



Northfield Master Plan Steering Committee with Roundtable
Minutes July 17, 2013
Meeting held at Town Hall

Meeting was **called to order** at 7:03 pm by Chair Rich Fitzgerald

Attending: Richard Fitzgerald, Dianne Cornwell, Brian Brault, Kevin Leger, Steve Malsch and Jack Spanbauer. Absent: Gwen Trelle

Roundtable members attending: Kathy Wright

Approval of Minutes

After review and upon a motion made by Jack Spanbauer seconded by Brian Brault the MPSC members voted favorably the approval of the July 3, 2013 minutes.

Citizen Concerns/Other: none

Follow up Business from Previous Meeting

A. Budget report: Richard Fitzgerald reviewed the most recent invoice and budget summary. Members discussed at length, the remaining resources for completing the project within the contract budget and the anticipated cost of the extra roundtables in September. Members were in agreement that there needs to be at least \$1000 set aside for incidental expenses for public participation that are not included in the contract, and that we need to be sure there is enough funds to get to the final activities identified in the scope of services. Members concluded the discussion of the budget by asking Chair Fitzgerald to contact Martha Lyon and “back into” the budget for the final activities for the project. Member Spanbauer noted that a change order would need to be submitted to expend the additional \$5000 that was voted at town meeting. Members asked that a summary of final budget estimates be available at the next meeting.

B. Roundtable Planning

Members further discussed the proposed additional roundtables to be held in September to explore further two larger planning issues in Northfield: Main Street and Economic Development following the list of topics sent via email from Martha Lyon. Discussion primarily focused on the invitation lists for these roundtables. Some members had brought in names of people to invite and some had lists of categories. Chair Fitzgerald will summarize these lists along with suggestions made and send out to members before the next meeting. Members identified September 12, 19th and 25th as possible dates. The preferred location is the Elementary school. Chair Fitzgerald will check on availability. After discussion, members came to consensus that the Roundtables should be filmed for CATV. The Roundtables will be posted as public meetings, but there was agreement that there would not be a need for posters because invitations will be sent out.

Upon Motion by Jack Spanbauer seconded by Steve Malsch, members voted to adjourn at 8:25 pm.

Respectfully submitted, Dianne Cornwell

Minutes reviewed and approved by MSPC on 8/14/2013