

Town of Lebanon-Recreation Commission
Special Budget and Organization Meeting Town Hall Upstairs
7:00 P.M. Monday, January 10, 2022

1. The meeting was **called to order** at 7:00 PM. Attending: Chair – Nick Poppiti, Laura Davidson (Vice Chair) Rachael Archer (Treasurer) Sandra Tremblay (Rec Coordinator) Alexis Hussey, Jessica Castillo, Tammy Raymond and Alexis Hussey. Absent: Aline Soulor, Alan Dunnack and Susan Smith.

2. **Minutes – Motion** by Tammy Raymond to accept the previous minutes. 2nd Jessica Castillo. **Motion passed** Unanimously.

3. **Treasurer's Report – Motion by Laura Davidson** to accept the Treasurer's Report. 2nd Tammy Raymond. **MPU**

4. **Correspondence** – Sandra Tremblay went over the letter and information sent by the Lebanon Board of Finance. Capital and Budget information for the year 2022-2023.

5. Business Organizational Meeting:

Nomination for Laura Davidson for Vice President by Alexis Hussey. No other nominations. Motion for Laura Davidson for Vice-President made by Alexis Hussey, seconded by Rachel Archer. Vote passed unanimously.

Nomination for Susan Smith for Secretary made by Laura Davidson. No other nominations. Motion for Susan Smith made by Laura Davidson, seconded by Alexis Hussey. No other nominations. Vote passed unanimously.

6. **Recreation Coordinator's Report** - Sandra Tremblay discuss New Maintainer position and the job description.

7. On going /activities:

Basketball program. All is running smoothly. 5 teams, one girl's, 4 boys. Youth basketball to start this weekend January 22.

8. New Business:

a. Capital Report for 22/23. Motion by Alexis Hussey to add playscape to next physical year 22/23. Seconded By Rachel Archer. Vote Unanimous.

b. Budget for FY 22/23: Motion by Alexis Hussey, seconded by Laura Davidson to accept and present

Lebanon Recreation Budget for FY 22/23 in the amount of \$80, 645.00.
Vote: Unanimous.

c. Re-Appointments: Motion by Alexis Hussey, seconded by Laura Davidson to send to the Board of Selectmen the re- appointment of Susan Smith, Tammy Raymond, Rachel Archer and Jessica London Castillo.
Vote: unanimous.

d. Motion by Jessica Castillo to hire a 15 hour per week part-time Lebanon Recreation Maintainer for the Lebanon Recreation Aspinall Complex and Tyler Field described in Job description. Seconded by Rachel Archer. Vote: Unanimous.

e. Motion by Laura Davidson to recommend to the Board of Selectmen the proposal to hire a Lebanon Recreation Maintainer. This person will be part-time 15 hours per week from April to October 31, and supervision to be under the Facilities Director. Seconded by Tammy Raymond. Vote Unanimous.

9. Motion by Nick Poppiti to adjourn, seconded by Alexis Hussey.
Vote Unanimous.

Submitted by Sandra Tremblay Rec Coordinator

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LEBANON RECREATION COMMISSION BUDGET FY 2022-2023

DIRECTOR	\$20,307.00
LIFEGUARDS	\$10,009.00
SUPPLIES	\$573.00
MSC. SERVICES CONTRACT	\$573.00
UTILITES	\$1,237.00
ADVERTISING	\$1,698.00
SOCIAL SECURITY	\$3,974.00
FIELD MAINTENANCE	\$17,284.00
MOWING	\$16,368.00
FIELD MAINTENAINER	\$8,622.00
TOTAL EXPENSES	\$80,645.00

FY 2022-2023 CAPITAL BUDGET REQUEST									
Department: LEBANON RECREATION		Point of Contact: Sandra Tremblay			Email: Stremblay@lebaonct.gov				
Priority	Requested Items(s)/ Project(s)	Total Request	New/Replace/ Maintenance	Year of Purchase	Benefit of Purchase				
1	Playscape Tyler field 2- 5 age group	\$ 75,000	New		play area for little ones.	\$ 75,000	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
2	DRAINAGE FIELDS TWO AND THREE	\$ 75,000	MAINTAIN	1980	safe playin fields good drainage	\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
3	walking path	\$ 20,000	new		safe walking path around park	\$ -	\$ -	\$ -	\$ 20,000
		\$ -				\$ -	\$ -	\$ -	\$ -
4						\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
5		\$ -				\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
6		\$ -				\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
7		\$ -				\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
8		\$ -				\$ -	\$ -	\$ -	\$ -
		\$ -				\$ -	\$ -	\$ -	\$ -
	Totals	\$ 170,000				\$ -	\$ 75,000	\$ 75,000	\$ 20,000

Project Name: Playscape Tyler Field 2022 /23

Criteria	Description	Rating Scale (1-9)	Initial Rating	Final Rating	Comments
Required Project	Is the project required to meet legal, public safety, compliance or regulatory mandates?	1 = not required/mandated 9 = required/mandated	1		
Required Project	Is the project replacing an asset that cannot be repaired or has limited remaining life?	1 = no 5 = yes, may have useful life but requires further investigation 9 = yes	1		
Strategic Alignment	To what extent is the project aligned with the Plan of Conservation or to the Town's overall strategy?	1 = does not align 5 = aligns with some strategies 9 = aligns with all strategies	9		
Alternatives	Have you researched and investigated alternate options to this project (i.e. outsourcing, different solutions, consolidation, partnering with neighboring town)?	1 = no 5 = yes, alternatives may exist but require further investigation/discussion 9 = yes, no alternatives exist	1		
Capacity	Is there capacity (i.e., people to support/carry out project, oversight, town employees) to perform the project?	1 = no 5 = yes, but requires confirmation of capacity (i.e., PO to outside firm) 9 = yes, have people capacity	1		
Benefit	What percentage of the town population will the project benefit?	1 = less than 25% (particular group, department, etc.) 5 = 50% (all schools, all town departments) 9 = all town could benefit/have access to project outcome	1		
Priority	Does the department/function/governmental body responsible for the funding support the project?	1 = no 9 = yes	9		
Funding	What is the estimated cost of the project?	1 = > \$0 & < \$10,000 5 = > \$10,000 & < \$300,000 9 = < \$300,000	5		
Funding	Does the project require capital funding, either through the annual budget allocation or via BANs/bonding?	1 = no 5 = funding through budget 9 = funding through bonding	5		
Project Score:			33	0	

Project Name: Aspinall Field 2 and 3 drainage project fy 23 24

Criteria	Description	Rating Scale (1-9)	Initial Rating	Final Rating	Comments
Required Project	Is the project required to meet legal, public safety, compliance or regulatory mandates?	1 = not required/mandated 9 = required/mandated	6		
Required Project	Is the project replacing an asset that cannot be repaired or has limited remaining life?	1 = no 5 = yes, may have useful life but requires further investigation 9 = yes	5		
Strategic Alignment	To what extent is the project aligned with the Plan of Conservation or to the Town's overall strategy?	1 = does not align 5 = aligns with some strategies 9 = aligns with all strategies	9		
Alternatives	Have you researched and investigated alternate options to this project (i.e. outsourcing, different solutions, consolidation, partnering with neighboring town)?	1 = no 5 = yes, alternatives may exist but require further investigation/discussion 9 = yes, no alternatives exist	9		
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Benefit	What percentage of the town population will the project benefit?	1 = less than 25% (particular group, department, etc.) 5 = 50% (all schools, all town departments) 9 = all town could benefit/have access to project outcome	500%		
Priority	Does the department/function/governmental body responsible for the funding support the project?	1 = no 9 = yes	9		
Funding	What is the estimated cost of the project?	1 = > \$0 & < \$10,000 5 = > \$10,000 & < \$300,000 9 = < \$300,000	\$75,000		
Funding	Does the project require capital funding, either through the annual budget allocation or via BANS/bonding?	1 = no 5 = funding through budget 9 = funding through bonding	5		
Project Score:			75053	0	

Project Name: Aspinall Field Walking Trail 2024 25

Criteria	Description	Rating Scale (1-9)	Initial Rating	Final Rating	Comments
Required Project	Is the project required to meet legal, public safety, compliance or regulatory mandates?	1 = not required/mandated 9 = required/mandated	1		
Required Project	Is the project replacing an asset that cannot be repaired or has limited remaining life?	1 = no 5 = yes, may have useful life but requires further investigation 9 = yes	1		
Strategic Alignment	To what extent is the project aligned with the Plan of Conservation or to the Town's overall strategy?	1 = does not align 5 = aligns with some strategies 9 = aligns with all strategies	9		
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Priority	Does the department/function/governmental body responsible for the funding support the project?	1 = no 9 = yes	9		
Funding	What is the estimated cost of the project?	1 = > \$0 & < \$10,000 5 = > \$10,000 & < \$300,000 9 = < \$300,000	5		
Funding	Does the project require capital funding, either through the annual budget allocation or via BANS/bonding?	1 = no 5 = funding through budget 9 = funding through bonding	5		
Project Score:			45	0	