



**Northfield Master Plan Steering Committee with Roundtable  
Minutes for August 28, 2013  
Meeting held at Town Hall**

Meeting was **called to order** at 7:00 pm by Chair Rich Fitzgerald

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

Roundtable members attending: Kathy Wright, Alex Stewart, Sue Ross

Also attending Martha Lyon

**Approval of Minutes**

After review and upon a motion made by Jack Spanbauer seconded by Brian Brault MPSC members voted favorably the approval of the August 14, 2013 minutes.

**Citizen Concerns/Other: Announcement:** Rich Fitzgerald reported that he had heard by email from Jill Fortier that work constraints will keep her from attending Roundtable meetings.

**Follow up Business from Previous Meeting**

**A. Budget report:** Richard Fitzgerald was away on vacation and has not followed up for a report from the accountant.

**B. Roundtable Planning**

Martha Lyon updated members about the Graduate Studios on in-fill modeling by UMass students. They are planning to do modeling of in-fill for downtown Northfield as their project sometime in late October. Martha will invite the Instructor Ethan Carr and the student Amanda Rookie to the upcoming roundtables.

Martha then reviewed the list of assignments for the roundtables to be held in September. After discussion, members agreed to change the dates for the Roundtables to September 25<sup>th</sup> and October 2<sup>nd</sup> or 3<sup>rd</sup> depending on availability of NES cafeteria. Members also thought the first week of November should be the final public forum. Rich will follow up with Tom King about these dates. Members Fitzgerald and Spanbauer will be the Facilitators for the roundtables, and members Cornwell and Trelle will be the recorders, and members Leger and Brault will be timekeepers. These roundtables are critical pieces to the successful completion of the implementation plan which members have been reviewing in draft form.

Martha reviewed the plans for the roundtables and how they will be used to fill in parts of the implementation plan. There was further discussion about the invitation lists which members Malsch and Wright, and Fitzgerald will continue to fine tune. Member Brault, with the help of consultants, will work up the invitation that will be sent electronically or mailed to invitees. Martha will be at the September 18 regular MPSC meeting, There will be a MSPC meeting on September 4.

Upon Motion by Steve Malsch, seconded by Brian Brault members voted to adjourn at 8:40 pm.

Respectfully submitted, Dianne Cornwell

Minutes reviewed and approved by MSPC on 10/16/2013