



# *Town of Southwick*

## Master Plan Advisory Committee



### MINUTES

**January 20, 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](http://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  
FINANCE COMMITTEE MEMBER Aleda DeMaria  
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping  
RESIDENT Dorrie Boyd  
RESIDENT Roz Terry  
RESIDENT Jessica Whitmore Parker  
RESIDENT Maryssa Cook-Obregón  
RESIDENT David Massai  
STUDENT REPRESENTATIVE MEMBER Maria Michael  
STUDENT REPRESENTATIVE MEMBER Lucas Caron

#### **TOWN STAFF:**

TOWN PLANNER Jon Goddard  
PLANNING BOARD SECRETARY Meghan Lightcap

#### **ABSENT:**

PLANNING BOARD CHAIR & MPAC MEMBER (*ex officio*) Michael Doherty

PLANNING BOARD MEMBER Richard Utzinger  
PLANNING BOARD ASSOCIATE MEMBER Jessica Thornton  
PLANNING BOARD MEMBER David Sutton  
ECONOMIC DEVELOPMENT COMMITTEE MEMBER Amber Bach  
SCHOOL COMMITTEE MEMBER Patrick Jubb

Also attending the meeting were 4 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 Comments and Dialogue

Mr. Phelps stated that he received a letter from Diane Gale on behalf of the *Save Southwick* group, donating \$6,500 to the Planning Board for use on the Master Plan.

3. Introduction of Student Committee Members

Maria Michael of 18 Crystal Dr. introduced herself; she is a Sophomore at SRS and a member of the Class Officer Club and Interact Club, a group that involves planning for future classes.

Lucas Caron 148 Hillside Rd. is a Sophomore at SRS and a member of the Committee with Principal for Planning and the Connections Club, a group that focuses on gender and equality matters.

4. Old Business

- a. Scope of services with Pioneer Valley Planning Commission (see the Master Plan meeting documents from January 20, 2022)

Mr. Phelps introduced Mr. Kenneth Comia, a Principal Planner at Pioneer Valley Planning Commission, who primarily works on zoning bylaw amendments and community-based plans like Resilient Master Plans and Open Space and Recreation plans. Mr. Comia guided the MPAC through a revised scope of services for the Master Plan update and noted that there are 5 tasks in this scope of work:

1. *Meeting attendance* for MPAC meetings with participation by PVPC.
2. *Data Collection and Analysis*, which includes recent census data and map prep by the GIS staff. There will need to be conversation about

grants and additional funds that will take place to supplement this analysis.

3. A *Community Survey Visioning Workshop* where they will utilize communication to help facilitate what community engagement looks like. There are two specific events for this task: goal setting and creating a vision statement.
4. A *Housing Production Plan* that will include goals, priorities and recommendations on how the town will arrive at needed housing numbers, with the bulk of the work occurring here with December being the targeted deadline, and
5. The *Development of Master Plan Goals and Objectives*, where the Town will need to secure additional funding to fully develop the nine (9) key sections to be explored under Massachusetts General Law. Mr. Comia noted that there will be costs for travel and printing. Mr. Phelps discussed a draft time and budget breakdown shown on a document provided to the committee, and decisions were made on the allocation of the funds. The committee decided it would be best to meet on February 3, 2022 in an effort to approve a draft of the scope with PVPC for referral to the Select Board at an upcoming meeting.

A **MOTION** was made by Ms. Terry and **SECONDED** by Mr. MacWilliams to accept this initial draft scope of services and to move forward with entering into a contract with the Pioneer Valley Planning Commission.

The motion passed by majority vote.

#### 5. New Business

- a. Public Communication Liaison. Mr. Phelps asked if there was someone from the committee familiar with press contacts, web postings on social media, etc. Mr. Phelps noted that Deb Horath of the Southwick 250<sup>th</sup> Anniversary Committee said that she was willing to help.

A **MOTION** was made by Ms. Boyd and **SECONDED** by Mr. Spina to nominate Maryssa Cook-Obregon as Public Communication Liaison.

The motion passed by majority vote.

- b. Housing Production Plan Liaison. Mr. Phelps said that a contact person would be helpful to help let the committee know what's going on with the PVPC and to explain the process. Mr. Goddard told them that Amber Bach, who was absent at the meeting, was willing to discuss the responsibilities that come with the role.

A **MOTION** was made by Ms. Terry and **SECONDED** by Mr. MacWilliams to nominate Amber Bach as Housing Production Plan Liaison.

The motion passed by majority vote.

6. Routine Business

a. Approval of November 18, 2021 and December 16, 2021 Minutes

An **OMNIBUS MOTION** was made by Mr. Moglin and **SECONDED** by Mr. Spina to approve the Meeting Minutes of November 18, 2021 and December 16, 2021.

The motion passed by majority vote.

b. Committee Member comments.

Mr. MacWilliams commended the group for the information page about MPAC mailed with the Town Census. Ms. Cook-Obregon asked about the break-down of “breakout groups” within the committee and Mr. Phelps asked them to email Mr. Goddard with the areas each member had interest or expertise in. Mr. Moglin reminded the committee to discuss budget as that time of year was approaching.

*Being no further business to be brought before the committee, A **MOTION** was made by Ms. Terry and **SECONDED** by Mr. MacWilliams to close the meeting at 8:05 p.m. The motion passed unanimously.*

*The Next Scheduled Meeting is February 3rd, 2022.*

Respectfully submitted,

Meghan Lightcap  
Planning Board Administrative Assistant

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Marcus Phelps

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Jessica Whitmore Parker

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Dorrie Boyd

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Randy Brown

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Norm Cheever

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Maryssa Cook- Obregon

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Aleda DeMaria

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David DeiDolori

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Burt Hansen

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Scott Lamon

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Dave MacWilliams

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David Massai

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Doug Moglin

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David Spina

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Roz Terry