



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

**MEETING MINUTES**

May 14, 2019

7:30 P.M.

Topsfield Town Hall  
First Floor Conference Room

1. **Call to Order.** Lou Ross called the meeting to order at 7:30 P.M. with Roberta Sapienza and Libby Wilson present. David Larson was also present.
2. **Minutes of May 14, 2019 Meeting.** Roberta Sapienza moved to accept the minutes from the May 14, 2019 meeting. Libby Wilson seconded. Approved 3-0.
3. **Responses to Questions with Town Board Members and Officials.**
  - a. Discussed the resignation of Dave Read, the possible addition of a new fifth member and who would be responsible for particular response summaries.
  - b. GRC determined who would be responsible for particular response summaries:
    - Roberta: Questions 1, 3, 4, 5, 6, 7 and 24 (added #7)
    - Libby: Questions 8, 9, 10, 11, 12 and 25 (added #8)
    - Jon: Questions 13, 14, 15, 16, 17 and 18 (added #18)
    - Lou: Questions 19, 20, 21, 22, 23, and 26 (added #19)
  - c. Discussed format for report: question, summary with themes (and with interesting numbers of votes in parentheses) and table.
  - d. Discussed question #3 re. appointing authority of Board of Park and Cemetery Commissioners, Board of Water Commissioners, Board of Road Commissioners, Elementary School Committee and Tri-Town Union.
  - e. Discussed possible appointment powers re. Board of Selectmen/Town Manager.
4. **Investigating Town Governance Effectiveness and Efficiency.** Discussed possible next steps, including conversations with Massachusetts Municipal Association, former Selectmen and Department heads. Discussed Saturday Town Meetings, remote voting at Town Meeting and secret ballots. Generally discussed special acts. Lou Ross to forward special act as example.

5. **Correspondence and Materials.** None discussed (other than questions and responses).
6. **Upcoming Meeting Schedule.** Tuesday, May 28, 2019 at 7:00 P.M.
7. **Adjourn:** A motion to adjourn was made by Roberta Sapienza at 8:40 P.M.; seconded by Libby Wilson. Voted in favor 3-0.

**Materials used at the meeting:**

1. Agenda
2. GRC Summary of Responses