

Selectmen Meeting February 1, 2024, 6:00PM

In attendance: David Dufresne, Chair; Rich Eichacker, Vice-Chair; Derick Veliz, Clerk; James Ferrera, Town Administrator

Minutes taken from a video recording.

Open Meeting: 6:00 PM

Pledge of Allegiance:

1. **Central Massachusetts Regional Planning Commission (CMRPC) Master Plan Kickoff** Ms. Pierce, the director of CMRPC. The staff toured Warren today. Sarah O'Brien went through the PowerPoint presentation. Ms. Pierce said since they are doing this, you will get a call from us when a grant comes up that fits the Town's goals. Mr. Dufresne stated that there are a lot of changes happening. We want the community to be a part of this process; this is your town. Mr. Dunphy let the public know of all the work that is coming up in Warren and West Warren. Mr. Snow said, "Is there an Open Space Plan, I am concerned about keeping the woods." The Select Board welcomes everyone to come to the meetings, fill out the survey, and get involved so that their opinion can be heard.
2. **Discussion and appoint Daniel Thibodeau to the Town Levee Compliance / Safety Committee (Anticipated Vote)** Mr. Eichacker made a motion to appoint Daniel Thibodeau to the Town Levee Compliance/Safety Committee for a three (3) year term, 2nd by Mr. Veliz, all in favor, passed unanimously.
3. **Discussion and appointment to Election Workers (Anticipated Vote)** Tabled until February 8th meeting.
4. **Discussion and change the Senior Work Off application due Date.(Anticipated Vote)** Tabled until the February 8th meeting.
5. **Warrants & Bills (Anticipated Vote)** Tabled until the February 8th meeting.

a. Warrants		
i. 42	Payroll	\$ 61,991.67
ii. 43	Vendor	\$815,944.10
b. Bills		
i. Marlin Leasing Corp		\$ 1,107.23
ii. Buffone Cleaning		\$ 1,005.00
iii. WB Mason		\$ 9.24
iv. National Grid		\$ 1,854.99
6. **Minutes: Review and possible acceptance of any minutes (Anticipated Vote).** Tabled until the February 8th meeting.
- **Town Administrator Report:**
 - The budget: meeting with several departments this week and will be wrapped up by Tuesday.

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- Interview process for the Town Accountant position with 2nd interview in two weeks.
- Interviews this week and next week for the Police position.
- Contact the plumbing and heating for the water heater at Fire Station A, this will be done within the next two weeks.

- **New Business: NONE**

- **Old Business: NONE**

- **Correspondence:**

- **Comments and Concerns:**
 - Mr. Veliz demonstrated a heat sensor device, maybe we could use this to find out where we are losing the most heat.
 - Mr. Kondrat mentioned the state crisis hotline the number is 988.

- **Next meeting is February 8, 2024, 6:00 PM.**

- **Adjourn:** Mr. Eichacker made a motion to adjourn, 2nd by Mr. Veliz, all in favor, passed adjourned. 7:15PM

Respectfully submitted by
Karen Dusty, Administrative Assistant


Derick Veliz, Clerk

TOWN OF WARREN

20 Year Comprehensive Plan

LEARN MORE & GET INVOLVED:

TOWN KICK-OFF

Select board's meeting room
& Zoom
February 1st
6p

REVISED DATE

STRATEGY KICK-OFF

Community Development
Advisory Committee Meeting
Select board's meeting room
& Zoom
February 28th
4p

The Town of Warren is kicking off an update to the 2006 Master Plan.

The updated plan will include comprehensive strategies for housing, economic development, land use, transportation, town services, and more.

The Town is seeking resident feedback to determine a future vision and goals for Warren.

The Master Plan process is a great way to learn more about town planning and voice your ideas!

How can we keep housing affordable?

How should the Town invest tax dollars?

What types of businesses should Warren attract?



Contact: Jim Ferrera
Town Administrator

What is a Master Plan

A process where a community determines a vision for their municipality's future, which then guides policy and investments.

Why are Master Plans important?

- Consistency in decision making
- Ability to make informed decisions
- Achieving predictability
- Producing positive economic development
- Preserving community character
- Wise use of resources
- Grant writing

Master Plan Elements

Economic Development
Housing
Natural & Cultural Resources
Transportation
Open Space & Recreation
Land Use
Town Services & Facilities
Implementation



Phase 1: One Stop for Growth + Town Match = \$85,000

Phase 2 (not yet funded) = EEA PAG \$40,000

CDAC Action Items		Community Engagement	Plan Development (CMRPC)
Jan-24		Benchmark Review	
Feb-24	Kick-off	Survey Development	
Mar-24	Survey confirmation and marketing	Workshop Development	
Apr-24	Workshop prep		
May-24	Workshop	Survey & Workshop Analysis	Engagement Summary
Jun-24	Vision Statement		
Jul-24	Housing Strategy		
Aug-24	Economic Development Strategy		
Sep-24	Transportation Strategy		
Oct-24	Town Services Strategy		
Nov-24	Housing Chapter/Open Space Strategy		
Dec-24	Economic Development Chapter/Natural Resources Strategy		
Jan-25	Transportation Chapter/Land Use Strategy		
Feb-25	Town Services Chapter		
Mar-25	Open Space Chapter		
Apr-25	Natural Resources Chapter		
May-25	Land Use Chapter		
Jun-25	Implementation and final documents		
Jul-25	Full plan review		
Aug-25	Draft period	Draft Plan Open Period	
Sep-25	Final		
Oct-25	Selectboard Vote		



CENTRAL MASSACHUSETTS
Regional Planning Commission

Town Roles

- Connecting CMRPC with town stakeholders
- Confirming survey questions
- Leading survey promotional campaign
- Confirming workshop approach
- Leading workshop promotional campaign
- Facilitating discussions at workshop
- Confirming vision statement
- Identifying needs from boards, committees, and stakeholders
- Deciding direction & top strategies of each chapter
- Providing feedback on draft chapters
- Confirming draft chapters
- Leading public comment period
- Selectboard vote

- ~20 committee meetings
- Bringing people to the table
- Town expertise

Black = Community Development Advisory Committee
Purple = Town of Warren & Warren community



CMRPC Roles

- Stakeholder interviews (~10)
- Survey development
- Survey promotional materials
- Workshop development
- Workshop promotional materials
- Workshop facilitation
- Community engagement summary
- Vision statement development
- Data collection
- Chapter narrative & data analysis
- Mapping
- Plan visualization
- Non-chapter elements (introduction, chapter summaries, design)
- CDAC action item meeting facilitation (~20)

CMRPC Project Contacts

Project Lead

Sarah O'Brien

Community Development Planner

SOBrien@cmrpc.org

Director of Community Planning

Dominique DuTremble

DDutremble@cmrpc.org



Master Plan Ongoing Materials

<https://www.dropbox.com/scl/fo/3j75gz0tvexs5me-sb1btj/h?rlkey=zsw ea6j3yahhcz09r hsq r5guf&dl=0>



QUICKNOTES

*Planning fundamentals
for public officials and
engaged citizens*

This PAS QuickNotes was prepared by David Morley, AICP, senior research associate at APA and APA's PAS coordinator.

The Local Comprehensive Plan

The local comprehensive plan, sometimes referred to as the general plan or the master plan, is the foundational policy document for local governments. It establishes a framework to guide public and private decisions about future growth, preservation, and change within a municipality or county over the next 20 to 30 years. While the comprehensive plan has traditionally focused primarily on physical development, many contemporary comprehensive plans also discuss a wide range of economic, environmental, and social topics that affect the sustainability of a community.

Background

All states either allow or require local governments to prepare comprehensive plans. However, there is no consensus about what, precisely, constitutes a comprehensive plan. This is largely due to the fact that many state enabling laws are still rooted in the U.S. Department of Commerce's Standard Zoning Enabling Act (SZEa) and Standard City Planning Enabling Act (SCPEA), published in 1926 and 1928, respectively. The SZEa stated that zoning regulations must be "in conformance with a comprehensive plan" but did not define the term. Subsequently, the SCPEA purposely avoided defining the comprehensive plan (or master plan in the act's language), choosing instead to give examples of the subject matter that should be covered in the plan.

While the content and format of comprehensive plans can vary considerably from place to place, there are still a number of common characteristics that help distinguish these plans from other types of local plans (e.g., subarea or functional plans). First, comprehensive plans have a broad scope, meaning they address an extensive range of topics of communitywide concern. Second, they are comprehensive in terms of geographic extent, meaning that a comprehensive plan covers the full area of a local jurisdiction. Third, they present multiple goals and policies to be implemented over a long time period.

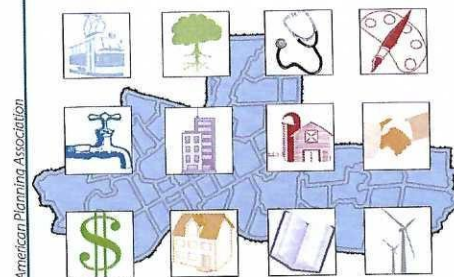
While these three core characteristics have defined comprehensive plans for decades, there is also a set of basic best practices for contemporary plans. First, planners and public officials should develop a comprehensive plan with input from all segments of the community. Second, comprehensive plans should be readily available to and easily understood by any interested community members. Third, comprehensive plans should be formally adopted as official policy by the local legislative body.

Reasons to Prepare a Comprehensive Plan

The local comprehensive planning process gives a community an opportunity to step back and see the big picture. By looking at multiple topics over a long time horizon, planners, public officials, and community members have a chance to discuss both compatibilities and potential points of conflict among different goals and policies. This makes the comprehensive plan an important tool for coordinating local decision making.

The comprehensive plan is the legal foundation that legitimizes local development regulations. In fact, many states require zoning and subdivision ordinances to be in conformance with an adopted comprehensive plan. Ideally, the local comprehensive plan is a primary guide not only for updates to development regulations but also for the creation of local capital improvements plans, which detail planned capital expenditures over a multiyear period.

An up-to-date comprehensive plan provides a measure of certainty to landowners and developers and reduces the likelihood of arbitrary decisions by local officials. Because a comprehensive plan shows how a community hopes to change over time, it gives applicants a sense of the types of



*Comprehensive plans cover a wide range
of topics of communitywide concern.*



American Planning Association

Making Great Communities Happen

development projects that are likely to be approved in a specific location and helps owners and developers avoid spending excessive time and money on incompatible proposals. The data gathering and analysis that informs a comprehensive plan also improves the factual basis for land-use decisions. Last but not least, the comprehensive planning process builds an informed constituency. As planners, public officials, and community members exchange ideas and listen to alternative perspectives, they become invested in the vision of the plan and willing to assist in implementing plan policies.

Plan Content and Format

Traditionally, a comprehensive plan is comprised of a series of thematic elements (i.e., chapters or major sections). Common topics for plan elements include land use, transportation, housing, economic development, and community facilities. In recent years an increasing number of communities have added elements addressing the environment, natural hazards, public health, climate change, intergovernmental cooperation, or energy to their comprehensive plans. While the themes of the plan may be more or less expansive depending on state requirements, community context, and local interests, there are a number of basic features common to many comprehensive plans.

Virtually all comprehensive plans include a discussion of issues and opportunities. This discussion describes the legal authority or mandate for the plan; summarizes the community's long-term vision for growth, preservation, or change; provides data and analysis that establish the context for the broad goals and objectives of the plan; and sets the stage for policy considerations detailed in subsequent plan sections.

Most comprehensive plans contain one or more sections presenting goals and objectives related to the thematic elements of the plan. Goals are general statements about desirable future conditions. Objectives are statements of measurable outcomes in furtherance of a certain goal.

Finally, many comprehensive plans include both specific policy statements and action steps. Policies are statements of intent with enough clarity to guide decision making, and actions are directives about programs, regulations, operational procedures, or public investments intended to guide the implementation of specific policies.

While many comprehensive plans are formatted and designed to read like a richly illustrated book, advances in website design and improvements in broadband access open up additional opportunities for communities to share plan content in more accessible and interactive formats. Many contemporary plans have their own websites that allow community members to view plan themes or features using hyperlinks and embedded media content.

Plan Implementation

While a broad base of community support is often the most important factor that influences if and when plan recommendations will be enacted, providing a detailed implementation program in the plan itself can be an effective tool to organize local efforts. This implementation program should include a list of specific public or private actions connected to each policy recommendation in the plan. Ideally, the program will also identify a responsible party and include a cost estimate and a time frame for each action.

Summary

The local comprehensive plan is a community's official statement about how it hopes to grow or change over the next 20 to 30 years. Comprehensive plans differ from other local plans in terms of scope, geographic coverage, and legal authority. While different communities will choose to emphasize different themes in their plans, the hallmark of an effective plan is that it provides valuable guidance to public- and private-sector decision makers.

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FURTHER READING

1. Published by the American Planning Association

American Planning Association. 2014. "Comprehensive Plan Standards for Sustaining Places." Available at www.planning.org/sustainingplaces/compplanstandards.

Meck, Stuart, ed. 2002. Chapter 7. Local Planning. In *Growing Smart Legislative Guidebook*. Chicago: American Planning Association. Available at www.planning.org/growingsmart.

2. Other Resources

Kelly, Eric Damian. 2010. *Community Planning: An Introduction to the Comprehensive Plan*, 2nd ed. Washington, D.C.: Island Press. Available at <http://islandpress.org/community-planning>.

Meck, Stuart. 2006. "Comprehensive Plans." In *Planning and Urban Design Standards*. Hoboken, New Jersey: John Wiley and Sons, Inc. Available at www.planning.org/store/product/?ProductCode=BOOK_RPUD.



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: _____

Attendee: Joseph Kardach Jr

Attendee: Janet Pease

Attendee: Adam Love

Attendee: Dawn Swistak

Attendee: Sarah O'Brien (CMRPC)

Attendee: Victoria Chavez

Attendee: Curt Snow

Attendee: Henry Schmidt

Attendee: Chris Dwyer

Attendee: Wally S

Attendee: Quinn King

Attendee: Jim McKeon

Attendee: Ray Kopacko

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