



TOWN OF TOPSFIELD  
F.Y. 2019 GOVERNMENT REVIEW COMMITTEE (GRC)

**MEETING MINUTES**

April 23, 2019

7:30 P.M.

Topsfield Town Hall

First Floor Conference Room

1. **Call to Order.** Lou Ross called the meeting to order at 7:32 P.M. with Jon Palace, Roberta Sapienza and Libby Wilson present. Jon Palace was present until about 8:15 P.M. Dick Gandt was also present.
2. **Minutes of April 9, 2019 Meeting.** Jon Palace moved to accept the minutes from the April 9, 2019 meeting. Libby Wilson seconded. Approved 3-0-1. (Roberta abstained.)
3. **Responses to Questions with Town Board Members and Officials.**
  - a. The committee re-checked answers to question 6 (re. "How much of your board's time is spent on ...") and made corrections so the totals added to 100%.
  - b. If GRC members want to condense long answers, they can email their suggestions to Lou Ross.
  - c. Consensus that it appears that there is sufficient administrative help and little interaction with Town Administrator or Board of Selectmen.
  - d. General discussion of meaning of questions and how to summarize/quantify responses.
  - e. GRC determined who would be responsible for particular response summaries:
    - Roberta: Questions 1, 3, 4, 5, 6, and 24
    - Libby: Questions 9, 10, 11, 12 and 25
    - Lou: Questions 20, 21, 22, 23, and 26
    - Jon/Dave: Questions 7, 8, 13, 14, 15, 16, 17 and 18
  - f. Lou Ross to circulate MSWord version of format for question summaries with spaces for percentages for elected and appointed officials and for specific comments and interpretations of responses.
4. **Correspondence and Materials.** None discussed.

**5. Upcoming Meeting Schedule.** Tuesday, May 14, 2019 at 7:30 P.M.

**6. Adjourn:** A motion to adjourn was made by Roberta Sapienza at 9:18 P.M., seconded by Libby Wilson. Voted in favor 3-0.

**Materials used at the meeting:**

1. Agenda
2. Draft Statement to Town Meeting
3. GRC Summary of Responses