



Town of Southwick

Short-Term Rental Subcommittee



MINUTES

August 30, 2022, 7:00 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 Chapter 107 of the Acts of
2022)**

Written Minutes

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

MEMBERS IN ATTENDANCE:

DPW DIRECTOR Randy Brown
SELECTMAN Doug Moglin
LIEUTENANT Rhett Bannish
BOARD OF HEALTH DIRECTOR Alex White
RESIDENT Pat Odiorne
RESIDENT Jacqueline Senez

TOWN STAFF:

TOWN PLANNER Jon Goddard
PLANNING BOARD SECRETARY Meghan Lightcap

ABSENT:

PLANNING BOARD MEMBER Richard Utzinger
FIRE CHIEF Russell Anderson
BUILDING INSPECTOR Kyle Scott

Also attending the meeting were 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 7:02 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. Public Comments. None
4. Discussion.
 - a. Develop Draft Bylaw. Mr. Brown shared a working draft that contained community bylaws for short-term rentals the committee members are developing. Mr. Moglin shared the document on his computer for Zoom attendees. Mr. Brown had highlighted several areas in bold so that the members could go back to them and make a decision on them. One of the questions that they had not decided on yet was abutter notification and who would be doing them; the applicant or Town. Mr. Brown suggested that the Building Department should be in charge of mailings if it were left to the Town as short-term rentals fell under that territory. Mr. White asked how the abutter would provide a proof of mailing and after discussing it further the group decided to have the Town send out the abutter notifications while including the postage in the application fee.

The next item was Non-Transferability and the committee members decided to keep it as is, meaning the rental did not go with the property; it would be dependent on the owner. On page 4, 190.9 was Keeping of Register, another item, the group consensus was that it may be necessary to have this so they will keep it in the bylaw draft. They cleaned up the language in the Problem Property definition and struck out the section labeled Mobile Homes.

On page 6, 190.19 Excise Tax, Mr. Brown said the survey respondents had little enthusiasm for adopting an excise tax on short-term rentals. He said the Town has to adopt this excise tax option and it will designate hotels and motels but we don't currently have that option. After further discussion the group decided to strike out excise tax from the draft.

Another question that came up was the Requirement for Owner-Occupied Property. Mr. Brown said it's not on the current draft and asked if they should include it. He said there is not currently a demand for the owner to be in town, it could be owned by a big corporation. Ms. Senez said we need to know who to contact and Mr. Moglin said that is already in the bylaw. Mr. Moglin did not think it was necessary and gave an example of someone being transferred for a job for two years and they did not want to sell their home, only rent it temporarily. Mr. Brown revised the bylaw draft to indicate no requirement for the site to be owner-occupied.

Mr. White suggested changing Building Commissioner to Building Inspector as the title changed in various places throughout the draft. The members discussed the draft further and Mr. Brown said he would clean up the document and present it to them at the next meeting. He said we will need to have all 9 members present to vote on it.

5. New Business.

6. Routine Business.

a. Approval of Meeting Minutes

A **MOTION** was made by Ms. Odiorne and **SECONDED** by Mr. Moglin to approve the Meeting Minutes of July 19, 2022 as amended.

The motion passed by unanimous vote.

b. Next meeting date. September 13, 2022 at 7:00.

7. Meeting adjournment

A **MOTION** was made by Ms. Odiorne and **SECONDED** by Mr. Moglin to adjourn the meeting of the Short-Term Rental Subcommittee at 8:10 p.m.

The motion passed by unanimous vote.

The Next Scheduled Meeting is September 13, 2022.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant