

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

**Meeting Minutes**

June 4, 2019

7:00 P.M.

Topsfield Town Hall  
First Floor Conference Room

1. **Call to Order:** Lou Ross called the meeting to order at 7:00 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 28, 2019 meeting. Jon Palace seconded. Approved 3-0.
3. **Responses to Questions with Town Board Members and Officials.** Working session to discuss draft summaries of responses from board chairs written by each committee member and high-level concepts for executive summary, appendix, format and MMA materials. Discussion regarding question #6. Discussion of hiring and personnel process and Town Administrator's role in collective bargaining negotiations. Discussion of "structural" vs. "operational."
4. **Upcoming Meeting Schedule:** The GRC will meet at 7:00 P.M. on June 11, 2019.
5. **Adjourn:** Jon Palace moved to adjourn at 9:47 P.M. Seconded by Roberta Sapienza. Approved 3-0.

**Materials used at the meeting:**

1. Agenda
2. GRC Summaries of Responses