

**Town of Topsfield
FY2019 Government Review Committee (GRC)**

Approved Meeting Minutes

November 6, 2018

7:30 P.M.

Topsfield Town Hall
First Floor Conference Room

1. **Call to Order:** Chairman Lou Ross called the meeting to order at 7:30 P.M. with Jon Palace, Dave Read, Roberta Sapienza, and Libby Wilson present. Others present: Dick Gandt, Eldon Goodhue, Dave Larson. Dick Gandt made a recording of the meeting.
2. **Minutes:** Libby Wilson made a motion to accept the minutes from October 23, 2018. Jon Palace seconded the motion. Voted in favor 5-0.
3. **Identifying Questions for Elected Boards and Chairpersons:** (a) The GRC discussed an introductory statement and an aggregated list of possible questions. Roberta Sapienza suggested categorizing the questions, and Roberta also suggested which questions would go with which category. The GRC reviewed each question and proposed categorization, and modified the wording of some questions, combined some questions, and removed redundant questions. Chairman Lou Ross will distribute an updated list of possible questions based on the discussion. The list of questions will be refined at our next GRC meeting. (b) Six questions specifically for the Board of Selectman were not discussed. The GRC will refine those questions when we do a check-in with BOS. (c) If an interviewee wants to share comments off the record, they can. Notes should not be captured when someone provides comments off the record. The “gist” of the comment can be shared at a later time, without attribution.
4. **Investigating Topsfield Town Governance Effectiveness and Efficiency.** No business was discussed.
5. **Correspondence and Materials:** Chairman Lou Ross reported he received correspondence from Kellie Hebert, to schedule time for the GRC to meet with the Board of Selectman. Possible dates are November 19 and December 3.
6. **Upcoming Meeting Schedule:** The GRC will meet on Tuesday December 4, Tuesday December 18, and Tuesday January 8.
7. **Other topics:** Dave Larson made a few suggestions: (a) Test the questions (e.g., 2 different interviewers with 2 different interviewees). (b) Confirm facts (e.g., “You have X number of people on your board, correct?”) (c) Close your notepad if someone wants to speak off the record.

8. **Adjourn:** A motion to adjourn was made by Dave Read at 9:16 p.m. Seconded by Jon Palace. Voted in favor 5-0.

Materials used at the meeting:

1. Agenda
2. Aggregated list of possible questions to ask board chairs and others