house and to be honest she really doesn't want public records to show what they are going to do with the alarm system. She received letters from some of her neighbors on Clam Shell, because she went to their house and showed them what the plans were, and they all thought it would compliment the property. She thinks that all her neighbors know that she is allowed to build a two-stall garage at 26' x 28' in the R-zone; so, she could build two or three of them, but that would not complement the property and is not what she would like to see on the property.

Mr. Burke noted that she mentioned the backyard and it wouldn't be appropriate and asked if it was the westerly side towards the water. Ms. Cote explained yes, it is and that side of the yard slopes down pretty far, its pretty wet down there and they would have to put a driveway going into the back yard. Mr. Burke asked why they need the 25-foot height. Ms. Cote explained that if you look at the house, the designer who drew up the plans to complement

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the house and property. The house has a really high steep roofline, and it complements the house. The upstairs will just be used for storage. Mr. Burke stated that he agreed that architecturally the 20-foot-high requirement doesn't really work architecturally.

Mr. Burke stated he saw some on-line photographs and saw another structure on the property. Ms. Cote stated that they have a guest house on the property and confirmed that it was built with the house. She has no intention of using the second floor of the barn for living; there will be no plumbing, heat or air conditioning, there will be electricity.

Mr. Tanner stated that they have received multiple correspondence on this application, and everything received was forwarded to the Board, along with some put in front of them at this meeting. Mr. Tanner reviewed the correspondence with the Board in detail; all of which is in the formal record before the Board.

In response to Mr. Burke request to summarize the use, Ms. Cote stated that her husband has three Ford Mustangs that they now store in Rehoboth and would be stored on the property. Her husband and her are accountants, they work on cars, it's not the intention, her husband just likes to look at them.

Mr. James Saletnick, 21 Reliance Drive, abutting property owner, stated that he wanted to confirm that the neighbors did have a meeting regarding the plan. She discussed in great detail, with her husband, what they are planning to do at the site. He raised several questions and several concerns, which the Cotes were able to address, with the exception of one. At the time, because they live right to the south of where the barn would be, they are concerned about lighting. At the time the Cotes told them that they did intend to have a cupola, which would be lit on top of the barn, which would affect his back yard, depending on the time they lit the cupola. There was no discussion as to the intensity of the light or the frequency of the light.

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He was very candid with the applicant that they would attend this meeting with their concerns about the lighting and the applicant said they would think about it. He thought he heard that she was not going to light the cupula, which would eliminate his concern regarding the light pollution in his back yard. He may be overly concerned, but the Bristol Yacht Club just installed a whole series of new lights around their facility and if you drive past, it at night, it's almost blinding how bright those lights are. Light technology and intensity have changed dramatically over the past ten, fifteen years. He was referring to a letter that was written by the former house owner that he presently owns 18 years ago. The experience is much different, the people before them who sold the house to him added an additional floor and it's now a three-story house and in his opinion the lighting of a cupula on a regular basis would impact both his back yards with light pollution, as well as two bedrooms that are located on that end of the house, which would be his north end and the Cotes south end where the barn would be located. So, he just wanted to confirm that what he thought he heard was that they decided not to light the cupula. If that's the case that would make his testimony mute, because they have essentially addressed all the issues that were raised at the neighborhood meeting on the 29th. There are still some concerns that are not as grave as the lighting concerns.

Mr. Ken Bouchard, 25 Reliance Drive stated that first of all he would like to thank the Board for tabling the last meeting, as he and others had not received notice, which gave him time to do more research on the proposed location. He would like to address the lighting; the location of the proposed structure for the cars is that when they go to approach that garage those lights, when they come around the corner in their driveway are going to be shining right in his windows. Because the area between that property and his property is sparsely wooded. If one looked at the letter from Mr. Dennis McCoom, it states in it that the majority of the view is

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the Bay, it is, but is also the buffer between his property because of the trees is also a nice view for him. What he is more concerned about after he did a little research is that this is a storage facility for a collection of cars, the number doesn't matter. When you store cars close to another's property line, you run the risk of fire. The Cotes have their primary residence, but looking at the notes from the last hearing, they're not there full-time; they have two other homes. Getting back to the issue of fire. Usually, the first line of defense is that the homeowner is the person who helps put out the fire or limits the spread of the fire. So, that's a major concern. He did speak with the Fire Chief in Bristol and discussed it with him, who admits that in the past there have been issues with fire trucks in that area; there is limited water supply and naturally one would think you could pump water out of the Bay; his understanding is that when they can't pump out of one of the two or three retention pumps, they had to pump from the Bay; and the fire department didn't have enough hoses to get where they needed to get. In addition to that, the property at 194 is on the market; this is a 94-year-old man who will be leaving the home. Now, when he spoke with the fire chief, he said there's a possibility that whoever owns 194 will have to widen the road. He hasn't measured it but would guess it's between 12 and 16 feet wide, but certainly would be substandard in today's requirements. He can't imagine that someone would buy that property and not knock the existing structure down and the buyer would run into all new issues; new septic, the road, taking the building down. If that property is sold and you have to widen the road, how would that be done if a variance is granted for the barn to be built closer to the road.

Mr. Kern stated there is no variance on the lot line, just size, no variance on the setbacks of the lot.

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Mr. Asciola stated that any accessory structure can be six feet off anybody's property in any location in the Town of Bristol.

Mr. Tanner stated the applicants did submit a site plan that is in the file, and it says 238 feet from the Clam Shell Road, and six feet off the side lot line.

Mr. Bouchard stated that this is a residential property and there are five garages on that property right now. Mr. Asciola stated that she could put even more because she has the land that would allow it.

The Board invited Mr. Bouchard up to the bench in order for him to show them where his property is located on the map before them. After careful review of the location and explanation to Mr. Bouchard that the existing driveway will be utilized to access the proposed barn and could not possibly shine into his windows, Mr. Bouchard thanked them for clarifying the application.

Ms. Cote explained again that she did not wish to publicly talk about any security system they are planning to install and that they are not planning on a fire suppression system; and it's not required, as it is an accessory structure.

During discussion Mr. Burke stated that when somebody has 4 acres and they request a large garage, if they meet the Standards the Board has allowed it, recently on property right next to the yacht club, as an example. And they also allowed one off of Mt. Hope Avenue which for a car collection. So, he doesn't see that it would be the first time they allowed relief, particularly in the Poppasquash area where someone has multiple acres for storing things like cars or whatever else they needed and thinks it's a reasonable request.

X X X X X X

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MR. BURKE: Mr. Chairman, I'll make a motion to approve File number 2023-34, applicant Michelle R. and Jeffrey J. Cote, 192 Poppasquash Road, to construct 36' x 42' two-story accessory structure, at a size greater than allowed by the Zoning Ordinance and at a height of 25 feet, which exceeds the 20-foot accessory structure limitation in our Zoning Ordinance. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general character of the surrounding area, or to an economic disability of the applicant. This property is almost a 4-acre parcel, and the applicant could erect multiple conforming accessory structures. And has petitioned the Board to allow them to put a new single structure of 36' x 42'. The hardship is not the result of prior action of the applicant and does not result primarily from the desire of the applicant to realize greater financial gain. We heard testimony, and we see in the application, that it is for the storage of some antique automobiles and a workspace on the second level. The granting of the requested dimensional variance will not alter the general characteristics of the surrounding area or impair the intent or purpose of the Zoning Ordinance or the Comprehensive Plan of the Town of Bristol. Accessory structures are allowed in this residential area and it is very typical for these large parcels in the Poppasquash area to have larger accessory structures than the Ordinance allows. That the relief requested to be granted is the least relief necessary. We heard testimony that there are three vehicles that require storage, and the garage is sized for

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those three vehicles. That the hardship that would be suffered by the owner of the subject property if the Dimensional Variance is not granted would amount to more than a mere inconvenience. In order to store the vehicles on this subject property they would have to construct more than one accessory structure. I so move. I'm sorry, I wanted to add the conditions. There are special conditions that go with this motion, and they are that there will be no lighting in the proposed cupula on the top of the accessory structure. And there will be no lighting or windows on the back of the proposed structure, which is the southerly side of the property. I so move.

MR. SIMOES: I'll second that motion.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

06 NOVEMBER 2023

NEW PETITIONS

4. **2023-38**
 MARY T. CARROLL

61 Constitution St.: R-6
Pl. 14 Lot 96

Dimensional Variances to remove an existing 8' x 8' mudroom and construct an 11.5' x 20.5' single-story mudroom/three season room addition to the rear of the existing dwelling with less than the required right-side yard.

Mr. Jacob Apple and Ms. Mary Carroll presented the Petition to the Board. Mr. Apple explained they were asking for a 4'6 on the right side. The required setback is 10 feet. The existing mud room is quite small; there is a staircase that goes up into the kitchen and a staircase that goes down into the basement; so, she has a very small space existing that can be used as a mud room; there's no storage there and they would like to extend the mud room into the back yard. In doing so, they will keep the structure away from the edge of the existing house and try to stay as far away as they can. They wanted to make it even, but knowing that ten feet is required, they are trying to ask for as little relief as possible. So, the structure will sit 5' 6" from the property line of 65 Constitution; there is a fence that runs all the way along that side. And there is a very large asphalt driveway that was installed in the past. The structure will conform with all historic requirements; they have already sat down with HDC and have been approved.

In response to questioning by Mr. Asciola, Mr. Apple confirmed that the existing structure sits 4 feet off the property line, so they aren't making it any worse, the addition is going to be better than the existing structure.

The Board reviewed the Petition in detail. Ms. Carroll explained that the property is listed as a two-family, but inside it's one family; meaning there is no entrance for a tenant.

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And confirmed what her contractor explained that the existing entrance is rotted, needs replacing, and they would have to remove it and put a slab down to rebuild anything that needs to be constructed.

Mr. Tanner confirmed that he applicant did go before the HDC and received approval.

No one spoke in favor or against the Petition.

X X X X X X

MR. SIMOES: Mr. Chairman, I'll make a motion that we grant File number 2023-38, 61 Constitution Street in Bristol. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land and also the structure. It will be a variance of 4' 6". It's usually required by the Zoning Ordinance at 10 feet. But the area between the house will be further right to the foundation of the house, so there will be more room in the back in the new structure than they have on the existing house, with is only 4 feet, and this will give them 5' 6". The hardship is not the result of any prior action of the applicant, nor does it result in any primary desire for the applicant to realize greater financial gain. By granting this requested Dimensional Variance, it will not alter the general characteristics of the surrounding area or impair the intent or purpose of the Zoning Ordinance or the Comprehensive Plan of the Town of Bristol. This is the least relief necessary and for that reason I move that the variance be granted.

MS. WHITE: I'll second.

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MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

06 NOVEMBER 2023

5. 2023-39

GABRIEL PTASIENSKI & SARA ORDING

**1270 Hope St.: R-10
Pl. 100, Lot 15**

Dimensional Variance to install a six-foot-high solid vinyl privacy fence, portions of which would be located within the front yard on a corner lot.

Mr. Ptasienski presented the Petition to the Board. He explained that they would like to surround a six-foot privacy fence to surround three sides of the yard. The variance requested is to install the 6-foot on the north side bordering Brook farm Drive. That's the side yard, if you will, but because it's on a corner they need to request the additional 2 feet for both privacy and security. Across that street is a gas station and a smoke shop and there's typically some decent foot traffic; so, they are asking for the additional 2 feet to fully enclose the yard for the family and to keep the dog from jumping over the fence. They have spoken to their neighbor on the east side that they share the fence with, and she is all for it. She wanted to split the cost, but he is going to expend the cost of the installation.

The Board reviewed the Petition in detail. The applicant confirmed that there will be no site interference with the location of the fence, as there would be about 70 feet from the fence to the site line of traffic.

Mr. Tanner stated that the 8-foot dimension from Brook Farm Drive to the fence; that's 8 feet back from the pavement. The applicant stated that the plan showing the 8 feet is an estimate from the contractor and if the variance is approved, they plan to get an actual survey, as they do plan on putting the fence on the property line. And he is well aware of the right-of-way to Brook Farm Drive and the survey will ensure they do not impede on the Town's right-of-way.

Mr. Burke asked if the applicant would consider enclosing less of the yard. The applicant explained that if the Board votes for the variance, it will be the property line plus a

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couple of feet to give a buffer space as he would hate to have to tear it down if the road is widened. Mr. Burke stated he would be more comfortable if the applicant committed to having it two feet off the property line, to him that would be the least relief. Mr. Asciola stated that he is allowed to put it on the property line. Mr. Burke stated that they are, but not at six feet, and was only suggesting. The applicant stated he was willing to go to the two feet.

No one spoke in favor or against the Petition.

Mr. Tanner stated that there was one letter in the packet concerning site clearance.

X X X X X

MR, BURKE: Mr. Chairman, I'll make a motion to approve File 2023-39, Gabriel Ptasienski and Sara Ording, 1270 Hope Street, to erect a fence in what is technically a front yard on a corner lot, at a height of six feet, where the Ordinance allows only a 4-foot height in a front yard. And per agreement with the applicant, the fence will be located southerly two feet from the existing property line on Brook Farm Road. That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area, or to an economic disability of the applicant. Because it is a corner lot and in many cases that is a liability for the property owner, as far using a limited amount of open space on the property. The hardship is not the result of prior action of the applicant and does not result primarily from a desire of the applicant to realize greater financial gain. The applicant has provided written and oral testimony about the need to enclose the property because of pets and a buffer to the traffic on Hope Street and Brook Farm

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Drive. The granting of the requested Dimensional Variance will not alter the general characteristics of the surrounding area or impair the intent or purpose of the Zoning Ordinance or the Comprehensive Plan of the Town of Bristol. Fences are allowed in a residential area and the actual length of this fence will not impact any of the surrounding properties. That the relief requested to be granted is the least relief necessary. The applicant has already agreed to move the fence in more from the proposed location. That the hardship that will be suffered by the owner of the subject property if the Dimensional Variance is not granted would amount to more than mere inconvenience. A 30-foot requirement in order to put a six-foot privacy fence and safety fence would not allow for an adequate amount of open space on the property. I so move.

MR. SIMOES: I'll second that motion.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

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6. 2023-40

ANGELA HALIBURDA

15 Adelaide Ave: R-10
Pl. 84, Lot 8

Dimensional Variance to construct an approximate 7'7" x 14' exterior deck addition with less than the required side yard.

Ms. Angela Haliburda and Mr. John Hanley presented the Petition to the Board. Mr Hanely stated the applicant would like to put a 7' x 7' addition on to the rear portion of the deck, which would infringe on the encroachment by 7 feet, and he believes there would be 8 feet left. There already is an existing deck in the rear on that 8-foot setback line. And there's going to be a pergola up above it. Now, the weird positioning of it is basically because of the angle of the sun. As the sun comes down, if she put it where the existing deck is, when the sun comes down further to the right, looking out her back deck, which would be further to the north. With where the proposed pergola, that would be the perfect angle to block the sun. There will be retractable screens that will go up and down. The overall height is about 8 feet from the existing deck up; and is just looking to match the existing deck line further down the property.

A detailed discussion was held on how the applicant cannot enjoy the existing deck when the sun moves further down, and this would allow her to enjoy the outdoor area. After confirming that the existing deck was already on site when the applicant purchased the property, Mr. Tanner stated that there are minimal records on when the deck was constructed back in the 90's. And at the time they considered Adelaide the front yard and the north side was the side yard. Mr. Tanner stated that it is in an R-10 zone so it only needs 15-foot side yard. The Board reviewed the photos and plans submitted in detail, as well as another detailed discussion of the sun angle during the afternoon, making it impossible for the applicant to enjoy the back deck in the afternoon sun.

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After reviewing the Staff report with Mr. Tanner, it was determined that the deck and pergola would require the same variance as indicated in the Staff report, as well as a building permit.

Mr. Stephen Long Lowe, 16 Fort Hill Road spoke against the Petition. Mr. Lowe stated that he lives directly behind the applicant, and he has a panoramic view at the present time. He thinks that if this deck extends north towards his property and it will affect his view of the harbor and presented pictures of his property to the Board, which was reviewed with the Board at the bench. Mr. Lowe stated that all the decks on the West side have sun on them in the afternoon and confirmed that he does have an awning on his deck.

Mr. Peter Maloney, 22 Fort Hill Road spoke against the Petition, stating that he owns the abutting house to the north. First of all Ms. Haliburda's house is already in the dimensional red zone, so to speak. And certainly, shouldn't be allowed to expand. There are a number of factual issues that need to be corrected in the supporting documents submitted. She wrote that sometimes its too bright to even look out the window and he would note that even though the applicant alleges that sun blocking shades don't work, there are millions of them sold every year and can be purchased as what the industry terms 1% openness which blocks the view. 10% openness blocks 90% of the light, but still allows a view. So, she is asking this Board to rule in her favor by saying solar shades don't work. The second issue is that on her existing deck, her statement says there's not enough room to erect a pergola because of living room windows and doors that open to the deck and the upper overhang balcony. The deck runs for about 20 feet long but extends out from the house 14 feet. Assuming her doors are the standard 36", she could build a structure of 11 feet, leaving 3 feet for the doors to open. The second-floor balcony is about 12 feet above the deck level. And the proposed structure seems to be 8 feet and

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maybe a foot at the beam; so, there is plenty of room on the existing deck to build a structure. Also, in terms of the sun, the windows don't start right at the edge of the house, the windows are in like 3 feet from the edge of the house. So, you can start building on the existing structure, which would block a lot of the sun. The other issue he would note on the diagram submitted has a cute graphic of the sun in the northwest corner. And he noted that is not the permanent position of the sun. Mr. Maloney then gave a detailed description of how the sun rises and sets at different times and angles; and he would have this proposed additional structure that will be casting shade onto his property all day long, or most of the day, due to the size and location of the proposed structure.

Mr. Hanley stated that he doesn't agree with Mr. Maloney on his statement that the structure would be casting shade on his property to any other extent than perhaps a little bit of his grass. He also explained that Mr. Maloney told the applicant that he plans on making an adverse possession claim against her and that should be taken into account by the Zoning Board for one of his reasons for objecting so vehemently.

Mr. Burke asked for elaboration on the interior shades and how they would not be sufficient. Mr. Hanley stated that the applicant explained to him that the interior shades, depending on where the sun comes down, when it is at its worst, is in the mid to late summer, the most time she would like to spend in her living room or on her deck. The interior shades make it too dark in the house. To make it livable the shade would have to be more solid. If the shade is further away it's more diffused by the time it gets to the windows and doesn't make the room as dark as if the shade was right along the window.

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In response to a question by Mr. Kern, Attorney Skwirz confirmed that the Board cannot consider view even if a variance is required. They can consider the general character, but if someone says they can't see the water where they could before, that can't be considered.

Discussion was held between Board members who considered that the structures are already too close to the property line and now they want to encroach further, even though the encroachment was present when the applicant purchased the property. The Board reviewed the plans for construction and the issue of sun angles in detail. Ms. Haliburda also explained that she has tried other ways, such as putting up a canvas awning, which is why she knows this more permanent solution would help tremendously. She also explained that the problems involved with having just the sun sail which makes half of the deck unusable. Different solutions were presented to the applicant also, such as an awning, which Mr. Hanley explained reasons why it would not work, because of the balcony over the deck.

After reaching the consensus of the Board that other remedies should be considered, combined with the fact that the existing structure already encroaches into the side yard, the applicant requested that the application be withdrawn at this time. Mr. Tanner explained that if the application is withdrawn the file is closed and if they wish to come back, they have to start from the beginning.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to accept the withdrawal of File 2023-40 without prejudice.

MR. KERN: I'll second that.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

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MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition withdrawn without prejudice)

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7. **2023-41**

KENNETH M. & LEE D. MILLER

50 Everett St.: -10

Pl. 123, Lot 2

Dimensional Variances to demolish an existing single-family dwelling and construct a new single-family dwelling with less than the required front yard on a corner lot; and Special Use Permit to construct a single-family dwelling at a height of over 25 feet above grade in the flood zone.

Attorney Bruce Cox presented the Petition to the Board. He explained that the existing house fronts on San Miguel, where the driveway is. They are relocating the driveway over the Everett; so they are eliminating traffic going on to San Miguel, which really becomes basically a foot path very shortly after this house. They are also keeping this house down below what would be the legal maximum height. The legal maximum height of this house could be 45 feet. The Board received the updated chart; the first one had feet and inches and millimeters, and this is far simpler in showing that basically when you're in the flood zone you have a free board, you are allowed to be five feet up; so that's what they have done to make the lower part of the structure functional as a garage and storage area. He has also kept the ceiling levels down very nicely within the house. Basically, the house is going to require less relief than currently exists on San Miguel and requires just a little bit on the southwest corner of the house as it fronts on Everett. It's an unusual lot, slightly undersized and it tapers towards the west, wider at the waterfront than it is on Everett.

Mr. Cracker, Architect explained the height of the new building is off grade it's at 37.9; the existing is 28; and of that they have to be, required by FEMA, a minimum of 6 feet. They have made an attempt to encroach as little as they possibly could. In fact, they encroached less than the existing house does, and they've attempted, through design, to keep the aesthetics

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such that they brought the roof line down, the eaves down and put a Nantucket dormer on. They are trying to make that house look as short as possible. CRMC will only allow 50% more structure or lot coverage. This structure will be in the A-zone. Landscaping will be added, and rain retention gardens will be added.

The Board reviewed the plans in detail. Mr. Tanner confirmed that there is a right-of way on San Miguel Drive to the water. The Board also reviewed the landscaping plans in detail. Mr. Burke noted that the application showed two front yards and a left side lot line, each requiring relief. Mr. Tanner stated that they show 13.3 to a shower enclosure which is not counted. If you look at the northwest corner of the house itself, it's 16.7; so, he doesn't believe there is a side yard variance, only the front yard relief of 15.7 feet and confirmed that the other two should be disregarded.

Ms. Christine Joclyn, 45 Everett Ave., spoke in favor of the Petition. She stated that the applicants had worked so hard; she was concerned about height and that has been answered. They worked so hard to make it fit and be good neighbors and it's going to be nice to have them full time. It looks very pretty.

X X X X X X

MR. BURKE: Mr. Chairman, I'm going to make two motions, one for the Dimensional Variance and one for the Special Use Permit. I'd like to make a motion to accept and approve application 2023-41, Kenneth M. and Lee D. Miller at 50 Everett Street to demolish an existing single-family structure and construct a new CRMC conforming structure in its place. This new structure will be less non-conforming than the existing structure, but it does require relief on the San Miguel property side of 13.7 feet; a front

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yard typically requiring 30 feet. And the same 30 feet would also apply to Everett; and I'm going to make a motion that we grant a 1.6-foot front yard variance on the Everett Street side, to be finalized and confirmed by the owner's representative with appropriate Town Officials. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area or to an economic disability of the applicant. The need to demolish and rebuild is driven by the CRMC waterside requirements. The hardship is not the result of prior action of the applicant and does not result primarily from the desire of the applicant to realize greater financial gain. We heard testimony that initially this was going to be an addition to the existing building and was not cost feasible to do that and they end of with a non-complying to the CRMC regulations after making a significant financial investment. The granting of the requested Dimensional Variance will not alter the general characteristics of the surrounding area or impair the intent or purpose of the Zoning Ordinance or the Comprehensive Plan of the Town of Bristol. It's a residential area, a residential lot and what is being constructed is a single-family residence that's allowed in this area. That the relief requested is the least relief necessary. As it was pointed out in the application and in the testimony, the new structure will be much less non-conforming than the existing structure. That the hardship that will be suffered by the owner of the subject property if the Dimensional Variance is not granted will amount to more than a mere inconvenience, because

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they will not be able to construct a conforming structure in this waterfront area. I so move.

MR. SIMOES: I'll second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

X X X X X X

MR. BURKE: Mr. Chairman, I'm going to make a motion to grant a Special Use Permit specifically for a height of building in the flood zone that exceeds 25 feet, per our requirements of our Ordinance. This is file number 2023-41, Kenneth M. and Lee D. Miller, 50 Everett Street, who require a Special Permit because the proposed structure will have a height of 38 feet, that exceeds the 25-foot trigger level requiring a Special Use Permit. This requirement is cited in Section 28-409 c-2. And the requirements are that it does not alter the surrounding character of the neighborhood. And I believe the testimony and the inquiry, and the written information confirm that it does not. I so move.

MR. SIMOES: I second that motion.

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MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MS. WHITE: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

06 NOVEMBER 2023

8. REVIEW of Zoning Board Application Instructions and Rules of Procedure.

Mr. Burke stated that he had asked that this matter be advertised and added to this meeting, but he was willing to table it next month, because it's late. Mr. Tanner and his team in enough time. The only thing on his list that he thinks is critical is he needs the reports 10 calendar days before the meeting to be fair to the Town and fair to the applicants.

9. ADJOURNMENT:

X X X X X X

MR. ASCIOLA: Motion to adjourn?

MR. KERN: So moved.

MR. SIMOES: Second

MR. ASCIOLA: All in favor?

MR. SIMOES: Aye.

MR. ASCIOLA: Aye.

MR. KERN: Aye.

MR. TIPTON: Aye.

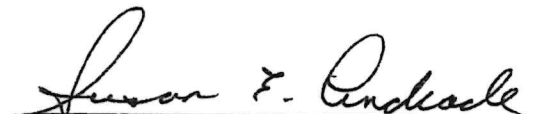
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(THE MOTION WAS UNANIMOUSLY APPROVED)

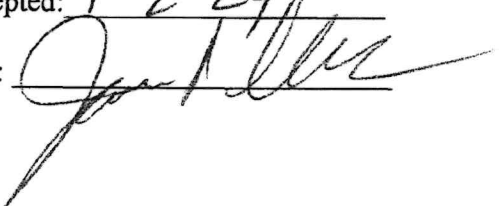
(MEETING ADJOURNED AT 10:10 P.M.)

06 NOVEMBER 2023

RESPECTFULLY SUBMITTED,


Susan E. Andrade

TOWN OF BRISTOL ZONING BOARD
MEETING HELD ON: 06 NOVEMBER 2023

Date Accepted: 1-2-24
Chairman: 

STATE OF RHODE ISLAND

MINUTES
THE ZONING BOARD OF REVIEW
OF BRISTOL, RHODE ISLAND

04 DECEMBER 2023
7:07 PM
BRISTOL TOWN HALL
BRISTOL, RHODE ISLAND

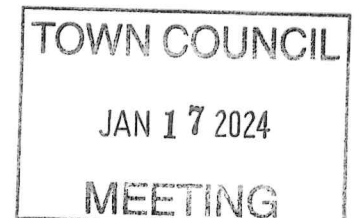
BEFORE THE TOWN OF BRISTOL ZONING BOARD OF REVIEW:

MR. JOSEPH ASCIOLA, Chairman
MR. CHARLES BURKE, Vice Chairman
MR. DAVID SIMOES
MR. TONY BRUM
MR. DONALD S. KERN
MR. DEREK TIPTON, Alternate
MS. ALAYNE WHITE, Alternate

ALSO PRESENT:

ATTORNEY MICHAEL URSILLO, Town Solicitor's Office
MR. EDWARD TANNER, Zoning Enforcement Officer

Susan E. Andrade
91 Sherry Ave.
Bristol, RI 02809
401-253-5570



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I N D E X

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2. 2023-42 - Petition of Timothy J. & Victoria R. Reed.....4

3. Adjournment.....7

04 DECEMBER 2023

The meeting of the Town of Bristol Zoning Board of Review was held and called to order at 7:00 p.m. by Chairman Joseph Asciola at Bristol Town Hall, 10 Court St., Bristol, RI

1. APPROVAL OF MINUTES:

Chairman Asciola called for approval of the November 6, 2023.

X X X X X X

MR. BURKE: Mr. Chairman, I'd like to make a motion that we postpone the approval to the January meeting, so we can all have a chance to review it.

MR. SIMOES: I'll second that motion.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Approval of minutes Continued)

04 DECEMBER 2023

NEW PETITIONS

2. 2023-42

TIMOTHY J. & VICTORIA R. REED

**9 Karen Ann Dr.: R-15
Pl. 150 Lot 79**

Dimensional Variance to construct a 27' x 27' single-story garage addition to an existing single-family dwelling with less than the required right-side yard.

Mr. Reed presented the Petition to the Board. He explained that as per the plan to add to their existing house, a garage that's 27' x 27'; it's actually 24' x 27'. There's 3 feet on the north-south axis that's going to be dedicated to expanding a very small what will serve as their master bedroom. The setback they are asking for is about 16" to 18". He has spoken with his neighbor on that side, who was in support of it. He confirmed they have been there for the past 24 years and plan on staying in this home.

The Board reviewed the plans in detail. Mr. Reed explained that the plans show a small grey area which will be a small expansion to the master bedroom. Upon questioning, Mr. Reed confirmed that he cannot put the structure on the west side, as there is actually less room on the west side. The proposed location is the only place it could go and it's primarily due to where the primary structure is currently located. They did explore other options; they plan to do a couple of things, such as putting solar panels on the garage roof plane, which is south facing. And coupled with the egress in and out of the house to effectively make that happen they have to remove the closet that is going to be dedicated to the hallway leading to the garage. By removing that and making it the hallway leading to the garage, they can go in and out of the garage without going outside. That is the reason for the small expansion to the master bedroom for a closet area. They also plan on having a battery backup in the garage and will require a little extra space for that system.

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No one spoke in favor or against the Petition.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to approve file number 2023-42, Timothy J. and Victoria R. Reed, 9 Karen Ann Drive to construct a 27' x 27' garage addition, with a resulting right-side yard of 18.5 feet, versus the Ordinance requirement of 20 feet. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure, and not to the general characteristics of the surrounding area, or to an economic disability of the applicant. The application and the testimony dictate that the garage does need to be in the current location, based on the location of the current primary structure. That the hardship is not the result of prior action of the applicant and does not result primarily from the desire of the applicant to realize greater financial gain. The current structure does not have a garage and it's a modest expansion to the living space of the current primary structure. That the granting of the requested Dimensional Variance will not alter the general characteristics of the surrounding area or impair the intent or purpose of the Zoning Ordinance or the Comprehensive Plan of the Town of Bristol. The garage addition is a residential use, and it is in a residential area. The relief requested to be granted is the least relief necessary; it's a relief of 1 ½ feet in a required side yard of 20 feet. The hardship that will be suffered by the owner of the subject property would amount to more than a mere

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inconvenience. We heard testimony that there will be a battery backup
and an internal expansion of modest living space. I so move.

MR. SIMOES: I'll second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. SIMOES: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

04 DECEMBER 2023

3. ADJOURNMENT:

Mr. Tanner asked that before adjourning, he would like to review the meeting Calendar for 2024, which the Board reviewed. He explained that in January, which they had to move because of New Years and September, because of Labor Day. They had previously looked at going to the following Monday. However, the Solicitor's office is asking the Board if they could meet on the Tuesday instead, the next day. The Board reviewed and confirmed that the Tuesday after the Holiday would be fine.

The Board took a moment to acknowledge Ms. Alayne White and her service to the Board. This would be her last meeting, as she is stepping down to service on another Board for the Town of Bristol.

X X X X X X

MR. ASCIOLA: Motion to adjourn?

MR. KERN: So moved.

MR. SIMOES: Second

MR. ASCIOLA: All in favor?

MR. SIMOES: Aye.

MR. ASCIOLA: Aye.

MR. KERN: Aye.

MR. TIPTON: Aye.

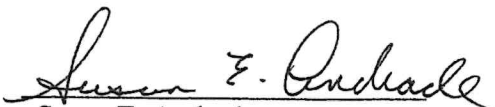
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(THE MOTION WAS UNANIMOUSLY APPROVED)

(MEETING ADJOURNED AT 7:15 P.M.)

04 DECEMBER 2023

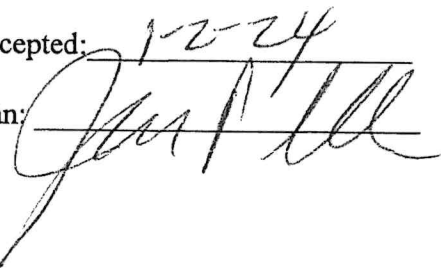
RESPECTFULLY SUBMITTED,


Susan E. Andrade

TOWN OF BRISTOL ZONING BOARD
MEETING HELD ON: 04 DECEMBER 2023

Date Accepted:

Chairman:


1-2-24

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

**Bristol Fire Department
Bristol, Rhode Island 02809
Board of Engineers Meeting
January 2, 2024**

2024 JAN -3 PM 1:35

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

After the quorum was established, the meeting was called to order by Chief Michael DeMello, Deputy Chief of Safety, Training and Administration Stephen Knapman, Deputy Chief of Operations John Perry, Assistant Chief Nelson Luis, Assistant Chief Dennis Cabral, Assistant Chief Adam Medeiros, EMS Lt. Brad Palmer, Board Clerk Lou Mascola recorded the minutes.

A motion by Assistant Chief Adam Medeiros, and seconded by Assistant Chief Nelson Luis to approve the minutes of the December 4, 2023 meeting, and the meeting agenda for this meeting, January 2, 2024 were unanimously approved.

Next scheduled meeting is Monday, February 5, 2024, @ 7:00 PM.

Correspondence, Apparatus Reports, Station Requests and Issues, Board Reports, Chief DeMello's Report, Old Business, New Business, Calendar Updates, For the Good of the Department, Closing & Adjournment.

Correspondence

No Correspondence to be read at this meeting.

Deputy Chief of Safety, Training & Administration Stephen Knapman

- ☐ The Firefighter I Class will begin on January 17th.
- ☐ The State Fire Academy will hold a Memorial in May, and a graduation in June.
- ☐ The department will conduct CPR Classes. The time & dates will be announced at a later date.
- ☐ There will be detail classes conducted in the March / April timeline.
- ☐ In the spring there will be a 1041 Class, Pump & Aerial Courses conducted.
- ☐ The department will conduct Safety Officer Classes as a back up to the department's Safety Officer.
- ☐ The department will conduct another EVOC Training in the near future.
- ☐ The monthly department training will resume.
- ☐ SCBA Fit Test will be conducted. TBA.

**TOWN COUNCIL
JAN 17 2024
MEETING**

- ☐ The former daycare building at the Tweet's site is being turned over to the department for training.
- ☐ The department may inherit some cardio equipment from Planet Fitness which is now located in Warren.

Deputy Chief of Operations John Perry

- ☐ Reported an issue with the light tower sensors on Truck 6.

Assistant Chief Nelson Luis of the Defiance Station

- ☐ Requested a helmet and a pair of boots for a member of his station.
- ☐ Submitted the first driver's report from Engine 3.
- ☐ Was asked by Chief DeMello to check the skid mount on Brush 1, and to see if any tools would be needed.

Assistant Chief Dennis Cabral of the Ever Ready Station

- ☐ Reported that a member of his station has not received his detail check from the Tree Lighting Ceremony.

Assistant Chief Adam Medeiros of the Hydraulion Station

- ☐ Reported and inquired regarding the foam issue with Engine 1.
- ☐ Was asked by Chief DeMello to ask the Hydes as to what is stored behind the station, is it good material or is it to be junked.

Lieutenant Brad Palmer of the Division of EMS

- ☐ Announced that the Division of EMS will be having "A Night at the Bean" on January 20th.
- ☐ There shall be a Cardiac Emergency Training on January 25th at 6:30 PM.

Chief of the Department & CFO Michael DeMello

- ☐ Reported that the Monthly Officer Training will resume prior to the monthly Board Meeting. This will begin in February 2024.

- ☐ Announced that Rescue No. 4 is in Connecticut, for final touches, and may be delivered next week. The lettering will be done in the Rescue Bay.

Old Business

- ☐ Chief DeMello discussed with the board the recent adjustments made to the department's SOG's. They were distributed to the board for review, input will be discussed at the February 5th Board Meeting.

New Business

- ☐ The company meetings and election of officers will be held on Wednesday January 3rd. It is requested that the names of the Captains, Lieutenants, First Drivers, and Custodians along with their street address, e-mail address, and contact phone numbers be sent to the Clerk to compile an Officer's Listing.

Meeting Calendar for January 2024

January 2024	
2 - Board Meeting	
3 - Company Meetings	
9 - Engine 4 Meeting	
9 - EMS Meeting	
11 - Fire Police Meeting	
17 - Ladies Auxiliary Meeting	
18 - Firemen's Memorial Meeting	

Department & Company Events January 2024

20 - EMS Night at the Bean

Company Events going Forward

February 2024

22 - Awards & Recognition
Night

25 - Engine 4 Clam boil

For the Good of the Department

- ☐ 2023 was an amazing year, Chief DeMello thanks the entire membership for their support in all aspects of the department, for a **Job Well Done**. Let's keep up the outstanding work in 2024.

Calls for Service in 2023 4,450 calls ,

Meeting Adjournment,

Without any further business to conduct, the meeting was adjourned at 7:50 PM.

Respectfully submitted,

Lou Mascola

Lou Mascola
Clerk for the Board of Engineers
Bristol Fire Department
Bristol, Rhode Island 02809

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

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on December 14, 2023. The Executive Director called the meeting to order at 4:00 p.m. and upon roll call those answering Present were as follows:

PRESENT
Helen C. Barboza
Edward J. Correia, Commissioner
Pasquale D'Alessio, Commissioner
Candace Pansa, Executive Director

ABSENT
John E. Faria

The Executive Director led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Correia and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the November 9, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried.

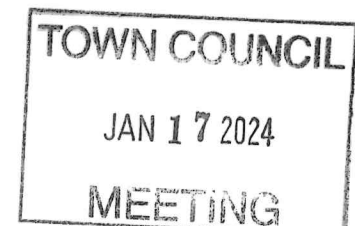
The Executive Director then called for nominations to fill the position of Vice Chairman until June. Commissioner Correia nominated Commissioner Barboza. The Executive Director called for any counter nominations. There being none, Commissioner Correia made a motion to close nominations. Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried and congratulated Vice Chairman Barboza.

The Maintenance Supervisor reported there were no more apartments needing rehab at this time. The maintenance staff is working on preparing the winter equipment. The Supervisor has been looking into replacing door locks with key fobs. The project will be funded in part from money not used for the roofing project. The architect will be drawing up plans and a contract will go out to bid.



TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 11 PM 3:04

Commissioner Correia made a motion to proceed with the project and Commissioner D'Alessio seconded the motion and upon roll call, those answering Aye and Nay were as follows.

AYE
Helen C. Barboza
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Director declared the motion carried.

Mrs. Pansa reported that the annual audit had been completed and there were no findings. She also presented the investment report and snapshot of income and expenses for November. The CBDG grant has been approved for \$500,000 to be used for showers. The Director reported that the Town Council has received replies for the position of Commissioner and will be filling the position in January. The maintenance staff will be working on updating the kitchen in the Community Room.

The next Board meeting will be January 11, 2024, at 10:00a.m.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 4:35p.m.

Respectfully submitted,



Theresa Simmons
Recording Secretary

MEMORANDUM

To: THE HONORABLE TOWN COUNCIL
 From: Michelle DiMeo, Tax Assessor/Collector
 Date: January 9, 2024
 Subject: Recommended Abatements & Additions for January 17, 2024 meeting

Attached is a list of Abatements & Additions for January 2024

	Abatements	Additions
Motor Vehicles	\$ 0.00	\$ 0.00
Real Estate	\$ 164.34	\$ 0.00
Sewer Fees	\$ 0.00	\$ 0.00
Sewer Assessment	\$ 0.00	\$ 0.00
Tangibles	\$ 0.00	\$ 0.00
Total	\$ 164.34	\$ 0.00

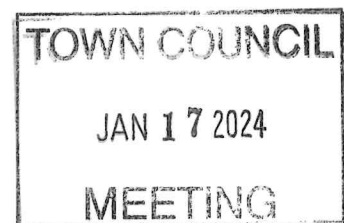
Net Adjustment: -\$164.34

Year to Date Total Abatements & Additions: -\$26,894.95

Respectfully,


 Michelle DiMeo
 Tax Assessor/Collector

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND
 2024 JAN -9 AM 11:42



DATE: January 17, 2024									
ABATEMENTS									
MOTOR VEHICLES									
ACCOUNT#	NAME	TYPE	YEAR	RATE	AMOUNT	REASON FOR ABATEMENT			
		MV	2020	\$ 17.35					
		MV	2021	\$ 17.35					
		MV	2015	\$ 17.35					
		MV	2016	\$ 17.35					
TOTAL MV ABATEMENTS					\$ -				
ABATEMENTS									
REAL ESTATE									
ACCOUNT#	NAME	TYPE	YEAR	RATE	AMOUNT	REASON FOR ABATEMENT			
50-0085-28	Murray, Benjamin & Jessica	RE	2023	\$ 13.36	\$ 164.34	SF correction			
		RE	2023	\$ 13.36					
		RE	2023	\$ 13.36					
		RE	2023	\$ 13.36					
		RE	2023	\$ 13.36					
TOTAL RE ABATEMENTS					\$ 164.34				
ABATEMENTS									
SEWER FEES									
ACCOUNT#	NAME	TYPE	YEAR	RATE	AMOUNT	REASON FOR ABATEMENT			
		SU	2023	\$ 580.00					
		SU	2022	\$ 580.00					
		SU	2021	\$ 571.00					
		SU	2020	\$ 530.00					
		SU	2019	\$ 521.00					
		SU	2017	\$ 469.00					
TOTAL SEWER ABATEMENTS					\$ -				
ABATEMENTS									

[illegible]

[illegible]

[illegible]

RESOLUTION OF THE TOWN OF BRISTOL
Formation of the Bristol 250th Commission
(Bristol 250th Semi-quincentennial Commission)

WHEREAS, the Town of Bristol recognizes the significance of the upcoming 250th anniversary of the United States of America; and

WHEREAS, the Town of Bristol has a rich history deeply intertwined with the ideals of freedom, equality, and independence; and

WHEREAS, it is important to celebrate and commemorate this history and promote civic pride within our community; and

WHEREAS, the Town of Bristol seeks to actively engage in planning and organizing events, activities, and initiatives to honor Rhode Island's contributions to the United States' founding principles;

NOW, THEREFORE, BE IT RESOLVED by the Bristol Town Council as follows:

Section 1: Establishment of the Bristol 250th Commission

- 1.1. The Town of Bristol hereby establishes the "Bristol 250th Commission," which shall be active for a period from December 1, 2023, to December 1, 2027.

Section 2: Composition of the Bristol 250th Commission

- 2.1. The Bristol 250th Commission shall consist of nine (9) board members, as follows:

Three (3) 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.

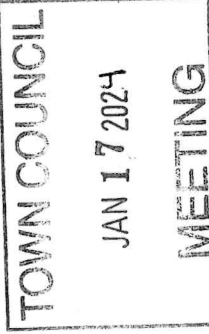
Section 3: Responsibilities of the Bristol 250th Commission

- 3.1. The Bristol 250th Commission is tasked with the following responsibilities:

To plan and organize events, activities, and initiatives that celebrate and commemorate Rhode Island's historical contributions to the ideals of freedom, equality, and independence as we approach the nation's 250th anniversary.

To promote civic pride and local history awareness within the Town of Bristol.

To collaborate with relevant organizations, institutions, and community groups to achieve the commission's goals.



To engage in fundraising efforts to support activities that promote civic pride and acknowledge local history, including decorations, events, and activities.

Section 4: Funding and Support

4.1. The Commission shall request from the Town Council during the January 2024 municipal budget process to support initial planning incidentals and cover printing of brochures or press materials to support the activities and initiatives of the Bristol 250th Commission.

Section 5: Reporting and Accountability

5.1. The Bristol 250th Commission shall provide progress reports and/or meeting minutes to the Town Council on a quarterly basis, outlining their activities, expenditures, and progress toward their goals.

Passed as a resolution of the Bristol Town Council this 1st day of November, 2023.



Nathan Caloure, Chairman
Bristol Town Council

ATTEST:



Melissa Cordeiro, Town Clerk



Town of Bristol, Rhode Island

Proclamation

Be it hereby known to all that:

Whereas, Major Brian Burke, with an illustrious career spanning 27 years of dedicated service, is retiring from the esteemed Bristol Police Department; and

Whereas, Major Burke's journey within the department commenced as a Patrolman fresh out of the academy in 1997, showcasing his unwavering commitment to upholding the values of law enforcement; and

Whereas, Major Burke's exemplary trajectory led to his successive promotions, ascending to the roles of Sergeant in 2003, Lieutenant in 2010, Captain in 2016, and ultimately retiring as a Major, showcasing his exceptional leadership and unwavering dedication to the progression of the department; and

Whereas, Major Burke's distinguished service has garnered numerous letters of commendation, both from the town and the esteemed citizens of Bristol, a testament to his unwavering integrity and unwavering commitment to public service; and

Whereas, his appointment as the Interim Police Chief of the BPD in 2019 epitomized the epitome of professionalism within the department, showcasing his exemplary leadership and embodiment of the core principles the Bristol Police Department stands for; his tenure as the Interim Police Chief was marked by his adept handling of day-to-day operations, ensuring seamless continuity and efficacious functioning within the department, further solidifying his reputation as an invaluable asset to the force; and

Whereas, Major Burke's instrumental role in securing the department's accreditation status and implementing cutting-edge technological advancements, including computer and camera upgrades, as well as his pivotal support for the integration of Body Worn Cameras, highlights his visionary leadership in propelling the Bristol Police Department into the forefront of 21st-century policing; and

Whereas, Major Burke's unwavering commitment, profound camaraderie with fellow officers, and profound impact on the citizens of Bristol have solidified his legacy as an indispensable and cherished member of the department, whose absence will be deeply felt within the fabric of the community.

THEREFORE, BE IT HEREBY RESOLVED, pays the highest tribute to Major Brian Burke for his exceptional service, unwavering dedication, and profound impact on the Bristol Police Department and the community at large. His legacy shall forever serve as a beacon of inspiration for future generations within the force and the community.



Steven Contente, Town Administrator



Nathan T. Calafino, Chairman



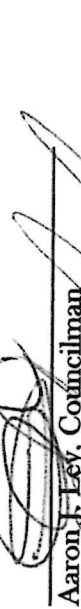
Mary A. Parella, Vice-Chairwoman



Antonio A. Teixeira, Councilman



Timothy E. Sweeney, Councilman



Aaron J. Ley, Councilman



Attest: Melissa Cordero, Town Clerk



TOWN OF BRISTOL, RHODE ISLAND
JAN 17 2024
MEETING

State of Rhode Island

Town of Bristol

Citation

Presented to

BETA ENGINEERING

In light of the Engineering Excellence Award - 2023, which was bestowed upon Beta Engineering for its outstanding accomplishments in the Tanyard Brook Culvert Replacement Project, the Town of Bristol wishes to express its deep admiration for the exceptional work carried out by Beta Engineering. This project has garnered recognition for its remarkable engineering achievements in the following categories: Successful Fulfillment of Owner/Client's Needs, Social, Economic, and Sustainable Design Considerations, Uniqueness and Innovative Application of New or Existing Techniques, Value to the Engineering Profession and Perception by the Public, as well as Complexity.


On this occasion, the Honorable Town Administrator and esteemed members of the Town Council of the Town of Bristol, State of Rhode Island, acting within the authority vested in them by the citizens of Bristol, and representing the sentiments of all residents, extend our heartfelt congratulations to Beta Engineering. May this well-deserved recognition further augment your success in the years ahead.

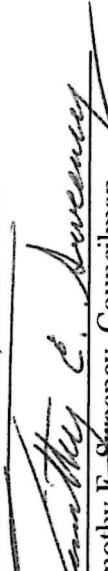
In witness whereof, we have hereunto set our hands and affixed the Seal of the Town of Bristol on adoption this 6th Day of December, Two-thousand Twenty-Three.


Steven Contente, Town Administrator


Nathan T. Cordeiro, Chairman


Mary A. Parella, Vice-Chairwoman


Antonio A. Teixeira, Councilman


Timothy E. Sweeney, Councilman


Aaron J. Key, Councilman


Attest: Melissa Cordeiro, Town Clerk



TOWN COUNCIL

JAN 17 2024

MEETING

State of Rhode Island

Town of Bristol

Citation

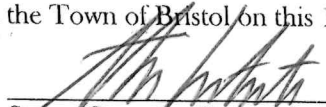
Presented to

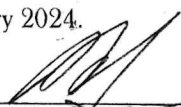
Susan Battle

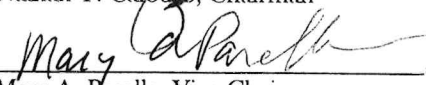
In recognition of Susan Battle's remarkable dedication as the backbone of Linden Place for over 21 years, we honor her invaluable contributions to our community. Her innovative leadership secured crucial grant funding, fostering ongoing architectural advancements that have sustained Linden Place's standing. Susan's initiatives, including a historically accurate audio tour, a strategic plan, and a dynamic social media presence, have elevated Linden Place's cultural and educational impact. Her departure leaves a void that will be sorely felt at Linden Place and in the hearts of the people of Bristol.

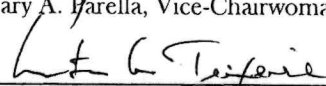
In making this presentation, the Honorable Town Administrator and Honorable Town Council of the Town of Bristol, State of Rhode Island, in accordance with the authority vested in them by the citizens of Bristol, and on behalf of all Bristolians, extend heartfelt gratitude for Susan's enduring commitment and positive influence on our town.

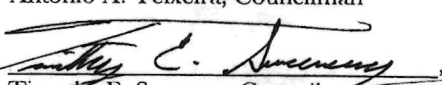
In witness whereof, we have hereunto set our hands and affixed the Seal of the Town of Bristol on this 10th day of January 2024.

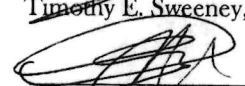

Steven Contente, Town Administrator


Nathan T. Calonge, Chairman

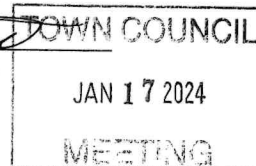

Mary A. Parella, Vice-Chairwoman


Antonio A. Teixeira, Councilman


Timothy E. Sweeney, Councilwoman


Aaron Ley, Councilman


Attest: Melissa Cordeiro, Town Clerk



**RESOLUTION OF THE TOWN OF HOPKINTON
IN SUPPORT OF MAINTAINING THE WATER LEVEL OF THE
PAWCATUCK RIVER**

WHEREAS, the Town of Westerly has taken ownership of the Potter Hill Mill Site, including the Potter Hill Dam; and

WHEREAS, the Town of Westerly and its partners, including engineers, scientists, and community members, are evaluating various options for the Potter Hill Dam that may impact the upstream water levels including removal or lowering of the dam; and

WHEREAS, the Town Council of the Town of Hopkinton has heard from many concerned homeowners and residents of the Town of Hopkinton regarding the negative impacts that could be caused by a drop in the water level upstream from the dam; and

WHEREAS, the Pawcatuck River, in its current state, is a valuable economic and recreational resource that provides substantial benefits to the people of Hopkinton and the owners of riverfront property; and

WHEREAS, lowering the river level could negatively impact the drinking water wells for between 60-100 Hopkinton residents and homeowners; and

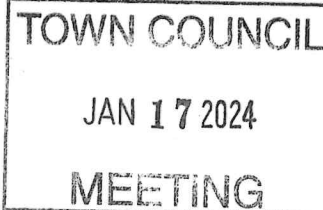
WHEREAS, removing or lowering the dam would substantially decrease the width and depth of the river which would increase the size of mudflats, generate foul odor, and decrease the property values of riverfront properties located in Hopkinton; and

WHEREAS, two upstream dam replacements (Bradford and Kenyon) were implemented without any change to the river water levels;

NOW, THEREFORE, BE IT RESOLVED, that the Hopkinton Town Council is opposed to any and all proposals for the Potter Hill Dam that would result in lowered water levels; and

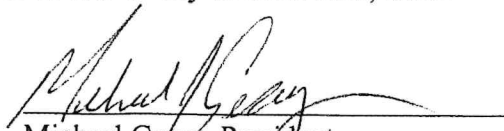
BE IT FURTHER RESOLVED, that the Hopkinton Town Council respectfully requests that the Town of Westerly decline to pursue any options for the dam that could result in lower water levels; and

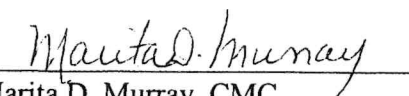
BE IT FURTHER RESOLVED, that this Resolution shall take effect upon passage; and



BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to the Westerly Town Council, to the Clerks of all other cities and towns in Washington County, Rhode Island, and to Hopkinton's members of the RI General Assembly, the Speaker of the RI House of Representatives, President of the RI Senate and the Governor of the State of RI.

Passed as a Resolution of the Hopkinton Town Council this 4th day of December, 2023.


Michael Geary, President
Hopkinton Town Council

ATTEST: 
Marita D. Murray, CMC
Town Clerk





TOWN CLERK'S OFFICE

514 Main Street
Warren, Rhode Island 02885

Office (401) 245-7340 Ext. 4 • Fax (401) 245-7421

Sandra J. Speroni, CMC
Town Clerk

Jessica A. Capaldi
Deputy Clerk

January 3, 2024

Good afternoon everyone,

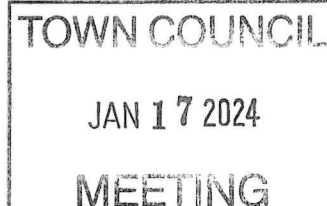
On December 12, 2023 at our Regular Scheduled Town Council Meeting, the Warren Town Council approved a Resolution in Support of an amendment to the RIGL § 44-18-18.1 to include Class Liquor Licenses Sales in the Levy and Imposition of a One Percent Tax on the Gross Receipts of the Licensee. The Warren Town Council has requested that this Resolution be forwarded to all Rhode Island Town Council Presidents.

Sincerely,

A handwritten signature in cursive script, reading "Sandra J. Speroni", is written over the typed name and title.

Sandra J. Speroni, CMC
Town Clerk

Sandra J. Speroni, CMC
Town Clerk/Probate Clerk
B.O.C. Clerk
Town of Warren
514 Main Street
Warren, RI 02885
Office #401-245-7340 x 4
Fax #401-245-7421
ssperoni@townofwarren-ri.gov





**TOWN OF WARREN
STATE OF RHODE ISLAND**

RESOLUTION OF THE TOWN COUNCIL

**TO THE HONORABLE RI GENERAL ASSEMBLY REQUESTING
AN AMENDMENT TO RIGL § 44-18-18.1
TO INCLUDE CLASS A LIQUOR LICENSEE SALES
IN THE LEVY AND IMPOSITION OF A ONE PERCENT TAX
ON THE GROSS RECEIPTS OF THE LICENSEE**

BE IT RESOLVED BY THE TOWN COUNCIL OF WARREN AS FOLLOWS:

WHEREAS: RIGL § 44-18-18.1 levies and imposes a local one (1%) percent tax on the gross receipts of eating and/or drinking establishments; and

WHEREAS: The sale of alcoholic beverages at retail by Class A liquor license stores are not included in this tax; and

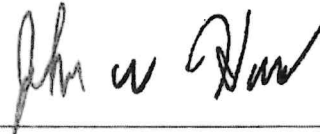
WHEREAS: The sale of alcoholic beverages by Class A liquor license stores have a similar impact on local communities as the sales that occur at eating/and or drinking establishments.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WARREN, RHODE ISLAND AS FOLLOWS:

SECTION 1: That the Town Council of the Town of Warren requests that the Honorable General Assembly amend RIGL § 44-18-18.1 to include the sales tax on Beer and Malt Beverages at one (1%) percent tax on gross receipts, on the 7% collected.

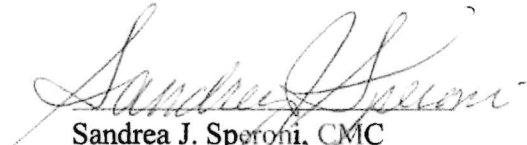
SECTION 2: That this resolution shall be forwarded to the members of the Town of Warren's General Assembly delegation, as well as the Speaker of the House of Representatives and the Senate President upon passage.

SECTION 3: THAT THIS RESOLUTION SHALL BECOME EFFECTIVE IMMEDIATELY UPON ITS PASSAGE BY THE WARREN TOWN COUNCIL.



John Hanley,
TOWN COUNCIL PRESIDENT
TOWN OF WARREN

Attest:



Sandra J. Spironi, CMC
Town Clerk

Dated: 1-3-2024



CATHERINE M. GIUSTI
School Committee Chairperson

Chariho Regional School District Office of the Superintendent

455A Switch Road
Wood River Junction, Rhode Island 02894

All Kids. All of the Time.



GINA M. PICARD
Superintendent of Schools

MICHAEL COMELLA, Ed.D.
Assistant Superintendent of Schools

Chariho Regional School District Committee Resolution In Support of Full Funding of Categorical Transportation Aid As Outlined in RIGL § 16-7.2-6

- WHEREAS:** the regional incentive was promised to local districts when the Regional School Districts were formed; and
- WHEREAS:** the regional incentive was phased out in 2010 with the passage of the new funding formula; and
- WHEREAS:** Transportation Categorical Funds were provided to the Regional School Districts to partially offset the loss of the regional incentive by partially reimbursing the higher transportation costs of the regional districts; and
- WHEREAS:** the Regional School Districts have designed and implemented a number of innovative education programs that meet the learning needs of students; and
- WHEREAS:** the investment of resources in our Regional School Districts has yielded positive education results and innovative educational programs and services for students and adults that have been a wise investment of local and state resources; and
- WHEREAS:** it is necessary to ensure that students attending Regional School Districts continue to receive a high-quality public education and to reduce the burden on regional taxpayers; and

NOW, THEREFORE BE IT RESOLVED: That the Chariho Regional School District Committee

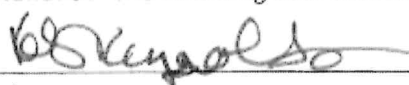
1. Respectfully requests that Transportation Categorical Funds between the State and Regional Districts be fully funded in an amount equal to that intended under RIGL § 16-7.2-6(e) to protect the interests of regional school districts and advance the education mission of our schools;
2. Seeks the support of all School Committees, Town Councils and Legislators that comprise the regional school districts regarding this matter of mutual interest to the schools and taxpayers of our regional districts.

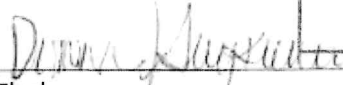
BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Governor of the State of Rhode Island, the Rhode Island General Assembly, the Charlestown Town Council, the Richmond Town Council, the Hopkinton Town Council and Legislators of the Chariho Regional School District.

BE IT FURTHER RESOLVED that a copy of the Resolution be sent as well to the Town Councils, School Committees and Legislators of the regional districts of Bristol-Warren, Exeter-West Greenwich and Foster-Grochester.

The **RESOLUTION** shall take effect upon passage.

WHERETO: The following bear witness:


Chairperson


Clerk


Date

The Chariho Regional School District does not discriminate on the basis of age, sex, marital status, race, religion, genetic information, national origin, color, political affiliation, veteran status, sexual orientation, gender identity or expression, or disability in accordance with applicable law.

2024 JAN 1 PM 3:05
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 1, 2023

Hart Engineering Corp., Inc.
James M. Ramos, Vice President
800 Scenic View Drive
Cumberland, RI 02864

Re: Bid No. 1022 – Screw Pump Repair – Main Lift Pumping Station

Dear Mr. Ramos,

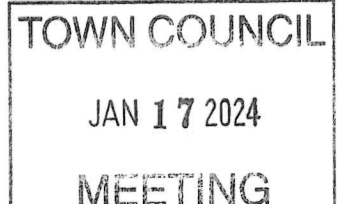
Thank you for your proposal for Bid No. 1022: Screw Pump Repair – Main Lift Pumping Station. The bid was rejected and will be re-advertised for proposal.

Thank you,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a horizontal line.

Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Jose DaSilva, Water Pollution Control Superintendent
Brian Wrigley, BETA Senior Project Manager



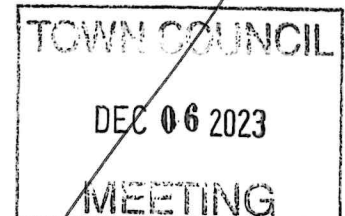
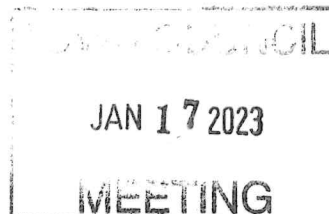
BID TABULATION

Bid No. 1025 -2024 Statistical Update Revaluation

BID Opening: December 6, 2023@ 12 PM

Department: Tax Dept - Michelle DiMeo

Bids Received From:	Bid Amount:
1. Catalis Tax & CAMA, Inc.	\$155,907.00
Steven Ashbacher, Executive Vice President	
3025 Windward Plaza, Suite 200	
Alpharetta, GA 30005	
2 Vison Government Solutions, Inc.	\$197,000.00
Katryna Cadle, Chief Operating Officer	
1 Cabot Road	
Hudson, MA 01749	
3	
4	
5	





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Brewster Thornton Group Architects LLP
Nathaniel J Ginsburg AIA
317 Iron Horse Way Suite 202
Providence, RI 02908

Re: Bid# 978 – On-Call Architectural Services

Dear Mr. Ginsburg,

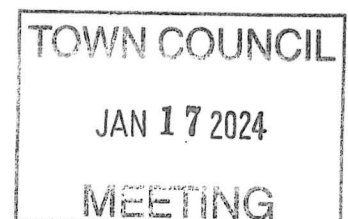
We are pleased to inform you that your company, Brewster Thorton Group Architects LLP, has been awarded a 2-year extension as allowable in the contract, with prices not to exceed rates as reflected in the extension proposal.

Very truly yours,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a faint, larger signature.

Steven Contente,
Town Administrator

Cc: Sara Hassell, Treasurer
The Honorable Town Council





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 11, 2023

Catalis Tax & CAMA, Inc.
Steven Ashbacher, Executive Vice President
3025 Windward Plaza, Suite 200
Alpharetta, GA 30005

Re: Bid# 1025 – 2024 Statistical Update Revaluation

Dear Mr. Ashbacher,

We are pleased to inform you that your company, Catalis Tax & CAMA, Inc., has been awarded Bid# 1025 – 2024 Statistical Update Revaluation with the price not to exceed \$155,907.00.

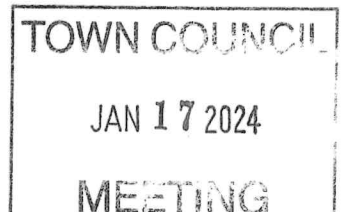
Please contact Michelle DiMeo, Tax Assessor, mdimeo@bristolri.gov for any and all documents and contracts.

Very truly yours,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a horizontal line.

Steven Contente,
Town Administrator

Cc: Sara Hassel, Treasurer
The Honorable Town Council
Michelle DiMeo, Tax Assessor





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

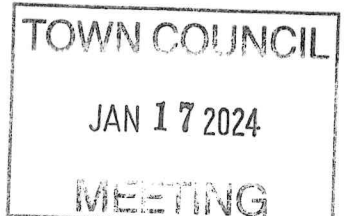
Date: December 6, 2023

From: Melissa Cordeiro
COUNCIL CLERK

RE: Documentation of Bid Rejection - Bid Number 1026 re
Library Strategic Planning Services (3 Holes Road,
Newburg, NY.)

This memo serves as documentation regarding the bid received on December 6, 2023, for Bid Number 1026 re Library Strategic Planning Services with the bid closing date noted as December 6, 2023, at noon. Notably, the bid was received at 2:21 pm after both the bid opening and closing dates.

Regrettably, due to the untimely receipt of the bid, as outlined and stipulated in the submission guidelines, it is officially rejected. This memo is filed for reference and documentation purposes.





TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

December 13, 2023

Ms. Carolyn Medina
15 Cliff Drive
Bristol, RI 02809

Dear Ms. Medina:

On behalf of the Town Council as the duly representatives of the citizens of the Town of Bristol, I extend to you our sincerest gratitude for your service on the Board of Tax Assessment Review

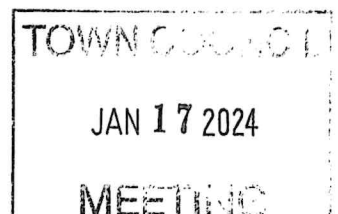
Please know that the Council is ever cognizant of the amount of time, effort, and dedication applied by members of Town boards and commissions.

Although the Council accepts your decision to resign, it does so with sincere thanks and appreciation for your years of service. The members, both individually and collectively, wish you well and hope that you will leave your post with the full knowledge that your many contributions are greatly appreciated.

As you move forward on your journey, please know that your contributions will be remembered and celebrated. We wish you all the best in your future endeavors and hope you continue to inspire us all.

Sincerely,

Melissa Cordeiro
Town Clerk/Council Clerk



XC: Council Docket 1/17/2024



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

Date: November 20, 2023

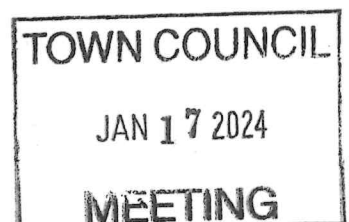
From: Melissa Cordeiro
COUNCIL CLERK

RE: Documentation of Bid Rejection - Bid Number 1023 re
July Ball 2024 (B&M Catering Co.)

This memo serves as documentation regarding the bid received on November 20, 2023, for the Bid Number 1023 re July Ball 2024 with the bid closing date noted as November 15th. Notably, the bid was received five days after both the bid opening and closing dates.

Upon review, it was identified that the bid envelope lacked the required information, failing to explicitly indicate that it was a bid submission. Furthermore, the bid number, a crucial identifier, was not clearly listed as per the specified bid requirements.

Regrettably, due to these deviations from the stipulated submission guidelines and the untimely receipt of the bid, it is officially rejected. This memo is filed for reference and documentation purposes.



Bid No. 1023 -4th of July Ball 2024
 BID Opening: November 15, 2023@ 12 PM
 Department: 4th of July Committee - Michele Martins

Bid Amount:

- \$74.65 -Per Plate Cost**

Warwick, RI 02888

- \$100.00 - Per Plate Cost**

Bristol, RI 02809

- \$154.17 - Per Plate Cost**

Middletown, RI 02842

- \$134.70 - Per Plate Cost

Providence, RI 02909

- \$38,628.25 - Total cost

Warwick, RI 02888

MEETING

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Fiscal year ended June 30, 2023



EVAN SMITH
President & CEO

ALYSON C. ADKINS, CPA
*Vice President of Finance
& Human Resources*

DISCOVER
NEWPORT
RHODE ISLAND

DiscoverNewport.org

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

Item (CA) GG9.

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Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

Item (CA) GG9.

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INTRODUCTORY SECTION



Board of Directors
Discover Newport
44 Long Wharf Mall
Newport, RI 02840

We are pleased to present this Annual Comprehensive Financial Report (ACFR) for the Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) for the year ended June 30, 2023.

The Finance Department oversees the audit and assumes responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the Finance Department established a comprehensive internal control framework that is designed to provide reasonable assurance that the Bureau's assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of maintaining internal controls should not exceed the benefits derived based on management's estimates and judgments. All internal control evaluations occur within this framework. We believe the Bureau's internal controls adequately safeguard assets and provide reasonable assurance of the proper recording of financial transactions.

Sansiveri, Kimball & Co, a public accounting firm fully licensed and qualified to perform audits of local governments within the State of Rhode Island, has audited the Bureau's consolidated financial statements. The goal of the independent audit was to provide reasonable assurance that the basic financial statements of the Bureau as of and for the fiscal year ended June 30, 2023, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statements presentation. The independent auditors concluded, based upon the audit, that the Bureau's consolidated financial statements as of and for the fiscal year ended June 30, 2023, are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP). The independent auditors' report is presented as the first two pages of the financial section of this ACFR.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditors' report. It provides an analytical overview of the Bureau's operations for fiscal year (FY) 2023. This letter of transmittal is intended to complement the MD&A and other information contained in this report and should be read in conjunction with it.

REPORTING ENTITY

This ACFR includes all funds of the Bureau. The Bureau is comprised of two entities, Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) and the Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection).

Discover Newport is unique, as it does not operate as a typical membership-based convention and visitors' bureau. It is a quasi-governmental organization established by state law, funded primarily by hotel tax revenues, and the governing body is composed of an autonomous Board of Directors (the Discover Newport Board). It is also a 501(c)(6) organization. Discover Newport was created to directly drive tourism to Newport and Bristol Counties, through marketing, sales, and advertising programs in cooperation with our industry partners.

Discover Newport's mission statement is:

“To positively influence the economy of Newport and Bristol Counties, Rhode Island, which includes Barrington, Bristol, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren, by marketing the region as a travel and tourism destination.”

Discover Newport is charged with marketing and branding Newport and Bristol Counties as a premier travel destination. Its primary responsibility is attracting visitors to its destination, both for the lodging and non-lodging industries. While resorts advertise and market their individual properties, Discover Newport markets and brands the destination as a whole. Discover Newport integrates its branding campaigns with sales, marketing, and public relations activities, as well as special events, to attract visitors, both in the leisure and business markets.

The **Newport Hotel Collection** is a District Management Authority and was established by the Newport City Council in September 2017. It is 100% funded by a special assessment tourism fee of \$1/per room/per night for properties over 20 rooms within the district. In June 2021, the Newport City Council approved the rooms within the district to be properties over 18 rooms within the district. It is governed by an autonomous Board of Directors (the Newport Hotel Collection Board).

The Newport Hotel Collection is charged with marketing and branding the district by sponsoring and promoting recreational, cultural, and retail activities and providing general marketing and promotion efforts. The Newport Hotel Collection has no employees; it is managed by Discover Newport. Discover Newport's Board of Directors appoints seven (7) of the nine (9) seats on the Newport Hotel Collection Board and is therefore a subsidiary of Discover Newport.

Funding received by both Discover Newport and the Newport Hotel Collection is received two months in arrears.

ECONOMIC CONDITION

The travel & tourism industry is one of the largest contributors to and principle economic drivers in Newport and Bristol Counties. As a result, U.S. and international travel trends are closely monitored. Newport and Bristol Counties have a hotel room inventory exceed over 4,200, with approximately 4,000 of those rooms located in Newport and Middletown. (These include properties that were closed due to renovations.)

Fiscal year 2023 was a record high in hotel tax revenue for our industry, though the industry still continues to struggle finding qualified employees to work. The trend of people fleeing metropolitan areas & cities for resort areas (mountains, lakes & coastal areas) continued and our nine towns benefited. Fiscal year 2023 occupancy increased from 57.18% to 60.41%, and average daily room rates increased by 5%. We believe there were multiple factors that were a positive influence on our success: 1st- Newport is within 400 miles (one gas tank or electric charge) of 15% of the American population. 2nd- Newport continued offering a lot of outdoors activities and events for travelers to enjoy. 3rd-Rebound of the international, group/business, and cruise ship markets.

As we look to the fiscal year 2024, Discover Newport is keeping a close eye on the economy. Inflation decreased by approximately 5% during fiscal year 2023, and while it decreased slightly, it is still at a 40 year high. We also expect a correction in the market for the average daily room rates. During fiscal year 2024, we will have three properties come online after extensive renovations, one new property opening, and two properties closing for a portion of the fiscal year for renovations. We expect to see a slowdown in the leisure market, but for the group/business markets, we expect to see a 100% recovery. Discover Newport has operating reserves that can be used to offset any shortfalls in projected revenues to keep sales and marketing plans intact.

The Discover Newport staff have been and will continue to work cooperatively with many alliance partners to promote Newport & Bristol Counties as a safe and interesting travel option to consider for those that are ready to travel at this time. We recognize and embrace that safe travel is a shared responsibility between our visitors, our industry employees, and our residents.

Respectfully submitted,



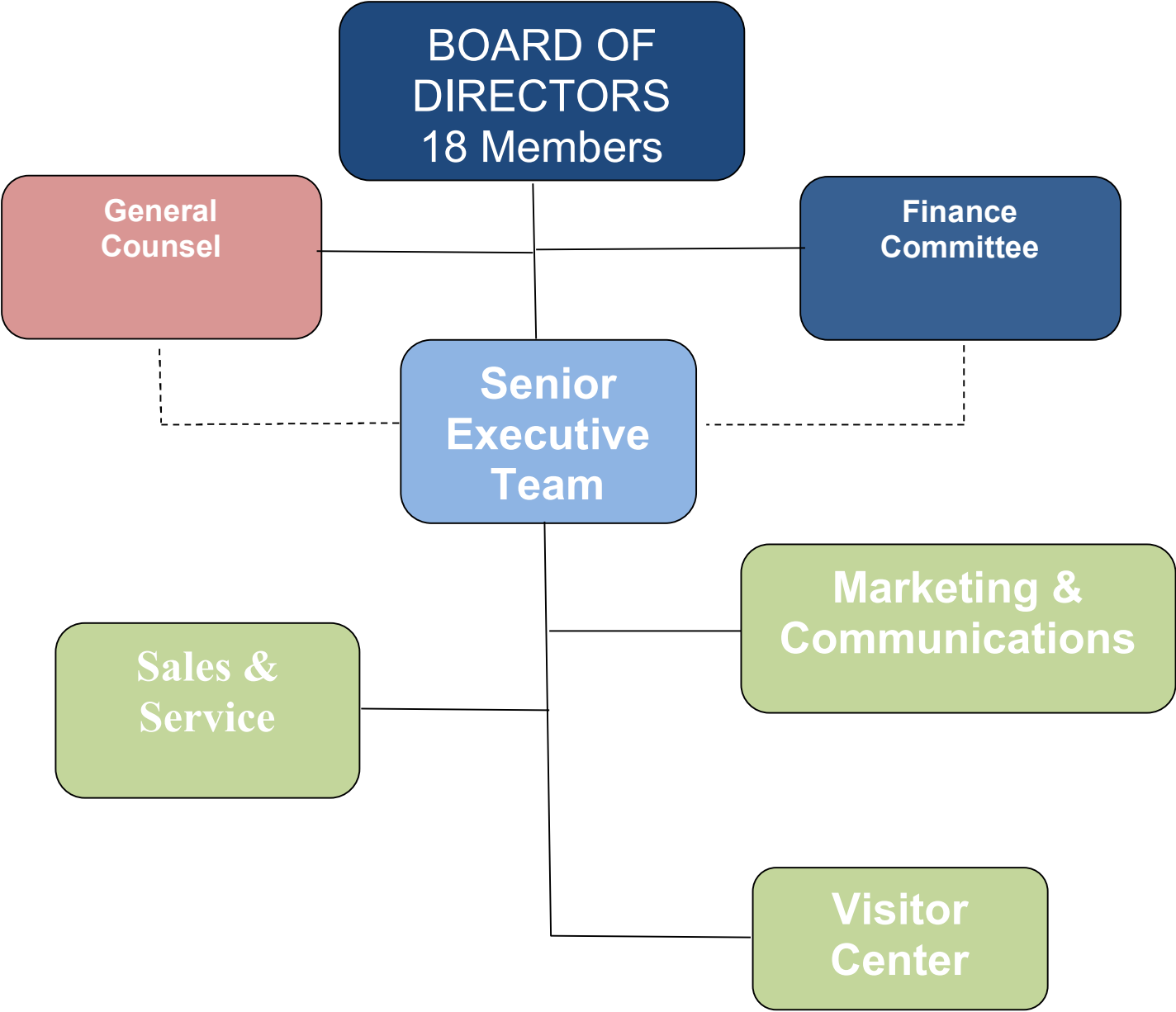
Evan Smith
President & CEO



Alyson Adkins, CPA
VP of Finance and Human Resources

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Organization Chart
For the Year Ended June 30, 2023

Item (CA) GG9.



The Discover Newport Board

This eighteen-member board is comprised of thirteen members appointed by the nine-town councils within Newport and Bristol Counties and five representatives who are nominated by the Discover Newport Board to represent the hotel industry (over 100 rooms), the hotel industry (under 100 rooms), restaurant industry, attractions industry, and general business interests. The members serve a three-year term and can be reappointed for one additional three-year term. As of June 30, 2023, members of the board included:

Term Expires

Appointed by the City of Newport

Gillian Freidman-Fox	September 2025
Sean O' Connor	September 2025
Charlie Holder *	September 2025

Appointed by the Town of Middletown

Rocky Kempenaar	September 2025
Dennis Turano	September 2025
TRMcGrath-Board Chair *	September 2024

Appointed by the Town of:

Portsmouth - Matt Gray *	September 2026
Jamestown - Tom McNiff	September 2026
Tiverton – Meredith Brower	September 2026
Little Compton - Andrew Moore	September 2026
Bristol - Karen Binder-Secretary	September 2023
Warren – Keri Cronin	September 2026
Barrington - Ann Hof	September 2024

Nominated by Discover Newport Board:

Lodging over 100 rooms - Pamela Baldwin-Treasurer*	September 2024
Lodging under 100 rooms - Keith Chouinard-Vice Chair	September 2024
Restaurant representative – Patrick Fitzgerald	September 2024
Attraction's representative – John Nunes	September 2024
Member of the public - Missy Varao	September 2024

* Member of the Finance Committee

The Newport Hotel Collection Board

This nine-member board is comprised of seven members appointed by Discover Newport and two members appointed by the City of Newport. All board members come from properties within the district. The members serve a three-year term until their successors are appointed and will have qualified. As of June 30, 2023, members of the board included:

Term Expires

Appointed by the Discover Newport Board

Andy Ross – Brenton Hotel-Treasurer	June 2024
David Smiley – Newport Harbor Island Resort-Chair	June 2024
Brian Young - Castle Hill Inn-Treasurer	June 2024
Michelle Taraverdian – Newport Marriott	June 2025
Derek Shelly-Hotel Viking	June 2025
Randi Milewski - Hammetts Wharf Hotel	June 2026
Cheryl Twist-The Chanler	June 2026

Appointed by the City of Newport

Term Expires

Jenna Vallee -Newport Harbor Hotel & Marina	June 2025
Lynn Ceglie - City Council Representative	June 2026

The Discover Newport Senior Executive Team

The Discover Newport Board of Directors serves as a policy-making body and employs a President to serve as Chief Executive Officer. As of June 30, 2023, the Discover Newport senior executive team consists of:

Evan Smith-President/Chief Executive Officer

Alyson Adkins-Vice President of Finance and Human Resources

Kathryn Farrington-Vice President of Marketing

John (Tim) Walsh-Vice President of Sales

FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Newport and Bristol County Convention and Visitors' Bureau:

Opinion

We have audited the accompanying consolidated financial statements of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) as of and for the years ended June 30, 2023 and 2022, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary as of June 30, 2023 and 2022, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bureau, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for twelve months beyond the consolidated financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic consolidated financial statements. Such information is the responsibility of management and, although not a part of the basic consolidated financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic consolidated financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of

management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic consolidated financial statements, and other knowledge we obtained during our audit of the basic consolidated financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplemental schedules 1 and 2 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic consolidated financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audits of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Dansie, Kimball & Co., LLP

Providence, Rhode Island
December 4, 2023

Management's Discussion and Analysis

As management of the Newport and Bristol County Convention and Visitors' Bureau (Discover Newport) and the Newport Tourism Marketing Management Authority (Newport Hotel Collection), collectively referred to as the Bureau we offer readers of the Bureau's financial statements this narrative overview and analysis of the Bureau's financial performance for the fiscal year (FY) ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the letter of transmittal, which can be found on pages i to iii of this report.

FINANCIAL HIGHLIGHTS

- Total revenues increased approximately \$120 thousand for FY 2023. Hotel taxes improved by 2% and the tourism fee decreased by -10% over the prior year. Total grant income (public) increased by 6% over the prior year. Private source revenue (advertising, promotional participation, etc.) improved by 32% over the prior year. We continued to offer a 50% discount on our advertising products for the attraction industry FY 2023, we also continued the complimentary participation for all restaurants participating in Newport Restaurant Week and Burger Bender. The improvement in revenue is directly attributable to the recovery of the travel and tourism sector since coronavirus first hit the United States in March 2020. Average daily room rate (ADR) improved from \$224.30 for FY 2022 to \$236.44 for FY 2023.
- Discover Newport invested approximately \$4.5 million in sales and marketing efforts. Some of the leisure investments supported the creation, management and marketing of Newport Restaurant Week, Burger Bender, Fall, Holiday, Winter and Spring campaigns. Our key feeder markets for these campaigns are Massachusetts, Connecticut, New York, New Jersey Philadelphia, Baltimore, DC, and Virginia. Other investments included a series of leisure e-blasts to our feeder markets, creation of off-season commercials, creation and production of a destination travel guide, the continued sponsorship of line 67 RI Public Transit Authority bus route. We also provided sponsorships for Newport Winter Festival, Christmas in Newport, Ocean Race, Cliff Walk, and Preservation Society. FY 2023 was a record year for media visits, we hosted over 100 international and domestic journalists. On the corporate sales side investments included a mix of print and digital advertising campaigns, hosting 7 client events, attendance at 25 trade shows, and hosted 25 meeting planners site inspections.
- Discover Newport continues to operate a 700 square foot Visitor Center at 21 Long Wharf Mall after being closed for over a year. The center is open 7 days a week from June-October, 5 days a week in November, December, April, and May, and 3 days a week for March. For January and February, the center was opened for holidays and school vacation weeks. During cruise ship season, which is normally from August-October, Discover Newport purchased a shed and placed it in Perrotti Park to assist cruise ship visitors. For FY 2023, we hosted over 40 cruise ships at Perrotti Park.
- The Newport Hotel Collection invested approximately \$211 thousand in sales and marketing efforts. Some of the investments included website advertising and RI Hospitality membership dues for all members. The Board voted for these to be annual membership benefits for all properties. The Newport Hotel Collection also hosted a road show in NYC for meeting planners to learn about the hotels in the collection. All remaining funds have been reserved for future years.
- Net position increased approximately \$398 thousand to approximately \$4.4 million during FY 2023. This increase is primarily due to advertising for the HBO Gilded age postponing to the fall

of 2023 as the show did not air during FY 2023. The Bureau will be using the funds for advertising for the HBO Gilded Age.

CONDENSED COMPARATIVE DATA

ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

The Bureau's change in net position increased approximately \$398 thousand during the year as follows:

CHANGE IN NET POSITION				
	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Net position – beginning	\$3,131,669	\$ 4,056,666	\$ 924,997	30%
Revenues	5,703,274	5,823,728	120,454	2%
Expenses	4,778,277	5,425,775	647,498	14%
Change in net position	924,997	397,953	(527,044)	-57%
Net position – ending	\$4,056,666	\$ 4,454,619	\$397,953	10%

Growth in overall net position is a function of the postponement of advertising for the HBO Gilded Age.

During FY 2023, net position consists of the following:

CONSOLIDATED STATEMENT OF NET POSITION				
	June 30, 2022	June 30, 2023	Increase (Decrease)	
			Amount	Percent
Current and other assets	\$ 4,401,005	\$ 4,958,676	\$ 525,585	12%
Capital assets	751,968	709,629	(10,253)	-1%
Total assets	\$ 5,152,973	\$ 5,668,305	\$ 515,332	10%
Current liabilities	\$ 476,781	\$ 632,658	\$ 155,877	33%
Long-term liability	619,526	581,028	(38,498)	-6%
Total liabilities	\$ 1,096,307	\$ 1,213,686	\$ 117,379	11%
Net position				
Net investment in capital assets	55,975	55,592	(383)	-1%
Board-designated	955,192	984,327	29,135	3%
Unrestricted	3,045,499	3,414,700	369,201	12%
Total net position	\$ 4,056,666	\$ 4,454,619	\$ 397,953	10%

A small portion of net position reflects an investment in capital assets net of debt used to acquire those assets. Board-designated net position is reported separately to show resources the Boards have deemed for long-term use, and net of unrealized gains. Unrestricted net position improved approximately \$397 thousand, as a result of the changes above.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

Item (CA) GG9.

REVENUES

Revenues are classified as either public or private. Private revenues are those directly generated by an activity of the Bureau. For example, the sale of advertising on the website, co-op fees for trade shows, participation fees for Newport Restaurant Week, etc.

The public revenue classification includes all hotel taxes and tourism fees because the income is not derived by an activity of the Bureau. The State of Rhode Island levies a hotel tax on all transient lodging establishments in Newport and Bristol Counties, and the Bureau receives a portion of that tax, which is the Bureau's primary source of revenue. The Newport Management Authority assesses a tourism fee on all transient lodging establishments with greater than eighteen rooms in Newport. The Bureau receives 97% of this fee. Grant income received from a government institution is also classified as public revenue.

Total revenues for FY 2023 amounted to \$5.8 million, a 2% increase over FY 2022.

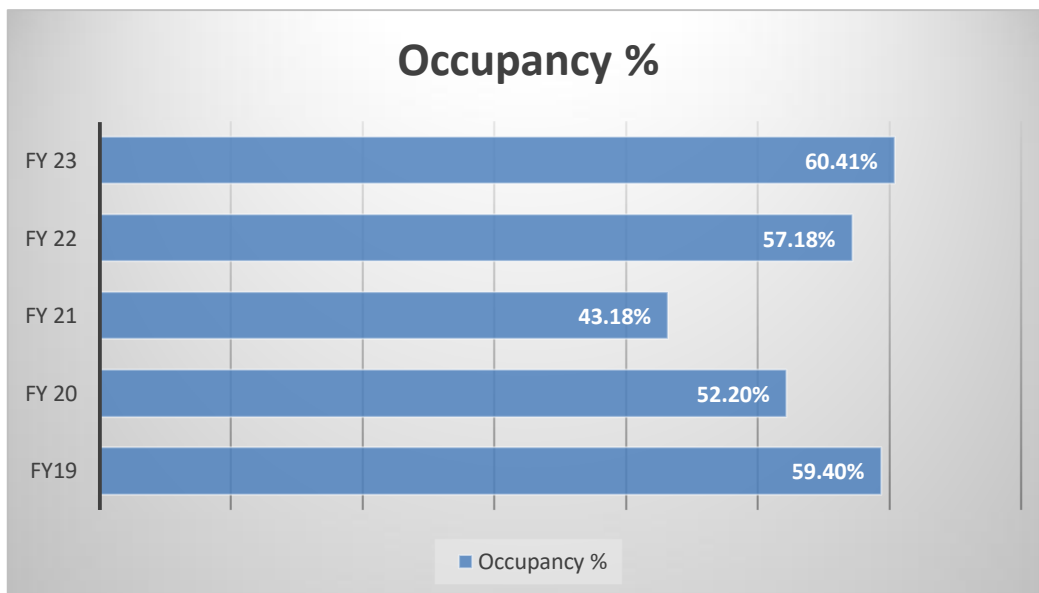
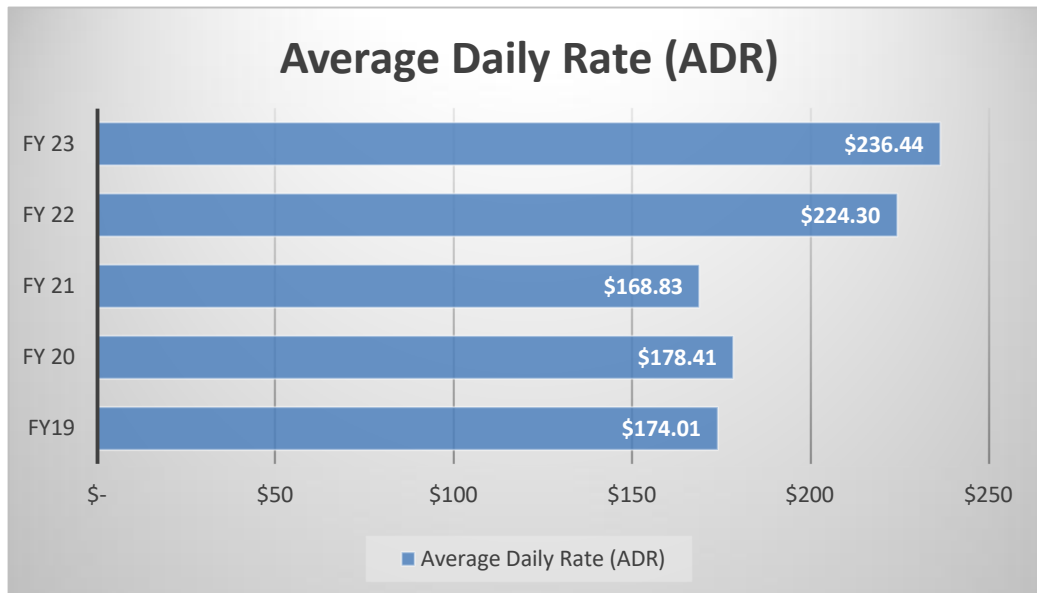
	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Public revenues				
Hotel taxes	\$ 4,917,813	\$ 5,005,710	\$ 87,897	2%
Tourism fee	292,677	261,963	30,714)	-10%
Government grants and funding	357,060	367,820	19,760	6%
Total public revenue	5,567,550	5,664,493	76,943	1%
Private revenues				
Advertising	102,425	56,850	(45,575)	-44%
Promotional participation	5,500	16,315	10,815	197%
Event hosting	2,900	27,087	24,187	834%
Other	9,649	20,720	11,071	115%
Investment return, net		58,263	58,263	100%
Gain on disposal of property and equipment	15,250	-	(15,250)	-100%
Total private revenues	135,724	179,235	43,511	32%
Total revenues	\$ 5,703,274	\$ 5,823,728	\$ 120,454	2%

Hotel taxes provided approximately \$5.05 million during FY 2023, an increase of approximately \$87.9 thousand. The hotel tax is affected by the number of lodging rooms available, occupancy rate, and average daily room rate (ADR). For FY 2023, the room inventory remained flat. Occupancy percentage increased from 57.18% to 60.41% in FY 2023. The most volatile factor in calculating hotel taxes is ADR. With hotel rooms being booked over the internet, price fluctuations are common, with hotels having the ability to respond quickly to occupancy trends. ADR averaged \$236.44 in FY 2023, a 5% increase over the \$224.3 result in FY 2022. The tourism fee is a \$1 fee per room night on all transient lodging establishments within Newport County greater than eighteen rooms. The tourism fee provided approximately \$262 thousand during FY 2023, a decrease of \$30 thousand. The increase in hotel taxes and the decrease in the tourism fee, is attributable mainly due to the increase in ADR.

The majority of hotel tax revenue was generated in the City of Newport (\$3.4 million or 68%). The second-largest generator of hotel taxes is the Town of Middletown, at \$1.4 million (28%). The other incorporated towns of Bristol, Barrington, Jamestown, Little Compton, Portsmouth, Warren, and Tiverton combined to provide the remaining 4%.

Private revenues increased \$43.5 thousand as compared to FY 2022. This is also attributable to several factors; with the recovery of the tourism and travel market, our industry partners were able to participate in promotional participation in trade shows, and event hosting. These events, trade shows and client events, are where industry partners join us for a fee.

Below is a five-year analysis of the average daily room rate (ADR), occupancy, and actual hotel tax and tourism fee received.





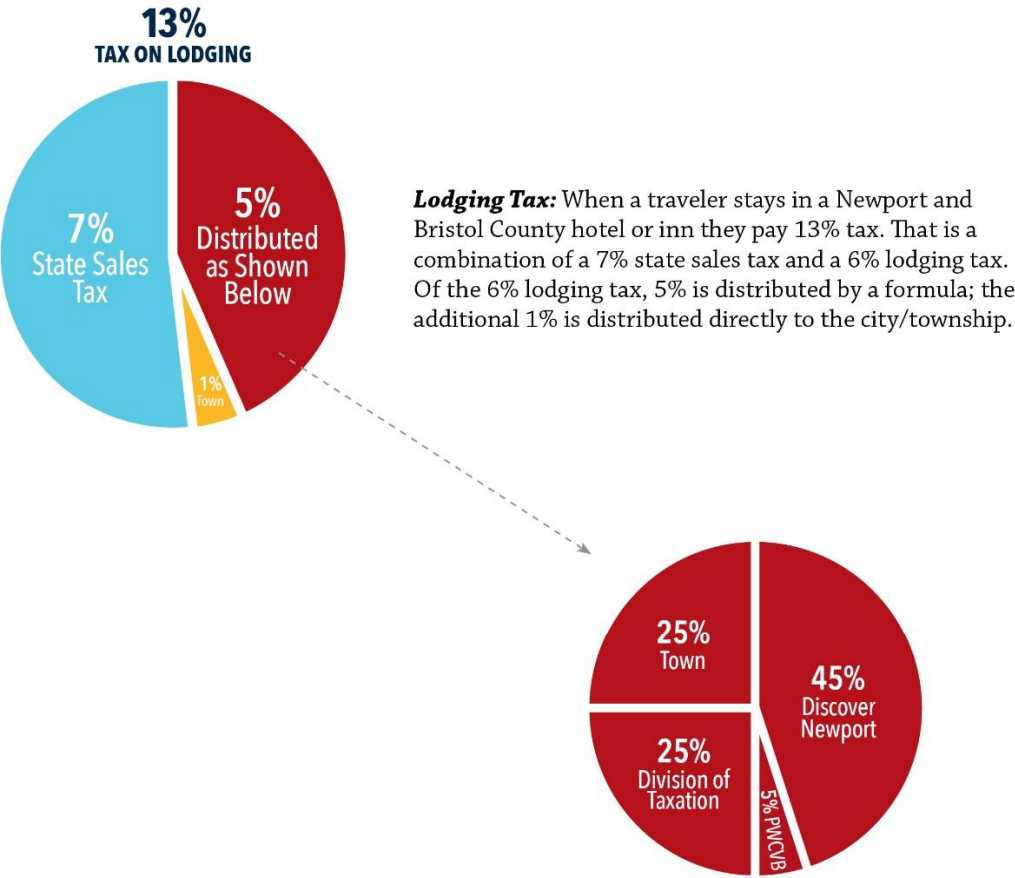
The hotel tax rate is 6% on lodging facilities in the Newport and Bristol Counties, and such rate can only be modified by the action of the Rhode Island State Legislature. 1% of the hotel tax goes to the town that the lodging facility is physically located in. The remaining 5% hotel tax for hotel room rentals is distributed as follows:

45%	Discover Newport
25%	City/Town where the lodging property is physically located
25%	Rhode Island Commerce Corporation
5%	Greater Providence-Warwick Convention and Visitor's Bureau

HOW LODGING TAXES ARE DISTRIBUTED

(For hotels and inns, but not for short-term rentals)

GROSS LODGING REVENUE



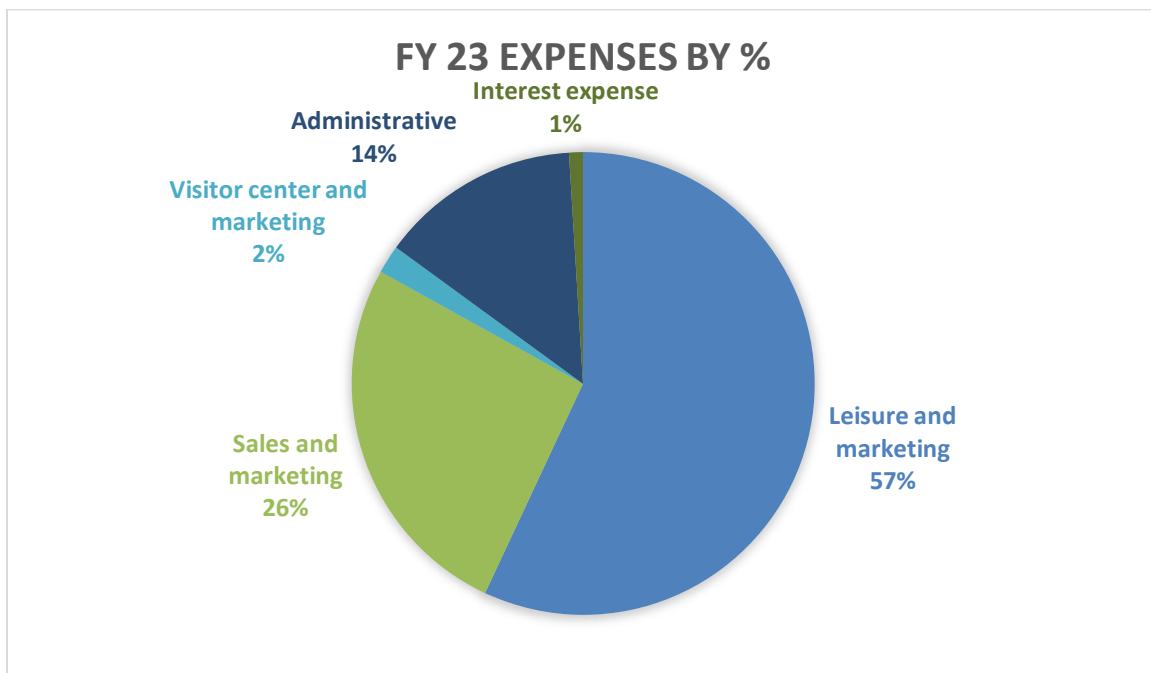
Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

EXPENSES

Total expenses by function were as follows:

	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Visitor center and marketing	\$ 96,518	\$ 132,641	\$ 36,123	37%
Leisure and marketing	2,897,230	3,078,035	180,805	6%
Sales and marketing	1,028,924	1,435,621	406,697	40%
Administrative	631,605	747,802	116,197	18%
Interest expense	29,371	31,676	2,305	8%
Investment return, net	94,629	-	(92,897)	-100%
	\$ 4,778,277	\$ 5,425,775	\$ 647,498	116%

For FY 2023, we updated our functions to be consistent with industry standards set by Destination International. This required Discover Newport to reclass approximately \$162 thousand of advertising costs to the sales and marketing function from the previous 'marketing' function. The previous 'marketing' function has been renamed to leisure and marketing. FY 2023 is the first year since Covid-19 that we were fully staffed with a total of 14 full time and 4 part time employees. In the leisure market, we invested approximately \$2 million in advertising and sponsorships. Working with the Rhode Island Public Transit Authority, we continued our sponsorship of line 67, which runs from the Transportation Center to Bellevue Ave, for six months. The sales and services market, which consists of the corporate sales side, we invested approximately \$242 thousand in advertising. We also saw an increase in travel-related costs, which consists of staff travel to promote the destination at trade shows throughout the country. The visitor center expenses increase is attributed to an increase in advertising-related costs of approximately \$30 thousand.



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

Management's Discussion and Analysis

For the Year Ended June 30, 2023

Fiscal Year 2024

For FY 2024, high priorities will include, but not be limited to:

1. Continue to target promotional investments that will help grow our shoulder and off- peak visitation. The summer months are now close to reaching maximum visitation capacity, so our organization must continue to shift our focus and marketing plans to adapt to this situation.
2. Continue to utilize the resources of our PR agency to maximize media coverage for our 9-town destination. Growing media coverage provides a high conversion rate to visitation making it a high priority investment.
3. Work with community partners to invest in key local programs that can help support their goals & objectives. We want to be sure our travel program is doing its part to support the efforts of community organizations.
4. Continue to work with the Chamber of Commerce to help support their efforts to support both our existing business base and where possible grow our business base.
5. Work with the City of Newport, the Department of Transportation, and the Rhode Island Public Transit Authority to develop shuttle service from the public parking lots to the downtown area.

OVERALL FINANCIAL POSITION

The Bureau demonstrated strong financial results for FY 2023 in the face of tough economic times. Management remains vigilant to maintain fiscal sustainability through conservative budgeting and continuous monitoring of actual financial results and economic trends at the local, state, and national levels. Such an approach allows the Bureau the ability to react swiftly to changing conditions and sustain operations during challenging periods. The Bureau is dedicated to the preservation of adequate balances to meet operating cash flow requirements.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

ADDITIONAL FINANCIAL INFORMATION

The Bureau's financial statements are designed to present users (citizens, taxpayers, customers, and industry partners) with a general overview of the Bureaus' finances and to demonstrate accountability. If you have any questions about the report or need additional financial information, please contact:

Discover Newport
Vice President of Finance
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Newport, RI 02840
(401) 845-9126
aadkins@discovernewport.org
Or, please visit our website at:
www.discovernewport.org/about-us

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

Basic Financial Statements

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATED STATEMENTS OF NET POSITION
JUNE 30, 2023 AND 2022

	2023	2022
ASSETS		
CURRENT ASSETS:		
Cash - operating fund	\$ 1,917,377	\$ 1,563,744
Accounts receivable	760,021	713,775
Prepaid expenses and other current assets	292,269	215,614
Total current assets	<u>2,969,667</u>	<u>2,493,133</u>
PROPERTY AND EQUIPMENT, NET	66,392	43,077
RIGHT-OF-USE ASSETS, NET	643,237	676,805
OTHER ASSETS:		
Board-designated cash	2,500	2,500
Investments:		
Board-designated	981,827	952,692
General purpose	981,808	952,680
Intangible assets, net	22,874	32,086
Total other assets	<u>1,989,009</u>	<u>1,939,958</u>
TOTAL	<u><u>\$ 5,668,305</u></u>	<u><u>\$ 5,152,973</u></u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Current portion of lease liability	\$ 95,883	\$ 76,467
Accounts payable	210,414	194,379
Deferred revenue	7,200	4,712
Accrued expenses:		
Payroll and related liabilities	289,768	189,199
Other	29,393	12,024
Total current liabilities	<u>632,658</u>	<u>476,781</u>
LONG-TERM LIABILITY -		
Lease liability, less current portion	581,028	619,526
Total liabilities	<u>1,213,686</u>	<u>1,096,307</u>
NET POSITION:		
Net investment in capital assets	55,592	55,975
Unrestricted:		
Board-designated cash reserves	984,327	955,192
General purpose	3,414,700	3,045,499
Total unrestricted net position	<u>4,399,027</u>	<u>4,000,691</u>
Total net position	<u>4,454,619</u>	<u>4,056,666</u>
TOTAL	<u><u>\$ 5,668,305</u></u>	<u><u>\$ 5,152,973</u></u>

See notes to consolidated financial statements.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

**CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	2023	2022
REVENUES:		
Public sources:		
Hotel taxes	\$ 5,005,710	\$ 4,917,813
Newport tourism fee	261,963	292,677
Government grants and funding	376,820	357,060
Total public sources	5,644,493	5,567,550
Private sources:		
Advertising income	56,850	102,425
Promotional participation income	16,315	5,500
Event hosting income	27,087	2,900
Other income	20,720	9,649
Gain on sale of property and equipment	-	15,250
Investment return, net	58,263	-
Total private sources	179,235	135,724
TOTAL REVENUES	5,823,728	5,703,274
EXPENDITURES:		
Leisure and marketing	3,078,035	2,897,230
Sales and marketing	1,435,621	1,028,924
Visitor's center and marketing	132,641	96,518
Administrative	747,802	631,605
Interest expense	31,676	29,371
Investment return, net	-	94,629
TOTAL EXPENDITURES	5,425,775	4,778,277
CHANGE IN NET POSITION	397,953	924,997
NET POSITION, BEGINNING OF YEAR	4,056,666	3,131,669
NET POSITION, END OF YEAR	\$ 4,454,619	\$ 4,056,666

See notes to consolidated financial statements.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net position	\$ 397,953	\$ 924,997
Adjustments to reconcile change in net position to net cash provided by operating activities:		
Depreciation and amortization	131,887	119,274
Gain on sale of property and equipment	-	(15,250)
Unrealized (gain) loss on investments	(55,452)	107,142
Realized loss on sale of investments	79,960	-
Paycheck Protection Program - loan forgiveness income	-	(357,060)
Income from public source - government grants and funding	(376,820)	-
Changes in assets and liabilities:		
Receivables	(46,246)	(229,917)
Prepaid expenses and other current assets	(76,655)	(62,175)
Accounts payable	16,035	108,537
Deferred revenue	2,488	(6,107)
Accrued expenses	117,938	(63,548)
Lease liability	(92,319)	(69,379)
NET CASH PROVIDED BY OPERATING ACTIVITIES	98,769	456,514
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of investments	(1,832,562)	(2,012,514)
Proceeds from sale of investments	1,749,791	-
NET CASH USED BY INVESTING ACTIVITIES	(82,771)	(2,012,514)
CASH FLOWS FROM CAPITAL ACTIVITIES:		
Purchases of property and equipment	(39,185)	(41,803)
Proceeds from sale of property and equipment	-	15,250
NET CASH USED BY CAPITAL ACTIVITIES	(39,185)	(26,553)
CASH PROVIDED FROM NONCAPITAL FINANCING ACTIVITIES -		
Proceeds from public source - government grants and funding	376,820	-
NET INCREASE (DECREASE) IN CASH	353,633	(1,582,553)
CASH, BEGINNING OF YEAR	1,566,244	3,148,797
CASH, END OF YEAR	\$ 1,919,877	\$ 1,566,244
COMPONENTS OF CASH:		
Operating fund	\$ 1,917,377	\$ 1,563,744
Reserve fund	2,500	2,500
Total	\$ 1,919,877	\$ 1,566,244

See notes to consolidated financial statements.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Discover Newport

Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) was created by the General Assembly of the State of Rhode Island (the State), having a distinct legal existence from the State and not constituting a department of state government. Discover Newport is a governmental agency and public instrumentality of the State.

Discover Newport was created to achieve the following purposes:

- Establish an operating program to promote and encourage tourism,
- Coordinate tourism activities within Newport and Bristol Counties and the State,
- Establish a fund to promote and encourage tourism, and
- Aid the municipalities in Newport and Bristol Counties in resolving problems that may arise due to growth in the tourism industry and to improve the quality of life in Newport and Bristol Counties.

Newport Hotel Collection

Established by the Newport City Council on September 13, 2017 as a District Management Authority, Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection) was created to achieve an increase in room night sales and revenue therefrom at assessed lodging properties within the district by performing the following:

- Sponsor and promote recreational, cultural and retail activities,
- Promote the development of the district including collecting and disseminating information, and
- Provide general marketing and promotion efforts.

Discover Newport holds the power to appoint the majority of the governing board of the Newport Hotel Collection. As a result, Newport Hotel Collection is considered a subsidiary of Discover Newport and is consolidated with Discover Newport in the accompanying consolidated financial statements. Discover Newport and Newport Hotel Collection are collectively referred to as the Bureau.

Funding Source

Public source revenue - Discover Newport's principal funding source is a percentage of hotel tax collected regionally by the State and locally by the City of Newport (the City). Newport

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Hotel Collection's principal funding source is a special assessment tourism fee collected by the City. The Bureau's revenues received directly from the State represented approximately 27% and 26% of total revenues for the years ended June 30, 2023 and 2022, respectively. The Bureau's revenues which were collected by the City represented approximately 63% and 65% of total revenues for the years ended June 30, 2023 and 2022, respectively. Accounts receivable from the State and the City represent approximately 62% and 38%, respectively, of total accounts receivable at June 30, 2023.

Basis of Accounting

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting, under which revenues are recognized in the period in which they are earned and become measurable. Expenses are recognized in the period incurred.

Basis of Consolidation

The accompanying consolidated financial statements include the accounts of Discover Newport and Newport Hotel Collection.

All significant intercompany accounts have been eliminated in consolidation.

Accounts Receivable

The Bureau reports its accounts receivable net of an allowance for doubtful accounts. Appropriate provisions for doubtful accounts are based upon factors surrounding the credit risk and activity of specific customers, historical trends, and other information. The Bureau determined an allowance for doubtful accounts was not necessary for the years ended June 30, 2023 and 2022.

Interest is not accrued on accounts receivable. Accounts are written off when management has determined that there is no likelihood of collection.

Investments

Investments consist of two investment portfolio accounts both invested in cash and marketable securities. Cash of approximately \$2,000 is reported at cost. Investments in marketable securities which consist of mutual funds of approximately \$1,601,000, bonds of approximately \$40,000, and exchange traded funds of approximately \$321,000 are reported at fair value. Investment return includes interest, dividends, unrealized and realized gains and losses, and management fees. During the year ended June 30, 2023, the Bureau recognized approximately \$55,000 of unrealized gains that relate to marketable securities held at June 30, 2023. During the year ended June 30, 2022, the Bureau recognized

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

approximately \$107,000 of unrealized losses that relate to marketable securities held at June 30, 2022.

Property and Equipment

Property and equipment are recorded at cost, or if donated, at fair market value. Depreciation is computed on the straight-line method over the estimated useful lives of the assets.

Intangible Assets

Intangible assets consist of computer software, website costs, and costs to develop a brand name and are being amortized on a straight-line basis over periods ranging from five to twelve years.

Leases

The Bureau records leases in accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases* which requires that a lessee recognize an operating lease for a term of greater than twelve months as a liability and capitalize a right-of-use asset in the lessee's balance sheet. Such amounts are recorded at the present value of the lease payments.

Leases are recorded on the statements of net position as either contracts that transfer ownership or all other leases. A contract that transfers ownership is a lease with the following characteristics:

- transfers ownership of the underlying asset to the lessee by the end of the contract and
- does not contain termination options but that may contain a fiscal funding or cancellation clause that is not reasonably certain of being exercised

As of and during the years ended June 30, 2023 and 2022, the Bureau did not have any leases that transfer ownership.

All other leases are classified as other leases or short-term leases.

Short-term leases are defined as leases that, at the commencement of the lease term, have a maximum possible term under the lease contract of 12 months, including any options to extend, regardless of their probability of being exercised. Short-term leases will recognize lease payments as lease expense on the straight-line basis over the lease term and any variable lease payments in the period in which the obligation for those payments is incurred.

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Lease liabilities are discounted to the present value of the future payments expected to be made during the lease term. The future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee, the lessee's estimated incremental borrowing rate should be used. The Bureau applied the incremental borrowing rate applicable to the lease term.

The right-of-use (ROU) asset is measured using the lease liability plus any lease payments made before the commencement date, plus any initial direct costs less any lessor incentives.

ROU assets are amortized over the assets' lease periods. Interest calculated on the lease liability is recorded to interest expense and amortization of the ROU assets are recorded to depreciation and amortization which equal the aggregate total of lease payments straight-lined over the lease term.

Paycheck Protection Program

Discover Newport has accounted for loan proceeds received under the Coronavirus Aid, Relief and Economic Security Act's (CARES Act) Paycheck Protection Program (PPP) as a liability under the GASB Statement No. 70 whereby Discover Newport recognized a liability for the full amount of PPP proceeds and the related interest payable. Income from the extinguishment of the liability has been recognized in the consolidated statement of activities and change in net position as government grants and funding income when Discover Newport was legally released from being the loan's primary obligor.

Revenue Recognition

Revenue is substantially derived from the hotel tax imposed by the State on the hospitality industry in Newport and Bristol Counties. Discover Newport receives a percentage of the hotel tax collected by the State and the City in accordance with Rhode Island General Law Title 42 Chapter 42-63.1. Discover Newport recognizes its percentage of the hotel tax as revenue in the month in which the tax was collected by the State and the City.

Newport Hotel Collection receives a special assessment tourism fee which is collected by the City from the district members in accordance with Rhode Island General Law Title 45 Chapter 45-59-15. Newport Hotel Collection recognizes the fee as revenue in the month in which the assessment was collected by the City.

Discover Newport receives advertising income for advertisements placed primarily on its website. Advertising income is earned over the term of the advertising agreement. Revenue billed in advance is deferred and recognized when earned.

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

Allocation of Expenses

Expenses which are allocated to the leisure and marketing, sales and marketing, visitor's center and marketing, and administration departments include: occupancy expenses, depreciation, office supplies, telecommunication, insurance, and other, and are allocated on the full-time equivalent basis.

Advertising

Advertising costs are expensed in the period in which the advertisement appears for the first time. Advertising costs amounted to approximately \$2,326,000 and \$2,334,000 for the years ended June 30, 2023 and 2022, respectively.

Accounting Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain amounts presented in the 2022 financial statements have been reclassified to conform to the 2023 presentation.

Subsequent Events

Management has evaluated subsequent events through December 4, 2023, which is the date the consolidated financial statements were available to be issued.

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

2. ACCOUNTS RECEIVABLE

As of June 30, 2023 and 2022, accounts receivable consisted of the following:

	2023	2022
Hotel tax due from:		
City of Newport	\$ 264,821	\$ 518,233
State of Rhode Island	141,498	144,290
Tourism fee due from City of Newport	22,270	50,952
Rhode Island Commerce Corporation Grant	326,820	-
Other	4,612	300
Accounts receivable	<u>\$ 760,021</u>	<u>\$ 713,775</u>

3. PROPERTY AND EQUIPMENT, NET

As of June 30, 2023 and 2022, property and equipment, net consisted of the following:

	2023	2022
Computers, office equipment and furnishings	\$ 65,376	\$ 69,267
Vehicles	74,487	62,123
Total property and equipment	<u>139,863</u>	<u>131,390</u>
Less accumulated depreciation	<u>73,471</u>	<u>88,313</u>
Property and equipment, net	<u>\$ 66,392</u>	<u>\$ 43,077</u>

4. INTANGIBLE ASSETS

As of June 30, 2023 and 2022, intangible assets consisted of the following:

	2023	2022
Website	\$ 92,550	\$ 92,550
Brand names	12,020	12,020
Total	<u>104,570</u>	<u>104,570</u>
Less accumulated amortization	<u>81,696</u>	<u>72,484</u>
Intangible assets, net	<u>\$ 22,874</u>	<u>\$ 32,086</u>

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

As of June 30, 2023, the aggregate future amortization expense is as follows:

<u>Year</u>	<u>Amount</u>
2024	\$ 8,596
2025	6,745
2026	6,745
2027	305
2028	305
2029	178
Total	<u>\$ 22,874</u>

5. CAPITAL ASSETS

For the years ended June 30, 2023 and 2022, changes in capital assets were as follows:

	<u>Property and Equipment</u>		<u>Intangible Assets</u>	
	<u>Cost Basis</u>	<u>Accumulated Depreciation</u>	<u>Cost Basis</u>	<u>Accumulated Amortization</u>
Balance as of June 30, 2021	\$ 126,440	\$ (111,732)	\$ 104,570	\$ (63,271)
Capital acquisitions	41,803			
Dispositions	(36,853)	36,853		
Depreciation and amortization		(13,434)		(9,213)
Balance as of June 30, 2022	\$ 131,390	\$ (88,313)	\$ 104,570	\$ (72,484)
Capital acquisitions	39,185			
Dispositions	(30,712)	30,712		
Depreciation and amortization		(15,870)		(9,212)
Balance as of June 30, 2023	<u>\$ 139,863</u>	<u>\$ (73,471)</u>	<u>\$ 104,570</u>	<u>\$ (81,696)</u>

6. FAIR VALUE MEASUREMENTS

Fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In order to increase consistency and comparability in fair value measurements, U.S. GAAP established a fair value hierarchy that prioritizes observable inputs used to measure fair value into following three broad levels:

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the organization has the ability to access at the measurement date.

Level 2: Observable prices, other than quoted prices within Level 1, including:

- Quoted prices for similar assets or liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in markets that are not active, that is, markets in which there are few transactions for the asset or liability, the prices are not current, or price quotations vary substantially either over time or among market makers, or in which little information is released publicly.
- Inputs other than quoted prices that are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3: Unobservable inputs which are used when little or no market activity is available at the measurement date. The fair value hierarchy gives the lowest priority to Level 3 inputs.

The asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodology used for assets measured at fair value.

Investments in marketable securities - Valued using quoted prices in active markets.

The method used to determine fair value may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although management believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Assets carried at fair value at June 30, 2023 and 2022 are as follows:

	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)	Total
<u>2023</u>				
Investments in marketable securities	\$ 1,962,172	\$ -	\$ -	\$ 1,962,172
<u>2022</u>				
Investments in marketable securities	\$ 1,719,676	\$ -	\$ -	\$ 1,719,676

7. SHORT-TERM FINANCING ARRANGEMENT

Discover Newport maintains a line of credit with a financial institution that provides for maximum available borrowings of \$100,000. Borrowings on the line of credit are due on demand and collateralized by substantially all assets of Discover Newport. Interest is payable monthly and is computed at the financial institution's base rate plus .50%. As of June 30, 2023, the financial institution's base rate was 8.25%. There were no outstanding borrowings on the line of credit as of June 30, 2023 and 2022.

8. HOTEL TAX REVENUE

Discover Newport receives funding from the State in the form of a percentage of the hotel tax collected by the State and by the City. For the years ended June 30, 2023 and 2022, Discover Newport recorded hotel tax revenue as follows:

	2023	2022
Collected by:		
City of Newport	\$ 3,415,138	\$ 3,420,625
State of Rhode Island	1,590,572	1,497,188
Total	\$ 5,005,710	\$ 4,917,813

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

9. PAYCHECK PROTECTION PROGRAM LOAN FORGIVENESS

On February 5, 2021, Discover Newport executed an unsecured promissory note with a bank to provide borrowings of \$357,060. The note was guaranteed by the Small Business Administration (SBA) under the Paycheck Protection Program (PPP) and accrued interest at 1%. The PPP provisions contained in the promissory note restricted the use of the loan proceeds and included a provision in which the SBA may provide loan forgiveness of principal and accrued interest based on the terms set forth in the promissory note. On September 2, 2021, Discover Newport was notified by the bank that its PPP loan forgiveness application was approved, and such note was forgiven in its entirety by the SBA. As such, Discover Newport has recognized the full amount of the loan forgiveness income as government grants and funding in the accompanying consolidated statement of activities and change in net position for the year ended June 30, 2022.

10. GOVERNMENT GRANTS AND FUNDING

During the year ended June 30, 2023, Discover Newport received the following state grants:

EDA Tourism Program Grant	\$ 326,820
ARPA Tourism Program Grant	<u>50,000</u>
Total cash received and expended for qualified costs	<u>\$ 376,820</u>

As of June 30, 2023, approximately \$327,000 had not been paid by the State and is included in receivables on the accompanying consolidated statement of net position.

11. EMPLOYEE BENEFIT PLANS

Discover Newport maintains a defined contribution retirement plan, which qualifies under Section 401(a) of the Internal Revenue Code (IRC), for employees who have completed one year of service and have attained the age of twenty-one. The plan is a noncontributory plan whereby the only contributions to the plan are those of the employer. Discover Newport's contribution is discretionary and determined by its Board of Directors on an annual basis. For the year ended June 30, 2023, Discover Newport contributed \$120,000 to the plan. For the year ended June 30, 2022, Discover Newport contributed \$97,200 to the plan.

Discover Newport also maintains a deferred compensation plan created in accordance with the IRC Section 457. All employees are eligible upon commencement of employment. A participant may elect in writing to defer a percentage of their compensation, or a flat dollar amount, up to the maximum amount permitted under Section 457 of the IRC. The plan does not allow for employer contributions. The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their

See independent auditors' report.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

beneficiaries. The custodian of the plan holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators act as agents of the employer for purposes of providing direction to the custodian related to investment of the funds held in the account, transfer of assets to or from the account and all other matters. In accordance with the provisions of GASB Statement 97, plan balances and activities are not reflected in the Bureau's consolidated financial statements. There were no active participants in the plan as of June 30, 2023 and 2022.

12. RIGHT-OF-USE ASSETS AND LEASE LIABILITY

The Bureau leases office space and certain equipment under lease obligations that mature at various dates through December 2030.

The related cost of the right-of-use assets and accumulated amortization at June 30, 2023 and 2022, is as follows:

	2023	2022
Right-of-use assets:		
Office space	\$ 733,100	\$ 686,540
Equipment	147,465	139,869
Visitor Cener	19,081	-
Less accumulated amortization	(256,409)	(149,604)
Total right-of-use assets, net	<u>\$ 643,237</u>	<u>\$ 676,805</u>

Future minimum lease payments under such leases as of June 30, 2023 are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2024	\$ 122,368
2025	127,148
2026	98,318
2027	93,679
2028	95,085
2029 and thereafter	244,886
Total minimum lease payments	<u>781,484</u>
Less amount representing interest	104,573
Present value of net minimum lease payments	<u>676,911</u>
Less current portion of obligations under lease liability	<u>95,883</u>
Long-term portion of obligations under lease liability	<u>\$ 581,028</u>

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

13. RISKS AND UNCERTAINTIES

Financial instruments which potentially subject the Bureau to concentrations of credit risk consist principally of cash, investments and accounts receivable. Investments are also exposed to other risks such as market and interest rate risks.

The Bureau maintains its cash deposits in accounts at a high credit quality financial institution. From time to time, cash deposits exceed the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000. As of June 30, 2023, the Bureau had approximately \$1,460,000 of cash deposits at one financial institution in excess of the FDIC insurance limit. Management considers such circumstances to be normal business risks.

As of June 30, 2023, investments consisted of a diversified portfolio of cash, mutual funds, bonds and exchange traded funds. Management believes the diversity of the portfolio minimizes the risk of loss.

The Bureau's exposure to credit risk associated with receivables is concentrated to amounts due from the State and City as disclosed in Note 1.

14. SUPPLEMENTAL CASH FLOW INFORMATION

The accompanying consolidated statement of cash flows for the year ended June 30, 2023 excludes the effect of non-cash investing and financing activities related to the recording of lease liabilities totaling approximately \$73,000 arising from obtaining right-of-use assets for the use of certain office space and equipment.

See independent auditors' report.

Schedule 1

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATING STATEMENTS OF NET POSITION
JUNE 30, 2023 AND 2022

	2023			2022		
	Discover Newport	Newport Hotel Collection	Total	Discover Newport	Newport Hotel Collection	Total
ASSETS						
CURRENT ASSETS:						
Cash - operating fund	\$ 1,389,401	\$ 527,976	\$ 1,917,377	\$ 1,100,334	\$ 463,410	\$ 1,563,744
Accounts receivable	737,751	22,270	760,021	662,823	50,952	713,775
Prepaid expenses and other current assets	270,681	21,588	292,269	197,232	18,382	215,614
Total current assets	2,397,833	571,834	2,969,667	1,960,389	532,744	2,493,133
PROPERTY AND EQUIPMENT, NET	66,392		66,392	43,077		43,077
RIGHT-OF-USE ASSETS, NET	643,237		643,237	676,805		676,805
OTHER ASSETS:						
Board-designated cash	2,500		2,500	2,500		2,500
Investments:						
Board-designated	981,827		981,827	952,692		952,692
General purpose	981,808		981,808	952,680		952,680
Intangible assets, net	19,881	2,993	22,874	27,068	5,018	32,086
Total other assets	1,986,016	2,993	1,989,009	1,934,940	5,018	1,939,958
TOTAL	\$ 5,093,478	\$ 574,827	\$ 5,668,305	\$ 4,615,211	\$ 537,762	\$ 5,152,973
LIABILITIES AND NET POSITION						
CURRENT LIABILITIES:						
Current portion of lease liability	\$ 95,883	\$ -	\$ 95,883	\$ 76,467	\$ -	\$ 76,467
Accounts payable	210,414		210,414	194,379		194,379
Deferred revenue	7,200		7,200	4,712		4,712
Accrued expenses:						
Payroll and related liabilities	289,768		289,768	189,199		189,199
Other	29,393		29,393	12,024		12,024
Total current liabilities	632,658	-	632,658	476,781	-	476,781
LONG-TERM LIABILITY -						
Lease liability, less current portion	581,028		581,028	619,526		619,526
Total liabilities	1,213,686	-	1,213,686	1,096,307	-	1,096,307
COMMITMENTS						
NET POSITION:						
Net investment in capital assets	52,599	2,993	55,592	50,957	5,018	55,975
Unrestricted:						
Board-designated cash reserves	984,327		984,327	955,192		955,192
General purpose	2,842,866	571,834	3,414,700	2,512,755	532,744	3,045,499
Total unrestricted net position	3,827,193	571,834	4,399,027	3,467,947	532,744	4,000,691
Total net position	3,879,792	574,827	4,454,619	3,518,904	537,762	4,056,666
TOTAL	\$ 5,093,478	\$ 574,827	\$ 5,668,305	\$ 4,615,211	\$ 537,762	\$ 5,152,973

See independent auditors' report.

Schedule 2

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATING STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

	2023				2022			
	Discover Newport	Newport Hotel Collection	Eliminations	Total	Discover Newport	Newport Hotel Collection	Eliminations	Total
REVENUES:								
Public sources:								
Hotel taxes	\$ 5,005,710	\$ -	\$ -	\$ 5,005,710	\$ 4,917,813	\$ -	\$ -	\$ 4,917,813
Newport tourism fee		261,963		261,963		292,677		292,677
Government grants and funding	376,820			376,820	357,060			357,060
Total public sources	5,382,530	261,963	-	5,644,493	5,274,873	292,677		5,567,550
Private sources:								
Advertising income	160,850		(104,000) (A)	56,850	158,425		(56,000) (A)	102,425
Promotional participation income	16,315			16,315	5,500			5,500
Event hosting income	27,087			27,087	2,900			2,900
Other income	20,720			20,720	9,649			9,649
Gain on sale of property and equipment				-	15,250			15,250
Investment return, net	58,263			58,263				-
Total private sources	283,235	-	(104,000)	179,235	191,724	-	(56,000)	135,724
TOTAL REVENUES	5,665,765	261,963	(104,000)	5,823,728	5,466,597	292,677	(56,000)	5,703,274
EXPENDITURES:								
Leisure and marketing	2,970,746	211,289	(104,000) (A)	3,078,035	2,876,726	76,504	(56,000) (A)	2,897,230
Sales and marketing	1,435,621			1,435,621	1,019,098	9,826		1,028,924
Visitor's center and marketing	132,641			132,641	96,518			96,518
Administrative	734,193	13,609		747,802	620,821	10,784		631,605
Interest expense	31,676			31,676	29,371			29,371
Investment return, net				-	94,629			94,629
TOTAL EXPENDITURES	5,304,877	224,898	(104,000)	5,425,775	4,737,163	97,114	(56,000)	4,778,277
CHANGE IN NET POSITION	360,888	37,065		397,953	729,434	195,563		924,997
NET POSITION, BEGINNING OF YEAR	3,518,904	537,762		4,056,666	2,789,470	342,199		3,131,669
NET POSITION, END OF YEAR	\$ 3,879,792	\$ 574,827	\$ -	\$ 4,454,619	\$ 3,518,904	\$ 537,762	\$ -	\$ 4,056,666

(A) Elimination of intercompany income/expense.

See independent auditors' report.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Schedule of Calendar Year 2024 Board of Directors Meeting

Discover Newport Board of Directors Meetings- subject to change, place to be determined

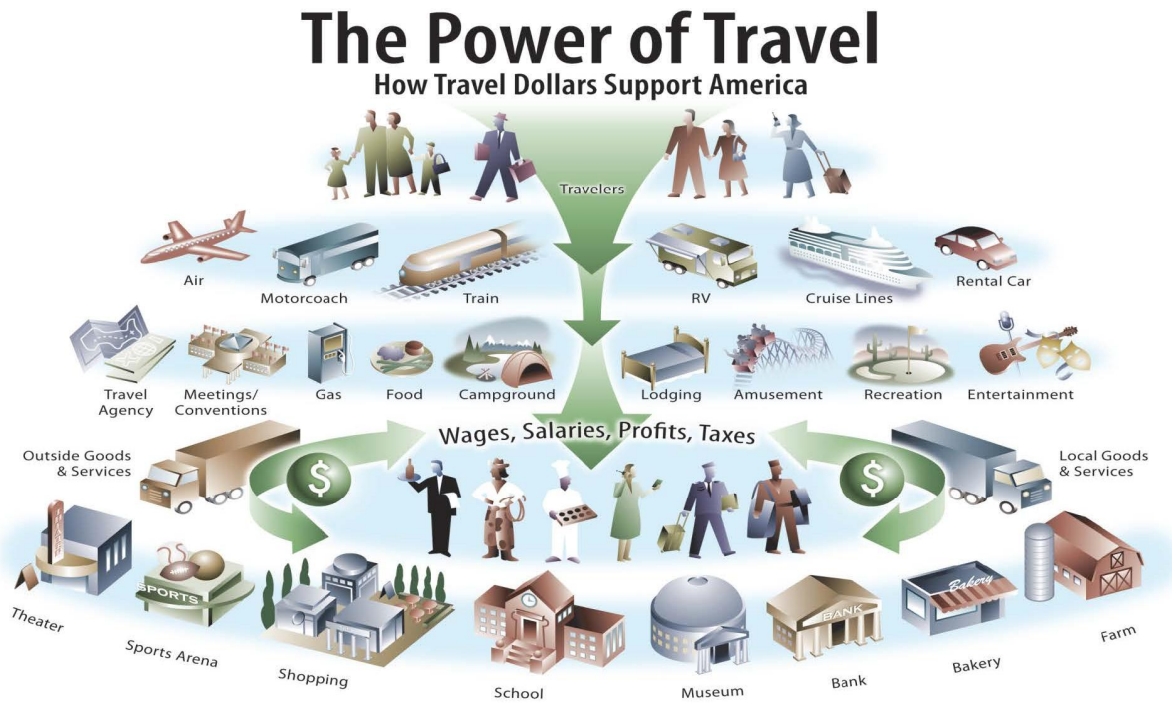
January 23, 2024, at 3 pm
March 19, 2024, at 12 pm
May 21, 2024, at 12 pm
June 18, 2024, at 3 pm
September 17, 2024, at 12 pm
November 19, 2024, at 12 pm

Newport Hotel Collection Board of Directors Meetings- subject to change, place to be determined

January 9, 2024, at 8:30 am
April 23, 2024, at 8:30
June 11, 2024, at 8:30 am
September 10, 2024, at 8:30 am
December 10, 2024, at 8:30 am

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

Benefits of the Travel Dollar



Investments in travel feed a virtuous cycle of economic benefits. Travel Marketing spurs an interest in visiting destinations and stronger travel interest generates more visitors. Additional visitors spend more on transportation, attractions, hotels, restaurants, entertainment, shopping and other businesses. Greater travel spending supports more local jobs and generates additional tax revenue for state and local governments.

Graph: USTravel Association

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Tourism Sectors

THE WORK OF A DESTINATION ORGANIZATION

1. VISIT

If you built a place where people want to visit, then you have built a place where people want to live.

2. LIVE

And if you built a place where people want to live, then you have built a place where people want to work.

4. INVEST

And if you built a place where business and residents will invest, then you have built a place where people will want to visit.

3. WORK

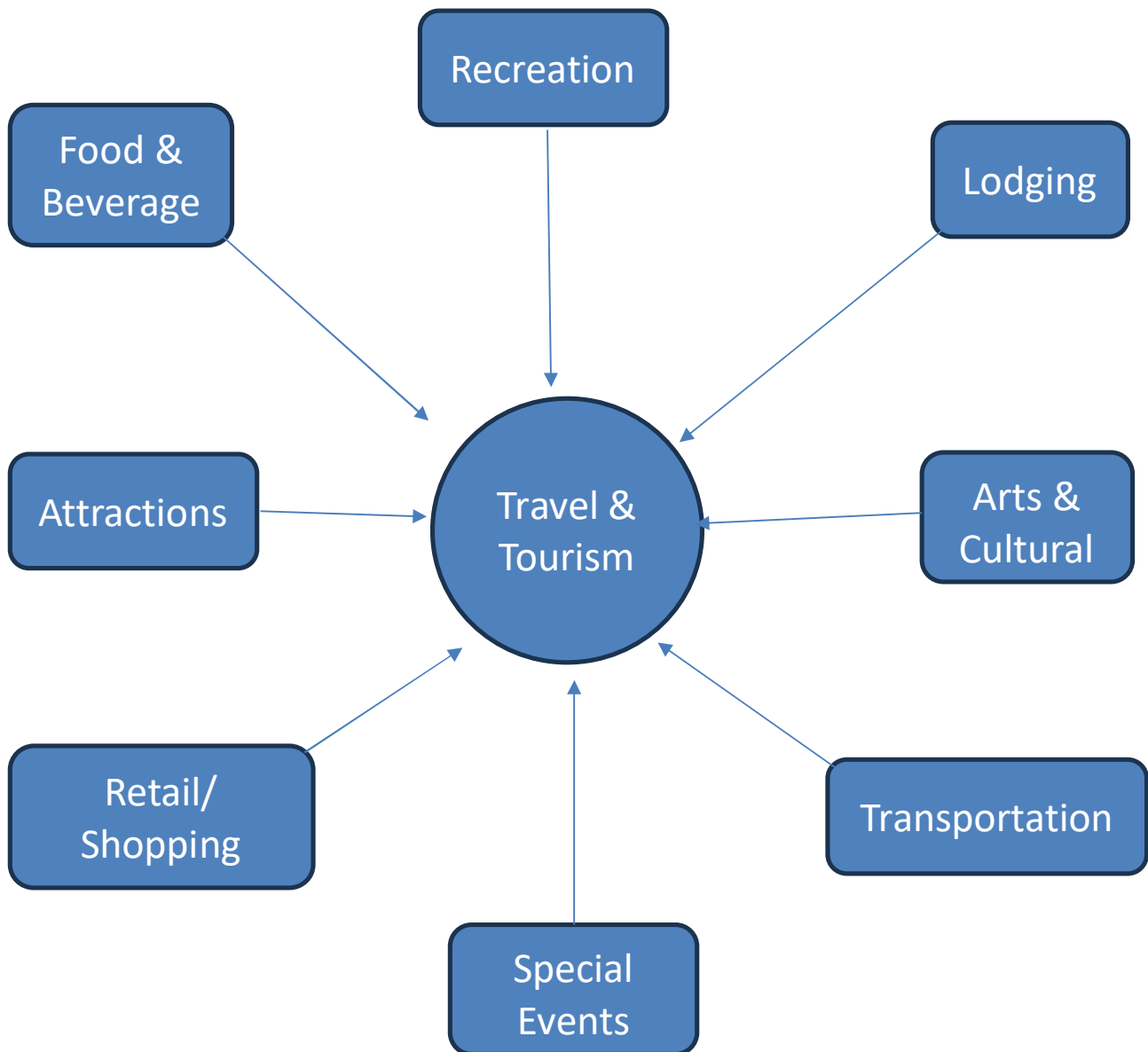
And if you built a place where people want to work, then you have built a place where business and residents will invest.



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Tourism Sectors

While Discover Newport is funded by the hotel tax, it serves all eight sectors of the tourism industry.

Components of the Tourism Industry



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Lodging Properties
June 30, 2023
(unaudited)

The primary source of revenue for Discover Newport is from hotel taxes imposed on hotels, motels, bed and breakfasts, and certain short-term rentals. For timeshares, hotel tax is only imposed on rooms rented to the general public and not to timeshare owners. For campgrounds & RV Parks, the hotel tax is not imposed.

NUMBER OF LODGING PROPERTIES IN NEWPORT & BRISTOL COUNTIES

	Bristol	Jamestown	Little Compton	Middletown	Newport	Portsmouth	Tiverton	Warren	Total
Hotels/Motels	1	0	0	15	21	1	1	0	39
Inn/B&B	4	2	2	10	58	1	2	0	79
Timeshare	0	2	0	0	6	0	0	0	8
Campgrounds/ RV Parks	0	1	0	3	0	1	0	0	5
Total	5	5	2	28	85	3	3	0	131

NUMBER OF ROOMS IN NEWPORT & BRISTOL COUNTIES

	Bristol	Jamestown	Little Compton	Middletown	Newport	Portsmouth	Tiverton	Warren	Total
Hotels/Motels	40	0	0	1,354	1,750	31	83	0	3,258
Inn/B&B	24	9	18	121	506	4	20	0	702
Timeshare	0	49	0	0	397	0	0	0	446
Campgrounds/ RV Parks	0	109	0	150	0	91	0	0	350
Total	64	167	18	1,625	2,653	129	103	0	4,756

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Newport Hotel Collection Properties
 June 30, 2023

The Newport Hotel Collection includes all hotels and bed and breakfasts within the district with over 18 rooms within the district. As of June 30, 2023, the properties below fall within the district.



Newport Marriot



Newport Harbor Hotel & Marina



The Vanderbilt



Newport Harbor Island Resort



Hotel Viking



OceanCliff



Brenton Hotel



Hammetts Hotel



Castle Hill Inn



The Chanler



Forty 1 North



Mill Street Inn

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Newport Hotel Collection Properties
June 30, 2023



Francis Malbone House



Admiral Fitzroy Inn



Jailhouse Inn



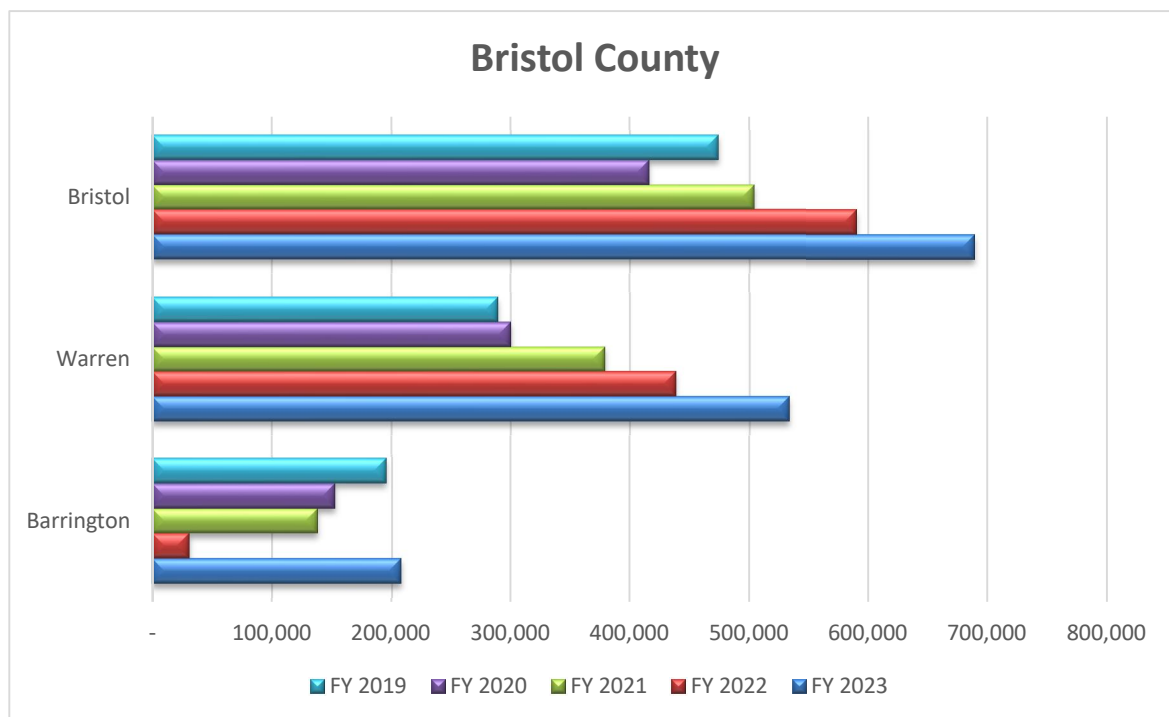
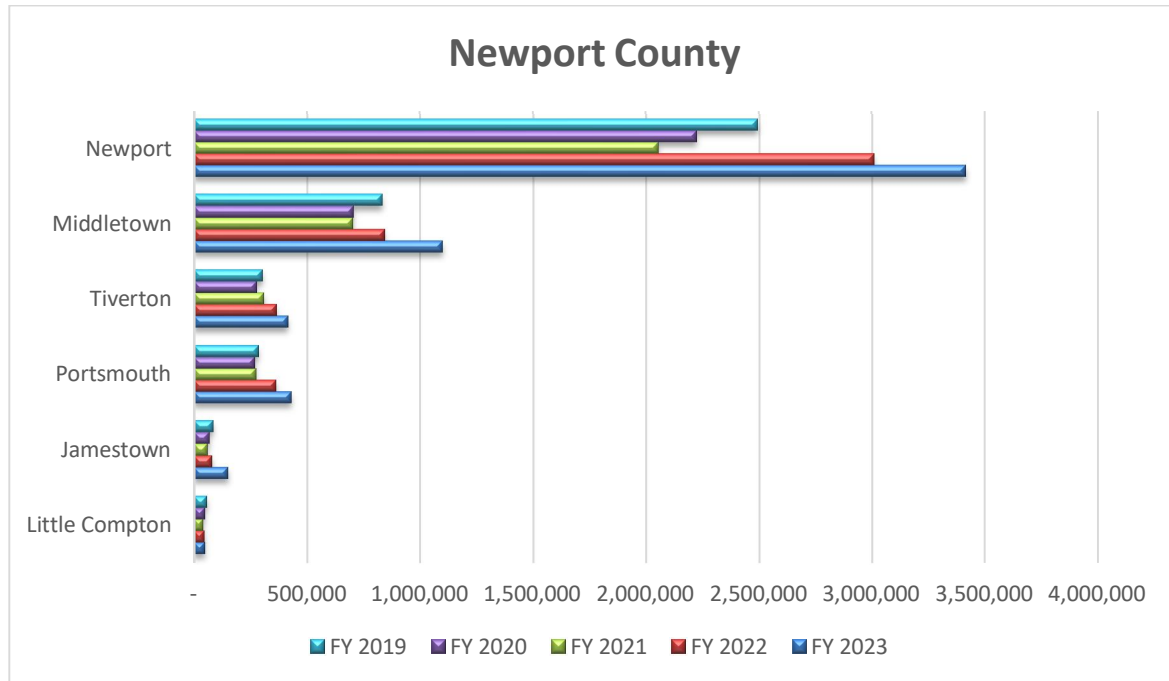
Yankee Peddler Inn



Wayfinder-closed for FY 2023

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Meals and Beverage 1% Tax for Newport and Bristol Counties
June 30, 2023
(unaudited)

The State of Rhode Island has imposed a local 1% meals and beverage tax on all prepared foods sold in the state. While Discover Newport does not receive any portion of this tax, its marketing efforts directly affect this tax. Below is a five-year analysis for each county of the tax collected.



Source-Department of Revenue

From: Alyson Adkins <aadkins@discovernewport.org>

Sent: Thursday, December 21, 2023 1:32 PM

Subject: FY 23 Audit

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

Good afternoon,

In accordance with RI State Statute 42-105-11, we have attached a copy of our consolidated annual audit report for the years ended June 30, 2023 and 2022. I am pleased to report that we received an unmodified opinion and had no significant deficiencies or material weaknesses.

If you would like an hard copy of the audit report, please let me know.

We appreciate the support we receive from you for our programming.

Happy Holidays.

Alyson

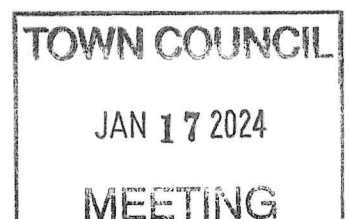
Alyson C. Adkins, CPA CGMA
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Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Fiscal year ended June 30, 2023



EVAN SMITH
President & CEO

ALYSON C. ADKINS, CPA
*Vice President of Finance
& Human Resources*

DISCOVER
NEWPORT
RHODE ISLAND

DiscoverNewport.org

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

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Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

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Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

**INTRODUCTORY
SECTION**



Board of Directors
Discover Newport
44 Long Wharf Mall
Newport, RI 02840

We are pleased to present this Annual Comprehensive Financial Report (ACFR) for the Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) for the year ended June 30, 2023.

The Finance Department oversees the audit and assumes responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the Finance Department established a comprehensive internal control framework that is designed to provide reasonable assurance that the Bureau's assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of maintaining internal controls should not exceed the benefits derived based on management's estimates and judgments. All internal control evaluations occur within this framework. We believe the Bureau's internal controls adequately safeguard assets and provide reasonable assurance of the proper recording of financial transactions.

Sansiveri, Kimball & Co, a public accounting firm fully licensed and qualified to perform audits of local governments within the State of Rhode Island, has audited the Bureau's consolidated financial statements. The goal of the independent audit was to provide reasonable assurance that the basic financial statements of the Bureau as of and for the fiscal year ended June 30, 2023, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statements presentation. The independent auditors concluded, based upon the audit, that the Bureau's consolidated financial statements as of and for the fiscal year ended June 30, 2023, are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP). The independent auditors' report is presented as the first two pages of the financial section of this ACFR.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditors' report. It provides an analytical overview of the Bureau's operations for fiscal year (FY) 2023. This letter of transmittal is intended to complement the MD&A and other information contained in this report and should be read in conjunction with it.

REPORTING ENTITY

This ACFR includes all funds of the Bureau. The Bureau is comprised of two entities, Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) and the Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection).

Discover Newport is unique, as it does not operate as a typical membership-based convention and visitors' bureau. It is a quasi-governmental organization established by state law, funded primarily by hotel tax revenues, and the governing body is composed of an autonomous Board of Directors (the Discover Newport Board). It is also a 501(c)(6) organization. Discover Newport was created to directly drive tourism to Newport and Bristol Counties, through marketing, sales, and advertising programs in cooperation with our industry partners.

Discover Newport's mission statement is:

"To positively influence the economy of Newport and Bristol Counties, Rhode Island, which includes Barrington, Bristol, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren, by marketing the region as a travel and tourism destination."

Discover Newport is charged with marketing and branding Newport and Bristol Counties as a premier travel destination. Its primary responsibility is attracting visitors to its destination, both for the lodging and non-lodging industries. While resorts advertise and market their individual properties, Discover Newport markets and brands the destination as a whole. Discover Newport integrates its branding campaigns with sales, marketing, and public relations activities, as well as special events, to attract visitors, both in the leisure and business markets.

The **Newport Hotel Collection** is a District Management Authority and was established by the Newport City Council in September 2017. It is 100% funded by a special assessment tourism fee of \$1/per room/per night for properties over 20 rooms within the district. In June 2021, the Newport City Council approved the rooms within the district to be properties over 18 rooms within the district. It is governed by an autonomous Board of Directors (the Newport Hotel Collection Board).

The Newport Hotel Collection is charged with marketing and branding the district by sponsoring and promoting recreational, cultural, and retail activities and providing general marketing and promotion efforts. The Newport Hotel Collection has no employees; it is managed by Discover Newport. Discover Newport's Board of Directors appoints seven (7) of the nine (9) seats on the Newport Hotel Collection Board and is therefore a subsidiary of Discover Newport.

Funding received by both Discover Newport and the Newport Hotel Collection is received two months in arrears.

ECONOMIC CONDITION

The travel & tourism industry is one of the largest contributors to and principle economic drivers in Newport and Bristol Counties. As a result, U.S. and international travel trends are closely monitored. Newport and Bristol Counties have a hotel room inventory exceed over 4,200, with approximately 4,000 of those rooms located in Newport and Middletown. (These include properties that were closed due to renovations.)

Fiscal year 2023 was a record high in hotel tax revenue for our industry, though the industry still continues to struggle finding qualified employees to work. The trend of people fleeing metropolitan areas & cities for resort areas (mountains, lakes & coastal areas) continued and our nine towns benefited. Fiscal year 2023 occupancy increased from 57.18% to 60.41%, and average daily room rates increased by 5%. We believe there were multiple factors that were a positive influence on our success: 1st- Newport is within 400 miles (one gas tank or electric charge) of 15% of the American population. 2nd- Newport continued offering a lot of outdoors activities and events for travelers to enjoy. 3rd-Rebound of the international, group/business, and cruise ship markets.

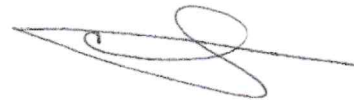
As we look to the fiscal year 2024, Discover Newport is keeping a close eye on the economy. Inflation decreased by approximately 5% during fiscal year 2023, and while it decreased slightly, it is still at a 40 year high. We also expect a correction in the market for the average daily room rates. During fiscal year 2024, we will have three properties come online after extensive renovations, one new property opening, and two properties closing for a portion of the fiscal year for renovations. We expect to see a slowdown in the leisure market, but for the group/business markets, we expect to see a 100% recovery. Discover Newport has operating reserves that can be used to offset any shortfalls in projected revenues to keep sales and marketing plans intact.

The Discover Newport staff have been and will continue to work cooperatively with many alliance partners to promote Newport & Bristol Counties as a safe and interesting travel option to consider for those that are ready to travel at this time. We recognize and embrace that safe travel is a shared responsibility between our visitors, our industry employees, and our residents.

Respectfully submitted,

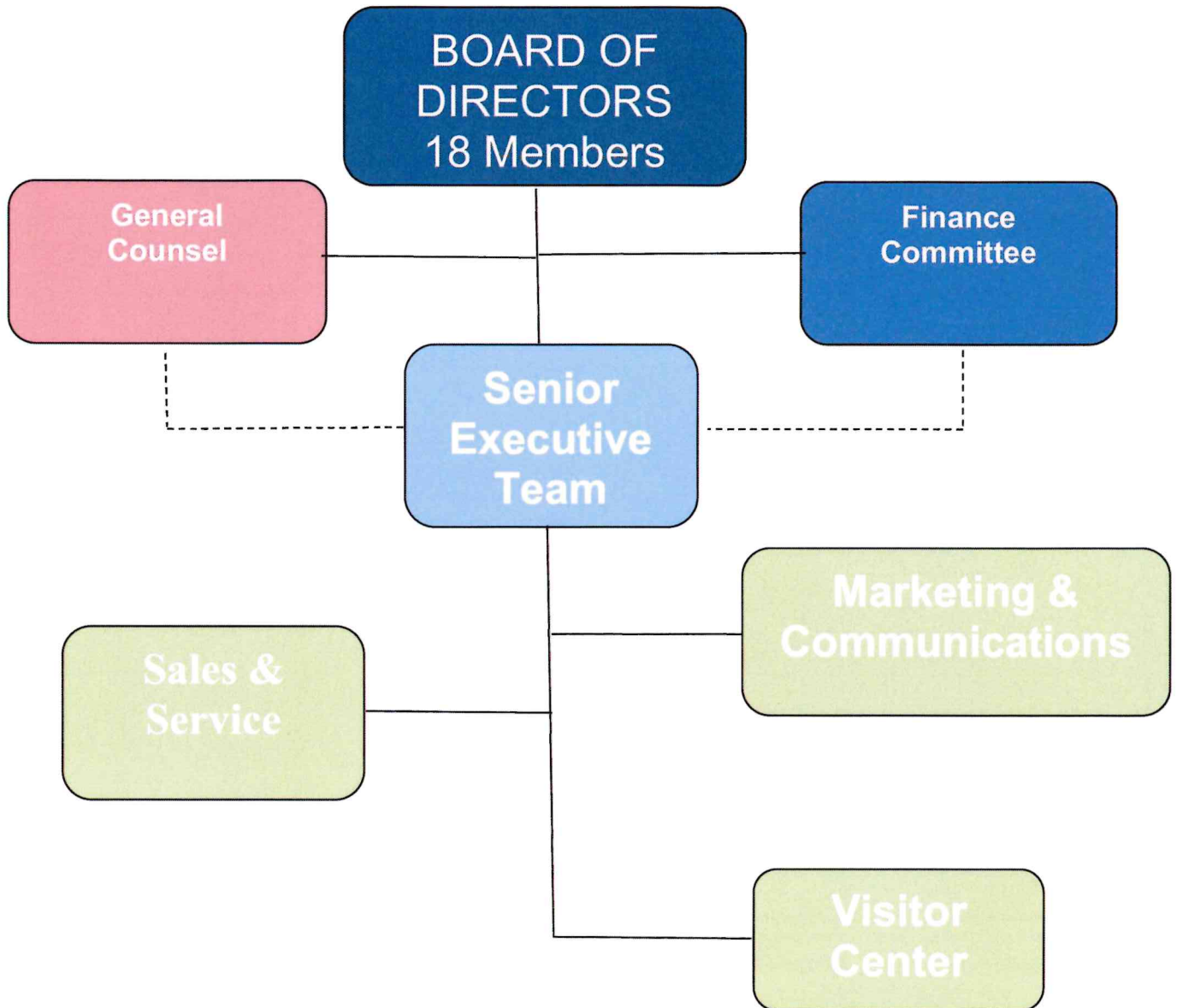
Evan Smith

Evan Smith
President & CEO



Alyson Adkins, CPA
VP of Finance and Human Resources

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Organization Chart
For the Year Ended June 30, 2023



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Board of Directors
For the Year Ended June 30, 2023

The Discover Newport Board

This eighteen-member board is comprised of thirteen members appointed by the nine-town councils within Newport and Bristol Counties and five representatives who are nominated by the Discover Newport Board to represent the hotel industry (over 100 rooms), the hotel industry (under 100 rooms), restaurant industry, attractions industry, and general business interests. The members serve a three-year term and can be reappointed for one additional three-year term. As of June 30, 2023, members of the board included:

Term Expires

Appointed by the City of Newport

Gillian Freidman-Fox	September 2025
Sean O' Connor	September 2025
Charlie Holder *	September 2025

Appointed by the Town of Middletown

Rocky Kempenaar	September 2025
Dennis Turano	September 2025
TR McGrath-Board Chair *	September 2024

Appointed by the Town of:

Portsmouth - Matt Gray *	September 2026
Jamestown - Tom McNiff	September 2026
Tiverton – Meredith Brower	September 2026
Little Compton - Andrew Moore	September 2026
Bristol - Karen Binder-Secretary	September 2023
Warren – Keri Cronin	September 2026
Barrington - Ann Hof	September 2024

Nominated by Discover Newport Board:

Lodging over 100 rooms - Pamela Baldwin-Treasurer*	September 2024
Lodging under 100 rooms - Keith Chouinard-Vice Chair	September 2024
Restaurant representative – Patrick Fitzgerald	September 2024
Attraction's representative – John Nunes	September 2024
Member of the public - Missy Varao	September 2024

* Member of the Finance Committee

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Board of Directors
For the Year Ended June 30, 2023

The Newport Hotel Collection Board

This nine-member board is comprised of seven members appointed by Discover Newport and two members appointed by the City of Newport. All board members come from properties within the district. The members serve a three-year term until their successors are appointed and will have qualified. As of June 30, 2023, members of the board included:

Term Expires

Appointed by the Discover Newport Board

Andy Ross – Brenton Hotel-Treasurer	June 2024
David Smiley – Newport Harbor Island Resort-Chair	June 2024
Brian Young - Castle Hill Inn-Treasurer	June 2024
Michelle Taraverdian – Newport Marriott	June 2025
Derek Shelly-Hotel Viking	June 2025
Randi Milewski - Hammetts Wharf Hotel	June 2026
Cheryl Twist-The Chanler	June 2026

Appointed by the City of Newport

Term Expires

Jenna Vallee -Newport Harbor Hotel & Marina	June 2025
Lynn Ceglie - City Council Representative	June 2026

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Senior Executive Team
For the Year Ended June 30, 2023

The Discover Newport Senior Executive Team

The Discover Newport Board of Directors serves as a policy-making body and employs a President to serve as Chief Executive Officer. As of June 30, 2023, the Discover Newport senior executive team consists of:

Evan Smith-President/Chief Executive Officer

Alyson Adkins-Vice President of Finance and Human Resources

Kathryn Farrington-Vice President of Marketing

John (Tim) Walsh-Vice President of Sales

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

**FINANCIAL
SECTION**



SANSIVERI, KIMBALL & CO., LLP
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Newport and Bristol County Convention and Visitors' Bureau:

Opinion

We have audited the accompanying consolidated financial statements of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) as of and for the years ended June 30, 2023 and 2022, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary as of June 30, 2023 and 2022, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bureau, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for twelve months beyond the consolidated financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bureau's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic consolidated financial statements. Such information is the responsibility of management and, although not a part of the basic consolidated financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic consolidated financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of

management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic consolidated financial statements, and other knowledge we obtained during our audit of the basic consolidated financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplemental schedules 1 and 2 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic consolidated financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audits of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Dansie, Kimball & Co., LLP

Providence, Rhode Island
December 4, 2023

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

Management's Discussion and Analysis

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

Management's Discussion and Analysis

For the Year Ended June 30, 2023

As management of the Newport and Bristol County Convention and Visitors' Bureau (Discover Newport) and the Newport Tourism Marketing Management Authority (Newport Hotel Collection), collectively referred to as the Bureau we offer readers of the Bureau's financial statements this narrative overview and analysis of the Bureau's financial performance for the fiscal year (FY) ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the letter of transmittal, which can be found on pages i to iii of this report.

FINANCIAL HIGHLIGHTS

- Total revenues increased approximately \$120 thousand for FY 2023. Hotel taxes improved by 2% and the tourism fee decreased by -10% over the prior year. Total grant income (public) increased by 6% over the prior year. Private source revenue (advertising, promotional participation, etc.) improved by 32% over the prior year. We continued to offer a 50% discount on our advertising products for the attraction industry FY 2023, we also continued the complimentary participation for all restaurants participating in Newport Restaurant Week and Burger Bender. The improvement in revenue is directly attributable to the recovery of the travel and tourism sector since coronavirus first hit the United States in March 2020. Average daily room rate (ADR) improved from \$224.30 for FY 2022 to \$236.44 for FY 2023.
- Discover Newport invested approximately \$4.5 million in sales and marketing efforts. Some of the leisure investments supported the creation, management and marketing of Newport Restaurant Week, Burger Bender, Fall, Holiday, Winter and Spring campaigns. Our key feeder markets for these campaigns are Massachusetts, Connecticut, New York, New Jersey Philadelphia, Baltimore, DC, and Virginia. Other investments included a series of leisure e-blasts to our feeder markets, creation of off-season commercials, creation and production of a destination travel guide, the continued sponsorship of line 67 RI Public Transit Authority bus route. We also provided sponsorships for Newport Winter Festival, Christmas in Newport, Ocean Race, Cliff Walk, and Preservation Society. FY 2023 was a record year for media visits, we hosted over 100 international and domestic journalists. On the corporate sales side investments included a mix of print and digital advertising campaigns, hosting 7 client events, attendance at 25 trade shows, and hosted 25 meeting planners site inspections.
- Discover Newport continues to operate a 700 square foot Visitor Center at 21 Long Wharf Mall after being closed for over a year. The center is open 7 days a week from June-October, 5 days a week in November, December, April, and May, and 3 days a week for March. For January and February, the center was opened for holidays and school vacation weeks. During cruise ship season, which is normally from August-October, Discover Newport purchased a shed and placed it in Perrotti Park to assist cruise ship visitors. For FY 2023, we hosted over 40 cruise ships at Perrotti Park.
- The Newport Hotel Collection invested approximately \$211 thousand in sales and marketing efforts. Some of the investments included website advertising and RI Hospitality membership dues for all members. The Board voted for these to be annual membership benefits for all properties. The Newport Hotel Collection also hosted a road show in NYC for meeting planners to learn about the hotels in the collection. All remaining funds have been reserved for future years.
- Net position increased approximately \$398 thousand to approximately \$4.4 million during FY 2023. This increase is primarily due to advertising for the HBO Gilded age postponing to the fall

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

of 2023 as the show did not air during FY 2023. The Bureau will be using the funds for advertising for the HBO Gilded Age.

CONDENSED COMPARATIVE DATA

ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

The Bureau's change in net position increased approximately \$398 thousand during the year as follows:

CHANGE IN NET POSITION				
	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Net position – beginning	\$3,131,669	\$ 4,056,666	\$ 924,997	30%
Revenues	5,703,274	5,823,728	120,454	2%
Expenses	4,778,277	5,425,775	647,498	14%
Change in net position	924,997	397,953	(527,044)	-57%
Net position – ending	\$4,056,666	\$ 4,454,619	\$397,953	10%

Growth in overall net position is a function of the postponement of advertising for the HBO Gilded Age.

During FY 2023, net position consists of the following:

CONSOLIDATED STATEMENT OF NET POSITION				
	June 30, 2022	June 30, 2023	Increase (Decrease)	
			Amount	Percent
Current and other assets	\$ 4,401,005	\$ 4,958,676	\$ 525,585	12%
Capital assets	751,968	709,629	(10,253)	-1%
Total assets	\$ 5,152,973	\$ 5,668,305	\$ 515,332	10%
Current liabilities	\$ 476,781	\$ 632,658	\$ 155,877	33%
Long-term liability	619,526	581,028	(38,498)	-6%
Total liabilities	\$ 1,096,307	\$ 1,213,686	\$ 117,379	11%
Net position				
Net investment in capital assets	55,975	55,592	(383)	-1%
Board-designated	955,192	984,327	29,135	3%
Unrestricted	3,045,499	3,414,700	369,201	12%
Total net position	\$ 4,056,666	\$ 4,454,619	\$ 397,953	10%

A small portion of net position reflects an investment in capital assets net of debt used to acquire those assets. Board-designated net position is reported separately to show resources the Boards have deemed for long-term use, and net of unrealized gains. Unrestricted net position improved approximately \$397 thousand, as a result of the changes above.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary

Management's Discussion and Analysis

For the Year Ended June 30, 2023

REVENUES

Revenues are classified as either public or private. Private revenues are those directly generated by an activity of the Bureau. For example, the sale of advertising on the website, co-op fees for trade shows, participation fees for Newport Restaurant Week, etc.

The public revenue classification includes all hotel taxes and tourism fees because the income is not derived by an activity of the Bureau. The State of Rhode Island levies a hotel tax on all transient lodging establishments in Newport and Bristol Counties, and the Bureau receives a portion of that tax, which is the Bureau's primary source of revenue. The Newport Management Authority assesses a tourism fee on all transient lodging establishments with greater than eighteen rooms in Newport. The Bureau receives 97% of this fee. Grant income received from a government institution is also classified as public revenue.

Total revenues for FY 2023 amounted to \$5.8 million, a 2% increase over FY 2022.

	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Public revenues				
Hotel taxes	\$ 4,917,813	\$ 5,005,710	\$ 87,897	2%
Tourism fee	292,677	261,963	30,714)	-10%
Government grants and funding	357,060	367,820	19,760	6%
Total public revenue	5,567,550	5,664,493	76,943	1%
Private revenues				
Advertising	102,425	56,850	(45,575)	-44%
Promotional participation	5,500	16,315	10,815	197%
Event hosting	2,900	27,087	24,187	834%
Other	9,649	20,720	11,071	115%
Investment return, net		58,263	58,263	100%
Gain on disposal of property and equipment	15,250	-	(15,250)	-100%
Total private revenues	135,724	179,235	43,511	32%
Total revenues	\$ 5,703,274	\$ 5,823,728	\$ 120,454	2%

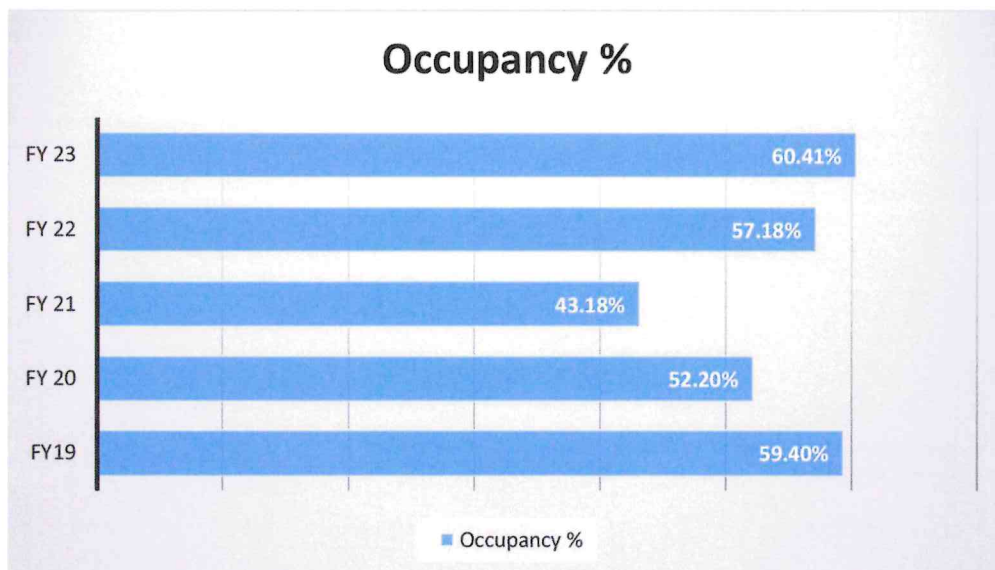
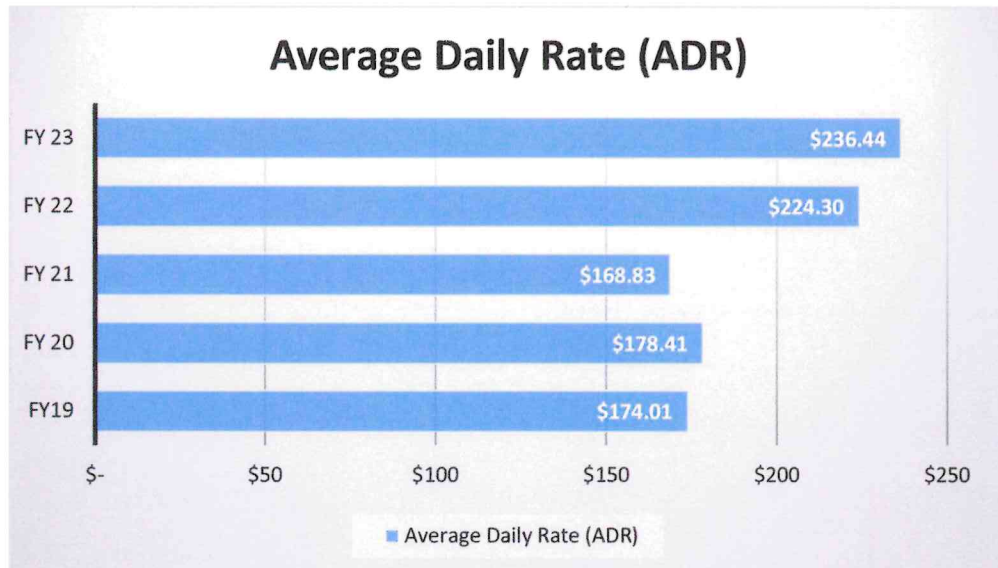
Hotel taxes provided approximately \$5.05 million during FY 2023, an increase of approximately \$87.9 thousand. The hotel tax is affected by the number of lodging rooms available, occupancy rate, and average daily room rate (ADR). For FY 2023, the room inventory remained flat. Occupancy percentage increased from 57.18% to 60.41% in FY 2023. The most volatile factor in calculating hotel taxes is ADR. With hotel rooms being booked over the internet, price fluctuations are common, with hotels having the ability to respond quickly to occupancy trends. ADR averaged \$236.44 in FY 2023, a 5% increase over the \$224.3 result in FY 2022. The tourism fee is a \$1 fee per room night on all transient lodging establishments within Newport County greater than eighteen rooms. The tourism fee provided approximately \$262 thousand during FY 2023, a decrease of \$30 thousand. The increase in hotel taxes and the decrease in the tourism fee, is attributable mainly due to the increase in ADR.

The majority of hotel tax revenue was generated in the City of Newport (\$3.4 million or 68%). The second-largest generator of hotel taxes is the Town of Middletown, at \$1.4 million (28%). The other incorporated towns of Bristol, Barrington, Jamestown, Little Compton, Portsmouth, Warren, and Tiverton combined to provide the remaining 4%.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

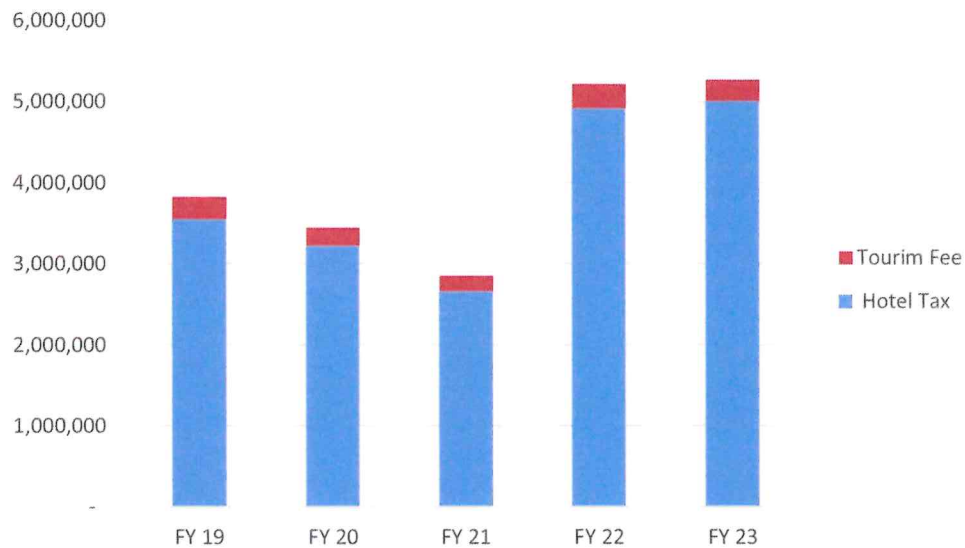
Private revenues increased \$43.5 thousand as compared to FY 2022. This is also attributable to several factors; with the recovery of the tourism and travel market, our industry partners were able to participate in promotional participation in trade shows, and event hosting. These events, trade shows and client events, are where industry partners join us for a fee.

Below is a five-year analysis of the average daily room rate (ADR), occupancy, and actual hotel tax and tourism fee received.



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

Actual Hotel Tax and Tourism Fee



The hotel tax rate is 6% on lodging facilities in the Newport and Bristol Counties, and such rate can only be modified by the action of the Rhode Island State Legislature. 1% of the hotel tax goes to the town that the lodging facility is physically located in. The remaining 5% hotel tax for hotel room rentals is distributed as follows:

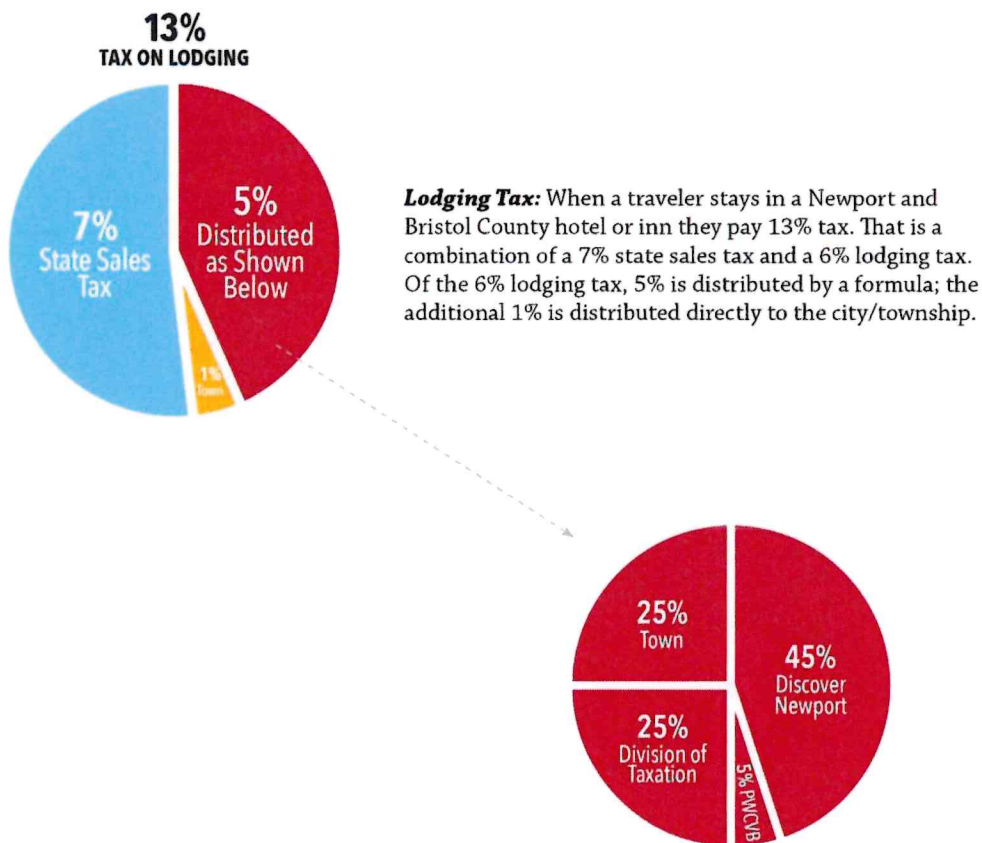
45%	Discover Newport
25%	City/Town where the lodging property is physically located
25%	Rhode Island Commerce Corporation
5%	Greater Providence-Warwick Convention and Visitor's Bureau

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

HOW LODGING TAXES ARE DISTRIBUTED

(For hotels and inns, but not for short-term rentals)

GROSS LODGING REVENUE



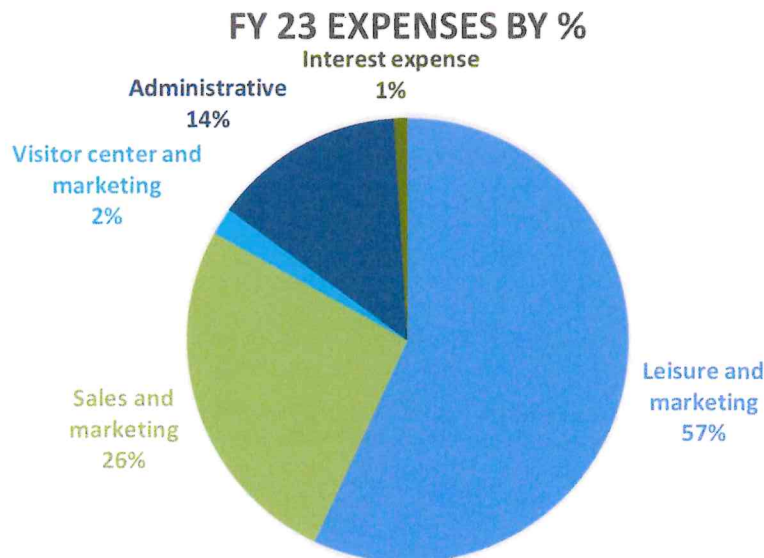
Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

EXPENSES

Total expenses by function were as follows:

	FY 2022	FY 2023	Increase (Decrease)	
			Amount	Percent
Visitor center and marketing	\$ 96,518	\$ 132,641	\$ 36,123	37%
Leisure and marketing	2,897,230	3,078,035	180,805	6%
Sales and marketing	1,028,924	1,435,621	406,697	40%
Administrative	631,605	747,802	116,197	18%
Interest expense	29,371	31,676	2,305	8%
Investment return, net	94,629	-	(92,897)	-100%
	\$ 4,778,277	\$ 5,425,775	\$ 647,498	116%

For FY 2023, we updated our functions to be consistent with industry standards set by Destination International. This required Discover Newport to reclass approximately \$162 thousand of advertising costs to the sales and marketing function from the previous 'marketing' function. The previous 'marketing' function has been renamed to leisure and marketing. FY 2023 is the first year since Covid-19 that we were fully staffed with a total of 14 full time and 4 part time employees. In the leisure market, we invested approximately \$2 million in advertising and sponsorships. Working with the Rhode Island Public Transit Authority, we continued our sponsorship of line 67, which runs from the Transportation Center to Bellevue Ave, for six months. The sales and services market, which consists of the corporate sales side, we invested approximately \$242 thousand in advertising. We also saw an increase in travel-related costs, which consists of staff travel to promote the destination at trade shows throughout the country. The visitor center expenses increase is attributed to an increase in advertising-related costs of approximately \$30 thousand.



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

Fiscal Year 2024

For FY 2024, high priorities will include, but not be limited to:

1. Continue to target promotional investments that will help grow our shoulder and off- peak visitation. The summer months are now close to reaching maximum visitation capacity, so our organization must continue to shift our focus and marketing plans to adapt to this situation.
2. Continue to utilize the resources of our PR agency to maximize media coverage for our 9-town destination. Growing media coverage provides a high conversion rate to visitation making it a high priority investment.
3. Work with community partners to invest in key local programs that can help support their goals & objectives. We want to be sure our travel program is doing its part to support the efforts of community organizations.
4. Continue to work with the Chamber of Commerce to help support their efforts to support both our existing business base and where possible grow our business base.
5. Work with the City of Newport, the Department of Transportation, and the Rhode Island Public Transit Authority to develop shuttle service from the public parking lots to the downtown area.

OVERALL FINANCIAL POSITION

The Bureau demonstrated strong financial results for FY 2023 in the face of tough economic times. Management remains vigilant to maintain fiscal sustainability through conservative budgeting and continuous monitoring of actual financial results and economic trends at the local, state, and national levels. Such an approach allows the Bureau the ability to react swiftly to changing conditions and sustain operations during challenging periods. The Bureau is dedicated to the preservation of adequate balances to meet operating cash flow requirements.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Management's Discussion and Analysis
For the Year Ended June 30, 2023

ADDITIONAL FINANCIAL INFORMATION

The Bureau's financial statements are designed to present users (citizens, taxpayers, customers, and industry partners) with a general overview of the Bureaus' finances and to demonstrate accountability. If you have any questions about the report or need additional financial information, please contact:

Discover Newport
Vice President of Finance
44 Long Wharf Mall
Newport, RI 02840
(401) 845-9126
aadkins@discovernewport.org
Or, please visit our website at:
www.discovernewport.org/about-us

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Annual Comprehensive Financial Report
For the Year Ended June 30, 2023

Basic Financial Statements

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATED STATEMENTS OF NET POSITION
JUNE 30, 2023 AND 2022

	2023	2022
ASSETS		
CURRENT ASSETS:		
Cash - operating fund	\$ 1,917,377	\$ 1,563,744
Accounts receivable	760,021	713,775
Prepaid expenses and other current assets	292,269	215,614
Total current assets	<u>2,969,667</u>	<u>2,493,133</u>
PROPERTY AND EQUIPMENT, NET	66,392	43,077
RIGHT-OF-USE ASSETS, NET	643,237	676,805
OTHER ASSETS:		
Board-designated cash	2,500	2,500
Investments:		
Board-designated	981,827	952,692
General purpose	981,808	952,680
Intangible assets, net	22,874	32,086
Total other assets	<u>1,989,009</u>	<u>1,939,958</u>
TOTAL	<u>\$ 5,668,305</u>	<u>\$ 5,152,973</u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Current portion of lease liability	\$ 95,883	\$ 76,467
Accounts payable	210,414	194,379
Deferred revenue	7,200	4,712
Accrued expenses:		
Payroll and related liabilities	289,768	189,199
Other	29,393	12,024
Total current liabilities	<u>632,658</u>	<u>476,781</u>
LONG-TERM LIABILITY -		
Lease liability, less current portion	581,028	619,526
Total liabilities	<u>1,213,686</u>	<u>1,096,307</u>
NET POSITION:		
Net investment in capital assets	55,592	55,975
Unrestricted:		
Board-designated cash reserves	984,327	955,192
General purpose	3,414,700	3,045,499
Total unrestricted net position	<u>4,399,027</u>	<u>4,000,691</u>
Total net position	<u>4,454,619</u>	<u>4,056,666</u>
TOTAL	<u>\$ 5,668,305</u>	<u>\$ 5,152,973</u>

See notes to consolidated financial statements.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

**CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	2023	2022
REVENUES:		
Public sources:		
Hotel taxes	\$ 5,005,710	\$ 4,917,813
Newport tourism fee	261,963	292,677
Government grants and funding	376,820	357,060
Total public sources	5,644,493	5,567,550
Private sources:		
Advertising income	56,850	102,425
Promotional participation income	16,315	5,500
Event hosting income	27,087	2,900
Other income	20,720	9,649
Gain on sale of property and equipment	-	15,250
Investment return, net	58,263	-
Total private sources	179,235	135,724
TOTAL REVENUES	5,823,728	5,703,274
EXPENDITURES:		
Leisure and marketing	3,078,035	2,897,230
Sales and marketing	1,435,621	1,028,924
Visitor's center and marketing	132,641	96,518
Administrative	747,802	631,605
Interest expense	31,676	29,371
Investment return, net	-	94,629
TOTAL EXPENDITURES	5,425,775	4,778,277
CHANGE IN NET POSITION	397,953	924,997
NET POSITION, BEGINNING OF YEAR	4,056,666	3,131,669
NET POSITION, END OF YEAR	\$ 4,454,619	\$ 4,056,666

See notes to consolidated financial statements.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net position	\$ 397,953	\$ 924,997
Adjustments to reconcile change in net position to net cash provided by operating activities:		
Depreciation and amortization	131,887	119,274
Gain on sale of property and equipment	-	(15,250)
Unrealized (gain) loss on investments	(55,452)	107,142
Realized loss on sale of investments	79,960	-
Paycheck Protection Program - loan forgiveness income	-	(357,060)
Income from public source - government grants and funding	(376,820)	-
Changes in assets and liabilities:		
Receivables	(46,246)	(229,917)
Prepaid expenses and other current assets	(76,655)	(62,175)
Accounts payable	16,035	108,537
Deferred revenue	2,488	(6,107)
Accrued expenses	117,938	(63,548)
Lease liability	(92,319)	(69,379)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>98,769</u>	<u>456,514</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of investments	(1,832,562)	(2,012,514)
Proceeds from sale of investments	1,749,791	-
NET CASH USED BY INVESTING ACTIVITIES	<u>(82,771)</u>	<u>(2,012,514)</u>
CASH FLOWS FROM CAPITAL ACTIVITIES:		
Purchases of property and equipment	(39,185)	(41,803)
Proceeds from sale of property and equipment	-	15,250
NET CASH USED BY CAPITAL ACTIVITIES	<u>(39,185)</u>	<u>(26,553)</u>
CASH PROVIDED FROM NONCAPITAL FINANCING ACTIVITIES -		
Proceeds from public source - government grants and funding	376,820	-
NET INCREASE (DECREASE) IN CASH	353,633	(1,582,553)
CASH, BEGINNING OF YEAR	<u>1,566,244</u>	<u>3,148,797</u>
CASH, END OF YEAR	<u>\$ 1,919,877</u>	<u>\$ 1,566,244</u>
COMPONENTS OF CASH:		
Operating fund	\$ 1,917,377	\$ 1,563,744
Reserve fund	2,500	2,500
Total	<u>\$ 1,919,877</u>	<u>\$ 1,566,244</u>

See notes to consolidated financial statements.

NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Discover Newport

Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) was created by the General Assembly of the State of Rhode Island (the State), having a distinct legal existence from the State and not constituting a department of state government. Discover Newport is a governmental agency and public instrumentality of the State.

Discover Newport was created to achieve the following purposes:

- Establish an operating program to promote and encourage tourism,
- Coordinate tourism activities within Newport and Bristol Counties and the State,
- Establish a fund to promote and encourage tourism, and
- Aid the municipalities in Newport and Bristol Counties in resolving problems that may arise due to growth in the tourism industry and to improve the quality of life in Newport and Bristol Counties.

Newport Hotel Collection

Established by the Newport City Council on September 13, 2017 as a District Management Authority, Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection) was created to achieve an increase in room night sales and revenue therefrom at assessed lodging properties within the district by performing the following:

- Sponsor and promote recreational, cultural and retail activities,
- Promote the development of the district including collecting and disseminating information, and
- Provide general marketing and promotion efforts.

Discover Newport holds the power to appoint the majority of the governing board of the Newport Hotel Collection. As a result, Newport Hotel Collection is considered a subsidiary of Discover Newport and is consolidated with Discover Newport in the accompanying consolidated financial statements. Discover Newport and Newport Hotel Collection are collectively referred to as the Bureau.

Funding Source

Public source revenue - Discover Newport's principal funding source is a percentage of hotel tax collected regionally by the State and locally by the City of Newport (the City). Newport

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NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Hotel Collection's principal funding source is a special assessment tourism fee collected by the City. The Bureau's revenues received directly from the State represented approximately 27% and 26% of total revenues for the years ended June 30, 2023 and 2022, respectively. The Bureau's revenues which were collected by the City represented approximately 63% and 65% of total revenues for the years ended June 30, 2023 and 2022, respectively. Accounts receivable from the State and the City represent approximately 62% and 38%, respectively, of total accounts receivable at June 30, 2023.

Basis of Accounting

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting, under which revenues are recognized in the period in which they are earned and become measurable. Expenses are recognized in the period incurred.

Basis of Consolidation

The accompanying consolidated financial statements include the accounts of Discover Newport and Newport Hotel Collection.

All significant intercompany accounts have been eliminated in consolidation.

Accounts Receivable

The Bureau reports its accounts receivable net of an allowance for doubtful accounts. Appropriate provisions for doubtful accounts are based upon factors surrounding the credit risk and activity of specific customers, historical trends, and other information. The Bureau determined an allowance for doubtful accounts was not necessary for the years ended June 30, 2023 and 2022.

Interest is not accrued on accounts receivable. Accounts are written off when management has determined that there is no likelihood of collection.

Investments

Investments consist of two investment portfolio accounts both invested in cash and marketable securities. Cash of approximately \$2,000 is reported at cost. Investments in marketable securities which consist of mutual funds of approximately \$1,601,000, bonds of approximately \$40,000, and exchange traded funds of approximately \$321,000 are reported at fair value. Investment return includes interest, dividends, unrealized and realized gains and losses, and management fees. During the year ended June 30, 2023, the Bureau recognized approximately \$55,000 of unrealized gains that relate to marketable securities held at June 30, 2023. During the year ended June 30, 2022, the Bureau recognized

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**NEWPORT AND BRISTOL COUNTY
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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

approximately \$107,000 of unrealized losses that relate to marketable securities held at June 30, 2022.

Property and Equipment

Property and equipment are recorded at cost, or if donated, at fair market value. Depreciation is computed on the straight-line method over the estimated useful lives of the assets.

Intangible Assets

Intangible assets consist of computer software, website costs, and costs to develop a brand name and are being amortized on a straight-line basis over periods ranging from five to twelve years.

Leases

The Bureau records leases in accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases* which requires that a lessee recognize an operating lease for a term of greater than twelve months as a liability and capitalize a right-of-use asset in the lessee's balance sheet. Such amounts are recorded at the present value of the lease payments.

Leases are recorded on the statements of net position as either contracts that transfer ownership or all other leases. A contract that transfers ownership is a lease with the following characteristics:

- transfers ownership of the underlying asset to the lessee by the end of the contract and
- does not contain termination options but that may contain a fiscal funding or cancellation clause that is not reasonably certain of being exercised

As of and during the years ended June 30, 2023 and 2022, the Bureau did not have any leases that transfer ownership.

All other leases are classified as other leases or short-term leases.

Short-term leases are defined as leases that, at the commencement of the lease term, have a maximum possible term under the lease contract of 12 months, including any options to extend, regardless of their probability of being exercised. Short-term leases will recognize lease payments as lease expense on the straight-line basis over the lease term and any variable lease payments in the period in which the obligation for those payments is incurred.

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NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

Lease liabilities are discounted to the present value of the future payments expected to be made during the lease term. The future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee, the lessee's estimated incremental borrowing rate should be used. The Bureau applied the incremental borrowing rate applicable to the lease term.

The right-of-use (ROU) asset is measured using the lease liability plus any lease payments made before the commencement date, plus any initial direct costs less any lessor incentives.

ROU assets are amortized over the assets' lease periods. Interest calculated on the lease liability is recorded to interest expense and amortization of the ROU assets are recorded to depreciation and amortization which equal the aggregate total of lease payments straight-lined over the lease term.

Paycheck Protection Program

Discover Newport has accounted for loan proceeds received under the Coronavirus Aid, Relief and Economic Security Act's (CARES Act) Paycheck Protection Program (PPP) as a liability under the GASB Statement No. 70 whereby Discover Newport recognized a liability for the full amount of PPP proceeds and the related interest payable. Income from the extinguishment of the liability has been recognized in the consolidated statement of activities and change in net position as government grants and funding income when Discover Newport was legally released from being the loan's primary obligor.

Revenue Recognition

Revenue is substantially derived from the hotel tax imposed by the State on the hospitality industry in Newport and Bristol Counties. Discover Newport receives a percentage of the hotel tax collected by the State and the City in accordance with Rhode Island General Law Title 42 Chapter 42-63.1. Discover Newport recognizes its percentage of the hotel tax as revenue in the month in which the tax was collected by the State and the City.

Newport Hotel Collection receives a special assessment tourism fee which is collected by the City from the district members in accordance with Rhode Island General Law Title 45 Chapter 45-59-15. Newport Hotel Collection recognizes the fee as revenue in the month in which the assessment was collected by the City.

Discover Newport receives advertising income for advertisements placed primarily on its website. Advertising income is earned over the term of the advertising agreement. Revenue billed in advance is deferred and recognized when earned.

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**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

Allocation of Expenses

Expenses which are allocated to the leisure and marketing, sales and marketing, visitor's center and marketing, and administration departments include: occupancy expenses, depreciation, office supplies, telecommunication, insurance, and other, and are allocated on the full-time equivalent basis.

Advertising

Advertising costs are expensed in the period in which the advertisement appears for the first time. Advertising costs amounted to approximately \$2,326,000 and \$2,334,000 for the years ended June 30, 2023 and 2022, respectively.

Accounting Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain amounts presented in the 2022 financial statements have been reclassified to conform to the 2023 presentation.

Subsequent Events

Management has evaluated subsequent events through December 4, 2023, which is the date the consolidated financial statements were available to be issued.

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**NEWPORT AND BRISTOL COUNTY
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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

2. ACCOUNTS RECEIVABLE

As of June 30, 2023 and 2022, accounts receivable consisted of the following:

	2023	2022
Hotel tax due from:		
City of Newport	\$ 264,821	\$ 518,233
State of Rhode Island	141,498	144,290
Tourism fee due from City of Newport	22,270	50,952
Rhode Island Commerce Corporation Grant	326,820	-
Other	4,612	300
Accounts receivable	<u>\$ 760,021</u>	<u>\$ 713,775</u>

3. PROPERTY AND EQUIPMENT, NET

As of June 30, 2023 and 2022, property and equipment, net consisted of the following:

	2023	2022
Computers, office equipment and furnishings	\$ 65,376	\$ 69,267
Vehicles	74,487	62,123
Total property and equipment	139,863	131,390
Less accumulated depreciation	73,471	88,313
Property and equipment, net	<u>\$ 66,392</u>	<u>\$ 43,077</u>

4. INTANGIBLE ASSETS

As of June 30, 2023 and 2022, intangible assets consisted of the following:

	2023	2022
Website	\$ 92,550	\$ 92,550
Brand names	12,020	12,020
Total	104,570	104,570
Less accumulated amortization	81,696	72,484
Intangible assets, net	<u>\$ 22,874</u>	<u>\$ 32,086</u>

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JUNE 30, 2023 AND 2022

As of June 30, 2023, the aggregate future amortization expense is as follows:

<u>Year</u>	<u>Amount</u>
2024	\$ 8,596
2025	6,745
2026	6,745
2027	305
2028	305
2029	178
Total	<u>\$ 22,874</u>

5. CAPITAL ASSETS

For the years ended June 30, 2023 and 2022, changes in capital assets were as follows:

	<u>Property and Equipment</u>		<u>Intangible Assets</u>	
	<u>Cost Basis</u>	<u>Accumulated Depreciation</u>	<u>Cost Basis</u>	<u>Accumulated Amortization</u>
Balance as of June 30, 2021	\$ 126,440	\$ (111,732)	\$ 104,570	\$ (63,271)
Capital acquisitions	41,803			
Dispositions	(36,853)	36,853		
Depreciation and amortization		(13,434)		(9,213)
Balance as of June 30, 2022	\$ 131,390	\$ (88,313)	\$ 104,570	\$ (72,484)
Capital acquisitions	39,185			
Dispositions	(30,712)	30,712		
Depreciation and amortization		(15,870)		(9,212)
Balance as of June 30, 2023	<u>\$ 139,863</u>	<u>\$ (73,471)</u>	<u>\$ 104,570</u>	<u>\$ (81,696)</u>

6. FAIR VALUE MEASUREMENTS

Fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In order to increase consistency and comparability in fair value measurements, U.S. GAAP established a fair value hierarchy that prioritizes observable inputs used to measure fair value into following three broad levels:

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the organization has the ability to access at the measurement date.

Level 2: Observable prices, other than quoted prices within Level 1, including:

- Quoted prices for similar assets or liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in markets that are not active, that is, markets in which there are few transactions for the asset or liability, the prices are not current, or price quotations vary substantially either over time or among market makers, or in which little information is released publicly.
- Inputs other than quoted prices that are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3: Unobservable inputs which are used when little or no market activity is available at the measurement date. The fair value hierarchy gives the lowest priority to Level 3 inputs.

The asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodology used for assets measured at fair value.

Investments in marketable securities - Valued using quoted prices in active markets.

The method used to determine fair value may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although management believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

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**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022**

Assets carried at fair value at June 30, 2023 and 2022 are as follows:

	Quoted Prices in Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)	Total
2023				
Investments in marketable securities	\$ 1,962,172	\$ -	\$ -	\$ 1,962,172
2022				
Investments in marketable securities	\$ 1,719,676	\$ -	\$ -	\$ 1,719,676

7. SHORT-TERM FINANCING ARRANGEMENT

Discover Newport maintains a line of credit with a financial institution that provides for maximum available borrowings of \$100,000. Borrowings on the line of credit are due on demand and collateralized by substantially all assets of Discover Newport. Interest is payable monthly and is computed at the financial institution's base rate plus .50%. As of June 30, 2023, the financial institution's base rate was 8.25%. There were no outstanding borrowings on the line of credit as of June 30, 2023 and 2022.

8. HOTEL TAX REVENUE

Discover Newport receives funding from the State in the form of a percentage of the hotel tax collected by the State and by the City. For the years ended June 30, 2023 and 2022, Discover Newport recorded hotel tax revenue as follows:

	2023	2022
Collected by:		
City of Newport	\$ 3,415,138	\$ 3,420,625
State of Rhode Island	1,590,572	1,497,188
Total	\$ 5,005,710	\$ 4,917,813

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**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

9. PAYCHECK PROTECTION PROGRAM LOAN FORGIVENESS

On February 5, 2021, Discover Newport executed an unsecured promissory note with a bank to provide borrowings of \$357,060. The note was guaranteed by the Small Business Administration (SBA) under the Paycheck Protection Program (PPP) and accrued interest at 1%. The PPP provisions contained in the promissory note restricted the use of the loan proceeds and included a provision in which the SBA may provide loan forgiveness of principal and accrued interest based on the terms set forth in the promissory note. On September 2, 2021, Discover Newport was notified by the bank that its PPP loan forgiveness application was approved, and such note was forgiven in its entirety by the SBA. As such, Discover Newport has recognized the full amount of the loan forgiveness income as government grants and funding in the accompanying consolidated statement of activities and change in net position for the year ended June 30, 2022.

10. GOVERNMENT GRANTS AND FUNDING

During the year ended June 30, 2023, Discover Newport received the following state grants:

EDA Tourism Program Grant	\$ 326,820
ARPA Tourism Program Grant	<u>50,000</u>
Total cash received and expended for qualified costs	<u>\$ 376,820</u>

As of June 30, 2023, approximately \$327,000 had not been paid by the State and is included in receivables on the accompanying consolidated statement of net position.

11. EMPLOYEE BENEFIT PLANS

Discover Newport maintains a defined contribution retirement plan, which qualifies under Section 401(a) of the Internal Revenue Code (IRC), for employees who have completed one year of service and have attained the age of twenty-one. The plan is a noncontributory plan whereby the only contributions to the plan are those of the employer. Discover Newport's contribution is discretionary and determined by its Board of Directors on an annual basis. For the year ended June 30, 2023, Discover Newport contributed \$120,000 to the plan. For the year ended June 30, 2022, Discover Newport contributed \$97,200 to the plan.

Discover Newport also maintains a deferred compensation plan created in accordance with the IRC Section 457. All employees are eligible upon commencement of employment. A participant may elect in writing to defer a percentage of their compensation, or a flat dollar amount, up to the maximum amount permitted under Section 457 of the IRC. The plan does not allow for employer contributions. The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their

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NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2023 AND 2022

beneficiaries. The custodian of the plan holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators act as agents of the employer for purposes of providing direction to the custodian related to investment of the funds held in the account, transfer of assets to or from the account and all other matters. In accordance with the provisions of GASB Statement 97, plan balances and activities are not reflected in the Bureau's consolidated financial statements. There were no active participants in the plan as of June 30, 2023 and 2022.

12. RIGHT-OF-USE ASSETS AND LEASE LIABILITY

The Bureau leases office space and certain equipment under lease obligations that mature at various dates through December 2030.

The related cost of the right-of-use assets and accumulated amortization at June 30, 2023 and 2022, is as follows:

	2023	2022
Right-of-use assets:		
Office space	\$ 733,100	\$ 686,540
Equipment	147,465	139,869
Visitor Center	19,081	-
Less accumulated amortization	(256,409)	(149,604)
Total right-of-use assets, net	<u>\$ 643,237</u>	<u>\$ 676,805</u>

Future minimum lease payments under such leases as of June 30, 2023 are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2024	\$ 122,368
2025	127,148
2026	98,318
2027	93,679
2028	95,085
2029 and thereafter	244,886
Total minimum lease payments	<u>781,484</u>
Less amount representing interest	104,573
Present value of net minimum lease payments	<u>676,911</u>
Less current portion of obligations under lease liability	95,883
Long-term portion of obligations under lease liability	<u>\$ 581,028</u>

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**NEWPORT AND BRISTOL COUNTY
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13. RISKS AND UNCERTAINTIES

Financial instruments which potentially subject the Bureau to concentrations of credit risk consist principally of cash, investments and accounts receivable. Investments are also exposed to other risks such as market and interest rate risks.

The Bureau maintains its cash deposits in accounts at a high credit quality financial institution. From time to time, cash deposits exceed the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000. As of June 30, 2023, the Bureau had approximately \$1,460,000 of cash deposits at one financial institution in excess of the FDIC insurance limit. Management considers such circumstances to be normal business risks.

As of June 30, 2023, investments consisted of a diversified portfolio of cash, mutual funds, bonds and exchange traded funds. Management believes the diversity of the portfolio minimizes the risk of loss.

The Bureau's exposure to credit risk associated with receivables is concentrated to amounts due from the State and City as disclosed in Note 1.

14. SUPPLEMENTAL CASH FLOW INFORMATION

The accompanying consolidated statement of cash flows for the year ended June 30, 2023 excludes the effect of non-cash investing and financing activities related to the recording of lease liabilities totaling approximately \$73,000 arising from obtaining right-of-use assets for the use of certain office space and equipment.

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Schedule 1

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATING STATEMENTS OF NET POSITION
JUNE 30, 2023 AND 2022

	2023			2022		
	Discover Newport	Newport Hotel Collection	Total	Discover Newport	Newport Hotel Collection	Total
ASSETS						
CURRENT ASSETS:						
Cash - operating fund	\$ 1,389,401	\$ 527,976	\$ 1,917,377	\$ 1,100,334	\$ 463,410	\$ 1,563,744
Accounts receivable	737,751	22,270	760,021	662,823	50,952	713,775
Prepaid expenses and other current assets	270,681	21,588	292,269	197,232	18,382	215,614
Total current assets	2,397,833	571,834	2,969,667	1,960,389	532,744	2,493,133
PROPERTY AND EQUIPMENT, NET	66,392		66,392	43,077		43,077
RIGHT-OF-USE ASSETS, NET	643,237		643,237	676,805		676,805
OTHER ASSETS:						
Board-designated cash	2,500		2,500	2,500		2,500
Investments:						
Board-designated	981,827		981,827	952,692		952,692
General purpose	981,808		981,808	952,680		952,680
Intangible assets, net	19,881	2,993	22,874	27,068	5,018	32,086
Total other assets	1,986,016	2,993	1,989,009	1,934,940	5,018	1,939,958
TOTAL	\$ 5,093,478	\$ 574,827	\$ 5,668,305	\$ 4,615,211	\$ 537,762	\$ 5,152,973
LIABILITIES AND NET POSITION						
CURRENT LIABILITIES:						
Current portion of lease liability	\$ 95,883	\$ -	\$ 95,883	\$ 76,467	\$ -	\$ 76,467
Accounts payable	210,414		210,414	194,379		194,379
Deferred revenue	7,200		7,200	4,712		4,712
Accrued expenses:						
Payroll and related liabilities	289,768		289,768	189,199		189,199
Other	29,393		29,393	12,024		12,024
Total current liabilities	632,658	-	632,658	476,781	-	476,781
LONG-TERM LIABILITY -						
Lease liability, less current portion	581,028		581,028	619,526		619,526
Total liabilities	1,213,686	-	1,213,686	1,096,307	-	1,096,307
COMMITMENTS						
NET POSITION:						
Net investment in capital assets	52,599	2,993	55,592	50,957	5,018	55,975
Unrestricted:						
Board-designated cash reserves	984,327		984,327	955,192		955,192
General purpose	2,842,866	571,834	3,414,700	2,512,755	532,744	3,045,499
Total unrestricted net position	3,827,193	571,834	4,399,027	3,467,947	532,744	4,000,691
Total net position	3,879,792	574,827	4,454,619	3,518,904	537,762	4,056,666
TOTAL	\$ 5,093,478	\$ 574,827	\$ 5,668,305	\$ 4,615,211	\$ 537,762	\$ 5,152,973

See independent auditors' report.

Schedule 2

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATING STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

	2023				2022			
	Discover Newport	Newport Hotel Collection	Eliminations	Total	Discover Newport	Newport Hotel Collection	Eliminations	Total
REVENUES:								
Public sources:								
Hotel taxes	\$ 5,005,710	\$ -	\$ -	\$ 5,005,710	\$ 4,917,813	\$ -	\$ -	\$ 4,917,813
Newport tourism fee		261,963		261,963		292,677		292,677
Government grants and funding	376,820			376,820	357,060			357,060
Total public sources	5,382,530	261,963	-	5,644,493	5,274,873	292,677		5,567,550
Private sources:								
Advertising income	160,850		(104,000) (A)	56,850	158,425		(56,000) (A)	102,425
Promotional participation income	16,315			16,315	5,500			5,500
Event hosting income	27,087			27,087	2,900			2,900
Other income	20,720			20,720	9,649			9,649
Gain on sale of property and equipment				-	15,250			15,250
Investment return, net	58,263			58,263				-
Total private sources	283,235	-	(104,000)	179,235	191,724	-	(56,000)	135,724
TOTAL REVENUES	5,665,765	261,963	(104,000)	5,823,728	5,466,597	292,677	(56,000)	5,703,274
EXPENDITURES:								
Leisure and marketing	2,970,746	211,289	(104,000) (A)	3,078,035	2,876,726	76,504	(56,000) (A)	2,897,230
Sales and marketing	1,435,621			1,435,621	1,019,098	9,826		1,028,924
Visitor's center and marketing	132,641			132,641	96,518			96,518
Administrative	734,193	13,609		747,802	620,821	10,784		631,605
Interest expense	31,676			31,676	29,371			29,371
Investment return, net				-	94,629			94,629
TOTAL EXPENDITURES	5,304,877	224,898	(104,000)	5,425,775	4,737,163	97,114	(56,000)	4,778,277
CHANGE IN NET POSITION	360,888	37,065		397,953	729,434	195,563		924,997
NET POSITION, BEGINNING OF YEAR	3,518,904	537,762		4,056,666	2,789,470	342,199		3,131,669
NET POSITION, END OF YEAR	\$ 3,879,792	\$ 574,827	\$ -	\$ 4,454,619	\$ 3,518,904	\$ 537,762	\$ -	\$ 4,056,666

(A) Elimination of intercompany income/expense.

See independent auditors' report.

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Schedule of Calendar Year 2024 Board of Directors Meeting

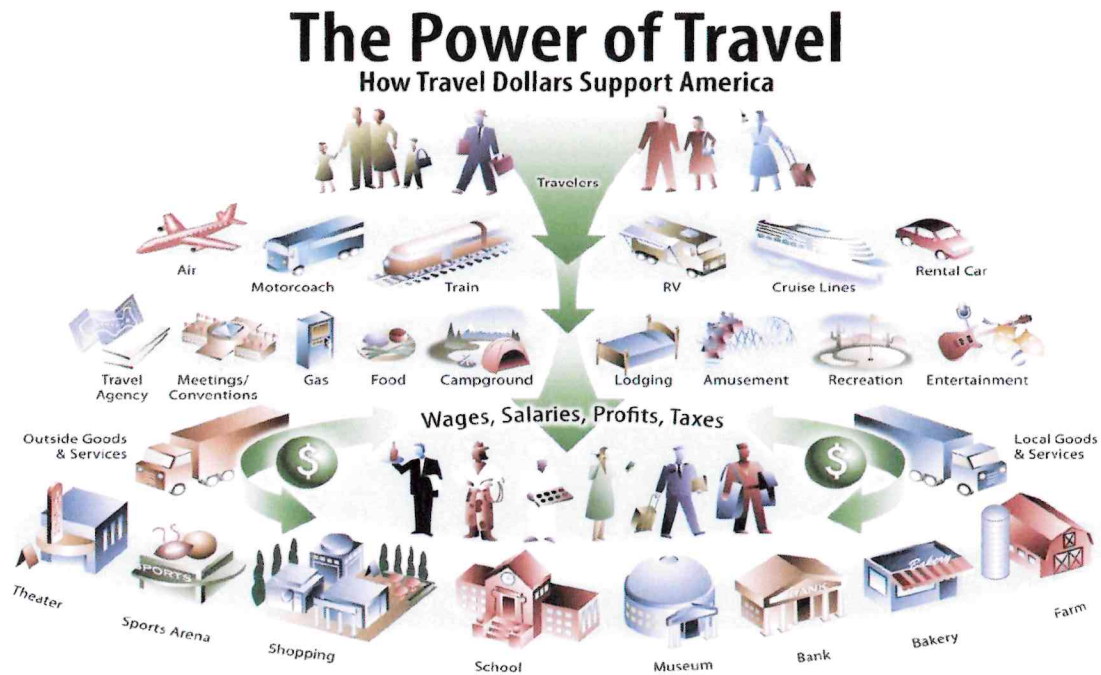
Discover Newport Board of Directors Meetings- subject to change, place to be determined

January 23, 2024, at 3 pm
March 19, 2024, at 12 pm
May 21, 2024, at 12 pm
June 18, 2024, at 3 pm
September 17, 2024, at 12 pm
November 19, 2024, at 12 pm

Newport Hotel Collection Board of Directors Meetings- subject to change, place to be determined

January 9, 2024, at 8:30 am
April 23, 2024, at 8:30
June 11, 2024, at 8:30 am
September 10, 2024, at 8:30 am
December 10, 2024, at 8:30 am

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Benefits of the Travel Dollar



Investments in travel feed a virtuous cycle of economic benefits. Travel Marketing spurs an interest in visiting destinations and stronger travel interest generates more visitors. Additional visitors spend more on transportation, attractions, hotels, restaurants, entertainment, shopping and other businesses. Greater travel spending supports more local jobs and generates additional tax revenue for state and local governments.

Graph: USTravel Association

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Tourism Sectors

THE WORK OF A DESTINATION ORGANIZATION

1. VISIT

If you built a place where people want to visit, then you have built a place where people want to live.

2. LIVE

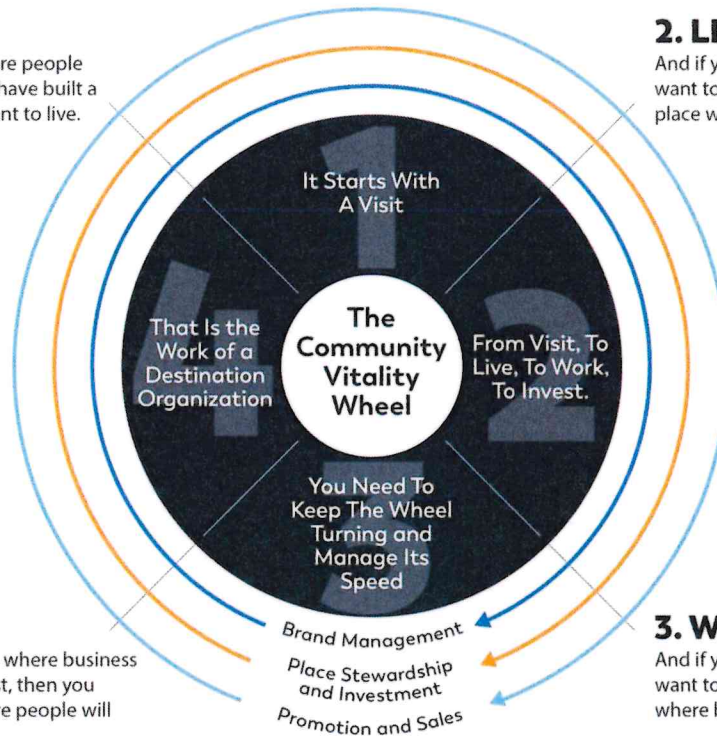
And if you built a place where people want to live, then you have built a place where people want to work.

4. INVEST

And if you built a place where business and residents will invest, then you have built a place where people will want to visit.

3. WORK

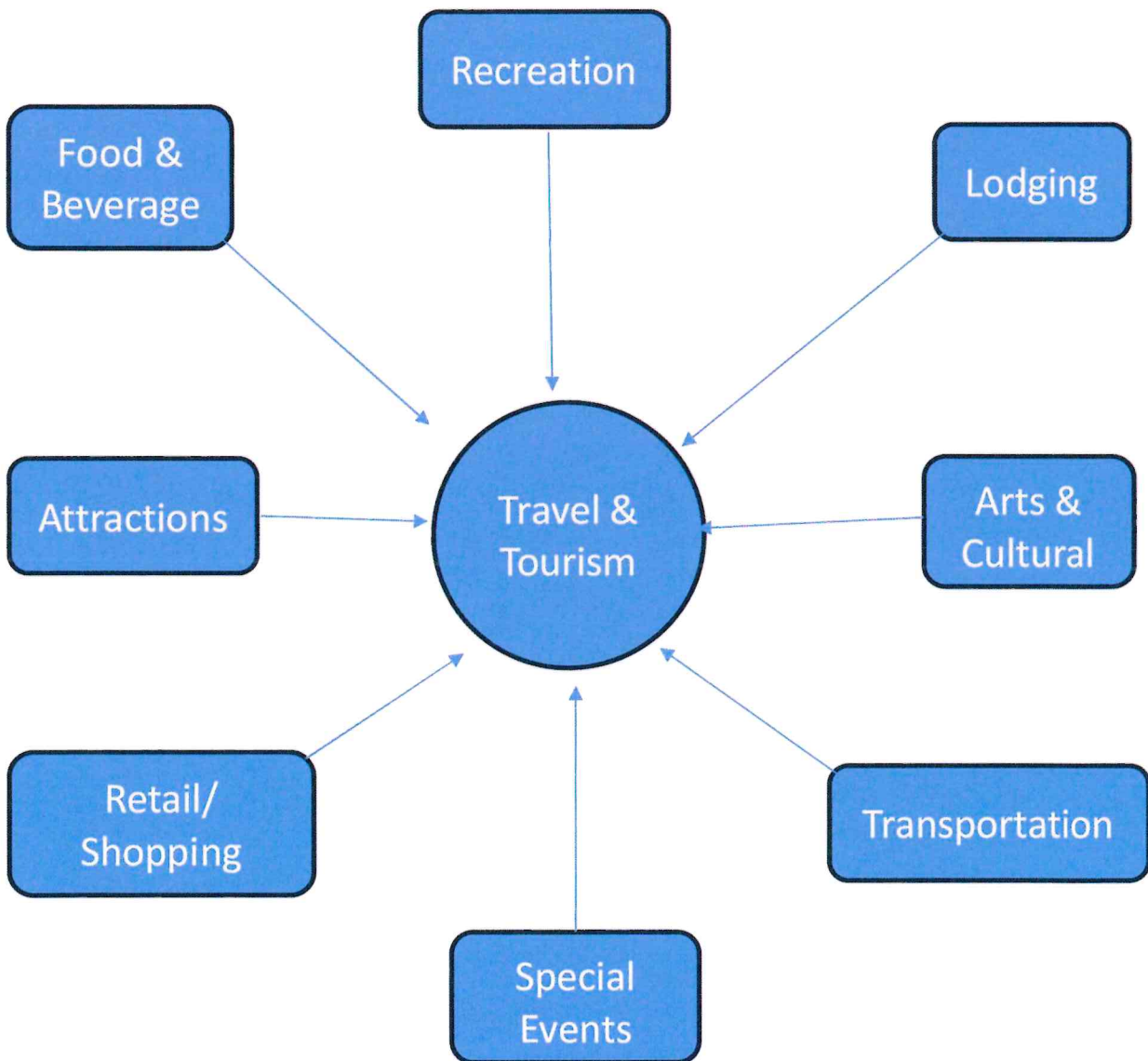
And if you built a place where people want to work, then you have built a place where business and residents will invest.



**Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Tourism Sectors**

While Discover Newport is funded by the hotel tax, it serves all eight sectors of the tourism industry.

Components of the Tourism Industry



Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Lodging Properties
June 30, 2023
(unaudited)

The primary source of revenue for Discover Newport is from hotel taxes imposed on hotels, motels, bed and breakfasts, and certain short-term rentals. For timeshares, hotel tax is only imposed on rooms rented to the general public and not to timeshare owners. For campgrounds & RV Parks, the hotel tax is not imposed.

NUMBER OF LODGING PROPERTIES IN NEWPORT & BRISTOL COUNTIES

	Bristol	Jamestown	Little Compton	Middletown	Newport	Portsmouth	Tiverton	Warren	Total
Hotels/Motels	1	0	0	15	21	1	1	0	39
Inn/B&B	4	2	2	10	58	1	2	0	79
Timeshare	0	2	0	0	6	0	0	0	8
Campgrounds/ RV Parks	0	1	0	3	0	1	0	0	5
Total	5	5	2	28	85	3	3	0	131

NUMBER OF ROOMS IN NEWPORT & BRISTOL COUNTIES

	Bristol	Jamestown	Little Compton	Middletown	Newport	Portsmouth	Tiverton	Warren	Total
Hotels/Motels	40	0	0	1,354	1,750	31	83	0	3,258
Inn/B&B	24	9	18	121	506	4	20	0	702
Timeshare	0	49	0	0	397	0	0	0	446
Campgrounds/ RV Parks	0	109	0	150	0	91	0	0	350
Total	64	167	18	1,625	2,653	129	103	0	4,756

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Newport Hotel Collection Properties
 June 30, 2023

The Newport Hotel Collection includes all hotels and bed and breakfasts within the district with over 18 rooms within the district. As of June 30, 2023, the properties below fall within the district.



Newport Marriot



Newport Harbor Hotel & Marina



The Vanderbilt



Newport Harbor Island Resort



Hotel Viking



OceanCliff



Brenton Hotel



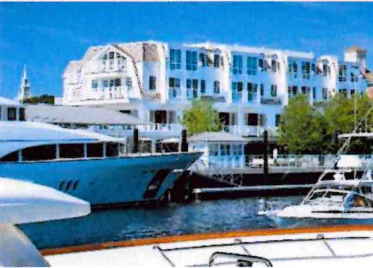
Hammetts Hotel



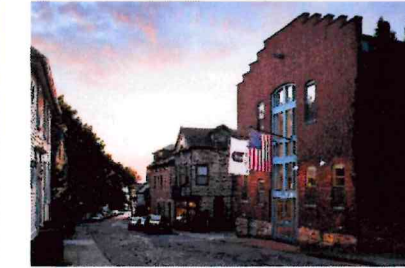
Castle Hill Inn



The Chanler



Forty 1 North



Mill Street Inn

Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Newport Hotel Collection Properties
June 30, 2023



Francis Malbone House



Admiral Fitzroy Inn



Jailhouse Inn



Yankee Peddler Inn

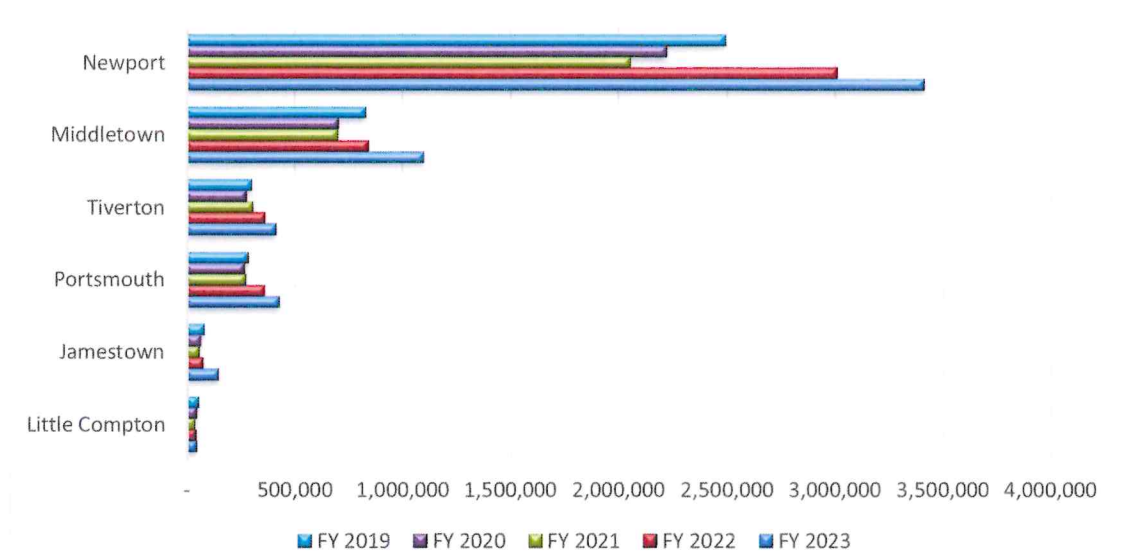


Wayfinder-closed for FY 2023

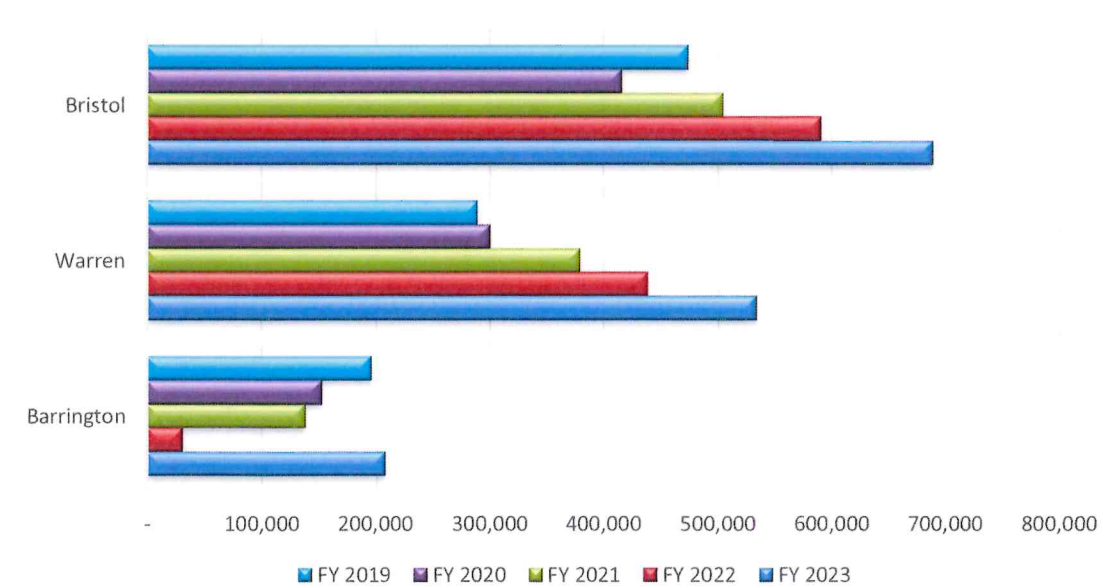
Newport and Bristol County Convention and Visitors' Bureau and Subsidiary
Meals and Beverage 1% Tax for Newport and Bristol Counties
June 30, 2023
(unaudited)

The State of Rhode Island has imposed a local 1% meals and beverage tax on all prepared foods sold in the state. While Discover Newport does not receive any portion of this tax, its marketing efforts directly affect this tax. Below is a five-year analysis for each county of the tax collected.

Newport County



Bristol County



Source-Department of Revenue



STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Pranzi Catering and Events
Lisa Mattiello, CEO
10 Rosario Drive
Providence, RI 02909

Re: Bid No. 1023 – 4th of July Ball 2024

Dear Ms. Mattiello,

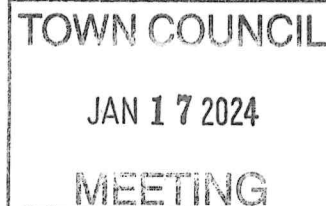
Thank you for your proposal for Bid No. 1023 – 4th of July Ball 2024. The Town of Bristol rejected all bids and will re-advertise for proposal. We encourage your new proposal submission during that time.

Thank you,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a horizontal line.

Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Michelle Martins, Bristol 4th of July Committee





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Blackstone Caterers
Karen Tungett, Owner
224 John Clarke Road
Middletown, RI 02842

Re: Bid No. 1023 – 4th of July Ball 2024

Dear Ms. Tungett,

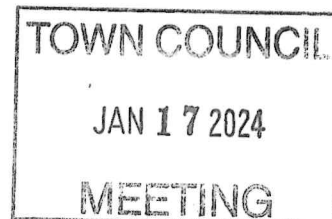
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Thank you,

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Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Michelle Martins, Bristol 4th of July Committee





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Common Pub & Grille
Courtney Poissant, Owner
421 Wood Street
Bristol, RI 02809

Re: Bid No. 1023 – 4th of July Ball 2024

Dear Ms. Poissant,

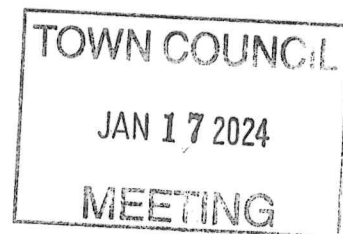
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Thank you,

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Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Michelle Martins, Bristol 4th of July Committee





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Keane's Wood-Fired Catering
Kaylyn Keane, Owner
715 Warwick Ave
Warwick, RI 02888

Re: Bid No. 1023 – 4th of July Ball 2024

Dear Ms. Keane,

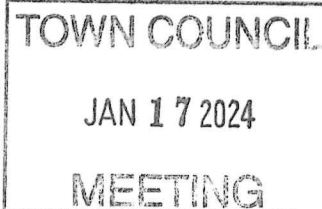
Thank you for your proposal for Bid No. 1023 – 4th of July Ball 2024. The Town of Bristol rejected all bids and will re-advertise for proposal. We encourage your new proposal submission during that time.

Thank you,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a horizontal line.

Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Michelle Martins, Bristol 4th of July Committee





STEVEN CONTENTE
Town Administrator

TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

December 7, 2023

Emery's Catering
Elizabeth Silver, General Manager
425 Pavilion Avenue
Warwick, RI 02888

Re: Bid No. 1023 – 4th of July Ball 2024

Dear Ms. Silver,

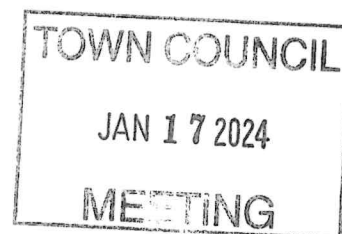
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Thank you,

A handwritten signature in black ink, appearing to read "Steven Contente", is written over a horizontal line.

Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Michelle Martins, Bristol 4th of July Committee



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

December 8, 2023

Department of Environmental Management
Office of Water Resources -Freshwater Wetlands Program
Attn: Martin D. Wencek
235 Promenade Street
Providence, RI 02908

Subject: Comments re Application #22-0264 - Council
Concerns and Additional Information

Dear Mr. Wencek;

I am writing on behalf of the Bristol Town Council to bring to your attention certain matters discussed during our recent council meeting on December 6, 2023, regarding DEM Application #22-0264. It was noted that the applicant asserted the town's support for the application; however, the Council wishes to clarify that the Town has neither taken a position in favor of nor against the said application.

The Council places great importance on the due diligence process in the review of both local and state board approvals. It is imperative to ensure compliance with regulations and to safeguard the interests of the community. Therefore, we find it necessary to communicate with the Department of Environmental Management (DEM) to underscore our concerns and share pertinent information.

During the council meeting, it was emphasized that flooding concerns on wetlands must be carefully considered in the application process. To assist in your evaluation, we have enclosed a copy of the Silver Creek Drainage Study for the Silver Creek watershed, which provides a comprehensive analysis of the area and highlights relevant factors.

TOWN COUNCIL

JAN 17 2024

Additionally, the Council believes it is crucial to bring to your attention the recent approval of a school bond by the town. This bond will facilitate the construction of a new high school in close proximity to the location covered by Permit #22-0264. When conducting your assessment, please consider the potential effects of the proposed development on the future high school in this location, as identified in the Bristol Tax Assessor Map Plat 117 lots 3 & 5.

In light of these factors, the Council kindly requests that the DEM thoroughly evaluates all aspects of Application No.#22-0264, including the concerns raised about flooding, the information provided in the Silver Creek Drainage Study, and the potential impact on the construction of a new school in the area.

We appreciate your attention to these matters and trust that the DEM will conduct a comprehensive review to ensure the protection of our community and the environment.

Please do not hesitate to contact us if you require any further clarification or additional information.

Thank you for your time and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Cordeiro', with a long, sweeping horizontal line extending to the right.

Melissa Cordeiro
Town Clerk/Council Clerk

cc: Town Administrator
Director of Community Development

x/c Docket 1/17/2024

Silver Creek Drainage Study

Bristol, RI

Prepared for:

Town of Bristol.
10 Court Street
Bristol, RI 02809

Prepared by:



6 Blackstone Valley Place, Lincoln, RI 02865
315 Norwood Park South, Norwood, MA 02062

November 2007

Silver Creek Drainage Study

Table of Contents

<u>Description</u>	<u>Page</u>
Introduction and Project Scope.....	1
Data Collection and Field Observations.....	3
Watershed Analysis.....	5
Problem Areas.....	14
Proposed Improvements.....	21
Recommendations.....	23
Cost Estimates.....	24

Appendix

Appendix A	Watershed Analysis
Appendix B	Silver Creek Analysis
Appendix C	Problem Area Analysis
Appendix D	Estimates
Appendix E	Map of Study Area

Introduction and Project Scope

The Town of Bristol retained the services of BETA Group, Inc. to complete a drainage study of the Silver Creek watershed. The 2-square mile watershed extends from Tupelo Street near the Town's northerly border discharging into Bristol Harbor under Route 114 and the East Bay Bicycle Path. The study is one of several projects currently underway to identify existing drainage facilities within the Town and to improve the storm water infrastructure. The primary objective of the study was to determine the causes of flooding within the watershed, and to identify remedial projects which the Town may advance as money becomes available either through grants or bonds.

The Silver Creek watershed contains at least 66 subwatershed areas in 1,250 acres, and contains approximately 170 acres of regulated freshwater and saltwater wetlands. Runoff from approximately 60% of the watershed enters the creek and associated wetlands via closed drainage systems (i.e. pipes and drainage structures), while the runoff from the remaining 40% flows overland to the wetlands and



stream channels. Silver Creek begins as two (2) separate channels, identified as the East Branch and the West Branch, which merge into one creek south of Chestnut Street in the large marshy area north of the Guitaris School. The boundaries of the watershed were determined through the use of GIS, dry-weather opening of the drainage structures, and field observations of the wet-condition overland flows. The watershed is identified in Figure No. 1. The Silver Creek watershed falls under the jurisdiction of both the Coastal Resources Management Council (CRMC) and the Rhode Island Department of Environmental Management Freshwater Wetlands Section (RIDEM). The RIDEM regulates the wetlands within the watershed north of Chestnut Street and east of Sherry Avenue. Figure No. 2 illustrates the boundaries of the two (2) regulatory agencies.

There are numerous man-made ponds or detention basins which were built to contain or mitigate storm water flows to the receiving wetlands. Some of these have been modified by property owners over the years to improve local conditions, or not properly maintained, resulting in flooding downstream.

Drainage Study Silver Creek

Final Report

In addition to the flow of freshwater runoff via overland and piped flows, the Silver Creek is tidally influenced at the outfall at Bristol Harbor. High tides during storm events reduces the discharge capacity of Silver Creek at Route 114 preventing the upper watershed from draining, resulting in flooding at the fringes of the wetland areas and at the restrictions of piped sections under roadways and through private property. Displaced riprap under the Silver Creek bridge further restricts the flow of saltwater into and out of the salt marsh area adjacent to the Guitarius School and the recreation fields, resulting in insufficient salt water to maintain the marsh characteristics. Sediments have allowed phragmites to invade the area, reducing available flood storage. This is described in much greater detail in the discussion on sediments.

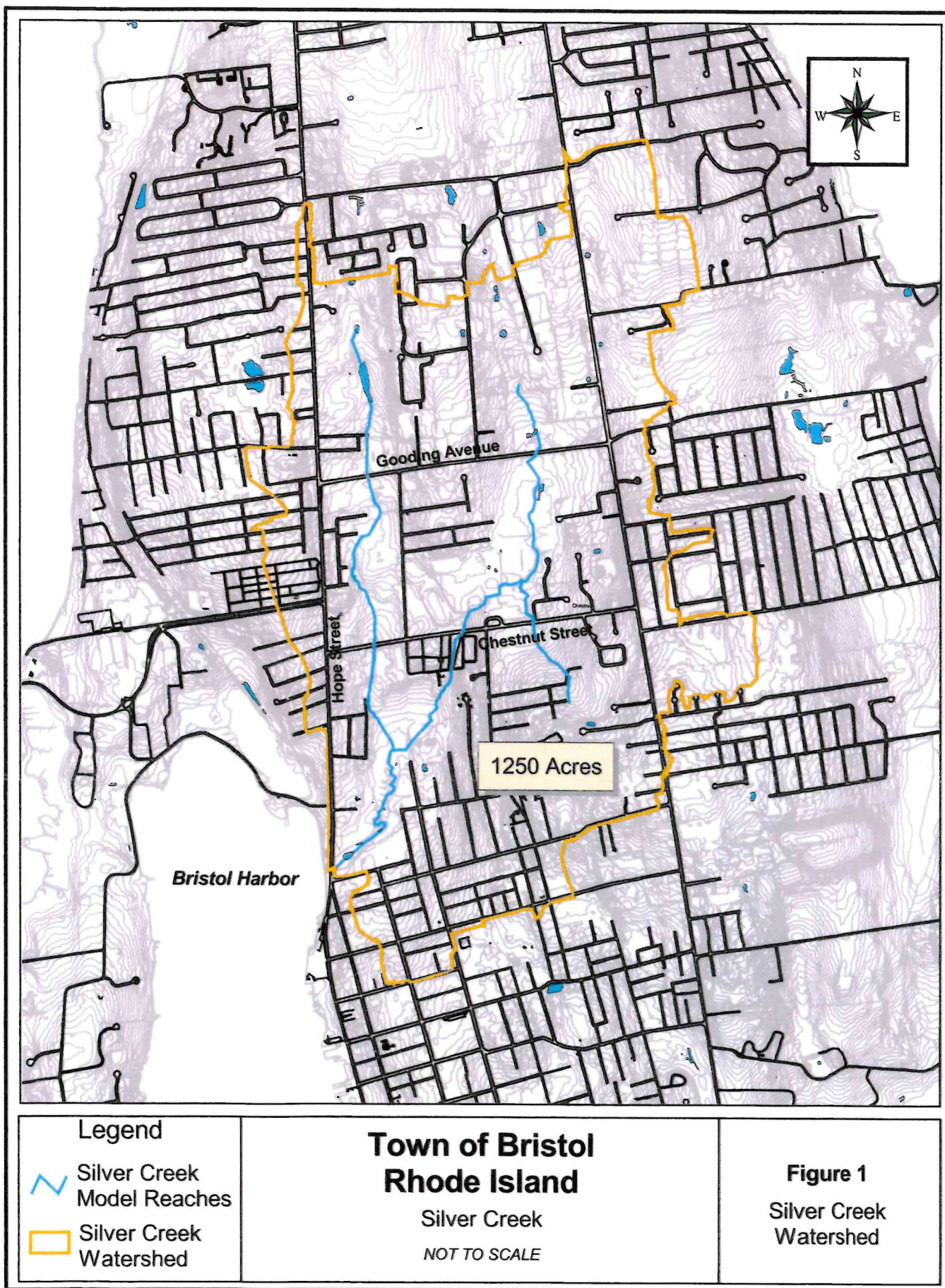
Coordination with Other Projects

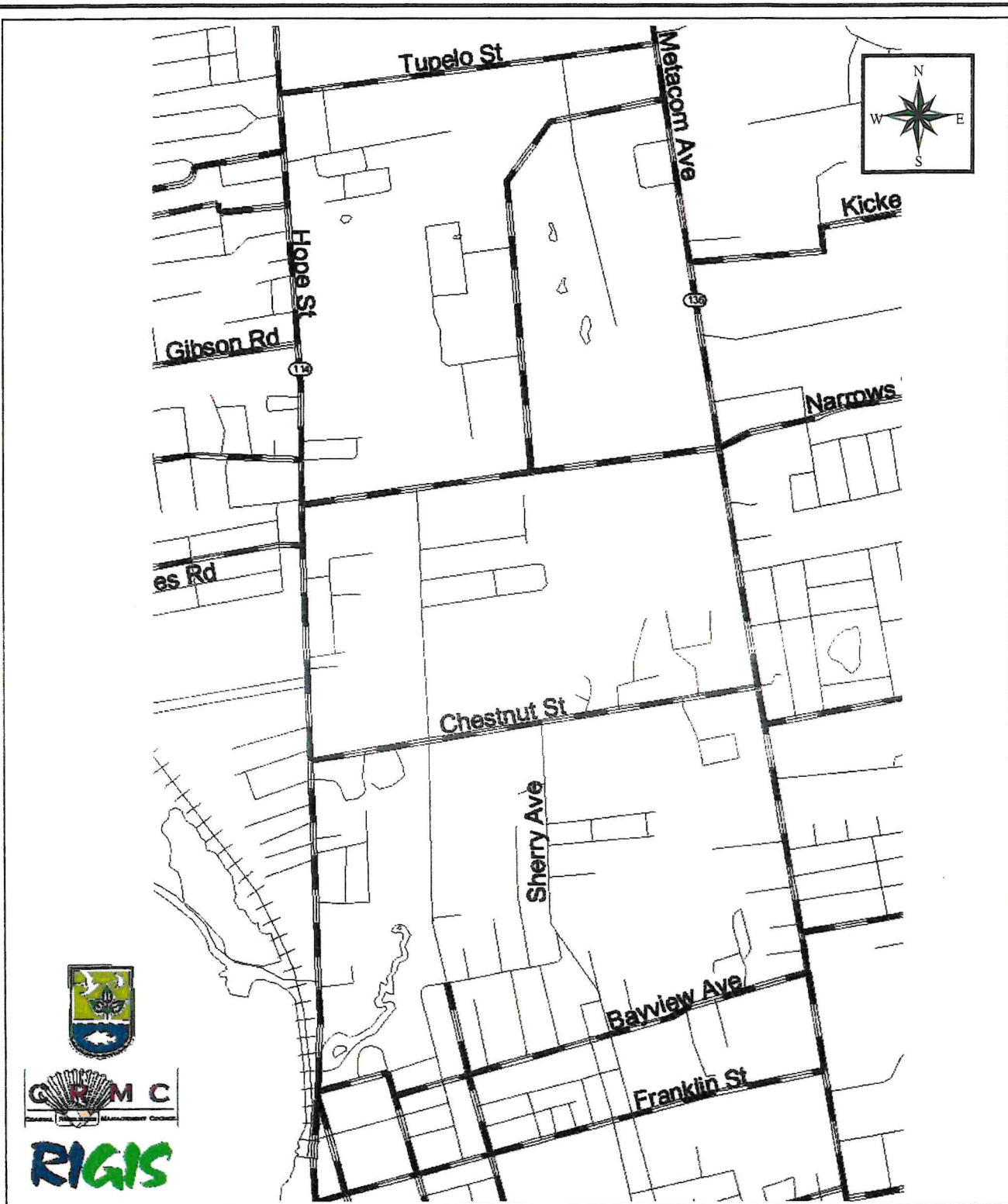
The Natural Resources Conservation Services (NRCS) has conducted a study of the lower portion of the watershed including the restrictions under the Silver Creek Bridge No. 153 and the East Bay Bikepath Bridge, developing a HEC-RAS model of the marsh. This model was used in the development of the overall model for the Silver Creek watershed, described in the Methodology section of this report. The NRCS project looked at the effects of removing the rocks to allow for salt water intrusion into the lower creek area to kill off the freshwater invasive plants, and to re-establish the marsh characteristics south of the footbridge. This project is currently in the permitting stage, with construction expected in 2008.



The Town has several smaller projects either in the conceptual design stage, or under construction in 2007 which have either a direct or indirect impact on the study, as well as our recommendations. Chestnut Street, which runs in an east-west direction from Metacom Avenue (Route 136) to Hope Street (Route 114) is a major route within the watershed providing access to the Mount Hope High School, the Benjamin Church Manor, Naomi Street and the St. Mary Cemetery. The east and west branches of the Silver Creek pass under Chestnut Street, and there is an older closed drainage system within the roadway. The Town is currently constructing "1R Improvements" to Chestnut Street including new sidewalks, pavement overly, etc. No work to the drainage system is being done under this contract.


Elbow Street is an extension of Waterman Street, and is the location of chronic flooding problems. Caputo and Wick has designed and permitted a project which will replace the existing 12" CMP with





RIGIS

Legend

 CRMC

 RIDEM

**Town of Bristol
Rhode Island**

Silver Creek

NOT TO SCALE

Figure 2
Jurisdictional
Boundary

new pipes including an increase in the pipe conveying the flow under the road with an 18" HDPE. Construction on this project is scheduled for Fall 2007. This project is discussed in greater detail later in the report, as this area of Elbow Street has been identified as one of the problematic areas.

Also discussed in the report is Sherry Avenue. New sidewalks will be constructed in 2007. Caputo and Wick developed a Conceptual Plan for new drainage within the existing Right-of-Way, utilizing 48" pipes to provide storage. This plan would change the drainage patterns by conveying all the stormwater toward Chestnut Street, as opposed to the current route through private property toward Varnum Avenue. This project is also discussed in further detail.

Data Collection and Field Observations

Data Collection

As part of the study and to determine accurate limits of the watershed, BETA completed an inventory of the existing drainage catch basins and manholes, as well as all outfalls and detention facilities within the 1,250 acre watershed. Catch basins were located using GPS equipment and opened to identify structure and pipe materials, pipe inverts and sizes, condition and the presence of silt or standing water. Approximately 1,000 catch basins were opened along with 250 drain manholes. Information collected regarding pipe size and invert elevations allows us to identify closed drainage systems which in turn can be used to calculate the system capacity.

As previously stated, it was determined that there are 66 separate drainage systems which collect runoff on local streets and developments, and then discharge to the Silver Creek. BETA used contour information provided by aerial mapping to determine the limits or reach of each individual subwatershed area. These subwatersheds have been compiled on a large scale map which is included in the report Appendix. Once the contributing areas are determined from this map, a hydrologic analysis was completed using Hydrocad software. The program calculates the watershed yield, or the rate of runoff directed to each individual closed drainage system. By comparing the capacity of each system with the calculated yield, we can determine those subsystems that are over-capacity and thus theoretically in a flooded state for storms of varying frequency (i.e. 2-year, 10-year, 100 year frequencies).

Figure 3 illustrates the town-owned parcels within the study area. This map is important in that it provides potential areas where improvements can be made without the acquisition of private property.



Field Observations

In addition to the catch basin data and the plan development, BETA on several occasions inventoried much of the upland areas and the wetland conditions. It was observed that filling in of fringe areas or buffers was prevalent in several locations, including grass clippings, leaves, and small tree branches. Although "No Dumping" signs were observed at the end of several streets, this fill material, even though organic in nature, occupies space that would otherwise be used for flood storage.

Over the study period, the area experienced several measurable storm events, which provided the opportunity to witness the effects of the runoff throughout the watershed. During high-intensity, short duration storms, where the rain falls over a relatively short timeframe (i.e. heavy downpours), localized street flooding occurred on several of the major roadways including Gooding Avenue, Hope Street at the Silver Creek Bridge, Sherry Avenue and Washington Street. This indicated that there was a catchment problem on several of the streets. During long duration storms, where the rain continued to fall over a 24-hour period at a significantly lower rate, the flooding was confined to the lower watershed area, and the upper watershed and wetland areas were capable of containing the volume of water. This photo shows the water level approximately 2-3 feet above ground, with the bikepath and Route 114 completely covered.

During the period of high tide on March 3, 2007, the water level in Bristol Harbor was estimated to be approximately 4 feet above mean high tide level, and the entire area from Washington Street to the Topside Restaurant was flooded. RIDOT's efforts to pump the area were futile until the tide subsided. Also, during these storm events, sediments were observed in the open channels leading to the creek and associated wetlands. These included runoff from soil stockpiles with incorrect erosion controls, parking lots, and other paved areas.



Public Meetings

In addition to the field data collections and observations, BETA attended a Public Meeting with residents to hear first-hand of their perceived drainage problems, and the historical nature of the flooding. During

this meeting, the residents identified several areas where chronic flooding occurs and affects their private property and commercial businesses. In addition to the Public Meeting, BETA attended a meeting of the storm water committee to determine which projects currently under consideration fall within the Silver Creek watershed, and to gain insight into the problems which have been identified by the Town's engineer and planning department.

The Draft Report was presented to the Bristol Town Council on October 17, 2007. BETA summarized the findings and recommendations for members of the Town Council and local residents at this workshop, and answered questions from the audience. Input from this meeting has been used to modify the recommendations, emphasizing the improvements which can be done without extensive environmental permitting, and for relatively low costs.

Watershed Analysis

Hydrocad Analysis

The 1,250 acre watershed was separated into 66 subwatershed areas to review the capacity of each individual drainage system, and the actual rate of stormwater runoff flowing to each area. These subwatershed areas were analyzed using the Hydrocad software, which utilizes TR-20 technology to determine yield for storms of varying intensities, which can then be compared with the capacity of the existing pipe. As previously indicated, the pipe capacities were calculated based on the existing system characteristics (i.e. size, slope, inverts, etc.). The systems were analyzed for the 2-year and 10-year storms. In the 2-year storm, with 3.4 inches of rainfall in a 24-hour period, it was found that 32 of the 66 areas did not have sufficient capacity to handle the runoff. This included 5 areas where the capacity deficit exceeded 20 cubic feet per second (cfs), and 13 areas where the deficit was greater than 10 cfs.

The 10-year analysis (4.9 inches of rainfall in a 24-hour period) showed that an additional 12 watershed areas do not have existing capacity to handle the rate of runoff. The storms and watershed areas are summarized in Table 1. The figure demonstrating the watershed areas for the closed drainage systems can be found in the appendix.

HEC-RAS

The Hydraulic Engineering Centers River Analysis System (HEC-RAS) program was used to analyze the river and floodplain portions of the watershed. This program allows for both open-channel analysis of

Silver Creek Drainage Study
Pipe Capacity vs. Watershed Yield
Table 1

Watershed	Pipe Size (in.)	Pipe Capacity	Watershed Yield (cfs)			
			2 Year	10 Year	25 Year	100 Year
1	24	31	38	58	38	85
2	15	9	9	13	15	19
3	24	20	27	48	59	79
4	36	68	40	64	77	99
5	12	7	5	8	10	13
6	36*	67	23	36	44	57
6d	12*	5	2	3	4	4
6e	12	7	2	2	3	4
8	12	2	3	6	7	10
9	12	7	7	11	13	17
10	24	24	12	22	27	35
11	15	17	39	62	74	96
12	12	8	6	10	12	15
13	12	6	13	24	30	40
15	12	32	28	50	61	81
16	24	6	4	8	9	13
14 & 17	18	6	18	34	42	58
18	18	83	21	38	48	65
19	36*	4	17	33	42	58
20	12*	2	15	27	34	46
21	36*	67	8	12	14	18
22	18	8	18	28	33	41
23	12*	5	3	4	5	6
24	12*	4	12	19	23	29
25	18*	11	11	21	26	35
26	4	1	0.5	0.5	0.5	0.5
27	6*	1	0.5	0.5	0.5	0.5
28	12	12	5	9	12	16
29	18	14	17	29	36	48
30	10*	1	3	5	6	8
31	12*	4	25	48	61	84
32	18*	17	35	71	92	130
33	18*	6	44	79	99	133
34	12	2	8	14	17	23
35	15*	6	4	7	8	11
36	30*	41	136	235	290	386
37	18*	11	9	14	17	23
38	18*	8	4	7	8	11
39	15*	4	16	29	36	48
40	6*	1	0.5	0.5	1	1
41	8*	2	0.5	1	1	2
42	6*	1	0.5	0.5	0.5	0.5
43	24	20	5	8	11	14
44	6*	1	2	3	4	6
45	12*	2	3	6	8	12

* Due to limited information about these systems, the slope was assumed to be 1%.

Silver Creek Drainage Study
Pipe Capacity vs. Watershed Yield
Table 1

Watershed	Pipe Size (in.)	Pipe Capacity	Watershed Yield (cfs)			
			2 Year	10 Year	25 Year	100 Year
46	12*	2	1	2	3	4
47	18*	6	13	23	30	40
48	12*	2	3	4	5	7
50	4*	0.50	3	5	6	9
51	18*	11	11	17	21	26
52	12*	2	9	14	17	22
53	12	4	12	19	22	28
54	12	4	1	2	3	4
55	8	2	4	6	7	9
56	24	36	11	20	25	33
57	12*	2	4	7	8	11
58	12*	2	5	8	10	14
59 & 60	54/36	240	72	124	152	203
61	24	20	27	48	60	80
62	12*	2	11	20	25	34
63	15*	4	15	27	34	46
64	12*	4	2	3	3	4
65	18*	11	6	10	13	18
66	18	7	6	10	13	17
67	18	5	4	7	8	11
68	12	2	26	48	60	81

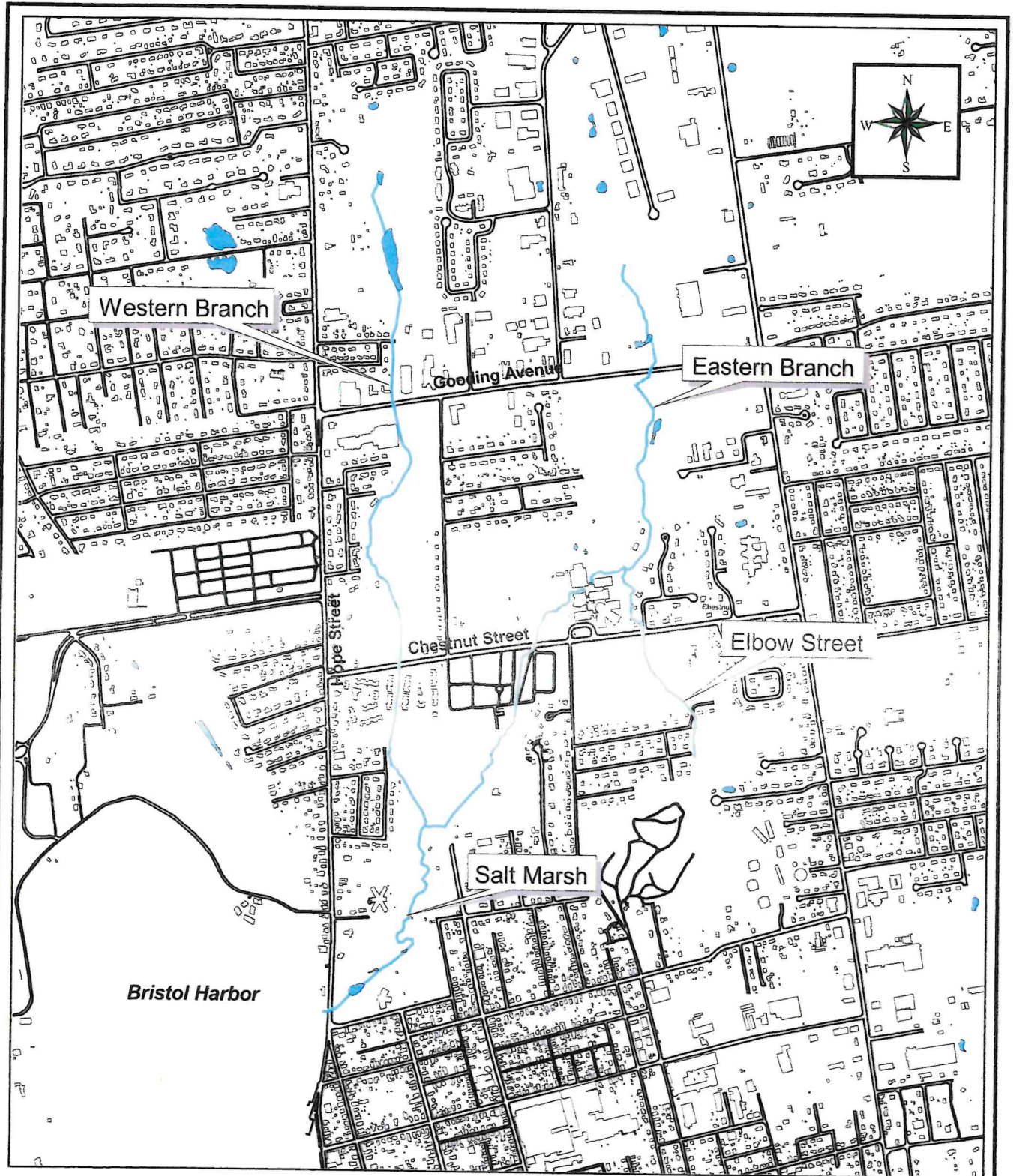
* Due to limited information about these systems, the slope was assumed to be 1%.

the river portions of the east and west branches (northern reaches), and the pond areas of the lower watershed as well as those areas where flows back up as a result of restrictions from piped sections. In order to calculate the input runoff at key locations, the total watershed area was broken down into 45 subwatershed areas, each with a discharge point and volume of stormwater runoff. It should be noted that these 45 subwatershed areas are different from the 66 subwatershed areas identified in the pipe-flow analysis as they have different discharge points and characteristics. The figure illustrating the subwatershed areas for the Silver Creek analysis can be found in the appendix.


To determine the open channel characteristics of the channel, the creek was analyzed from upstream of Gooding Avenue to the discharge point west of Hope Street. The creek was divided into four reaches: the Eastern Branch, Western Branch, Salt Marsh and Elbow Street. These reaches can be seen in Figure 4. The Eastern and Western Branches extend from north of Gooding Avenue to south of Chestnut Street where they converge in the salt marsh and continue to the outfall. The Elbow Street reach was modeled because many of the previously discussed problem areas discharge to the wetland north of Elbow Street. This wetland area flows to a culvert which crosses Chestnut Street and discharges on the northern side. The Elbow Street reach then converges with the Eastern Branch before flowing to the culverts under the high school. The model would help to determine if the problems in these areas were due to the hydraulic characteristics of the creek or the inadequate capacity of the individual drainage systems.

Methodology

The hydrologic and hydraulic analysis for this project was completed using HydroCad and HEC-RAS computer software. The overall watershed was divided into approximately 45 subwatersheds. HydroCAD was utilized to determine the watershed yield for each of the subwatersheds. The watershed yield assumes that the peak flow reaches the creek regardless of the restrictions the closed drainage systems may create. HydroCAD utilizes the Soil Conservation Services Technical Release 55 (TR-55). Additionally, the Rhode Island Intensity-Duration-Frequency (IDF) curve was used to determine intensity values based on the time of concentration. A lag time, ranging anywhere from 20 to 60 minutes, was calculated for each subwatershed based on the amount of time it would take to travel in the creek from the discharge point of one subwatershed to the next. The peak discharge for each subwatershed was determined for the 2, 10 and 100 year design storm events. The results of the HydroCad analysis for each storm event are included in the Appendix.



Legend

 Silver Creek
Model Reaches

**Town of Bristol
Rhode Island**

Silver Creek
NOT TO SCALE

Figure 4

Silver Creek
Model Reaches

The hydraulic conditions in the creek were computed by a steady flow simulation in HEC-RAS using the derived peak flows for the 2, 10, and 100 year design storms obtained from HydroCad. The hydraulic analysis was completed for the existing condition and several alternatives to mitigate flooding during various design storm events.

Existing Condition

DESCRIPTION

The existing condition is defined as the existing creek channel, assuming that the rock sill upstream of the bike path has been lowered by the ongoing project. The alignment of the river channel and the cross sections were defined using the 2-foot contour intervals obtained from the Town's GIS. The geometry of the bridge crossings or hydraulic opening and cross culverts were defined and quantified using information obtained from the Town's GIS, the Natural Resources Conservation Service (NRCS) Silver Creek Study and Model, and field data obtained during this study. It is assumed that these culverts are not damaged or collapsed and able to convey flow at full capacity. For analysis purposes, if required information was not available, the characteristics of the system were assumed using the best available information and the topography of the area.

The river bed and wetland elevations were derived from the 2-foot contours except in the Salt Marsh reach. NRCS had performed a more detailed survey of the salt marsh area for their study of Silver Creek. The cross-sections from their HEC-RAS model through the salt marsh area were incorporated into our model. The hydraulic openings for the pedestrian, Hope Street and the bike path bridges were also taken from the NRCS model.

The outfall downstream of the bike path is tidally influenced. The tailwater only affects the creek from the outfall to just upstream of where the eastern and the western branches converge (approximately 3,000 feet), mostly through the marsh area. Upstream of this point, the elevation of the creek is higher than the tailwater elevation. The HEC-RAS simulation was performed for four different tailwater scenarios. The first scenario assumed the bike path culvert had no tailwater (empty), the second scenario assumed the culvert was half full, the third scenario assumed the culvert was fully submerged but not overtopping the bike path, and the last scenario assumed the culvert was fully submerged and overtopping the bike path by six inches. Each of these conditions was used as the boundary condition downstream for the

simulation. The only tailwater condition that affected the water surface elevation (more than 0.05 feet) or the discharging flow at Hope Street or the bike path was the last scenario representing the fully submerged culvert and overtopping of the bike path by six inches. The discharging flow from Hope Street causes the bike path to act as a weir which overtops and discharges to the harbor. Until the tailwater elevation is above the bike path, the weir flow from the bike path is able to discharge sufficient flow without increasing the water surface elevation upstream of Hope Street. Therefore, only the two extreme tailwater scenarios were used in the simulation: no tailwater and a tailwater elevation which overtops the bike path by six inches (referred to as the tailwater condition throughout the rest of this study).

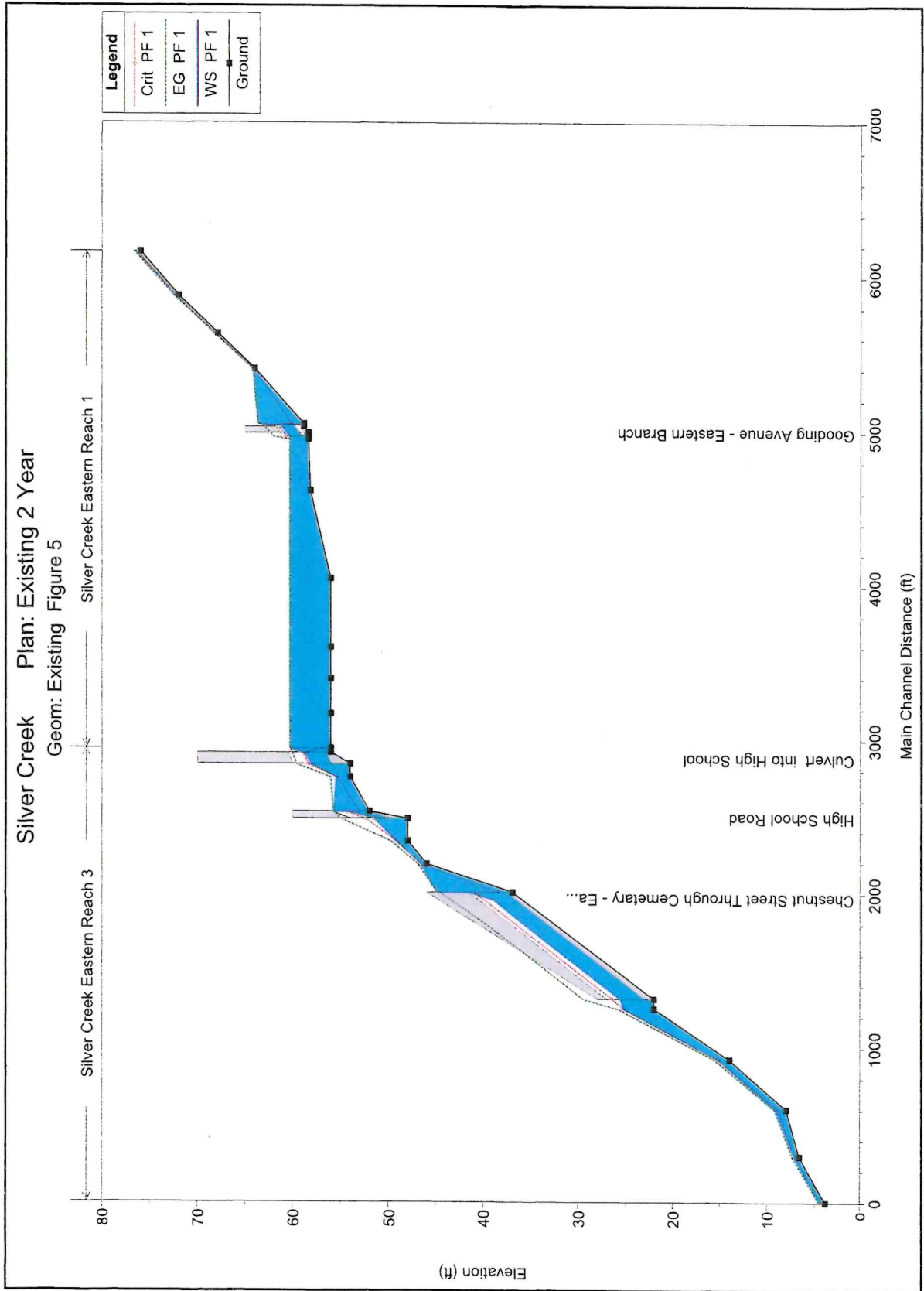
The pedestrian bridge located upstream of Hope Street in the marsh is flooded for the 2, 10 and 100-year storm events. In agreement with the previous NRCS Study, it was determined that this bridge does not change the characteristics of the flow through this area and therefore will not be discussed further as part of the following results.

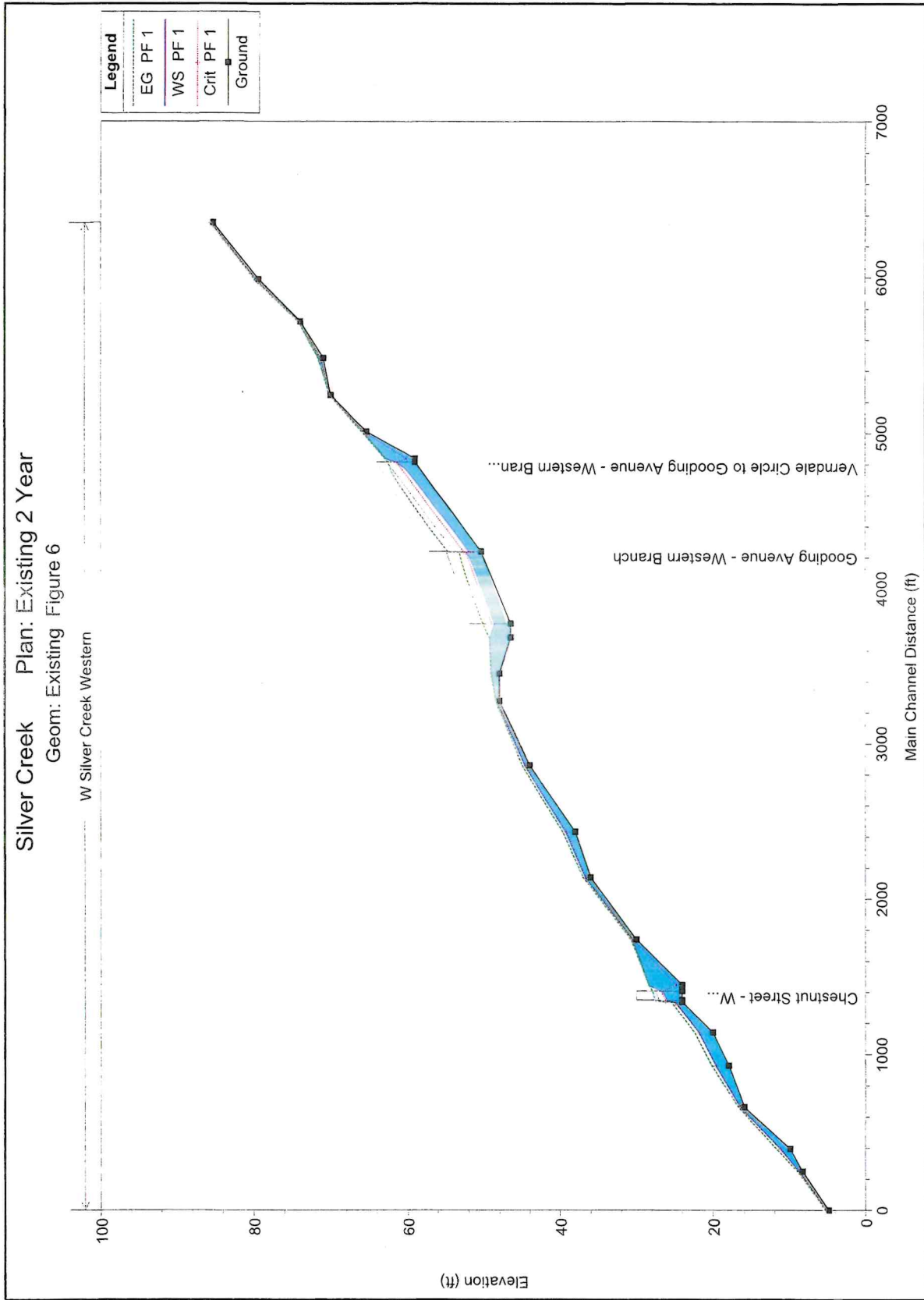
RESULTS

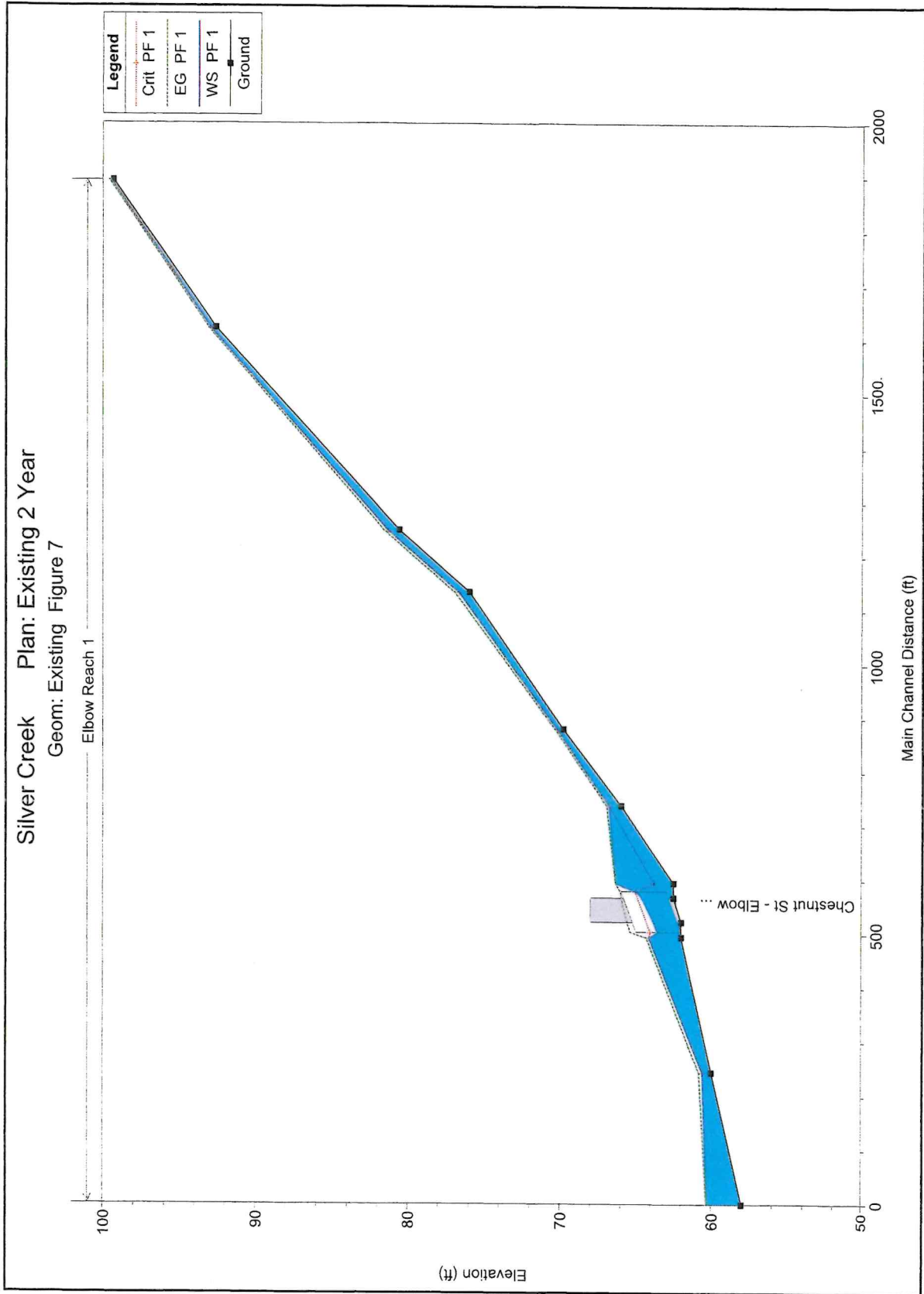
Based on the model, there are two areas throughout the watershed that seem to flood periodically. These areas are the marsh upstream of Hope Street and the area from the eastern branch between Gooding Ave and the high school. The topography is very flat in these areas and the creek is restricted downstream by culverts at Hope Street and the high school. The bike path bridge and the tidal influence at the outfall also impede the flow. Table 2 summarizes the elevations at the bike path, Hope Street, the marsh and the area between Gooding Avenue and Chestnut Street for the eastern branch for all three of the design storms with the tailwater condition and without. Each storm will have profiles to represent the eastern branch, western branch and Elbow Street and the marsh will have a profile with the tailwater condition and without if necessary. The results will also be presented in a summary table which can be found in the appendix with the output of the model.

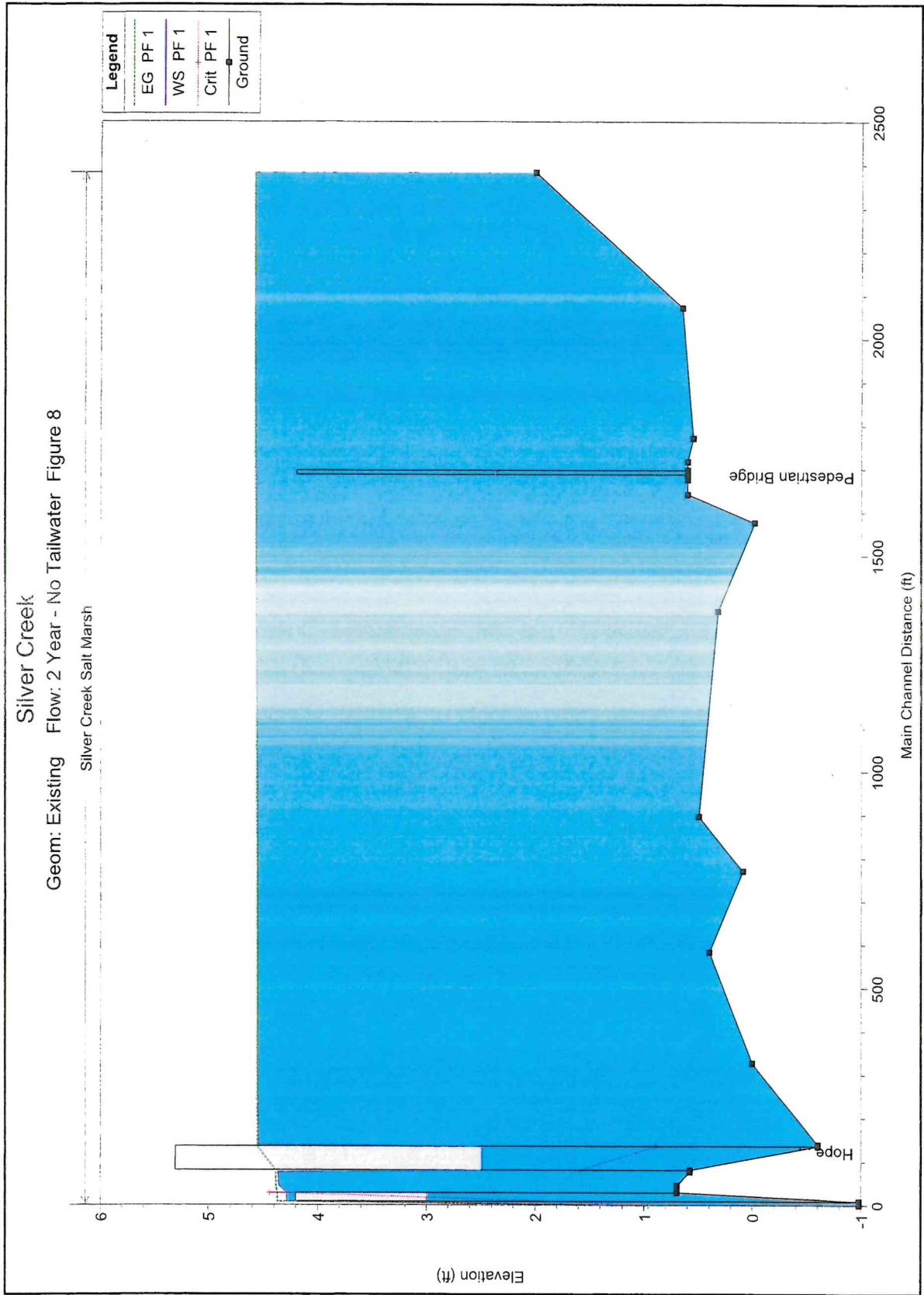
Two-Year Design Storm

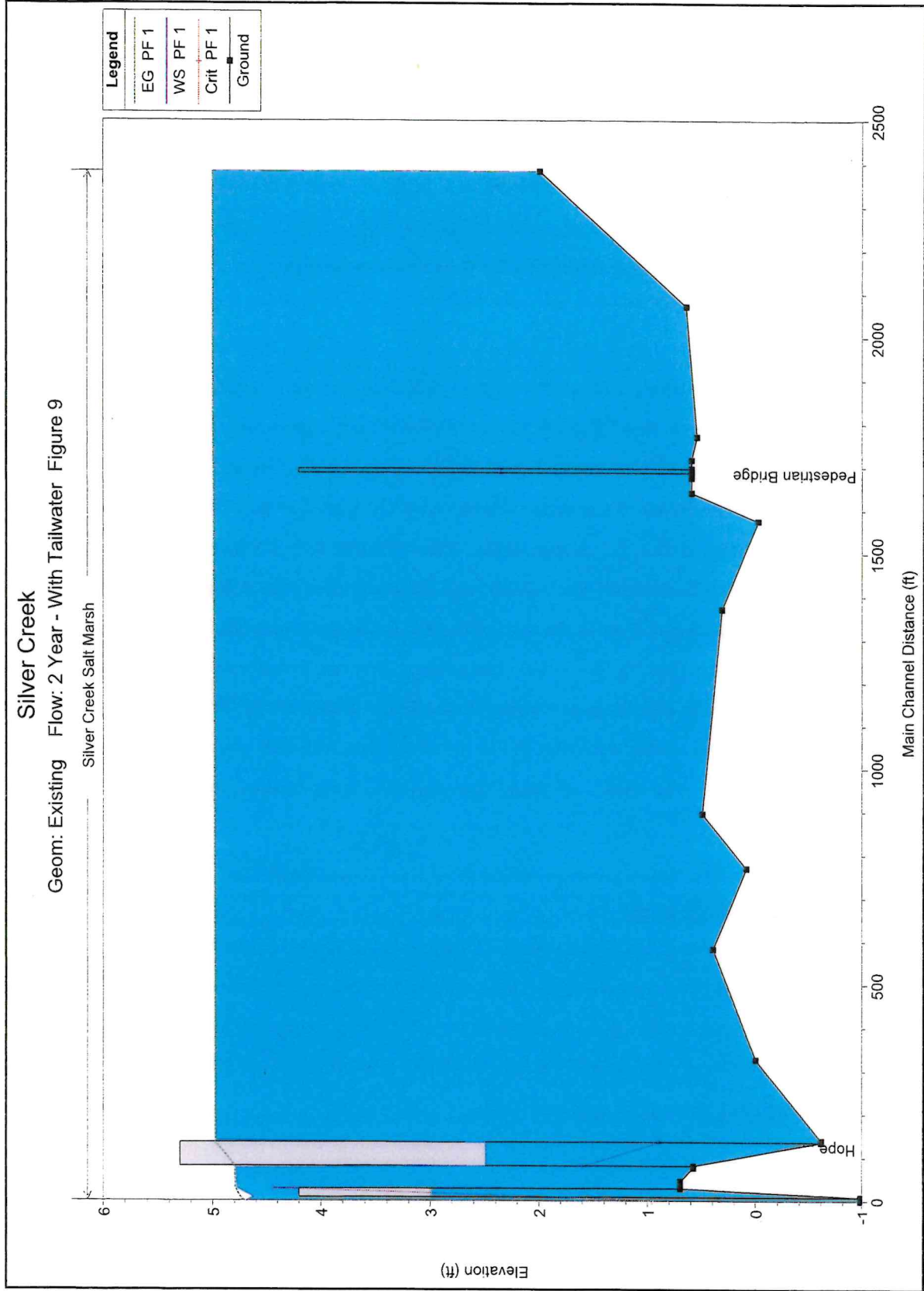
As previously mentioned, the creek was divided into four reaches: Eastern Branch, Western Branch, Salt Marsh and Elbow Street. The creek has the available capacity to convey the peak discharge of 210 cfs associated with a 2-year storm event. The culverts and hydraulic openings of the bridges are sufficient (see Figures 5-9). The only bridge that overtops is the bike path. The approximate elevations of the bike











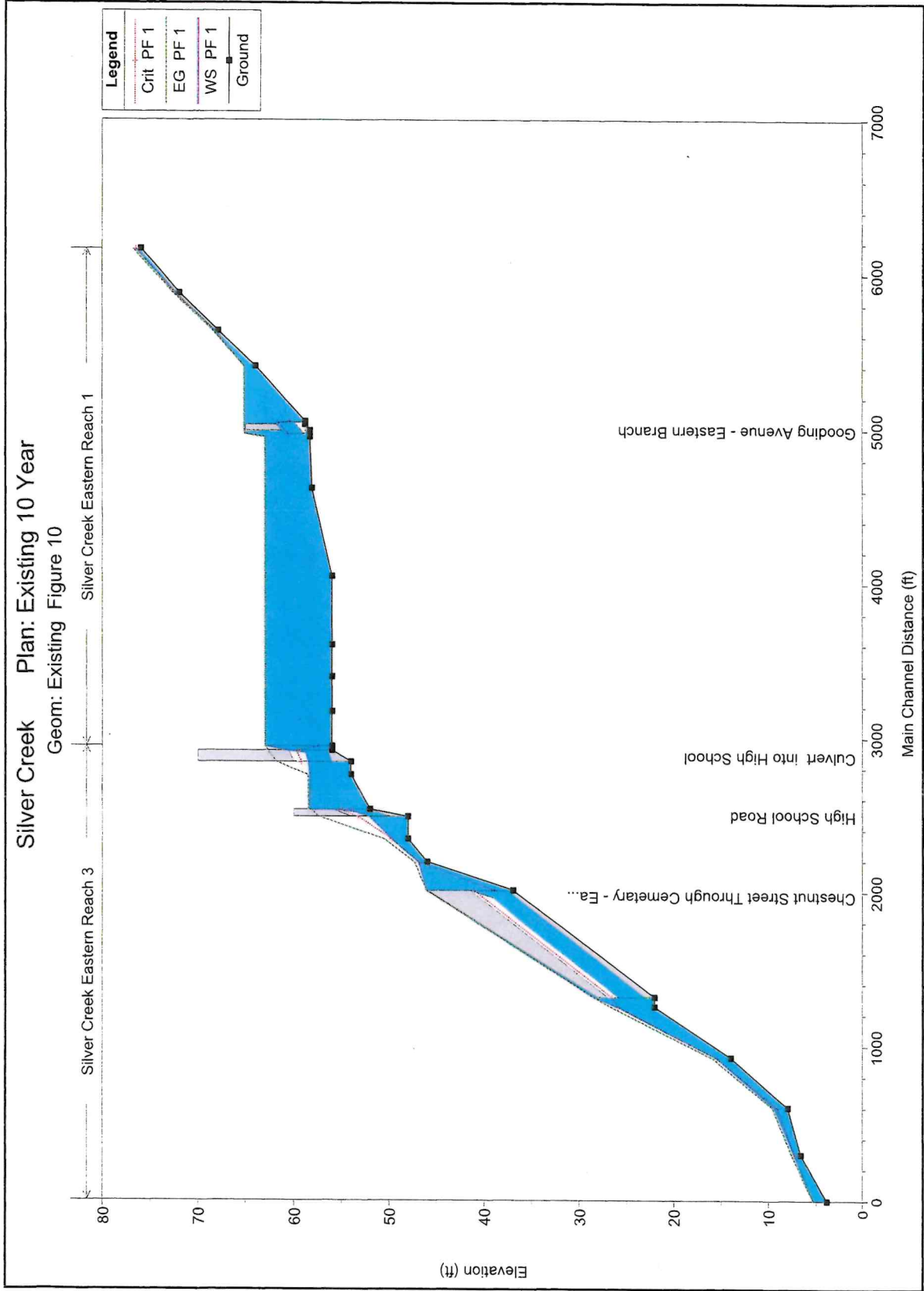
path and Hope Street are 4.2 feet and 5.3 feet, respectively. The water surface elevation is 0.10 feet above the bike path elevation with no tailwater and 0.5 feet above with the tailwater condition. Hope Street is not flooded by this design storm whether a tailwater condition is applied or not. The water surface elevation increases throughout the marsh to just upstream of Hope Street by 0.5 feet, bringing it to approximately 5.0 feet, when the tailwater condition is applied. As shown in Figure 5, the water surface elevation in the area between Gooding Avenue and the high school is approximately 60.4 feet. As previously mentioned, the tailwater does not affect the creek this far upstream.

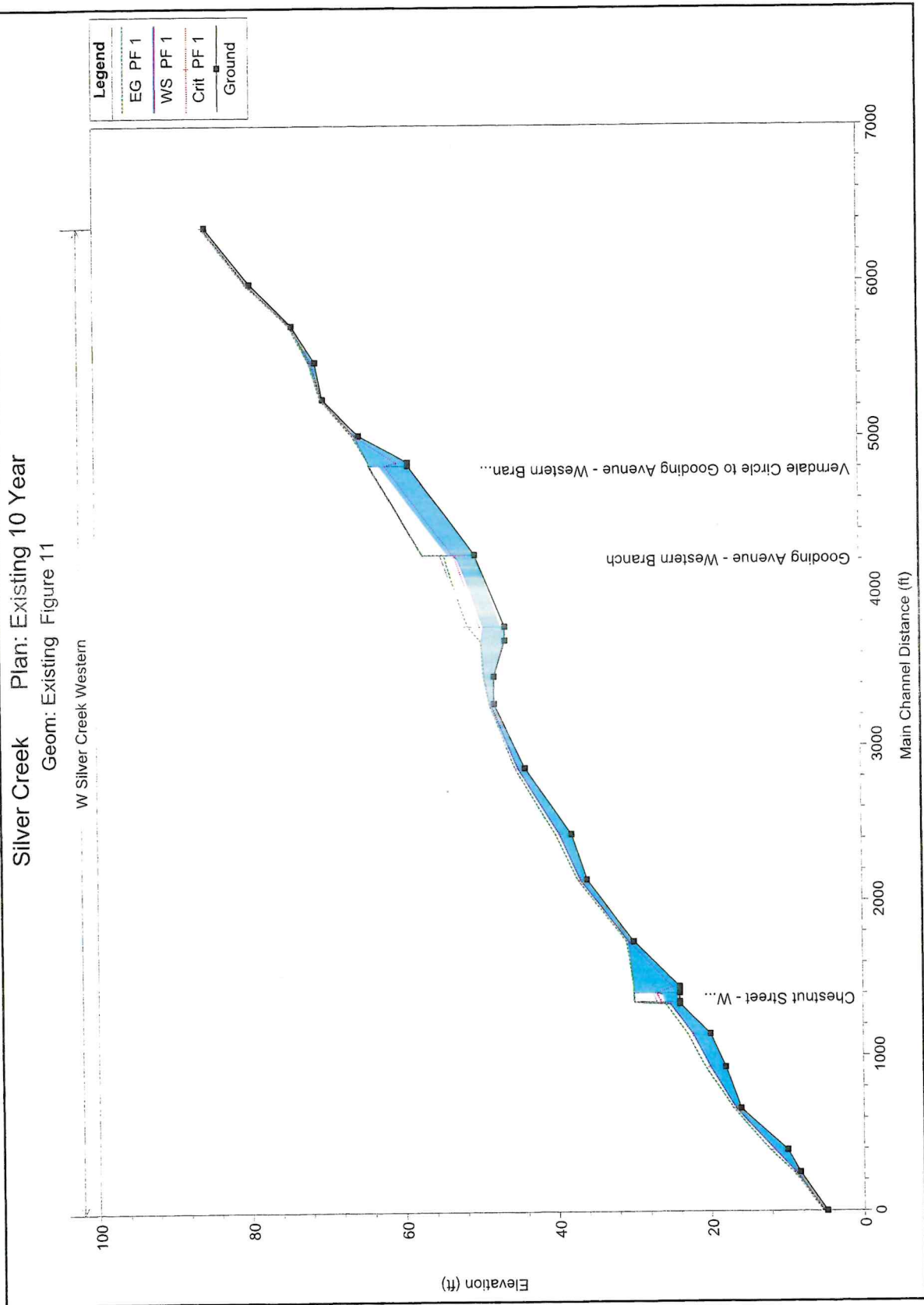
Ten-Year Design Storm

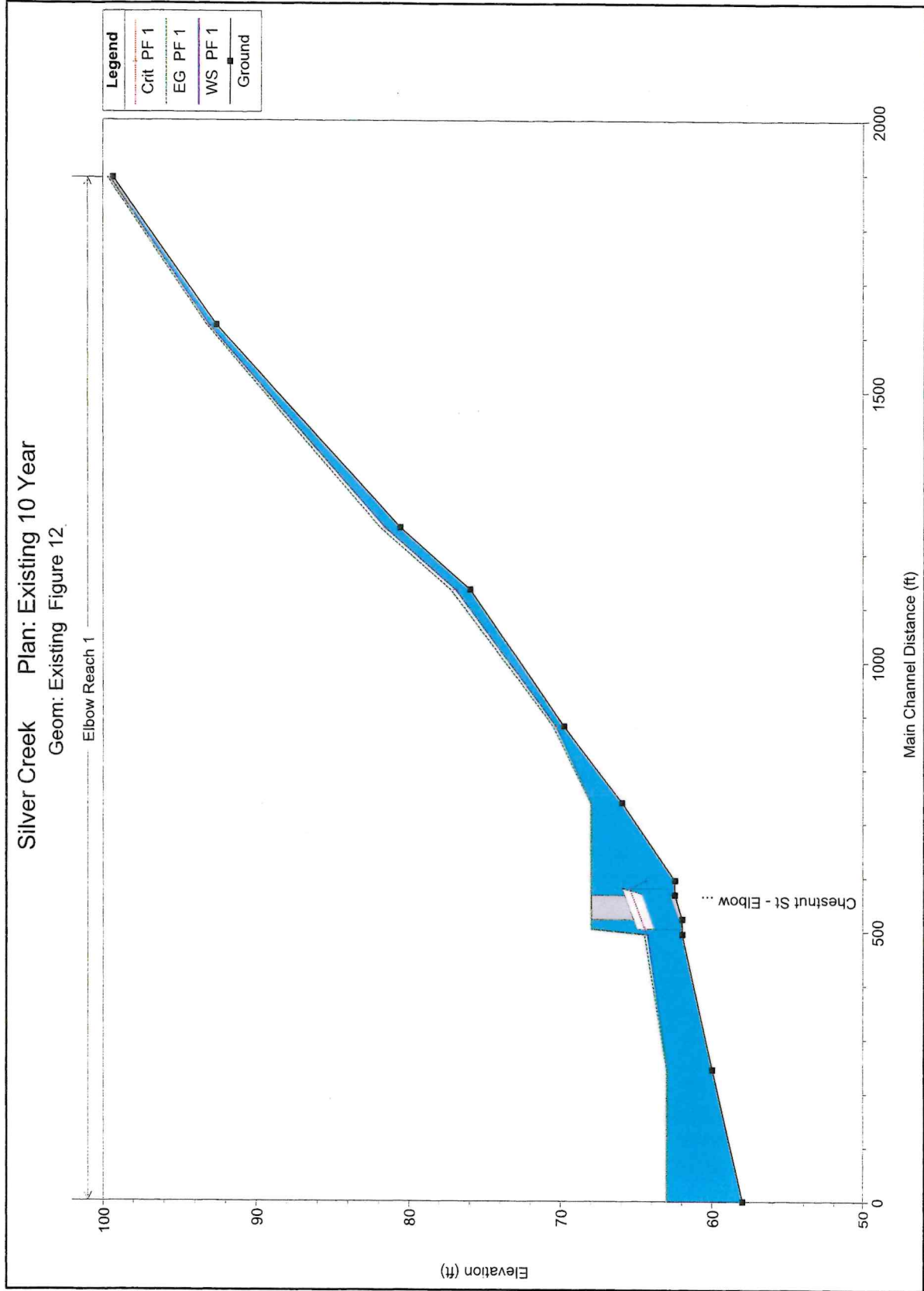
The ten-year storm, which produces a peak discharge of 377 cfs, overtops Gooding Avenue and Chestnut Street in the eastern branch (See Figure 10) and Verndale Circle (upstream of Gooding Avenue) and Chestnut Street in the western branch (See Figure 11) by approximately 0.10 feet. As shown in Figure 12, the flow from the Elbow Street area overtops Chestnut by less than 0.10 feet. These structures may not actually flood or overtop during this design storm. More detailed survey information would be needed to determine the exact elevations of the culverts and hydraulic openings in these areas. As shown in Table 2, the water surface elevation at the bike path with no tailwater condition is 4.4 feet and 4.7 feet with a tailwater condition (see Figures 13-14). Hope Street does not overtop until a tailwater (high tide) condition is applied with the ten-year design storm. Hope Street barely floods with the tailwater condition and the corresponding elevation in the marsh rises to 5.32 feet, which is 0.02 feet above the street's normal grade. The flood elevation between Gooding Avenue and the high school is approximately 63 feet.

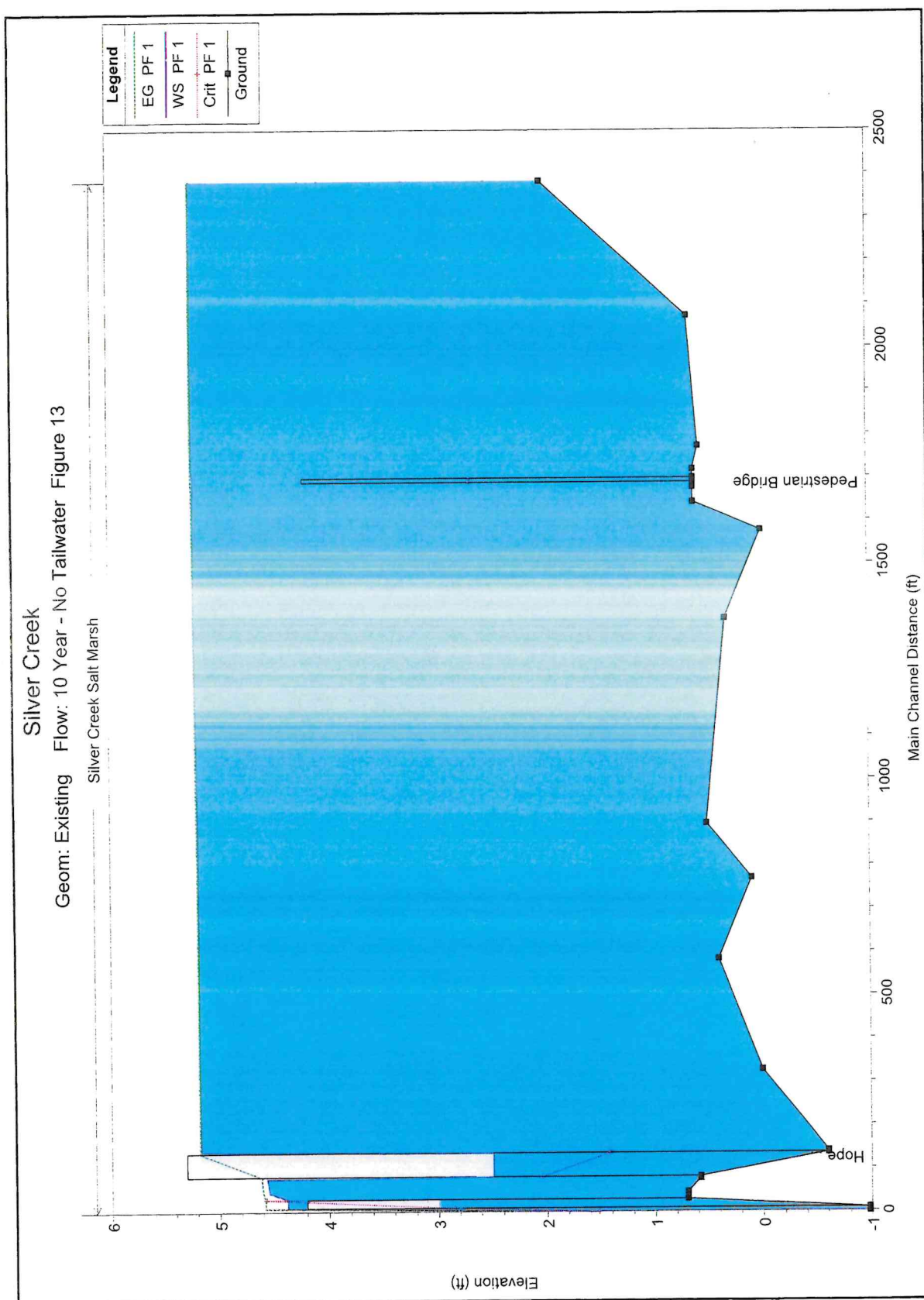
One Hundred-Year Design Storm

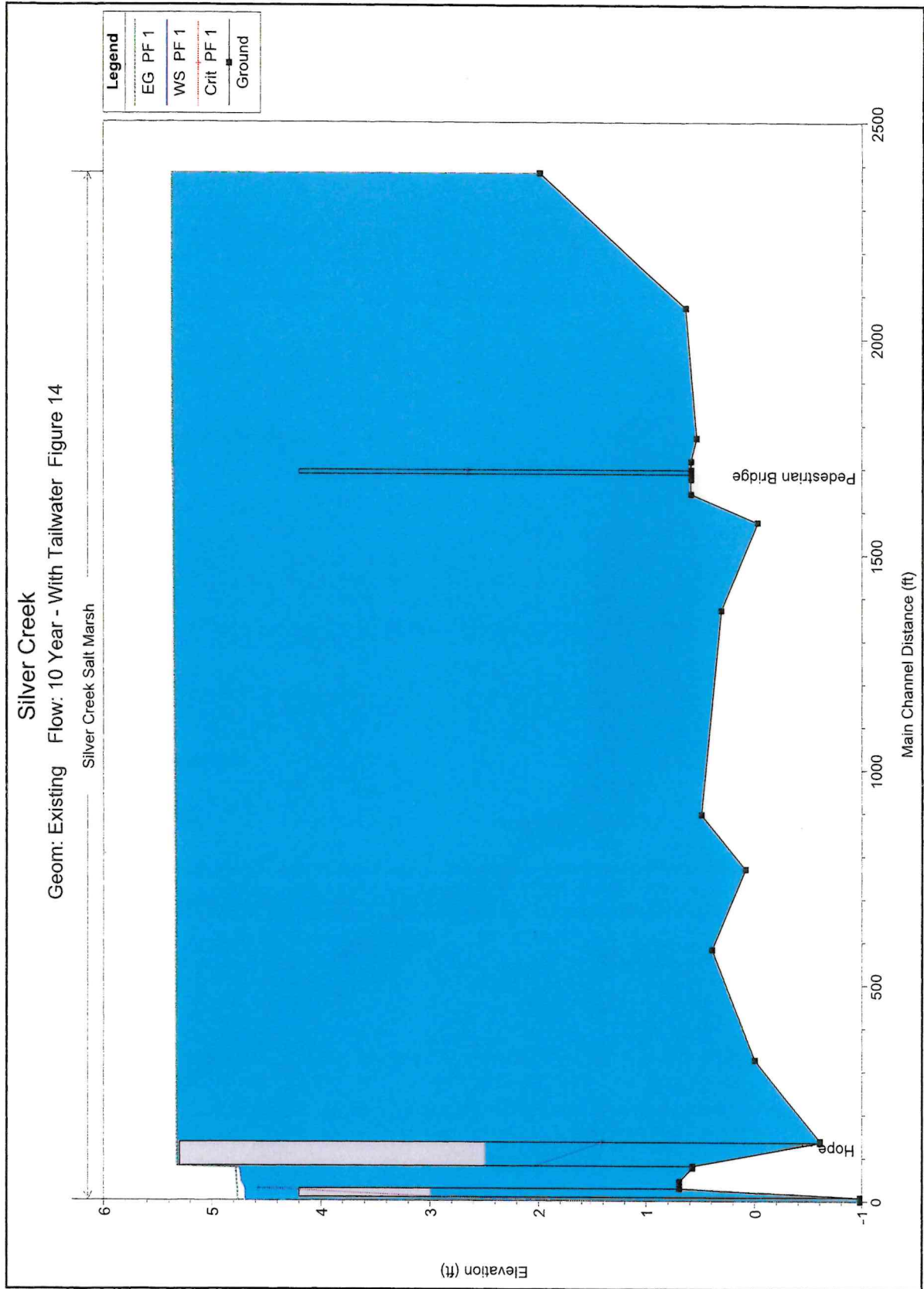
As shown in Figures 15-18, the peak flow of 639 cfs from the one hundred-year design storm overtops all of the bridges and culverts except the high school. The water surface elevations are the same regardless of whether a tailwater condition was simulated. The water surface elevation at the bike path is 5.1 feet and 5.6 feet at Hope Street. The elevation throughout the marsh is 5.7 feet and 67.0 feet between Gooding Avenue and the high school for the eastern branch.

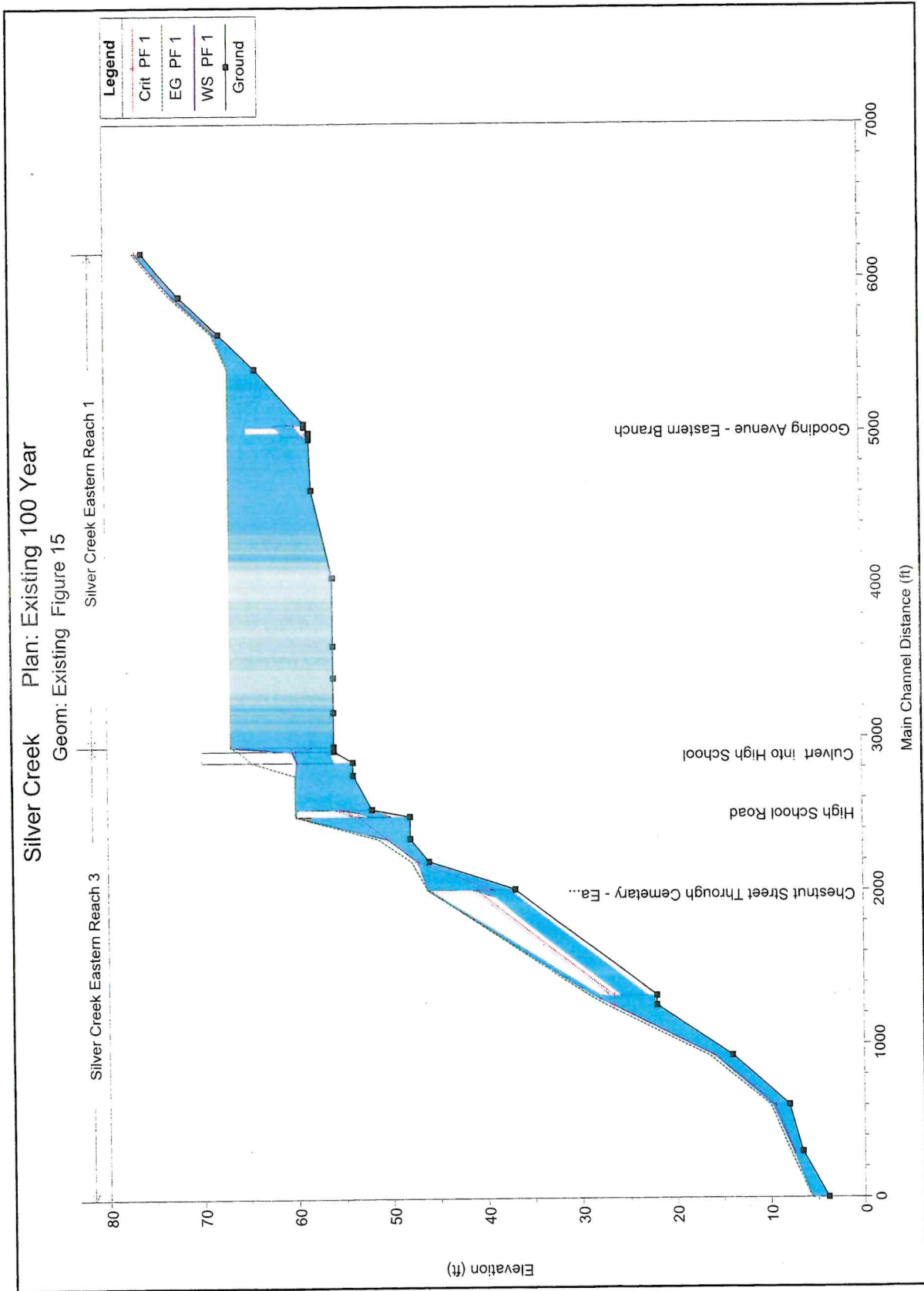


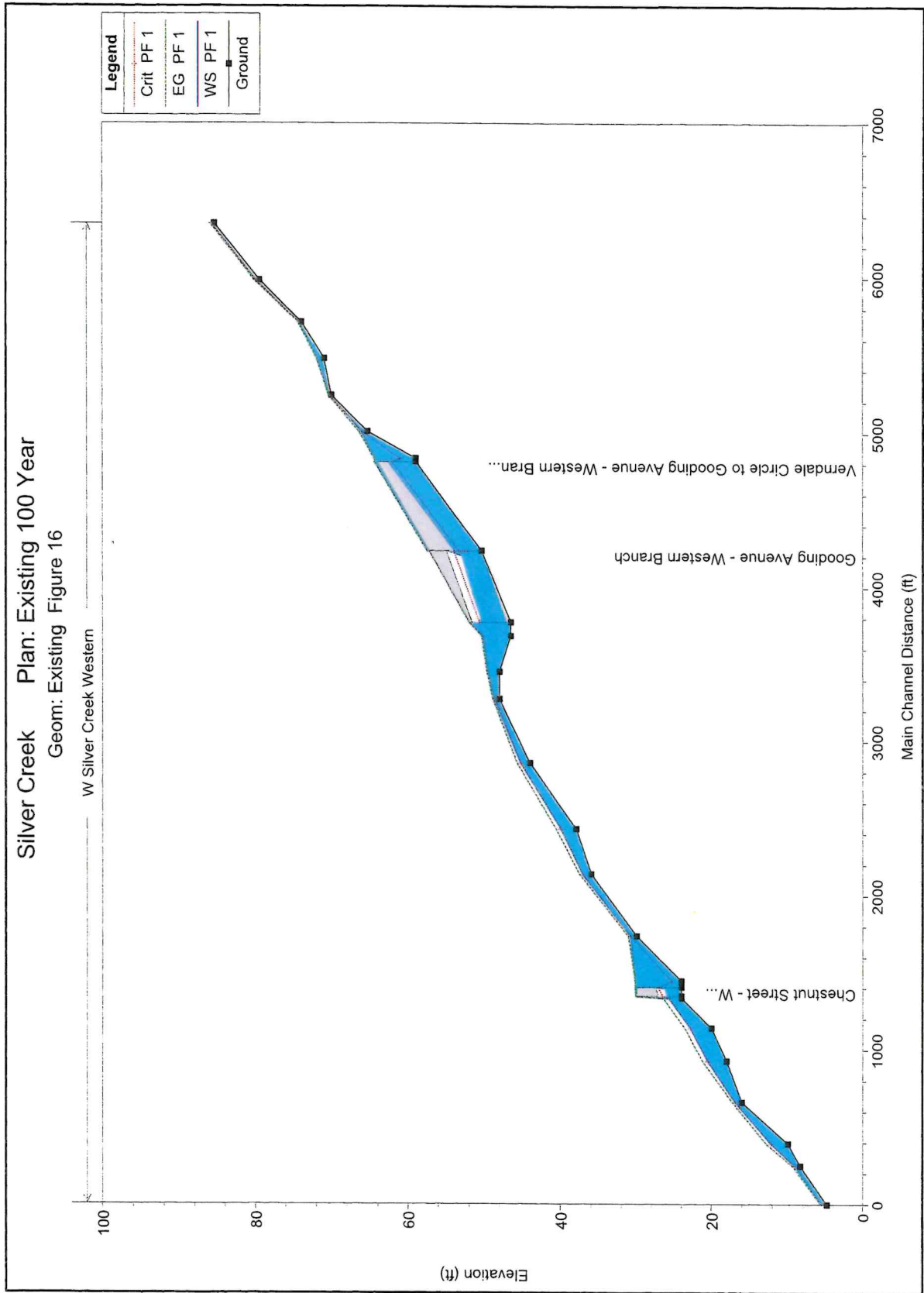


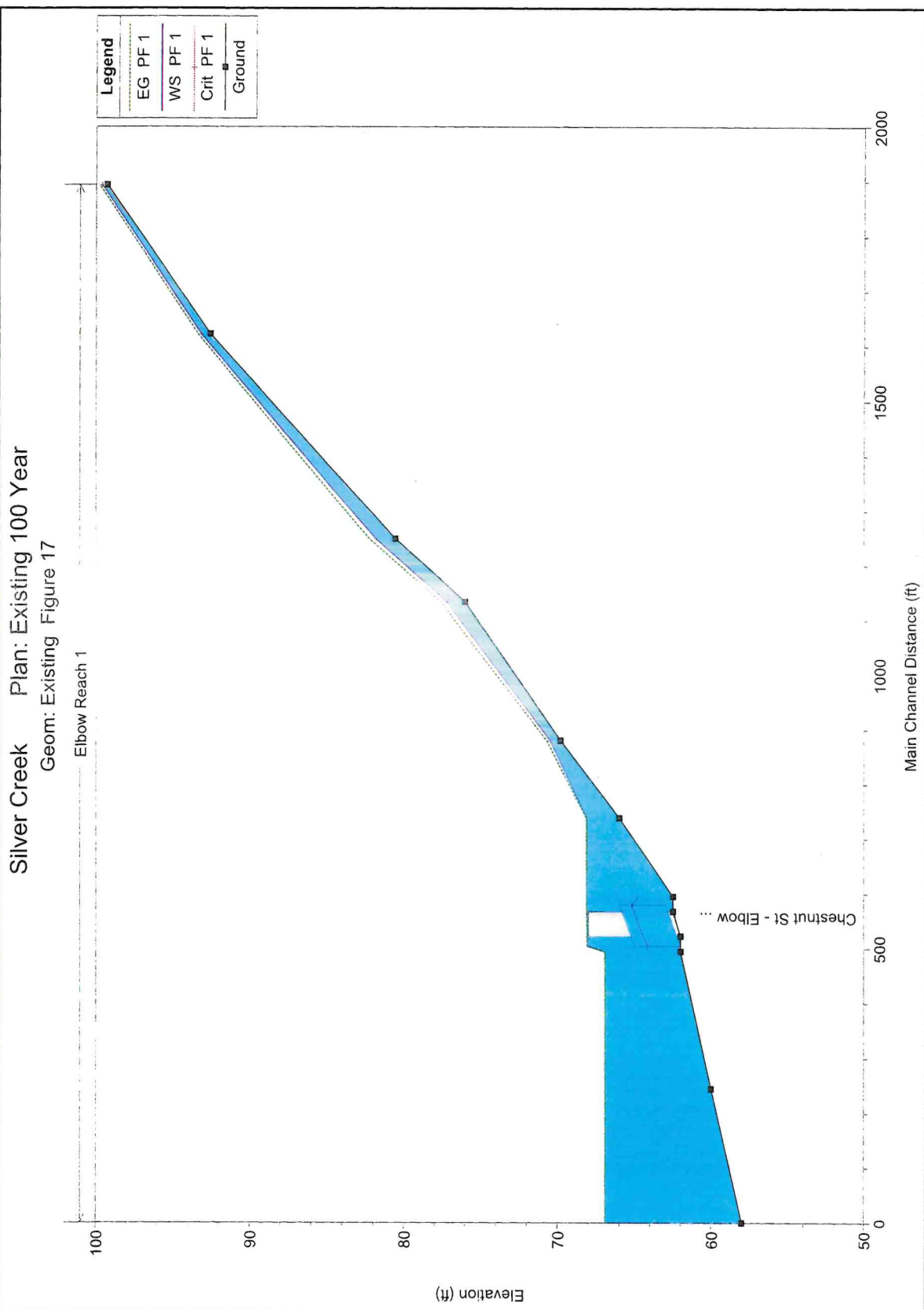












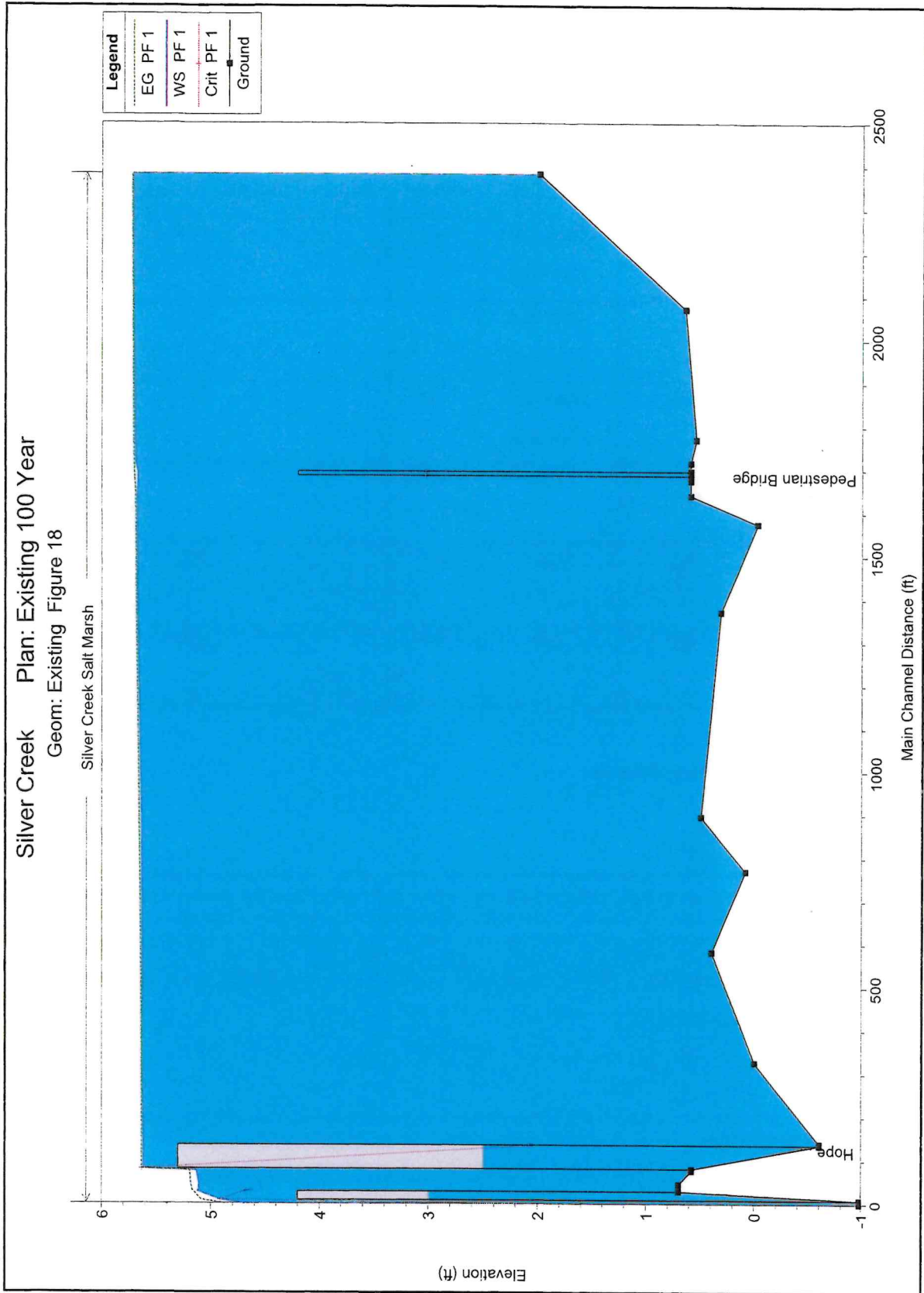


Table 2 Water Surface Elevations

Design Storm Event	Water Surface Elevations (Feet)			
	Bike Path (EL. 4.2)	Hope Street (EL. 5.3)	Marsh (Tidal)	Eastern Branch Between Gooding Ave and High School
2 Year No Tailwater	4.3	Does Not Overtop	4.6	60.4
2 Year Tailwater Condition	4.7	Does Not Overtop	5.0	60.4
10 Year No Tailwater	4.4	Does Not Overtop	5.2	63.0
10 Year Tailwater Condition	4.7	5.3	5.3	63.0
100 Year No Tailwater	5.1	5.6	5.7	67.0
100 Year Tailwater Condition	5.1	5.6	5.7	67.0

Sediment Removal from Marsh

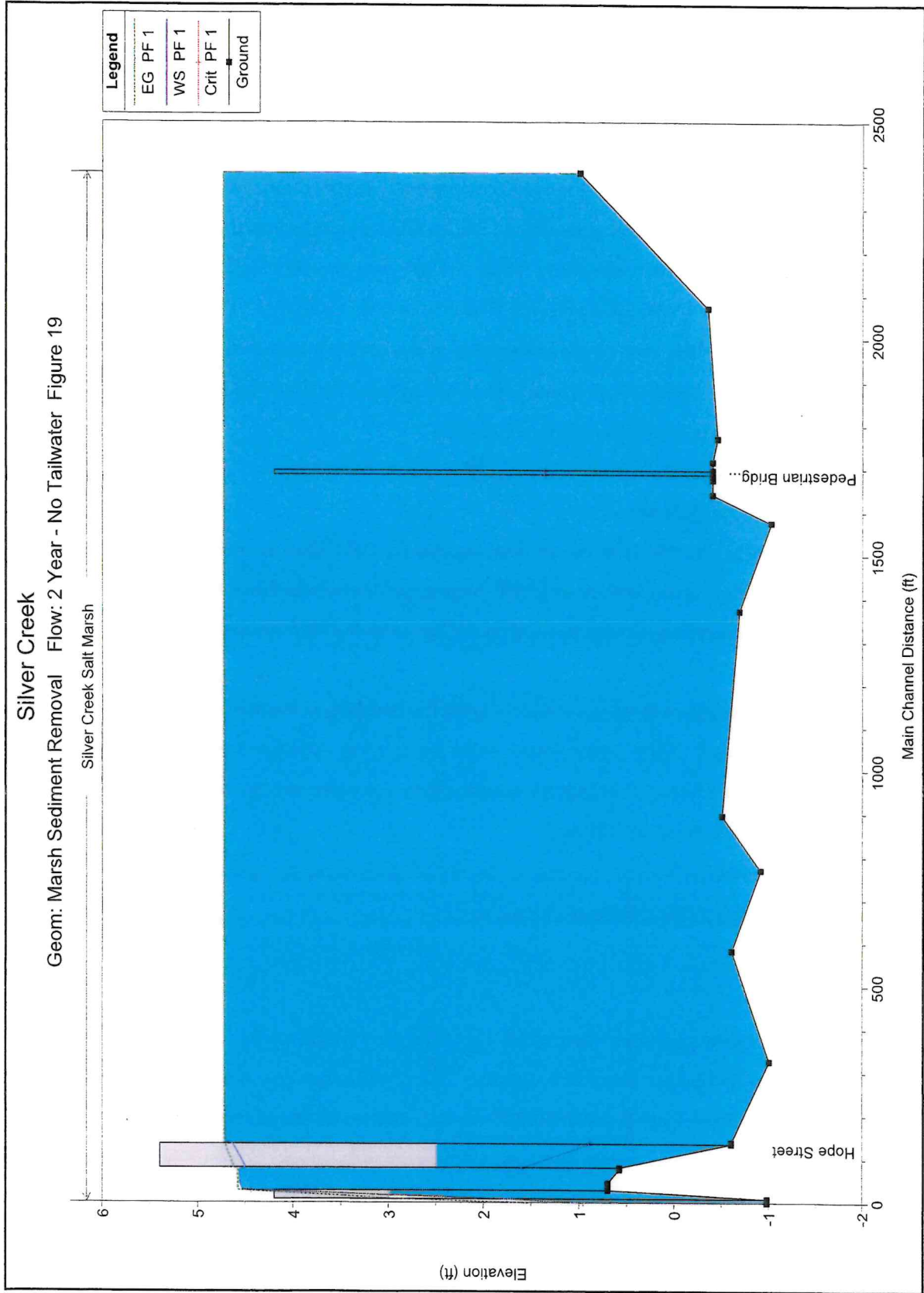
DESCRIPTION

The model was used to determine what effect removing sediment from the marsh would have on the hydraulic capacity of the creek. The cross-sections through the marsh for the existing conditions were altered to represent removing 1 foot of sediment. The three design storms were simulated with a tailwater condition and without.

RESULTS

Two-Year Design Storm

As shown in Figure 19, the two year design storm without a tailwater condition does not overtop the bike path or Hope Street with the sediment removed. The level in the marsh does rise to 4.7 feet which is 0.10 feet above the existing condition elevation. The bike path is not acting as a weir and therefore less flow is being discharged and the elevation in the marsh rises. When the tailwater condition is simulated, the



water surface level in the marsh is 0.10 feet lower than the existing condition, setting the elevation at 4.9 as opposed to 5.0 feet. As shown in Figure 20, the bike path bridge does flood.

Ten-Year Design Storm

As shown in Figure 21, the ten-year design storm without a tailwater condition does not overtop the bike path or Hope Street with the sediment removed. The level in the marsh does rise to 5.25 feet which is 0.05 feet above the existing condition elevation. When the tailwater condition is simulated, neither the bike path nor Hope Street are overtopped and therefore neither structure acts as a weir and the culverts are restrictions. This causes the water surface elevation in the marsh to rise to 5.74 feet which is 0.44 feet higher than the existing conditions. So Hope Street will not flood, but the level in the marsh will rise for a short period of time. This is also illustrated in Figure 22.

One Hundred-Year Design Storm

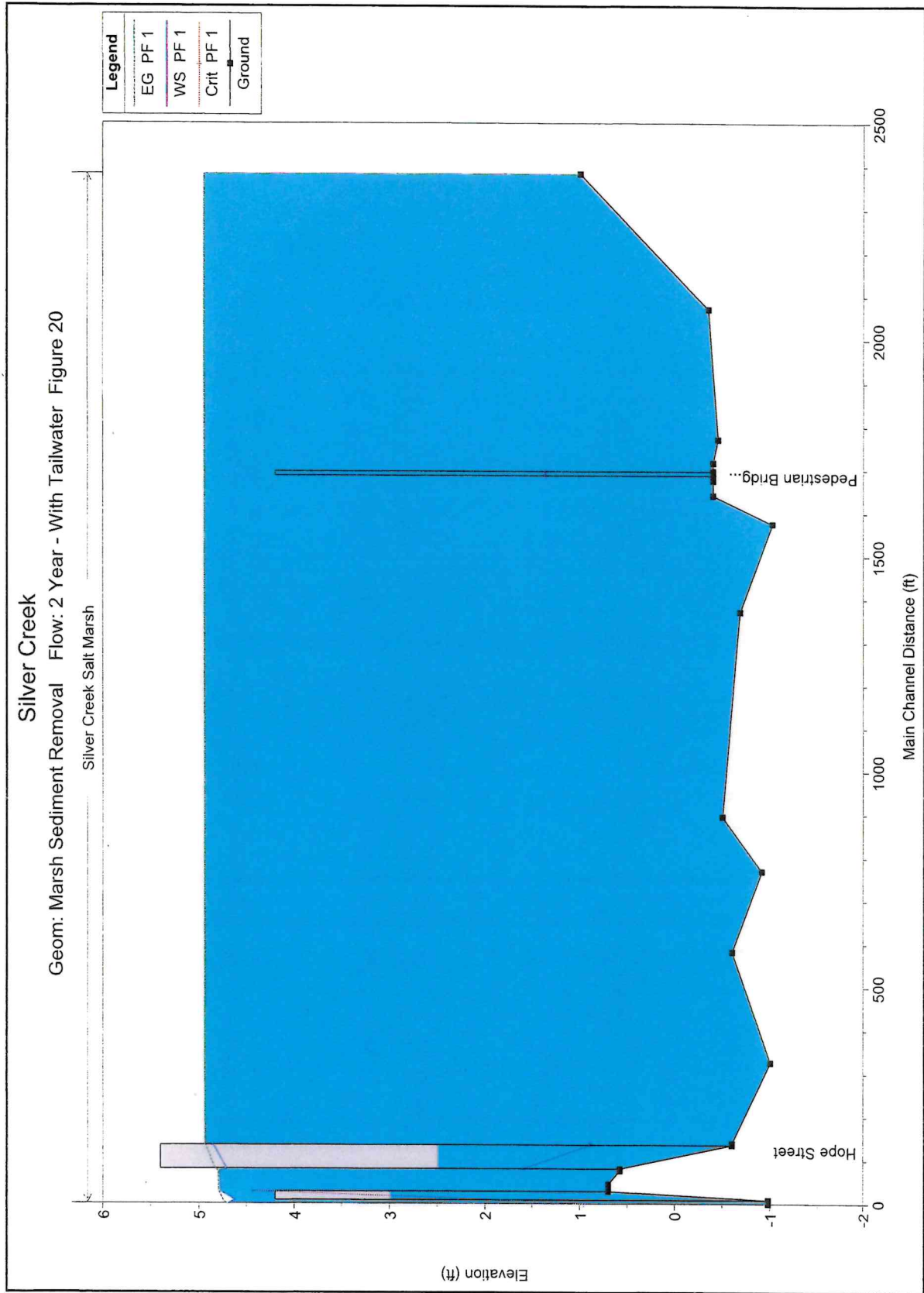
As shown in Figure 23, the flow from the one hundred-year design storm overtops the bike path and Hope Street. The water surface elevations are the same regardless of whether a tailwater condition was simulated. The elevation throughout the marsh is 6.07 feet which is 0.37 feet above the existing condition

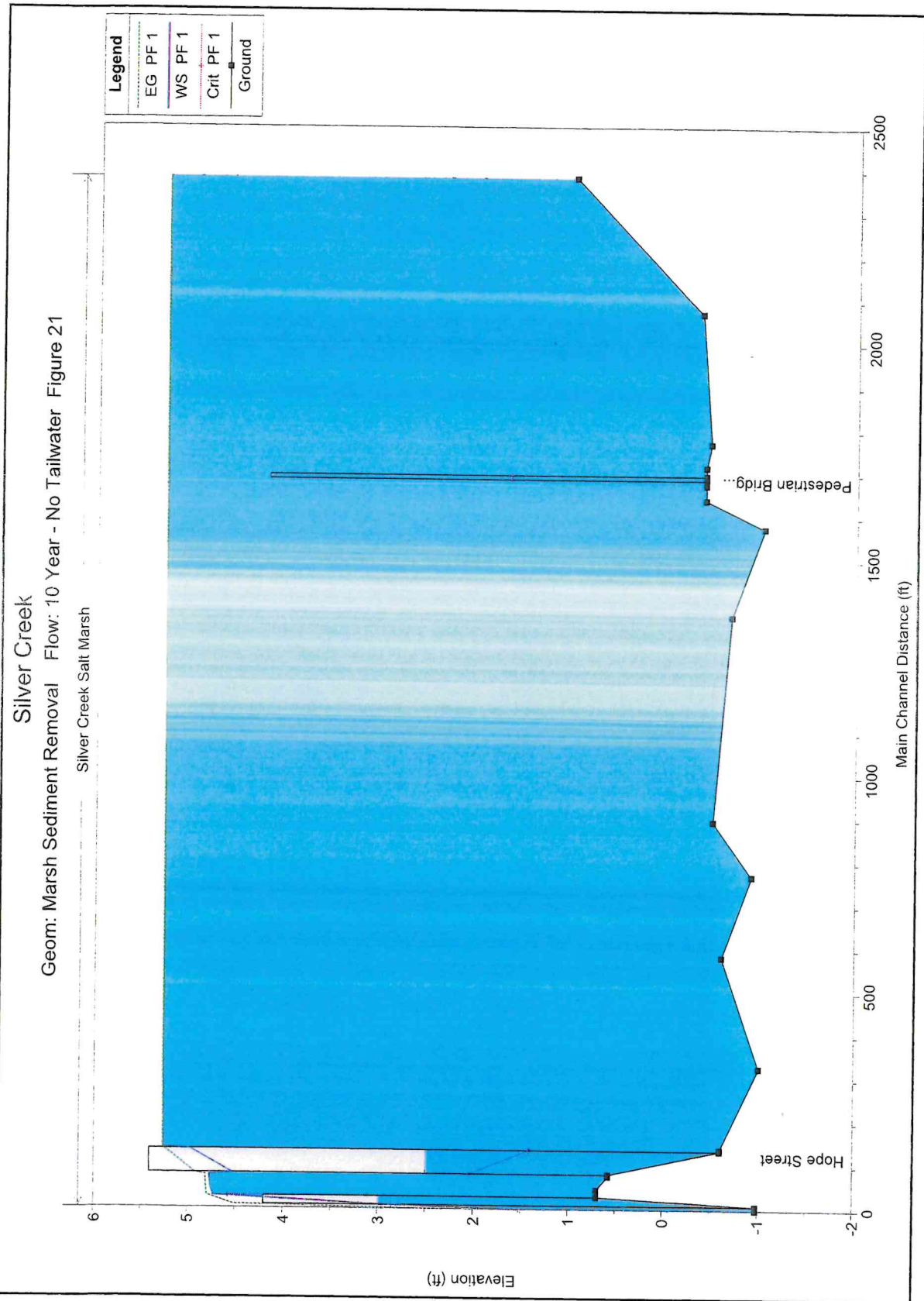
Removing 1 foot of sediment from the marsh relieves the flooding at the bike path and Hope Street for the ten-year storm event. Hope Street floods under the existing condition for a ten-year design storm with the tailwater condition. Dredging the marsh allows for more storage and Hope Street does not appear to flood for these same conditions.

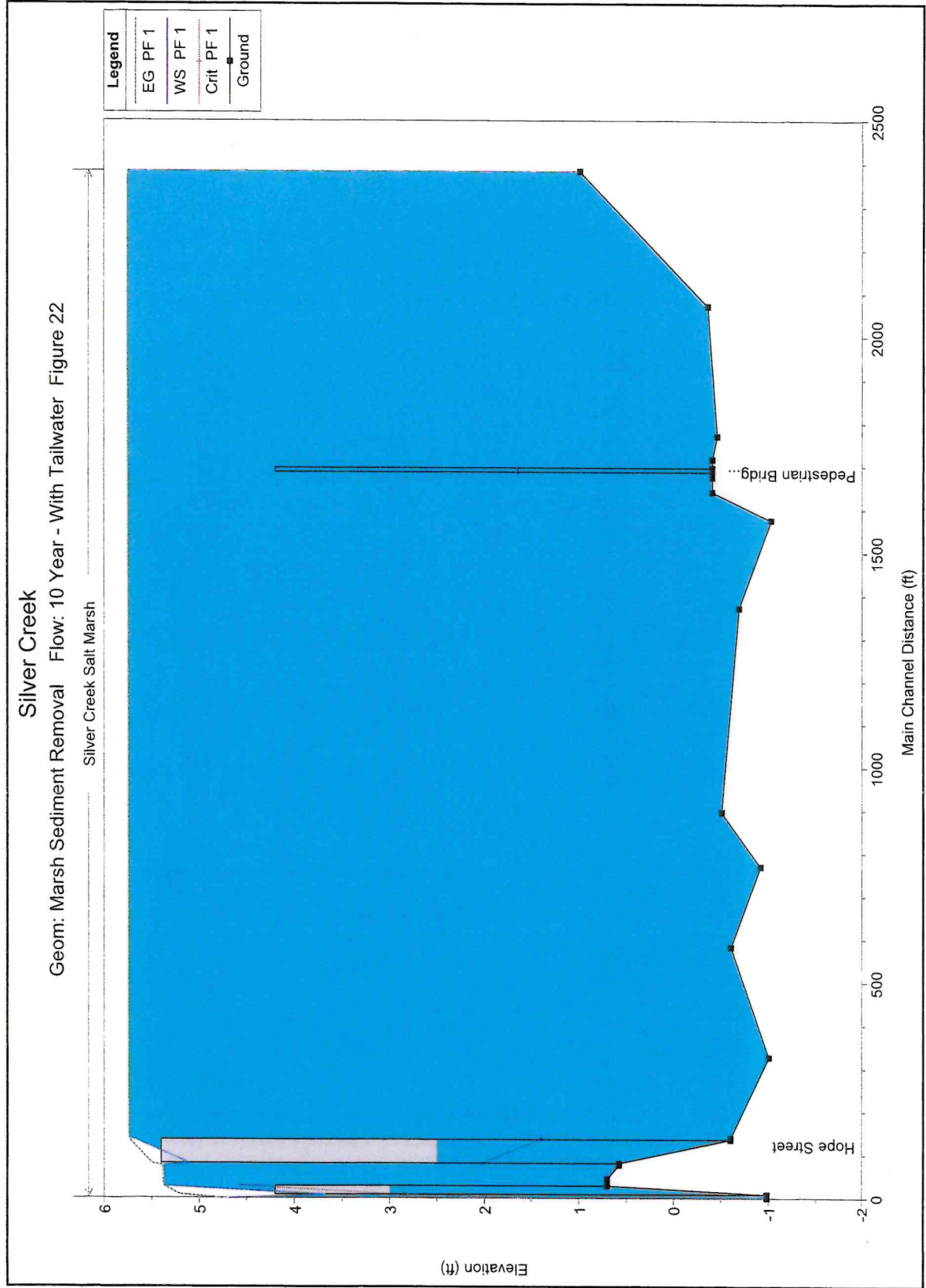
Increase Capacity of High School Culverts

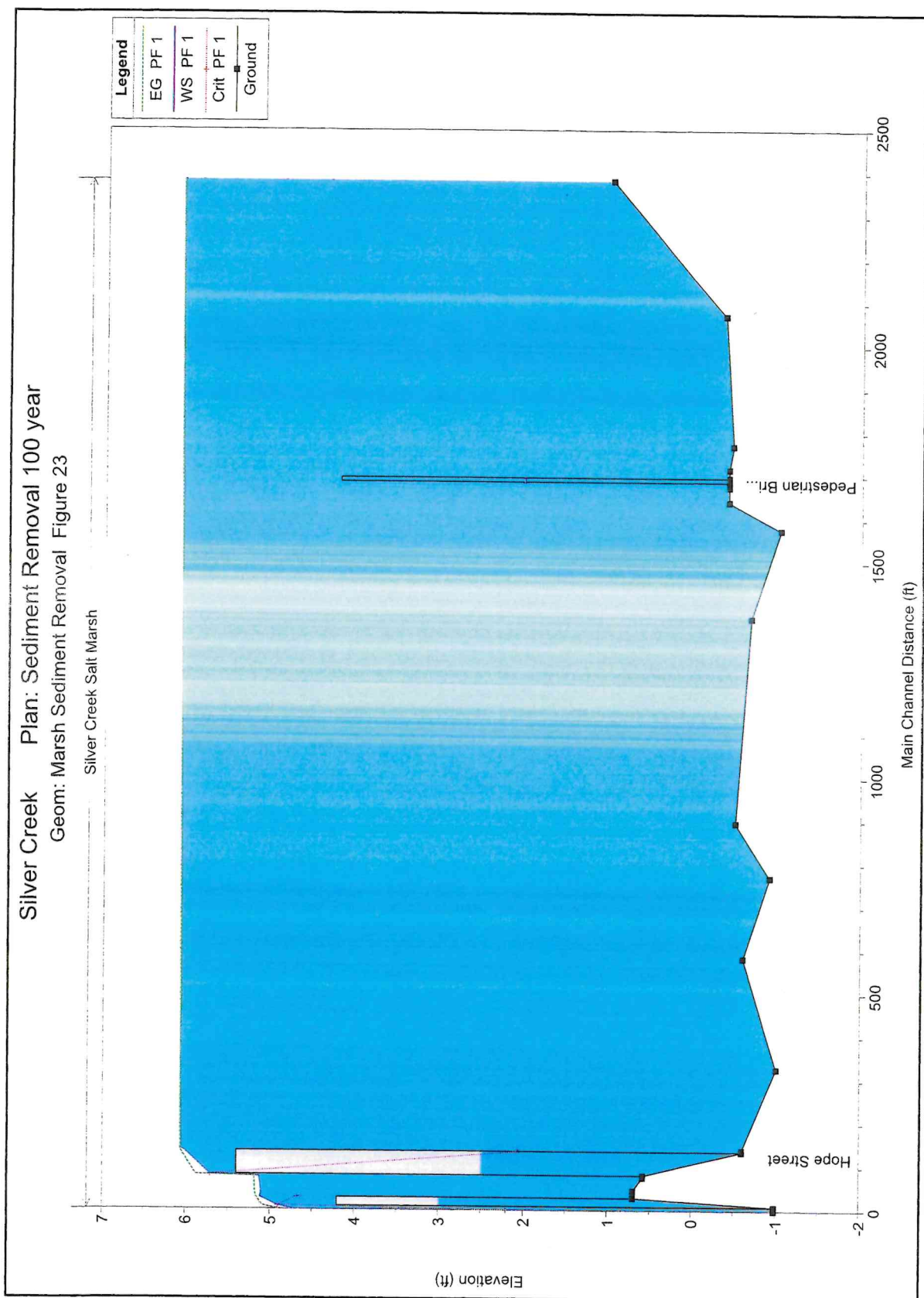
DESCRIPTION

The model was used to determine what effect increasing the capacity of the culverts through the high school would have on the hydraulic characteristics of the creek in this area. Only the size of the twin 48" culverts was altered from the existing condition model. The model shows that the existing culverts are the restriction in the upstream portion of the eastern branch of the creek. Some of the flooding between Gooding Avenue and the high school could be relieved by increasing the size of the existing culverts. Once the size was increased, the impacts downstream were examined. Residents from the Town have stated that there is a flooding problem through the cemetery south of the high school and Chestnut Street.









Since the existing creek has the capacity to convey the two-year design storm, and this culvert would not be designed to convey the one hundred-year design storm, only the ten-year design storm was considered for this alternative. As previously stated, the tailwater condition at the outfall at Hope Street does not affect the creek this far upstream, and therefore was not taken into consideration.

RESULTS

Ten-Year Design Storm

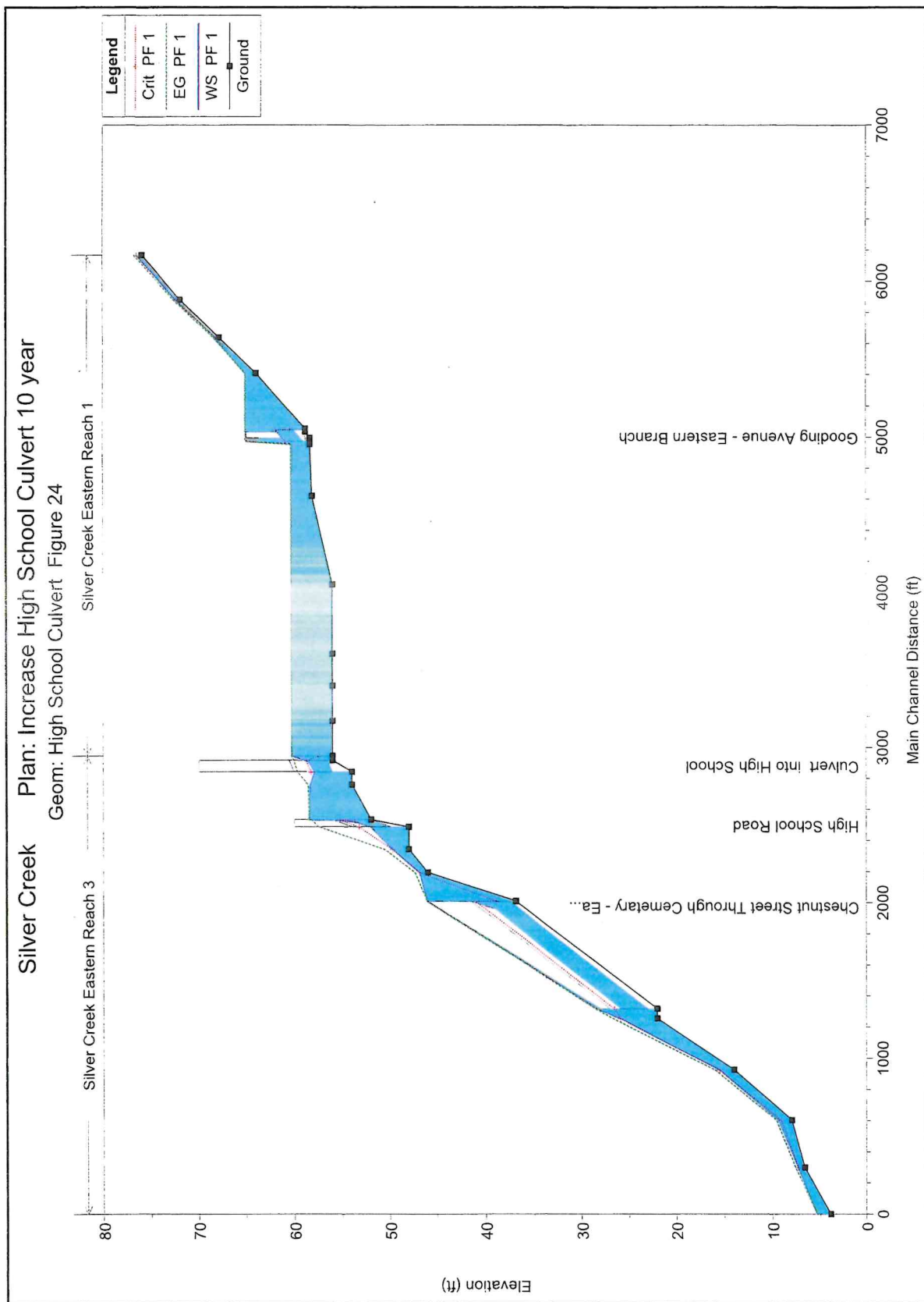
The model was run while replacing the existing culverts with twin 6-feet wide by 4-feet deep box culverts. The feasibility of this option would have to be investigated in greater detail. As shown in Figure 24, increasing the culverts would decrease the water surface elevation between Gooding Avenue and the high school from 63.0 feet (existing) to 60.3 feet. This does not impact the creek downstream. The culvert through the cemetery south of Chestnut Street, assuming it is not damaged or collapsed, has an adequate capacity to the increased peak flow. The water surface continues to overtop Chestnut Street by 0.10 feet as it does in the existing model.

Diminished Capacity at Chestnut Street/Cemetery due to deteriorated pipe

DESCRIPTION

There is a flooding problem along the Eastern branch of the creek downstream of Chestnut Street through the cemetery. There are many possible factors in this area to account for the flooding problems. Two 48-inch culverts flow from the northern side of Chestnut Street and discharge to one 48-inch pipe which then conveys flow through the cemetery. This area is a low point for about a 17 acre watershed that flows overland to the creek and is conveyed by a closed drainage system from Chestnut Street and Sherry Avenue. When the creek is surcharged the systems from Chestnut Street and Sherry Avenue can not discharge, so this area will flood and flow overland through the cemetery to the open channel portion of the creek south of the cemetery. Even if the creek is not surcharged, based on the topography of the area, if the basins on Sherry Avenue do not intercept all of the runoff generated in that area this runoff will continue to flow overland through the cemetery.

As stated previously, the HEC-RAS model is based on the assumption that the pipes and culverts are not damaged or collapsed and can physically convey their full capacity. Concerns about the condition of the 48-inch pipe which flows through the cemetery prompted the use of a camera to determine the condition



of the pipe. The results of the television inspection revealed that the two-48" RCP culverts under Chestnut Street are at least one third full of debris and sediment, including large stones, and the bottom of the 48" corrugated metal pipe which runs through the cemetery pipe is extremely deteriorated, with the entire bottom of the pipe rotted away. The model was run with the 48-inch pipe being replaced with a 32-inch pipe to simulate the existing pipe being one third full of debris. Examination of the structure where the pipes are reduced from 2 -48" RCP to 1-48" CMP revealed that the brick cap originally constructed is intact despite the velocities through the drainage structure. Also noted by the Truax video inspection, there is a very large pile of sediment at the outfall south of the cemetery, as well as several trees which have fallen into the channel, indicating a lack of maintenance of the pipe and open channel.

RESULTS

Ten-Year Design Storm

The diminished capacity of the pipe due to the debris results in an increase in water surface elevation north of Chestnut Street of 0.10 feet. As shown in Table 3 and 4, the 48-inch culvert could convey approximately 154 cfs. When the pipe size is decreased to 32 inches, the conveyed flow is decreased to approximately 68 cfs. The condition of this pipe is a contributing factor to the flooding in this area.

HEC-RAS Plan: Existing 10 Yr River: Silver Creek Reach: Eastern Reach 3 Profile: PF 1 Table 3 48" Culvert Capacity 4947 Culvert 1

Reach	River Sta	Profile	E.G. US (ft)	W.S. US (ft)	E.G. IC (ft)	E.G. OC (ft)	Min El Weir Flow (ft)	Q Culv Group (cfs)	Q Weir (cfs)	Delta WS (ft)	Culv Vel US (ft/s)	Culv Vel DS (ft/s)
Eastern Reach 3	5881 Culvert #1	PF 1	63.04	63.04	63.04	62.12	70.01	123.93		4.60	9.86	14.45
Eastern Reach 3	5881 Culvert #2	PF 1	63.04	63.04	63.04	62.12	70.01	123.93		4.60	9.86	14.45
Eastern Reach 3	5497 Culvert #1	PF 1	58.50	58.49	58.50	57.64	60.01	124.50		8.69	9.91	18.51
Eastern Reach 3	5497 Culvert #2	PF 1	58.50	58.49	58.50	57.64	60.01	124.50		8.69	9.91	18.51
Eastern Reach 3	4947 Culvert #1	PF 1	46.13	46.13	46.13	44.21	46.01	154.16	97.35	20.13	12.27	16.11

HEC-RAS Plan: Existing 10 Yr River: Silver Creek Reach: Eastern Reach 3 Profile: PF 1 Table 4 32" Culvert Capacity 4947 Culvert 1

Reach	River Sta	Profile	E.G. US (ft)	W.S. US (ft)	E.G. IC (ft)	E.G. OC (ft)	Min El Weir Flow (ft)	Q Culv Group (cfs)	Q Weir (cfs)	Delta WS (ft)	Culv Vel US (ft/s)	Culv Vel DS (ft/s)
Eastern Reach 3	5881 Culvert #1	PF 1	63.04	63.04	63.04	62.12	70.01	123.93		4.60	9.86	14.45
Eastern Reach 3	5881 Culvert #2	PF 1	63.04	63.04	63.04	62.12	70.01	123.93		4.60	9.86	14.45
Eastern Reach 3	5497 Culvert #1	PF 1	58.50	58.49	58.50	57.64	60.01	124.50		8.69	9.91	18.51
Eastern Reach 3	5497 Culvert #2	PF 1	58.50	58.49	58.50	57.64	60.01	124.50		8.69	9.91	18.51
Eastern Reach 3	4947 Culvert #1	PF 1	46.19	46.19	46.19	46.19	46.01	67.45	182.04	20.19	12.05	12.05

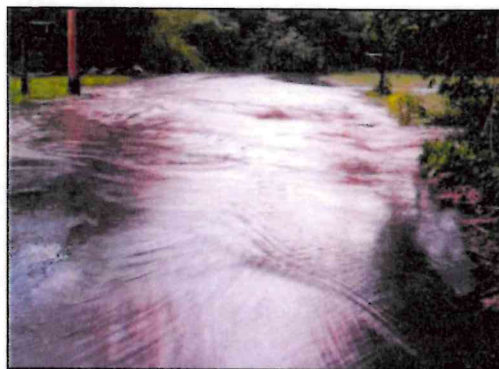
Problem Areas

Both the Hydrocad analysis and the HEC-RAS model identified several areas of particular concern, where the yields exceeded the existing pipe capacities and the areas require extensive attention. While these six (6) areas are by no means the only areas with flooding problems within the watershed, they have been identified as those most problematic, both from an analytical point as well as what was discussed at the Public Meeting.

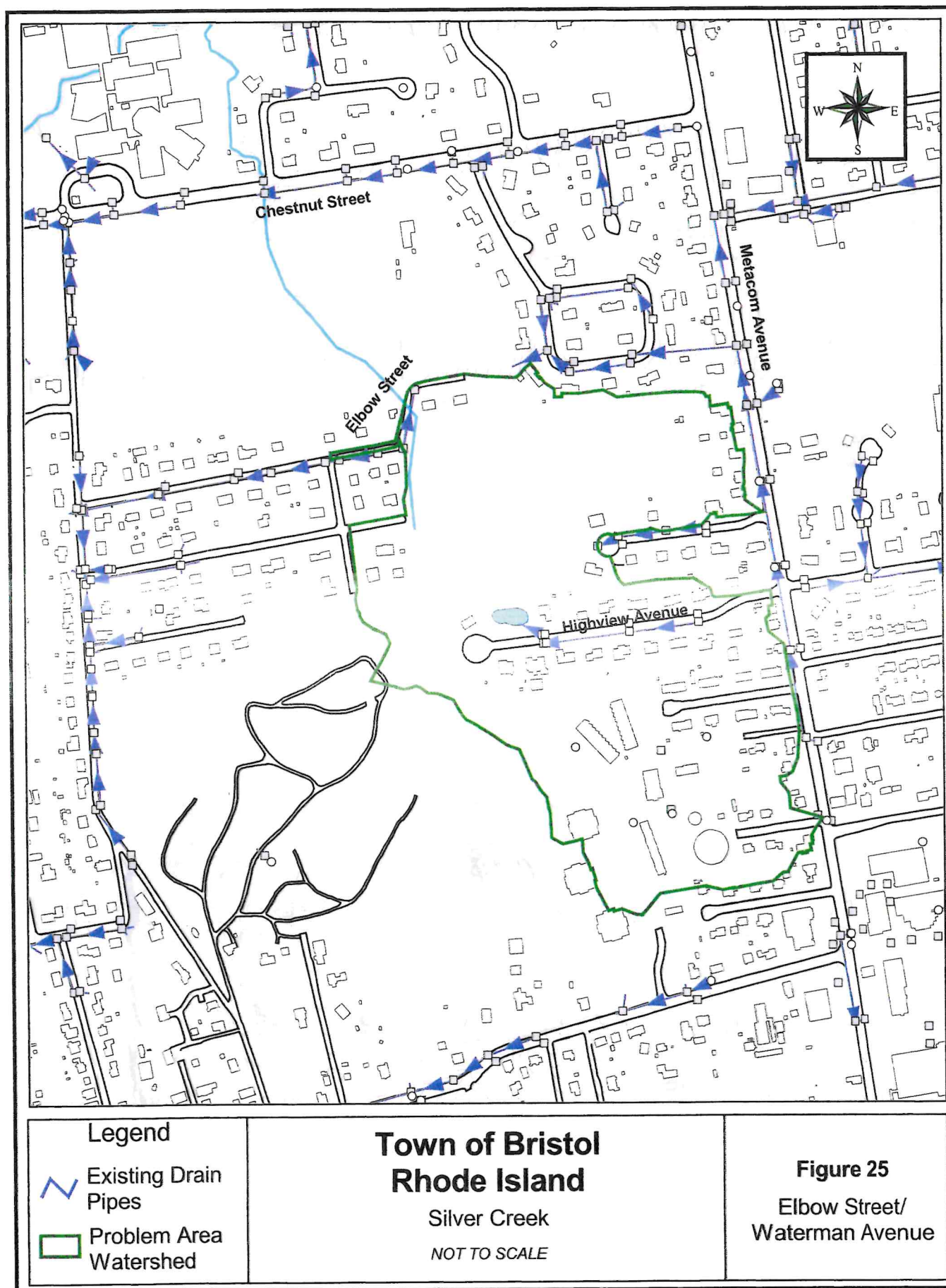
Area 1 – Elbow Street/Waterman Avenue

Existing Conditions

Elbow Street is an extension of Waterman Avenue, located east of Sherry Avenue. As shown in Figure 25, this 44-acre subwatershed area receives runoff from the south and east of Elbow Street, from Jane Lane, Highview Drive, Francesca Lane, Kennedy Court, Carr Lane and a portion of Hattie Brown Lane and King Street. A small detention pond was constructed at the end of Highview Drive. The pond was originally designed to retain the increase in runoff from the new subdivision only, and was not designed to detain the flows it is receiving from other areas upstream. This detention pond is discussed further in Area 4 – Highview Drive.



That issue aside, the runoff from the pond and other overland flow is directed to Elbow Street in a drainage channel, or as an intermittent stream, where it was designed to flow under Elbow Street to a wetland area north and west of the roadway. However, the existing 12" CMP under Elbow Street is crushed or collapsed, according to a report by Caputo and Wick, further reducing the capacity. The roadway is flat in this area, with a low point near the culvert. The stormwater runoff tops the roadway and flows across the pavement, as shown in the photographs.

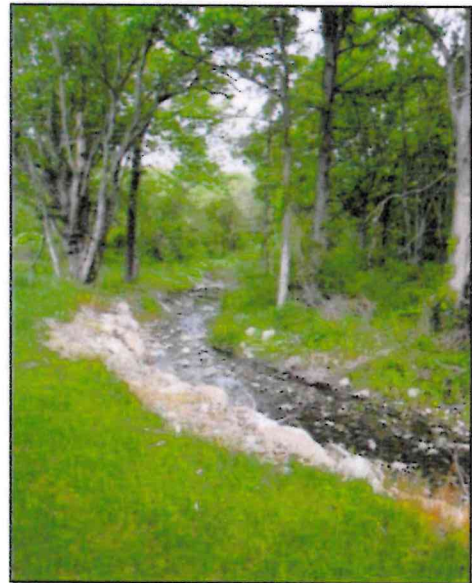


Inspection of the basins on Elbow Street revealed that there was silt and water in most of the structures. Our calculations show that the flow to this area in the 2-year storm is approximately 30 cfs, and 60 cfs for the 10-year storm. The collapsed pipe results in the stormwater overtopping the pavement and entering the wetland via a swale along the northwesterly side of the road. It should be noted here that information from the Caputo and Wick report was used in our calculations as the pipe and invert information was not available due to sediments in the structures.

The Town has recently advertised and awarded a contract to replace the existing 12" CMP pipe with a new 18" HDPE pipe and a new flared end section to capture the intermittent stream flowing from south to north. It is anticipated that this work will be completed in the Fall 2007. This pipe will increase the capacity and provide improvement during minor storm events. However, our calculations show that this area will remain subject to flooding during major storms without additional improvements.

Recommended Improvements

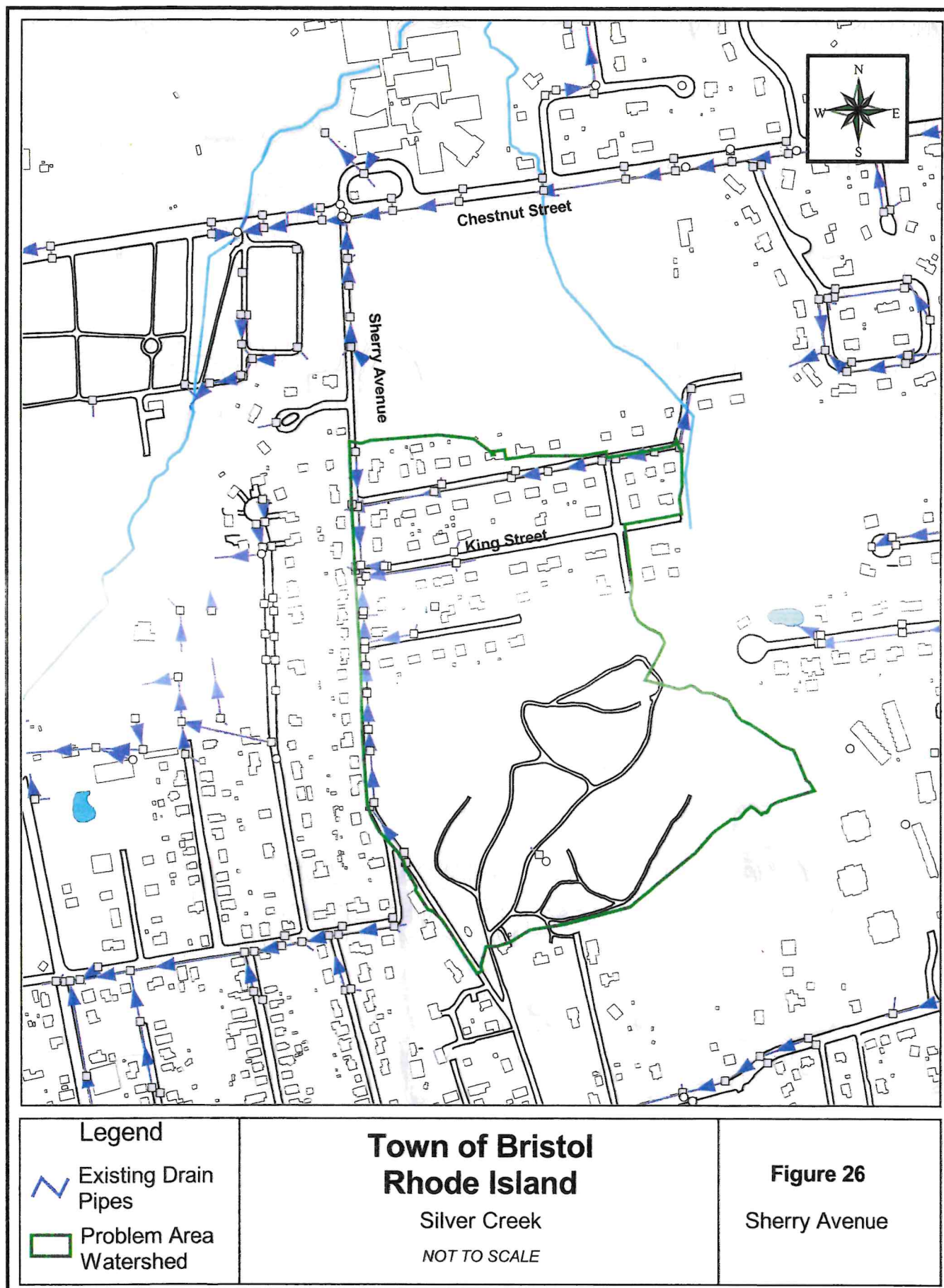
Because of the large rate of runoff generated from the areas east of Elbow Street, it is suggested that the Town attempt to identify possible property available for stormwater retention. Enlarging the existing detention pond on Highview Drive may alleviate some of the flooding downstream. Although the plans call for the existing 12" pipe to be replaced with an 18" HDPE pipe, our calculations indicate that 25 cfs is currently flowing across the pavement, and would require the capacity of a 30" pipe. This project should be considered a long-term goal as part of a complex upgrade of the drainage pipes from Elbow Street to Chestnut Street and through the cemetery.



Area 2 – Sherry Avenue

Existing Conditions

Sherry Avenue is a north-south roadway which provides an alternate route to Wood Street and the downtown area from Chestnut Street (See Figure 26). Located opposite Mount Hope High School, it borders the Saint Mary Cemetery to the west, and town-owned land to the north. The remaining length of the roadway, from Silver Creek Court south is residential. There is a closed drainage system in Sherry



Avenue, with approximately 500 feet of the roadway draining toward Chestnut Street. The remaining roadway collects flows from the closed drainage systems in King Street and Lugent Lane, and conveys the flow to Varnum Street via a 16" corrugated metal pipe in a prescriptive easement area. However, our calculations indicate that these pipes are undersized and the drainage



structures are ineffective in collecting the runoff, resulting in overtopping of Sherry Avenue flooding local properties and Varnum Avenue to the west. The existing outfall, west of Varnum Avenue, flows to a stone swale, which in turn flows through a manmade pond on the DaPonte property. Although it appears that the Elbow Street and Waterman Street drainage system would be connected to the closed drainage system in Sherry Avenue, because of the crushed pipe under Elbow Street, and pipes with negative slopes, our analysis shows that minimal (if any) runoff from Elbow Street reaches Sherry Avenue, and therefore, the 44-acre subwatershed area was analyzed separately using Hydraflow.

Our field inspections revealed that 21 of the drainage structures were filled with sediment, and one structure was filled with water. Many of the pipes do not have sufficient capacity to convey the 2-year storm. The result is that the stormwater runoff floods Sherry Avenue, and then runs down the hill to Varnum Avenue, and through private property before entering the east branch of the Silver Creek.

The photos illustrate the private pond on Mr. Seraphin DaPonte's property, under dry conditions and flooded conditions.



Proposed Improvements

It is recommended that the existing closed drainage system on Sherry Avenue be replaced with a new closed drainage system consisting of RCP and new precast concrete structures with oversized sumps. The existing 16" outfall pipe should be replaced with a 30" RCP to provide sufficient capacity in a 10-year storm to safely convey the runoff from Sherry Avenue through the existing easement area to the discharge point. A new BMP (i.e. Vortechs or similar structure) is recommended prior to the cross-country run to remove sediments. Although it would appear that we are increasing the flow to this outfall, the increase in runoff should be negligible as the flows currently reach this point via overland (flooded) flow, due to the steepness of the properties and the well-manicured lawns. The proposed state would result in reduced flooding of private property as well as reduced erosion and removal of sediment. In addition to the 450 linear feet of 30" RCP, approximately 570 LF of 24" RCP and 1,050 LF of 18" RCP would replace the existing undersized pipes in Sherry Avenue and intersecting sidestreets. The remaining 300 LF of 12" corrugated pipe would be replaced with 12" RCP at slopes sufficient to increase the capacity to accommodate the 10 year storm. New structures and grates would provide sufficient storage for sediments while reducing the depth of stormwater on the roadway surfaces. The outfall would be located so as to pose no flooding to private property, with discharge to the open waters of the Silver Creek.

It is also recommended that additional storage be provided within this subwatershed area to reduce the rate and volume of water flowing downstream toward the Silver Creek. Possible areas include the town-owned land east of Sherry Avenue, and land west of Varnum Street. This land, since it currently is not town-owned, would need to be purchased for this purpose.

We have reviewed the conceptual design to place two 48" pipes within the existing Right-of-Way from Lugent Lane to Chestnut Street, with a control structure to be constructed in Chestnut Street to restrict the flow and use the 48" pipes as storage. BETA believes this design would be more costly and would require additional maintenance. In addition to the costs and maintenance issues, sending more water to the Chestnut Street system even at a reduced rate, would increase the volume of water in this already over-capacity system, resulting in greater flows as the longer peaks from the Sherry Avenue system would coincide with the peak flows coming from the High School.

Area 3 – Perry Street

Existing Conditions

As shown in Figure 27, Perry Street receives runoff from approximately 28 acres, extending from Sherry Avenue to Monroe Avenue. The grades are extremely steep (in excess of 7%), with no curbing or berm to contain the runoff within the roadway, resulting in flooding and erosion of abutting properties. The closed drainage system is ineffective with grates incapable of intercepting but a fraction of the existing gutter flow. The pipes seem to be an older system that has been modified over the years, with larger pipes being added to smaller pipes downstream, creating restrictions and surcharging basins. Pipe materials include 6" asbestos cement (AC) pipe, 24" RCP, 15" CMP, 4" cast iron pipe, and 10" vitrified clay (VC) pipe. In one instance, the capacity of a pipe is approximately 2 cfs, although the runoff is in excess of 28 cfs.

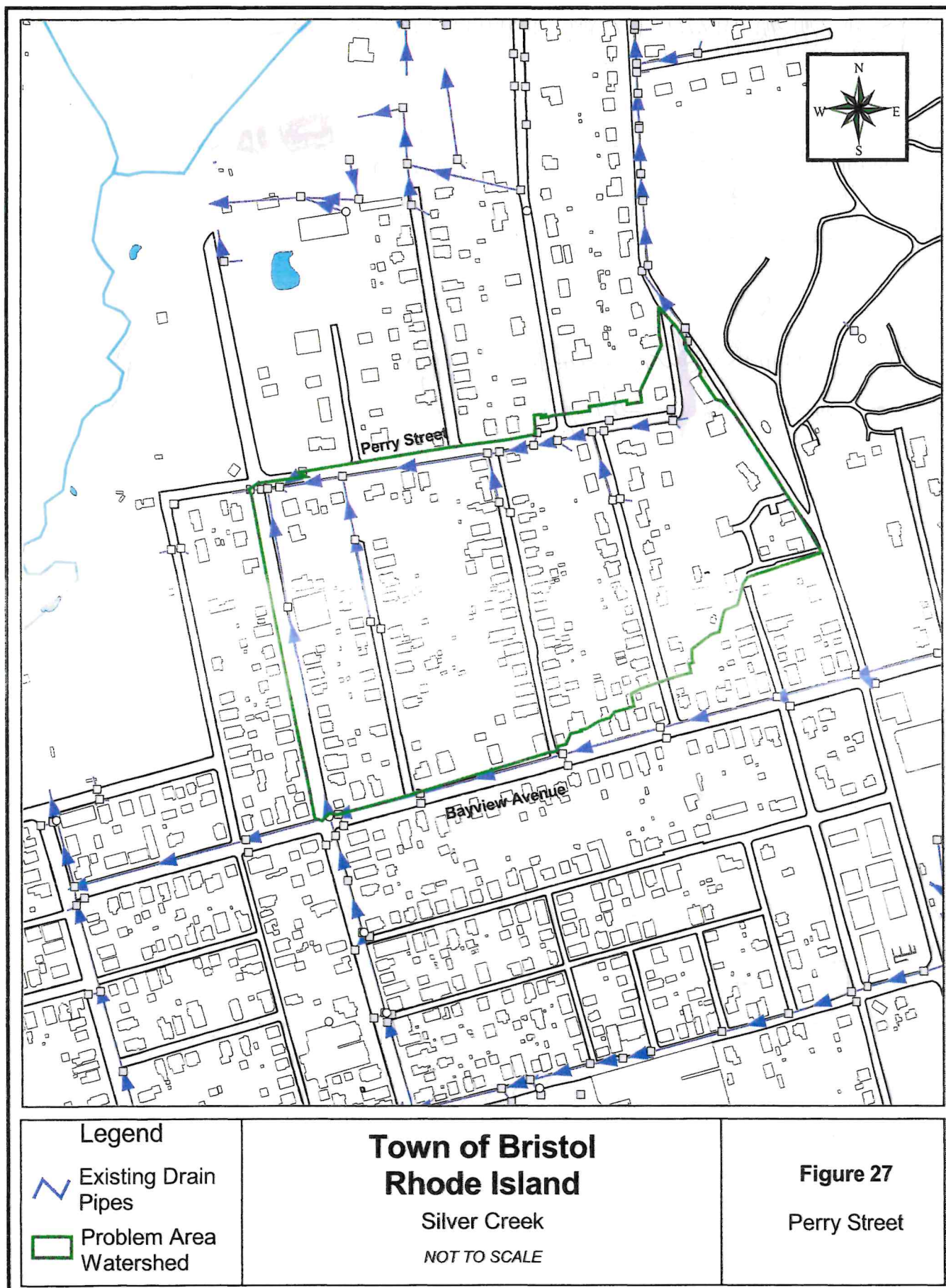
Proposed Improvements

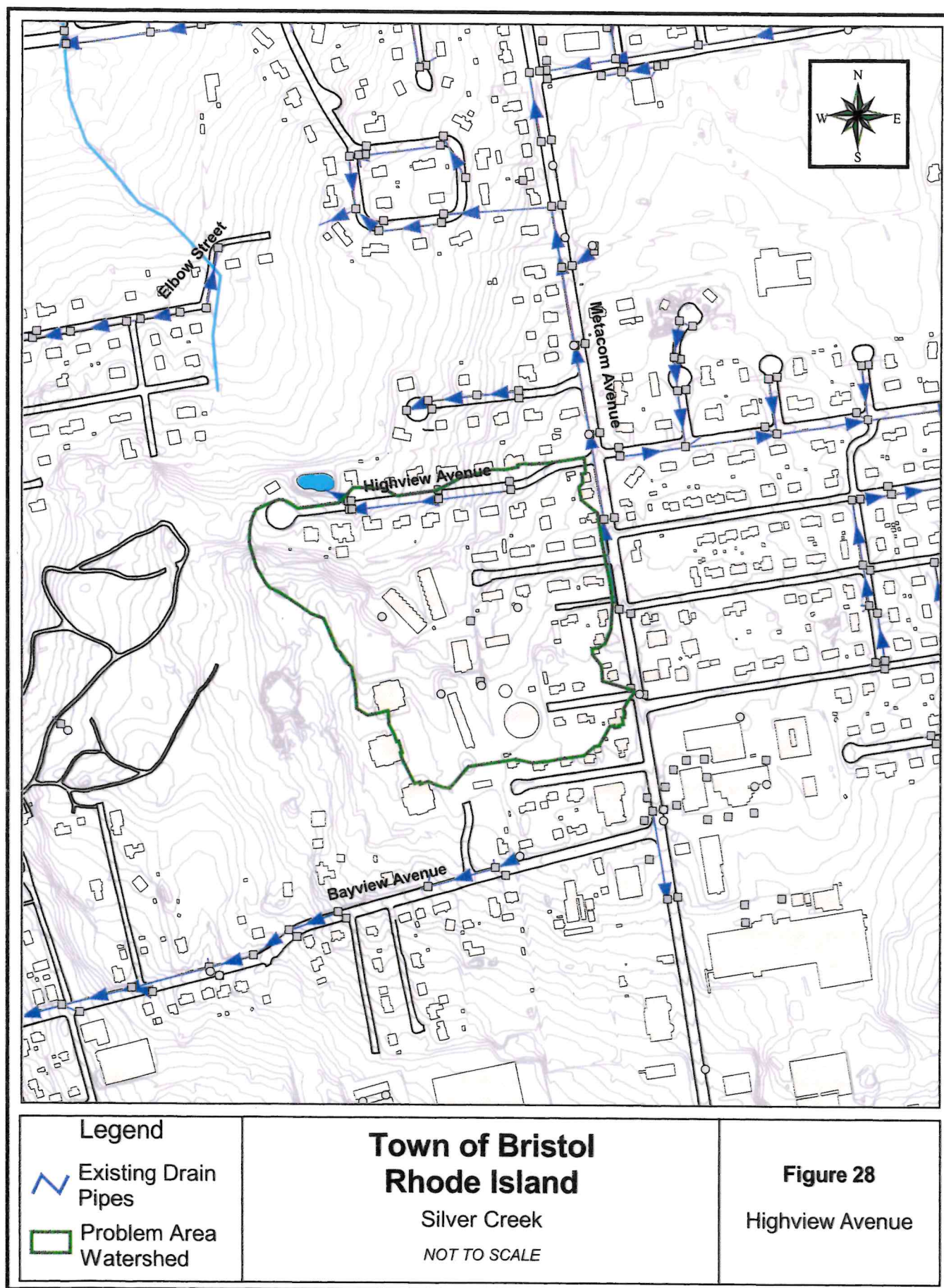
It is recommended that a new trunkline be installed on Perry Street, gradually increasing in size from an 18" pipe to the east, to a 30" RCP near the outfall at Monroe Avenue. The lateral pipes would be replaced, requiring 180 LF of 24" RCP, 770 LF of 18" RCP, and 300 LF of 12" RCP. New structures would be proposed incorporating high-capacity double grates where warranted on the steep grades and at low points. Bituminous berm or curbing is recommended along both sides of the roadway to channelize the flows and prevent flooding of adjacent properties. Catch basins would be located upstream of all intersections and crosswalks to minimize localized flooding. High capacity grates are needed to catch the flow, reducing the splash-over velocity due to the steepness of the roadway. As this is a residential area in close proximity to schools, an alternate grate to the RI standard high capacity grate could be selected which would not create a trip hazard.

Area 4 – Highview Drive

Existing Conditions

Highview Drive is located off Metacom Avenue south of Chestnut Street (See Figure 28). This area has been mentioned as requiring improvements. The existing drainage system in Highview Drive includes a closed drainage system which is connected to the swale from Kennedy Lane and Carr Lane. Our data collection program revealed that 7 of the 8 structures on Highview Drive contained silt, and one structure surcharges during storm events. The existing system was analyzed using Hydraflow and this activity was reproduced in the model. The open channel flow from Carr Lane enters the closed drainage system via an 18" HDPE flared end section, with the connecting pipe at a 5% slope. This water rushes into the





closed drainage system increasing the hydraulic grade line and surcharging the system. One pipe is under capacity for the 2 and 10 year storms, while two pipes are under capacity for the 10 year storms.

A detention pond exists at the end of Highview Drive and there have been some misconceptions about the pond including that the pond is not operating properly, and modifications have been performed on the northern wall of the pond. The pond has not been properly maintained, and the overgrown vegetation obstructed the inspection of the northern wall of the basin. The basin was cleaned by the Town during the week of July 16, 2007, removing accumulated silts and vegetation from the interior of the basin. Although it was first thought to have been modified, and not effective in the retention of runoff from this closed drainage system, a visual inspection of the basin revealed that it has not been modified by man; however, approximately 24" caliper trees are growing inside the detention pond. These trees are removing a portion of the storage volume.

An assessment of the design calculations, including a review of the inlet and outlet structures, indicates that in the original design, the pond was sized to mitigate the increase in runoff, but was not sized to hold the total volume of runoff which flows into the structure during the 2, 10 and 50 year storms. The runoff from the areas south of the detention pond was designed to pass through the detention pond. BETA analyzed the basin and the calculations and determined that the decrease in storage volume results in the pond overtopping, flooding out downstream properties (Elbow Street). A more detailed review of the basin, including a survey of the existing contours and inlet and outlet structures, would reveal the extent of the decrease in storage volume from the trees.

Proposed Improvements

It is recommended that the velocity of the flow from Carr Lane be reduced by increasing the pipe diameter and reducing the slope of the pipe from 5% to 1.25%. Other minor modifications include increasing one pipe from a 12" CMP to an 18" RCP, and changing the slope of a 24" pipe to increase the capacity.

As noted in the discussion of Elbow Street, it is recommended that the detention pond be reviewed to see if the size can be increased to retain or detain the volume of water which is directed to it from areas to the south. This will have a positive impact on properties downstream.

*Area 5 – Jane Lane**Existing Conditions*

As shown in Figure 29, Jane Lane is a looped roadway servicing approximately 20 homes off of Chestnut Street. The closed drainage system in Jane Lane is connected to the drainage system in Metacom Avenue (a State highway) via an 18" corrugated metal pipe. The flows from Metacom Avenue exceeds the pipe capacity for the 10 year storm by approximately 10%, yet the pipes in Jane Lane and connecting to Chestnut Street are insufficient to handle the 2 year storm, causing flooding within the subdivision. Also, our field inspections noted sump pumps connected to the catch basins with algae growth, indicating a chronic problem.

Proposed Improvements

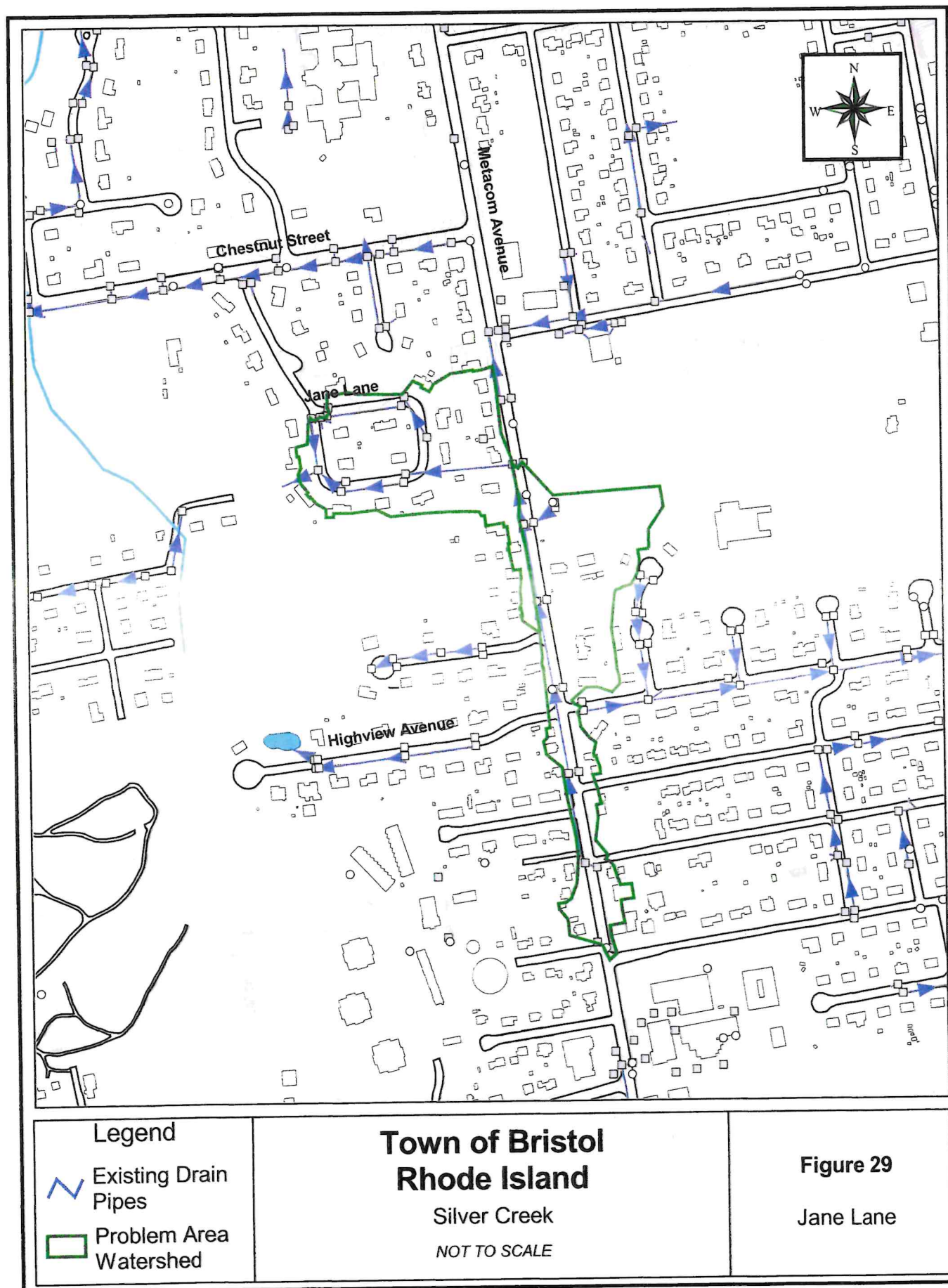
It is recommended that the pipes from Metacom Avenue be video-inspected to identify possible collapse of the CMP. It is recommended that the 18" CMP be replaced with an 18" RCP, which would provide increased capacity and structural soundness. Other pipes within the roadway should be upgraded to 18" RCP, and the outlet pipe discharging to the wetland east of Elbow Street should be a 24" RCP. These improvements should alleviate the flooding in this immediate area.

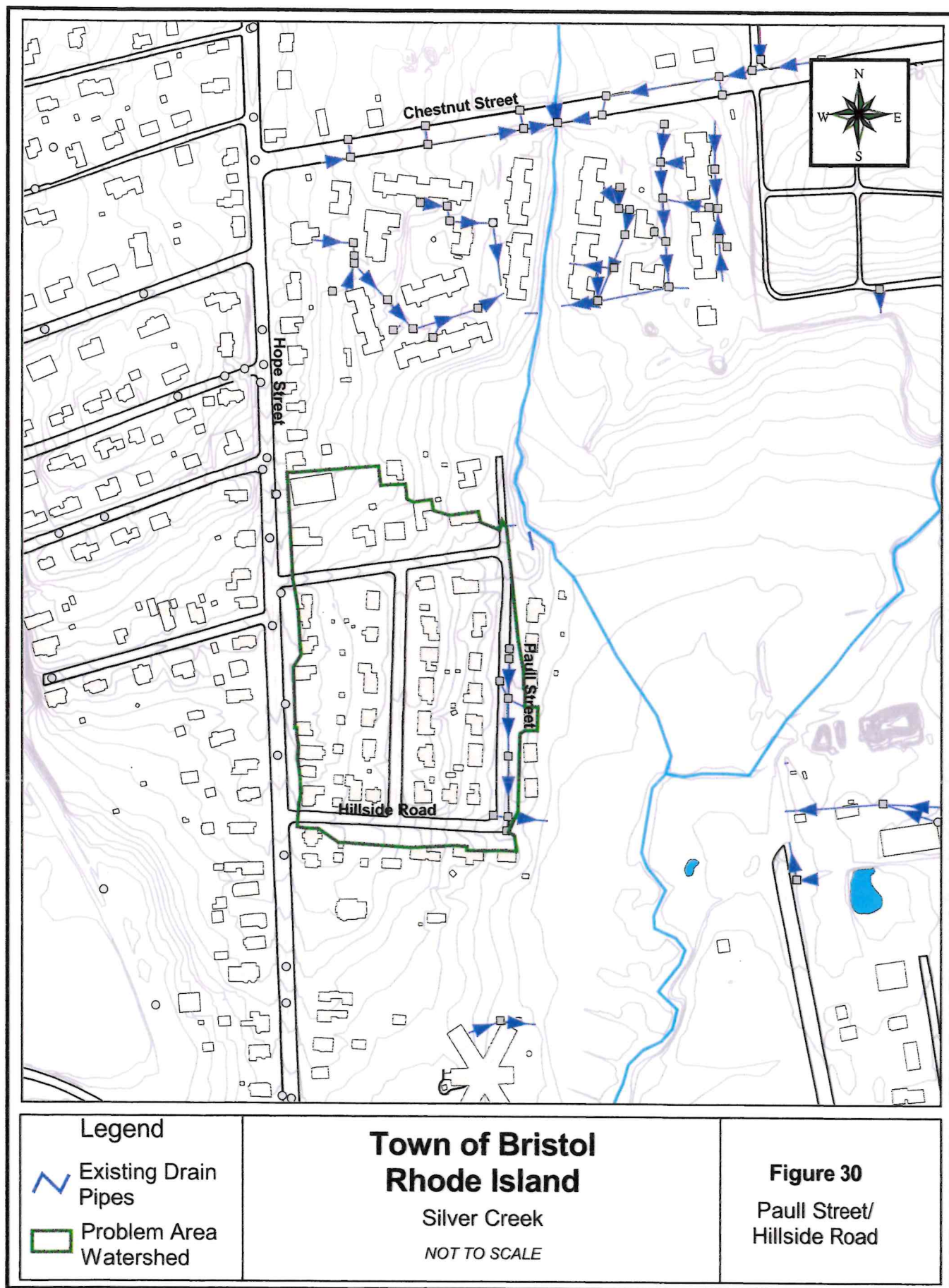
*Area 6 – Paull Street/Hillside Road**Existing Conditions*

This area is different from the other areas in that it is located adjacent to the Silver Creek wetlands area, and is located within an "AE Zone" as shown on the Flood Insurance Rate Map (FIRM) No. 44001C0014G. The roadways are located within a Special Flood Hazard Area, commonly referred to as the 100-year floodplain. As shown in Figure 30, there is an existing closed drainage system within the roadways consisting of approximately eight (8) catch basins, with several pipes undersized for the 2-year storm. Several of the basins are filled with silt, resulting in roadway flooding. Also, during storms, the Silver Creek and associated wetlands encroaches on the yards of the properties along Paull Street, particularly during periods of high tide when the water cannot flow out to the harbor.

Proposed Improvements

Cleaning and/or upgrading the pipes and catch basins within the roadways will reduce the roadway flooding somewhat, however, in order to alleviate the flooding from the east, additional flood storage area must be created either through dredging of the creek and marsh areas, or by constructing large retention areas in the upper reaches of the watershed.





Additional Problem Areas

At the October 17 workshop, a resident from the area north of Perry Street, and west of Varnum Street noted a problem that had not previously been identified: This area is at the base of a very steep grade. Several of the roadways do not have catch basins in them, and the runoff flows down the hill via private property, at a high velocity. When the runoff reaches the bottom of the hill, where the ground is relatively flat prior to entering the creek, water accumulates and ponds in the roadway and on lawns. A review of the plans and a site visit resulted in the recommendation of placing new pipes and catch basins within the roadways, including Varnum Street, Baker Street and Jones Street. These pipes could be tied into the upgraded system proposed for Perry Street, as described in the report.

*Silver Creek**Proposed Improvements*

As the study progressed, it became increasingly clear that the solutions to reducing flooding associated with the Silver Creek would be complex. The 1,250 acre watershed was separated into 45 subwatershed areas for purposes of analysis, and the aerial mapping provided contour data to enable us to develop approximate cross sections of the creek from the outlet at Hope Street, up to the farthest reaches of the stream channels south of Tupelo Street. The storm water model identified areas where the open channel overtops roadways such as Gooding Avenue, Chestnut Street, and Hope Street near Washington Street. These restrictions upstream create localized flooding, however, if the restrictions were removed, downstream neighborhoods would receive stormwater runoff at a much quicker rate, increasing flooding associated with the tides and expanding the flood zones farther into the neighborhoods.

It is recommended that additional storage be constructed, particularly upstream of the local areas currently experiencing flooding, and on other vacant land, to retain stormwater runoff until the peak flows have safely passed and/or until the high tide period has passed. Possible locations include along Gooding Avenue, Naomi Street, within the Mount Hope High School campus, or within the Benjamin Church property. Enlarging existing detention ponds should also be considered at locations where it has been determined that doing so would reduce downstream flows.

Another means of increasing flood storage throughout the watershed is to remove and properly dispose of materials that have been dumped in wooded areas near outfalls. While signs are posted at several

locations where roadways dead-end near the stream and associated wetlands, this illegal activity continues, with the dumping of grass clippings, leaves, small trees and other organic materials. Removing this fill and re-establishing the outfalls with proper erosion controls (i.e. riprap) would enable local drainage systems to function better while reducing the sediments entering the drainage system.

Dredging the open waters section of the creek, from Hope Street to the point where the two branches converge behind Paull Street would provide additional storage, and allow for further salt water intrusion into the area, re-establishing the marsh and killing off the invasive fresh-water plants. This project would require an Assent from the CRMC, and would be a costly undertaking, but would have the greatest impact on the flooding problems experienced throughout the watershed.

The primary restriction identified through the model and the connection of individual closed drainage systems is related to the 48" corrugated metal pipe through the middle of the cemetery. The existing pipe has corroded, and the pipes under Chestnut Street are one-third filled with large rocks, most likely from displaced riprap upstream, reducing the capacity, and creating a restriction of the flows coming toward Chestnut Street from the high school and Gooding Avenue to the north, and Elbow Street to the east.

This would require a major undertaking, to replace the existing 48" corrugated metal pipe through the cemetery with 2-48" RCP pipes, or a concrete box culvert of sufficient capacity to convey the 100-year storm. Since upgrading the pipes under the high school is not a feasible option, a new pipe should be constructed in Chestnut Street to intercept the flow from the Elbow Street area, eliminating the crossing under Chestnut Street east of the high school. This will reduce the flow to the wetland behind the high school and reduce the flows through the high school property. Picking up the flow at Chestnut Street and carrying it down to the cemetery pipe would allow for additional pipes to be constructed under Elbow Street, to alleviate flooding during the major storm events without adverse effects downstream. This project would be a major undertaking, requiring permitting with CRMC and RIDEM, but would have the greatest impact on the watershed.

The other project which would also result in tangible improvements to the area would be to upgrade the pipes on Sherry Avenue and the intersecting sidestreets to convey the 10 year storm to a suitable discharge point where the outfall does not flood private properties. Intercepting the flow on Sherry would relieve the flow of surface water onto the St. Mary Cemetery property as well.

RECOMMENDATIONS

1. The Town should develop a Capital Improvements Plan to upgrade drainage systems within the Silver Creek Watershed that are currently under capacity. These pipes should be capable of carrying the runoff from at least a 10-year storm with no surcharge or overtopping of local roadways. Also as part of this Capital Improvement Plan, new detention/retention ponds should be constructed where practical to reduce flows downstream and increase flood storage throughout the watershed. Care must be taken when determining the order in which the improvements occur to make sure areas downstream have sufficient capacity to convey the increased runoff without damage to properties downstream.
2. Many of the problems identified in the easterly portion of the watershed are associated with runoff received from Metacom Avenue. As this is a State highway, the Town should approach RIDOT to try to get them to participate in the upgrading of several of these closed drainage systems to reduce flooding on local streets.
3. The Town should actively enforce the "No Dumping" policy at all areas within the Silver Creek Watershed. Residents should be made aware of this policy, including the ramifications of illegal dumping from both an environmental standpoint as well as from the enforcement angle. This education can be accomplished through the Public Meeting process as well as through local newspapers, flyers, etc.
4. The Town should implement Best Management Practices (BMPs) at the municipal discharges to reduce sediment loading into the channel. The suggested BMPs to reduce sediment, also known as total suspended solids (TSS) would be swirl concentrators, such as a Vortech® System. These systems have proven to reduce a net annual target of 80% TSS, if designed and sized properly, and maintained.
5. The Town should undertake a project to dredge the lower open water sections of the Silver Creek, to re-establish the salt marsh and increase available flood storage. This would allow for the large flows due to storms to flow out to Bristol Harbor more efficiently, resulting in a better eco-environment for the marsh and reduced flooding for property owners.

Cost Estimates

BETA has prepared preliminary cost estimates for the projects requiring replacement/installation of pipes or BMPs. Detailed breakdowns are included in the Appendix.

Sherry Avenue: Replace existing storm drains with pipes and drainage structures with capacity to convey the 10 year storm, with Vortechs : \$675,000.

Perry Street: Install bituminous berm along pavement edge, replace existing drainage system with new pipes and catch basins, and incorporate high capacity grates: \$550,000.

Highview Drive: Minor modifications to the existing closed drainage system, and possible increase in size of the existing drainage pond: \$100,000.

Jane Lane: Replace selected pipes to increase capacity: \$150,000.

Paul Street: Upgrade selected pipes: \$120,000.

Chestnut Street: Install new 48" pipe in Chestnut Street, and replace existing 48" pipe with box culvert through cemetery: \$1.1 million

Elbow Street: Install new pipes and erosion control, to be installed as same project as Chestnut Street: \$80,000.

Other recommendations that should be implemented as part of the annual maintenance of stormwater facilities include catch basin cleaning, removal of sediments from channels, and removal of dumped organic materials (i.e. grass clippings, trees, etc.). These are acceptable maintenance activities that do not require permits from RIDEM or CRMC, and will increase available storage and extend the life of the existing systems while improving water quality.



NOTICE OF PUBLIC HEARING

Tuesday, January 23, 2024, at 5:00 pm
450 Child Street, Boardroom, Warren, RI

The Bristol County Water Authority hereby gives notice that on January 23, 2024, at 5:00 p.m. it will hold a public hearing at which time the public is invited for comment on a proposed amendment to the Bristol County Water Authority's rates, fees and charges. A Powerpoint presentation will be available at www.bcwari.com. Please note that after receiving public comment at the public hearing, the Bristol County Water Authority's Board of Directors will consider, and vote on this proposal, at its meeting on January 23, 2024, at 5:30 p.m.

AGENDA

1. Proposed Water Rate Increase

A Board Meeting will follow at which time action will be taken. Notice with agenda to be posted.

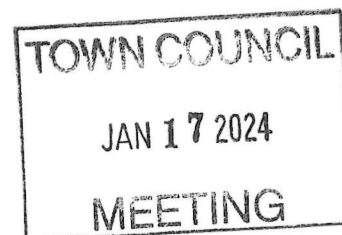
Individuals requesting interpreter services for the hearing impaired must notify the Bristol County Water Authority not less than 48 hours in advance of the meeting. 401-245-2022 (voice) or via RI Relay 1-800-745-5555 (TTY).

Agenda Posted 1/3/2024

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

Agenda Sent Via Email 1/3/2024 for Posting on Public Bulletin Boards

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



Town of Bristol, RI

10 Court Street, Bristol, RI 02809

(401) 253-7000



DATE: January 9, 2024

TO: Honorable Town Council

FROM: Sara R. Hassell, Treasurer

RE: Update on Energy Contract

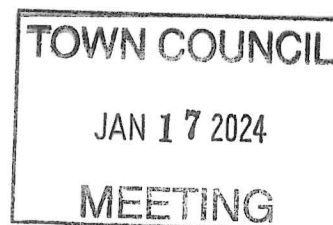
CC: Steven Contente, Town Administrator

SL 1-9-24

2024 JAN 10 AM 9:13

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The Administration and Finance Department would like to inform the Council that the Town's energy contract has been signed with First Point Power, LLC. First Point Power was recommended through Best Practice Energy's consulting, also having the lowest bid amount. With recent rates of 10-11 cents, we are pleased to report the contract was signed at .09 cents. Attached is the signed agreement.





RHODE ISLAND - LARGE C&I
REGISTRATION # PUC D-96-6

ELECTRICITY SALES AGREEMENT

Date: 12/8/2023

Marketer Name: Best Practice Energy

This Electricity Sales Agreement ("ESA") is, upon execution, a legally binding contract between Town of Bristol RI ("Customer") and **First Point Power, LLC ("FPP")**, a nonregulated power producer registered by the RI DPUC, and it shall incorporate Attachment A - Accounts and be subject to the Terms of Service between FPP and Customer (collectively the "Agreement"). The Terms "FPP," "Our," "Us," and "We" refer to First Point Power, LLC and "You" and "Your" refer to Customer. "Party" means either Customer or First Point Power, LLC, and "Parties" means both Customer and First Point Power, LLC. Capitalized terms have the meanings set out in the Terms and Conditions unless the context clearly requires otherwise. The Agreement is not valid until fully executed by both Parties.

1. NOTICES.

If to Customer:

Attn: Sara Hassell

Address: 10 Court Street

Address 2:

City: Bristol

State: RI Zip: 02809

Email (required): shassell@bristolri.gov

Phone: 401-253-7000

If to FPP:

Attn: Customer Care

First Point Power, LLC

2000 Chapel View Blvd., Ste. 450

Cranston, RI 02920

Email: CustomerCare@firstpointpower.com

Phone: (888) 875-1711

2. **PRODUCT INFORMATION.** For each billing cycle during the Term, You agree to pay Us, in accordance with the terms of this Agreement the sum of the following:
- The **Load Following Hedge Charge**, which shall equal the sum over all applicable hours of (metered KWH) x (LF Hedge Price) pursuant to the billing determinants as defined in the table below; plus
 - The **Variable Energy Charge**, which shall equal the sum over all applicable hours of ((metered KWH)_h x (LDC Line Loss Factor) x (Day Ahead Market Locational Marginal Price for the Buyer's Load Zone)_h), where h is each applicable hour of a calendar month; plus
 - The **Fixed Energy Charge ("Contract Price")**, which shall include all capacity, ISO-NE ancillary, and renewable portfolio standard costs and shall equal (metered KWH) x \$ 0.0340 per KWH; 0.09656 for first 11 months

MRD Begin	MRD End	LF Hedge	LF Hedge Price
December 2023	November 2024	100%	\$61.67/MWH

3. **BILLING TYPE.** The billing type is DUAL (LDC for first 11 months @0.09656/MWH)

4. **TERM.** The Start Date is 12/2023 (mm/yyyy) and the End Date is 12/2026 (mm/yyyy). FPP agrees to sell You, and You agree to buy from FPP, the full quantity of electricity delivered by FPP for each Account, as measured or estimated by the LDC, for the Term and, if applicable, Automatic Extension Term, as defined in the Terms and Conditions.

5. **AGREEMENT EXECUTION AND EFFECTIVENESS.** Each Party represents and warrants that it has the necessary legal authority and/or corporate authority to enter into this Agreement and to perform each duty and obligation imposed by the Agreement. Each Party represents that each individual affixing a signature to this Agreement has been duly authorized to execute this Agreement on behalf of the Party that he or she represents; that by signing the Agreement, a valid, binding, and enforceable legal obligation of the Party has been created; and that he, she, or it has made an independent decision to enter into the Agreement and as to whether this Agreement is appropriate or proper based upon his, her, or its own judgment and is capable of assuming and prepared to assume such risks.

By:

Customer: Town of Bristol RI

Signatory Name: STEVEN CUNTERA

Signature: [Signature]

Title: TOWN ADMINISTRATOR

Date: 12-8-23

By:

Supplier Name: First Point Power, LLC

Signatory Name: Peter Schieffelin

Signature: [Signature]

Title: CEO

Date: 12/8/2023



TERMS AND CONDITIONS

1. DEFINITIONS. The electricity account(s) in the Agreement are referred to herein individually as an "Account" and collectively as the "Account(s)." "Change in Law" means any new Laws, rules, regulations, filed tariffs, orders, or any change, modification, or change in interpretation or application of any Laws, rules, regulations, filed tariffs, or orders (including but not limited to changes to rates, formula rate calculations, inputs, percentages, forecasts, or variables) issued by any applicable federal or state regulatory authority, applicable regional transmission organization ("RTO"), or independent system operator ("ISO"). "Commercial Account" means an Account classified by the RI DPUC or applicable LDC tariffs as not residential, which may include individual "mixed meter" accounts that are metered as residential or small commercial but that are incidental to a commercial account. "ESA" means the Electricity Sales Agreement executed under this Agreement. "ETF" means that an early termination fee may be assessed under this Agreement. "Financial Assurance" means (a) collateral, in the form of either cash, a guarantee, an increase in the amount of guarantee currently held by FPP guaranteeing Customer's obligations under this Agreement, letter(s) of credit, or other security acceptable to FPP, in an amount acceptable to FPP; (b) FPP requiring prepayment from Customer for electric service provided under this Agreement, with terms to be determined by FPP in its sole discretion; or (c) FPP requiring an accelerated payment schedule with terms to be determined by FPP in its sole discretion. "Historic KWH Usage" means Your KWH usage in the 12 months immediately preceding the date of this Agreement. "ISO" means the independent system operator or regional transmission organization responsible for the service territory governing an electricity account or any successor or replacement entity. "ISO Fuel Security Costs" means any costs associated with ISO's cost-of-service mechanism to ensure fuel security as initially approved by FERC in Docket ER18-2364 on 12/3/2018 and as modified thereafter. "ISO Inventoried Energy Costs" means any costs associated with ISO's inventoried energy program as initially filed with FERC in Docket ER19-1428 on 3/25/2019 and as modified thereafter. "KWH" means the amount of electrical energy (expressed in kilowatt hours) purchased by You under the terms of this Agreement. "Laws" means any law, rule, order, regulation, ordinance, statute, judicial decision, administrative order, ISO business practice or protocol, LDC tariff, ISO tariff, rule of any commission or jurisdiction in the state in which an Account is located, or rule by the Federal Energy Regulatory Commission. "LDC" means the Account's local electricity distribution company. "Non-Indexed Variable Rate" is a non-indexed rate that may fluctuate each month and that has no cap or limit in its variation month to month. "Residential Account" means an Account classified by the RI DPUC or applicable LDC tariffs as residential and that is not a "mixed meter" incidental to a commercial account. "RI DPUC" means the Rhode Island Division of Public Utilities and Carriers.

2. BILLING AND PAYMENT. If We bill You through the LDC consolidated billing program ("LDC Consolidated"), payment is due in accordance with the LDC's rules, and in the event Your LDC does not accept payment or the Account(s) are terminated, suspended, or withdrawn from the billing program, We, at Our sole option, may (a) bill You separately for the electric supply You receive from Us, including any applicable charges, or (b) terminate this Agreement as to some or all of the Account(s) and switch such Account(s) to Your LDC's standard service, whether default service or otherwise. If We bill You separately ("Dual Billing") for Our charges, payment is due within fifteen (15) days of the date on the invoice, and if payment is not received within such fifteen (15)-day period, it is considered late. For Dual Billing, late payments or partial payment balances will be subject to a late fee of 2.00% per month or the maximum rate allowable by law, whichever is less. Under LDC Consolidated, a late-payment charge will be assessed at the same rate and in the same manner as Your LDC applies late payment charges to its unpaid charges. You shall reimburse FPP for any costs We incur in collecting monies owed to Us by You, including but not limited to attorneys' fees, expenses, and court costs. You are still responsible for paying all applicable taxes and all applicable LDC

charges, including but not limited to transmission and distribution charges. We shall charge, and You shall be responsible for, any applicable taxes unless and until You provide Us proper and complete proof of tax-exempt status. We do not offer budget billing. You may contact Your LDC using the contact information provided in Section 11 for information on the LDC's budget billing offerings.

3. CUSTOMER PARAMETERS. The Contract Price specified in the Agreement is conditioned on Your representation (a) that You do not own or utilize any on-site generation or renewable energy, including but not limited to energy storage capabilities, waste-to-energy, solar power, co-generation, and wind power ("On-Site Generation"); and (b) there will not be a Customer Change, defined as a material change in (i) Your KWH usage during this Agreement compared to Your Historic KWH Usage or (ii) the characteristics of any or all the Accounts. If during this Agreement You intend to install On-site Generation or You expect there to be a Customer Change, You agree to provide Us at least forty-five (45) days' written notice. You acknowledge and understand that any use by You of On-site Generation and/or any Customer Change, determined solely by Us, in a commercially reasonable manner, without Our prior written consent, is in material breach of this Agreement. In the event of a default pursuant to this Section, We reserve the right to (c) terminate this Agreement and invoice You the ETF, (d) issue You a separate monthly invoice for the economic effects of the foregoing, (e) change Your rate for the remainder of the Term to a rate that covers the economic effects of the foregoing; or (f) list such costs as a separate line item on Your monthly invoice.

4. TERM AND EXPIRATION. The Term for each Account shall begin when the Account is enrolled on FPP's service, and the exact enrollment date for each Account is determined by Your LDC's enrollment procedures. We will attempt to enroll each Account on its regularly scheduled meter-read date on or after the first day of the month in the Start Date. The Term for each Account shall end coincident with the first regularly scheduled meter-read date on or after the first day of the month in the End Date. We shall not be held liable if the actual enrollment date or effective cancellation date for any Account is not exactly consistent with its LDC meter-read date for the Account. We shall employ Our best efforts to enroll each Account at the start of the Term, and You shall employ Your best efforts to cooperate with Our efforts to enroll each Account, including, but not limited to, Your providing Us with a copy of an electricity bill prepared by Your LDC for each Account within the fifty (50) days before Our request. We shall not be held liable for not enrolling any Account if such failure was due to any cause beyond Our control. IF FOLLOWING TERMINATION OF THIS AGREEMENT OR CONCLUSION OF THE TERM (WHETHER IN WHOLE OR IN PART), FOR ANY REASON, SOME OR ALL OF THE ACCOUNT(S) REMAIN ON OUR SERVICE, WE MAY CONTINUE TO SERVICE SUCH ACCOUNT(S) ON OUR MONTH-TO-MONTH NON-INDEXED VARIABLE RATE ("AUTOMATIC EXTENSION TERM"). Either Party may choose to terminate any Account during the Automatic Extension Term at any time, within its discretion, and You shall provide Us written notice of any such request You have, at which time We will drop each Account as of the next available scheduled LDC meter-read date to the then-applicable tariff service, whether default service or otherwise. We shall not be held liable for not dropping any Account if such failure was due to any cause beyond Our control.

5. EARLY TERMINATION FEE. The Early Termination Fee (ETF) for each Account shall be calculated solely by Us, in a commercially reasonable manner, as the positive dollar amount, if any, of [the Contract Price less the market price of serving the Account for the remainder of the Term from its effective date of termination] multiplied by [Your expected KWH use for the remainder of the Term from the effective date of termination for the Account (based on Your Historic KWH Usage or Our commercially reasonable forecast)]. In addition to any ETF, You shall reimburse Us for any costs We incur in collecting amounts You owe under this Agreement, including but not limited to attorneys' fees, expenses, and court costs.



TERMS AND CONDITIONS

You are still responsible for paying Us any amounts due and owing whether invoiced or not.

6. TERMINATION BY CUSTOMER. You may terminate this Agreement, in whole or as relating to any single Account that is included in this Agreement, by providing thirty (30) days' written notice to FPP setting forth the reasons for such termination. In the event that You terminate this Agreement before the conclusion of the Term, You shall pay the applicable ETF to Us. You may terminate this Agreement before the conclusion of the Term without paying an ETF if We are in default of any of Our material obligations under this Agreement, You provide Us written notice of such default, and such default continues for forty-five (45) days after We receive written notice from You. You shall remain responsible for payment of all outstanding and undisputed charges for electricity delivered and service rendered before the effective date of termination of this Agreement.

7. TERMINATION BY FPP. FPP reserves the right to terminate service under this Agreement and invoice you the ETF if You default under this Agreement. You are in default if You (a) fail to pay Us all amounts due within twenty (20) days of the date on the invoice ("Nonpayment"); (b) have made or make any warranty or representation to FPP that is, at any applicable time, false or misleading; (c)(i) make an assignment for the benefit of creditors, (ii) file a petition or otherwise authorize the commencement of a proceeding under the Bankruptcy Code or similar law for protection of creditors, or have such petition filed against You, (iii) otherwise become bankrupt or insolvent, or (iv) are unable to pay Your debts as they fall due; (d) fail to provide Us with Financial Assurance under Section 12, Assurances; (e) enter into a merger with, or sell all or substantially all of Your assets to, another entity that fails to assume Your obligations under this Agreement; (f) are in any other material default of any of Your obligations under this Agreement; (g) have, on two or more occasions, defaulted during this Agreement without the prior written consent of FPP, regardless of whether such default was remedied or not; or (h) have been removed from LDC Consolidated for any reason. We shall provide You written notice if You default under this Agreement, at which time You have fifteen (15) days to remedy such default. FPP may cancel this Agreement even if a breach under this section is cured by the Customer. If this Agreement is terminated pursuant to Section 3 or if there is a Change in Law, FPP may, in its sole discretion, cancel this Agreement after providing You at least ten (10) days' written notice.

8. INFORMATION AUTHORIZATION. You authorize Us to obtain and review information regarding Your credit history, including but not limited to information on file with credit-reporting agencies or otherwise. You authorize Us to obtain and review information pertaining to the Account(s) from the LDC, which includes but is not limited to electricity account number, phone number, address, meter-read dates, service data, rate-class data, electric consumption history, billing determinants, and payment history. You authorize Us to obtain copies of current and historical electric bills pertaining to the Account(s) directly from the LDC for a period of up to six (6) months after the Term or Automatic Extension Term, whichever is greater, and We may use such information to determine whether to begin or to continue to provide You with energy supply service and to bill and collect monies owed to Us. You authorize Us to obtain copies of tax-exempt forms pertaining to the Account(s) directly from the LDC for a period of up to thirty-six (36) months after the Term or Automatic Extension Term, whichever is greater. Both Parties will keep all information regarding this Agreement and the other Party confidential; provided, however We may share some information with our sales partners including, but not limited to meter-read dates, payment history, and electric consumption history.

9. ASSIGNMENT. This Agreement shall extend to and be binding upon Our respective successors and permitted assignees; provided, however, that You may not assign this Agreement without Our prior written consent, which shall not be unreasonably withheld. We may sell, transfer, pledge, encumber, or assign the accounts receivable and revenues derived from this Agreement or any proceeds

thereof in connection with any financing agreement, purchase of receivables program, or other billing services arrangements. In addition, We may assign Our rights and obligations hereunder to an affiliate of FPP, any person or entity succeeding to all or substantially all of the assets of FPP, or a party with the legal ability to supply electricity. Any such assignee shall agree in writing to be bound by the terms of this Agreement and, following such agreement, FPP shall have no further obligations hereunder.

10. CHANGE IN LAW. This Agreement is subject to all present and future valid and applicable Laws. In the event of a Change in Law, We may, in Our sole discretion, pass through or allocate, as the case may be, the economic effects of such change(s) by (a) issuing You a separate monthly invoice for the cost(s), (b) changing Your rate for the remainder of the Term to a rate that covers the economic effects of the Change in Law(s), or (c) listing such cost(s) as a separate line item on Your monthly invoice. For the purposes of clarity, a Change in Law shall not include changes in ISO capacity cost allocations when such changes were not the direct result of a specific change in the ISO tariff.

11. CONTACT INFORMATION. You may reach Us by (a) phone at (888) 875-1711; (b) email at enroll@firstpointpower.com; or (c) mail at 2000 Chapel View Blvd., Ste. 450, Cranston, RI 02920. Our website is www.FirstPointPower.com. You agree to accept notices in electronic format. Should You wish to change Your preferred method of communication, You agree to submit such request to Us in writing. For emergencies, outages, and equipment service, contact Your LDC by means outlined here: National Grid at 1-800-322-3223.

12. ASSURANCES. If at any time during the Agreement (a) FPP has a reasonable basis to believe Your creditworthiness or Your ability to perform Your obligations under this Agreement has become unsatisfactory or (b) any Financial Assurance held by Us has, in Our reasonable discretion, become unsatisfactory, We shall be entitled to request You provide Us with Financial Assurance (including replacement or additional replacement Financial Assurance), and You shall have five (5) business days from such request to provide Us with the requested Financial Assurance. The posting or amount of any Financial Assurance hereunder shall be subject to any applicable Laws and any limitations imposed by such Laws.

13. DISPUTE RESOLUTION. In the event of a disagreement involving the terms of this Agreement, the Parties will use their best efforts to resolve the dispute and shall use commercially reasonable means to mitigate its effects. You shall contact Us in writing regarding any disputed bill, stating the reason for the dispute, within twenty (20) days of receiving the bill, and You agree to pay the undisputed portion of the bill. If You do not notify Us in writing of a disputed bill within 60 days after the due date, the dispute is deemed waived.

14. FORCE MAJEURE. Except for Your obligation to make payments when due, neither Party shall be liable to the other for any delay or failure to perform caused by an occurrence of Force Majeure. "Force Majeure" refers to occurrences beyond a Party's reasonable control, including, without limitation, acts of God, strikes, lockouts or other industrial disturbances, acts of a public enemy, wars, blockades, insurrections, riots, epidemics, pandemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, civil disturbances, explosions, breakage, shortage or unavailability of transmission facilities, and actions of any governmental authority or Your LDC that result in conditions, limitations, rules, or regulations that materially impair either Party's ability to perform hereunder. The affected Party shall give to the other reasonably prompt and detailed notice of the occurrence of any Force Majeure relied upon and use commercially reasonable efforts to resume performance hereunder.

15. LIMITATION OF LIABILITY. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, EXEMPLARY, SPECIAL, CONSEQUENTIAL (INCLUDING LOST PROFITS OR REVENUE), INCIDENTAL, OR PUNITIVE DAMAGES FOR CLAIMS ARISING UNDER THIS AGREEMENT. THE REMEDY IN ANY CLAIM OR SUIT ARISING OUT OF THIS AGREEMENT WILL BE



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LIMITED SOLELY TO DIRECT ACTUAL DAMAGES, PROVIDED THAT IN NO EVENT SHALL OUR LIABILITY UNDER THIS AGREEMENT EXCEED THE DIFFERENCE BETWEEN THE REASONABLE PRICE OF REPLACING ANY UNDELIVERED ELECTRICITY AND THE PRICE OF ELECTRICITY UNDER THIS AGREEMENT. OUR LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF YOUR AVERAGE MONTHLY INVOICE FOR ELECTRICITY SUPPLY SERVICE FOR THE ACCOUNT(S) DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING TERMINATION OF THIS AGREEMENT. TO THE EXTENT ALLOWED BY APPLICABLE LAW, THE PARTIES AGREE IRREVOCABLY AND UNCONDITIONALLY TO WAIVE ANY RIGHT TO A TRIAL BY JURY OR TO INITIATE OR BECOME PARTY TO ANY CLASS ACTION CLAIMS WITH RESPECT TO ANY ACTION, SUIT, OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED BY THIS AGREEMENT.

16. WARRANTIES. You warrant and represent (a) that no Account supplied under this Agreement is a Residential Account; (b) if You are a city, town, or municipality, You are a duly authorized representative, and all such persons as are required to be signatories to or otherwise execute this Agreement under the laws of the city, town, or municipality have executed and are authorized to execute this Agreement in accordance with such laws; (c) there are no bankruptcy, insolvency, reorganization, receivership, or other similar proceedings pending or being contemplated by You or, to Your knowledge, threatened against You or any Account; (d) there will be no material change in Your KWH usage during this Agreement compared to Your Historic KWH Usage; and (e) there will be no material change to the characteristics of any or all the Account(s).

17. MISCELLANEOUS. This Agreement sets forth the entire agreement between the Parties respecting this subject matter, and all prior agreements, understandings, and representations, whether oral or written, are merged in this Agreement. No modification or amendment of this Agreement shall be binding on either Party unless in writing and signed by authorized representatives of both Parties. No waiver of any right under this Agreement shall be effective unless it is in writing and signed by an authorized representative of the Party granting such waiver, and no such waiver or failure to enforce a term or provision of this Agreement on any occasion shall be construed as a waiver of the same or any other term or condition on any other occasion. The Parties acknowledge and agree that this Agreement is a "forward contract" and that they are "forward contract merchants" within the meaning of the United States Bankruptcy Code. Each Party will indemnify, defend, and hold harmless the other Party, its officers, agents, and employees from any claims, damages, and actions of any kind arising from personal injury including, without limitation, death, tangible property damage, and any other damages arising from or out of any event, circumstance, act, or incident occurring or existing with respect to the electricity provided pursuant to this Agreement that the indemnifying Party caused due to its negligence, willful misconduct, or any action or inaction that gives rise to any liability. No delay or failure by Us in enforcing any part of this Agreement shall be deemed a waiver of any of Our rights or remedies. If any provision of this Agreement is held by a court or regulatory agency of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force without being invalidated in any way. This Agreement and all matters arising out of or relating to it shall be governed and construed in accordance with the laws in which any Account is located, without regard to any conflict-of-law principle that directs the application of another jurisdiction's laws. If the matter at issue involves Accounts or matters in more than one state, the governing jurisdiction and venue shall be deemed to be Rhode Island.

18. ENVIRONMENTAL DISCLOSURE STATEMENT. You can find our Environmental Disclosure Label on our website, www.FirstPointPower.com.

19. RESCISSION PERIOD. YOU HAVE THE RIGHT TO CANCEL THIS AGREEMENT WITHOUT PENALTY UNTIL MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS AGREEMENT. To rescind this Agreement, submit such request to Us (a) by email at enroll@firstpointpower.com; (b) by phone at (888) 875-1711; or (c) in writing Us at First Point Power, LLC, 2000 Chapel View Blvd., Ste. 450, Cranston, RI 02920.



ATTACHMENT A - Account Addendum

<u>Account Name</u>	<u>Account #</u>	<u>Meter #</u>	<u>Est. Start Date</u>	<u>Utility</u>	<u>Load Zone</u>	<u>Rate Code</u>	<u>Est. Annual kWh</u>
Town of Bristol	0311242001		16-Dec-23	Rhode Island Energy	Rhodelsland	G02	54,468
Town of Bristol	0367446008		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	12,961
Town of Bristol	0369176009		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	5,065
Town of Bristol	0401102010		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	5,617
Town of Bristol	0421932005		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	4,177
Town of Bristol	1599243009		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	9,535
Town of Bristol	1600718000		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	0
Town of Bristol	1600742006		21-Dec-23	Rhode Island Energy	Rhodelsland	A16	6,533
Town of Bristol	1600772004		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,555
Town of Bristol	1600971007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	974
Town of Bristol	1640316008		1-Jan-24	Rhode Island Energy	Rhodelsland	C08	670
Town of Bristol	1661056007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	7,100
Town of Bristol	1698581002		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,890
Town of Bristol	1741385009		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,108
Town of Bristol	1801703007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	26
Town of Bristol	1861377005		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	567
Town of Bristol	2178904000		21-Dec-23	Rhode Island Energy	Rhodelsland	A16	617
Town of Bristol	2458327003		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	26
Town of Bristol	2789666013		23-Dec-23	Rhode Island Energy	Rhodelsland	G02	33,287
Town of Bristol	2790400012		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	69,800
Town of Bristol	2790736017		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	13,595
Town of Bristol	2842033007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	2,216
Town of Bristol	2842286008		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	11,797
Town of Bristol	2842705017		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,802
Town of Bristol	2843515008		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	7,081
Town of Bristol	2882302009		1-Jan-24	Rhode Island Energy	Rhodelsland	C08	670
Town of Bristol	3101161007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	701
Town of Bristol	3310534003		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	2,323
Town of Bristol	3441765003		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	399
Town of Bristol	3681811006		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	168,684
Town of Bristol	4021133008		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	494
Town of Bristol	4030274012		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	9,047
Town of Bristol	4087290000		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	9,409
Town of Bristol	4088932007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	3,073
Town of Bristol	4089113006		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,240
Town of Bristol	4127784001		1-Jan-24	Rhode Island Energy	Rhodelsland	C08	670
Town of Bristol	4337856009		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	177,990
Town of Bristol	4698033004		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	5,257
Town of Bristol	5280440007		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	6,742
Town of Bristol	5280445002		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	14,737
Town of Bristol	5333428000		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	43,479
Town of Bristol	5373151006		1-Jan-24	Rhode Island Energy	Rhodelsland	C08	670
Town of Bristol	6050231006		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	67,143
Town of Bristol	6431319047		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	2,293
Town of Bristol	6508065009		16-Dec-23	Rhode Island Energy	Rhodelsland	G02	128,806
Town of Bristol	6526758007		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	157,132
Town of Bristol	6526759004		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	24,612
Town of Bristol	6528066002		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	12,622
Town of Bristol	6528868006		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	21,636
Town of Bristol	6579435006		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	35,377
Town of Bristol	6579486003		21-Dec-23	Rhode Island Energy	Rhodelsland	A16	1,657
Town of Bristol	6579632005		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	3
Town of Bristol	6579811006		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	4,102
Town of Bristol	6580687007		23-Dec-23	Rhode Island Energy	Rhodelsland	C06	957
Town of Bristol	6580802013		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	536
Town of Bristol	6581083003		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	329
Town of Bristol	7470510007		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	303,933
Town of Bristol	7681652047		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	183,126
Town of Bristol	7772664004		16-Dec-23	Rhode Island Energy	Rhodelsland	G32	1,395,650
Town of Bristol	7772681005		16-Dec-23	Rhode Island Energy	Rhodelsland	C06	22,523
Town of Bristol	7774772018		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	159,158
Town of Bristol	7825533003		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	26,890



ATTACHMENT A - Account Addendum

<u>Account Name</u>	<u>Account #</u>	<u>Meter #</u>	<u>Est. Start Date</u>	<u>Utility</u>	<u>Load Zone</u>	<u>Rate Code</u>	<u>Est. Annual kWh</u>
Town of Bristol	7826539009		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,627
Town of Bristol	7827132004		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	1,170
Town of Bristol	7864659000		1-Jan-24	Rhode Island Energy	Rhodelsland	C08	4,802
Town of Bristol	8181011001		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	3,690
Town of Bristol	8670034007		22-Dec-23	Rhode Island Energy	Rhodelsland	S5	1,614
Town of Bristol	9001382000		15-Dec-23	Rhode Island Energy	Rhodelsland	G02	429,142
Town of Bristol	9021145003		21-Dec-23	Rhode Island Energy	Rhodelsland	G02	449,911
Town of Bristol	9073230000		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	736
Town of Bristol	9878281003		21-Dec-23	Rhode Island Energy	Rhodelsland	C06	67,551

BRISTOL COUNTY WATER AUTHORITY

Finance Committee Meeting

Wednesday, December 6, 2023, at 4:45pm
450 Child Street, Boardroom, Warren, RI

AGENDA

1. Draft FY2025 Budgets
 - i. Capital Budget
 - ii. Operations and Maintenance

2023 DEC - 1 AM 10:34
TOWN CLERK'S OFFICE
BRISTOL TOWN, RI 02809

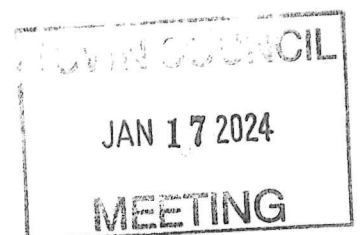
Individuals requesting interpreter services for the hearing impaired must notify the Bristol County Water Authority not less than 48 hours in advance of the meeting. 401-245-2022 (voice) or via RI Relay 1-800-745-5555 (TTY).

Agenda Posted 12/1/23

Secretary of State Website
BCWA Main Office Bulletin Board
BCWA Operations Department Bulletin Board
BCWA Website bcwari.com

Agenda Sent Via Email 12/1/23 for Posting on Public Bulletin Boards

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



BRISTOL COUNTY WATER AUTHORITY

Board of Directors Meeting

Wednesday, December 6, 2023, at 5:00 pm

450 Child Street (Boardroom), Warren, RI

AGENDA

1. Call to Order
2. Public Input
3. Minutes
 - i. Board Meeting – 10/26/23
 - ii. Finance Committee Meeting – 11/15/23
4. Executive Director Report
5. Financial Report
6. Board Member Town Council Reports
7. Finance Committee
 - i. FY 2025 Draft Operations and Maintenance Budget for Approval
 - ii. FY 2025 Draft Capital Budget for Approval
 - iii. Draft 10 Year Financial Plan for Information Only
8. Approval of Finance Plan for Private Side Lead Service Line Replacements
9. Quarterly Write-Offs – For Information Only
10. Executive Session:
 - i. Executive Director – Personnel (Contract Renewal) pursuant to RIGL 42-46-5(a)(1)
 - ii. Litigation – North Farm v. BCWA – Pursuant to RIGL s. 42-46-5 (a)(2)
 - iii. Executive Session Minutes
 - a. Board Meeting – 9/28/23
11. Personnel Committee – Recommendation on Executive Director Employment Agreement
12. Board Vote on Executive Director Employment Agreement
13. Next Scheduled Meeting – January 25, 2024
14. Adjournment

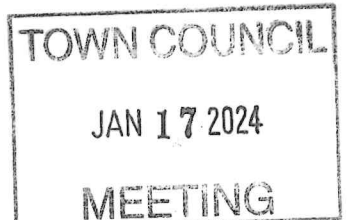
Individuals requesting interpreter services for the hearing impaired must notify the Bristol County Water Authority not less than 48 hours in advance of the meeting. 401-245-2022 (voice) or via RI Relay 1-800-745-5555 (TTY).

Agenda Posted 12/1/23

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 12/1/23 for Posting on Public Bulletin Boards

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



TOWN OF BRISTOL HOUSING AUTHORITY

AGENDA

A regular meeting of the Town of Bristol Housing Authority will be held on December 14, 2023, at the Benjamin Church Manor Community Room at 4:00 PM. 1014 Hope Street, Bristol, RI

Public Comments must pertain to agenda items and are limited to 15 mins. per person. If you would like to comment on another subject write a letter to the Chairman to request that the item, go on the agenda.

1. Chairman: Call to Order
2. Chairman: Pledge of Allegiance
3. Chairman: Reading of minutes of the November 9, 2023, meeting. VOTE
4. Chairman: Announces election of officer (Vice-Chairman) is in order. VOTE
5. Chairman: Calls for nominations for Vice-Chairman. This temporary position would begin December 2023 to January 2025, to replace retired Vice-Chairman. VOTE
6. Chairman: calls for counter nominations; calls for vote and declares nominee duly elected Vice-Chairman. VOTE
7. Chairman: Introduces **OLD BUSINESS**
 - A. Maintenance Forman Report
 - B. General Report-Executive Director
8. Chairman: Introduces **CURRENT BUSINESS**
 - A. Financial Report – Snapshot of November 2023 Financials
 - B. General Report-Executive Director
9. Chairman: Introduces **NEW BUSINESS**
 - A. Vacant Board Position
 - B. General Report-Executive Director
10. Chairman introduces motion to adjourn. VOTE

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND
 2023 DEC 12 PM 1:39

POSTED 12/12/23 at BHA Properties, Bristol Town Hall the RI SOS website, and Bristol Senior Center





TOWN OF BRISTOL, RHODE ISLAND

ZONING BOARD OF REVIEW MEETING

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2023 DEC 13 PM 12:36

Agenda

Tuesday, January 2, 2024 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://www.bristolri.gov/government/boards/zoning-board-of-review/>. 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, December 28, 2023.

1. Pledge of Allegiance

2. Approval of Minutes November 6 & December 4, 2023

3. Continued Petitions

3A. 2023-27 Continued Petition of Robert M. Kreft - Dimensional Variances: to construct a 40ft. x 42ft. accessory garage structure at a size and height greater than permitted for accessory structures, and with greater than permitted lot coverage by structures in the R-6 zoning district. Located at **22 Wall Street**; Assessor's Plat 33, Lot 17; Zone: Residential R-6.

4. New Petitions

4A. 2024-01 Thomas A. and Lee H. Dawson - Dimensional Variance: to construct an 18ft. 8in. x 24ft. two-story living area addition to the rear of an existing single-family dwelling with less than the required left side yard. Located at **15 Burton Street**; Assessor's Plat 15, Lot 79; Zone: Residential R-6.

4B. 2024-02 Anthony and Kelli Ann Baro - Dimensional Variance: to construct a 22.25ft. x 22.25ft. garage and approximate 12ft. x 12ft. breezeway addition to an existing single-family dwelling with less than the required right side yard. Located at **1090 Hope Street**; Assessor's Plat 118, Lot 58; Zone: Residential R-10.

TOWN COUNCIL

JAN 17 2024

4C. **2024-03 Jonathan and Miranda Trahan** - Dimensional Variance: to construct a new single-family dwelling with less than the required left side yard. Located at **454 Poppasquash Road**; Assessor's Plat 174, Lot 74; Zone: Residential R-80.

5. **Correspondence**

5A. Memorandum from zoning officer regarding recently adopted amendments to zoning ordinance

6. **Adjourn**

Date Posted: December 14, 2023

By: emt

ROGERS FREE LIBRARY
BOARD OF TRUSTEES

PROPOSED MEETING AGENDA FOR
December 21, 2023

The monthly meeting of the Trustees of Rogers Free Library will be held on Thursday, December 21, 2023, 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 November 16, 2023 Meeting
- CHAIR REPORT
 - Al Wroblewski
- LIBRARY DIRECTOR REPORT
 - Eileen Dyer
- FINANCIAL REPORT
 - Eileen Dyer and Natalie San Martin
- OLD BUSINESS
 - Strategic Planning Consultant – Interview, Discussion and Vote
 - Eileen Dyer
- NEW BUSINESS
 - 2024 Holiday schedule – Discussion and Vote
 - Eileen Dyer
 - Proposed Trustee committees - Discussion
 - Al Wroblewski
- MEMBER PREROGATIVES
- PUBLIC COMMENT
- NEXT MEETING DATE: January 18, 2023
- ADJOURN

TOWN COUNCIL
JAN 17 2024
MEETING

TOWN OF BRISTOL, RHODE ISLAND

PLANNING BOARD MEETING

**Meeting Agenda
Thursday, January 11, 2024
at 7:00 PM**



Bristol Town Hall - 10 Court Street, Bristol Rhode Island

A. Pledge of Allegiance

B. Minutes: Approval of Minutes – November 21, 2023

C. New Business

C1. Proposed Amendments to Subdivision & Development Review

Public hearing, referral to the Town Council for recommendations, and adoption subject to consideration of Town Council recommendations. Proposed amendments required due to changes in state law which will take effect on January 1, 2024, which is the proposed (retroactive) date of these amendments. The amendments include the following changes:

- Definitions of various project categories including major and minor land development projects and subdivisions; associated changes to application and review process for these projects;
- Development Plan Review process changes;
- Unified development review for projects requiring zoning relief as well as approval by the Planning Board;
- Revised procedures for appeals;
- Modified procedures for public notice of applications;
- Technical Review Committee composition and appointment.

C2. Mandatory Land Use Training - Part 2. RI law requires every member of a planning board, zoning board, and historic district commission to have at least three hours of training by June 30, 2024. The first half was completed on March 9, 2023. This training will last approximately 1.5 hours and will go toward meeting the overall requirement. Topics will incorporate the new amendments to state law on Zoning, Planning, Comprehensive Permits, and Adaptive Reuse. This will also include zoning variance and special use standards which the Planning Board will now need to apply with regard to Unified Development. The public is welcome to attend.

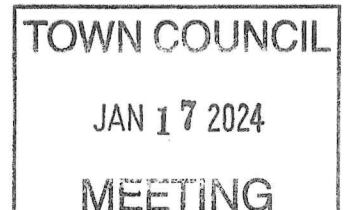
D. Nomination for Planning Board Secretary

E. Adjourn

Date: December 20, 2023

Posted by: mbw

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 DEC 20 PM 12:44





TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION

Historic District Commission Agenda
Thursday, January 04, 2024 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
www.bristolri.gov/government/commissions/historic-district-commission/

1. **Pledge of Allegiance**
2. **Review of Previous Month's Meeting Minutes**
 1. **Review of December 7 Minutes**
3. **Application Reviews**

1. **23-149: State Street Dock, Town of Bristol**

Discuss and Act on visual shielding plan for State Street Dock fuel tank.

2. **23-155: 203 High St, Carol Orphanides**

Discuss and act on replacement of 8 windows.

3. **23-166: 151 Ferry Rd, Scott Hutchens**

Discuss and act on redesign of approved application 22-095 substituting Pergola for poolhouse that was previously approved.

4. **23-168: 256 Hope St, Philip Elmer**

Discuss and act on installation of solar panels on southern elevation of house and addition.

5. **23-173: 56 High St, Herbert Simmons:**

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 DEC 22 PM 2:22

TOWN COUNCIL
JAN 17 2024
MEETING

Discuss and act on replacement of metal gutters with fiberglass gutters.

6. 23-175: 9 Thames St, Robin Karian

Discuss and act on replacement of 6 Andersen 400 series windows in kind.

7. 23-180: 21 Bradford St, Elvio Sciacca

Discuss and act on Fencing, decking material, AC condenser locations and driveway

8. 23-181: 235 High St, Town of Bristol

Discuss and act on relocation of previously approved HVAC units on roof onto ground locations, installation of transformer, fence to shield units and transformer.

4. Concept Review

5. Monitor Reports & Project Updates

6. HDC Coordinator Reports & Project Updates

1. 2023 CLG Report

2. Administrative Approvals 11/17/2023-12/15/2023

7. HDC Coordinator Approvals

8. Other Business

9. Adjourned



10 Court Street
Bristol, RI 02809
www.bristolri.gov
401-253-7000

Town of Bristol, Rhode Island
Department of Community Development

NOTICE OF MEETING
THE BRISTOL PLANNING BOARD
TECHNICAL REVIEW COMMITTEE MEETING

The Bristol Technical Review Committee (TRC) will hold a meeting, in person
on Tuesday, January 9th, 2024 at 10:00am
at Department of Community Development Conference Room
235 High Street (former Reynolds School), 1st Floor, Bristol, RI

AGENDA

Pre-Application/Concept Review for renovations to the first and second floor of the SECCM building, the original campus engineering facility, including conversion of classroom spaces to labs including Cyber Security, Forensics and Food Studies; upgrades to existing classrooms & common areas; addition of new structures on the rooftop to include hood exhaust, Energy Recovery ventilators & supplemental split systems for cooling.

The property is zoned Educational Institutional. Owner/Applicant: Roger Williams University, 1 Old Ferry Road & Metacom Avenue, Plat 164 Lot 2

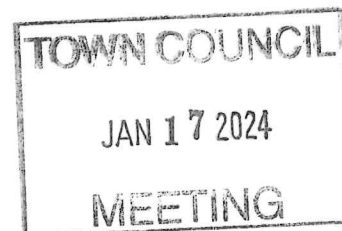
Scanned copies of all applications and supporting materials are available on the Town of Bristol website: <https://www.bristolri.gov/government/commissions/technical-review-committee/#357-669-wpfd-1-9-2024-trc-meeting-roger-williams-university>.

For questions on above plans please call 253-7000, ext. 147 or email dwilliamson@bristolri.gov

"In no case shall the recommendation of the TRC be binding on the Board in its activities or decisions"

Diane M. Williamson, AICP
Administrative Officer

Posted: January 4, 2024
By: mbw





TOWN OF BRISTOL RHODE ISLAND

CONSERVATION COMMISSION

Will Hold a Meeting
Tuesday, January 9, 2024
at 5:30 P.M.

Department of Community Development Office
235 High Street, 1st Floor
Bristol, Rhode Island

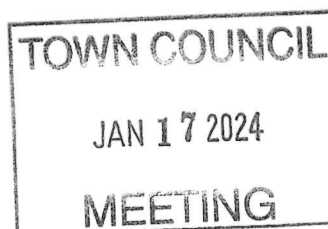
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN -4 PM 4:05

AGENDA

- | | |
|--|-----|
| 1. APPROVAL OF MINUTES – December 5, 2023 | ALL |
| 2. OLD BUSINESS | |
| a. Open Space | |
| i. New Open Space Applications for Consideration | ET |
| b. Tree Program | |
| i. DEM Tree Canopy Study Update | ET |
| c. BCC's Comment on DEM application for Wetlands Alteration on Gooding | TM |
| 3. NEW BUSINESS | |
| 4. ADMINISTRATIVE/ Announcement | |
| a. "Around the Room" | |
| 5. ADJOURN | |

Next Conservation Commission Meeting – February 6, 2024

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





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, JANUARY 10, 2024, 6:00 PM

Meeting in 2nd floor meeting room

400 Burnside Building

Hope Street

Bristol, Rhode Island

2024 JAN -5 PM 2:25

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

1. **PLEDGE OF ALLEGIANCE AND A MOMENT OF REMEMBRANCE**
2. **REVIEW & APPROVAL:** Minutes of November 2023 Meeting.
3. **REVIEW:** Monthly Census of Cemetery Use and Sales Income.
4. **REVIEW:** Monthly Expenses and Invoices for November and October 2023
5. **REMINDER to ALL:** The link for the new cemetery program is [North Burial Ground – Search Powered by CemeteryFind](#) This link will eventually be posted on the Town's website.
6. **THE CREMATION GARDEN (CG): UPDATE | STATUS | REVIEW:** Status of Restoration of pondside bronze niches; ongoing research for new additional columbaria and niche wall and foundations. Path update and grading; estimate for cement or aggregate for paths.
7. **NBG PROJECTS: UPDATE | STATUS | ADMINISTRATIVE | REVIEW of ONGOING PROJECTS:** Status of ongoing repair of stone wall on Hope St; Update regarding the painting of the Hope St. wall; Trees management: Planting, trimming and removal. Status of Westside development: report about/from The Ward Group; update removal of the dirt: trees and re-staking of the center road states by Surveyor Steve Murgo. Update map of underground utilities: water/electricity. Community center as source for utilities for Westend? road naming,
8. **DISCUSSION | REVIEW | BUDGET | FINANCE:**
 - I. Conversation with Deputy Carulli regarding Perpetual Care Fund
 - II. Further Discussion about the new pricing for the Right to Burial and cemetery services for both Full Body Burials and Cremains and associated operational expenses.
 - III. Review of FY 23-24 Budget
 - IV. Further discussion for funds Tree purchase and planting.
 - V. Discuss the self-financing of capital projects using the Perpetual Care Fund and the development of a repayment schedule. Capital Projects for NBG and EBG include but are not limited to: the development of the west side of NBG, expansion of the Cremation Garden, road maintenance and widening for pull over space, the development of an additional formal cremation space/s, consideration of a formal committal prayer/chapel area, tree purchase and planting, purchase and placement of meditation benches, etc.

~ON GOING: DATES AND REMINDERS: US Flags are always available for the graves of veterans at the NBG's Superintendent's office or from The Bristol Council of Veteran.

~COMMISSION MEETINGS FOR THE REMAINDER OF 2023: The Commission meets on the 2nd Wednesday of the month at 6:00 at The Chapel at North Burial Ground, unless otherwise noted: **DATES FOR 2024: 1/10; 2/14; 3/13; 4/10; 5/8; 6/12; 7/10; 8/14; 9/11; 10/9; 11/13; 12/11**

~COMMISSION MEETINGS ARE POSTED AT THE FOLLOWING LOCATIONS:

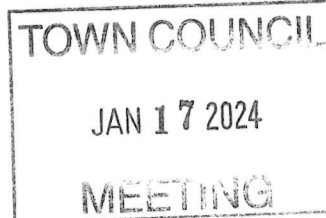
The Bristol Post Office | Bristol Town Website | RI Secretary of State Website:

http://sos.ri.gov/openmeetings/?page=view_entity&id=4502

Respectfully Submitted.

Charles C. Cavalcante, M.Div., Chair

Posted: January 5, 2023



TOWN OF BRISTOL HOUSING AUTHORITY

AGENDA

The scheduled meeting of the Town of Bristol Housing Authority will be held on **January 11, 2024, 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 Chairman at least 10 days in advance of meeting to request that the item, go on the agenda.

1. Chairman: Call to order
2. Pledge of Allegiance
3. Chairman: Roll call
4. Chairman: Reading of the minutes of the **December 14, 2023**, meeting. **(VOTE)**
5. Chairman Introduces **OLD BUSINESS**
 - A. Maintenance Department Report
 - B. General Report- Executive Director
6. Chairman Introduces **CURRENT BUSINESS**
 - A. Financial Report and Synopsis December 2023
 - B. Review PHA Five Year Plan 2024-2028
 - C. General Report-Executive Director
7. Chairman Introduces **NEW BUSINESS**
 - A. ACTION: Change Travel Policy to reflect IRS 2024 Mileage Rates
Effective January 2024
Resolution 2024-1 Revise Travel Policy to Reflect 2024 IRS Mileage Rates (VOTE)
 - B. General Report-Executive Director
8. Chairman introduces motion to adjourn **(VOTE)**

POSTED January 8, 2024, BHA Properties, Bristol Town Hall, RI SOS website and Bristol Senior Center

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN -8 PM 1:14



10 Court Street
Bristol, RI 02809
www.bristolri.gov
401-253-7000

Town of Bristol, Rhode Island
Department of Community Development

NOTICE OF MEETING
THE BRISTOL PLANNING BOARD
TECHNICAL REVIEW COMMITTEE MEETING

The Bristol Technical Review Committee (TRC) will hold a meeting, in person
on Tuesday, January 23rd, 2024 at 10:00am
at Department of Community Development Conference Room
235 High Street (former Reynolds School), 1st Floor, Bristol, RI

AGENDA

Preliminary Application for Unified Development/Minor Subdivision to perform a minor subdivision to re-divide a merged lot and create two lots of record, lot 189 and 192 with lot 192 containing the existing structure with the option to maintain a multi-family dwelling. Lot 189 will remain vacant with plans for a conforming structure in the future to include dimensional variances for minimum lot size and minimum frontage.

The property is zoned R-6, Assessor's Plat 23, Lots 185, 189, 192.
Owner/Applicant: Magnolia Improvements, LLC, 243 Narragansett Park Dr., Rumford, RI 02916

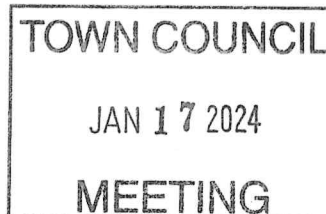
Scanned copies of all applications and supporting materials are available on the Town of Bristol website: <https://www.bristolri.gov/government/commissions/technical-review-committee/#357-670-wpfd-1-23-2024-trc-meeting-68-magnolia-street>

For questions on above plans please call 253-7000, ext. 147 or email dwilliamson@bristolri.gov

"In no case shall the recommendation of the TRC be binding on the Board in its activities or decisions"

Diane M. Williamson, AICP
Administrative Officer

Posted: January 11, 2024
By: mbw





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: *Town of Bristol Reimburse*

payment for windshield and body work repair to my vehicle. My vehicle was parked outside of my house @ 15 collins Street when a tree limb fell and caused damaged to my vehicle. Bristol Police responded to incident because tree was obstructing the street. Incident was reported in the morning hours, approx 2:00am, on December 11, 2023.

Bristol Police Report Case # 23-1729-OF

PLEASE NOTE:

Petition must be returned by 4:00 PM, two (2) Fridays prior to the Town Council meeting to appear on the docket of the meeting for review and possible action. It is Council policy that action may not be taken on petitions unless recommendations, if necessary, from appropriate departments are received prior the Council meeting.

DATE RECEIVED: _____

SIGNATURE: *Joseph Furtado*

NAME: Joseph FURTADO

ADDRESS: _____

TOWN: B

BUSINESS TEL. N

RESIDENCE TEL.

TOWN COUNCIL

JAN 17 2024

MEETING



Bristol Police Department
Incident Report

Page 1 Item (CA) II1.
12/16/2023

Incident #: 23-1729-OF
Call #: 23-30889

Date/Time Reported: 12/11/2023 0445
Report Date/Time: 12/11/2023 0455
Occurred Between: 12/11/2023 0440-12/11/2023 0445
Status: No Crime Involved

Reporting Officer: Patrol Officer MICHAEL KELLY
Approving Officer: Sergeant KYLE BATISTA

Signature: _____

Signature: _____



EVENTS(S)

LOCATION TYPE: Highway/Road/Alley/Street Zone: 16
COLLINS ST
BRISTOL RI 02809

1 PROPERTY DAMAGE-STORM RELATED

#	PERSON(S)	PERSON TYPE	SEX	RACE	AGE	SSN	PHONE
1	CORREIRA, RICHARD A ***** BRISTOL RI 02809 DOB: *****	PARTICIPANT	M	W	75	*****	*****
2	FURTADO, JOSEPH A ***** BRISTOL RI 02809 DOB: *****	PARTICIPANT	M	W	76	*****	*****

#	VEHICLE(S)	YEAR	MAKE	STYLE	COLOR1	COLOR2	REG	VALUE
1	STATUS: Destroyed/Damaged/Vandalized OWNER: FURTADO, JOSEPH A VIN: 3VWSK69M63M162984	2003	VOLK	4D	GRY		RI 565059	\$1,000.00
							DATE: 12/11/2023	
2	STATUS: Destroyed/Damaged/Vandalized OWNER: CORREIRA, RICHARD A VIN: 3B3AA4639RT223312	1994	DODG	4D	BLU		RI RC453	\$5,000.00
							DATE: 12/11/2023	

Bristol Police DepartmentPage Item (CA) II1.

NARRATIVE FOR PATROL OFFICER MICHAEL D KELLY

Ref: 23-1729-OF

Entered: 12/11/2023 @ 0457	Entry ID: KELM
Modified: 12/11/2023 @ 0630	Modified ID: KELM
Approved: 12/11/2023 @ 2247	Approval ID: BATK

On 12/11/23 at approximately 0445 hours, I responded to Collins St for reports of a tree in the roadway. Upon arrival I observed a large Town tree across the roadway that was uprooted due to a wind/rain storm in front of 16 Collins St.

The tree fell in a northerly direction and landed on a blue Dodge, bearing RI passenger registration RC453, which was parked on the south side of the road in front of 16 Collins St as well as a gray VW, bearing RI 565059, which was parked on the north side of the roadway in front of 15 Collins St. The Dodge sustained damage to the rear end of the vehicle to include the back window and trunk area. The VW sustained damage to include broken windshield as well as damage to the hood, roof, and trunk area.

The registered owner of the VW Joseph Furtardo() was notified and provided his insurance information (AllState #025540213). I attempted several times to make contact with the registered owner of the Dodge, Richard Correira () with negative results.

DPW arrived on scene and removed the tree from the roadway.

All parties we advised a report would be placed on file.

** Portions of this report have been redacted **

Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Tree down 16 Collins St



Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Correia's Veh



Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Furtado's Veh



Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Correia's Veh

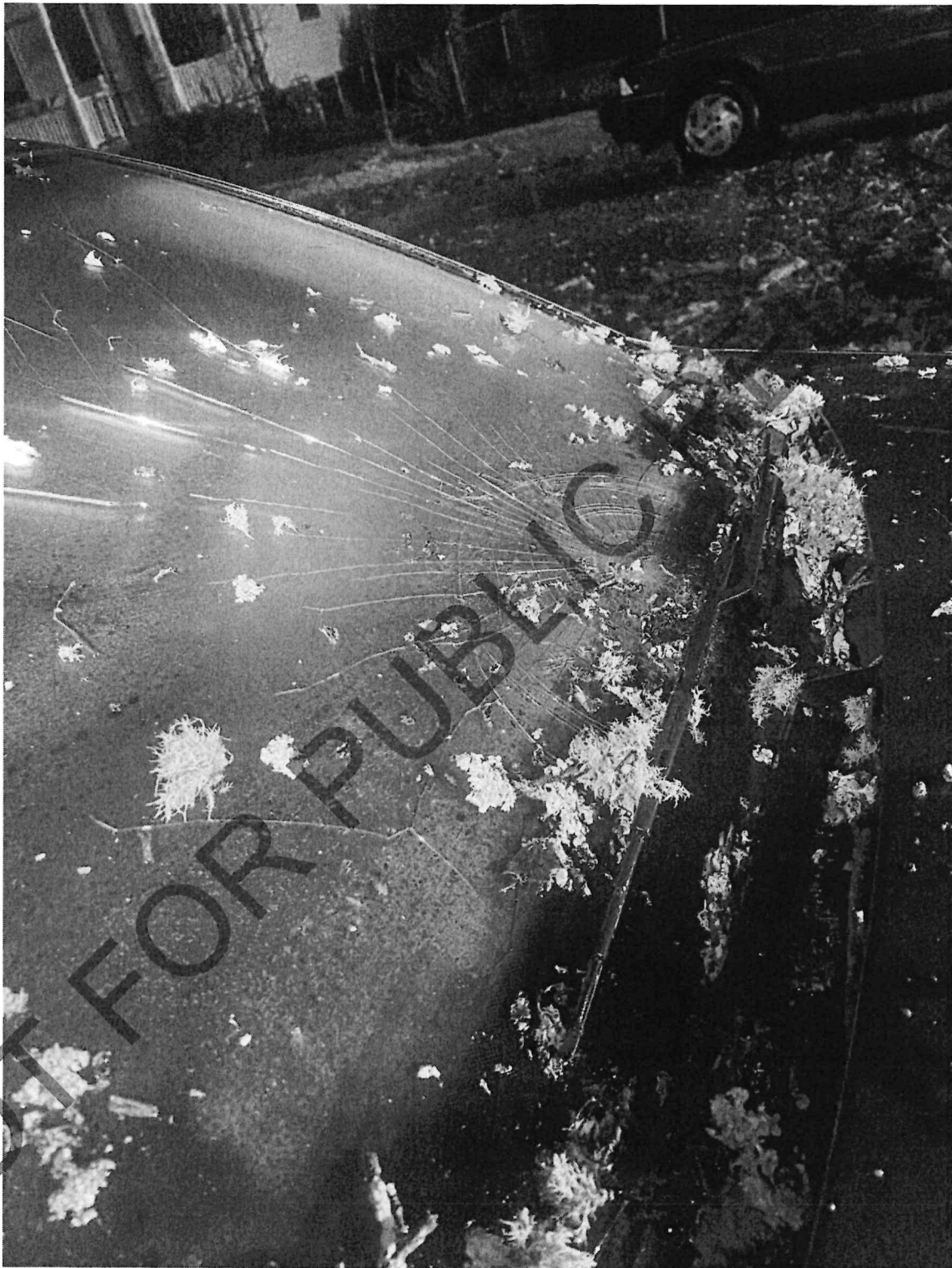


Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Furtado's Veh



Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Furtado's windshield

Item (CA) II1.



Bristol Police Department
Image Associated With Case Number 23-1729-OF
Image Description: Correia's Veh rear end



RECEIVED AT MEETING

Tanyard Brook

American Council of Engineering Companies
of Rhode Island (ACEC)

2023 Engineering Excellence Award

Project of the Year

BETA Engineering

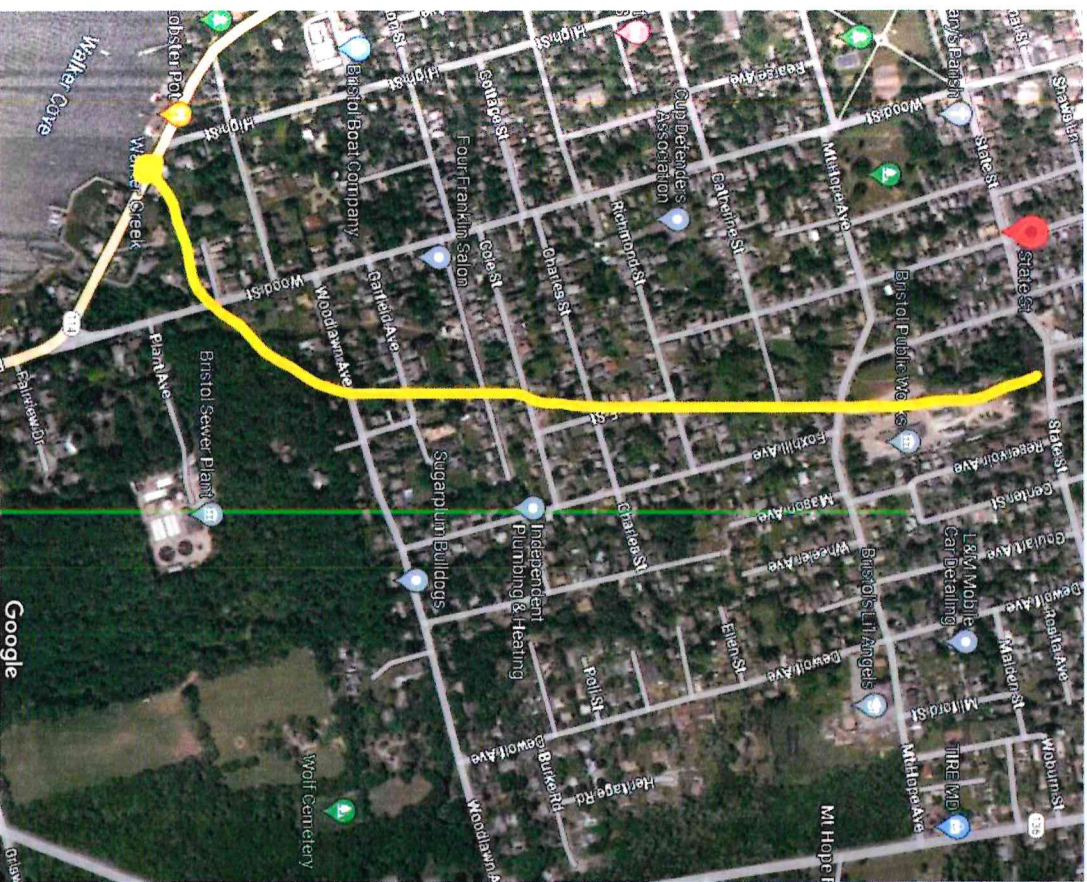


Scope of work:

Reconstruct a 4,500 foot culvert starting at the State Street Reservoir, ending at the outfall at Walker Cove.

Challenge:

Project area meandered through residential neighborhoods, in private yards, between houses, and under garages and roadways.



Due to a number of causes – collapsed culvert, debris, and other blockage
- Tanyard Brook was unable to divert water during significant rain events,
creating overflow onto nearby properties.



With a cooperative effort among the Town, residents, BETA engineers, and construction contractors, the success of the project overcame even the most challenging scenarios such as:

- replacing the culvert alongside existing structures (top photo)
- maneuvering between existing foundations (bottom photo)



The new box culvert consists of rectangular concrete structures that allow free flow of water.

Once lowered into the excavated ditch, the sections are linked together to create a 'tunnel'.

The excavated area around the installed structures are backfilled and covered.



The culvert discharges via an aqueduct that extends from High Street to Hope Street across from the Water Pollution Control facility.

The ability for water to discharge at the outflow at Walker Cove is influenced by the tide.

During periods of high-tide, water rushes into the culvert, preventing outflow and adding to the flooding issues.

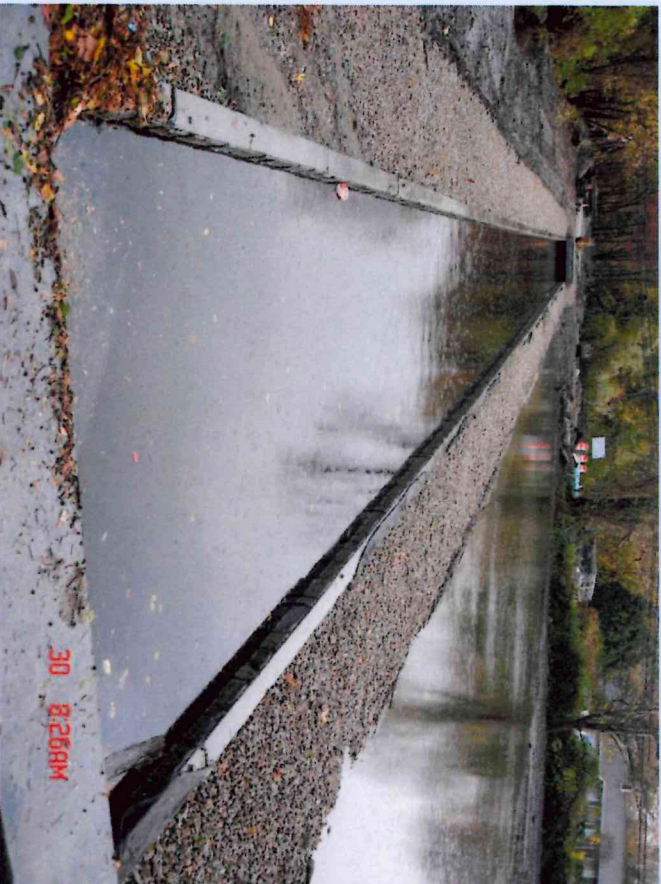
To mitigate the tidal influence, a tidal gate was installed at the outfall.

This feature blocks sea water from entering the culvert during high tides while allowing stormwater to exit into the bay.



The successful Tanyard Brook project is evident in residential neighborhoods where the impact of flooding is no longer detrimental to private and public property.

With the tidal gates in place and the unobstructed culvert channeling water to the bay, excessive water moves freely to the outfall.



Residents within the project area were left with improvements not only to the flooding issues, but also to the functionality and aesthetics of their property.

The end result is an improved stormwater management system and peace of mind for residents within the 500 acre Tanyard Brook watershed.



Congratulations!



**2023 Engineering Excellence Award
Project of the Year**

RECEIVED AT MEETING

2023 ENGINEERING EXCELLENCE AWARDS

Tanyard Brook Culvert Replacement Project
Bristol, Rhode Island**Evaluation Criteria:**1. Successful fulfillment of the owner/client's needs.

The following objectives were established for this Project:

- Mitigate flooding issues impacting residential properties within the watershed;
- Replace failing open channel and piped sections of culvert from State Street Reservoir to Walker Cove;
- Increase the capacity of culvert/stream channel and make other related drainage system improvements;
- Minimize the disturbance to the 40 residential properties through which the Brook runs;
- Provide an effective and efficient design to optimize the use of construction funds; and
- Comply with CRMC, RIDEM and other state and federal regulatory requirements.



Residential property flooding caused by Tanyard Brook

The primary goal of the project was to intercept and convey the 10-year design storm within a culvert that could be constructed through residential properties with the least amount of disturbance.

Stormwater generated within the 500-acre watershed associated with Tanyard Brook is conveyed under existing conditions to the 4,500 foot long Tanyard Brook system. This system, located in the southwestern section of Town, extends from State Street Reservoir southerly to the outfall at Walker Cove. The existing alignment meanders through residential neighborhoods, through yards, between houses and under garages. The depth and width of the stream channel vary throughout its length. The stone-lined walls and earthen bottom were covered with concrete planks in the 1960s. Two segments of the conveyance system consisted of 60-inch corrugated metal pipe. The stone walls had collapsed in several locations, and there were numerous restrictions within the piped sections that reduced the capacity of the Brook, resulting in frequent flooding of roadways and neighboring properties. The outfall, shown to the right, is submerged during periods of high tide. While the Brook conveys runoff from the reservoir and the local street network, flow is restricted when the tide elevation is above the outfall pipe invert elevation.

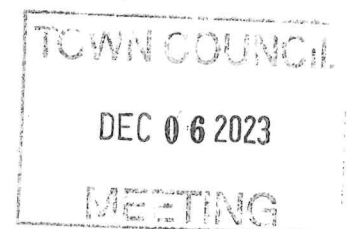


Tanyard Brook outfall at Walker Cove

The project was completed in three phases. The new culvert, which ranged in size from 3 feet deep x 8 feet wide to 4 feet deep x 9 feet wide, conveys the 10-year design storm. Each property owner along the alignment was given the opportunity to connect one or more yard drains within their parcel to the culvert. Flooding within the roadways and the residential properties has been mitigated as a result of the replacement of the culvert and the additional drainage improvements.

2. Social, economic or sustainable design considerations.

The 40 properties along Tanyard Brook have experienced chronic flooding resulting in damage and loss of property. The installation of the proposed culvert and associated closed drainage systems has mitigated these flooding issues. The Town was able to obtain funding for all three of the phases based on documentation of the chronic flood conditions. Funding sources included U.S. Department of Commerce Economic Development Administration (EDA), State of Rhode Island Community Development Block Grant (CDBG) Program, and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF).



3. Uniqueness and/or innovative applications of new or existing techniques

The outfall of Tanyard Brook at Walker Cove is tidally influenced. Under existing conditions during high tide, the outfall is fully submerged and sea water enters Tanyard Brook. This exacerbates the flooding issues during significant storm events. This project included the installation of a tide gate at the outfall. Although this prevents seawater from entering the Brook, flow cannot discharge through the outfall when it is submerged. The segment of the Brook immediately upstream of the outfall, between Hope Street and Wood Street, is an open channel. Adjacent to this section of open channel is an area of green space owned by the Town. As part of the design, this area was graded and planted to allow flood storage should peak storm flow coincide with high tide and a submerged outfall condition. When this occurs, stormwater purposely overtops the open channel and flows into the "wetland area" until the tide and/or peak flow subsides and then the stormwater reenters the open channel and is discharged to Walker Cove through the outfall. This has promoted flood mitigation along Hope Street and Wood Street.

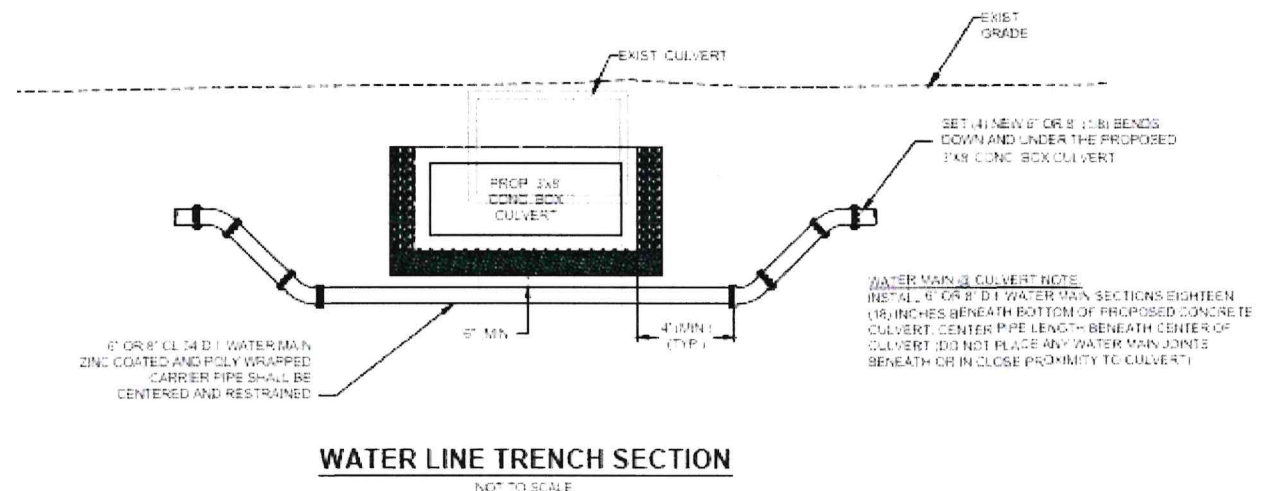
4. Value to the engineering profession and perception by the public

The Tanyard Brook project was a very high-profile project within the Town of Bristol. Chronic flooding and property damage was a well-known problem throughout the Town. Forty residences were directly impacted by the construction of the project, but all of the properties within the 500-acre watershed were beneficially affected by the results of the project. Before construction began, multiple public meetings took place to present the project and identify concerns from the public. In addition to the public meetings, there were meetings with each resident to obtain the easements and discuss private property restoration, scheduling, and overall expectations during construction. BETA's construction resident engineer was on-site throughout the project and was in constant contact with the residents.

The Town's commitment to restore and improve the condition of private properties impacted by the Project helped to ease concerns of the public. Once the residents realized the benefits of the project, skepticism and concern were replaced with positive collaboration.

5. Complexity

The project involved installing a large box culvert through private property and in close proximity to house foundations. This was done while maintaining and conveying stormwater flow generated in the 500-acre watershed. For example, there were only 12 feet between house foundations along Charles Street where the culvert had to be installed. The Town had to obtain 40 easements from the property owners before the project could begin. A collaborative effort with the Town, BETA, and the contractor was necessary to ensure that the residents were well informed of the major construction effort that would be occurring, literally in their backyards. Constant coordination with Bristol Water Pollution Control Division, Rhode Island Energy and Bristol County Water was necessary due to the number of utilities and service connections (sewer, gas and water) that needed to be relocated to facilitate construction.





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: *Permission to cut a curb in at 195 High Street be granted. There are currently no cuts at this address.*

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN -4 PM 3:21

PLEASE NOTE:

Petition must be returned by 4:00 PM, two (2) Fridays prior to the Town Council meeting to appear on the docket of the _____ meeting for review and possible action. It is Council policy that action may not be taken on petitions unless recommendations, if necessary, from appropriate departments are received prior to the Council meeting.

DATE RECEIVED: _____

SIGNATURE: *Peggy Frederick*

NAME: *Peggy Frederick*

ADDRESS: _____

TOWN: _____

BUSINESS TEL: _____

RESIDENCE TEL: _____

TOWN COUNCIL

JAN 17 2024

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
COUNCIL CLERK

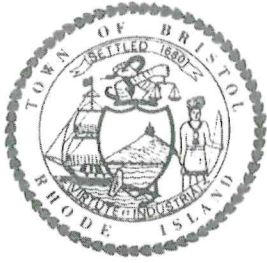
DATE: January 4, 2024

RE: Peggy Frederick, 195 High Street - request for
curb cut

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 special Town Council Meeting to be held on January 17, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
Attachment



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

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

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: January 8, 2024

RE: Peggy Frederik, 195 High Street – request for curb cut

2024 JAN 10 PM 1:15

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Mr. Administrator,

I have no objection to this request. I would recommend that the Honorable Town Council approve this petition provided that all applicable laws and ordinances are adhered to.

Please advise if you have any questions or concerns.

Concur
Stm Intuit
STEVEN CONTENTE
Town Administrator

