

**TOWN OF NORTHFIELD, VERMONT  
PLANNING COMMISSION  
Minutes of April 16, 2018**

Meeting was called to order at 7:09 PM by Chair Hill-Eubanks.

- I. **Roll Call:** Present for the meeting were Brown, Goodrich, Hill-Eubanks, and Ruttenberg.
- II. **Set/Adjust Agenda**
- III. **Public Participation:** Brandy Saxton (PlaceSense).
- IV. **Kick-off Meeting for Town Plan Update:** Brandy Saxton
  - a. **Prior plan and studies:** Will send Northfield documents to Brandy (TMD survey, VDAT, Brownfields Area Wide Plan, NCC reports, etc.)
  - b. **PC priorities and issues:** PC to decide what kind of document the Town Plan should be: potentially a strategic plan with implementation tasks and measurable objectives. Whether we want Plan to be strong enough for effective use at Act 250/Section 248 permit review hearings. Possible priorities include Village development, improved infrastructure, bike paths/connectors, and energy efficiency. Vision statement drafted from feedback in surveys, and including existing Plan.
  - c. **Project schedule:** Reviewed draft of planning schedule from Brandy.

Goal would be to have a 1st draft to PC in June/July; 4-6 hours to meet and focus on the 1<sup>st</sup> draft (1 or 2 meetings). Early Sept. – public release of 1<sup>st</sup> draft, and send to Select Board and Commissions, Town Manager, etc. for comment. Public meetings (3) to be held in Sept./Oct. – possibly focus on a couple of issues at each meeting; choose venues. End of Nov/1<sup>st</sup> week Dec – PC review second draft. Review areas of concern in January. Goal of Jan 2019 for delivery of Plan to PC for adoption. More time is available if we need it.
  - d. **Community survey:** To be distributed by May 1<sup>st</sup>. Online and by handouts at community events. Brown volunteered to hand out paper surveys. Collect emails if possible to be used for information distribution.
- V. **Approval of Minutes:** March 19, 2018. Tabled.
- VI. **Discuss agenda items for next meeting:** Election of PC officers
- VII. **Other Business:**
- VIII. **Next Regular Meeting:** May 21, 2018.
- IX. **Adjournment:**

*These minutes are subject to changes and approval at the next regular meeting, but are substantially correct.*