

Town of Walpole, Massachusetts

Master Plan Implementation Committee (MPIC)

Charter and Bylaws

(Revised and Readopted July 13, 2010)
By Board of Selectmen

1. *Background*

- a. Plan Initiation and Timeline—The Town of Walpole 2004 Master Plan serves as the combined Master Plan and EO418 Community Development Plan. The origin of the plan was the appointment of a Master Plan Study Committee in 2002. The recommendation of this Committee was that a Master Plan should be prepared by a qualified consultant. A team led by Community Design Partnership (CDP) was retained in 2003. The project, completed in 2004, resulted in the document entitled *Walpole Master Plan & EO 418 Community Development Plan, 2004-2024*. The project was funded by the Town of Walpole Kendall Fund and by the Commonwealth of Massachusetts through the EO 418 Community Development Plan Program.
- b. Conduct and Authorship—The Master Plan was prepared by Community Design Partnership in association with Dodson Associates, BETA Group, and John Connery and Associates. Oversight was provided by the Walpole Master Plan Study Committee and technical assistance and coordination by the Town Planner.
- c. Town-Wide Input—The Master Plan process included a number of participatory opportunities including neighborhood and town-wide meetings, town-wide forums, and a town-wide survey. In addition, neighborhood workshops and a business community forum were conducted over the course of plan development.
- d. Adoption—The Master plan document was accepted by the Walpole Planning Board on September 9, 2004. Formal adoption is not required.
- e. Implementation Focus—A key feature of this plan is a strong focus on timely implementation (i.e. stewardship) of the plan's goals and activities. As put forth in the Executive Summary of the Master Plan:

Stewardship of the Master Plan

The everyday demands of town government and turnover in town staff and officials can sometimes make it difficult to seek guidance from a Master Plan in daily decision making. Effective implementation of a master plan requires stewardship – someone has to feel responsible for monitoring progress and bringing changes to the attention of the community. An Implementation

Committee must be appointed to take on that role. The Committee will work with town staff and officials to develop a more refined set of priorities and a detailed schedule of implementation actions. In addition, the Committee should report annually to the Planning Board, Board of Selectmen and Town Meeting on the progress of implementation, discussing unforeseen opportunities and barriers and changing conditions. Every five years, public meetings should be organized to review and modify the principles and priorities of the Master Plan, so that it remains a useful guide for town decision making.

- f. Formation of the Master Plan Implementation Committee: To carry out the plan implementation activities put forth above, the Master Plan Implementation Committee was formed as a subcommittee of the Planning Board by a vote of the Planning Board on August 19, 2004 where Nancy Mackenzie moved to have as voting members a person from the Conservation Commission, the Economic Development Officer, a person from the Sewer and Water Commission, and the Town Planner; also, two members at large, one as per recommendation of the selectmen and one as recommended by the Planning Board. Motion seconded by Edward Forsberg and voted 4-0-0. Due to progress on plan implementation activities over the few years following this initial vote, the Planning Board found a need to augment and better refine the membership of the MPIC to more closely work on the various plan implementation activities that have been conducted during that period and are expected to be conducted over the next several years. To meet this need, the Planning Board voted on August 21, 2008 to structure the MPIC membership as follows:

Voting members appointed by Town Boards/Commissions:

- 1 Planning Board Member (who serves as Chairman of the MPIC)
- 1 Board of Selectmen Member
- 1 Board of Sewer & Water Commissioners Member
- 1 Conservation Commission Member
- 1 Historical Commission Member
- 1 Walpole Housing Partnership Member
- 1 Walpole School Committee Member
- 1 Finance Committee Member

Voting members as Town of Walpole Citizen Representatives

At Large, appointed by Town Boards/

Walpole Chamber of Commerce: (3 yr terns)

- 1 Board of Selectmen appointee
- 1 Planning Board appointee
- 1 Walpole Chamber of Commerce appointee

Term Expires:

June 30, 2011
 June 30, 2012
 June 30, 2013

Town Staff, as ex-officio, non-voting members:

- Economic Development & Grants Officer
- Recreation Director
- Town Planner
- School Business Administrator

2. *Charge*

The MPIC will function as an advisory body to town officials and the citizenry regarding pending and future projects as they pertain to implementation of the Master Plan per Master Plan goals and activities. The MPIC will look for opportunities to coordinate and implement Town activities that are consistent with Master Plan goals and activities. In so doing, the MPIC will:

- a. Interdepartmental Coordination: Assist in the coordination of Master Plan activities between various Town departments, boards, commissions, and other entities for Master Plan implementation.
- b. Liaison: Serve as liaison to Town departments, boards, commissions, and other entities designated for various Master Plan implementation activities.
- c. Revisions and New Plan: Make recommendations for when a new or revised Master Plan should be developed, keeping in mind that the Town Bylaw has a 10-year timeframe for plan revision.
- d. Communication: Serve as the reporting agency regarding Master Plan implementation activities and progress to the Planning Board, Board of Selectmen, Town Meeting, and the public-at-large.
- e. Compositional Role: Recommend changes to the composition, makeup, mission, charge, and Charter and Bylaws of the MPIC to the Planning Board.

3. *Communication*

Communication with Town officials and the citizenry is the method by which the MPIC is able to act as a steward for the Master Plan. Strong communication will ensure that the significant investments in time and money to date on the Master Plan are returned on behalf of the townspeople. The following methods of communication are established:

- a. Monthly meetings: The Committee shall meet once monthly on the second Tuesday of the month at 6:30 p.m. in the Planning Board Office in Town Hall, unless otherwise posted. The purpose of the monthly meetings is to discuss MPIC ongoing and planned activities, the means to implement these activities, and revisions to the Master Plan as they become necessary due to changing conditions of the Town.
- b. Periodic Reporting to the Planning Board and other Boards and Commissions: The MPIC shall report back to the Planning Board periodically as deemed necessary to apprise the Board regarding the Committee's work on the various Master Plan implementation activities. Additionally the MPIC representatives of

other Boards and Commissions may report to their various Boards and Commissions on the status of the MPIC's Master Plan implementation activities as deemed appropriate and necessary.

- c. Annual Board of Selectmen Update: The MPIC shall submit an annual report to the Board of Selectmen for inclusion in the Town of Walpole's Annual Report, which will describe the Committee's activities within the realm of Master Plan implementation over the appropriate calendar year, and, where appropriate, ongoing and proposed future Master Plan implementation activities.
- d. Town Meeting: The MPIC may appraise Town Meeting of Master Plan implementation progress by means of a brief presentation at a regularly scheduled Town Meeting.
- e. Media Relations: The MPIC shall encourage periodic media coverage of its proceedings and proactively prepare press releases and other mechanisms to maintain awareness and provide favorable coverage of MPIC activities. As such the MPIC should invite the local media to meetings and otherwise inform them regarding the status of Master Plan implementation activities.
- f. Website Development: The MPIC will maintain a webpage accessible through the Planning Board's front page on the Town of Walpole website. Through this page, the citizenry may view the Master Plan in its entirety and also other reports disclosing implementation activity on the various plan elements.

4. Organization: Roles & Responsibilities

The MPIC shall be composed of fifteen (15) members (of which 11 will be authorized to vote) as follows:

Voting members appointed by Town Boards/Commissions:

- 1 Planning Board Member (who serves as Chairman of the MPIC)
- 1 Board of Selectmen Member
- 1 Board of Sewer & Water Commissioners Member
- 1 Conservation Commission Member
- 1 Historical Commission Member
- 1 Walpole Housing Partnership Member
- 1 School Committee Member
- 1 Finance Committee Member

Voting members as Town of Walpole Citizen Representatives At Large, appointed by Town Boards/Walpole Chamber of Commerce:

- 1 Board of Selectmen appointee
- 1 Planning Board appointee
- 1 Walpole Chamber of Commerce appointee

Town Staff, as ex-officio, non-voting members:

- Economic Development & Grants Officer
- Recreation Director
- Town Planner
- School Business Administrator

The Chairman of the MPIC shall be the Planning Board member that serves on the Committee. The Chairman is responsible to run the MPIC meetings and to serve as the key interface with Town officials, Boards, Commissions, and Committees regarding the MPIC's activities and outreach efforts.

The MPIC may vote to select a Vice Chairman from its membership to carry out the above activities in the Chairman's absence.

The MPIC may also vote to select a Secretary from its membership, whose responsibility it shall be to record meeting minutes and oversee the organization of all information related to the functioning of the MPIC in conjunction with the Chairman and the Town Planner.

Note that the Committee may from time to time have the services of a recording secretary. In this case, the Secretary shall be responsible for oversight, editing, and distribution of minutes in conjunction with the Town Planner.