



Town of Southwick

Short-Term Rental Subcommittee



MINUTES

July 19, 2022, 6:00 p.m.

**Joint “Hybrid” Meeting of the Short-Term Rental Subcommittee and the Planning Board:
In-person in the Conference Room 2, Southwick Town Hall, 454 College Highway,
Southwick, MA and also open for participation via Zoom (*Per the Chapter 20 Acts of 2021*)**

Written Minutes

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

MEMBERS IN ATTENDANCE:

PLANNING BOARD MEMBER Richard Utzinger
FIRE CHIEF Russell Anderson
DPW DIRECTOR Randy Brown
SELECTMAN Doug Moglin
LIEUTENANT Rhett Bannish
RESIDENT Pat Odiorne
RESIDENT Jacqueline Senez

TOWN STAFF:

TOWN PLANNER Jon Goddard

ABSENT:

BUILDING INSPECTOR Kyle Scott
BOARD OF HEALTH DIRECTOR Alex White
PLANNING BOARD SECRETARY Meghan Lightcap

Also attending the meeting were 3 members of the public and several people identified 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 6:00 p.m. by Mr. Brown. 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 Meeting to Order
2. Roll Call for Attendance of Committee Members.
3. New Member Acknowledgement. Mr. Brown said that Tom Fitzgerald, the Health Director, was not present as he had been replaced by Alex White. Mr. White has not been sworn in yet. Mr. Goddard said that the Select Board had acknowledged that Mr. White had been appointed and voted on by the Planning Board as the new Health Director Member.
4. Public Comments. None
5. Discussion.
 - a. Member Thoughts on Potential Regulation. Mr. Brown said they discussed the results of the town survey at the last meeting and the general consensus was in support of a bylaw to allow short term rentals. He sent copies of other town bylaws for them to go through and discuss. Mr. Brown said he would put those draft items together for the next meeting. Ms. Odiorne said there were some people that voted against allowing short term rentals, in the survey, so they may not get the vote they need to push this through. Mr. Brown asked the members if they wanted to move forward with this and they agreed. They began looking at the sample bylaws from different towns and discussed them. The first one was the town of Fairhaven; which mentioned enforcement through the Board of Health and the fire department. Mr. Brown added water to the first paragraph discussing infrastructure impacts. Mr. Moglin asked them to verify the occupancy days, as this said 30, and Mr. Brown said it is 31. He also raised the question of owner occupied rentals and if that should be discussed or applies to this. They discussed registration through the Town and inspections. Mr. Moglin discovered a short term rental registry list for Southwick. Mr. Brown asked about abutter notification and Chief Anderson said it should be done by the town not applicant. They discussed certificates issued by the Building Department and renewals and decided to discuss fees incurred later. They continued to run through the rest of the other town bylaws and discussed the important items.
6. New Business.
7. Routine Business.
 - a. Approval of Meeting Minutes

A **MOTION** was made by Mr. Anderson and **SECONDED** by Ms. Odiorne to approve the Meeting Minutes of May 3, 2022 and June 21, 2022.

The motion passed by unanimous vote.

b. Next meeting date. August 30, 2022

8. Meeting adjournment

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Ms. Odiorne to adjourn the meeting of the Short-Term Rental Subcommittee at 7:23 p.m.

The motion passed by unanimous vote.

The Next Scheduled Meeting is August 30, 2022.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant