

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

**Meeting Minutes**

June 11, 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:** Jon Palace moved to accept the minutes from the June 4, 2019 meeting. Roberta Sapienza seconded. Approved 3-0.
3. **Responses to Questions with Town Board Members and Officials.** Discussion of overall takeaway concept that based on small sample size, GRC found that most board chairs interviewed were satisfied with existing Town government but not wedded to form of existing Town government. As such, GRC inclined not to recommend changes to structure of Town government but would elevate to Board of Selectmen any specific concerns and suggestions for improvements to effectiveness and efficiency raised by board chairs.

General discussion of report, Board of Selectmen vote to create GRC on September 17, 2018, Board of Selectmen meeting on June 17, 2019 and GRC term ending on July 17, 2019. Aim to have draft of report completed by July 17, 2019. Discussion of possible next steps and interviews with Town department heads and officials, including Police Chief and Fire Chief.

Working session to discuss draft summaries of responses from board chairs written by each committee member and high-level concepts for executive, including discussion regarding questions #6, 24 and 26. Discussion of "structural" vs. "operational."

4. **Upcoming Meeting Schedule:** The GRC will meet at 7:00 P.M. on June 20, 2019.
5. **Correspondences.** There were no correspondences.
6. **Adjourn:** Roberta Sapienza moved to adjourn at 8:28 P.M. Seconded by Jon Palace. Approved 3-0.

**Materials used at the meeting:**

1. Agenda
2. GRC Summaries of Responses from GRC Members