

**NORTHFIELD PLANNING BOARD  
WORKSHOP SEPT. 27, 2007  
MINUTES**

Doug Read, Wayne Crowley, Dick Maher, Michelle Bonsteel, Glen Brown, Bill Dawson.  
Also present: Mike Izard, LRPC, Lisa Martin, Quantum and Eliza Conde, Secretary.

**Definitions:** additions per Lisa

**Conceptual Consultation Phase:** Discussion relative to whether this phase should be on the agenda or if an applicant can just come to the meeting. Applicants will be “encouraged” to notify the town 15 days prior to the meeting for placement on the agenda.

**Agenda format:**

- I. Introduction
- II. Minutes
- III. Old Business
- IV. New Business
- V. Conceptual Consultation
- VI. Completeness Reviews
- VII. Other
- VIII. Correspondence

Reminder that no new business will be addressed after 9:30 pm.

**Design Review Phase:** Michelle Bonsteel suggested requiring an escrow account at the time of application for review work. Any dollars not used to be returned. This phase should only be for one meeting and is designed to iron out plans, address Planning Board and abutter concerns before the applicant has invested too much. After this discussion, the applicant would return with a final plan, or make more revisions and ask for another review.

5.1: Add “and a \$5000.00 cash deposit shall be place on deposit with the Town of Northfield in an interest bearing account for the town’s consulting fees.”

For a formal application the process will be as follows:

1. Application is submitted at least 15 days prior to regular meeting
2. Application placed on agenda under VI, Completeness Review
3. If application deemed complete, it will be placed on the next regularly scheduled meeting as new business.
4. If application is incomplete, a letter identifying items missing is sent to the applicant and return to step 1.

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Next workshop scheduled for Oct. 18, 2007 at 7 pm.

Meeting adjourned at 9:45 pm.

Respectfully submitted,

Eliza Conde, Secretary