

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

Meeting Minutes

May 28, 2019

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 and Roberta Sapienza present. Dick Gandt and Dave Larsen also attended.
2. **Minutes:** Roberta Sapienza moved to accept the minutes from the May 14 2019 meeting. Jon Palace seconded. Approved 2-0-1. (Jon abstained.)
3. **Committee membership:** Chairman Lou Ross informed the committee that Libby Wilson has resigned from the GRC, leaving the committee with only 3 members. Lou will contact Mark Lyons (Selectman chair) to determine if there is a sunset date for the GRC.
4. **Responses to Questions with Town Board Members and Officials**
 - a. The committee agreed to complete summaries. Libby may have completed summaries before resigning and may have given the summaries to Debi Morong.
 - b. The committee suggested a format for our report as follows:
 - A high-level executive summary.
 - For each question, a summary of the responses, in English, with some excerpts as appropriate, breaking-down responses by elected vs. appointed respondents.
 - c. In addition to the questions already assigned, committee members agreed to take additional questions to summarize:
 - Jon: Questions 11-12
 - Roberta: Questions 8-9
 - Lou: Questions 10 and 25
 - d. The committee discussed the challenges of summarizing non-quantitative answers and recognized the loss of context with the loss of interviewers. The committee agreed to use words like “the overwhelming majority” or “a slight majority” rather than using percentages.
5. **Upcoming Meeting Schedule:** The GRC will meet at 7:00 pm on Tuesday June 4 and Tuesday June 11.

6. **Adjourn:** Roberta Sapienza moved to adjourn at 9:00 pm. Seconded by Jon Palace.
Approved 3-0.

Materials used at the meeting:

1. Agenda
2. GRC Summary of Responses