



Northfield Master Plan Steering Committee with Roundtable
Minutes February 6, 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, and Daphne Politis,
Roundtable members attending included Sue Ross, Barbara Richardson and Jill Fortier.

Approval of Minutes

After review and upon a motion made by Brian Brault seconded by Jack Spanbauer the MPSC members unanimously voted the approval of the January 30, 2013 minutes with edits.

Citizen Concerns/Other: None

Follow up Business from Previous Meeting

A. Introductions were made of all persons present. Member Spanbauer noted he would have to leave early. He updated the group on his plans, with Rich Fitzgerald, to address the Kiwanis group on Monday, Feb 11 about the ongoing activities of the master plan and to invite Kiwanis to public forum to be held March 6. Rich announced that the elementary school is already in use for that March 6th date. After discussion the group decided the first public forum will be held at town hall in the auditorium.

B. Martha Lyon and Daphne Politis outlined 3 areas to focus discussion for the evening that included working on the Outreach Plan, Branding and Logo, and discussing the potential need for additional funds for outreach work, or to drill down on items identified as those for concern at public forums. Members agreed that it would be best to put a warrant article on town meeting requesting additional funds. Members Spanbauer and Fitzgerald will be meeting with finance committee and will broach the subject and will work on a warrant article.

C. **Outreach Plan:** Daphne Politis led the group in a comprehensive work session to draft the **Outreach and Participation Plan**. Topics covered were branding, developing materials and methods for information sharing, targeted outreach with seniors, youth and the business community, organizations, associations, and gathering places, special events that happen in town, media, and social media

Next Steps

Discussion then focused on the March 6 event and how to best invite people to participate in the first public forum that will be a visioning session. Martha presented the group with a proposed format for the public forum. It was suggested that the forum run from 7 to 9 pm, and that there be door prizes. The group was given a handout on "Branding the planning process" to use at the next meeting which will be on February 20th at 7pm.

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

On a motion by member Cornwell, seconded by member Trelle, the Committee voted unanimously to adjourn at 9:15 pm.

Respectfully submitted,

Dianne Cornwell

Minutes reviewed and approved by MSPC on 3/20/2013