



Northfield Master Plan Steering Committee with Roundtable
Minutes March 20, 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

Absent were Kevin Leger and Jack Spanbauer

Also attending were consultants Martha Lyon, Daphne Politis, and Jeff Maxtutis

Roundtable members attending included Jill Fortier and Alex Stuart

Approval of Minutes

After review and upon a motion made by Brian Brault seconded by Steve Malsch, the MPSC members unanimously voted the approval of the February 6, 2013 minutes with edits.

Citizen Concerns/Other: Richard Fitzgerald discussed the process for paying consultant bills as they are submitted. Upon motion by Cornwell, seconded by Steve Malsch, the Master Plan Steering Committee voted to that Richard Fitzgerald had the authority to sign and submit routine bills on behalf of the committee with a request that Richard Fitzgerald report back to the committee with summary of bills paid.

Follow up Business from Previous Meeting

A. Richard Fitzgerald updated members on the meeting with Finance committee and the annual town meeting warrant article for \$5k dollars to expand master plan outreach activities. Rich also presented information on the Planning Boards proposed bylaw for a temporary restriction on the number of dwelling units that can be constructed. There will be a public hearing on the bylaw on April 2. The intent is to slow down residential development until the Master Plan is complete.

B. Martha Lyon and Daphne Politis led a “debriefing” of the 3/6 Public Forum with all present. Members had received a draft electronic summary of the first forum. Some edits to the final product were suggested. Generally, most feedback about the forum was positive. Some things that went real well were snacks, door prizes, and small focus group sessions. Some areas that need attention in the future would include having a logistics checklist, and having an outreach subcommittee that would oversee these details for setting up group meetings. There was review and discussion of next steps, which included setting up smaller group visioning sessions. Members listed out 12 potential groups, including business group, Kiwanis, Firefighter/EMS, “Nascar” crowd, Youth 18+, Under 35, seniors, school, town governance group, cub and boy scouts; town board summit, and religious groups. The target completion date is 4/21/2013. Daphne will forward materials.

There was a brief review of the people who signed up at the end of the last forum, and how to integrate them into the process as soon as possible to keep momentum. There was also discussion about having the 2nd public forum at end of May or early June. Some ideas considered were to have a photography contest, or puppeteer (Steve Stoia). Richard Fitzgerald will check availability for cafeteria at the elementary school. There was continued discussion about the social media activity. All agreed a social media site would need monitoring. Brian Brault will follow up with people who signed up to help with social media.

On a motion by Richard Fitzgerald, seconded by Brian Brault, the committee unanimously approved the logo as presented for the forum to be used on all materials connected with Master Plan.

Next Steps

Roundtable members will report back to consultants when dates and times of small groups are set up. Next meetings for MPSC and Roundtable will be 4/3 and 4/17

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

On a motion by member Malsch, seconded by member Brault, the Committee voted unanimously to adjourn at 9:35 pm.

Respectfully submitted,

Dianne Cornwell

Minutes reviewed and approved by MSPC on 4/3/2013