



**Northfield Master Plan Steering Committee with Roundtable**  
**Minutes for February 12, 2014**  
**Meeting held at Town Hall**

Meeting was **called to order** at 7:00 PM by Jack Spanbauer for Chair Rich Fitzgerald who will be coming late to meeting

**Attending:** Brian Brault, Gwen Trelle, Jack Spanbauer and Dianne Cornwell

Richard Fitzgerald joined meeting at 7:20

Absent: Kevin Leger

Roundtable members attending: none

**Citizen Concerns/Other:** none

**Business from Previous Meeting**

**A. Budget:** Jack Reported that the budget has been expended, and all bills have been received from consultants and paid.

**Ongoing Business**

A. The final Master Plan is now available on line and hard copies with discs have been received. After discussion, members present recommended that the extra 2 copies be available through Town Secretary and Town Administrators offices.

B. Members discussed and made a recommendation that the Planning Board seek a warrant article at Annual town meeting to fund the work of a consultant on a project to rewrite our current zoning. This was heard continuously throughout the master plan process, and seemed to be a high priority concern of the public who attended the meetings and roundtables. Martha submitted a preliminary scope of work and related cost, and Rich Fitzgerald surveyed other communities. Generally, a full rewrite would cost upwards from \$70,000 to \$100,000. Martha had stated that it could be done in phases, and that the first phase outlined in hand out would cost an estimated \$25, 000. Members suggested adding \$2000 to that amount for other incidental costs like printing.

C. Master Plan Implementation Committee: Members again discussed the need for an Implementation committee. There was a lot of discussion about the composition of the committee and whether the committee would be formed by BOS or the Planning Board. Members also discussed recommendations for what the mission of the Implementation committee would be and will continue the discussion when they meet in March. Chair Fitzgerald, will present the Master Plan to the BOS at one of their March meetings, and will meet with Fin Com about warrant article. Member Spanbauer will go to Fin Com with Rich.

D. There was some discussion of how the Master Plan will be presented to Annual Town meeting. The Planning Board will need to adopt the plan, and it is Rich Fitzgerald's thoughts that Annual town meeting would vote to adopt the Goals.

Members agreed to meet again on March 5, 2014 at 7 pm. to discuss and make recommendations on the mission, goals and composition of the Implementation Committee. Member Trelle noted to chair that she will be away for March 5 meeting date.

Upon motion by Jack Spanbauer seconded by Brian Brault, members voted to **adjourn** at 8:10 PM.

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Respectfully submitted, Dianne Cornwell

Minutes reviewed and approved by by MPSC on 4/2/2014