

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

**Meeting Minutes**

June 20, 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 11, 2019 meeting. Roberta Sapienza seconded. Approved 3-0.
3. **Responses to Questions with Town Board Members and Officials.** Discussion on Summary of Survey Responses from Board and Committee Chairs prepared by Roberta Sapienza.
4. **Executive Summary and Report.** Discussion on draft executive summary and framework of report.
5. **Upcoming Meeting Schedule:** The GRC will try to meet at 7:00 P.M. on July 23, 2019.
6. **Correspondences.** There were no correspondences.
7. **Adjourn:** Jon Palace moved to adjourn at 8:30 P.M. Seconded by Roberta Sapienza. Approved 3-0.

**Materials used at the meeting:**

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