



# *Town of Southwick*

## Master Plan Advisory Committee



## MINUTES

**January 5, 2023, 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](http://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  
PARKS & RECREATION COMMISSION MEMBER David DeiDolori  
AGRICULTURAL COMMISSION MEMBER Burt Hansen  
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever  
SCHOOL COMMITTEE MEMBER Patrick Jubb  
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach  
FINANCE COMMITTEE MEMBER Aleda DeMaria  
RESIDENT Roz Terry  
RESIDENT Jessica Whitmore Parker  
RESIDENT Cori Rolland  
RESIDENT Maryssa Cook-Obregón

### **TOWN STAFF:**

TOWN PLANNER Jon Goddard

### **ABSENT:**

PLANNING BOARD CHAIR & MPAC MEMBER (*ex officio*) Michael Doherty  
PLANNING BOARD MEMBER Richard Utzinger  
PLANNING BOARD MEMBER David Sutton  
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton  
CONSERVATION COMMISSION MEMBER Dave MacWilliams  
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping

RESIDENT Dorrie Boyd  
STUDENT REPRESENTATIVE MEMBER Lucas Caron  
STUDENT REPRESENTATIVE MEMBER Maria Michael  
PLANNING BOARD SECRETARY Meghan Lightcap

Also attending the meeting were several people identified on Zoom.

The joint “hybrid” meeting of the Southwick Planning Board and Master Plan Advisory Committee (hereinafter referred to as the MPAC) was scheduled to take place via Zoom and was called to order at 7:00 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. He welcomed new resident member Cori Rolland to the committee. Mr. Phelps also said that student representative Maria Michael would begin studying abroad in Italy this month so she won’t be attending meetings. He also mentioned an article in last week’s Pennysaver on Charlie MacWilliams who designed the committee’s mascot and there was a nice article on the Master Plan committee.

2. Public Comment and Dialogue

None

3. Old Business

- a. Summary Statements from Community Survey & Visioning. Mr. Phelps said he put this on the agenda to see if anyone wanted to comment on it. Ken Comia of Pioneer Valley Planning Commission said he shared a link for the group with the Vision folder, he discussed creating a Vision Statement with some examples; Mission, Vision and Objective. Ms. Rolland volunteered to work with Mr. Comia on the Vision Statement. Mr. Spina said he wanted to see a Vision written for the town as opposed to the other examples and Mr. Phelps agreed that he would prefer having a Vision and Goals.
- b. Focus Groups Membership and Meetings. Mr. Goddard said they conducted the Transportation and Public Facilities and Services focus group today. Mr. Comia said the group was designed to get voices from those on the ground and doing the work, this meeting was heavy on infrastructure. He said his colleague will be preparing notes on that to share with the group. Mr. Phelps said he sat in on the meeting and Mr. Brown had a big part of the discussion. He discussed expansion of our infrastructure, potential of a new well site on the North Pond property. Dave Sutton was there, he is the Buildings and Grounds person so they talked about Whalley Park and the Linear Rail Trail. There will be some upcoming focus groups in January and February.

#### 4. New Business

- a. Community Survey Write-in Question Material for Appendix. Mr. Phelps said Mr. Cheever had some recent developments to share with the group. Mr. Cheever shared the screen to show his summary of the questionnaire. He showed question 10 and the summary of responses. Ms. Rolland asked Mr. Comia how to incorporate this into the other responses and asked if they were significant to the overall response rate. Mr. Comia said that this information will be considered and used if necessary when the time comes. Mr. Cheever noted that the appendix will include specific texts of 3 or more responses.
- b. Review of Draft Master Plan Material. Mr. Comia said he had three drafts in the link he sent the group. He said more will be added over the next week.

#### 5. Routine Business

- a. Approval of 11/17 and 12/15, 2022 meeting minutes.

A **MOTION** was made by Mrs. Terry and **SECONDED** by Mr. Jubb to approve the meeting minutes of November 17, 2022.

The motion passed by majority vote.

A **MOTION** was made by Mrs. Terry and **SECONDED** by Mr. Brown to approve the meeting minutes of December 15, 2022.

The motion passed by majority vote.

- b. Committee Member Comments. Mr. Cheever said that the Westfield News mentioned that the City of Westfield had 600 responses to their Master Plan Survey as opposed to our response of 900. Mr. Phelps said there will be a listening session facilitated by the Pioneer Valley Planning Commission in an effort to reach out to the senior population in town. He said he wrote an article about the focus groups for the January issue of Southwoods magazine.

*Being no further business to be brought before the committee, A **MOTION** was made by Mr. Moglin and **SECONDED** by Mr. Jubb to close the meeting at 8:03 p.m. The motion passed unanimously.*

*The Next Scheduled Meeting is January 19, 2023.*

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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Patrick Jubb

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