

Town of Lyman

Committee Project Statement

Age Friendly Ad Hoc Committee

Enacting Provisions

The Age Friendly Ad Hoc Committee is established under the appointing authority of and accountable to the Town of Lyman Select Board. It shall function as stipulated in its purpose and in accordance with Municipal Charter, local ordinances, policies, and state statute.

Composition

The committee shall consist of multiple members of which the Select Board shall be the appointing authority and shall be an Ad hoc Committee established for a term of one year from the date of the first member being appointed. The Select Board reserves the right, under Municipal Charter, to extend the disestablishment date for up to one additional year.

The Committee shall elect from within its members a Chair, Vice Chair and a Correspondence Secretary.

Purpose of the Committee

The Age Friendly Ad Hoc Committee shall assist the Town of Lyman in the development of a comprehensive Age Friendly Plan, supporting the Town's recent enrollment in the AARP Network of Age-Friendly States and Communities.

The Committee will gather public input, conduct surveys and workshops, identify local assets and barriers, review community infrastructure, and recommend strategies to improve the quality of life for residents of all ages, with a focus on older adults as part of a community needs assessment. The committee will develop an Age Friendly Action Plan in accordance with the AARP Age Friendly Network enrollment process. The resulting plan will address key domains such as housing, transportation, communication and information, social participation, health services, outdoor spaces, and other important chapters addressing community needs in an effort for long-term and sustainable planning.

Upon disestablishment, the Committee will submit a final report outlining their findings and Age Friendly Community Action Plan to the Select Board for review and approval.

The Select Board may direct and delegate tasks to the Age Friendly Ad Hoc Committee at the Boards discretion, in so far as, it is related to goals associated to the purpose of the committee.

General Provisions

The Committee shall hold a meeting to fulfil its duties of electing a Chairperson and Correspondence Secretary.

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The Committee shall hold all meetings open to the public and ensure adequate notification is published in accordance with the Committee Handbook and applicable State laws. All committees are required to provide agendas to be posted on the website and livestream their meetings on YouTube using only Town equipment and the Town's official YouTube channel.

The Age Friendly Ad Hoc Committee serves in an advisory capacity, offering recommendations to the Select Board to help guide the Town's Age Friendly planning efforts. The Committee shall provide committee reports to the Select Board through the Town Manager, including updates and progress reports, on a quarterly basis. A staff liaison may be appointed by the Town Manager to support the Committee's work, at the Town Manager's discretion. The Committee does not hold authority over other municipal officials or departments and reports directly to the Town Manager and Select Board.

On matters pertaining to delegated tasks, special projects and/or review of strategic plans, the Committee shall provide to the Select Board through the Town Manager their recommendations in writing, which will be subject to final approval of the Board. The Select Board retains the authority to accept, modify, or request alternative recommendations as needed to ensure fiscal responsibility and serve the best interests of the community.

All records created and/or obtained by the Committee are under ownership of the Town of Lyman and must be submitted to the Town Manager's office for records retention and requirements of the Freedom of Access Act (FOAA)

Committee members are encouraged to work together in a spirit of teamwork, with a shared focus on open communication, transparency, and constructive problem-solving. Members should support initiatives that contribute to thoughtful, long-term solutions for the benefit of Lyman's aging population and the broader community.

The Committee shall adhere to all requirements of the Municipal Charter, Ordinances, Committee Handbook, Town policies, and applicable laws governing municipal operations.

Budget Line

Funding is pending Town appropriation for each fiscal year. Pending appropriations, funding availability to the committee will be under the budget line identified as "Committees" which is established for all committees to be used as necessary. Request for expenditure shall be in writing and is subject to the approval of Town Manager prior to any obligation of funds on the Town's behalf.

Funding requests in excess of the authorizing power of the Town Manager/ Select Board will be subject to appropriation by Town Meeting.