



# *Town of Southwick*

## Master Plan Advisory Committee



### MINUTES

**September 7, 2023, 7:00 p.m.**

**“Hybrid” Meeting of the Master Plan Advisory Committee: In-person at the 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:

MPAC MEMBER Marcus Phelps  
PLANNING BOARD MEMBER & MPAC MEMBER David Spina  
SELECT BOARD MEMBER Doug Moglin  
DPW MEMBER Randy Brown  
AGRICULTURAL COMMISSION MEMBER Burt Hansen  
LAKES MANAGEMENT COMMITTEE MEMBER Norm Cheever  
FINANCE COMMITTEE MEMBER Aleda DeMaria  
RESIDENT Roz Terry  
RESIDENT Jessica Whitmore Parker  
RESIDENT Cori Rolland  
RESIDENT Maryssa Cook-Obregón  
RESIDENT Dave MacWilliams

#### 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  
PLANNING BOARD SECRETARY Meghan Lightcap  
PARKS & RECREATION COMMISSION MEMBER David DeiDolori  
OWNER OF TOWN BUSINESS Scott Lamon, Tynic Landscaping  
RESIDENT Dorrie Boyd  
STUDENT REPRESENTATIVE MEMBER Lucas Caron

STUDENT REPRESENTATIVE MEMBER Maria Michael

Also attending the meeting were people identified on Zoom.

The “hybrid” meeting of the Southwick Master Plan Advisory Committee (hereinafter referred to as the MPAC) was scheduled to take place via Zoom 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 everyone could hear via Zoom.

1. Roll call for attendance of Committee Members

Mr. Phelps noted that there was no quorum of the Planning Board.

2. Public Comment and Dialogue

None

3. Old Business

- a. Review Draft Master Plan - Ken Comia of the Pioneer Valley Planning Commission said that he submitted all of the changes from the last meeting to the graphic designer. He said he did receive some chapters after the meeting last week and is still reviewing those. Mr. Comia asked the members to take a look at the idea of new committees being established and having them be lead parties. He also asked them to look at the appendix document he prepared and let him know if he missed anything. He said the next iteration they see will be the final one that will be presented to the Planning Board.

Mr. Phelps and Ms. Whitmore-Parker discussed appointing the lead party on actions and who would establish suggested subcommittees. Ms. Rolland said they could put the action on an existing lead party and footnote it saying it has to be taken over or assumed by a committee. Mr. Cheever and Ms. Cook-Obregón said they believe there should be specific committees assigned. Mr. Comia said that when the Implementation Committee meets they will see the entities that do exist and the ones that don't exist and he is not sure which one is the better compromise. Also, it was agreed to retain the text as written and add a footnote to explain. The members discussed the appendix, table of contents, cover design and photos for the draft plan.

4. New Business

- a. Discuss Implementation Committee Membership – Mr. Phelps said he thought a 7 member committee would be best with a member from the Planning Board, Conservation Commission, Finance Committee, Economic Development Commission, Agricultural Commission, the DPW Director and Chief Administrative Officer. He said they could possibly go up to 9 people. Mr. MacWilliams suggested adding two resident members as well. Ms. Terry and Mr. Moglin said they would prefer a Select Board member instead of the CAO.

5. Routine Business

- a. Approval of August 17, 2023, meeting minutes.

A **MOTION** was made by Mrs. Terry and **SECONDED** by Mr. Moglin to approve the meeting minutes of August 17, 2023. The motion passed by a majority vote.

- b. Committee Member Comments-

*Being no further business to be brought before the committee, A **MOTION** was made by Mr. Moglin and **SECONDED** Mrs. Terry by to close the meeting at 8:13 p.m. The motion passed unanimously.*

*The Next Scheduled Meeting is September 21, 2023.*

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Marcus Phelps

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Jessica Whitmore Parker

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David Spina

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Doug Moglin

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Randy Brown

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David DeiDolori

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Burt Hansen

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Dave MacWilliams

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Norm Cheever

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Aleda DeMaria

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Scott Lamon

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