



Town of Southwick

Master Plan Advisory Committee



MINUTES

November 18, 2021, 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.southwick.org)

MEMBERS IN ATTENDANCE:

PLANNING BOARD CHAIR & MPAC MEMBER (*ex officio*) Michael Doherty
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
FINANCE COMMITTEE MEMBER Aleda DeMaria
ECONOMIC DEVELOPMENT COMMITTEE Amber Bach
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping
SCHOOL COMMITTEE MEMBER Patrick Jubb
RESIDENT Dorrie Boyd
RESIDENT Roz Terry
RESIDENT Jessica Whitmore Parker
RESIDENT Maryssa Cook-Obregón

ABSENT:

PLANNING BOARD MEMBER Richard Utzinger
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton
PLANNING BOARD MEMBER David Sutton
RESIDENT David Massai
STUDENT REPRESENTATIVE MEMBERS

Also attending the meeting were 3 members of the public and several people were identified on Zoom.

The joint “hybrid” meeting of the Southwick Planning Board and the 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. Call to Order

2. Public Comments and Dialogue

Resident Diane Gale asked if the public would be allowed to ask questions throughout the meeting and Mr. Phelps said he preferred they ask at this scheduled time.

3. Action Items

a. Appointment of Members

- i. Swearing in New Members -Amber Bach and David MacWilliams were sworn in by the Town Clerks office that week.

*A **MOTION** was made by Mr. Spina and **SECONDED** by Mr. Doherty to affirm the appointment of Dave MacWilliams from Conservation Commission and Amber Bach from Economic Development to the Master Plan Advisory Committee.*

Roll call vote:

*Mr. Doherty, yes Mr. Phelps, yes Mr. Spina, yes
The motion passed unanimously.*

b. Committee Organization

i. Election of Chair:

Mr. Moglin made a motion that was seconded by Mr. Jubb to elect Mr. Spina as Chair.

Mr. MacWilliams made a motion that was seconded by Mr. Spina to elect Mr. Phelps as Chair.

Mr. Phelps was elected on a vote of 9-8.

Election of Vice Chair:

Mr. Jubb made a motion that was seconded by Mr. Spina to elect Mr. Jubb as Vice Chair.

Mr. Phelps made a motion that was seconded by Mr. Brown to elect Ms. Whitmore Parker as Vice Chair.

Ms. Whitmore Parker was elected on a vote of 10-7.

4. Old Business

a. Master Plan Consultant Selection Process

Mr. Phelps stated that with the scope of work involved the need to hire a Consultant and the Subcommittee can negotiate with the Pioneer Valley Planning Commission (PVPC) as well as utilizing resident Cori Rolland's volunteered services and input. Mr. Phelps said he would coordinate a meeting between himself, Ms. Whitmore Parker, Ms. Rolland and the Consultant.

*A **MOTION** was made by Mr. Hanson and **SECONDED** by Ms. Cook-Obregon to proceed with having the Pioneer Valley Planning Commission do the Master Plan Phase 1. The motion passed unanimously.*

b. Housing Plan Consultant Selection Process

Mr. Phelps stated that there is \$25,000 appropriated out of the Committee Preservation Act toward a housing plan, so this should be separate from the master plan although it is still a component of the plan. Mr. Goddard explained that he had contacted Catherine Ratté of PVPC, reporting that they prepare housing plans as well as Master Plans. Two options were presented to the MPAC: either to advertise a request for proposals from firms and agencies or to contract directly with PVPC as a quasi-public agency. Mr. Jubb asked how PVPC was identified as a potential consultant; Mr. Phelps said they are a regional planning agency out of Springfield and they assist all types of communities and that they have recently produced Master Plans for Blandford and East Longmeadow. PVPC helped Southwick prepare the Open Space and Recreation Plan and assisted with the Master Plan in 1997. Mr. Moglin explained that the Town is a member of the PVPC and Mr. Phelps is our representative. Ms. Cook-Obregon asked why the housing plan needed to be done first and Mr. Doherty explained that we have funding specifically for housing and we want to take advantage of that.

*A **MOTION** was made by Mr. Brown and **SECONDED** by Mr. Moglin to negotiate a service contract with Pioneer Valley Planning Commission for a Housing Plan. The motion passed unanimously.*

c. Reference Library Materials and Master Plan Notebook

Mr. Phelps said they are working on a webpage for the town website that will have a list of members, meeting minutes, agendas, documents handed to the committee as well as the 2019 Open Space Plan.

5. New Business

a. Committee Communications (Internal and External)

Mr. Phelps recommended using email as a means of communicating internally and the webpage as an external source for citizens. He also asked the committee members to send in a small bio.

b. Visioning Information

Mr. Phelps noted that document titled “Imagine Southwick 2045” was distributed to the MPAC members as provided by resident Cori Rolland. The document introduced the acronym PESTLE as a way to guide analytic process, particularly for “visioning” components of the Master Plan process. Ms. Boyd suggested that the categories listed in the document might be helpful to link with a particular MPAC member in a bio statement as a means for the public to connect with a member whose focus aligned with their interests.

c. Future Meeting Dates

The committee decided to meet every third Thursday of the month, choosing December 16, 2021 as the next date. Mr. Doherty emailed the principal at the High School, Mr. Pescatelli, and he said he had two students joining as student representatives.

6. Meeting Adjournment

*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 8:09 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is December 16th, 2021.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant