

# Town of Lyman

## Committee Project Statement

## Parks & Recreation Committee

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### Enacting Provisions

The Parks and Recreation Committee is established under the appointing authority of and accountable to the Town of Lyman Select Board. It shall function in accordance with its stated purpose and all applicable provisions of the Municipal Charter, local ordinances, policies, and State statutes.

### Composition

The committee shall consist of multiple members of which the Select Board shall be the appointing authority with staggered terms of 3-years.

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

### Purpose of the Committee

The Parks & Recreation Committee shall assist the Town of Lyman in developing, promoting, and supporting recreational programming and events that serve residents of all ages and abilities. The Committee's purpose is to encourage healthy lifestyles, community engagement, social inclusion, and year-round recreational opportunities for individuals and families of all backgrounds and walks of life.

The Parks and Recreation Committee focuses on delivering inclusive, enriching, and diverse programming and community events that reflect the interests and needs of all residents. By promoting accessibility and broad participation, the Committee strives to create opportunities that foster community connection, wellness, and lifelong enjoyment. In addition to program development, the Committee also makes thoughtful recommendations for park enhancements, ensuring that public spaces remain safe, welcoming, and supportive of a wide range of recreational activities.

This Committee plays a vital role in fostering partnerships with local organizations, businesses, and community groups to support the Committee's goals through sponsorships, collaborative programming, and shared resources. The Committee actively engages in fundraising efforts to support recreational activities and park enhancement that benefit the entire community. Additionally, the Committee works with professionals and organizations to promote public education on topics such as outdoor recreation, environmental stewardship, and healthy living.

In its commitment to public involvement, the Committee conducts workshops, surveys, and outreach events to gather input and better understand the recreational needs and interests of residents. Through this inclusive approach, the Committee ensures that programming reflects a broad range of ages, interests, and abilities. The Parks and Recreation Committee also supports seasonal and year-round events, youth and senior programs, family-oriented activities, volunteer opportunities, and initiatives that improve accessibility and inclusiveness in public spaces. Through thoughtful planning and community

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---

engagement, the Committee helps create a welcoming and vibrant environment that enhances quality of life in Lyman.

The Select Board may direct and delegate tasks to the Parks and Recreation 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.

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 Towns official YouTube channel.

The Committee will budget for and initiate activity programing within the fiscal budget. The Parks & Recreation Committee shall also serve in an advisory capacity, offering recommendations to the Select Board regarding strategic recreational planning and related initiatives. 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 Managers office for records retention and requirements of the Freedom of Access Act (FOAA). The committee shall ensure all written communication is connected and passed through the [Parksandrec@lyman-me.gov](mailto:Parksandrec@lyman-me.gov) email to ensure FOAA requirements.

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 and will work to ensure that the Town's parks and recreational programs reflect the needs and interests of the community and support Lyman's overall quality of life.

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## Committee Project Statement

## Parks & Recreation Committee

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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 "Department 161 Parks & Rec" which is established to be used as necessary for programing and activities. Request for expenditure shall be in writing and is subject to the approval of Town Manager prior to any obligation of funds on the Towns behalf.

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

All funds collected through fundraising, donations, or revenue-generating events and programming shall be handled exclusively by an individual appointed by the Town Manager. This individual, either a designated committee member or staff liaison, shall be properly bonded and deputized to collect funds on behalf of the Town.