

**TOWN OF NORTHFIELD, VERMONT**  
**PLANNING COMMISSION**  
**Minutes of September 16, 2019 Meeting**

Meeting was called to order at 7:02 PM by Chair Hill-Eubanks.

**Roll Call:** Present for the meeting were Commissioners Nancy Peck, Ruth Ruttenberg and Laura Hill-Eubanks. Also present was Zoning Administrator/Secretary Mitch Osiecki. Commissioner Aaron Rhodes was absent.

**Set/Adjust Agenda:** No adjustments to the agenda.

**Public Participation:** None.

**Town Plan Update:** Priority item is to make certain that all preparations are made for the Public Hearing on Monday, Oct 21.

By Friday, 9/20 we need to send a copy of the final draft of the Town Plan, along with a summary report, to the seven abutting towns. This same material also needs to be shared with the CVRPC and with the Department of Housing & Community Development. Materials must be sent by certified mail.

Commissioner Peck moves to authorize Hill-Eubanks to draft a summary report on behalf of the PC to be delivered with the draft Town Plan. Ruttenberg seconds. **Motion carried 3-0.**

Osiecki will work with Hill-Eubanks to draft the summary report and will get all materials posted by certified mail on Wednesday.

Public Hearing is set for Monday, October 21 (to coincide with regular monthly meeting date). This meeting must be warned, including having a copy of the warning notice displayed at three or more places of record within the municipality. Osiecki will coordinate with Ken Mccann to make sure the warning is posted around town and will also have notice published in the newspaper. Will also ask Jeff Schulz to notify the Select Board of the Public Hearing.

**Approval of Minutes:** Ruttenberg moved to approve August 19 minutes, with minor edits. Peck seconded. **Motion carried 3-0.**

**Next Regular Meeting:** October 21, 2019. **(Public Hearing of Town Plan)**

**Adjournment:** Meeting adjourned at 7:45 PM.