

Town of Lyman Charter Commission

Regular Meeting Minutes

July 22, 2021 – 6:38 P.M.

Note: These are summary minutes. A recording of the meeting is available on the Lyman Town Hall YouTube channel. Minutes are not verbatim. Minutes may be paraphrased for clarity. Minutes are draft until approved by the Charter Commission.

Members present - Peggy Macdonald, Jessica Picard, David Alves, Judith St. Onge, Roger Hooper, Don Hernon, Amber Swett and Michelle Felicitti.

Celeste Hatch nominated Don Hernon for Chair. Don Hernon rejected the nomination. Peggy Macdonald nominated Jessica Picard, seconded by Michelle Felicitti. Motion made by Amber Swett to close nominations, seconded by Roger Hooper. Unanimously approved. Jessica Picard Chair.

Michelle Felicitti nominated Roger Hooper for Vice Chair, seconded by Judith St. Onge. Motion made by Celeste Hatch to close nominations, seconded by Peggy Macdonald. Unanimously approved. Roger Hooper Vice Chair.

Roger Hooper nominated Don Hernon for Secretary/Treasurer. Don Hernon rejected the nomination. Michelle Felicitti nominated Amber Swett, seconded by Roger Hooper. Motion was made by Jessica Picard to close nominations, seconded by Peggy Macdonald. Unanimously approved. Amber Swett Secretary/Treasurer.

Motion made by Michelle Felicitti, seconded by Peggy Macdonald to govern the meetings using Robert's Rules of Order. Unanimously approved.

Motion made by Michelle Felicitti, seconded by Amber Swett to live stream/record Charter Commission meetings on the Lyman Town Hall YouTube

channel. Discussion about it becoming contentious online and could push back come from not recording meetings? Discussion whether to continue recording meetings if contentious. Unanimously approved. Meetings will be recorded at the discretion of the Charter Commission.

Don Hernon put together binders for all members. Binders contain timeline/requirements for approving Charter Revision, Mission Statement from previous Charter Commission, By-Laws from previous Charter Commission, Current Charter Commission, reports to residents and Board of Selectmen from previous Charter Commission, final Charter report with changes from previous Charter Commission, letter from previous Charter Commission Attorney, election results from June 2016 regarding Town Charter, summary of legal services from previous Charter Commission, Maine statues for Charter Commission, emails between previous Charter Commission Chair and Charter Attorney, town manager plan, advice on Charters and Municipal charters.

Memo to be sent out requesting input from Town elected officials, employees, Board and Committee members and GMFR on suggested changes to existing Town Charter.

Will go over Mission Statement and By-laws at next meeting to make any necessary changes.

Will reach out to Select Board Clerk regarding permission for Secretary to contact Bean Data for posting meetings and Charter Commission information on Town website.

Next meeting will be Thursday August 5, 2021 at 6:30 PM at the Town Hall. Meetings will be every other Thursday after that. Holidays will be handled on a case by case basis.

Public Hearing to be August 19<sup>th</sup> at 6:30 PM. Meeting needs to be posted no than August 9, 2021 in the Portland Press Herald and the Waterboro Reporter

Amber Swett will check with Town Clerk and Select board Clerk for wording for posting meetings as well as Town Treasurer about funds and payments and running totals for budget.

Jessica Picard will set up Google Drive with folders for all members to have access to information as well as individual folders for each member for gathering information for future meetings.

Motion made by Peggy Macdonald, seconded by Michelle Felicitti to adjourn meeting. Unanimously approved. Meeting adjourned at 7:45 PM.