

## TOWN COUNCIL MEETING MINUTES- JANUARY 15, 2025

The council met on Wednesday, January 15, 2025, and called to order at 7:02 p.m. in the Town Hall, Council Chambers, Council Chairman Calouro presiding:

PRESENT: Council Chairman, Nathan Calouro  
Vice-Chairwoman, Mary Parella  
Councilman, Antonio "Tony" Teixeira  
Councilman, Timothy Sweeney  
Councilman, Aaron Ley

ALSO PRESENT: Town Administrator, Steven Contente  
Town Solicitor, Michael Ursillo, Esq

Absent: Town Sergeant, Archie Martins

### **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 Special Meeting Minutes - March 18, 2024
- A2.** Town Council Special Meeting Minutes - March 19, 2024
- A3.** Town Council Special Meeting Minutes - March 20, 2024
- A4.** Town Council Meeting Minutes - December 18, 2024
- A5.** Town Council Executive Session (sealed, council only)  
- December 18, 2024

Sweeney/Teixeira - Voted unanimously to approve the minutes of March 18, 19, 20, 2024 and December 18, 2024, and the executive session minutes of December 18, 2024, as prepared and presented.

**B. Public Hearings**

**C. Ordinances**

- C1.** Ordinance No. 2024-19 Chapter 11 Fees and Charges and Chapter 16 Parking Violation Schedule of the Town Code (modifications to parking ~~finds~~ fines, violations, and penalties **(2nd reading)**

Teixeira/Parella- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2024-19. Advertise in the local newspaper

Prior to the vote being taken, Chairman Calouro highlighted that the ordinance change would be more aligned with our neighboring communities.

- C2.** Ordinance No. 2024-20 Chapter 5 Amusements, Article III Sec. 5-97 Restrictions (language adjusting outdoor establishment entertainment end times on Fridays and Saturdays to 11 pm) **(2nd Reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2024-20. Advertise in the local newspaper

- C3.** Ordinance No. 2024-21 Chapter 17 Offenses and Miscellaneous Provisions, Article II Alcoholic Beverage Establishments, Sec. 17-82 Number of Licenses (to reduce the number of full liquor licenses from 33 to 32) **(2nd reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2024-21. Advertise in the local newspaper

- C4.** Ordinance No. 2024-22 Chapter 8 Boats, Docks, and Waterways, Sec. 8-55-Transient anchoring and anchorages, Sec. 8-57-Mooring inspections, Sec. 8-60-Mooring permits, Sec. 8-64 Permitting of slips at town docks, Sec. 8-66 Additional requirements for commercial mooring permits, Sec. 8-70 Permitting of dinghy spaces, Sec 8-71 Insurance requirement for Town marina, Sec. 8-72 Parking Permits for Dock Holders, Sec. 8-73 Dock User Agreement, Sec. 8-74 Dock/Mooring Forfeiture, and Sec. 8-75 Standard of Review for Forfeiture Appeals **(2nd Reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2024-22. Advertise in the local newspaper

Prior to the vote being taken, Harbor Master Marsili provided an overview of the proposed changes.

**D. Licensing Board - New Petitions**

- D1.** Elizabeth A. Harvey, St. Elizabeth Holy Rosary Sodality, 577 Wood Street, re request for a Bingo License on Friday, January 17, 2025, from 5:30-10:00 pm

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

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

**E. Licensing Board - Renewals**

- E1.** Junk and Secondhand License Renewals 2025-2026

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Director of Community Development

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

**F. Petitions - Other**

**F1.** George Burman, 66 Highland Road, Chairman, 2nd Wind Foundation re consideration of allocating an annual non-profit dock slip at town marina for the 2nd Wind Foundation

- a. recommendation - Harbor Master Marsili

Teixeira/Sweeney- Voted unanimously to receive and file

Prior to the vote being taken, Town Clerk Cordeiro noted that Mr. Burman had emailed the office to inform them of his recent hospitalization and, at this time, was requesting to withdraw his petition.

**F2.** George Voutes, 17 Shore Road re consideration to enact an ordinance to conserve resources by regulating outdoor application of synthetic pesticides, insecticides, and fertilizers

- a. recommendation- Town Administrator and the Conservation Commission

Teixeira/Sweeney- Voted unanimously to receive and file

Prior to the vote, Chairman Calouro noted that a recommendation had been received from the Conservation Commission to further explore the matter in greater detail. He requested that Director

Williamson actively seek funding opportunities to support research on the topic. Director Williamson emphasized the Conservation Commission's policy of promoting education and noted that a brochure was included in the packet to provide public information.

Councilman Sweeney expressed support for the concept of controlling pesticides, insecticides, and fertilizers from entering water streams, acknowledging it as a positive initiative. However, he raised concerns about the feasibility of regulating and enforcing such measures within the town. He suggested that continued education is the best approach, emphasizing the importance of informing residents about the potential harms and offering alternative solutions.

Vice Chairwoman Parella stressed the importance of ensuring that the petitioner is aware of the educational resources available. She also suggested that the town should take a more active role in providing information to the public.

Chairman Calouro highlighted key points from the brochure, such as the benefits of selecting drought- and disease-tolerant grasses, which require less water during dry periods.

Councilman Ley suggested that certain times of the year may be more effective for distributing educational messages. He proposed reinvigorating efforts to ensure annual public education campaigns are conducted to share this information.

Director Williamson noted that the town participates in FEMA's Community Rating System and sends annual letters to residents living near streams, dead-end roads, and marshes. These letters include reminders not to dump waste into streams, as it impacts flooding, and they also contain the "Healthy Yards" brochure to provide targeted homeowners with additional educational resources.

It was noted that the Town has made significant progress in managing water runoff and promoting environmental stewardship. Notable efforts include the award-winning water management at the Town Beach, where runoff is effectively filtered by water plants, and improvements at multiple end roads, such as Smith Street, where catch basins help prevent dirty water from entering the bay. Additional initiatives include the rain barrel program, supported annually by Parks and Recreation, to retain water on properties. The Town Common has also been identified as a key site for watershed and water control efforts, with a large-scale design previously presented to address runoff into

the bay. These ongoing efforts demonstrate a commitment to improving water quality and reducing environmental impact.

**F3.** Kellie Zentz, 78 State Street re removal of limited-time parking restriction located in front of residence

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Director of Public Works

Teixeira/Parella- Voted unanimously to refer this matter to the Town Solicitor to draft ordinance language for Council consideration on February 15, 2025.

Prior to the vote being taken, Discussions took place regarding parking restrictions, noting a discrepancy between the signage, which indicates a 10-minute parking limit, and the ordinance, which specifies a 30-minute restriction. It was mentioned that the sign was originally installed when a shop occupied the first floor of the building, which has since been converted into a single-family residence. The recommendation was made to support the removal of the parking restriction.

**F4.** James Pomposelli, 115 Aaron Avenue re Council consideration to approve a letter of no objection to CRMC for a reduced setback of approximately 16.5 feet from the property line abutting the town right-of-way on the south side (Plat Map 65, Lot 64), instead of the standard 25-foot requirement

a. recommendation - Town Administrator and Harbor Master

Sweeney/Teixeira- Voted unanimously to approve a letter of no objection to CRMC for a reduced setback of approximately 16.5 feet from the property line abutting the town right-of-way

Prior to the vote being taken, Attorney John Rego, representing the petitioner James Pomposelli, addressed the Council regarding the request for a floating dock. He explained that the CRMC requires a 25-foot setback and that the petitioner is seeking relief of 8.5 feet.

Harbor Master Marsili confirmed the proposed dock would not interfere with the public right of way.

**F5.** Jose Diogo, 212 State Street re - Request for accessible parking space in the vicinity of residence on First Street (also see F6)

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Director of Public Works

Teixeira/Mary - Voted unanimously to consider this action to constitute the first reading of a request for an accessible parking space and to continue the said matter until February 5, 2025, for second reading.

Prior to the vote, it was noted that the recommendations supported adding the requested ADA parking space.

Petitioner Jose Diogo addressed the Council, requesting consideration for the space near his gate to facilitate access to his home. It was mentioned that he had been utilizing an ADA space across the street on First School Street, which is currently not in use by others.

Additionally, it was explained that another ADA space located at 204 State Street was identified in the recommendations as no longer needed. It was recommended that the removal of the ADA space at 204 State Street, addressed in the next agenda item, should not occur until the installation of the requested ADA space near the petitioner's residence is completed.

**F6.** Town Clerk Cordeiro re memo to remove Accessible Parking Space located at 204 State Street

A. recommendation - Town Administrator and Chief of Police

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the first reading of a request for an

accessible parking space and to continue the said matter until February 5, 2025 for second reading: contingent upon the installation of the ADA-compliant parking space on First School Street prior to its removal.

**G. Appointments**

**G1.** Auxiliary Harbor Master (1 year term(s) to expire January 2026)

a. recommendation - Harbor Master Marsili

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

**G2.** Assistant Harbor Master (1 year term (s) to expire January 2026)

a. recommendation - Harbor Master Marsili

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

**G3.** Board of Tax Assessment Review (2 three-year expired terms set to expire December 2027 1 ~~vacant~~-expired (R)term and 1 ~~vacant~~ expired (D) term

a. Erich Haslehurst, Chair, Democratic Town Committee re ~~nomination~~ recommendation Robert Faris, 40 Graylock Road - reappointment

b. Thomas Carroll, Chair, Republican Town Committee re ~~nomination~~-recommendation of Anthony Rego, 1176 Hope Street - reappointment

Teixeira/Parella- Voted unanimously to reappoint Robert Faris and Anthony



Rego to the Board of Tax Assessment Review with a term set to expire in December 2027

**G4.** Board of Tenants' Affairs (2 two-year expired terms set to expire January 2027)

a. Arthur Medeiros - 1014 Hope Street Apt H1 - interest/reappointment

b. Paula J. Ferreira - 1014 Hope Street Apt X3 - interest/reappointment

c. Donna M. Falcoa, 1014 Hope Street Apt S5 - interest/appointment

Teixeira/Parella - Voted unanimously to reappoint Arthur Medeiros and Paula J. Ferreira to the Board of Tenants' Affairs with a term set to expire in January 2027

**G5.** Bristol Prevention Coalition (2-year expired terms set to expire January 2027)

a. Barbara Palumbo, Bristol Prevention Coalition Coordinator - recommendation list

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

**G6.** Conservation Commission - (2 three-year expired terms set to expire December 2027)

a. Jay Maciel, 81 King Philip Avenue - interest/reappointment

b. Lee Ann Freitas, 134 Bay View Avenue- interest/reappointment

Teixeira/Parella - Voted unanimously to reappoint Jay Maciel and Lee Ann Freitas to the Conservation Commission with a term set to expire in December 2027.

- G7.** Juvenile Hearing Board (2 three-year expired terms set to expire December 2027)
- a. Wayne Marshall, 33 Cooke Street - interest/reappointment
  - b. Scott Aksamit, 27 Cole Street- interest/appointment
  - c. Carla DaCosta, 40 Peckham Place - interest/appointment
  - d. JoAnne M. Waite, 55 Mulberry Road - interest/appointment
  - e. Marykae Wright, 165 Wood Street- interest/appointment

Parella/Teixeira- Voted unanimously to reappoint Wanye Marshall to the Juvenile Hearing Board with a term set to expire in December 2027; and to instruct the Clerk to set a special meeting for interviews to be held at the next council meeting starting at 6:30, or at the following meeting beginning at 6:15.

Prior to the vote being taken, Clerk Corderio noted that Linda Dubois was not seeking reappointment to the juvenile hearing board.

- G8.** Mount Hope Trust - (1 two-year expired term set to expire December 2026)
- a. Theresa Rigsby Dougherty, 4 Linden Street - interest/reappointment

Sweeney/Teixeira- Voted unanimously to reappoint Theresa Rigsby Dougherty to the Mount Hope Trust with a term set to expire in December 2026

- G9.** Newport & Bristol County Convention & Visitors Bureau - by-law change to effect end term date (changed from September 1, 2026 to June 30, 2026)

Parella/Teixeira- Voted unanimously to accept the term changes from September to June.

Prior to the vote, Town Clerk Cordeiro explained that recent legislative changes affected board terms. The committee convened to review these changes and align them with their by-laws, which now reflect the updated term expiration date of June instead of September. It was noted that the current member, Stephan Bridgi, term would be updated to reflect the term expiration date of June 2026.

- G10.** North and East Burial Grounds Commission (1 five-year unexpired term set to expire January 2029 and 2 five-year expired terms set to expire January 2030)

a. Kathleen J. Moran, 87 Hopeworth - Avenue - letter of resignation

b. Susan C. Church, 29 Garfield Avenue - letter of resignation

c. Herman Martin, 2 Pagnano Street - interest/reappointment

d. Jennifer Ouellette, 4 Evangeline Court- interest in elevation to full member

e. Shirley Louise Mancieri, 10 Kathy Court - interest/appointment

Teixeira/Sweeney- Voted unanimously to:

- accept these resignation and to instruct the Clerk to send a letter of thanks for service;
- to reappoint Herman Martin to the North East Burial Ground

Commission with a term set to expire January 2030

- to elevate Jennifer Ouellette to full member of the North and East Burial Grounds Commission with a term set to expire in January 2029;
- and to instruct the Clerk to set a special meeting for interviews to be held at the next council meeting, or at the convenience of the parties.

**G11.** Personnel Board (1 four-year expired term expiring December 2028)

- a. Renee Wetterland, 3 Leila Jean Drive - interest/reappointment

Sweeney/Teixeira- Voted unanimously to reappoint Renee Wetterland to the Personnel Board with a term set to expire in December 2028

Prior to the vote, Councilman Teixeira acknowledged Mr. Dick Devault's decision not to seek reappointment as the Town Administrator's appointee and expressed gratitude for his many years of dedicated service on the board.

**G12.** Recreation Board -( 2 three-year expired terms set to expire February ~~2025~~ 2027 and 1 first Alternate unexpired position set to expire February 2027)

- a. N. Diane Davis, 25 Butterworth Avenue - interest/reappointment

- b. Karl Antonevich, 1215 Hope Street - interest/reappointment

- c. Kevin Manuel, 19 Peckham Place - interest in elevation to full member

- d. Timothy L Palmer, 7 Church Cove Road - interest/appointment

Teixeira/Parella- Voted  
unanimously to:

- Reappoint N. Diane Davis and Karl Antonevich to the Recreation Board, with terms set to expire in February 2027.
- Elevate Kevin Manuel to 1st Alternate Member.
- Instruct the Clerk to schedule a special meeting for interviews to be conducted at the next Council meeting or at the convenience of the parties

**G13.** Special Constables, Private Investigators, Matrons & Retiree Officers - (expired one-year terms set to expire January 2026)

a. recommendation - Town Administrator and Chief of Police

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

**G14.** Tree Warden -( 1 one-year expired term set to expire January 2026)

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

b. recommendation - Town Administrator Contente

Teixeira/Sweeney- Voted unanimously to reappoint Steven Saracino as the Tree Warden with a term set to expire in January 2026.

Prior to the vote, discussions took place regarding the possibility of reviewing the Town Charter to establish a minimum two-year term for appointments. It was noted that

state law may regulate term lengths, and there was also consideration of incorporating reappointments during the reorganizational meeting.

**G15.** Zoning Board - (1 five-year unexpired term set to expire March 2025)

a. Memo from Town Clerk Cordeiro re Zoning Board Member David Simoes

b. George Duarte, 47 Lafayette Drive - interest in elevating from 1st Alternate to Full Member

c. Kimberly Teves, 32 Brooks Farm Drive - interest in elevating from 2nd Alternate to 1st Alternate

Teixeira/Parella- Voted unanimously to:

- elevate George Duarte to Full member of the Zoning Board with a term set to expire in March 2025;
- elevate Kimberly Teves to 1<sup>st</sup> Alternate;
- and advertise in local paper.

Prior to the vote being taken, council members acknowledged the passing of board member Mr. Simoes and expressed their condolences.

**G16.** Board of Fire Engineers - (1-year expired terms set to expire January 2026)

a. recommendation - Town Administrator and Fire Chief

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

**G17.** Bristol Christmas Festival - (1-year expired term (s) set to expire February 2026)

- a. recommendation - David Scarpino, Chairman, Bristol Christmas Festival
- b. David Scarpino, Chairman, Bristol Christmas Festival - letter of resignation
- c. Laura Scarpino, Vice Chairwoman, Bristol Christmas Festival - letter of resignation

Sweeney/Teixeira- Voted  
unanimously to continue to the  
February 5, 2025 council meeting.

Prior to the vote, Town Clerk Cordeiro noted that correspondence was received from Dave Scarpino requesting that the matter be continued to the next meeting to allow for revisions to the membership list.

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 also emphasized the importance of the upcoming ethics training for all board and commission members. In addition, a Robert's Rules of Order training will be held to help improve meeting efficiency and ensure clarity in decision-making. Chairs and vice chairs are expected to stay after the ethics training for this additional session, though all are welcome to participate. While ethics training is not just a local requirement but a broader principle, the Council strongly supports it and values the dedication and efforts of all board and commission members.

#### **H. Old Business**

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

- 11.** Director of Community Development Williamson re proposed Mt. Hope High School Drainage Maintenance

Parella/Teixeira - Voted unanimously to support the request as presented and direct Director Williamson to send a letter, on behalf of the Town Council, Town Administrator, and herself, advocating for the inclusion of funding

for ongoing drainage system maintenance at Mount Hope High School. The motion also includes a request for continued attention to this matter and for it to be added to the Joint Finance Committee (JFC) agenda for further discussion

Director Williamson, speaking on behalf of the Planning Board Chairman, who was unable to attend, presented the Planning Board's October action regarding the Mount Hope High School master plan review. The board emphasized the importance of maintaining the extensive drainage system required for the project, particularly given its location in a sensitive watershed.

The Planning Board passed a motion requesting that the Council, serving as the Joint Finance Committee, ensure funding is allocated in the budget for the ongoing annual maintenance of the drainage system once the school is built. This request is intended to ensure the system continues to function as designed. The board views this as an informational motion to make the Council aware that the School Committee should be requesting these funds, and the Planning Board supports their inclusion in the budget

Vice Chairwoman Parella asked Director Williamson whether a similar letter had been sent to the School Committee as they begin preparing their budget. Williamson responded that she would follow up and send a letter, noting that the School Committee was present at the Planning Board meeting, where the Planning Board specifically asked if they intended to include drainage maintenance in the budget.

Councilman Sweeney suggested adding the matter to the Joint Finance Committee (JFC) agenda to ensure it is discussed and to begin forecasting the necessary funding in advance rather than addressing it at the last minute. He emphasized the importance of early planning.

Chairman Calouro emphasized that while the Joint Finance Committee (JFC) can discuss and highlight the importance of drainage maintenance, it cannot compel the School Committee to allocate specific funds for particular expenses. The JFC's authority is limited to approving the overall budget total, not dictating how funds are spent. However, the discussion can ensure that the need for ongoing maintenance is clearly communicated and considered. The chairman also expressed confidence that neither the School Committee nor the superintendent would neglect necessary upkeep that could impact students' safety now or in the future.



Councilman Ley noted that the Town Administrator and Councilman Sweeney have attended some of the Building Facility Committee meetings, where the importance of budgeting for stormwater and drainage system maintenance has been emphasized. During those meetings, efforts were made to ensure that these considerations were factored into the planning process for the new school. Ley mentioned that the landscape architects are developing a maintenance plan for the school, which will include drainage upkeep. He emphasized that ensuring funds are properly budgeted for when the time comes is a wise step.

- I2.** Director of Community Development Williamson requests authorization to allocate up to \$541,000 in town funds for the Brown Property Acquisition on Tower Street, pending the award of a grant.

Sweeney/Teixeira - Voted unanimously to authorize the use of up to \$541,000 in town funds for the Brown University property acquisition, to be reimbursed with the Federal grant.

Prior to the vote being taken, Director Williamson explained the Brown property acquisition, which is pending due to the awaited Federal grant award paperwork. While a preliminary award letter has been received, the final grant documentation has not yet been processed due to the transition between Federal fiscal years. The Town cannot close on the property until the official grant paperwork is received. It was noted that that the preliminary letter serves as an intent to award and that the funds are expected, pending the final paperwork.

Director Williamson explained that the purchase would be fronted using town funds and later reimbursed by the grant. The Council was asked to authorize the use of \$541,000 in available funds, allowing the Town to proceed with the closing as soon as the grant award is finalized.

- I3.** Approval of authorization of vote and Clerk's Certificate for the purchase of the Brown University Land on Tower Road (to include ratifying action of purchase and sales agreement, conservation easement with DEM, acceptance of US Forest Service Grant, and

execution and delivery of documentation required by US Forest Service and/or RI DEM)

Parella/Sweeney- Voted unanimously to approve and authorize the vote and Clerk's certification for the purchase of the Brow University Land On Tower Road as presented.

**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 #1055 - Rehabilitation for Reuse of the Former Walley School to Create a Community Resource and Senior Center

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

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

- Mill City Construction, with a base price of \$894,775.00
- Collins Construction Company, Inc., with a base price of \$924,021.00
- Maron Construction Company, Inc., with a base price of \$1,412,000.00
- E.W. Burman, Inc., with a base price of \$1,239,000.00
- Westway Construction, Inc., with a base price of \$1,450,200.00

**J2.** Bid #1056 - Stage and Sound - Bristol 4th of July Concert Series 2025

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

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

- Audio Solution in the amount of \$59,800
- J3.** Town Administrator Contente re for Inter-department Line-Item Transfer from Salaries- Town Hall Complex to Salaries - Department of Public Works

Teixera/ Sweeny - Voted unanimously to approve the Inter-department Line-Item Transfer from Salaries- Town Hall Complex to Salaries - Department of Public Works for the part-time custodian at Byfield school.

Prior to the vote taken, Town Administrator Contente informed the Council that the part-time custodian at Byfield School, Joe Almeida, is retiring. After discussions with the Building Manager and DPW, it was determined that the Town Hall complex custodian will take on the additional duties, working four overtime hours per week to cover the remainder of the year. To accommodate this adjustment, the Administrator proposed transferring funds from the Town Hall complex budget to the DPW overtime line to ensure coverage through the end of the current budget cycle.

**K. Special Reports**

- K1.** BCWA - Tri-Town Monthly Report - December 11, 2025  
2024

Sweeney/Teixeira- Voted unanimously to receive and file.

Prior to the vote being taken, Councilman Teixeira highlighted the Pawtucket agreement moving forward, the progress on the removal of the damn, and the repurposing of the building.

**L. Town Solicitor**

**M. Executive Sessions**

- M1.** Town Administrator Contente requests for Executive Session Pursuant to RIGL § 42-46-5(a)(2) potential litigation

Teixeira/ Sweeney - Voted unanimously to convene in Executive Session pursuant to RIGL

Section 42-46-5 (a) (2) concerning potential litigation at 8:05 PM.

M2. Town Administrator Contente re request for Executive Session Pursuant to RI Gen. Laws 42-46-5 (a) (5) discussion or consideration related to the acquisition or lease of real property for public purposes

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 8:05 PM.

Teixeira/ Sweeney - Voted unanimously to resume open session and seal the minutes of the Executive Session at 8:05 PM.

Upon returning to open session, the Council deferred the motion and vote to be addressed in public session. It is hereby noted for the record that a:

Motion by Teixeira, seconded by Parella - voted unanimously to engage the firm of Gunning & Lafazia, Inc. to bring an action against Citizens Bank in connection with the losses incurred by the town as a result of the town's financial accounts being compromised in January, 2023, pursuant to a retainer agreement as approved by the Solicitor.

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. Tri-Town BCWA Board of Directors Meeting Minutes- December 11, 2024

(CA) AA2. Bristol Housing Authority Meeting Minutes - November 14, 2024

(CA) AA3. Rogers Free Library Board of Trustees Meeting Minutes - October 17, 2027

(CA) AA4. Conservation Commission Meeting Minutes - December 10, 2024

**(CA) BB. Budget Adjustments**

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

(CA) BB1. Tax Assessor DiMeo - Recommended Abatements & Additions for January 15, 2025

**(CA) CC. Financial Reports**

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

(CA) CC1. Treasurer Carulli Year-to-Date Budget Report - January 2026

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

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

(CA) DD1. Resolution - Suspending Enforcement of Ordinance No. 2024-12 (Insurance Requirement for Town Marina) (signed)

(CA) DD2. Resolution - (to borrow and issue bonds up to \$2,500,000) (signed)

(CA) DD3. Resolution -borrow and issue bonds up to \$2,000,000 (signed)

(CA) DD4. Resolution - Authorization CDBG application for Home Repair Program and Bristol Housing Authority for Repairs (signed)

**(CA) EE. Utility Petitions**

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

(CA) EE1. The Narragansett Electric and Verizon New England Inc. - Installing P2-2 for new service to 7 Riverview Avenue

a. recommendation - Town Administrator and Director of Public Works

**(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. Town Administrator Contente to CP's Catering & Sandwich Shop, re award Bid# 1052 - Catering Services for the 2025 Fourth of July Ball
- (CA) GG2. Town Administrator Contente to Mr. Richard Devault re Personnel Board
- (CA) GG3. Town Administrator Contente to Thomas Pariseault, 45 Shore Road, re appointment to Personnel Board
- (CA) GG4. Scoutmaster Leffingwell, Troop 6 re Nathan C Silvia, Eagle Scout Ceremony, January 19, 2025, at 1:00 PM, 135 State Street, Bristol
- (CA) GG5. Town Administrator Contente to Gerhard Leib re reappointment to the Waypoysset Trust Committee
- (CA) GG6. Town Administrator Contente to Gary Mesagno, 116 Peck Avenue re reappointment to the Bristol Building Code of Appeals
- (CA) GG7. Town Administrator Contente to Susan Rabideau, 17 Sandra Drive re reappointment to the Bristol Building Code of Appeals
- (CA) GG8. Town Clerk Cordeiro to DEM Office of Water Resources - Water Quality Certification Program re Application WQC- File No. 24-187 - Council Recommendation (Gibson Road)
- (CA) GG9. Town Administrator Contente to Brian Morrissette re appointment to the Building Code of Appeals Board
- (CA) GG10. Department of Community Development Williamson re Resilient Route 114 Plan Regional Public Workshop

(CA) GG11. A&R Marine Amendment 4, Fully Executed - December 19, 2024 (signed)

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

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

(CA) HH1. Recreation Board Meeting - December 18, 2024

(CA) HH2. Rogers Free Library Board of Trustees Meeting - December 19, 2024

(CA) HH3. Zoning Board of Review Meeting - January 6, 2025

(CA) HH4. Special Town Council Meeting - January 30, 2025

(CA) HH5. Planning Board Meeting Agenda - January 9, 2025

(CA) HH6. Harbor Commission Agenda - January 6, 2025

(CA) HH7. Conservation Commission - January 6, 2025

(CA) HH8. Bristol County Water Authority, Board of Directors Meeting - January 9, 2025

(CA) HH9. Bristol Republican Town Committee 2025 Calendar

(CA) HH10. Historic District Commission Meeting Schedule for 2025 (UPDATED)

(CA) HH11. BCWA Meeting - January 23, 2025

**(CA) II. Claims (Referrals)**

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

(CA) II1. Kathleen A. Kelley, 201 Forge Road, North Kingston - Damage to vehicle

(CA) II2. David J. Coccio, 33 Greenway Drive - Damage to sewer line

**(CA) JJ. Miscellaneous Items Requiring Council Approval**

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

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

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

There being no further business, upon a motion by Councilman Sweeney, seconded by Councilman Ley and voted unanimously, the Chairman declared this meeting to be adjourned at 9:08 pm.

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Melissa Cordeiro, Town Clerk  
Council Clerk

DRAFT