

TOWN OF LISBON  
BOARD OF FINANCE

REQUEST DATE: 3-14-22

BOARD/DEPARTMENT:

Lisbon Emergency Response Staffing

APPROVE AT MEETING OF:

[ ] LINE ITEM TRANSFER [X] ADDITIONAL APPROPRIATION [ ] OTHER

DESCRIPTION:

Requesting additional funding in the amount of \$85,152.00 associated with staffing for LER.

Expenses associated with supplies, gear, and equipment has been more than budgeted and billing revenue is less than expected. These issues are being seen throughout all agencies/services.

SIGNED:

John Cingranelli - Chief

BOARD/DEPARTMENT/COMMISSION AUTHORIZED SIGNATURE

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BOARD OF SELECTMEN TOOK THE FOLLOWING ACTION ON: 03/14/2022

REQUEST: [X] APPROVED [ ] DENIED [ ] TABLED

VOTE: FIRST SELECTMAN:

YES [X] NO [ ] ABSTAINED [ ]

SELECTMAN:

YES [ ] NO [ ] ABSTAINED [ ]

SELECTMAN:

YES [X] NO [ ] ABSTAINED [ ]

COMMENTS:

The Board recommends that this is funded with ARPA funds and send it to a special town meeting.

SIGNED:

FIRST SELECTMAN/DESIGNATE

DATE: 03/14/2022

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BOARD OF FINANCE ACTION: [X] APPROVED [ ] DENIED [ ] TABLED

AT ITS MEETING OF: 3/16/22

SIGNED: [Signature]

CHAIRMAN/DESIGNATE

REASON:

NOTIFICATION [X] BOARD OF SELECTMEN DATE: 3/17/2022

[X] BOARD/DEPARTMENT/COMMISSION DATE: 3/17/2022

MINUTES  
REGULAR MEETING  
BOARD OF SELECTMEN  
LISBON TOWN HALL  
MONDAY, MARCH 14, 2022  
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Selectmen was called to order by Thomas W. Sparkman, First Selectman at 7:03 p.m.

MEMBERS PRESENT: Thomas W. Sparkman, William C. Surfus

MEMBERS ABSENT: Robert T. Browne

2. Previous Minutes – Motion by William C. Surfus second by T. Sparkman to accept the 2/28/2022 Regular Meeting minutes as presented. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Letter, from Heller, Heller & McCoy dated March 2, 2022 re: Tucker Development Group, LLC, \$3000.00 Fee in Lieu of Open Space, 15 Barber Farm Road (lot 28)
- b. Guidance, from CT Department of Public Health dated 3/4/2022 re: Reducing the Risks for Transmission of COVID19 and Other Respiratory Viruses during Interscholastic, Youth, and other Amateur Sport Activities
- c. Report, from Uncas Health District re: Weekly Covid19 Report, February 20 – March 5, 2022
- d. Letter, from Heller, Heller & McCoy dated March 9, 2022 re: Tucker Development Group, LLC, \$3000.00 Fee in Lieu of Open Space, 297 River Road (lot 18)

4. Public Comment – NONE

5. Old Business

- a. Lisbon Fire Department – John Cingranelli, Fire Chief, was present. He gave a brief report as to the status of the Fire Station project. He reported that the Town Engineer has an application before the Conservation Commission, noting that the septic is being moved to the other side of the building. He stated that the architect is currently ahead of schedule.
- b. Route 12 Sidewalks – NONE
- c. FY 2022 / 2023 General Government Budget – Mr. Sparkman noted that the proposed General Government Budget will be presented to the Board of Finance on March 16<sup>th</sup>.
- d. ARPA Funds – NONE
- e. Employment Opportunity – DPW Foreman – Mr. Sparkman reported that out of two Union applicants, only one chose to be interviewed for the position. The interview was conducted by a panel consisting of the two Selectmen, the Griswold Highway Superintendent and a State of CT DOT Supervisor. The Board of Selectmen will meet on March 30, 2022 to make their decision.

6. New Business

- a. Tax Collector's Request – Tax Refund, Vault Trust – Motion by W. Surfus second by T. Sparkman to approve the tax refund in the amount of \$111.62 to Vault Trust.

VOTE: UNANIMOUS, MOTION CARRIED

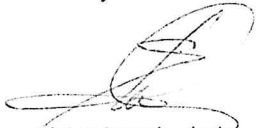
MINUTES  
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MONDAY, MARCH 14, 2022  
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- b. Reappointment – Eastern Regional Tourism District – Motion by W. Surfus second by T. Sparkman to reappoint Christine Strick to the Eastern Regional Tourism District for a three (3) year term effective from November 11, 2021. VOTE: UNANIMOUS, MOTION CARRIED
- c. Request, Tax Collector – Line Item Transfer, Tax Refunds – Motion to approve a line item transfer in the amount of \$4000.00 to line item #51351 (Tax Refunds) from line item #52742 (Unemployment). VOTE: UNANIMOUS, MOTION CARRIED
- d. Request, Lisbon Emergency Response – Additional Appropriation – Mr. Sparkman requested Mr. Cingranelli explain the Fire Department's position on the need for an \$85,152.00 additional appropriation to line item #55129 (Lisbon Emergency Response). Mr. Cingranelli reported that although the amount budgeted for this line item is accurate and on course for expenditures, the Fire Department is in need of an additional appropriation for this line item because it has not yet received the expected income from ambulance calls. He notes that COVID 19 has affected people's ability to pay their bills, and also notes that insurance companies have been slow to respond to invoicing as well. He expects more past due accounts will be sent to collections. A motion was made by W. Surfus second by T. Sparkman to approve the request and recommend that the Board of Finance use ARPA funds for an additional appropriation of \$85,152.00 to line item #55129 (Lisbon Emergency Response) and send it to a Special Town Meeting. VOTE: UNANIMOUS, MOTION CARRIED

7. Any other business which may properly come before the Board - NONE

8. Adjournment – Motion by W. Surfus to adjourn at 7:15 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



(Elaine Joseph, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 3/16/2022 AT 11:30am  
ATTEST. LAURIE TIROGCHI, TOWN CLERK  
*Laurie Tirogchi*

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, MARCH 16, 2022  
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:01 p.m.

MEMBERS PRESENT: Wayne Donaldson, Michael Zelasky, Randy Baah, Frank Burzycki,  
Susan Hull, Thomas Wakely, Jr.

MEMBERS ABSENT: Ken Washburn (alternate)

OTHERS PRESENT: Thomas Sparkman, First Selectman  
Joshua Cingranelli, Lisbon Volunteer Fire Department Assistant Chief  
David Croughwell, Lisbon Volunteer Fire Department Lieutenant  
Marcelo Raposo, LCS Student Ambassador

2. Reading of Previous Minutes

Motion by F. Burzycki second by R. Baah to approve the previous minutes of 2/16/2022 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Memo, from Board of Finance dated 3/16/2022, re: Revenue Projections for the 2022-23 Fiscal Year – Noted for the record that Chairman Donaldson sent this memo to all cost center managers.
- b. Slide Presentation, from Town of Lisbon Assessor's Office dated 3/15/2022, re: Report of the 2021 Grand List for the Town of Lisbon
- c. Memo, from Clerk to the Boards dated 3/14/2022, re: significant changes to The Bulletin legal advertisement publication dates
- d. Letter, from Stephen E. Brown, Lisbon Central School Service-Learning Coordinator, dated 3/1/2022, re: Student Ambassadors
- e. Memo, from Board of Finance Chairman, to First Selectman Thomas Sparkman, dated 2/17/2022, re: Board of Finance actions at the 2/16/2022 meeting

4. Bills and action thereon – NONE

5. Monthly Statements

- a. Treasurer's Report – Review (as of February 28, 2022)
- b. General Government – Review (July 2021 - February 2022)
- c. Board of Education – Review (dated February 28, 2022)
- d. CNR Report – NONE

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REGULAR MEETING  
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6. Reports

- a. Chairman's Report – Chairman Donaldson spoke on the topics of the Annual Report and the Fire House Update. Specifics of the Chairman's Report provided under Old Business in the minutes.

7. Public Comment – NONE

8. Old Business

- a. Fire House – Update – Chairman Donaldson spoke on this topic during his Chairman's Report. The project is moving along slowly. The project was brought in front of Inlands & Wetlands on March 15, 2022 but the committee must wait 30 days before voting. Chairman Donaldson hopes a vote will occur at the next Inlands & Wetlands regular meeting. The Fire Station Building Committee has been holding workshops to go through the equipment list provided by the architect. The group is eliminating unneeded equipment and making changes to the suggestions provided. Chairman Donaldson stated the committee is taking to heart the cost of this project to the town and is being mindful of projected spending for the project.

Motion by T. Wakely second by F. Burzycki to reorder the agenda to move 9b, Selectman's Request, to the current spot on the agenda. VOTE: UNANIMOUS, MOTION CARRIED

- b. FY 2022 / 2023 General Government Budget – The budget as presented includes a 6.11% increase. Mr. Thomas Sparkman, First Selectman, stated that the Board of Selectman reduced the Lisbon Emergency Response request of \$288,000 to \$238,000 and is suggesting the Board of Finance fund the line item (#55129) using ARPA (American Rescue Plan Act) funds instead of funding it via the government budget. There was a bit of concern that if the line item is funded with ARPA funds, it will eventually need to be included in future years' budgets, which will impact taxpayers at the same time that the cost of the new fire station impacts taxpayers. Motion by M. Zelasky second by R. Baah to approve the use of ARPA funds in the amount of \$238,000 to fund the Lisbon Emergency Response line item (#55129) in the 2022 / 2023 general government budget. VOTE: UNANIMOUS, MOTION CARRIED

Mr. Sparkman noted that members would receive an updated budget proposal reflecting this change within the next few days. Discussion also occurred regarding the increase in cost of the Resident Trooper, which is contributed to an increase in cost at the state level.

- c. Annual Report – Chairman Donaldson spoke on this topic during his Chairman's Report. Chairman Donaldson is working on finalizing the annual report and hopes to get it to print early next week.



9. New Business

a. FY 2022 / 2023 Board of Education Budget

Correspondence: to Wayne Donaldson, from Judy Jencks, Board of Education Chairperson, dated 3/3/2022, re: 2022 - 2023 Board of Education Budget

Chairman Donaldson stated a special meeting would be scheduled for the Board of Education to present the budget to the Board of Finance. Board members requested the budget format be similar to previous budgets presented. Board members also requested additional information including employee list, number of students, administration salaries, number of high school students and the schools attending, and the bus contract.

b. Selectmen's Requests

Town of Lisbon Board of Finance Request, from Lisbon Emergency Response (Staffing), dated 3/14/2022 re: additional appropriation in the amount of \$85,152.00 associated with staffing for Lisbon Emergency Response (LER) – Request was approved at the Selectman's Meeting on 3/14/2022 with the recommendation that it is funded with ARPA funds and sent to a special town meeting. Mr. Joshua Cingranelli, Assistant Chief, stated the request is the result of expenses associated with supplies, gear, and equipment being more than budgeted and billing revenue being less than expected. Mr. Cingranelli noted that many local departments are hurting to staff the department and go to calls during the day so it is a great benefit that Lisbon has paid staff during the day. In December of 2020, the department was missing 30%-40% of calls and now the department is making 100% of calls. He mentioned the department is looking into a new billing service since the department has a significant amount of outstanding bills that the billing service has not been able to collect. He also mentioned that the department accepts the payment from insurance and does not bill the resident any additional funds beyond the amount paid by the insurance company. In addition, with staffing turnover, additional gear needed to be purchased. Board members asked if the department factored this overage in when requesting funds for the upcoming 2022 / 2023 budget. Mr. Cingranelli stated the department felt they budgeted appropriately. Motion made by M. Zelasky second by S. Hull to approve the request in the amount \$85,152.00 from ARPA funds through a special town meeting to cover the additional appropriation for line item #55129 (Lisbon Emergency Response). VOTE: UNANIMOUS, MOTION CARRIED

Town of Lisbon Board of Finance Request, from Tax Collector, dated 3/14/2022 re: line item transfer in the amount of \$4,000.00 to line item #51351 (tax refunds) from line item #52724 (unemployment) – Request was approved at the Selectman's Meeting on 3/14/2022. Motion by M. Zelasky second by F. Burzycki to approve the line item transfer in the amount of \$4,000.00 to line item #51351 (tax refunds) from line item #52724 (unemployment).

VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board – NONE

11. Public Comment – NONE

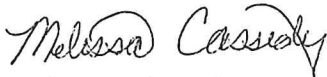
MINUTES  
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12. Adjournment – Motion by T. Wakely second by F. Burzycki to adjourn at 7:44 P.M.

VOTE: UNANIMOUS, MOTION CARRIED

APPROVED: \_\_\_\_\_

Wayne Donaldson, Chairman



Melissa Cassidy, Clerk

RECEIVED FOR RECORD AT LISBON  
CT ON 3/21/2022 AT 9:00am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK

