

**TOWN OF LISBON  
SPECIAL PERMIT APPLICATION**

CORRESPONDENCE WILL BE SENT TO APPLICANT OR DESIGNATED AGENT. ALSO SEE NOTES 1, 2 AND 3 BELOW:

- > APPLICANT: Town of Lisbon TELEPHONE: 860-376-3400  
ADDRESS 1 Newent Road, Lisbon, CT 06351 EMAIL: tsparkman@lisbonct.com
- > APPLICANT'S AGENT (IF ANY): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_
- > OWNER / TRUSTEE: Town of Lisbon TELEPHONE: 860-376-3400  
ADDRESS 1 Newent Road, Lisbon, CT 06351 EMAIL: tsparkman@lisbonct.com
- > ENGINEER/ SURVEYOR/ ARCHITECT: CLA Engineers, Inc. TELEPHONE: 860-886-1966  
> ADDRESS 317 Main Street, Norwich, CT 06360 EMAIL: bdeluca@claengineers.com

1. TO BE ACCEPTED BY THE PLANNING AND ZONING COMMISSION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED BY THE PARTIES LISTED BELOW, AND SUBMITTED WITH THE REQUIRED FEE(S) AND SITE PLAN PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS AND ORDINANCES.
2. THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION, ITS STAFF, AND/OR ITS CONSULTANT(S) TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.
3. I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY TOWN STAFF UNDER THE LISBON LAND USE FEES ORDINANCE.

SIGNATURE OF APPLICANT/AGENT [Signature] PRINTED NAME OF APPLICANT/AGENT Thomas Sparkman  
DATE: 4/28/20

SIGNATURE/RECORD OWNER [Signature] PRINTED NAME/RECORD OWNER Thomas Sparkman  
DATE: 4/28/20

PARCEL IDENTIFICATION INFORMATION

STREET ADDRESS AND/OR LOCATION OF PROPERTY:  
25 Newent Road

MAP /BLOCK /LOT: Map 10 Lot 107  
VOLUME/ PAGE: 156 / 948

PROJECT NAME: Lisbon Fire Station ACREAGE: 7.3 ZONING DISTRICT: R-60  
LOT IN SQUARE FEET: 317,810 TOTAL FLOOR AREA IN SQUARE FEET: \_\_\_\_\_

PROJECT DESCRIPTION, APPLICABLE REGULATIONS, AND PROPOSED STATEMENT OF APPROPRIATENESS OF USE:  
Proposed 17,000 +/- Sf fire station permitted as a special use permit in R-60 zone.

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APPLICATION SUBMITTAL DATE: \_\_\_\_\_ FEE(S) PAID: \_\_\_\_\_  
OFFICIAL DAY OF RECEIPT: \_\_\_\_\_  
\*P & Z COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
CHAIR'S SIGNATURE: \_\_\_\_\_

UPON APPROVAL OF THIS APPLICATION BY THE PZC, AND COMPLIANCE WITH THE PROVISIONS OF SECTION 2.3.3 AND ANY CONDITIONS REQUIRED, THE ZONING ENFORCEMENT OFFICER MAY ISSUE THE ZONING PERMIT.

\_\_\_\_\_  
Zoning Enforcement Officer DATE: \_\_\_\_\_ Rev. 12/17

(\* Any conditions attached to PZC action, or any reasons for denial, shall be reflected in the record and attached. No approved special permit shall be effective until a copy of the Notice of Approval and Grant of Special Permit is duly recorded in the land records of the Town.)

TOWN OF LISBON  
SITE PLAN CHECKLIST

A. INFORMATION TO BE SUBMITTED WITH THE APPLICATION FOR SITE PLAN REVIEW  
ASSOCIATED WITH ZONING PERMIT AND/OR SPECIAL PERMIT APPROVAL

- Complete application on the form provided by the Town.
- Pending  Proof that application has been made to, or permit obtained from, the Conservation Commission for any regulated activity under Connecticut General Statute §22a-42.
- N/A  Fee in accordance with the Town of Lisbon Fee Ordinance, as amended
- A soil erosion and sediment control plan and accompanying information in accordance with sections 10.16 and/or 10.4 of the zoning regulations, inclusive and as amended, for development when the disturbed area of such activity or development as the case may be, is cumulatively more than one-half acre.  
*It is the developer's or contractor's obligation to maintain consistency with all Storm-water discharge permits issued by the DEEP within the municipal boundary pursuant to Connecticut General Statutes §22a-430 and 22a-430b and obtain authorization under DEEP's General Permit for the Discharge of Storm-water and Dewatering Wastewaters Associated with Construction Activities ("Construction General Permit") if their development or redevelopment project disturbs one or more acres of land, either individually or collectively, as part of a larger common plan, and results in a point source discharge to the surface waters of the state. A copy of the Storm-water Management Plan or Storm-water Pollution Control Plan (required by the Construction General Permit) as the case may be, shall be provided to the Town of Lisbon by the applicant upon request.*
- Renderings and elevations of proposed buildings 1) in the case of special permit applications and 2) to address the requirements of section 10.13, inclusive, regarding development in the Business Village and Industrial districts. In the case of all site plan reviews for other uses and zones, a rendering of any proposed building shall be supplied, with siding materials specified (front, side, and rear elevations shall also be shown).
- N/A  For all wireless telecommunications facilities proposed provide reports, design drawings and other information required under section 10.17, inclusive.
- N/A  Where significant risk of degradation of surface or ground water supplies may exist, submission of an evaluation of the impact of the proposals on existing and potential surface and ground drinking water supplies, prepared by a qualified hydrogeologist or other professional acceptable to the commission.
- N/A  An estimate of the costs for improvements shown on the site plan and provided for in the special permit.
- The Commission may require evaluation reports by commission-approved independent professionals and other experts, including and not limited to: traffic engineers, hydrologists, soil scientists, geologists.
- Storm water drainage calculations for pre and post development.

- Pending  Provide proof that applications will be made, or have been obtained, for any required Certificates of Public Convenience and Necessity required by Connecticut state statute.
- B. ITEMS TO BE INCLUDED ON THE SITE PLAN: PLAN SIZE SHALL BE 24" x 36" at 1"=40'. THE SITE PLAN SHALL BE PREPARED BY A CONNECTICUT REGISTERED PROFESSIONAL SURVEYOR, ENGINEER, OR OTHER APPROPRIATE PROFESSIONAL; P.E. STAMP IS REQUIRED FOR ANY GRADING, PAVING, DRAINAGE, ROAD CONSTRUCTION, OR MUNICIPAL IMPROVEMENT WORK.
- Name and address of owner of record, address of property, name of applicant.
  - Legend
  - Type size no smaller than .08" or equivalent of 80 LEROY.
  - North arrow (orientations shall be consistent), graphic scale, name of person preparing plan, date of drawing, any revision dates with description of revisions.
  - Property boundaries, dimensions, and area.
  - Map references and prior permits, variances, and the like.
  - Signature/Date Block for the chairperson of the Planning and Zoning Commission
  - Site data table to address section 8, including lot size, density, frontage, yards, buildable area, parking, building coverage, impervious area coverage, and building height, as the case may be.
  - Zone of site and of all property within 500 feet. A 1"=1000' Location Map copied from the official zoning map can address this item.
  - Names and addresses of current owners of property within five hundred feet of the parcel as shown in Assessor's records including properties across from any street/road, river, and /or municipal boundary.
  - Dimensions of all yards, as required by these Regulations.
  - Existing and proposed contour lines at intervals of no more than two feet (T-2 or T-3 accuracy). Topography taken from USGS Quadrangle interpolation is not acceptable. The commission may require the applicant to submit design drawing(s) including cross sections and elevation, of all proposed activity as a component of the site plan.
  - Locations and specifications of all existing and proposed structures and uses including, but not limited to, buildings, stonewalls, fences, sidewalks, driveways and internal roads, parking and loading areas, exterior storage areas, trash disposal areas, signs, abutting streets, utility structures, and hydrants. Provide construction details as necessary.
  - All new utilities (i.e. electric, cable, phone) necessary for development shall be installed underground.
  - Locations and descriptions of water supply/distribution and sewage disposal facilities, including test pit data. Where septic systems are proposed, include note: The preliminary soils testing information presented herein is sufficient for the purpose of approval of this site plan by the Lisbon Planning and Zoning Commission. Prior to

issuance of a building permit, the Uncas Health District may require additional soils testing and/or detailed review of the septic system design.

- HVAC equipment location(s) and other service structures such as propane tanks, transformers, mailboxes, bus shelters, etc.
- A storm drainage plan which includes necessary calculations and existing and proposed drainage structures on the site and those off-site that may be affected by the proposed activity. Post-development and pre-development calculations should be submitted.
- Location of wetlands and watercourses and wetlands buffer, with the signature of the soil scientist who identified such features. All wetlands shall be field located.
- Pending  A landscape plan prepared by a professional landscape architect (i.e., American Association of Landscape Architects, including the planting, location and species to be used, the ground cover and surface treatments proposed, and identification of the types and location of existing vegetation to remain in place on the site. The number, location and size of the landscaping material shall be as required by section 14 of the zoning regulations.
  - Location of any existing mature trees to be retained or credited to meet landscape requirements. Include clearing limit lines.
  - Staging or phasing plans proposed for site development.
- N/A  Flood Hazard areas, as shown on FEMA maps.
- Sight line information at proposed driveway cut(s).
- Attached  Indication that plans have been submitted to CONNDOT for review or that review is not required. A CONNDOT encroachment permit is required for all work in the State R.O.W.
- Lighting plan to address the requirements of section 12.6.9 of the zoning regulations, including location(s), height size, orientations and details. Light posts proposed may not exceed 20' in height.
- Location, size, height, and orientation of all proposed signs, including wall, freestanding, directional and traffic signage in accordance with section 15 of the zoning regulations.
- Note stating: *Fire Lanes, if requested by the Fire Marshal, shall be installed and maintained on site in accordance with town ordinance or standards in force.*
- Note stating: *The contractor will notify the Tree Warden before removing or pruning any trees that stand on Town of Lisbon property.*
- Note stating: *Call Before You Dig at 811 or 1-800-922-4455 will be contacted prior to initiation of this project.*
- Note stating: *All curb/handicapped ramp designs shall conform to ANSI, ADA, CT Basic Building Code, Town of Lisbon standards in force as directed by the Town Building Official.*
- Easements or dedications proposed or required.
- Any other information deemed necessary by the commission to determine compliance with these regulations.

C. INFORMATION REGARDING FEES FOR PROCESSING APPLICATIONS UNDER "AN ORDINANCE ESTABLISHING FEES FOR THE PROCESSING OF APPLICATIONS BY THE PLANNING AND ZONING COMMISSION...OF THE TOWN OF LISBON" REFERRED TO HEREIN AS THE *LAND USE FEES ORDINANCE*

The Town of Lisbon Planning and Zoning Commission is authorized to create and implement reasonable procedures to address such necessary requirements noted below to accomplish the provisions of the *Land Use Fees Ordinance*. In addition to the required *Base* and/or *Review* fees for required administrative and other specific review activities at the time of application, additional *Supplemental Fee(s)* may be required to ensure that the Town is reimbursed for the full costs of processing the application as prescribed below.

Items toward which the Town may require additional services and/or payment of *Supplemental Fees* to be deposited in the Town's fund specifically established for this purpose include provisions for direct costs of services associated with work performed by professional consultants, including but not limited to engineering, scientific and/or legal professionals, in order to determine whether the activity proposed by the application, or as constructed, complies with applicable regulations, or for the preparation or review of any additional documents or materials by any such professional consultant(s). *Supplemental Fee* deposits must be paid within thirty (30) days after commission staff mails or delivers to the applicant a written request for payment of such initial fee or any subsequent *Supplemental Fee*, as the case may be. Any unexpended portion of the *Supplemental Fees* in excess of actual costs incurred by the Town in fully processing the application shall be refunded to the applicant.

In accordance with the applicant's signature and consent on the application form, all permits and approvals shall be deemed to be issued upon the condition that all fees required are paid by such applicant(s) when due. The failure to pay any such fee when due may result in the denial, termination, revocation or expiration of any applicable permit or approval to which the fee was related.

The full text of the *Land Use Fees Ordinance* is available at the Lisbon Town Hall at 1 Newent Road, Lisbon, CT 06351 or on the Town's website at [Lisbonct.com](http://Lisbonct.com).

## TOWN OF LISBON

### Guidance Document for Low Impact Development Best Management Practices

Similar to many towns in Connecticut, the Town of Lisbon has seen increased interest in balancing community growth and environmental conservation. When an undeveloped site is converted into residential housing or commercial areas, roads, roofs, parking lots and driveways replace the native vegetation and soils that were on the site. As would be expected, much more water runs off developed sites in response to rain storms. Pollutants, such as oil from vehicles, bacteria, nitrogen and phosphorus collect on the impervious surfaces and are washed off during precipitation events. Typical development approaches do not provide adequate treatment for this storm water, and receiving waters suffer a variety of impairments due to these human induced changes in the landscape. Storm- water runoff has been identified as one of the biggest causes of stream quality degradation. Low impact development (LID) is an approach that will help to minimize the impacts of traditional development, while still allowing for growth. Pioneered in Maryland<sup>1</sup>, this approach is being successfully utilized throughout the country. LID has also been adopted as the preferred method of site design in the 2004 Connecticut Storm-water Quality Manual<sup>2</sup>. In addition to protecting ecosystems and receiving waters, the LID approach can often result in cost savings on projects<sup>3</sup>.

The following areas of focus will help guide planning for your project to achieve compliance with the erosion and sediment control requirements and stormwater management/LID requirements of the zoning, subdivision, inland wetlands, and road/drainage construction standards of the Town of Lisbon:

1. **Assessment of natural resources.** Ideally, LID is considered early in the site planning process. The objective is to allow for development of the property, while maintaining the essential hydrologic functions of the site. A thorough assessment of the existing natural resources on the site needs to be performed, so that essential features can be preserved, and suitable sites for development can be identified.
2. **Preservation of open space.** Cluster subdivision design can complement the LID approach. Cluster subdivisions provide a key way to protect natural resources while still providing landowners with the ability to develop their property. In most cases, the number of residential units allowed in a cluster subdivision equals the number allowed under conventional subdivision regulations.
3. **Minimization of land disturbance.** Once the development envelope is defined, the goal is to minimize the amount of land that needs to be disturbed. Undisturbed forest, meadow, and wetland areas have an enormous ability to infiltrate and process rainfall, providing base flow to local streams and groundwater recharge. Construction equipment causes severe compaction of soils, so after development, even areas that are thought to be pervious such as grass, can be quite impervious to rainfall.
4. **Reduce and disconnect impervious cover.** With careful planning, the overall percentage of impervious cover in a proposed project can be minimized. Roads, driveways, sidewalks, parking lots, and building footprints can be minimized to reduce impacts, but still provide functionality. Additionally, not all impervious surfaces have the same impact on local waterways. With proper planning, runoff from impervious surfaces can be directed to pervious areas such as grass or forest, or to LID treatment practices. It should be noted that every project is unique, and not every LID practice will be appropriate. For example, sidewalks or bike paths may be an asset to a new subdivision, if there is some connection to existing pedestrian travel routes. However, sidewalks may not be needed in other settings, and would add

unnecessary costs and impervious cover. The objective is to evaluate each site individually and determine the most appropriate management techniques to reduce impacts to waterways.

5. **Implementing LID practices.** There are a variety of practices that can be used to maintain the pre-development hydrologic function of a site. For more detail on the following practices, see the references below:

- Bio-retention areas or rain gardens are depressed areas in the landscape that collect and infiltrate storm water.
- Vegetated swales can be used to convey runoff instead of the typical curb and gutter system, and they can also infiltrate and filter storm water.
- Water harvesting techniques can be employed, so that storm water can be a resource rather than a waste product.
- Pervious pavements allow rainfall to pass through them, and can be installed instead of traditional asphalt or concrete.
- Green roofs can reduce storm water runoff through evaporation and transpiration through plants, and they also can help save on heating/cooling costs.

LID represents a change from typical design approaches. Proper installation and maintenance of LID practices is critical to their performance. Therefore, installation should be performed by someone with LID experience to avoid costly mistakes.

With proper design and installation, LID can provide multiple benefits including decreased construction costs, reduced impacts to receiving waters, increased habitat for wildlife, beautiful landscape features, and increased property values.

## References

<sup>1</sup>Prince George's County, Maryland. 1999. Low-Impact Development Design Strategies: An Integrated Design Approach. MD Department of Environmental Resources, Programs and Planning Division.

<sup>2</sup>CT DEP. 2004. Connecticut Stormwater Quality Manual. Department of Environmental Protection. 79 Elm St., Hartford CT. Available at Mansfield Town Hall, or online at [http://www.ct.gov/dep/cwp/view.asp?a=2721&q=325704&depNav\\_GID=1654](http://www.ct.gov/dep/cwp/view.asp?a=2721&q=325704&depNav_GID=1654)

<sup>3</sup>US EPA. 2007. Reducing Stormwater Costs through Low Impact Development (LID), Strategies and Practices. EPA Publication number 841-F07-006.

REV: 11/15/2021

## Low Impact Development (LID) Site Design and Installation Checklist

New zoning and subdivision regulations have been adopted and became effective on September 1, 2021 regarding developments that disturb one (1) acre or more, or which propose development in designated priority storm-water areas. Items listed below need to be considered by developers and applicants when submitting plans for land use applications when these *storm-water management plan and low impact development* requirements apply.

This checklist is intended to complement relevant existing and newly adopted erosion and sediment control regulations. Due to individual site differences, not all items will apply to each individual property. Check items that have been applied, or explain why the items have not been used in the areas allocated. For more information on LID practices and how to implement them please refer to the 2004 Connecticut Storm-water Quality Manual.

### 1. Assessment of Natural Resources

- Natural resources and constraints have been indicated and are identified on the plans (wetlands, rivers, streams, flood hazard zones, meadows, agricultural land, tree lines, slopes [identified at required contour interval], soil types, exposed ledge & stone walls.
- N/A  Is the property shown on the latest copy of CT DEEP State and Federal Listed Species and Significant Natural Communities Map as listed in the Natural Diversity Data Base (NDDDB)? If so, provide a copy of the CT DEEP NDDDB request form and CT DEEP reply letter.
- Development is designed to avoid critical water courses, wetlands, and steep slopes.
- Soils suitable for septic & storm-water infiltration have been identified on plans.
- N/A  Soil infiltration rate/permeability has been measured and listed on plan:  
     **See sheet #** \_\_\_\_\_
- N/A  On-site soils have been assessed to determine suitability for storm-water infiltration.
- Natural existing drainage patterns have been delineated on the plan and are proposed to be preserved or impacts minimized.
- For items not checked, please use the space below to explain why that item was not appropriate or possible for your project, or any other pertinent information:*

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### N/A 2. Preservation of Open Space in Zoning or Subdivision Applications as Required

- Percent of natural open space calculation has been performed.  
     **Percent =** \_\_\_\_\_
- An open space, cluster or conservation subdivision design has been used.
- Open space and/or dedicated common areas are delineated.
- Open space is retained in a natural condition.



- Reduced setbacks, frontages, and right-of-way widths have been used where practicable in conformance with land use regulations and the POCD.

- For items not checked, please use the space below to explain why that item was not appropriate or possible for your project, or any other pertinent information:*

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**3. Minimization of Land Disturbance**

- The proposed building(s) and/or structure(s) is/are located where development can occur with the least environmental impact.
- Disturbance areas have been delineated to avoid unnecessary clearing or grading.
- Native vegetation outside the immediate construction areas remains undisturbed or will be restored.
- Plan includes detail on construction methods and sequencing to minimize compaction of natural and future storm-water areas.

- For items not checked, please use the space below to explain why that item was not appropriate or possible for your project, or any other pertinent information:*

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**N/A 4. Reduce and Disconnect Impervious Cover Areas as Required for Retrofit Projects**

- Impervious surfaces have been kept to the minimum extent practicable, using the following methods (check which methods were used):
  - Minimized road widths
  - Minimized driveway area
  - Minimized sidewalk area
  - Minimized cul-de-sacs
  - Minimized building footprint
  - Minimized parking lot area
- Impervious surfaces have been disconnected from the storm-water system, and directed to appropriate pervious areas, where practicable.

- For items not checked, please use the space below to explain why that item was not appropriate or possible for your project, or any other pertinent information:*

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5. LID Practices Design and Installation (To be evaluated in *design* and *post construction* phases)

- Sheet flow design is used to the maximum extent possible to avoid concentrating runoff.  
**Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Vegetated swales have been designed adjacent to driveways and/or roads in lieu of a curb and gutter storm-water collection system. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Rooftop drainage is discharged to bio-retention/rain gardens. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Rooftop drainage is discharged to drywell or infiltration trench.  
**Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Rain water harvesting methods such as rain barrels or cisterns have been designed to manage roof drainage. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Driveway, roadway, and/or parking lot drainage is directed to bio-retention/rain gardens.  
**Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Cul-de-sac bulb design proposes a landscaped bio-retention island. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Vegetated roof systems have been included, if appropriate. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- Pervious pavements have been incorporated, if appropriate. **Installed: Yes\_\_ No\_\_**  
**Comment** \_\_\_\_\_  
\_\_\_\_\_
- For items not checked in the design phase, please use the space below to explain why that item was not appropriate or possible for your project, or any other pertinent information:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CLA Engineers, Inc.

Civil • Structural • Survey

RECEIVED  
11:30am  
APR 28 2022  
TOWN CLERKS OFFICE  
TOWN OF LISBON

317 MAIN STREET • NORWICH, CT 06360 • (860) 886-1966 • (860) 886-9165 FAX

April 25, 2022

Mr. Rick Chapman  
District 2 Traffic Engineer  
CT. DOT – District 2  
171 Salem Turnpike  
Norwich, CT 06360

RE: Proposed Fire Station  
25 Newent Road (Route 138)  
Lisbon, CT  
CLA-7093A

Dear Mr. Chapman:

On behalf of the Town of Lisbon, we would like to request the Department's review and approval for driveway access in support of the town's propose new fire station building at 25 Newent Road. The project involves construction of a new single 17,322 Sq. Ft. building that will be accessed from Route 138 via two new driveways. Entrance to the site for all emergency and conventional vehicles would be via the west driveway and a departure only driveway for emergency vehicles is located to the east.

The facility is proposed as a volunteer fire station with no full-time or residential staff. As such, traffic generation will be minimal. Although the facility will function as a fire station, it will have ability to hold public meetings as needed. A total of 78 parking spaces have been allocated.

Stormwater management for the site has been designed such that all run-off from the site will be captured and treated on-site before being discharged to the rear (south) of the site to an existing wetlands complex.

A new gas service is proposed for the facility which will require a service connection to the existing gas main on the north side of the road. The trench will be permanently reinstated in accordance with CTDOT trench reinstatement details.

In support of this request, please find enclosed two copies of proposed site plans. If you need any further information, please call or e-mail [dhayward@claengineers.com](mailto:dhayward@claengineers.com).

Sincerely,



Darren Hayward, P.E.

Cc: Thomas Sparkman – First Selectman, Town of Lisbon



