

**NORTHFIELD PLANNING BOARD**  
**JUNE 13, 2011**  
**MINUTES**

Members present: Doug Read, Kim Robichaud, Dick Maher, Wayne Crowley and Glen Brown.  
Members absent: Fran LaBranche, Geoff Ziminsky and Mike Murphy.

Wayne Crowley presented a proposed schedule for the updating process which was reviewed by the Board. Timing of the public meetings and mailing of the surveys was discussed and may be as follows:

1. Hold a public meeting for suggestions/ideas
2. Revise the 2003 survey
3. Send survey – need to determine exactly how to distribute and who to receive.
4. Update the Master Plan as per survey results and data from LRPC and OSP.
5. Hold a public meeting to review the updated Plan
6. Finalize the update

Members discussed the survey questions and the need to keep the wording unbiased.

When the working/planning schedule is finalized in September, 2011, the dates should be posted on the website as they are public meetings.

A Master Plan update budget will be required for 2012 to include cost of mailings, envelopes, printing, data collection, document preparation and printing the final document.

Much of the data update information can be derived from the Office of State Planning and Lakes Region Planning Commission. The Board will need to go through the chapters of the Master Plan to determine which ones can be done by the Planning Board and which will need input from LRPC. They will also need to decide who will do the work and where the data resides.

Workshop meetings will be held on the 2<sup>nd</sup> Monday of the month beginning in September. Because of Labor Day, the 2<sup>nd</sup> Monday is not available so September's meeting will be on the 21<sup>st</sup> at 7 pm.

Meeting adjourned at 9:15 pm.

Respectfully submitted,

Eliza Conde, Secretary

*Minutes approved 07-11-2011*