



Town of Southwick

Master Plan Advisory Committee



MINUTES

July 21, 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
PARKS & RECREATION COMMISSION MEMBER David DeiDolori
AGRICULTURAL COMMISSION MEMBER Burt Hansen
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach
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
CONSERVATION COMMISSION MEMBER Dave MacWilliams
SCHOOL COMMITTEE MEMBER Patrick Jubb
FINANCE COMMITTEE MEMBER Aleda DeMaria

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 7:00 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.

2. Public Comment and Dialogue

None

3. Old Business

- a. Mailing of Community Survey Postcard. Mr. Phelps thanked a few members for meeting and finalizing edits on the survey. He received comments from people that had gotten them but he had not received one in his post office box. Ms. Cook-Obregon said that should be coming soon as there was an issue.
- b. Website and Facebook Page Update. Mr. Phelps did notice that “Jog” made a guest appearance on the Town of Southwick website. Ms. Whitmore-Parker said she did share posts on the Facebook page to get more support for the survey. Ms. Cook-Obregon said that the press release has gone out to local media sources. Mr. Phelps recommended they put an ad in the Pennysaver. Ms. Cook-Obregon recommended they do an ad in Southwoods magazine for August as well as signage in Town.

A **MOTION** was made by Mr. Spina and **SECONDED** by Mrs. Terry to run a quarter page ad in the August Southwoods and for 2 signs from Southwoods.

The motion passed by majority vote

4. New Business

- a. Summary of Past Planning Document. Ken Comia of Pioneer Valley Planning Commission shared his screen with a document showing various plans that the Town of Southwick has completed. He took a count of two Master Plan documents; from 1967 and 1997, the Community Development Plan from 2003, the Hazard Mitigation Plan from 2016,

Community Resilience Building Workshop Summary of Findings and the Open Space and Recreation Plan from 2020. He said this is a starting point for the committee to reference as they navigate goals and policies and they usually start with the most recent plans dating back to 1997 and they arranged each into various points on the document he shared. At this point in time, Mr. Comia said they had 245 responses back in the survey. More than half of the respondents were over the age of 50 and he showed charts of certain questions that were important like; employment status, homeowner or renter, children at home or not, etc. Ms. Boyd asked the group how they should try to engage with younger age groups and one suggestion was at the library; as there are services geared toward young children as well as the Park and Rec center. Mr. Cheever said he does not favor extending the deadline for summary completion unless absolutely necessary. The committee discussed waiting until school was back in session to allow for teachers and administration to share this information with students for feedback. Mr. Cheever suggested using the Code Red telephone system to communicate with residents and Mr. Moglin said it could be done.

- b. Discussion of Dates for Community Meetings. Mr. Phelps said September 24 is the Friends of the Library Arts and Crafts Show at the town hall and the Rotary tag sale is on October 1st. He asked Mr. Comia if they do workshops on Saturdays and he said it was a mixed bag. His suggestion was to do it during a Master Plan meeting and the committee discussed doing it on a Thursday evening and a Saturday and within a month of the survey ending. It was agreed to continue talking about dates at the next meeting.
- c. Update on Master Plan/Housing Plan Expenditures/Budget. Mr. Goddard read a list of the money available now and for the next fiscal year. He discussed the grants he applied for and received and the gift account as well.

5. Routine Business

- a. Committee Member Comments. Mr. Cheever said if they come to the next meeting on August 18 and they are not happy with the survey response should they consider meeting August 4th. The committee asked if they could get an update on August 1st before deciding which days to meet.

*Being no further business to be brought before the committee, A **MOTION** was made by Mr. Moglin and **SECONDED** by Mr. Cheever to close the meeting at 8:23 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is August 18, 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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