



Town of Southwick

Master Plan Advisory Committee



MINUTES

September 15, 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
CONSERVATION COMMISSION MEMBER Dave MacWilliams
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
RESIDENT Jessica Whitmore Parker
RESIDENT Dorrie Boyd
RESIDENT Roz Terry
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
SCHOOL COMMITTEE MEMBER Patrick Jubb
FINANCE COMMITTEE MEMBER Aleda DeMaria
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach
RESIDENT David Massai
STUDENT REPRESENTATIVE MEMBER Maria Michael

STUDENT REPRESENTATIVE MEMBER Lucas Caron
PLANNING BOARD SECRETARY Meghan Lightcap

Also attending the meeting were 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 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 no quorum of the Planning Board at this meeting.

2. Public Comment and Dialogue

None

3. Old Business

- a. Status of Community Survey Responses. Mr. Phelps told the committee that they had 900 responses to the survey. Mr. Comia of Pioneer Valley Planning Commission gave the committee members copies of a summary of the responses that breaks down all of the raw data included in the survey. He said a summarized version of this will be included in the Master plan document when it is finalized. He shared the screen via Zoom and gave a quick summary of the major points; 87% of people that filled out the survey live in town, 90% are homeowners or rent, for age there were; 46% that were 60 plus, 34% between the ages of 40 and 59 and 20% under the age of 40. For employment 1/4 of the respondents work from home. A majority of respondents were couples, 232 with children under 18 and the majority of them English speaking. Almost 20% have lived 21-30 years in town, the majority of them want to preserve the rural character of the town and 60% encourage business development in town but not industrial business and there were a lot of ideas of what types of development broken down under that. Mr. Comia said 81% of respondents put agricultural development under type of development and 63% wanted some business development. He went into further detail about the remaining questions such as supporting or opposing certain strategies to address future growth over the next 20 years. He said 80% support limiting square footage for new buildings and 73% favored expansion of existing buildings. In the housing section; 91% live in a single family home, 78% believe there is sufficient housing options for themselves and family. In the type of housing for future needs, the respondents had owning a house as the largest response and then the summary went into further detail on housing. In the transportation items; streetscapes was very important, mixed-use development and access to electric charging stations. For public services such as police, fire and emergency there was a lot of support in favor of them as well as plowing. In the future services and amenities section there were 70% in favor of a community center, 68% wireless cyber infrastructure and 50% alternative energy sources. Mr. Comia said 72% of the respondents did

not have school age children and he listed the options residents rated for recreation that they are in favor of and the issues of high concern on Congamond Lake. He mentioned that there were multiple pages of free responses where people could say whatever they wanted, some praising the committee for its work and identifying that this is important. Mr. Comia said he had 14 pages of emails that survey takers left and he will put them into an Excel spreadsheet to make an email list to send out notices. Ms. Cook-Obregon asked if she could use some of this data on the Facebook page to share some of the results with the respondents and the committee agreed that one a day would be fine.

- b. Continuation of Public Outreach. Mr. Phelps said getting the survey results available in the community will be very helpful. He said the Community Bulletin Board has information on the community visioning sessions there is an item in the Southwoods magazine that mentions the meetings but it doesn't say where they are. They have two big signs available and Southwoods magazine will add where and when the meetings will take place. Mr. MacWilliams said he can order t-shirts for the committee members and to hand out during the visioning sessions. He shared a logo and the committee discussed details and colors.

A **MOTION** was made by Mr. DeiDolori and **SECONDED** by Mr. MacWilliams to spend eight hundred dollars on t-shirts.

The motion passed by majority vote.

4. New Business

- a. Organization of October Community Visioning Sessions. Mr. Phelps said that the dates are October 13, 6:30-8:30 p.m. and October 15, 9:00-11:00 a.m. The meetings will be hybrid and in the same format. Mr. Comia discussed how they would be handling the virtual portion of the visioning sessions and explained what they do in the sessions. The committee discussed the specifics of hosting the meetings and technology support as well as who was available for each day and what they would be doing. Mr. Phelps asked Mr. Comia how many people typically attend these functions and Mr. Comia said 25-50. Resident Barb Wescott recommended having participants write down answers on newsprint and then check off key responses as a way to identify the major points raised in discussions as well as a way to encourage participation. Resident Diane Gale asked the committee how many people they want and how many can they accommodate in these rooms. There was further discussion on how many people they would anticipate coming and how to get a confirmation. Ms. Gale recommended ensuring that messaging would make it clear that the two upcoming sessions would have nearly identical content. Mr. Phelps said Barbara Wescott has volunteered to help coordinate childcare in the community center downstairs.

- b. Discussion of Focus Groups Topics, Participants and Process. Mr. Phelps said he would like to have two assemblies at the schools; one junior high and one at the high school in November. Mr. Phelps also wants to contact people on Congamond Lake.

5. Routine Business

- a. Approval of August 4 & 18, 2022 minutes.

A **MOTION** was made by Mrs. Terry and **SECONDED** by Mr. Moglin to approve the Meeting Minutes of August 4 and 18, 2022.

The motion passed by majority vote.

- b. Committee Member Comments. Ms. Whitmore Parker asked how residents are going to RSVP to the events and Ms. Cook-Obregon said they will have to go on the website to do that. Mr. Phelps asked if they could use the survey respondent email list and Mr. Moglin said yes as long as they don't share them.

*Being no further business to be brought before the committee, A **MOTION** was made by Mr. Hansen and **SECONDED** by Mrs. Terry to close the meeting at 9:13 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is October 6, 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

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Maryssa Cook-Obregon

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