

Northfield Master Plan Steering Committee with Roundtable

Minutes January 30, 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 Jack Spanbauer. Absent was Kevin Leger.

Also attending were consultants Martha Lyon, Daphne Politis, Brian Barber, Bill Giezentanner, Jeff Maxtutis, and Kala Gurung, Roundtable members attending included Sue Ross and Jill Fortier.

Approval of Minutes

After review and upon a motion made by Brian Brault seconded by member Cornwell the MPSC members unanimously voted the approval of the January 9, 2013 minutes with edits.

Citizen Concerns/Other: None

Follow up Business from Previous Meeting

A. Members conducted a debriefing from Rolling Tour of Northfield's systems, sites and structures held earlier in day. Some participants on the tour expressed being struck about the distances that towns' people have to travel to get to things like transfer station, post office and bank, and the transportation limitations of the area.

B. Martha Lyon led the group in a review of the Scope of Work for the Master Plan. Each consultant present has or will be working on specific parts of the elements of the Master Plan. Bill G. will be working on the Open Space, Land Use and Zoning elements, Brian Barber is working on the Housing and Economic Development elements, and has begun compiling the statistical and other relevant data. He will circulate the list of 52 businesses that are currently registered with town clerk, and asked that any additional known businesses be forwarded to him. He is also looking for contact information for persons involved in local housing. Jeff and Kala are working on the transportation and circulation element. Daphne, in addition to working on outreach plan, will be working on the public services and facilities element including the services to seniors and youth. Martha will be the coordination point for work being done, and will be involved in the historical aspects master plan.

Next Steps

Discussion followed about the process and plans for future meetings with consultant, and how often the MPSC will need to meet. Members agreed to keep first and third Wednesdays as a possible meeting time. Discussion ensued about the March 6 date for inviting people for kick off meeting. Daphne and Martha will meet with MSPC and Roundtable on Wed, Feb 6th to complete outreach plan. There was a limited discussion for branding a theme and logo. Members expressed concerns that we do not have extra funding to hire a graphic artist. Sue Ross indicated she may know one that she would contact to see if he could help. Members were asked to think up words and images that they believe convey the general purpose of the Master Plan. Sue Ross indicated that there may some interest in using the same logo that has been worked up for the recently completed Open Space Plan which she will bring to next meeting.

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

On a motion by member Jack Spanbauer, seconded by member Brian Brault, the Committee voted unanimously to adjourn at 9:00 pm.

Respectfully submitted,

Dianne Cornwell

Minutes reviewed and approved by MSPC on 2/6/2013