



Town of Southwick

Master Plan Advisory Committee



MINUTES

April 21, 2022, 7:00 p.m.

**Joint “Hybrid” Meeting of the Master Plan Advisory Committee and the Planning Board:
In-person at the Land Use Room, 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 & MPAC MEMBER Marcus Phelps
PLANNING BOARD MEMBER & MPAC MEMBER David Spina
PARKS & RECREATION COMMISSION MEMBER David DeiDolori
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever
FINANCE COMMITTEE MEMBER Aleda DeMaria
RESIDENT Roz Terry
RESIDENT Dorrie Boyd
RESIDENT Jessica Whitmore Parker
RESIDENT Maryssa Cook-Obregón

TOWN STAFF:

TOWN PLANNER Jon Goddard
PLANNING BOARD SECRETARY Meghan Lightcap

ABSENT:

PLANNING BOARD CHAIR & MPAC MEMBER (*ex officio*) Michael Doherty
PLANNING BOARD MEMBER Richard Utzinger
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton
PLANNING BOARD MEMBER David Sutton
SELECT BOARD MEMBER Doug Moglin
DPW MEMBER Randy Brown
AGRICULTURAL COMMISSION MEMBER Burt Hansen
CONSERVATION COMMISSION MEMBER Dave MacWilliams
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach

SCHOOL COMMITTEE MEMBER Patrick Jubb
RESIDENT David Massai
STUDENT REPRESENTATIVE MEMBER Maria Michael
STUDENT REPRESENTATIVE MEMBER Lucas Caron

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

The joint “hybrid” meeting of the Southwick Planning Board Master Plan Advisory Committee (hereinafter referred to as the MPAC) was scheduled to take place via Zoom and in-person in the Land Use Hearing Room and was called to order at 7:13 p.m. by Mr. Phelps. 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. Roll call for attendance of Committee Members
Mr. Phelps noted that there was no quorum of the Planning Board at this meeting.
2. Public Comments and Dialogue
None
3. Master Plan Consultant Comments
Ken Comia of Pioneer Valley Planning Commission discussed the agenda items for the meeting that he would be going over.
4. Old Business
 - a. Review Draft Community Survey. Mr. Comia told the committee that he had provided a link for them to see the updated changes to the community survey. He shared his screen and pulled up the questions so that the members could go over them. Mr. Phelps asked him to change the first page to “Dear Survey Respondent” on the introduction page. Mr. Comia suggested a June 30th deadline for people to complete the survey and the committee agreed that would work. Mr. Phelps suggested the drop box outside of the Town Clerks office for people to drop the survey off if they had a paper copy, as long as the Town clerk was okay with it. Mr. Comia asked where residents could find paper copies of the survey and the committee said it should be here at the Town Hall. If there are any language barriers they should be directed to Mr. Goddard for assistance. Mr. Cheever said he felt mailers should be sent to residents as well, Mr. Comia said they could make that adjustment to the scope of work but it would affect the budget. Mr. Comia said other towns sent mailers with a QR code that connected people to the internet and then they had paper copies at the Library, Police Station and Town Hall. Ms. Boyd said they could indicate “Hard Copies Available” on the postcards and Ms.

DeMaria said giving an option to mail the survey to residents covers most concerns. She also suggested leaving copies at the American Inn, Big Y and the Post Office and the group agreed that would help as well as setting up the Senior Center.

Ms. Boyd asked how they would cut down on duplicates with paper and electronic and Mr. Comia said it would be hard but the electronic copy is attached to an IP address. Mrs. Terry asked if households would be able to do more than one and he said yes. Ms. DeMaria said they would have to accept that collecting and tallying the survey responses would be imperfect. The committee then went over each question and made changes within the group. Mr. Phelps said he would like to finalize the survey by May 5, 2022.

- b. Review draft public outreach information. Mr. Phelps said the target for the brochure deadline is May 17, 2022. The committee members discussed a few changes when Ms. Cook-Obregon shared her screen with the working brochure document. Mr. Phelps suggested sending any comments to her.

5. New Business

- a. Review 2022 Calendar of Master Plan milestones. Mr. Phelps asked to discuss Mr. Comias calendar document at the next meeting.
- b. Referral from Select Board regarding trucks. Mr. Phelps said the Select Board has the authority to control engine brake noise but they referred it to the Master Plan Advisory Committee. Mrs. Terry said that it is up to the Zoning Enforcement Officer and Mr. Phelps said he would prepare a memo for the Select Board making them aware of this.

6. Routine Business

- a. Sign March 17, 2022 minutes
- b. Committee Member Comments. None

*Being no further business to be brought before the committee, A **MOTION** was made by Ms. Boyd and **SECONDED** by Mrs. Terry to close the meeting at 9:26 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is May 5th, 2022.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant

Marcus Phelps

Jessica Whitmore Parker

David Spina

Doug Moglin

Randy Brown

David DeiDolori

Burt Hansen

Dave MacWilliams

Norm Cheever

Patrick Jubb

Aleda DeMaria

Amber Bach

Scott Lamon

Dorrie Boyd

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