

Northfield Master Plan Steering Committee
Minutes January 9, 2013
Meeting held at Town Hall

Meeting was **called to order** at 7:00 pm by Chair Rich Fitzgerald

Attending: Richard Fitzgerald, Dianne Cornwell, Gwen Trelle, Steve Malsch, Brian Brault and Kevin Leger and Jack Spanbauer. Also attending were consultants Martha Lyon, Daphne Politis, and Brian Barber , Also attending were Jerry Wagener and four residents who received Master Plan Committee letters: Sue Ross, Alex Stewart, Joe Stacey and Jill Fortier.

Approval of Minutes

After review and upon a motion made Kevin Leger, seconded by Brian Brault the MPSC members unanimously voted the approval of the December 18, 2012 minutes with edits.

Citizen Concerns/Other: None

Follow up Business from Previous Meeting

A. **Introductions** were made of all persons present. Member Spanbauer presented the consultant team with a stack of reports and a listing of contacts to help get the inventory assessment started. An overview of process was reviewed and discussed at length with consultants and people present, including the purpose of the Master Plan Committee and who should be invited to participate in the Kick off meeting planned for January 30th. Daphne Politis reviewed the process they have used in other communities and suggested that we adjust the process for the best fit with Northfield's needs. The process overview led into further discussion about the structure of the Master Plan Committee.

B. Appointments to Master Plan Committee

MSPC members reviewed their views from their prior meeting that they did not believe it was practical to create a large Master Plan Committee with 30 or more members appointed. Members reiterated their concerns that formal appointments would lead to issues reaching a quorum for holding meetings and may present issues with meeting the Open Meeting Law requirements. Member Brault reiterated that the MPSC members in favor of using a work group approach were not trying to circumvent the Open Meeting Law, but rather allow for a process that was more fluid and that would encourage participants to come and go as they chose to help with the work required in creating a master plan. MSPC Members expressed support to have a structure using workgroups led by teams of MSPC members as an alternative to having the larger committee

The four persons present who had recently been appointed by the BOS to the Master Plan Committee were polled for their views on using this workgroup structure as an alternative to the formal committee appointments. All expressed varying levels of support for using and participating in this workgroup structure. After further consideration, consensus of the group was that there would be a work group referred to as the Master Plan Roundtable.

Action : After discussion, MSPC member Spanbauer made a motion, seconded by Steve Malsch, that the Master Plan Roundtable not have members who are sworn in, but MP Roundtable participants would work with Martha Lyon Team to complete the inventory of town resources, take part in visioning for the town's future, develop tools for implementing that vision, and assist in all other aspects of completing the Master Plan. The motion was unanimously passed by MSPC members.

Next Steps

Plans were reviewed for the organizational meeting on January 30th that will begin with guided tour for consultant team with some MSPC members. The 7 pm meeting will be posted as a meeting of the MSPC with Roundtable and will focus on planning for Town wide meeting tentatively planned for first week of March.

Daphne reviewed some ideas for branding a theme for the Master Plan, and suggested that members come to next meeting with ideas. Additionally, as part of outreach plan she listed some areas where the consultant team will need Liaisons including but not limited to Youth/Schools, Media, Social Media, tech savvy, business community, seniors and with publications

Member Spanbauer agreed to get information about planned Master Plan activities into community newsletter with a deadline of January 10.

There were no topics not reasonably anticipated by the chair at the time of posting

On a motion by member Brian Brault, seconded by member Jack Spanbauer, the Committee voted unanimously to adjourn at 9:05pm.

Respectfully submitted,

Dianne Cornwell

Minutes reviewed and approved by MSPC on 1/30/2013