



Town of Southwick

Master Plan Advisory Committee



MINUTES

June 2, 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 CHAIR & MPAC MEMBER (*ex officio*) Michael Doherty
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
SCHOOL COMMITTEE MEMBER Patrick Jubb
FINANCE COMMITTEE MEMBER Aleda DeMaria
RESIDENT Roz Terry
RESIDENT Dorrie Boyd
RESIDENT Jessica Whitmore Parker
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
STUDENT REPRESENTATIVE MEMBER Maria Michael

TOWN STAFF:

PLANNING BOARD SECRETARY Meghan Lightcap

ABSENT:

PLANNING BOARD MEMBER Richard Utzinger
PLANNING BOARD MEMBER David Sutton
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton
PARKS & RECREATION COMMISSION MEMBER David DeiDolori
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach

RESIDENT Maryssa Cook-Obregón
RESIDENT David Massai
STUDENT REPRESENTATIVE MEMBER Lucas Caron
TOWN PLANNER Jon Goddard

Also attending the meeting were 3 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 7:02 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 a quorum of the Planning Board at this meeting with three Planning Board members attending the meeting.

2. Public Comment and Dialogue

None

3. Old Business

- a. Final review of Community Survey: Mr. Comia shared his screen that showed the survey. Mr. Phelps said he wanted the survey ending date to be by August 31st and estimated time for taking the survey should be thirty minutes. In the first section, Mr. Comia moved the question, Demographics and Values, to the Land Use section as the committee had previously requested it. Mr. Phelps asked him to delete owner-occupied rooms for rent. In the Land Use section, Ms. Boyd asked if he could change the answer choices to “Encourage, discourage or make no change”. Ms. Boyd suggested removing the “Encourage traffic” question. Mr. Phelps asked Mr. Comia to remove “Southwick to be affordable” as it didn’t make sense. The committee asked to remove “Security and preservation of water resources” as it was unnecessary. Mr. Doherty asked to change “Foresee” to “Would prefer” in the instructions on question number 10.

Resident and Consultant Cori Rolland told the committee to remind the residents to look “Over the next 20 years” throughout the questionnaire and the committee agreed to add that phrase to questions, where it would apply, throughout the survey.

The committee continued reviewing the questions and making changes that were agreed on. Mr. Phelps read questions turned in by some committee members of things they would like added to the survey and they then discussed where and how they might fit in. He also asked to add a disclaimer for respondents providing an email address or visit our website for contact information if they had questions. Mr. Comia said he would remove personal

information from the final results of the survey he provides the report to the committee.

Mr. MacWilliams said he put flyers at several businesses in town to spread the word about the Master Plan.

A **MOTION** was made by Mr. MacWilliams and **SECONDED** by Ms. Terry to accept these questions on the survey as amended.

The motion passed by majority vote.

- b. Website and Facebook Page. Ms. Cook-Obregon put together the Facebook page and Ms. Boyd said she would ask her to add something about “Trends” in the header. Mr. Comia asked for the link.

4. New Business

- a. Mailing for Community Survey. Ms. Cook-Obregon created the postcard and the committee suggested some changes that could be made to her via email as she was not at the meeting.
- b. Future Public Outreach. Mr. MacWilliams said he would go to the Rotary Club but would need material to pass out. There are concerts in July and August at Whalley Park and the committee could use lawn signs or some type of advertising. Ms. Boyd suggested hosting survey filling out events. Mr. Comia said he had never seen events like this held in other towns but some places did hold surveys for people to come in and fill out. There was discussion about incentivizing people to come out and do the survey. Ms. Rolland suggested waiting to see what the initial response was and then push for that if needed. The committee discussed advertising the survey on the Town Crier sign and Moolicious. Sage Fury of 91 Granville Road suggested trying a donation angle to get people to fill out the survey.

5. Routine Business

- a. 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. Hansen to close the meeting at 9:07 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is June 16, 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

Roz Terry

David Massai

Maryssa Cook-Obregon

Lucas Caron

Maria Michael