

**ORDINANCE COMMITTEE**  
**Meeting Minutes – Regular Meeting**  
**Wednesday, September 18, 2019 5:00 P.M.**  
**First Floor Meeting Room, Bristol City Hall**

**ATTENDEES:** David Mills, Greg Hahn  
**ABSENT:** David Preleski  
**STAFF PRESENT:** Ellen Zoppo-Sassu, Mayor  
Thomas Conlin, Asst. Corporation Counsel  
Richard Lacey, Asst. Corporation Counsel  
Tom Lozier, Building Dept.  
Roger Rousseau, Purchasing Dept.

1. The Ordinance Committee was called to order at 5:00 p.m. by Council Member Mills.
2. Minutes

**Council Member Hahn made a motion to approve the minutes of August 21, 2019. Council Member Mills seconded the motion, all present voted in favor and the minutes were approved.**

3. Public Participation  
  
There was no public participation.

**Council Member Hahn made a motion to proceed to Item # 5, seconded by Council Member Mills. All present voted in favor and the motion passed.**

5. New Business
  - a. Review of Sec. 5-19 Building Permit Fees

Mayor Zoppo-Sassu introduced the subject and reported it was brought to the attention of the Building Department and Corporation Counsel as a referral by the Memorial Boulevard Building Committee. She provided a summary regarding City projects paying fees to each other, and provided examples. The ability to waive fees would be strictly for City projects. The Building Department still needs to review the projects. There would be third party review (which requires a fee). Roger Rousseau explained the function of the third party review.

Building fees are not a reimbursable cost to the State, however, the cost for third-party commissioning is reimbursable by the State. Tom Lozier reported that other towns waive fees for municipal projects. Tom agrees with the change to the ordinance, as long as they get the third-party review. A permit is still required and they will do all the inspections. Time can be saved as well, as the Building Department review time would be less. Some past municipal projects have already commissioned for third-party review.

Tom Conlin said that the Sec. 5-19 draft as distributed has some recommended changes but additional changes may be needed. This is not time-sensitive for the Boulevard project but it is for a couple of other potential projects. The first permit coming up for the Boulevard would be in December. Timelines were reviewed and it was decided that a special meeting would be scheduled.

Ellen Zoppo-Sassu left the meeting at 5:11 p.m. This item was tabled.

Tom Lozier asked do you want to have a cap or go with no fee except for the educational fees? Council Member Hahn replied no fees. Tom replied okay as long as there is still a third-party review and they can still collect the educational fees. Roger said that they would still do the site inspections and review other third party results, as well as meeting with fire marshal, architects, engineers, etc. Tom added that his bottom line will be affected as well if they are not pulling in those fees. Dave Mills said that the Board of Finance and Comptroller's office needs to be made aware of this. Tom said yes, once the details are worked out. Roger has already told the Comptroller and she wants to be kept informed. Roger added that the permits are still required. It's just the fees that will be waived. Tom said yes the regular process is still followed. Roger answered a question about how to collect/determine the inspection fee.

4. Old Business

a. Sec. 16-1 Motor Vehicles on Memorial Boulevard

Tom Conlin is getting feedback from Josh Medeiros and will be advising the committee. No action at this meeting.

b. Tom Conlin reported the is one more item for tonight. Fees charged for citations.

**Council Member Hahn made a motion seconded by Council Member Mills to add agenda item from Richard Lacey, Sec. 23-5, Penalties for Offenses (Code Enforcement issue).**

Richard Lacey said that they would like to make the \$90 fee clear and uniform across the board for citation violations with the exception (language in the proposed amendment) "unless otherwise provided." Example: shopping carts. They also want to make it clear that the doubling and tripling be uniform across the board so it would apply to any ordinance violation. They are just proposing some additional language be added to Section 23 that would give some clarity to what they are trying to accomplish. Tom Conlin said there were about 6 lines (underlined) and this was provided in the meeting packet. Richard Lacey is requesting a public hearing. This is to make clear for citations only and unless otherwise provided that the fee would be \$90.

**Council Member Hahn made a motion, seconded by Council Member Mills, to move this item to a public hearing prior to the next meeting of October 16 at 4:45 p.m. All present voted in favor and the motion passed.**

6. Committee Member Comments

There was no Committee Member comments.

7. Adjournment

**Council Member Hahn made a motion to adjourn the meeting at 5:24 p.m. seconded by Council Member Mills. Meeting adjourned.**

Respectfully submitted,  
Christine Cooper  
Recording Secretary