



Town of Southwick

Master Plan Advisory Committee



MINUTES

June 16, 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
CONSERVATION COMMISSION MEMBER Dave MacWilliams
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever
AGRICULTURAL COMMISSION MEMBER Burt Hansen
PARKS & RECREATION COMMISSION MEMBER David DeiDolori
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
RESIDENT Roz Terry
RESIDENT Dorrie Boyd
RESIDENT Jessica Whitmore Parker
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
DPW MEMBER Randy Brown
SCHOOL COMMITTEE MEMBER Patrick Jubb
FINANCE COMMITTEE MEMBER Aleda DeMaria
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach

RESIDENT David Massai
STUDENT REPRESENTATIVE MEMBER Lucas Caron
STUDENT REPRESENTATIVE MEMBER Maria Michael
PLANNING BOARD SECRETARY Meghan Lightcap

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 7:06 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. Old Business

- a. Review of Community Survey Paper Copy: Mr. Comia shared his screen that showed the survey and the committee discussed the changes they wanted to make. They discussed releasing it to the public the week of June 27th and decided to have four of them get together to make sure the survey was ready and approved to go to the public. Mr. Phelps wanted to try for Wednesday the 29th.
- b. Website and Facebook Page Update. Ms. Cook-Obregón said the website was ready to go live but they needed to get payment in to them. She showed the page to the committee and explained how it worked. The committee members discussed some minor changes they would like made on the website. Ms. Cook-Obregon also discussed some feedback she got from Ms. Boyd about the postcard and they talked about some changes. Ms. Cook-Obregon said she has been updating the Facebook page with meeting information. She said she could use some help posting on the town forum sites as she is unable to from her account. Ms. Whitmore Parker said she would help her with that. Ms. Boyd suggested sharing a trend every Tuesday or something like that on the site.

4. New Business

- a. Mailing of Community Survey Postcard. Mr. Phelps suggested June 30 as the date to mail the postcards. The committee said it may be better to get the survey live and then mail the postcards out.
- b. Press Release/Publicity for Community Survey. Mr. Phelps asked Mr. Comia to write a press release. Mr. Phelps handed out a schedule for Whalley Park

events and Mr. MacWilliams said the Rotary Club would let the committee have a table at an event. He also said he distributed brochures all over town. Ms. Cook-Obregon said she can order more brochures and the committee agreed that it was a good idea. Mr. Phelps said he would set up a table on July 20th. Mr. Comia said he can share some informational Public Service Announcements that another town did that helps spread the word about the master plan and they can decide if that's something they want to do.

- c. Proposed Incentives for Survey Completion. Mr. Phelps said committee member Aleda DeMaria got \$750 donated to a gift account from Peoples Bank for the master plan. Ms. Boyd said she liked the idea of making a donation to a charity for doing the survey and suggested adding that question at the end of the survey. Mr. Moglin said if it's at the end they would have already done the survey so there is no incentive. Maybe they should make a donation if there is money left over at the end. Mr. Comia said he can give the committee data by July 21st that will tell if the committee needs to generate more interest and then consider more incentives.

5. Routine Business

- a. Approval of May 19, 2022 minutes
- b. Approval of June 2, 2022 minutes

A **MOTION** was made by Mr. Terry and **SECONDED** by Mr. Moglin to approve the Meeting Minutes of May 19, 2022 and June 2, 2022.

The motion passed by majority vote.

- c. Committee Member Comments. Mr. Phelps said he would like to go over the budget at the next meeting.

*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 9:23 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is July 21, 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

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