



**Northfield Master Plan Steering Committee with Roundtable
Minutes for August 14, 2013
Meeting held at Town Hall**

Meeting was **called to order** at 7:01 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

Also attending Martha Lyon

Approval of Minutes

After review and upon a motion made by Jack Spanbauer seconded by Steve Malsch MPSC members voted favorably the approval of the July 17, 2013 minutes.

Citizen Concerns/Other: none

Follow up Business from Previous Meeting

A. Budget report: Richard Fitzgerald has been in touch with accountant but does not have a year to date report. He believes there is about 20% remaining in the total budget. Martha Lyon stated that there had been an error in the spreadsheet that has been corrected. Jack Spanbauer noted that the BOS approved the budget amendment and the full \$5000 will be given to consultant group for the additional roundtable work. Martha assured the group that there is enough funding to complete the project. Members noted that once the \$1000 that was set aside for unanticipated expenses like printing and refreshments is exhausted, that additional costs will have to be included in the consultant's budget.

B. Roundtable Planning

With guidance from consultant, members further discussed the logistics and the assignment list for the roundtables to be held in September. Members agreed that the September 19th and 25th would be the most likely dates, but member Fitzgerald has not confirmed if the school could be available, but has left messages with Tom King. Martha reviewed and identified which members would work on which tasks, and will complete the assignment list and send copy to members. Members Fitzgerald and Spanbauer will be the Facilitators for the roundtables, and member Cornwell will be one of the Recorders. Member Cornwell will ask member Trelle if she could also be available as a Recorder. These roundtables are viewed as critical pieces to the successful completion of the Implementation Plan which members began reviewing in draft form. There was also some further discussion about the invitation lists which members Malsch and Wright, and Fitzgerald will continue to fine tune. Martha will be at the next meeting which is planned for August 28th. Members should review the draft Implementation and plan and send comments to Martha.

Upon Motion by Jack Spanbauer seconded by Steve Malsch, members voted to adjourn at 8:20 pm.

Respectfully submitted, Dianne Cornwell

Minutes reviewed and approved by MSPC on 8/28/2013