



Town of Southwick

Master Plan Advisory Committee



MINUTES

December 16, 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
RESIDENT David Massai

TOWN STAFF:

TOWN PLANNER Jon Goddard
PLANNING BOARD SECRETARY Meghan Lightcap

ABSENT:

PLANNING BOARD MEMBER Richard Utzinger
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton

PLANNING BOARD MEMBER David Sutton
STUDENT REPRESENTATIVE MEMBERS

Also attending the meeting were 2 members of the public and several people were identified in 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. Chairman roll call for attendance of Committee Members
2. Public Comments and Dialogue
3. Introduction of Student Committee Members

(not present at meeting)

4. Old Business
 - a. Master Plan contract/scope of services and
 - b. Housing Plan contract/scope of services

(addressed as a single discussion item)

Mr. Phelps provided an update to the Committee, sharing that there had been a zoom call with the Pioneer Valley Planning Commissions’ Catherine Ratté, Kenneth Comia, Ted Harvey, and attended alongside Mr. Phelps, Ms. Whitmore Parker, Mr. Goddard and Ms. Rolland. The PVPC members shared a sample work plan and discussed the tasks involved, pivoting to some of the tasks that the Town has already completed. In the meeting, Mr. Phelps shared that Ms. Rolland can also provide assistance for visioning components which will help to manage expenses. Mr. Phelps shared Ms. Ratté’s suggestion that the Town could work with PVPC to apply for several grant opportunities available to the Town for Master Plans and related tasks. Mr. MacWilliams asked if the survey components of the Master Plan would be electronic or paper and Ms. Whitmore Parker reported that they may have an online survey but they only briefly touched upon it in the scoping conference call.

5. New Business
 - a. Open Space and Recreation Plan Information

MPAC Member and Agricultural Commission Chair Burt Hanson handed out copies he had made of the Open Space Plan and described its contents.

b. Review of Past Survey Questions

Mr. Phelps said he was able to find copies of the 1997 Master Plan survey component and shared a summary of the questions with the Committee. The Committee discussed how to best engage the public, noting that a 2018 survey was mailed to residents and the response was very low. However, Mr. Moglin shared that when the Town performed a survey on high-speed internet service, it was posted on the Town web page as well as on several social media sites, and well over 200 responses were submitted. Mr. Moglin noted that as times change, methods of communication should also change and that the Committee should keep that in mind. He also suggested using a paid site or even the Town Hall website that has survey capabilities. There was further discussion amongst the committee members about surveys and how to go about submitting them and the content in them.

6. Routine Business

a. Approval of November 4, 2021 minutes

A **MOTION** was made by Mr. Spina and **SECONDED** by Ms. Terry to approve the Meeting Minutes of November 4, 2021 with the addition of Mr. Goddard and Mrs. Lightcaps' names under staff in attendance.

The motion passed by majority vote with 2 members abstaining.

b. Committee Member comments

Mr. Phelps said he put together two paragraphs about the Master Plan preparation for the Town census that gets mailed every year and he read that to the committee. Mr. Goddard will submit the statement to the Town Clerk's office for the mailing effort.

*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 7:52 p.m. The motion passed unanimously.*

The Next Scheduled Meeting is January 20th, 2022.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant