

MINUTES  
REGULAR MEETING  
BOARD OF SELECCTMEN  
LISBON TOWN HALL  
MONDAY, APRIL 9, 2018  
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Selectmen, was called to order by Thomas Sparkman, First Selectman at 7:00 p.m.

PRESENT: Thomas W. Sparkman, Robert T. Browne, Sr., William C. Surfus

OTHERS PRESENT: Haylee Zinewicz, Tyler McDermott, Student Ambassadors

2. Previous Minutes

a. 3/26/18 Reg. Mtg.

R. Browne moved to approve the previous minutes as presented. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Invitation, Lisbon Fire Department, 3/25/18, Re: Fire Department Annual Dinner 4/21/18
2. C: Response, First Selectman Sparkman to Office of Policy and Management (OPM), 4/3/18, Re: Corrective Action Plan for Fiscal Year Ended June 30, 2017 (material weakness)
3. C: Letter, Melanie Bachman, Executive Director, ST CT, Connecticut Siting Council, 3/29/18, to Kri Pelletier, Property Specialist, SBA Communications, Re: EM-SPRINT-073-180321-Sprint notice of intent to modify an existing telecommunications facility located at 26 Mell Road, Lisbon, Connecticut
4. Referring to plans (of repair) and pictures of a partially collapsed culvert on Tunnel Hill Road, Mr. Sparkman advised that the project to replace the culvert will go out to bid. He noted that funding for the project will come out of the Town Aid Road account.

4. Public Comment - None

5. Old Business

a. 486 River Road – State DOT Facility

Mr. Sparkman reported that a contractor hired by the State DOT has pulled permits to remove the three underground tanks at the facility and complete any environmental clean-up.

b. 1 South Burnham Highway – No Update

c. Request, Recreation Committee – Sand Volleyball Courts

Mr. Sparkman advised that while the preliminary plans have been completed, the Recreation Committee Chairman and Town Engineer will discuss revisions before they are presented to the Board of Selectmen, Conservation Commission and the Planning and Zoning Commission.

d. Strawberry Fields Sidewalk – Phase 1

Mr. Sparkman advised that depending on the weather, work is to resume within the next two weeks.

e. Trail Committee – Recommendation – No Update

f. Board of Finance – Purchasing Ordinance – No Update

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- g. Public Act 17-65 – No Update
- h. Lisbon Fire Department – No Update
- i. FY2018/19 Budget

Mr. Sparkman reported that there were no negative comments, regarding the proposed budgets, at the public budget hearing. He advised that the budgets are on the agenda for the special meeting of the Board of Finance scheduled for April 11<sup>th</sup>.

- j. Wheelabrator Lisbon – No Update

6. Public Comment - None

7. New Business

- a. State of Connecticut, DESPP – CMED Designation

Letter, Carey Thompson, Grants and Contracts Specialist, ST CT Department of Emergency Services and Public Protection (DESPP), 3/26/18, Re: Regional Telecommunications Service Credit for Coordinated Medical Emergency Direction (CMET) Services (\$1,284.30 Lisbon's Credit)

After Mr. Sparkman advised that American Ambulance provides coordinated medical emergency direction for the Town of Lisbon, R. Browne moved to designate American Ambulance to receive the Town of Lisbon's CMED credit in the amount of \$1,284.30. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

- b. Tax Collector's Request – Tax Refund, US Bank National Association

R. Browne moved to approve a \$4,186.80 tax refund to US Bank National Association. The motion was seconded by W. Surfus.

VOTE: UNANIMOUS MOTION CARRIED

- c. Tax Collector's Request – Tax Refund, Sean M. Lundy

Request, Gail Izbicki, Tax Collector, for a tax refund in the amount of \$101.47 to Sean M. Lundy. R. Browne moved to approve a tax refund in the amount of \$101.47 to Sean M. Lundy. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

- d. Tax Collector's Request – Tax Refund, Cab East LLC

Request, Gail Izbicki, Tax Collector for a tax refund in the amount of \$191.92 to Cab East LLC. R. Browne moved to approve a tax refund in the amount of \$191.92 to Cab East LLC. The motion was seconded by W. Surfus.

VOTE: UNANIMOUS MOTION CARRIED

- e. Request, Planning & Zoning Commission – Additional Appropriation, Supplies & Expenses

Request, Robert Adams, Chair., Planning and Zoning Commission, for a \$1,000 additional appropriation to Line Item #51750, Supplies and Expenses, needed due to anticipated new applications which will come back to the town through application fees.

R. Browne moved to approve an additional appropriation of \$1,000 to Line Item #51750, Supplies and Expenses (Planning and Zoning Commission). W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

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f. Request, Board of Selectmen – Line Item Transfer, Tax Refund

Request, Board of Selectmen for a \$4,610 line item transfer from Line Item #60135, Road Repair, to Line Item #51351, Tax Refunds, needed due to prepayment of mortgage taxes and a clerical error both of which cause an inordinately high number of tax refunds.

W. Surfus moved to approve a \$4,610 line item transfer from Line Item #60135, Road Repair, to Line Item #51351, Tax Refunds. R. Browne seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

g. Town of Lisbon Controller – Town’s Accounting Records

Mr. Sparkman advised that as noted under Correspondence, the requirement that the town’s financial records be reviewed and reconciled was cited in the audit as a material weakness as it has not been done for several years. Upon the recommendation of the town’s auditor, he advised that the town used Erik Christensen, CPA, with the Town of Griswold, during the audit. He further advised that Mr. Christensen has agreed to provide the services recommended by the auditor on a more permanent basis.

R. Browne moved to hire Eric Christensen, CPA, to reconcile the Town of Lisbon Lisbon’s financial accounts and records on a quarterly basis at a fee of \$100 per hour. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

8. Public Comment – None

9. Any other business which may properly come before the Board

R. Browne moved to add “COA Request - Line Item Transfer”; “Tax Collector’s Request, Tax Refund – Vault Trust”, and “Tax Collector’s Request, Tax Refund – Vault Trust” to the agenda. The motion was seconded by W. Surfus.

VOTE: UNANIMOUS MOTION CARRIED

a. COA Request, Line Item Transfer

Request, Leonora Szruba, Chair., Commission on Aging, for a line item transfer in the amount of \$1,500 from Line Item #70130, Senior Citizen’s Services, to Line Item #70142, Senior Center Maintenance, needed for unexpected plumbing and electrical repairs.

W. Surfus moved to approve a line item transfer in the amount of \$1,500 from Line Item #70130, Senior Citizen’s Services, to LI #70142, Senior Center Maintenance. R. Browne Seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

b. Tax Collector’s Request, Tax Refund – Vault Trust

Request, Gail Izbicki, Tax Collector for a tax refund in the amount of \$38.92 to Vault Trust

W. Surfus moved to approve a tax refund in the amount of \$38.92 to Vault Trust. The motion was seconded by R. Browne.

VOTE: UNANIMOUS MOTION CARRIED

c. Tax Collector’s Request, Tax Refund – Vault Trust

Request, Gail Izbicki, Tax Collector for a tax refund in the amount of \$209.25 to Vault Trust

R. Browne moved to approve a tax refund in the amount of \$209.25 to Vault Trust. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

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10. Public Comment - None

11. Adjournment

R. Browne moved to adjourn at 7:13 p.m. W. Surfus seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

  
Marlene LePine, clerk

APPROVED: \_\_\_\_\_  
Thomas W. Sparkman, First Selectman

RECEIVED FOR RECORD AT LISBON  
CT ON 04/10/2018 AT 12:35pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
