

TWENTY-SEVENTH REORGANIZATION MEETING-  
WEDNESDAY, DECEMBER 4, 2024

PRESENT: Teixeira, Parella, Sweeney, Ley, and Calouro

ALSO PRESENT: Steven Contente, Town Administrator  
Melissa Cordeiro, Town Clerk  
Michael A. Ursillo, Esq., Town Solicitor  
Andy Teitz, Esq., Assistant Town Solicitor

**1. CALL TO ORDER - TOWN CLERK**

The Council met in regular session for the purposes of its Twenty-Six Reorganizational Meeting on Wednesday evening, December 4, 2024, in the Town Hall, Council Chambers beginning at 7:00 PM Town Clerk Cordeiro presiding:

**2. PLEDGE OF ALLEGIANCE-**

Town Clerk Cordeiro led the assembly in the recitation of the Pledge of Allegiance to the Flag.

Town Clerk Cordeiro opened the meeting by congratulating the Town Administrator and members of the Town Council on their re-election. The Clerk expressed appreciation for their dedication and hard work in serving the community, noting it has been an honor to work alongside them. Best wishes were extended for their continued success, with confidence in their collective ability to achieve great things for Bristol and its residents. In response, the Town Administrator and Council members also offered their congratulations and extended best wishes for continued success to one another and the Clerk.

**3. AFFIRMATION OF OATH OF OFFICE -**

The Honorable Judge Jane F. Howlett administrated the affirmation of oath of office to:

Town Administrator-Steven Contente

Town Clerk- Melissa Cordeiro

Town Council Members-

- Antonito T. Teixeira
- Mary A. Parella
- Timothy E. Sweeney

- Aaron J. Ley
- Nathan T. Calouro

#### **4. INVOCATION -**

Town Clerk Cordeiro acknowledged the importance of reflecting on the values and shared purpose that guide the work of serving the community. She welcomed Reverend Vandor Martins from St. Elizabeth's Church to deliver the invocation.

Rev. Vandor Martins offered a heartfelt invocation, blessing the elected officials with guidance and success in their roles and praying for the continued betterment of the community.

#### **5. ELECTION OF CHAIRPERSON-**

Town Clerk Cordeiro called for nominations for the office of Chairman.

Councilman Teixeira nominated Councilman Calouro.

There were no counter-nominations.

Teixeira/Sweeney - Voted unanimously to close nominations and instruct the Clerk to cast one ballot in favor of Councilman Calouro to serve as Chairman for the ensuing term.

At this point of the meeting Town Clerk Cordeiro turned over the gavel to the Elected Council Chairman Calouro.

#### **6. ELECTION OF VICE CHAIRPERSON**

Council Chair Calouro now presiding over the meeting, called for nominations for the position of Vice Chairman.

Councilman Teixeira nominated Councilwoman Parella

Teixeira/Sweeney- Voted unanimously to close the nomination and cast one ballot in favor of Councilwoman Parella to serve as the Vice Chair for the ensuing term.

## **7. RESOLUTION - MEETING SCHEDULE 2024-2026**

Teixeira/Sweeney- Voted unanimously to adopt the meeting schedule for 2024-2026, as amended.

Prior to the vote being taken, Chairman Calouro acknowledged a request from Councilman Sweeney to adjust the council meeting calendar by removing the meetings scheduled for December 3, 2025, and December 17, 2025, and combining them into a single meeting on December 10, 2025. There were no objections. Councilman Sweeney also requested the cancellation of the December 18, 2024, meeting due to his inability to attend. However, after consulting with the Town Administrator and further deliberation, it was decided to proceed with the proposed December 18, 2024, meeting, limiting the agenda to essential town business.

Resolved: That the Town Council Schedule for 2024-2026 shall be as follows:

*The number in parentheses () is the interval of weeks between Regular Council meetings.*

December 18, 2024 (2)  
January 15, 2025 (4)  
February 5, 2025 (3)  
February 26, 2025 (3)  
March 17,18,19,24, 2025-Budget Workshops  
March 26, 2025 (4) and vote on provisional  
April 14, 2025 - Public Hearing on Budget  
April 16, 2025 (3)  
April 28, 2025 - Final Budget Adoption  
May 7, 2025 (3)  
May 28, 2025 (3)  
June 18, 2025 (3)

July 23, 2025 (5)  
August 20, 2025 (4)  
September 10, 2025 (3)  
October 1, 2025 (3)  
October 22, 2025 (3)  
November 12, 2025 (3)  
~~December 3, 2025 (3)~~  
December 10, 2025 (4)  
~~December 17, 2025 (3)~~

January 7, 2026 (3)  
January 28, 2026 (3)  
February 18, 2026 (3)  
March 11, 2026 (3)  
March 16,17,18,23, 2026-Budget Workshops  
April 1, 2026 (4) and vote on provisional  
April 13, 2026 - Public Hearing on Budget  
April 22, 2026 (3)  
April 27, 2026 - Final Budget Adoption  
May 13, 2026 (3)  
June 3, 2026 (3)  
June 24, 2026 (3)  
July 29, 2026 (5)  
August 19, 2026 (3)  
September 16, 2026 (4)  
October 7, 2026 (3)  
October 28, 2026 (3)  
November 18, 2026 (3)  
December 9, 2026

## **8. APPOINTMENT - TOWN SOLICITOR AND COMPENSATION FOR SERVICES**

### **a. Michael A. Ursillo, Esq., Ursillo, Teitz & Rich, Ltd. - Interest/Reappointment**

Council Chairman Calouro called for nominations for the office of Town Solicitor.

Councilman Teixeira nominated the firm of Ursillo, Teitz, and Ritch, Ltd. for reappointment.

There were no further nominations.

Teixeira/ Sweeney- Voted unanimously to close nominations and to instruct the Clerk to cast one ballot for the firm of Ursillo, Teitz, and Ritch, Ltd., to serve for the ensuing term with Mr. Ursillo holding the title of Town Solicitor and his various associates holding the title of Assistant Town Solicitor; and compensation as previously set forth.

Prior to the vote being taken, Mr. Ursillo expressed his heartfelt gratitude to the council for their continued trust and support in selecting him once again as the town's solicitor. He remarked on the profound honor and privilege it has been to serve the town of Bristol since 1985, reflecting on the meaningful and rewarding experiences he has had working with the council and the community over the years. Mr. Ursillo emphasized his commitment to upholding the town's values and providing dedicated legal counsel in the future.

#### **9. APPOINTMENT - PROBATE JUDGE AND COMPENSATION FOR SERVICES**

##### **a. Richard B. Abilheira, Esq.- Interest/Reappointment**

Council Chairman Calouro called for nominations for the office of Probate Court Judge.

Councilman Teixeira nominated Mr. Richard Abilheira for reappointment.

There were no further nominations.

Teixeira/ Parell - Voted unanimously to close nominations and to instruct the Clerk to cast one ballot for Mr. Abilheira, to serve for the ensuing term; and compensation as previously set forth.

#### **10. APPOINTMENT- MUNICIPAL COURT JUDGE, ASSOCIATE MUNICIPAL COURT JUDGE(S) AND MUNICIPAL COURT BAILIFF AND COMPENSATION FOR SERVICES**

##### **a. Jane F. Howlett, Esq., Howlett Law, Inc. -**

Interest/Reappointment, Municipal Court Judge

b. Paul Silva, Esq., Paul Silva, Attorney at Law -  
Interest/Reappointment, Municipal Court Associate  
Judge

c. John C. Ferreira - Interest/Reappointment,  
Municipal Court Bailiff

Council Chairman Calouro called for nominations for the office of Municipal Court Judge, Associate Municipal Court Judge, and Municipal Court Bailiff.

Councilman Sweeney nominated Ms. Jane Howlett for Municipal Court Judge, Mr. Paul Silva for Associate Municipal Court Judge, and Mr. John Ferreira for Municipal Court Bailiff.

There were no further nominations.

Sweeney/Parella - Voted unanimously to close nominations and to instruct the Clerk to cast one ballot for Ms. Howlett, Mr. Silva, and Mr. Ferreira, to serve in their respective positions as noted above for the ensuing terms; and compensation as previously set forth.

## **11. APPOINTMENT OF TOWN SERGEANT AND COMPENSATION FOR SERVICES**

a. A. Archie Martins - Interest/Reappointment

Council Chairman Calouro called for nominations for the office of Town Sergeant.

Councilman Sweeney nominated Mr. Archie Martins for reappointment.

Sweeney/Teixeira - Voted unanimously to close nominations and to instruct the Clerk to cast one ballot for Mr. Martins, to serve for the ensuing term; and compensation as previously set forth.

**12. APPOINTMENTS- JOINT FINANCE COMMITTEE MEMBERS- TOWN  
ADMINISTRATOR, TOWN COUNCIL CHAIRPERSON AND MEMBERS OF THE  
TOWN COUNCIL**

Vice Chairwoman Parella nominated Town Administrator Contente, Council Chairman Calouro, and the members of the council for reappointment to the Joint Finance Committee.

Parella/ Sweeney- - Voted unanimously to appoint the Town Administrator, Town Council Chairperson, and the members of the Town Council to serve on the Joint Finance Committee Members

**13. APPOINTMENTS- TOWN COUNCIL LIAISONS BY TOWN COUNCIL  
CHAIRPERSON**

**a. Proposed Town Council Liaisons (2024-2026)**

Council Chairman Calouro stated that he would like to continue with the same liaisons as previously appointed and asked if Council members had any requests or suggestions for changes.

Vice Chairwoman Parella clarified for the record that the appointment of council liaisons to committees is intended to establish a designated point of contact between the council and the committee, ensuring effective communication and support. She emphasized that the role of a liaison does not obligate council members to attend every committee meeting. Instead, it provides a resource for the committee to reach out to the council as needed, fostering collaboration while respecting the independence of the committee's operations.

It was suggested that a copy of the liaison list be added to the town website.

Sweeney/Teixeira - Voted unanimously to ratify the List of Town Council Liaisons for 2024-2026 as follows:

Blithewold	Tony Teixeira
Boards and Commissions	Tony Teixeira
Bristol 250th Commission	Mary Parella

Bristol County Water Authority	Aaron Ley
Bristol Merchants Association	Mary Parella and Timothy Sweeney
Bristol Warren Regional Schools	Aaron Ley
Business Development	Tony Teixeira
Christmas Festival	Timothy Sweeney
Coggeshall Farm Museum	Aaron Ley
Community Development/Building	Mary Parella
Department of Public Works	Nathan Calouro
East Bay CDC	Mary Parella
Elderly Housing	Aaron Ley and Tony Teixeira
Explore Bristol	Mary Parella and Timothy Sweeney
Finance/Assessor	Tony Teixeira
Fire	Timothy Sweeney
Fourth of July	Nathan Calouro
Harbor	Timothy Sweeney
Linden Place	Mary Parella and Timothy Sweeney
Mount Hope Farm	Nathan Calouro
Police	Nathan Calouro
Recreation/Human Services	Timothy Sweeney
Roger Williams University	Aaron Ley
Rogers Free Library	Mary Parella
State of Rhode Island	Nathan Calouro
Substance Abuse Coalition	Mary Parella
Water Pollution Control	Aaron Ley

- 14. Planner/HDC Coordinator Nicholas Toth, re: Resolution authorizing the Town to submit a CDBG application for Home Repair Program and Bristol Housing Authority for Repairs.**

Sweeney/ Teixeira - Voted unanimously to adopt the resolution as presented and authorize the town to submit a CDBG application for the Home repair program and Bristol Housing Authority for repairs.

- 15. Director Williamson re Prudence Island Ferry Dock and Water Infrastructure Improvements Project (Project Amendment 4**



**and to authorize the Town Council and Town Solicitor to sign the project performance grant extension)**

Teixeira/Sweeney - Voted unanimously to adopt the resolution as presented and authorize the town

Prior to the vote being taken, Director Williamson provided an explanation regarding the request for the amendment. She clarified that the purpose of the amendment was to allow for an extension period to ensure the completion of the performance requirements related to the Prudence Ferry Dock Terminal improvements. This extension would provide the necessary time to address outstanding tasks and ensure the successful delivery of the project.

There being no further business, upon a motion by Councilman Sweeney, seconded by Teixeira and voted unanimously, the Chairman declared this meeting to be adjourned at 7:23 PM.

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Melissa Cordeiro, Council Clerk