



Town of Southwick

Planning Board

MINUTES



Tuesday, December 12, 2023
7:00 PM (recorded)
Town Hall Land Use Hearing Room

Written Minutes

(Not verbatim - comments can be heard on recordings available at www.southwickma.org)

MEMBERS IN ATTENDANCE: Michael Doherty, Chair
David Spina, Vice Chair
Richard Utzinger
David Sutton
Jessica Thornton

ABSENT: None

TOWN STAFF: Jon Goddard, Town Planner
Meghan Lightcap, Secretary

Also attending the meeting were approximately 14 members of the public and several people via *Zoom*.

The “hybrid” meeting of the Planning Board was scheduled for participation in person and via *Zoom* at the Town Hall Land Use Hearing Room and was called to order at 7:00 p.m. by Mr. Doherty. He stated that the meeting was being recorded and asked if anyone else was recording the meeting.

TOWN PLANNER’S REPORT: 7:00 p.m.

1. Mr. Goddard shared that District Local Technical Assistance funds were available through PVPC by competitive application to the town. Members were encouraged to share any suggestions, although Mr. Goddard noted that they were currently engaged in implementation-related work with PVPC through June 30th.
2. Mr. Goddard shared that the draft Housing Production Plan was approved for submittal to the State and would be redistributed to the Board for their final adoption before being routed to the Select Board and ultimately the State.

PUBLIC COMMENTS: 7:05 p.m.

Select Board Member Diane Gale kindly shared that an individual was currently in the Zoom waiting room.

APPOINTMENTS:

7:10 p.m.	Planning Board Review & Discussion of the Southwick 2040 Master Plan Final Draft	<i>Public Hearing</i>
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Mr. Goddard read the Notice of Public Hearing into record and shared a copy of the Master Plan onscreen for everyone to see.

Ken Comia of Pioneer Valley Planning Commission gave the Planning Board a presentation of the final draft of the Master Plan.

Mrs. Thornton thanked the committee and all involved in the creation of the Master Plan and asked Mr. Comia if he would be assisting them to set up a functional implementation committee with balance on all sides of the demands brought forward in this process. Mr. Goddard said there was a final recommendation of a 5 member committee and Mr. Doherty said this committee will help current boards and committees fill the gap on issues that they are too busy to get to. Mr. Comia said there was a lot of discussion about who should be on the committee but he typically see members of each board and committee in the other town he's worked with.

Diane Gale of 5 Point Grove Road asked if they would add some members of the public when looking for an Implementation Committee team as well as the Chief Administrative Officer who already manages all the boards and committees. Mr. Doherty said he is not sure legally how involved the CAO can be with the committee.

Cori Rolland of 7 Liberty Lane said there are some common tools that are using strategy. One of them is a 2 by 2 matrix where you look at implementation and impact. Another is speed of external trends, and they could use those and get the information back to the Planning Board.

Marcus Phelps of 28 Depot Street was the Chair of the Master Plan Advisory Committee and said they divided chapters amongst various members according to their expertise. He would like to have an annual report card to see where they are on moving forward with these actions.

Doug Moglin of 5 Hidden Place said it was a pleasure to serve on the Master Plan committee and noted that he has heard many committees already talking about objectives from the Master Plan.

Maryssa Cook-Obregón of 126 South Loomis Street asked what the Planning Board was looking at for a timeline in adopting the Master Plan. Mr. Doherty said he needs to talk with Town Counsel first and they are also looking to utilize funds before they run out. He would like to go

through each chapter and get those adopted as they finish each one. Mr. Doherty would also like to get the implementation committee voted on at the next meeting.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Utzinger to continue the public hearing for Master Plan final draft plan to January 9, 2024 at 7:30 pm.

The motion passed unanimously.

Discussion

- Master Plan Implementation Committee- Composition & Related Matters – Mr. Doherty said they already discussed this and asked the members to think about how they should set it up for the next meeting.

Routine Business

- Planning Board Member Comments – None.
- Minutes Approval: November 28, 2023 – Approval of the minutes was deferred until the next meeting.

Being no further business to be brought before the board, a **MOTION** was made by Mr. Sutton and **SECONDED** by Mr. Spina to close the meeting at 9:21 p.m.

The motion passed unanimously.

The Next Scheduled Meeting is January 9, 2024.

Electronic signatures have been affixed in accordance with M.G.L. c.110G and pursuant to the Board's electronic signature authorization vote of January 4, 2022, as recorded at the Hampden County Registry of Deeds in Book 24401, Page 596.

Michael Doherty, Chair	<u>/s/ Michael Doherty</u>
David Spina, Vice Chair	<u>/s/ David Spina</u>
Richard Utzinger	<u>/s/ Richard Utzinger</u>
David Sutton	<u>/s/ David Sutton</u>
Jessica Thornton	<u>/s/ Jessica Thornton</u>