



# *Town of Southwick*

## Master Plan Advisory Committee



### MINUTES

**October 15, 2022, 6:30 p.m.  
Community Visioning Session 2**

**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 Chapter 107 of the Acts of  
2022).**

#### **Written Minutes**

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

#### **MEMBERS IN ATTENDANCE:**

PLANNING BOARD MEMBER & MPAC MEMBER Marcus Phelps  
PARKS & RECREATION COMMISSION MEMBER David DeiDolori  
AGRICULTURAL COMMISSION MEMBER Burt Hansen  
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever  
RESIDENT Dorrie Boyd  
RESIDENT Roz Terry  
RESIDENT Jessica Whitmore Parker  
RESIDENT Maryssa Cook-Obregón  
STUDENT REPRESENTATIVE MEMBER Maria Michael

#### **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 MEMBER David Sutton  
PLANNING BOARD MEMBER & MPAC MEMBER David Spina  
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton  
SELECT BOARD MEMBER Doug Moglin  
DPW MEMBER Randy Brown  
CONSERVATION COMMISSION MEMBER Dave MacWilliams  
SCHOOL COMMITTEE MEMBER Patrick Jubb  
FINANCE COMMITTEE MEMBER Aleda DeMaria

ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach  
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping  
RESIDENT David Massai  
STUDENT REPRESENTATIVE MEMBER Lucas Caron

Also attending the meeting was several people in person and identified on Zoom.

The joint “hybrid” meeting of the Southwick Planning Board Master Plan Advisory Committee (hereinafter referred to as the MPAC) and the Planning Board was scheduled to take place via Zoom and was called to order at 9:00 a.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. Introduction from Marcus Phelps, MPAC Chair & Planning Board Vice-Chair
3. Pioneer Valley Planning Commission Presentation: What is a Master Plan?  
Southwick Yesterday, Today & Tomorrow

Ken Comia of the Pioneer Valley Planning Commission introduced himself and Mr. Goddard shared his screen to show Mr. Comia’s slideshow that described the Master Plan staffing and their areas of expertise. It also gave them an idea of what participants would be working on that evening and described a Master Plan and what it is. Mr. Comia told participants that the Town of Southwick has already done a Master Plan in 1967 and 1997(although the 1997 one was not adopted). They also have a Community Development Plan, Hazard Mitigation Plan, Municipal Vulnerability Preparedness Community Resilience Building Workshop and Open Space and Recreation Plan.

Mr. Comia went into great detail explaining why Visioning and Data are important for the town as it surveys the residents’ sentiment on goals and recommendations.

4. Break-Out Rooms & Collaboration: “SWOT” Analysis

Strengths, Weaknesses, Opportunities and Threats (SWOT); the participants and committee members broke into groups for an hour to discuss these exercises. When everyone reconvened, they presented their findings.

5. Discussion: Next steps for Master Plan

Mr. Comia shared websites and links for the participants to continue to stay engaged and showed them how to use the links. Mr. Phelps thanked everyone for their participation and help.

*Being no further business to be brought before the committee, Chairman Marcus Phelps declared the meeting adjourned at 11:00 a.m.*

Respectfully submitted,

Meghan Lightcap  
Planning Board Administrative Assistant

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Marcus Phelps

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Jessica Whitmore Parker

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David Spina

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Doug Moglin

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Randy Brown

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David DeiDolori

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Burt Hansen

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Dave MacWilliams

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Norm Cheever

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