



Town of Southwick

Master Plan Advisory Committee



MINUTES

May 5, 2022, 7:00 p.m.

**Joint “Hybrid” Meeting of the Master Plan Advisory Committee and the Planning Board:
In-person at the Town Hall Auditorium, 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
SELECT BOARD MEMBER Doug Moglin
DPW MEMBER Randy Brown
CONSERVATION COMMISSION MEMBER Dave MacWilliams
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever
AGRICULTURAL COMMISSION MEMBER Burt Hansen
FINANCE COMMITTEE MEMBER Aleda DeMaria
SCHOOL COMMITTEE MEMBER Patrick Jubb
RESIDENT Roz Terry
RESIDENT Dorrie Boyd
RESIDENT Jessica Whitmore Parker
RESIDENT Maryssa Cook-Obregón
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
STUDENT REPRESENTATIVE MEMBER Maria Michael
STUDENT REPRESENTATIVE MEMBER Lucas Caron

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
PARKS & RECREATION COMMISSION MEMBER David DeiDolori
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach
RESIDENT David Massai

Also attending the meeting were 4 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 at the Town Hall Auditorium and was called to order at 7:01 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 Comment and Dialogue

None

3. Master Plan Consultant Comments

Ken Comia of Pioneer Valley Planning Commission said he was working with Mr. Goddard to capitalize on a FY23 Planning Assistance Grant opportunity.

4. Old Business

- a. Final review of Community Survey. Mr. MacWilliams asked the committee to accept the approved questions so as not to re-visit them and the committee agreed. Mr. Comia discussed the survey changes from the committee members. Ms. Boyd asked to change some wording in the survey introduction. Mr. Hansen thanked Ms. Boyd for thoroughly going through the survey and asked if the survey should include Southwick 2040 in it. Mr. Comia said he would try to add some suggested images and the logo to the survey. Mr. Phelps asked Mr. Comia if people had to stop taking the quiz in the middle of it could they come back to complete it and Mr. Comia said no they would have to finish it if they didn't leave the screen open. The committee members agreed that the survey was too long and should be shortened. They discussed re-structuring the questions so they would make more sense and better explain things to the residents. The committee then went over each question and discussed and agreed upon changes to roughly the first twenty questions. They discussed committee attendance as it pertains to going over survey questions and not re-hashing them and Mr. Comia agreed to make all previous meeting changes to the survey as well as the ones that were talked about at this present meeting. Mr. Phelps said they would continue this discussion to the next meeting and extend the survey deadline, in the interest of time. Mr. Comia said he would make the necessary changes to the survey for the next meeting.
- b. Final review of the public outreach brochure.

A **MOTION** was made by Mr. MacWilliams and **SECONDED** by Mr. Hansen to accept the brochure with the email corrected.

The motion passed by majority vote.

5. New Business

- a. Mailing for Community Survey: Mr. Phelps said they would hold off on this for now.
- b. Website and Facebook page: www.southwick2040.com. Mr. Phelps said the website had been secured and the Select Board had authorized the subcommittee to create these online presences.
- c. Annual Town Meeting information table: Mr. Phelps said they need to reserve a table at the Annual Town Meeting to distribute information. Mrs. Whitmore-Parker volunteered to set up the table.

6. Routine Business

- a. Approval of April 7, 2022 minutes

A **MOTION** was made by Mr. Moglin and **SECONDED** by Mr. MacWilliams to approve the Meeting Minutes of April 7, 2022.

The motion passed by majority vote.

- b. Committee Member Comments. None

*Being no further business to be brought before the committee, A **MOTION** was made by Mr. Moglin and **SECONDED** by Mr. MacWilliams to close the meeting at 9:14 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is May 19th, 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

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