



# *Town of Southwick*

## **Short-Term Rental Subcommittee**



## **MINUTES**

**January 25, 2022, 7:00 p.m.**

**Joint “Hybrid” Meeting of the Short-Term Rental Subcommittee and the Planning Board  
via Zoom (Per the Chapter 20 Acts of 2021)**

### **Written Minutes**

*(Not verbatim - comments can be heard on recordings available at [www.southwick.org](http://www.southwick.org))*

### **MEMBERS IN ATTENDANCE:**

PLANNING BOARD MEMBER Richard Utzinger

SELECTMAN Doug Moglin

FIRE CHIEF Russell Anderson

LIEUTENANT Rhett Bannish

DPW DIRECTOR Randy Brown

BOARD OF HEALTH DIRECTOR Tom Fitzgerald

### **TOWN STAFF:**

TOWN PLANNER Jon Goddard

PLANNING BOARD SECRETARY Meghan Lightcap

### **ABSENT:**

BUILDING INSPECTOR Kyle Scott

RESIDENT Pat Odiorne

Also attending the meeting were 2 members of the public and several people were identified in on Zoom.

The joint “hybrid” meeting of the Southwick Planning Board Short Term-Rental Subcommittee was scheduled to take place via Zoom and was called to order at 7:00 p.m. by Mr. Goddard. He stated that the meeting was being recorded, asked if anyone else was recording the meeting, and asked if all persons could hear via Zoom.

1. Call to Order: Mr. Goddard introduced the members.

2. Member Introductions: Committee members explained why they were asked to be part of this committee.

Richard Utzinger said he was born in Southwick and elected to this committee because he is a member of the Planning Board. He is a property rental owner but not in Southwick. Randy Brown, DPW Director, was asked to be on the committee by Mr. Goddard and was not aware that there was an issue with rentals in town but is interested in the process of resolving any problems. Tom Fitzgerald is the Health Director and is involved in the housing and sanitation code of the town. Doug Moglin is the Select Board appointee and knows an issue came through Select Board then the Planning Board because of complaints of ads on a popular vacation rental website. Lieutenant Rhett Bannish was the Safety Officer when the committee was formed so he was asked for his expertise. Russ Anderson is the Fire Chief and he has been involved with the complaints in town as well. Mr. Goddard explained that Resident Pat Odiorne, who was absent, was the initial party to spur discussion on rentals and the Building Inspector put a cease and desist order out to parties involved as it is not allowed in town.

3. Discussion: Subcommittee Goals & Community Outreach/Notification Efforts:

Mr. Utzinger said he talked to Ms. Odiorne and the rentals are getting worse every year and need to be handled. Mr. Fitzgerald asked if they will need to issue guidelines or a report and Mr. Moglin explained that the purpose of this committee is to provide feedback to the Planning Board to determine if action is warranted via a zone change or bylaw.

4. Committee Organization:

- a. Election of Chair and Vice Chair. Will happen once everyone is sworn in.

5. Future Meeting Dates: The next meeting will take place on Tuesday, February 8, 2022 at 7:00 p.m. Mr. Goddard said he will advertise as an open meeting not hearing

6. Routine Business:

- As one of the resident members is now unavailable to participate, another resident, Diane Gale, shared that she was willing to join the committee. Mr. Goddard indicated that he would share this with the Planning Board as the party responsible for determining the make-up of the Subcommittee.
- Mr. Utzinger asked Lieutenant Bannish what the complaints were; Lt. Bannish shared that complaints were received for vehicles parking on White St. and related to the obstruction of traffic.

## 7. Meeting Adjournment

*The Next Scheduled Meeting is February 8th, 2022.*

Respectfully submitted,

Meghan Lightcap  
Planning Board Administrative Assistant