



*City of Westfield*  
MEETING MINUTES

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WESTFIELD CITY CLERK

**Master Plan Committee – June 20, 2023**  
**City Hall Room 315**

Master Plan Committee members in attendance: Chair Jay Ducharme, Sharon Greany, Agma Sweeney, Alexandra Smialek, Bill Schneeloch, Jennifer Battles, Jillian Battles, Richard Salois (PB), Bernie Puza (PB). Also attending: Jay Vinskey (City Planner) and Christine Fedora (Secretary).

Members not attending: Brent Bean (CC), Harrison Stefano, Rania Kfuri, Les Pooler, Rick Barry, Melissa Trzasko, Maureen Socha (WSU).

A quorum being present, Chair Jay Ducharme called the meeting to order at 5:35 PM.

A. Public Participation

Albert Masciadrelli asked that the section of the draft describing the Fire Commission be expanded, as he had mentioned to the City Planner. Planner Vinskey stated he had forwarded the information to Weston & Sampson and that the revision was made.

B. Approval of previous meeting minutes (03/21/23)

Member Sweeney motioned, seconded by Member Jennifer Battles to approve the 3/21/23 minutes. All in favor.

C. Master plan development

Consultant Jim Riordan summarized the changes made following the public comments and other updates.

- The cover page updated; graphics were added to make visually more interesting.
- Each section has cover pages with photos to represent the content of that chapter.
- Acknowledgement section explaining why updating.
- History of Westfield, where the City has been and is going in terms of the population and demographics information.
- Public involvement part of project, listening to community and workshops.
- Information about survey and responses that were received.

He scrolled through the plan including the goals, policies and action sections and the lead party, support party and timeframe, by chapter:

- ✓ Chapter 1) Land use
- ✓ Chapter 2) Housing section. Some photos were added to this chapter.
- ✓ Chapter 3) Economic development

- ✓ Chapter 4) Natural resources. The vision statement for the Natural Resources section has been updated per comment, to give more detail.
- ✓ Chapter 5) Art, Historic and Cultural Resources.
- ✓ Chapter 6) Open Space and Recreation
- ✓ Chapter 7) Services and facilities
- ✓ Chapter 8) Circulation, Transportation and Mobility
- ✓ Chapter 9) Agriculture
- ✓ Chapter 10) Energy
- ✓ Chapter 11) Water Supply
- ✓ Chapter 12) Natural hazards and Environmental Preparedness

Chapter photos were reviewed, and Planner Vinskey asked if they are credited photos, as some were submitted from the public solicitation. It was decided a photo credit list and locations/descriptions should be added at the end; Vinskey to work with Riordan in confirming crediting info.

The references section was also reviewed.

Planner Vinskey noted there were probably 8-10 comments that were received on the public draft. Member Smialek mentioned the goals, policies and actions section of Chapter 1's numbering was off; Riordan to correct and check other sections. Appendices to be included: meeting minutes, raw survey results, letters of support. Also add photo credits.

Planner Vinskey stated this is on the Planning Board's agenda tonight to possibly adopt and endorse. Member Schneeloch motioned, duly seconded, to formally present the Master Plan (with discussed revisions) to the Planning Board for their adoption and endorsement. All in favor.

#### D. Next Tasks

Vinskey noted once adopted, the plan will be posted online, printed, and sent to the State and City Council; paper copies to places like the Athenaeum, Senior Center.

#### E. Disbandment

With the committee's work completed, at 6:15 PM Member Sweeney motioned, duly seconded, to adjourn the meeting and disband the committee All in favor

Minutes recorded by C. Fedora